



SYMBIOSIS INSTITUTE OF INTERNATIONAL BUSINESS (SIIB)
is a constituent of **SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**
(Estd. Under section 3 of the UGC act, 1956 I Re-accredited by NAAC with 'A++' grade I Awarded category – I by UGC)



STUDENT'S HANDBOOK 2025

***MASTER OF BUSINESS ADMINISTRATION – (INTERNATIONAL
BUSINESS) MASTER OF BUSINESS ADMINISTRATION – (AGRI
BUSINESS)***

***MASTER OF BUSINESS ADMINISTRATION – (SUSTANABILITY
MANAGEMENT)***

STUDENT'S HANDBOOK 2025

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SIU Vision

Promoting International understanding through quality education

SIU Mission

- To inculcate spirit of 'Vasudhaiva Kutumbakam' (the world is one family)
- To contribute towards knowledge generation and dissemination
- To promote ethical and value-based learning
- To foster the spirit of national development
- To inculcate cross cultural sensitization
- To develop global competencies amongst students
- To nurture creativity and encourage entrepreneurship
- To enhance employability and contribute to human resource development
- To promote health and wellness amongst students, staff and community
- To instill sensitivity amongst the youth towards the community and environment

SIIB Vision statement

Developing global citizens through quality education in the area of management.

SIIB Mission statements:

- To nurture leaders with a global mindset and cross-cultural sensitivity.
- To contribute to nation-building by enhancing employability and encouraging entrepreneurship.
- To provide value and skill-based education while promoting a commitment to sustainability and ethical decision-making.
- To foster knowledge creation and dissemination through industry and academic collaborations.

DIRECTOR'S MESSAGE



Welcome to Symbiosis Institute of International Business (SIIB)!

Keeping abreast with globalisation and India's economy opening up in 1991, Symbiosis Institute of International Business (SIIB) was established in 1992 to play significant role in training young minds, develop entrepreneurial skills in line with the challenges, opportunities and ever-changing dynamics of international business in the global market place. Over the years SIIB has emerged as leader in International Business education. Scores of research, mentoring, consulting and innovative way of teaching have been the key characteristics which makes SIIB a prestigious and reputed institution.

Way ahead of times, when the international business environment started to grapple with issues and challenges, SIIB introduced MBA in Agri-Business in 2004 and MBA in Energy and Environment in 2009. These three exclusive and niche programs offered by SIIB prepare students to comprehend the problems and issues currently faced by the global community.

At SIIB, teaching is far beyond the classroom sessions as we strongly believe in “learning by doing”, therefore our courses are offered with a blend of academic rigor with industry experience in an experiential learning system with strong support from the Alumni and industry connect.

In line with the motto of Symbiosis International (Deemed University), “Vasudhaiva Kutumbakam” – the world is one family, SIIB offers international exposure to its students through its international collaborations with reputed International Universities like Berlin School of Economics and Law, Germany, Hochschule Bremen University of Applied Sciences, Germany, Leibniz University, Hannover, Germany, Munich University of Applied Sciences, Germany, Flensburg University of Applied Sciences, Germany, Macquarie University, Australia to name a few.

With its strong connection with industry, alumni and academic fraternity in India and abroad, SIIB offers unique exposure to its students to explore opportunities not only in India but across the globe.

We look forward to see you in the SIIB Campus to be groomed to comprehend the complexities and intricacies of International Business, Agri-Business, and Sustainability Management.

DEPUTY DIRECTOR'S MESSAGE



Welcome to the Symbiosis Institute of International Business (SIIB)!

It gives me great pleasure to formally connect with you through this handbook, now that you've begun your academic journey at SIIB. Over the past few weeks, I hope you've experienced the vibrant, intellectually enriching, and collaborative environment that defines our institute. As you've already discovered during the initial sessions, SIIB carries a proud legacy dating back to its inception in 1992, a legacy built on academic excellence, industry alignment, and global relevance. Over the years, SIIB has evolved from its origins in International trade to offering a comprehensive management education through its three flagship programs, MBA International Business, MBA Agri-Business, and MBA Sustainability Management (which was earlier introduced as MBA Energy and Environment). Each program is thoughtfully crafted to cultivate global competencies, with a strong emphasis on ethical, sustainable, and impactful leadership.

We live in a world of fast-paced transformation. As industries adopt new technologies, nations redefine growth priorities, and organizations navigate complexity, business leaders are expected to be agile, future-ready, and globally aware. At SIIB, we prepare you for exactly that. Our programs are interdisciplinary, rigorous, and industry-relevant blending academic depth with real-world application. Whether through case-based learning, live projects, international collaborations, or expert-led workshops, you will find yourself constantly challenged and inspired.

What distinguishes your academic journey at SIIB is not just the curriculum or infrastructure, but the ecosystem of mentoring, student-driven committees, global immersion, and a vibrant peer network. Our international academic partnerships, our strong industry collaborations, and our rich alumni presence across the globe will serve as valuable assets in your professional development. From classroom sessions to exchange programs in Berlin, Bremen, and Flensburg etc, from research and innovation to placements and leadership development every opportunity at SIIB is curated to help you grow not just as a manager, but as a responsible global citizen.

This handbook outlines everything you need to navigate your academic journey from credit structures and attendance norms to mentorship models and student committees. I urge you to engage with it proactively. As you embark on this transformative two-year journey, I encourage you to remain curious, consistent, and compassionate. Take ownership of your learning, uphold the values of integrity, and make the most of the vibrant SIIB community.

Welcome once again, let the journey begins!

ABOUT SIIB

The Symbiosis Institute of International Business was established in 1992 as Symbiosis Institute of Foreign Trade (SIFT) with its flagship programme, Master's Diploma in International Trade (MDIT), later renamed as MBA – International Business (MBA - IB) in 2006. As the global business world expanded tremendously, the founders felt the need to proactively transform the institute from a focus of foreign trade to an all-encompassing 'International Business', and hence SIFT metamorphosed into Symbiosis Institute of International Business (SIIB) in 2002.

It was not just the name that changed to 'International Business' that changed, but the institute's vision, which became wider to cover global aspects, as it moved to a brand-new campus equipped with state-of-the-art infrastructure. In the process, SIIB won many coveted accreditations, making it one of India's preferred destinations for MBA education. Today, SIIB stands as one of the premier business schools in the country. Through all these years, it has provided students with a strong academic foundation and ensured their holistic development.

The institute boasts of 100% placements since its inception in leading companies across the globe, which is reflected through an array of alumni spread across diverse geographical domains.

SIIB is recognized for its two more niche programs, MBA - Agri-Business and MBA – Sustainability Management (formerly known as MBA – Energy & Environment) which were launched in 2004 and 2009, respectively, to cater to the evolving needs of the energy and environmental sectors.

In 2002, the Ministry of Human Resource Development, Government of India, conferred the "Deemed to be University" status on Symbiosis, and further, in 2006, the UGC, vide its notification, withdrew the word "Deemed" and renamed the University as Symbiosis International (Deemed University). SIU is accredited by NAAC with an 'A++' Grade. For more details on SIU, please visit the SIU website: www.siu.edu.in

SIIB has International collaborations with leading global business schools and universities; a few are listed below:

1. Berlin School of Economics and Law [BSEL], Germany (Summer & Winter School Programme)
2. Flensburg University of Applied Sciences, Germany (Semester exchange programme)
3. Lisbon School of Economics and Management (Semester exchange programme)
4. Leeds Beckett University, UK (Semester exchange programme)
6. Leibniz University, Hannover, Germany (Semester exchange programme)
7. RUDN University, Russia. (Semester exchange programme)
8. Munich University of Applied Sciences, Germany (Summer School)
9. Hochschule Bremen University of Applied Sciences, Germany (Summer School)
10. The University of British Columbia, Vancouver, Canada (Summer School)
11. IÉSEG School of Management, Paris, France (Summer School)
12. Ben-Gurion University, Negev, Israel (Summer School)

KEY LEADERSHIP AT SYMBIOSIS SOCIETY / SIU / SIIB



SYMBIOSIS SOCIETY

Dr. S. B. Mujumdar	Founder, President
Dr. Vidya Yeravdekar	Principal Director



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY) [SIU]

Dr. S. B. Mujumdar	Chancellor
Dr. Vidya Yeravdekar	Pro Chancellor
Dr. Ramakrishnan Raman	Vice Chancellor
Dr. Machchindra S. Shejul	Registrar
Ms. Shraddha Chitale	Controller of Examinations

ADVISORY COMMITTEE

Chairperson

Mr. Dara Damania-Former Vice Chairman, ThyssenKrupp Industries.

Members:

1. Mr. Arun Firodia-CMD, Kinetic Group
2. Mr. S. K. Jain-Director, Synergy Emulsifuels Ltd.
3. Dr. Satish Koushik-Director, Deccan Management Consultant
4. Mr. Sanjay Kirloskar-CMD, Kirloskar Brothers Ltd.
5. Mr. Firoz Poonawalla-Director, Filarozil Exports Pvt. Ltd.
6. Mr. Abhijeet Ranade-Partner, KPMG
7. Dr. S.B. Mujumdar-Chancellor, SIU
8. Dr. Vidya Yeravdekar-Pro Chancellor, SIU
9. Dr. Ramakrishnan Raman -Vice Chancellor, SIU
10. Dr. Alka Maurya, Director

Coordinator: Mrs. Shilpa Newaskar

SIIB TEACHING AND NON TEACHING STAFF

Teaching Staff			
Dr. Alka Maurya: Director			
Prof. Dipen Paul: Dy. Director			
Dr. Dharmesh Mishra	Professor	Prof. Sushant Malik	Assistant Professor
Dr. Viraja Bhat	Associate Professor	Dr. Vandana Mehta	Assistant Professor
Dr. Sandip Solanki	Associate Professor	Dr. Rahul Priyadarshi	Assistant Professor
Dr. Krishnamurthy Inumula	Associate Professor	Dr. Shefali Shrivastava	Assistant Professor
Dr. Jeevan Nagarkar	Assistant Professor	Dr. Monica Shukla	Assistant Professor
Dr. Suchita Jha	Assistant Professor	Dr. Madhurima Basu	Assistant Professor
Dr. Ravi Sharma	Assistant Professor	Dr. Ganesh Valiachi	Assistant Professor
Dr. Madhura Ranade	Assistant Professor	Dr. Chetan Prabhu	Adjunct Faculty
Dr. Neha Patvardhan	Assistant Professor	Prof. Shekhar Manelkar	Adjunct Faculty

Non-Teaching Staff			
Mr. Yogesh Kalbhor: Administrative Officer			
ACADEMICS		ADMINISTRATION	
Mrs. Gauri Kale	Supervisor	Mrs. Shilpa Newaskar	Senior PA to Director
Mrs. Megha Gadgil	Sr. Coordinator	Mrs. Hemangi Deshpande	Supervisor
Mrs. Sarika Ambekar	Sr. Coordinator	Mrs. Ashwini Kusalkar	Sr. Coordinator
Mrs. Roshni Pardeshi	Assistant Coordinator	Mr. Sandesh Shete	Coordinator
EXAMINATION		ACCOUNTS	
Mrs. Gauri Pingale	Sr. Office Assistant	Mrs. Swati Raut	Supervisor Accounts
		Mr. Dattatray Shinde	Accountant
PLACEMENT		LIBRARY	
Mr. Vinayak Uparate	Corporate Relationship and MDP officer	Mrs. Sarika Agale	Library Incharge
Mrs. Sita Rawat	Placement Officer	Mr. Shekhar Gajmal	Library Assistant
Ms. Kalyani Desale	Coordinator		
IT			
Mr. Prashant Itankar	Network Engineer		
Mr. Rahul Pardeshi	Sr. Coordinator – IT		
Mr. Arjun Saundade	IT Support Engineer		

OFFICE ATTENDANTS	
Mr. Subhash Goriwale	Sr. Office Attendant
Mr. Tushar Shinde	Sr. Office Attendant
Mr. Ashok Lohar	Sr. Office Attendant
Mr. Sachin Jondhale	Office Attendant
Mr. Vikram Pashilkar	Office Attendant
Mr. Laxman Kudale	Office Attendant
Mr. Rohit Salunke	Office Attendant

1. GENERAL GUIDELINES

1.1 Dress Code

As a part of a professional academic Institution, students must follow the dress code norms laid down by the Institute. In the academic block, students must be in presentable attire. No casuals are allowed in the academic block.

Dress code for boys - Trousers, Shirt And Leather Shoes

Dress code for girls - Salwar-Kurta / Chudidars

For guest lectures, institute events, or placements, students must wear the college uniform (White Shirt, Black Trousers And Blazer, I-Card, and Tie (only for boys). Students not adhering to this will not be allowed to attend events and will not get attendance for the said events. Streaking of hair, sporting long hair (for boys), and visible body piercing (excluding earrings for girls) are strictly prohibited. Students are not allowed to wear Floaters / Chappals / Bermuda's in the SIIB campus.

1.2 Student Identity Card

After admission and the commencement of the batch, each student is issued an identity card by the Administration department.

- a. Students have to understand the spirit of wearing identity cards and to comply with it:
 - i. A symbol of belonging to a premier Institution.
 - ii. A means of identification in the case of accidents, medical and other emergencies.
- b. Students are required to carry their identity cards at all times. 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 Director / Deputy Director / Administrative Officer and payment of Rs 200/-.
- c. Identity cards must be surrendered to the Administration Department at the end of the programme while obtaining final clearance.

1.3 Night Attendance For Hostel

- a. Night Muster is the only daily activity that confirms a student's presence and well-being. It is solely the student's responsibility to walk up to the warden and sign the attendance register maintained for this purpose. Attendance will be recorded by the warden every night between 10:00 PM and 11:00 PM. All students must sign the register without fail, even if they have been present in the hostel throughout the day. Once attendance is marked, the student is not permitted to leave the hostel premises. Any attempt to go out after signing will result in disciplinary action.
- b. In the event of any untoward incident, unforeseen circumstance, or fatal injury involving a student whose whereabouts are untraceable, or who is found absent from the hostel during Night Muster without valid reason or prior permission, the entire responsibility will rest with the student. In such cases, Symbiosis staff and faculty will not be held accountable, and cannot be held liable by the parents. A disclaimer reflecting this policy is also displayed on the hostel Notice Boards.

1.4 Hostel Leave Procedure

- a. Hostel leave application must be submitted by **your parent or local guardian** via email to the Administrative Officer at hostelleaveapproval@siib.ac.in. You (the student) must be copied in the email.
- b. Applications must be submitted at least 2 days prior to the intended leave date.
- c. Last-minute applications will be considered only in **genuine emergencies** and are otherwise not accepted.
- d. Applications must strictly adhere to the prescribed format provided by the Institute. Any application that does not follow the required format will be considered invalid and will not be processed.
- e. Students are advised to schedule their hostel leave well in advance. Long-duration leave will be considered only in case of emergencies and must be supported by a valid justification and appropriate

documents. Please note that hostel leave pertains solely to absence from the hostel premises — it is not considered academic leave.

- f. **Hostel Leave for Medical Reasons:** In case of a medical issue, the student must first visit SCHC (Symbiosis Centre for Health Care) and obtain a proper medical prescription or letter from the Medical Officer. He/she can apply for a hostel leave along with supporting documents.
- g. **Hostel Leave Hours :** Please be advised that hostel leave is applicable from 10:00 PM to 6:00 AM. Students with approved leave are not permitted to access or re-enter the hostel premises during these hours. Kindly plan your departure and return accordingly.
- h. **Re-entry to Campus During Approved Leave:** In the event that a student wishes to return to campus during the approved leave period, they must inform the Administrative Officer in advance and provide a valid justification for the early return.

1.5 Payment of Fees

Students are required to pay the fees in accordance with the schedule given in the prospectus / finance portal / the fee notices sent by e-mail.

Late Fees: Please note that a fine as mentioned below will be applicable if the payment is made after the due date :

- (a) Rs. 500 per day for the first month* of delay.
 - (b) Rs. 1000 per day for the second month* of delay.
 - (c) Rs. 5000 per day for the third month* and subsequent delays.
- (*One month is considered for 30 days for the calculations)

1.6 Mode of Communication

Any changes in class schedule or other events / activities in the institute will be communicated to the students via e-mails, notice boards or other modes of communication. The students must keep abreast of changes in timetable details and other announcements. 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. An SIIB email ID will be provided, and all correspondence must be conducted using that ID.

1.7 Grievance

If there are any grievances, the student must contact the Administrative Officer of SIIB. The grievance committee will look into the matter and try to resolve it as soon as possible. Details of the committees are available on the SIIB website: www.siib.ac.in

1.8 Refund of Caution Money

All students must complete the clearance formalities online and offline from different sections of SIIB & SIC after completion of the programme. After completing the final clearance, and submitting the offer letter to the CRC the students will get a refund of the caution money.

1.9 Application for Bonafide Certificate

Application for bonafide certificate should be sent to administration@siib.ac.in, and it can be collected on the next working day. SIIB will not provide bonafide certificates for purchasing vehicles, transferring vehicles, obtaining vehicle licenses, or performing any vehicle-related activity.

1.10 Timings at SIIB

- a. Office hours- 8:30 am to 4:30 pm
- b. Academic Section - 2:00 pm to 4:00 pm
- c. Accounts (cash transaction timings) - 10:00 am to 2:00 pm

2. ACADEMICS AND EXAMINATION GUIDELINES

ATTENDANCE MANAGEMENT

As per the academic and examination policies of Symbiosis International (Deemed University) [SIU], the following attendance regulations shall be strictly enforced at SIIB (available in the Exam rule book, Section -III: Governance- (III-1.1A) and (III-1.1B) page no-21):

2.1 Attendance Requirement

- a. Preferably, students should have 100% attendance; however, a minimum of 75% attendance is mandatory in each individual course as well as in the aggregate across all courses in a given semester.
- b. Students falling short of the required attendance will be governed by:
- c. **Course Not Granted (CNG):** If attendance is below 75% in any individual course, the student will not be allowed to appear for the Mid Term/external examination of that course.
- d. **Term Not Granted (TNG):**
 - If aggregate attendance across all courses is below 75%, the student will not be allowed to appear for any Mid Term/external examination for that semester.
 - The student cannot appear for term end examination of **semester III**, students has CGPA less than 4 up to semester I
 - The student cannot appear for term end examination of **semester IV**, students has CGPA less than 4 up to semester II

2.2 Relaxation

- a. Any absence whether due to illness, personal reasons, or any other engagements must be managed within the **25% permissible limit**.
- b. No additional relaxation will be provided beyond this 25%, except in cases outlined under the medical leave policy.

2.3 Attendance for Official Events

Attendance will be granted for participation in officially approved SIIB events (e.g., Fitness Club, committee duties, external competitions) **only upon prior approval** by the respective faculty in-charge or Director/Dy. Director.

2.4 Guest Lectures, Workshops, and Institutional Events

- a. Attendance at guest lectures, workshops, and other academic events is compulsory.
- b. Unauthorized absence from such sessions will attract deductions:
 - **Half-day absence:** 2 sessions will be deducted.
 - **Full-day absence:** 4 sessions will be deducted.
- c. These deductions will reflect in the student's attendance report and may affect eligibility to appear for examinations.

2.5 Medical Leave Procedure

Attendance for medical reasons will be considered only under strict conditions and subject to institutional approval procedures.

2.6 No Attendance for Routine Illness

- a. No attendance will be granted for minor or routine medical issues.
- b. Students are advised to manage such absences within the permissible 25% relaxation.

2.7 Hospitalization or Major Illness Cases

In cases of hospitalization or serious illness, attendance may be considered on a case-by-case basis only after verification by the Symbiosis Centre of Health Care (SCHC) or SUHRC and with the Director's discretion.

2.8 Procedure for SCHC Treatment

If treated by an SCHC-affiliated doctor:

- a. Visit SCHC (SIC campus/SUHRC) for consultation.
- b. Submit the following documents to the Academic Coordinator:
 - SCHC doctor's prescription.
 - Medical reports.

2.9 Procedure for Treatment Outside SCHC

If treated by an external doctor:

- a. Inform the Academic Coordinator and SCHC at the earliest (preferably via email or phone).
- b. Seek treatment from a certified medical practitioner.
- c. After recovery, report to SCHC for **verification** of medical documents and submit the External doctor's prescription and medical certificates to SCHC.
- d. Submit the following to the Academic Coordinator: SCHC-verified medical certificate.

Note: All medical documents must be submitted promptly. Delays or incomplete documentation may lead to rejection of the medical leave request.

2.10 Important Reminders

- a. Attendance is monitored digitally via the institutional LMS-Moodle.
- b. Students may view their attendance status and are encouraged to report any discrepancies immediately to the Academic Coordinator.
- c. Repeated absenteeism or misuse of the attendance relaxation may lead to disciplinary action.

2.11 Elective System (For Batch- 2025-2027)

A student pursuing MBA - International Business can opt for courses in Marketing, Finance, Supply Chain Management, and Human Resource Management specialization. Elective courses are offered for MBA-Agri Business and MBA- Sustainability Management as well.

2.12 Examination Rules

Eligibility to appear in the exam must be fulfilled as per SIU norms, and all documents should be submitted by the due date (August/September). The admission of the student shall remain Provisional till he/she submits all the required documents and the eligibility is approved by the SIU.

EXAM

- a. Candidates are not allowed to enter the Examination Hall after commencement of the examination unless explicitly permitted by the Chief Conductor but not beyond 15 minutes.
- b. Candidates are not allowed to leave the Examination Hall for the first 30 minutes, after commencement of examination.
- c. Candidates are forbidden from taking any material into the Examination Hall that can be used for malpractice at the time of examination.
- d. Candidates are not allowed to carry any electronic devices such as smart phones, smart watches, audio/video players, etc. in the Examination Hall.
- e. Use of Scientific calculator, electronic dictionaries and similar devices are not allowed unless and until it is explicitly permitted in the concerned question paper.
- f. The candidates must ensure that nothing is written on any part of the body, clothes and any belongings carried in the Examination Hall.
- g. It is the responsibility of the candidates to note the examination time table and any changes thereafter, as displayed on the notice boards at the centre of examination.
- h. Candidates should bring Identity Card as well as Examination Hall Ticket at the time of examination.
- i. Request for any special concessions such as a change in date or time fixed for the University Examinations

- shall not be granted for any reasons.
- j. Candidates should bring with him/her their own pen, pencil, scales and water bottles.
 - k. Candidates should write answers in BLUE/BLACK ink only. Use of Pencil and other colours are permitted only in case of diagrams, graphs etc. Answer Scripts written with pencil or ink of other colours will not be evaluated.
 - l. Candidates are not allowed to carry answer script/s or supplement/s written in or blank while leaving the Examination Hall.
 - m. Candidates are not allowed to communicate in any manner with any other candidates in the examination hall while the examination is in progress.
 - n. Candidates should not write anything on the question paper.
 - o. Candidates are required to follow the instruction/s given by the Senior/Junior Supervisor.
 - p. Candidates should not behave in rude OR disobedient manner with any staff during the examination.

2.13 Course Not Granted / Term Not Granted

- a. He/she cannot appear for the end **Semester-3 exams** if he/she has CGPA of less than 4.00 up to **Semester-1** irrespective of the number of backlogs in Semester-I.
- b. He/she cannot appear for the end **Semester-4 exams** if he/she has CGPA of less than 4.00 up to **Semester-2** irrespective of the number of backlogs in Semester – II.
- c. However, a student who is eligible to appear for a later semester will be permitted to appear for all the previous semesters irrespective of the ATKT rule applicable to that semester (e.g.: A student having CGPA less than 4 at the end of semester – 1, but having CGPA greater than 4 at the end of Semester – 2 will be eligible to appear for the Term end Examination of the Semester – 3 and Semester - 4).
- d. The CNG/TNG rule will be applicable post the minimum duration of the programme is over i.e. the student can appear for any semester backlogs during the extended validity of the programme.
- e. **Use of pencil during University Exam:** As per SIU notification SIU/Exam/608/2628 dated 9th June 2012, students must use only Blue or Black pen (ink pen or ball pen) during the University Examination unless instructed otherwise. Use of black pencil or colour pencil/colour pen/colour ball pen is not permitted. Use of pencil is permitted only in case of diagrams, graphs, etc. as per instructions.
- f. **Please note that answers written in pencil/color pencil/color pen/color ball pen will not be evaluated.**
- g. The Exam rule book is available in the SIIB Library for reference.

2.14 Instructions: External Examinations

- a. Students must carry the I-Card and Admit Card duly signed by the candidate and the Administrative Officer, with a college seal on it. The admit card should have a photograph pasted on it.
- b. Students must keep their Admit Card and I-card on the right-hand side of the table throughout the examination.
- c. Mobile phones and bags, wallets, etc. are strictly prohibited inside the examination hall. Students can keep these outside the examination hall at their own risk”.
- d. No student shall be permitted to enter the exam hall after 15 minutes after the commencement of the examination.
- e. No student shall be allowed to leave the seat and examination hall till all answer sheets are collected & checked by supervisor.
- f. Students should be dressed in formal clothes. (Chappals, sandals, Jeans, T-Shirts, Bermudas will not be allowed).
- g. **Please note that the timing for examination is as per ringing of the bell** and not as per the clocks displayed in the classrooms. The schedule of the bell is as under: -
- h. First Bell: 10 minutes before commencement of the examination
- i. Second Bell: Start of the exam
- j. Third Bell: 10 Minutes before the exam time is getting over.
- k. Fourth Bell: To indicate the examination time is over.
- l. Students are required not to get into any argument with the Invigilators / supervisors OR indulge in use of unfair means, as the punishment is severe if caught.

3. AWARDS AT SIIB, SIU AND OTHER AWARDS

3.1 Award of Trophies for Academic Excellence

A. SIIB Academic Excellence Awards

SIIB awards the Trophy on Stepping Out Day every year to recognize academic excellence among the passing-out students. Final-year students are nominated based on their outstanding academic performance in International Business, Agri-Business and Sustainability Management.

To be eligible for these awards the students must have passed all semester examinations in first attempt.

Students are selected on the basis of their GPA in the specialization courses from Semesters I, II, and III as per details provided in Table 1.

Below are the criterias given for each Specialization of the programme

Table 1 Trophy/ Medal/ Award conferred on Stepping out Day

Sr. No.	Name of the Trophy	Programme	Nature for the selection of student
1.	“SIIB AWARD FOR ACADEMIC EXCELLENCE IN MARKETING”	MBA- International Business -Marketing Specialization (No. of student: 01)	Only Marketing courses from Semesters, I, II, and III are considered. The topper is selected based on the GPA in the subjects offered as Marketing electives
2.	“SIIB AWARD FOR ACADEMIC EXCELLENCE IN FINANCE”	MBA- International Business -Finance Specialization (No. of student: 01)	Only Finance courses from Semesters I, II, and III are considered. The topper is selected based on the GPA in the subjects offered as Finance electives
3.	“SIIB AWARD FOR ACADEMIC EXCELLENCE IN HUMAN RESOURCE”	MBA- International Business - Human Resource Specialization (No. of student: 01)	Only Human Resource courses from Semesters I, II, and III are considered. The topper is selected based on the GPA in the subjects offered as Human Resource electives
4.	“TEAMWORK GLOBAL LOGISTICS AWARD FOR ACADEMIC EXCELLENCE IN SUPPLY CHAIN MANAGEMENT”	MBA- International Business -Supply Chain Management Specialization (No. of student: 01)	Only Supply Chain Management courses from Semesters I, II, and III are considered. The topper is selected based on the highest GPA in the subjects offered as Supply Chain Management electives
5.	“SIIB AWARD FOR ACADEMIC EXCELLENCE IN INTERNATIONAL BUSINESS” (Introduced in AY 2024-25)	MBA- International Business -International Business Courses (No. of student: 01)	Only International Business courses from Semesters I, II, and III are considered. The topper is selected based on the GPA in subjects offered in International Business courses.
6.	“TEAMWORK GLOBAL LOGISTICS AWARD FOR ACADEMIC EXCELLENCE IN AGRI BUSINESS”	MBA- Agri Business (No. of student: 01)	All courses from Semesters I, II, and III are considered. The topper is finalized based on the GPA in the MBA- Agri-Business Programme.

7.	“TEAMWORK GLOBAL LOGISTICS AWARD FOR ACADEMIC EXCELLENCE IN MBA – SUSTAINABILITY MANAGEMENT PROGRAMME (FORMERLY KNOWN AS MBA – ENERGY & ENVIRONMENT)”	MBA – Sustainability Management programme (No. of student: 01)	All courses from Semesters I, II, and III are considered. The topper is finalized based on the GPA in the MBA – Sustainability Management programme.
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3.2. Other Awards for SIIB Students

- a. **Late Shri Dajikaka Gadgil Gold Medal**- Topper in MBA (IB) at SIIB- The Late Shri Dajikaka Gadgil Gold Medal is awarded at Convocation to the MBA (IB) topper from SIIB, Pune, for outstanding academic achievement.
- b. **Director’s Trophy** - It is awarded at the time of Convocation to the top-performing student from each program- MBA-International Business, MBA-Agri Business, and MBA – Sustainability
- c. Management programme in recognition of academic excellence.

3.3. Prestigious Award at SIU

- a. Chancellor’s Gold Medal for best outgoing Indian student (PG & UG)
- b. Chancellor’s Gold Medal for best outgoing International student (PG & UG)
- c. Late Jayatee Deshmukh Award for Best Outgoing Female Student
- d. Late Satpal Malhotra Gold Medal for Excellence in Business Management
- e. Late Shri Prabhakar Trimbak Sonwaney Gold Medal for Gold Topper in the MBA programme with a specialisation in “Operations management” or “Supply Chain Management”

3.4. Bank of Baroda Achievers Award for SIIB

In collaboration with Bank of Baroda, three prestigious awards are presented at the time of Convocation:

- Best Student in Academics
- Best Student in Sports
- Best All-Rounder

Each award includes a cash prize sponsored by Bank of Baroda and is conferred in recognition of exceptional performance in the respective category.

3.5. Prerana Energy Society's Energy Management Prizes and Renewable Energy Prizes

These prestigious awards are presented to outstanding students from the MBA – Sustainability Management programme . The awards recognize exceptional performance and innovation in the fields of energy and sustainability.

There are two sub-categories under this award:

- Best Energy Management
- Best Renewable Energy Management

Each award includes a cash prize and is intended to encourage academic excellence and practical contributions to sustainable energy practices.

4. SCHOLARSHIPS

4.1 Government Scholarships

1. National Scholarship Scheme (NSP)

Students are encouraged to explore and apply for various scholarship opportunities through the National Scholarship Portal (NSP) – <https://scholarships.gov.in>.

The NSP provides access to a wide range of scholarship schemes funded by the Central Government, State Governments, and other government agencies such as UGC and AICTE. Some prominent schemes include:

- a. PG Scholarship for SC/ST Students Pursuing Professional Courses
- b. Post Matric Scholarship Scheme for Minorities
- c. Central Sector Scheme of Scholarships for College and University Students

Categories of Available Schemes:

- a. Central Schemes – 10 different schemes
- b. UGC/AICTE Schemes – 7 different schemes
- c. State Schemes – 54 different schemes

Note:

Eligible and interested students should apply within the timelines specified on the NSP. For detailed information and application procedures, please visit: <https://scholarships.gov.in>

4.2 SIU Scholarships

a. Merit Scholarships For Semester Toppers PG & UG

This Merit Scholarship is applicable for April (Even) & October (Odd) Seasons. To recognize and reward academic excellence, Merit Scholarships is awarded to the top four students in each batch, for every program, based on their performance in each semester. These scholarships are granted in order of merit and are applicable to both Undergraduate (UG) and Postgraduate (PG) students.

b. Merit Scholarship for IIT Graduates – MBA Program

A total of five (05) Merit Scholarships are awarded to students from the Indian Institutes of Technology (IITs) who have enrolled in the MBA program at Symbiosis International (Deemed University).

Eligibility: Students must be graduates from any IIT and admitted to the MBA program at the University.

Nature of Scholarship: Each selected student will receive a 20% waiver on the academic fee.

c. Merit Scholarship Scheme for students from North-East Region (NER)

The University is extending its support to meritorious and deserving students from the North-East Region (NER) of India, comprising 08 states viz. Assam, Meghalaya, Nagaland, Arunachal Pradesh, Tripura, Manipur, Mizoram and Sikkim. In this respect, the university offers scholarships to NER students to give them the opportunity to benefit from the high-quality educational programmes of Symbiosis International (Deemed University).

In addition to the above, several other scholarships are offered by SIU. For more details, please visit:

<https://www.siu.edu.in/admissions/scholarship>

4.3 Private Scholarships Schemes

- a. ONGC Scholarships: For UG & PG: Engineering, MBBS, MBA
- b. IDFC FIRST BANK SCHOLARSHIP
- c. Mirae Asset Foundation Scholarship

Apart from the listed private scholarship schemes, we will keep you informed about other scholarships offered by private organizations as and when we receive such information

5. STUDENT'S PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

5.1. Activities Within Institute

The respective faculty will select teams based on the scheduled events. The following are some general guidelines for students: -

- a. Approval to celebrate a particular festival on the SIC premises must be sought at least one month in advance from Director, SIIB and Col. S.K. MISHRA (Retd), Campus Administrator, SIC.
- b. The expense estimate proposal must also be submitted at the same time.
- c. Any expenses incurred through approved vendors must have prior consent from the faculty in charge. Soon after the event, a detailed income and expenditure statement must be submitted to the concerned faculty within seven days, along with valid GSTIN and authentic physical bills for each expense (where applicable). This rule must be strictly adhered to; failing to comply, will result in non-acceptance of the statement. In case where vouchers are not available for expenses such as auto rickshaw fare, the student must submit a self-signed voucher with complete details. Students should remain in contact with the accounts department to expedite the reimbursement process.
- d. Institute decorum and discipline must be maintained at all times.

5.2. Activities Conducted by Inter-Institution/Universities

Students must note that when they participate in various extra-curricular activities organized by external Institutes or colleges, they are not viewed as individuals but as representatives of SIIB. Therefore, they must ensure that SIIB is always represented in a positive and professional manner. Students of MBA-IB, MBA-AB, and MBA-SM may be permitted to participate in such activities only as per the guidelines given below:

- a) Students must inform the institute well in advance about the rounds of selection and clearance in case competitions, in order to seek travel allowance and other requisitions. The faculty in charge or Head of Department (HoD) will approve the team of eligible students based on their presentation.
- b) Participation should be limited to events organized by reputed postgraduate institutes or colleges.
- c) No attendance will be granted for practice sessions or the selection process.
- d) Attendance will be granted only to the selected students on the scheduled day of the event. (For events held outside Pune, travel time will also be considered for attendance.)
- e) The selected team of two or individual students who win prizes at the competition may be granted attendance at the discretion of the respective faculty in charge.
- f) SIIB will officially send the individual/team to the events.
- g) The participating student group must submit a detailed report containing the following information for each selected student to the SIIB office, endorsed by the concerned faculty, within two days of returning from the event:

Name	Date		Subject	No. of lectures missed
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- h) Only winning teams of two members/individuals will be reimbursed with travel allowance up to 3-tier AC in Indian Railways and group registration fee. Registration fee receipt and travel tickets must be budgeted and submitted to the SIIB office for clearance prior to the event.
- i) Parental consent regarding travel plans (mode of transportation, duration of stay, safety, etc.) must be submitted to Dr. Rahul Priyadarshi, Sparsh Faculty In-Charge.
- j) Prior hostel leave approval is also mandatory for participation in the activity

6. CORPORATE RELATIONS CELL [CRC]

At SIIB, Corporate Relations Cell comprising of Corporate Relation and MDP Officer, Placement Officer, a Coordinator and a team of students, shall coordinate all the activities (Guest Lecture, Workshop, MDP, Placement Process, Alumni and Industry session etc.) of CRC.

It is mandatory for every candidate to fulfill each of the following criteria to make him / her eligible for final placement process through campus:

- a. Minimum attendance of 75% in all academic and non academic sessions is mandatory
- b. CGPA score equal to or greater than 5 at the end of Semester II.
- c. No TNG (Term Not Granted), No CNG (Course Not Granted) and No backlog.
- d. A minimum of one professional certification approved by head of the department.
- e. Students must participate in at least two national-level competitions before going for the Summer Internship Program (SIP) and two more before the Final Placement process which may commence from September 2025.
- f. A record will be maintained containing the list of all the late entrants and absentees for any process or session / guest lecture organized by the CRC; once a candidate exceeds three warnings, he / she will be debarred from the placement process.
- g. Any candidate found to be intentionally underperforming will be debarred from the placement process.

7. IT RESOURCES

- a. Timing for Computer lab is from 8:30 am to 4.30 pm from Monday to Saturday. The lab remains closed on Sundays and Holidays.
- b. Students must shut down the PC after their session.
- c. For any technical assistance, students are allowed in the Computer Lab between 9:00 am to 4:00 pm.
- d. The computer lab will be unavailable for the students during the preventive maintenance of the computer lab.
- e. The Server Room is out of bounds for students.
- f. Students are restricted from unwanted surfing / browsing, chatting, playing games, visiting unsafe / adult websites, and downloading unauthorized content from the internet.
- g. Students should not use electronic gazettes for entertainment purpose inside computer lab.
- h. Students should e-mail to ithelp@siib.ac.in regarding the issues of the IT assets / applications / network / internet related issues / queries.
- i. The computer lab can be booked / reserved for extra sessions only by coordinating with the academic team.
- j. Students should not bring any eatables / drinks to the computer lab.

8. LIBRARY

8.1 Five Laws of Library Science

Dr. S. R. Ranganathan, known as the "father of library science" in India and respected by librarians all over the world, proposed five laws of library science. His philosophy is accepted as a foundation worldwide by all the Librarians.

These laws are:

- a. Books are for use
- b. Every reader [has] its book
- c. Every book [has] its reader
- d. Save the time of the reader
- e. The library is a growing organism

8.2 Library Mission Statement

- a. To deliver world-class library and information services
- b. To meet the needs of the user community and
- c. To support the Institute's mission to contribute to society through the pursuit of education, learning, and research at the highest levels of excellence.

8.3 Objectives of Siib Library

- a. Acquisition, organization, and dissemination of library materials
- b. Support for the best utilization by users of the rich and diverse collections
- c. The preservation and storage of the collection for future generations
- d. The cost-effective management of resources

8.4 Library Timings

The library timings are as under:

Counter	Monday- Friday	Saturday	Sunday
Circulation (Issue/Return)	9.00 am to 5.30 pm	9.00 am to 5.00 pm	No circulation
Reading Room	8.30 am to 9.00 pm	8.30 am to 9.00 pm	9.00 am to 5.00 pm

The Library timings, if changes will be notified through the library notice boards and e-mail

8.5 Administration

The Library is being taken care of by following administrative staff, responsible for housekeeping, operations and services like lending, cataloging of the Books, Journals and Circulation, etc.

- a. Library In-Charge – Mrs. Sarika Agale
- b. Library Assistants – Mr. Shekhar Gajmal
- c. Library Attendants – Mr. Subhash Goriwale and Mr. Rohit Salunke

8.6 Library Usage

Entry to the Symbiosis Institute of International Business (SIIB) Library is reserved only for SIIB students, faculty, and staff members. The students have to make an entry in the register and show their ID-cards as and when asked by Library Staff Members.

8.7 Library Membership

The students, faculties and staff members of the SIIB are entitled to become the library members.

- a. Every borrower is issued with 3 book cards and 1 blue card for back issue of periodical. The time limit for circulation is seven days.
- b. These Library cards are non-transferable.

8.8 Open Access Facility

There is an open access facility in the library and the students can move in the stack room and closely review any required books. Proper care must be taken by the users to place the book on the exact shelf so that it can be easily accessible to others.

8.9 Services

The library provides the following services: Circulation: Books/ Periodicals can be taken on home lending basis from the Circulation counter .

- a. Current Awareness Service (CAS): Frequently library sends latest articles and news by e-mail to all students, faculty and staff to update their current knowledge. Library informs monthly New arrivals in the library.
- b. Subscription of News Paper for individual student: Each member of the SIIB have the access to the Newspapers through SIU Library Portal (<https://elibrary.siu.edu.in/FACTIVA>).
- c. Inter Library Loan (ILL): The member of SIIB Library can borrow Books/ Journals/ CDs on their Library cards from the following institutes in the campus -
 - a. Symbiosis Institute of Information Technology (SCIT)
 - b. Symbiosis Institute of Management and Human Resource Development (SCMHRD)
- d. IT Infrastructure: Wi-Fi Facility is available in the Library section

8.10 Membership Details: SIIB has following Memberships

- a. Indo-American Chamber of Commerce & Industries (IACC)
- b. Confederation of Indian Industries (CII)
- c. Mahratta Chamber of Commerce Industries and Agriculture (MCCIA)
- d. Society for Human Resource Management (SHRM)
- e. Developing Library Network (DELNET)
- f. Indo German Chamber of Commerce (IGCC)
- g. Association of Indian Management Schools (AIMS)

Due to these Memberships at SIIB we can get opportunities to attend events, network, interact with peers and industry leaders, and stay updated on economic and policy changes relevant to our field. These different organizations provide various networking opportunities for members via forums, workshops, seminars, conclaves, and special interest groups. Members can learn and share best practices and formulate new ideas for growth. Members also get an opportunity to interact with various ‘Thought Leaders’ and understand markets better.

8.11 Salient Features

a. Reservations

Students can reserve a book if that book is issued at that time through the KOHA Web OPAC link.

b. Circulation system

- If any issue arises during the return of a document, or if the library staff cannot locate the borrower's card, the student should request a written acknowledgment slip and submit it when the card is returned.
- Only issued books and approved study materials are allowed in the reading room. Bags must be deposited on the racks provided at the library entrance.
- Students must present their belongings for inspection by the library attendant before leaving the premises.

c. Loan Conditions

- The librarian reserves the right to recall any issued books if required.
- Books can only be renewed when presented at the issue counter on or before the due date.
- Reference materials are strictly for in-library use and will not be issued for external use.

d. Loss of books / borrower cards

- The member to whom the book was issued is responsible for its loss and must report the incident to the librarian immediately.
- In case of loss, the book must be replaced by the borrower.
- If replacement is not possible, the borrower must pay the current market price of the book.
- Payment for the lost book should be made at the issue counter, and an official receipt must be obtained.
- If a borrower's card is lost, it must be reported to the library staff immediately. A duplicate card will be issued upon payment of a fine of Rs. 100/-.

8.12 No Dues

Library cards are the property of the library and it is responsibility of the users to return them to the library at the time of no dues or clearance procedure.

8.13 Dos and Donts

- a. Users must take due care of the library materials
- b. Maintain silence in the library.
- c. The cell phones must be switched off while entering the library. If a student is found using a mobile in the library, he/ she will be charged a fine of Rs.100.
- d. The students are required to maintain a specified dress code in the academic block and the same is applicable in the library.
- e. Any violation in the above rules may result in strict disciplinary action.
- f. All the users –Students are required to enter the online IN/ OUT systems through the PC provided at the entrance of the library.
- g. Strict action will be taken on the misuse of Library cards and other materials of the Library.
- h. While leaving the library, if a student is found with a library material not issued to him / her, strict action will be taken against this act.
- i. Books / back dated Periodicals are issued for a period of 7 days. Any book / Periodical returned after the due date is charged a fine of Rs.5 per day.
- j. The users should not write or disfigure the library books, and due care must be taken in this respect.
- k. The member must check the physical condition of the book or else while returning the book he will be charged for the cost of the book.
- l. The loss of borrower's card must be intimated to the Librarian immediately. The user will be issued a duplicate card on payment of Rs.100. The Library staff will not be responsible for misuse of the lost library card of the member.

- m. Photocopying Library Material: Material from the reference section may be photocopied by the students with the permission of the Librarian. Request for photocopying the entire book / Journal will not be entertained.
- n. Use of the Library by the outsiders: Outsiders are not permitted to issue books to take home. They may be allowed to use the reference section on payment of Rs.100/- per day. The Librarian has the discretionary powers to allow / refuse admission to an outsider to use the library, and her/his decision shall be deemed final.

8.14 Activities

‘Saraswati Pooja’ is celebrated every year in the library.
 ‘Library Day’ is also celebrated every year on 12th August.

8.15 Feedback and Suggestions

The library welcomes the feedback and suggestions of the users through the WEB OPAC facility and also a box kept at the entrance of the Library. Suggested books will be purchased in the Library with due approval of the Director.

8.16 Library Collection

Library Collection Details: (*) Collection as on 31st March 2025

Resources	Number (*)
Books	17941
Periodicals	Journals – 46 Magazines – 39 Newspapers – 09
E Resources	
E-Books	246980
E-Journals	30962
Databases	13
Back volumes of periodicals	310

8.17 Books & Periodicals

Books are arranged as per DDC (Dewey decimal classification) system in descending alphabetical order for easy access to the users. The users through the KOHA Web OPAC facility can easily access the location and status of the books.

- a. **Display of new books:** New books are displayed fortnightly on an open rack in the library and can be borrowed.
- b. **Reference books collection:** Reference books include encyclopedias, dictionaries, rare, costly and also some out of print books, rare books like GATT & WTO Publications which have to be referred to only in the reading room and must not be taken without permission.
- c. **Current Periodicals:** The library subscribes to over 100 periodicals, which are bifurcated as journals and magazines and are arranged alphabetically in the Reading Room. No current periodical can be taken outside the library without permission. Back dated issues are available for issuing purposes and can be taken outside of the library for 7 days period.
- d. **Back Volumes of Periodicals:** The back volumes of periodicals are kept at the backside of the stack room and can be issued outside the library.

8.18 Periodical

National Journals				International Journals	
1	Case Folio: The Iup Journal Of Management Case Studies	20	Journal Of Supply Chain Management Systems	1	Environment And Urbanization Asia
2	Current Contents In Management Marketing	21	Prabandhan : Indian Journal Of Management	2	Global Journal Of Emerging Market Economies
3	Current Index Of Management Marketing	22	The ICFAI journal of brand management	3	Harvard Business Review
4	Current Science	23	The ICFAI journal of management research	4	Margin - Journal Of Applied Economic Research
5	Finance India	24	The ICFAI journal of marketing management	5	MIT Sloan Management
6	Indian Journal Of Finance	25	The ICFAI journal of supply chain management	6	Vikalpa The Journal For Decision Makers
7	Indian Journal Of International Business And Finance	26	The Indian Banker	7	Journal Of Emerging Market Finance
8	Indian Journal Of Marketing	27	The Indian Journal Of Industrial Relations : A Review Of Economics	8	Journal Of Human Value
9	International Journal Of Advanced Research In Management	28	The IUP journal of applied economics	9	Journal of Education for Sustainable Development
10	International Journal Of Computer Science And Management System	29	The IUP journal of bank management		
11	International Journal Of Environmental Pollution Control	30	The IUP journal of corporate governance		
12	International Journal Of Human Resource Development And Management	31	The IUP journal of entrepreneurship development		
13	International Journal Of Information Technology And Management	32	The IUP journal of financial risk management		
14	International Journal Of Logistics And Supply Chain Management	33	The IUP journal of information technology		
15	International Journal Of Management Research	34	The IUP journal of operations management		
16	International Journal Of Marketing And Business Communication	35	The IUP journal of organizational behavior		
17	International Journal Of Marketing And Human Resource Development	36	World digital libraries : an international journal		
18	International Journal Of Marketing And Management Research	37	Journal Of Social And Economic Policy		
19	Journal Of Agriculture And Food Economics				

Sr. No.	Magazines			Sr. No.	Newspapers (* Collection as on 31st March 2025)
1	Agri Business And Food Industry	24	Indian Management	1	Business Line
2	Agriculture Today	25	Kurukshetra A Journal On Rural Development	2	Business Standard
3	Autocar India	26	Outlook	3	Indian Express
4	Bio Spectrum	27	Outlook Business	4	The Economic Times
5	Business India	28	Outlook Money	5	The Hindu
6	Business Manager	29	Outlook Traveller	6	Times Of India
7	Business Today	30	Powerline	7	Financial express
8	Business World	31	Pratiyogita Darpan	8	Sakaal (Marathi)
9	CII Communique	32	Reader's Digest	9	Mint
10	Civil Society	33	Sanctuary Asia		
11	Dalal Street Investment Journal	34	Saptahik Sakal		
12	Digit	35	Sport Star		
13	Down to Earth	36	Terragreen		
14	Employment New Weekly	37	The Economist		
15	Energy Future	38	The Week		
16	Express Pharma Pulse	39	Time		
17	FIEO News				
18	Floriculture Today				
19	Focus WTO				
20	Fortune				
21	Frontline				
22	India Today				
23	Indian Infrastructure				

8.19 E Resources

After getting admission in SIIB, every student will get registered under SIU (Symbiosis International Deemed University) Library online portal. SIIB Students have access to the following e-resources (Online Databases) through SIU Library portal –

- EMERALD
- JSTOR
- INDIASTAT.COM
- FACTIVA
- CMIE – ProwessIQ
- CMIE – Industry Outlook
- CMIE – Economic Outlook
- SCOPUS
- SCIENCE DIRECT
- STATISTA
- WEB OF SCIENCE
- EUROMONITOR PASSPORT
- NDL Portal
- DELNET

9 SYMBIOSIS CENTRE OF HEALTH CARE

The Symbiosis Centre of Health Care (SCHC) was established on 14th June 1997 as an 'In-house Health Care Unit' of Symbiosis. Under the Health Promoting University (HPU) initiative of Symbiosis International (Deemed University), SCHC undertakes a host of preventive, promotive & curative healthcare services for the students and staff of the Symbiosis family. The vision of SCHC is 'Envisioning a state of positive health in the community' and its mission statement is 'To promote health & wellness amongst students, staff, and community. It is operational at all the campuses of Symbiosis across India.

9.1 Promotive Health Care Facilities

- a. Health Promotion Program: With an aim to spread health awareness and promote positive health amongst students, interactive sessions are organized by subject experts on various healthcare-related issues.
- b. Advice on best practices for Environmental Assessment & Modification to ensure creation & maintenance of environments that promote good health through
 - Inspection of Campus
 - Inspection of eating establishments thrice a year- of Canteen, Mess & Food counters (e.g. coffee shops, juice centers, ice cream parlors)
 - Guidance for water testing for the availability of potable water on campus

9.2 Preventive Health Care Facilities

- a. Annual Health Checkup (AWC) of the students/ staff of Symbiosis is conducted and health records are maintained electronically. The comprehensive health check-up comprises clinical examination from different disciplines (Physician, Ophthalmologist, ENT specialist & Dentist) & basic Lab investigations (Haemogram, Blood group & Urine examination).
- b. Pre-employment Health Check-up: Before joining Symbiosis, every prospective candidate is required to complete the process of Pre-Employment health check-up at the Symbiosis Centre of Health Care.
- c. Health Check-up of food handlers working at catering establishments of Symbiosis is conducted annually and before joining the catering establishments.

9.3 Curative Health Care Facilities

- a. Out Patient Department (OPD): Primary care is provided by medical officers. Patients/ students/ staff can be referred to a specialist/ consultant for treatment as per their condition.
- b. Medical Insurance: Every student at Symbiosis is covered under a unique group medical insurance scheme with the National Insurance Company (NIC) for hospitalization up to INR 50,000 & INR 1,00,000 in case of Road Traffic Accidents. Policy terms & conditions of NIC are available on www.schcpune.org Contact MO, Insurance cell SCHC @ 9552525015 for further details.
- c. Campus Medical Officer is available on call 24 X 7. Patients are also referred to multi-specialty hospitals if required. Contact numbers of campus medical officers are:

No.	Campus	EMS No.
1	S.B.Road	+ 91 9552525651
2	Viman Nagar-2 (New)	+ 91 9552589179
3	Viman Nagar-1 (Old)	+ 91 9552525654
4	Hinjewadi	+ 91 9552525650
5	Lavale	+ 91 7796688343
6	Kirkee	+ 91 9552525663
7	Model Colony	+ 91 9552382845
8	Nashik	+ 91 9552525658
9	Noida	+ 91 9910049924
10	Bengaluru	+ 91 7022043266
11	Hyderabad	+ 91 9175673119
12	Nagpur	+ 91 8669987754

9.4 Guidelines for Medical Leave Authentication for Symbiosis students

Procedure to avail Medical Leave: Any absence due to sickness should be notified by the concerned student or relative/ friend/ local guardian on the first day of illness on phone/ SMS/E-mail/ WhatsApp/ in-person to the authorized Admin Officer of the institute, respective academic coordinator and Campus Medical Officer, SCHC on EMS No. (For detail information refer Point no 2.5 to 2.9)

9.5 Authentication of 'Differently Abled Category (DAC)

Students who apply for admission under the DAC: Please note: admission of all students admitted under the above category will be provisional until authenticated by the Medical Board, Symbiosis.

9.6 Whom to Contact

Officer, SCHC: 7796656108, E-mail ID: officer@schcpune.org

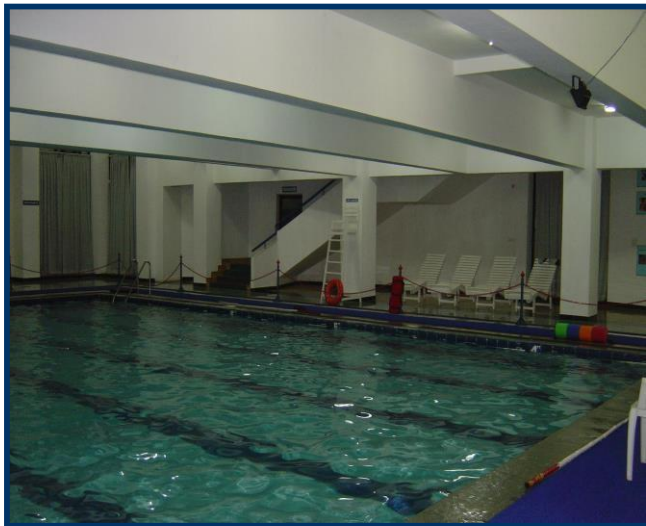
Sr. Officer, SCHC: 9552500357, E-mail ID: sr.officer@schcpune.org

Please visit www.schcpune.org & download the SymbiCare mobile application - [IOS](#) / [Android](#).

10. OTHER FACILITIES AT SYMBIOSIS INFOTECH CAMPUS



SIC Campus



Swimming Pool



Gym



General Store



Auditorium

11. SYMBIOSIS INFOTECH CAMPUS (SIC)

This Campus is the center of student life, and most of the learning occurs here. There are eminent IT companies in the Rajiv Gandhi InfoTech Park surrounding the Campus. Well-laid-out amenities like a cafeteria, auditorium, swimming pool, and mini amphitheatre are central to the students' lives on campus. A Health Care Center is right on the campus to take care of immediate medical needs in an emergency. All three Institutes i.e SIIB, SCIT and SCMHRD share the common amenities at the main campus, which provides an excellent opportunity to interact with students from other streams/ Institutes. In addition, a new Boys Hostel, 'Dahlia Hostel', has come up just across the road to the main campus (approx. 100 meters away) to cater for the increased intake of students.

The entire campus is a "No Smoking", "Pollution-Free", and "Vehicle free (for students)" zone. Students are advised to take care of the campus and maintain it well.

11.1 General Rules

SIC is a place of learning. Please honor it by following the Campus Rules and Code of Conduct. As a student of this Campus, we expect you to behave like professionals from the very first day. Any changes/ additions/ alterations in Rules will be communicated to you in real-time upon occurrence.

11.2 Student Identity Card

Each student is required to wear his/ her identity card, around the neck, at all the time while moving within the campus premises. Possession of I-card is also mandatory while leaving & entering the campus each time and travelling by the SIC Bus service. Security has been instructed to immediately report violations (in case any) to the Campus Administrator. Students are expected to show their I Card to security persons or campus admin staff when required to confirm their identity. Allowing proxy entry to other students or outsiders on one's I Card is a security risk and a serious violation of hostel rules and will invite stringent disciplinary action.

11.3 Health Care

The Health Care Center run by Symbiosis Center of Health Care, is located on the campus and provides immediate medical attention and can arrange for expert attention and consultants if required during any kind of medical emergency. First line of medical cover is available on campus 24X7. In case of emergencies the doctor and/or the hostel warden can extend assistance and make hospitalization arrangements. Every student is insured under the Mediclaim Policy. Under this policy, in the event of hospitalization, students need to contact SCHC (SIC) for guidance (Hospitalization and Domiciliary Hospital Benefit Policy of National Insurance Company is extended against this). However, the students are advised that the hospitalization is covered for certain type of rooms and services, taking into account the requisite care and comfort. The students desiring services beyond the coverage will be required to pay the related bills. A minimum 24-hour hospitalization is mandatory to claim insurance benefits. (Contact Symbiosis Center of Health Care for the details regarding the benefits of the policy in case required).

11.4 Campus Facilities

General Facilities- For day-to-day requirements, the campus General Store (Rangoli), Juice bar, Xerox shop, Cafeteria, Coffee shop, Snacks Centre (Urban Katta), Laundry service, and SBI ATM counter are a great convenience. Taking items from the Cafeteria / Juice bar/ General stores etc. on CREDIT is strictly forbidden. SIC / Institute will not take any responsibility for violation of this code both on the part of the student or the concerned vendor.

Sports- Facilities like Swimming, Basket Ball, Volleyball, Football, Cricket, and Table Tennis, Chess and Carrom are provided in the campus.

Transport- Bus service is available on the requirement at the campus. Students can board the bus by displaying an I-card around their necks. They will not occupy the two front rows of the bus, which are meant for the staff. They are requested to offer seats to the staff whenever present invariably.

Private Vehicles- No private vehicles of any students are permitted in SIC Campus.

11.5 SIC Hostel Rules

There are separate Hostel blocks for Boys and Girls. There are three hostel blocks for boys: one on the main campus, Cherry Blossom Hostel, and Dahlia Hostel. SIIB reserves the right to allot the rooms to the students in any of the blocks during the two-year period.

11.6 Allocation of rooms

- a. Campus Administrator, Symbiosis Infotech Campus (SIC), will allot the rooms to the students by name. Students should occupy the allotted rooms and the beds so allotted. Exchange of rooms and/or bed once allotted will not be permitted.
- b. Cupboards, beds, book racks and tables must be maintained without staining or scratching. Clothes are to be folded properly and arranged neatly inside the cupboard. Materials like plastic buckets, dustbins, mugs, etc., must be maintained absolutely clean at all times. Mattresses and their covers are to be kept clean and tear-free. Damage to mattresses due to misuse or neglect (such as burn marks, stains due to food items, tear, discoloration / de-shaping, etc.) will attract a fine ranging from Rs.3000/- to 16,000/- at the discretion of the Campus Administrator.
- c. Fixtures like cloth hanging rods, pegs, glass corners, soap stands, mirrors, washbasins, book racks, mirror/window panes, mosquito net proofing, fans, light points, switch boards, top of flush system etc. are to be maintained clean and in serviceable condition.

11.7 Keys

- a. Every student will be given one key set consisting of one key for the room and other related keys to various furniture pieces. If any key is lost, the cost of replacement shall be recovered from the student.

11.8 Damages /Losses

- a. Any cost of damage/ loss of the properties is to be borne by students individually or collectively on case-to-case basis at the discretion of the SIC Campus Administrator.
- b. Any sort of breakage or damage in the hostel rooms (i.e. bulbs, chair, table, windows, beds, glasses, etc.) is to be reported by the concerned student in the complaint book for further action by the Campus Administrator.

11.9 Electrical Appliances

- a. Iron, toaster, oven, water heater, tea/coffee maker, music systems, electric kettle, table fan or other high voltage electric appliances are not permitted in the hostel rooms. In case of violation, the appliance will be confiscated and suitable fine will be levied.

11.10 Utilities

- a. The students are advised to conserve water and energy. Avoid any wastage of water, electricity, etc. at all times. Switch off lights, fans, etc. when not required. Close the taps properly when not in use.

11.11 Rooms

- a. Walls, doors and windows are to be kept clean. Nailing or pasting posters on these is strictly prohibited and not allowed.
- b. Every room must be kept clean at all times. In order to ensure that the toilets are kept sparkling clean at all times, either of the three/ four students occupying a particular room should ensure that the House Keeping staff cleans the toilet with proper detergents, liquids and disinfectants as applicable.
- c. Hostel terrace is out of bounds.
- d. Medical authorities/ the Campus Administrator can conduct surprise inspection for general cleanliness and hygiene, interior of cupboards, toilets, bathrooms, windows, doors, floor, etc. at any point of time without giving any prior notice. Hence, the room premises are to be kept immaculately clean to inspection standards at all times.

11.12 Noise

- a. Recreation facilities will close at 10.30 pm.
- b. Complete silence must be observed between 12:01 midnight till 6:00 am.
- c. Any kind of celebrations & loud music shall not be allowed during this time.

11.13 Visitors

- a. Visitors are not allowed inside the hostel. Visitors are to be met only on Sundays on the ground floor. Students are advised to meet visitors during free time.

11.14 Trespassers

- a. Only the students and authorized staff/ faculty are allowed entry into the hostels. Paper vendors, dhobis, milkman, computer mechanics, etc. cannot enter the hostels. Clothes for washing, newspapers etc. are to be given/ collected from the collection/ delivery point only near the entrance lounge of the hostel.

11.15 Waste Materials

- a. Waste paper, litter, wrappers, dust, etc., collected from rooms are to be deposited by room occupants in the bigger waste bins on each floor. Similarly, sanitary napkins/ tissue rolls/ toilet paper and the like are to be wrapped in polythene/ paper bags and deposited. Insoluble materials should not be thrown into water outlets or commodes as this may result in the blockage in the sewage pipes.

11.16 Dress

- a. Everyone is expected to wear decent and clean dress while in hostels and mess. They must be in formal /regular as per dress code outside the hostel.

11.17 Campus Timings

- a. Entry to campus through the main gate (opp. I2IT) is up to 10:00 pm and through the back gate is upto 9:30 pm (10:30 pm on Sun/Holiday), after which the gates will be closed. The gates will reopen at 6:00 am next day. Latecomers will have to make an entry at the gate, which will be intimated to the student's institute, parent, and local guardian. Three latecomer entries will lead to cancellation of permission to stay in the hostel, which shall be informed to the parents and local guardians. Permission for late entry/ night out will be sought by the students in writing from the directors, and a copy will be handed over to the warden/ security before leaving the campus. Similarly, no student will leave the hostel premises after 10:30 pm except in case of medical emergency in which case, the warden will accord necessary permission.

11.18 Attendance Register

- a. Night Muster is the only activity in a day that validates the presence & safe being of a student, and it is the student's sole responsibility to ensure that he/ she walks up to the warden and puts his/ her signatures in the register kept for the purpose. The warden will take attendance between 10.00 pm to 11.00 pm every night. Everyone has to sign the attendance register everyday between 10.00 pm to 11.00 pm without fail even if he/ she is present in the hostel itself throughout the day. After marking the attendance, the student is not allowed to go out of the hostel. Going out of the hostel will invite disciplinary action.
- b. If any untoward incident/ eventuality/ fatal injury occurs to a student whose whereabouts are not traceable or he is found absent from the hostel during the night muster without any valid reason/ authority, then the total responsibility will entirely lie with the student himself. None of the Symbiosis staff/ faculty will be held responsible in that condition, and they cannot be held guilty by the parents.

11.19 Celebration of Festivals and Birthdays.

- a. Students will take prior permission of the Campus Administrator for celebrating any festival or birthday. Birthdays will be celebrated at the designated place preferably between 8.00 to 10 pm. There should not be any kind of physical discomfort or disturbance to other students. No outside guests or interference of any kind is allowed.

11.20 Alcoholic drinks, smoking, etc.

- a. Alcoholic drinks, psycho-somatic drugs and/ or smoking are strictly prohibited in the campus. No one is allowed to enter the campus after consumption of alcoholic drinks, drugs etc. If found in possession of drugs, liquor, spirit, cigarettes, e-cigarettes, beedies, paan and gutka, the student will be suspended from the institute immediately. If repeated, the student will be rusticated.

11.21 Food

- a. Food items such as tea, coffee, snacks or food items from mess or cafeteria cannot be carried into the rooms. Fruits, nuts, sprouts, biscuits and pre-packed bakery and confectionery can, however be kept in the hostel rooms.
- b. It is prohibited to carry Mess crockery & cutlery to the hostel rooms unless permitted in writing by the Medical Officer/ Campus Administrator on medical grounds. Violations on this count will be penalized with a fine ranging up to 500/-.

11.22 Loitering

- a. Loitering around is not allowed in the academic/ administrative area. During free time, one is expected to be in the library premises only.

11.23 Parking of Vehicles inside the Campus.

- a. No student vehicles are permitted to be parked inside the campus.

11.24 Mess Discipline

- a. Students are not to waste food and must maintain discipline during meals. Students should avoid shouting, loud laughing/ discussions in the mess. They must be in neat and decent dress in the mess. Coming to the mess in bathroom slippers, night dress, shabby/ dirty clothes, etc. is prohibited from hygiene point of view.
- b. Bathroom chappals are not allowed in Academic Block and in the Mess.
- c. Students have to dine in the mess only, and they are not allowed to carry mess food / food items, including mess crockery/ cutlery out of the dining hall except on medical advice issued by SCHC medical officer in written form.
- d. If the students are going out and not dining in the mess, prior intimation to the mess at least one day in advance should be given in order to avoid wastage of food.
- e. Extra payment as per rules is to be made if guests/ parents are to be provided with meals in the mess.
- f. Students have to be courteous to the mess staff at all times.
- g. Students are to write complaints/ suggestions if any regarding the mess service in the register kept at the counter.
- h. No food items, snacks, tea, coffee are to be carried in the academic/ admin block and hostels.

11.25 Campus Code

- a. General behavior must be polite and courteous to all, at all times. Arguments with mess, cafeteria staff, vendors, staff, faculty, in public places or over telephone etc. should be avoided.
- b. Any conduct or behavior/ unbecoming of a leader, an executive or a quality professional as envisioned in the prospectus of the institute shall attract intervention and action.
- c. Director, SIC Campus Administrator, Dean, Warden, Admin Officer and/or his/ her authorized representatives can conduct regular and surprise checks in the hostels including rooms at any time to monitor to adherence to these orders and also to monitor attendance.
- d. No female student or any women shall enter the boy's hostel and no boys/ males shall enter the girl's hostel except staff members carrying out official duties such as inspection, repairs, etc. that too with permission and valid authority.
- e. Security staff, hostel staff, and institute staff are hereby authorized to check violations of these rules and enforce adherence. No argument with them is permissible on the norms, which are spelt out.
- f. Students are advised not to keep any valuables such as gold/ silver ornaments, cash, etc. in the hostel rooms. SIIB or the Admin staff is not responsible for any damage or theft.
- g. Students are responsible for their belongings. They are advised to keep all their belongings under lock and key

all the time. Mobile phones and cash should be properly taken care of. SIIB or SIC are not responsible for any loss of any valuables kept by a student.

- h. Non-adherence to the given rules will attract disciplinary action to the extent of termination of studentship from the institute.
- i. Ragging in any form is banned at SIC and SIIB and anyone found indulging in ragging will be punished as necessary, which may include expulsion from the institute.

12 CAMPUS COMMITTEES

- a. Campus Student Grievance Redressal Committee
- b. Internal Committee
- c. Anti- Ragging Committee
- d. Anti Ragging Squad
- e. Counseling Centre for Women Internal Committee (Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students)

13 COMMITTEES AT SIIB

- a. Counselling Centre for Women
- b. Corporate Relations Cell
- c. Alumni Committee
- d. PR & Media Committee
- e. Admissions Committee
- f. Library Committee
- g. Institute Research Committee
- h. Institute Grievance Committee
- i. Institute Discipline Committee
- j. Exam Scrutiny and Moderation Committee
- k. BoE subcommittee
- l. Students Counseling Committee
- m. Sports Council Committee
- n. Sparsh Committee
- o. Program Review Committee
- p. Staff Welfare Committee
- q. International Students Coordination

For more details on the various campus and institutional committees at SIIB, please visit our SIIB website:
<https://siib.ac.in/siib-committees/>

14 SIC EMERGENCY HELPLINE NUMBERS

Sr. No.	NAME	OFFICE NO.	MOBILE NO.
1	COL S K MISHRA (Retd), Campus Administrator, SIC	020-22944213	8586924656
	Security, SIC Main Campus	020-22944242/243	-
2	HOSTEL MANAGEMENT/WARDENS		
	Mr. L.B.Gaikwad, Hostel Supervisor & Boys Rector.	020 -22944217	9922410321
	Ms Ranjana Gaikwad, Hostel warden for Girls.	020 -22944240	7387792159
	Ms. Virginia Takkar, Hostel warden for Girls.		8237629950
	Mr. Rajesh Yadav, Dahlia Hostel Warden	-	9823652785
	Mr. Yogesh Patil, Dahlia Hostel Warden	-	8796517473
	Mr. Manoj Ghorpade, Cherry Blossom Hostel Warden	-	8975450741
	Mr. Ravindra Patil, Cherry Blossom Hostel Warden	-	8806820250
3	MEDICAL		
	SCHC Emergency Helpline	020-22944203/4	9552525650
	Campus Medical Officer	020-22944204	
	SCHC, S B Road	25655362 / 25678680	-
4	ADMIN OFFICE		
	For Guest Room Booking: Mr. Abhijeet Dawane, Coordinator, SIC	020-22944216	9960561979
	For Campus Office Related Work: Mr. Santosh Durge, Assistant Coordinator	020-22944215	9850391472
	For hostel-related matters: Mr. L.B.Gaikwad	020-22944217	9922410321

15 IMPORTANT TELEPHONES NOS. OF SIIB

Name	Designation	Contact No.
Dr. Alka Maurya	Director	Office: 020-22944408
Mr. Yogesh Kalbhor	Administrative Officer	Office: 020-22944403 Mobile No.: 9067105959
SIIB Office	Office Coordinators	Office: 020-22944407 Mobile No.: 8378990830
SIIB Academics	Academic Coordinators	Office: 020-22944409/10/11/12 Mobile No.: 8888158389 / 8378990832
Mr. Santosh Katurde	Electrician	Office: 020-22944439 Mobile No.: 9850070810