STUDENT HANDBOOK 2024-25

SYMBIOSIS INSTITUTEOF TECHNOLOGY - HYDERABAD.

Symbiosis International (Deemed University)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' grade (3.56/4) (2022)| Awarded Category−I by UGC

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About Symbiosis

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

A 'Foreign Affair' that founded Symbiosis

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

"It was afternoon on a hot day; I was standing near a window of my house overlooking the first hostel block, of which I was a rector. A strange thing happened. A girl walked up to the window of the boys' hostel room, quickly handed over something, and disappeared. My curiosity was aroused and I kept watching the girl walking up to the window day after day and suspected, like any other rector would, that an affair was afoot. So one day, I made up my mind and walked up to the door and knocked. When the door opened, I saw a Mauritian student lying in bed. His face was pale and his eyes sunken low. I was puzzled." "When I turned to the boy for an explanation, he said, 'Sir, I have an attack of jaundice & I'm feeling extremely weak. I cannot stand up, nor walk a few steps. A girl from my country brings me food. However, since ladies are not allowed to enter the boys' hostel, she hands over the tiffin box through the window.'

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

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

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

Symbiosis has come a long way since then and is now home to students from more than 75 different countries. These students are offered the best learning resources, industry exposure, a strong international students' alumni network, a global recognition, and above all, a truly enriching Indian experience.
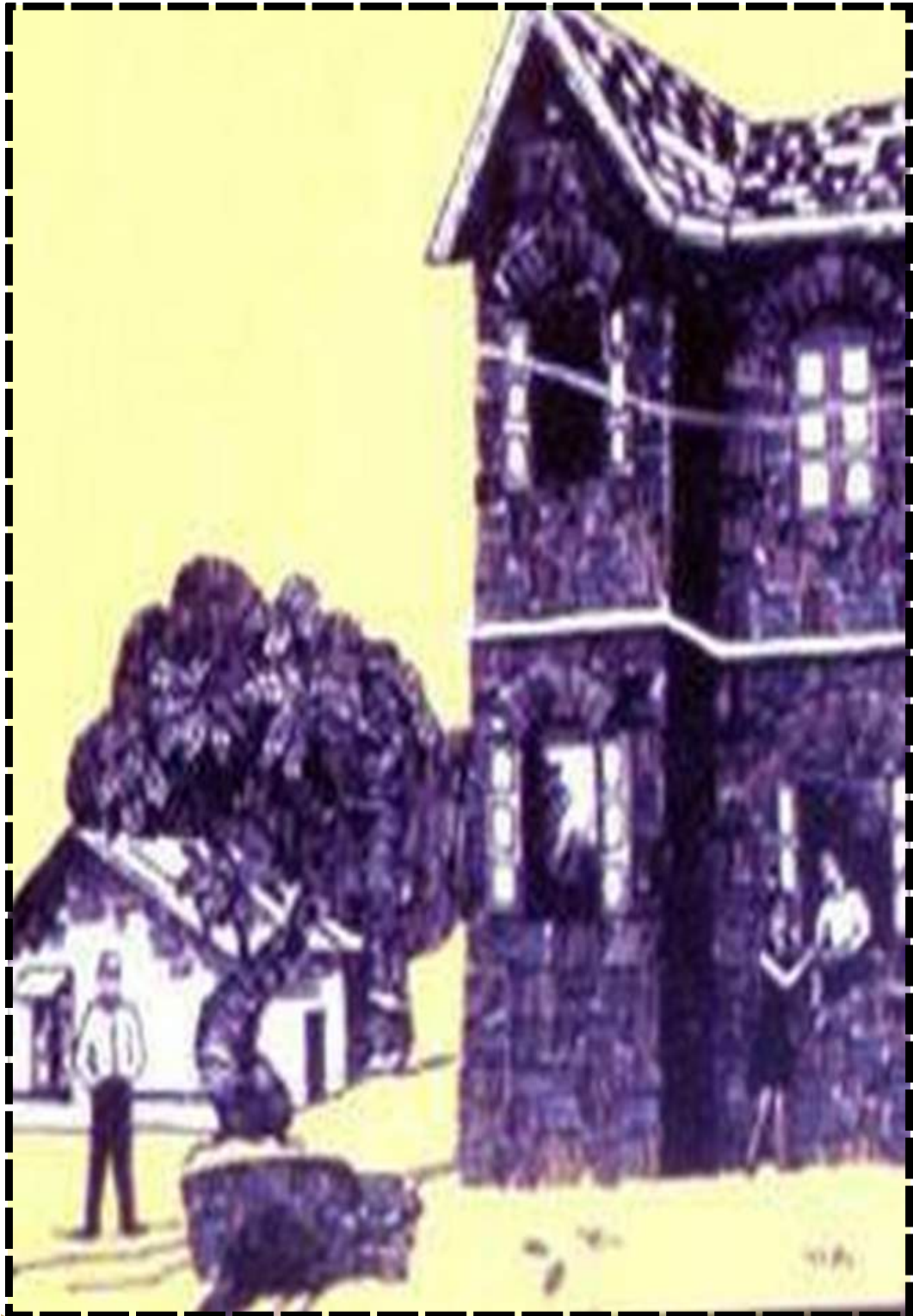
Prof. (Dr.) Shantaram Balwant Mujumdar

Chancellor, Symbiosis International (Deemed University) & Founder And President, Symbiosis

From the President's Desk

My dear International brothers & sisters,

Welcome to India, Welcome to Pune, Welcome to Symbiosis. You are in a Country where no one is a foreigner, where all human races for ages, are living together. You are in a country where teacher, mother and father are Gods, and do you know? Where you, the guest, too, are regarded as the God.

You are in a country where women are worshipped and not merely loved, where nothing shines like the shyness of a woman.

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

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

You are in a country where saints have a noble past, but sinners have a nobler Future. Into this country, my international brothers & sisters may your stay Become happier, and your mind nobler& broader
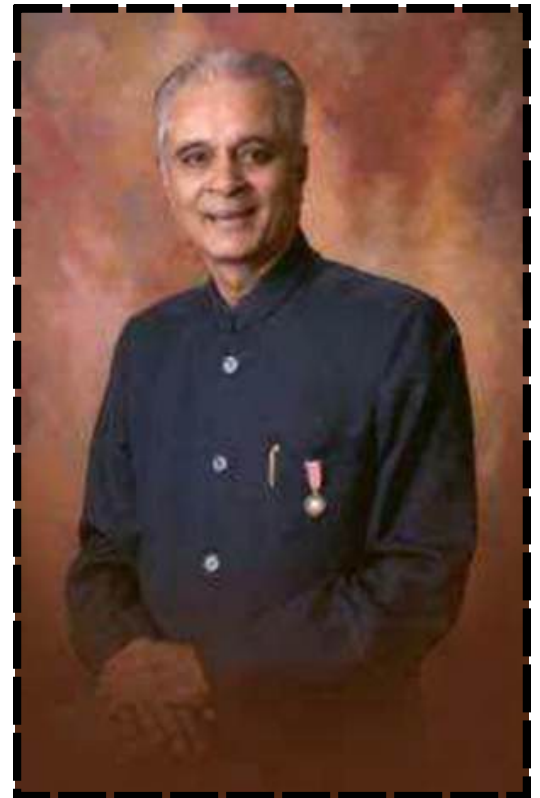
Constituent Institutes/Colleges of SIU

Faculty of Law
1. Symbiosis Law School, Pune (SLS - Pune)
2. Symbiosis Law School, Noida (SLS - Noida)
3. Symbiosis Law School, Hyderabad (SLS - Hyderabad)
4. Symbiosis Law School (SLS - Nagpur)

Faculty of Management
1. Symbiosis Institute of Business Management, Pune (SIBM - Pune)
2. Symbiosis Centre For Management And Human Resource Development (SCMHRD)
3. Symbiosis Institute of International Business(SIIB)
4. Symbiosis Institute of Management Studies(SIMS)
5. Symbiosis Institute Of Digital And Telecom Management (SIDTM)
6. Symbiosis Institute of Operations Management, Nashik (SIOM - Nashik)
7. Symbiosis Institute Of Business Management (SIBM), Bengaluru
8. Symbiosis Centre for Management Studies, Pune (SCMS - Pune)
9. Symbiosis School of Banking and Finance (SSBF)
10. Symbiosis Centre for Management Studies, Noida (SCMS – Noida)
11. Symbiosis Institute of Business Management, Hyderabad (SIBM - Hyderabad)
12. Symbiosis Institute Of Business Management (SIBM), Nagpur
13. Symbiosis Centre For Management Studies(SCMS), Nagpur
14. Symbiosis Centre For Management Studies(SCMS), Bengaluru
15. Symbiosis Centre For Management Studies(SCMS), Hyderabad
16. Symbiosis Institute of Business Management, Bengaluru (SIBM - Noida)

Faculty of Computer Studies
1. Symbiosis Institute of Computer Studies and Research (SICSR)
2. Symbiosis Centre for Information Technology (SCIT)

Faculty of Medical and Health Sciences

1. Symbiosis Institute Of Health Sciences(SIHS)
2. Symbiosis College Of Nursing (SCON)
3. Symbiosis School Of Biological Sciences(SSBS)
4. Symbiosis School Of Sports Sciences(SSSS)
5. Symbiosis School Of Culinary Arts (SSCA)
6. Symbiosis Medical College For Women (SMCW) & Symbiosis University Hospital And Research Centre (SUHRC)

Faculty of Media & Communication

1. Symbiosis Institute Of Media & Communication (SIMC)
2. Symbiosis Centre For Media & Communication (SCMC)
3. Symbiosis School Of Visual Arts And Photography (SSVAP)

Faculty of Humanities and Social Sciences

1. Symbiosis School of Economics (SSE)
2. Symbiosis School for Liberal Arts (SSLA)
3. Symbiosis School of International Studies(SSIS)
4. Symbiosis Statistical Institute (SSI)

Faculty of Engineering

1. Symbiosis Institute of Technology (SIT),Pune
2. Symbiosis Institute of Geo-informatics (SIG)
3. Symbiosis Institute Of Technology (SIT), Nagpur
4. Symbiosis Institute of Technology (SIT), Hyderabad

Faculty of Architecture & Design

1. Symbiosis Institute Of Design (SID)
2. Symbiosis School Of Planning Architecture And Design(SSPAD)

Faculty of Symbiosis Centre for Research and Innovation

Symbiosis Centre for Research and Innovation (SCRI)

SIU - Vision & Mission

Vision

Promoting International understanding through quality education.

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 & community.
- To install sensitivity amongst the youth towards the community and environment.
- To produce thought provoking leaders for the society.

SIT-Hyderabad - Vision & Mission

Vision

Transforming lives through excellence in engineering education, cutting-edge research, and innovation, empowering individuals with the skills and knowledge to shape a better, sustainable future.

Mission

- **Design skill based Curriculum**: Develop a dynamic, career-focused curriculum that equips students with essential problem-solving skills, preparing them for both immediate employment and advanced studies.
- **Integrate Research with Learning**: Educate students on best practices in Computer Science by incorporating the latest research advancements, fostering a deep understanding of emerging technologies.
- **Advance Knowledge and Innovation**: Drive knowledge creation and dissemination in engineering, promoting research and innovation to solve real-world challenges and benefit society.
- **Strengthen Strategic Collaborations**: Build robust partnerships with industry, academic institutions, and international entities to create synergies that enrich learning and research opportunities.
- **Enhance Employability and Ethics**: Cultivate professional ethics and foster experiential learning to prepare students for successful, responsible careers.
- **Instill Ethical Leadership and Professionalism**: Develop ethical values, leadership skills, and professionalism in students, empowering them to contribute positively to community and societal advancement.
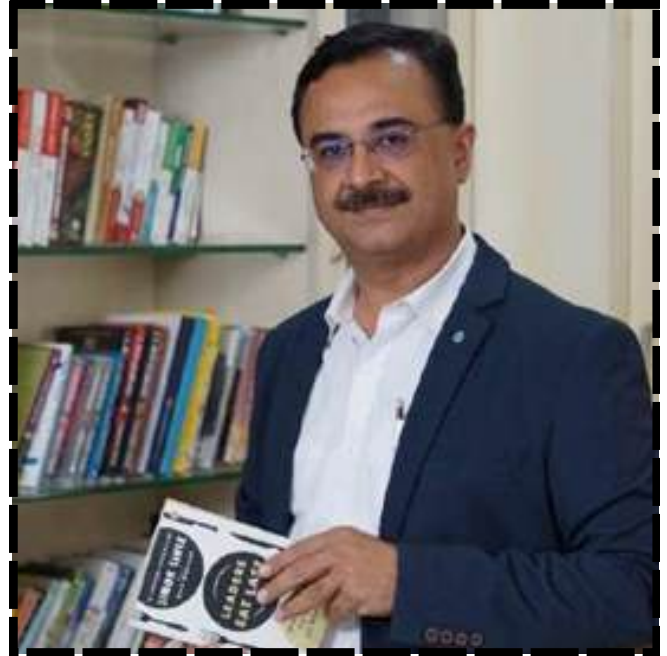
Dean, Faculty of Engineering

Dean Profile:

Dr. Ketan Kotecha, PhD (IIT Bombay)
deanfoengg@siu.edu.in
Professor, Computer Science & Engineering

Dean's Message

Welcome to the dynamic world of engineering at SIT, where innovation is not just a goal but a way of life. At the forefront of technological advancements, we blend expertise, technology, and creativity to propel our community towards excellence.

SIT stands as a Centre for creativity, a beacon for learning, and a convergence point for ideas that shape the future. Our success is rooted in the unwavering commitment of our faculty members to academic rigour, ground breaking research, and mentoring. Their dedication goes beyond the confines of classrooms, influencing the lives of our students in profound ways. Our overarching objective has always been to bring out the best in our students, moulding them into professionals with strong ethical and moral values. As you embark on your journey at SIT, you join a diverse community engaged in hands-on learning and cutting-edge research, paving the way for successful careers in business, government, or academia. Our faculty, involved in high-impact research across various domains, including Artificial Intelligence, Cyber Security, Block chain, Data Science, Robotics, GIS, Nano science, Cloud Computing, Embedded Systems, Infrastructure Design and Building Information Modelling (BIM), ensures that our students are exposed to the latest advancements in their field. Through creative instruction, hands-on projects, and involvement in various student competition teams, our undergraduates and postgraduates receive an exceptional educational experience. Industry-sponsored capstone projects and internships further foster professional ties, laying the groundwork for post-graduation success. At SIT, we strive to create an inclusive and dynamic environment where excellence in teaching, research, and service is paramount. I look forward to working with each one of you and contributing to the success and growth of our vibrant engineering community. Should you have any comments, questions, or ideas, please feel free to email me at deanfoengg@siu.edu.in

Director, SIT-Hyderabad

Director Profile:

Prof. Rajanikanth Aluvalu, Ph. D

director@sithyd.siu.edu.in

Professor, Computer Science & Engineering

Director's Message

It is a great pleasure and honour for me to serve as the Director Symbiosis Institute of Technology Hyderabad.

A very warm welcome to SIT Hyderabad. It is my pleasure to introduce Symbiosis institute of Technology Hyderabad began in 2024 to provide quality technical education and act as a holistic place for scientific research with a mission to develop human potential to the greatest degree. SIT Hyderabad offering Bachelor's Engineering Programs (B.Tech.) specializing in Computer Science.

An institution is fundamentally shaped by its people. We are committed to recruiting exceptional individuals who will guide, mentor and support student learning and practice. Our student community, representing diverse backgrounds from around the globe, is integral to our growth and strength. Our vision is to create a dynamic, multidisciplinary institution that excels in delivering high-quality education, conducting original research and practice. This vision is the driving force behind our academic community. The institute is preparing the next generation of leaders who will carry this path forward in the years ahead.

Research undertaken at Symbiosis has gained momentum with faculty and students publishing widely in peer-reviewed journals and making their presence felt at conferences and workshops, within the country and abroad. SIT Hyderabad will continue the legacy. The Institute is committed to create an ambience for nurturing innovation, creativity and excellence within its students.

Periodic Industry-Academia Conclaves and a strong emphasis on industry internships represent a few other instances of our commitment to a strong education-industry interface. The mandate of our Career Development Centre, as the name indicates, goes far beyond coordinating campus placements.

Development of robust infrastructure is our priority, and the Institute has state-of-the-art centres and facilities for research and development in areas like High performance computing, Artificial Intelligence, data science and computational imaging.

If you are a prospective student or a potential colleague and have any specific queries or concerns, do not hesitate to contact us.

Details of Institution

Name of Institution	**Symbiosis Institute of Technology, Hyderabad**
Address	**Survey Number 292, Off Bangalore Highway, Modallaguda (V), Nandigama (M), Rangareddy Dist, Hyderabad, Telangana, India, Pin Code : 509217**
State /UT	**Telangana**
Phone No. with STD	**040-27232706, 707, 708, 709**
Office hours	**09:00 AM to 05:00PM (Monday to Saturday)**
Academic hours at the Institution	**09:00 AM to 05:00PM (Monday to Saturday)**
Website	**https://www.sithyd.siu.edu.in**

Details of Affiliating University

Name of the affiliating University	**Symbiosis International (Deemed University)**
Address of the organization	**Symbiosis Knowledge Village Project, Taluka Mulshi, Village Lavale / Nande, District Pune -412115**
Website	**http://www.siu.edu.in**
Latest affiliation period	**Permanent, SIU letter to UGC No. U-3/2009/2216 Dated, 19/08/2009**
Chancellor	**Prof. (Dr.) Shantaram Balwant Mujumdar**
Principal Director	**Dr. Vidya Yeravdekar**
Vice Chancellor	**Dr. Ramakrishnan Raman**
Registrar	**Dr. M. S. Shejul**

Departments at SIT

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

Computer Science and Engineering (Intake 30)

B. Tech (Computer Science and Engineering) is a full-time four-year graduation programme, which aims at transforming a student into a technically sound professional. The syllabus contains courses on basic sciences, technical arts, humanities & liberal arts and professional courses. The mix of these courses has been evolved with an aim to produce professionals who have knowledge not only of Engineering but who are good managers to contribute in a cross-functional team and have human values. Being a professional programme it ensures a healthy balance between theoretical foundation and practical exposure to the present world. The emphasis is to develop all round personality that would enable the students to take up the challenges of the corporate world and also become responsible citizens of the society.

Computer Science & Technology (Intake 30)

B. Tech (Computer Science and Technology) is a full-time four-year graduation programme, which aims at transforming a student into a technically sound professional. The syllabus contains courses on basic sciences, technical arts, humanities & liberal arts and professional courses. The mix of these courses has been evolved with an aim to produce professionals who have knowledge not only of Engineering but who are good managers to contribute in a cross-functional team and have human values. Being a professional programme it ensures a healthy balance between theoretical foundation and practical exposure to the present world. The emphasis is to develop all-rounder personality that would enable the students to take up the challenges of the corporate world and also become a responsible citizen of the society.

Departments at SIT

Computer Engineering (Intake 30)

B. Tech (Computer Engineering) is a full-time four-year graduation programme, which aims at transforming a student into a technically sound professional. The syllabus contains courses on basic sciences, technical arts, humanities & liberal arts and professional courses. The mix of these courses has been evolved with an aim to produce professionals who have knowledge not only of Engineering but who are good managers to contribute in a cross-functional team and have human values. Being a professional programme it ensures a healthy balance between theoretical foundation and practical exposure to the present world. The emphasis is to develop all round personality that would enable the students to take up the challenges of the corporate world and also become responsible citizens of the society.

Artificial Intelligence & Machine Learning (Intake 30)

To generate competent manpower in the emerging areas of AI and Machine Learning. To inculcate among the students an aptitude for engineering and research in the area of AI and ML for generation of better and smarter solutions to real world problems.

Laboratories

S. No.	Lab Name	Lab In-charges
1.	Tinker Lab	Mr. M D Yakub Pasha
2.	BEEE Lab	Mr. Pavan Kumar
3.	C Programming Lab	Mr. Venkatanarsi Reddy
4.	Physics Lab	Mr. Pavan kumar
5.	Chemistry Lab	Mr. Pavan kumar
6.	Communication skill lab	Mr. M D Yakub Pasha
7.	Python Programming Lab	Mr. Venkatanarsi Reddy

Support Committee

S. No.	Name	Head	Contact details	
			Contact Number	**Email**
1	IQAC	Dr. Akash Sharma	9853367177	akash.sharma@sithyd.siu.edu.in
2	Academics	Dr. Dhruba Jyoti Bora	8135026605	dhruba.bora@sithyd.siu.edu.in
3	Cultural Activities	Dr. Mohmad Ausif Padder	9100332510	ausif.padder@sithyd.siu.edu.in
4	Mentor-Mentee	Dr. Dhruba Jyoti Bora	8135026605	dhruba.bora@sithyd.siu.edu.in
5	Technical Activities	Mr. P. Narsimhulu	9866777555	pallatinarsimhulu@sithyd.siu.edu.in
6	Admission	Mr. V. Venkateswara Rao	8374983818	ao@sithyd.siu.edu.in
7	International Cell	Dr. M. Santhosh Kumar Goud	9701723629	santhosh.manikonda@sithyd.siu.edu.in

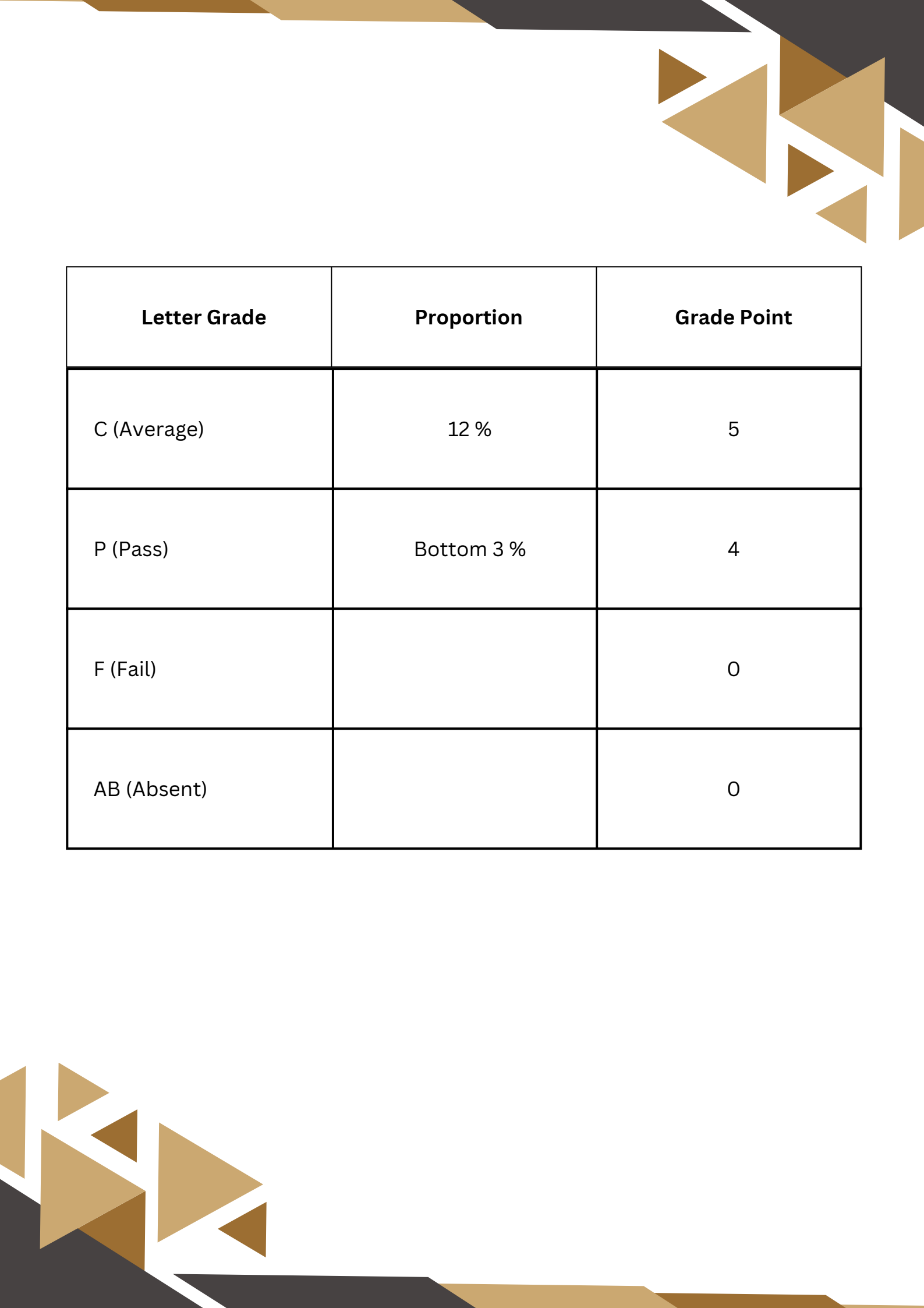| S. No.	Name	Head	Contact details	
			Contact Number	Email
8.	Industry Council	Mr. Pallati Narsimhulu	9866777555	pallatinarsimhulu@sithyd.siu.edu.in
9.	Examination Department	Dr. Shshank Chaube	9456140101	shshank.chaube@sithyd.siu.edu.in
10.	Alumni Relations	Dr. Akash Sharma	9853367177	akash.sharma@sithyd.siu.edu.in
11.	Sports Club	Dr. Mohmad Ausif Padder	9100332510	amulya.panda@sithyd.siu.edu.in
12.	Entrepreneurship Promotion & Innovation Cell	Dr. Amulya Prasad Panda	9110924718	amulya.panda@sithyd.siu.edu.in
13.	NPTEL Swayam	Dr. Amulya Prasad Panda	9110924718	amulya.panda@sithyd.siu.edu.in
14.	Research, IIC	Dr. Amulya Prasad Panda	9110924718	amulya.panda@sithyd.siu.edu.in
15.	Library	Dr. Dhruba Jyoti Bora	8135026605	dhruba.bora@sithyd.siu.edu.in

Academics

Examination Grading System

- The CGPA system of 9 grades will be applicable for the batches admitted 2015 onwards. The grade points corresponding to nine grades will be as follows:

Letter Grade	Proportion	Grade Point
O (Outstanding)	Top 3 %	10
A+ (Excellent)	12 %	9
A (Very Good)	21 %	8
B+ (Good)	28 %	7
B (Above Average)	21 %	6

Letter Grade	Proportion	Grade Point
C (Average)	12 %	5
P (Pass)	Bottom 3 %	4
F (Fail)		0
AB (Absent)		0

- Passing in a course means securing 40% of absolute marks in each of the heads.
- The grading of students will be done based on the relative performance of the students compared to the class.
- The absolute grading system is applicable to Projects/ Dissertations / Thesis /Internship courses under all faculties from season October 2020 as per the requirement of assessment.
- Absolute grading system shall also be applicable for all the courses where the student number is 15 or less in each course.
- Calculation of Grade points corresponding to grades based on absolute grading system:

Percentage	Grade	Grade point
90 % and above	O	10
80 % to 89.99 %	A+	9
70 % to 79.99 %	A	8
60 % to 69.99 %	B+	7
50 % to 59.99 %	B	6
45 % to 49.99 %	C	5
40 % to 44.99 %	P	4
Below 40 %	F	0

- In case of change in marks due to re-evaluation, the scores obtained by the student will be adjusted as per original range of marks of the grades.
- The End Semester Examination will be conducted by Symbiosis International (Deemed University).

ATKT:

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

1. He/she cannot appear for the end Semester - 5 exams if he/she has CGPA less than 4.00 up to Semester - 2.

2. He/she cannot appear for end Semester - 6exams if he/she has CGPA less than 4.00 up to Semester- 3.

3. He/she cannot appear for end Semester - 7 exams if he/she has CGPA less than 4.00 up to Semester - 4.

4. He/she cannot appear for end Semester - 8 exams if he/she has CGPA less than4.00 up to Semester - 5.

Under Graduate Degree Programme

The students admitted to all the undergraduate programmes of the University will be allowed to keep term for a period of two years from the date of admission beyond the normal period of the programme. i. e. the student joining the three years programme must complete the programme in five years from the date of admission

Attendance Requirement

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

All those students who are given Course Not Granted (CNG) / Term Not Granted (TNG) due to attendance less than 75 % will be appearing in the examinations in next session as backlog. Term Not Granted(TNG) / Course Not Granted (CNG) / Allowed to keep Terms (ATKT) students to pay backlog exam fees for the immediate as well as further subsequent attempts.

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

Internal & ExternalAssessment
Performance of students at Symbiosis Institute of Technology is assessed through a two tier system. Students are graded internally throughout the semester based on their performance in Class Tests, Unit Tests, Quizzes, Home Assignments and other measures throughout the duration of the semester.
External assessment is done solely on the basis of the student's performance in the end of semester examination. External examinations are conducted under the supervision of an external examiner, with no tolerance to any form of indiscipline or unfair means.
In addition, Practical Assessment is also done for certain subjects which involves performance of practical experiments in the laboratory throughout the semester, as well as performance in Viva and Practical Exam.
For more details regarding examination rules of SIU, please see below link.
http://siuexam.siu.edu.in/EXAMRULEBOOK-(WEBVERSION).pdf

Student Code of Conduct
https://siu.edu.in/pdf/resources/code-of-conduct.pdf

Anti-Ragging Measures Anti-Ragging Committee
The following Anti-Ragging Committee has been constituted at Symbiosis Institute of Technology-Hyderabad

The Anti-Ragging Committee of Symbiosis Institute of Technology that has been constituted for the Academic Year 2024-25 is as under:

Dr. Rajanikanth Aluvalu	Director, SITH	Chairperson
Dr. Shshank Chaube	Assistant Professor	Member
Dr. Akash Sharma	Assistant Professor	Member
Dr. Amulya Prasad Panda	Assistant Professor	Member
Dr. Dhruba Jyoti Bora	Assistant Professor	Member
Ms. Asmi Agarwal	Student	Member
Mr. Harsh Raj	Student	Member
Mr. Pramit Panigrahi	Student	Member
Mr. Pakanati Sandeep Reddy	Student	Member
Ms. Juveriya Begum	Student	Member
Dr Ausif Padder	Assistant Professor	Member Secretary

Anti-Ragging Squad

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

Anti-Ragging Affidavit

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

Other Measures

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

Other committees

Institute Development Committee

The Institute development Committee of Symbiosis Institute of Technology has been constituted as under:

Dr. Rajanikanth Aluvalu	Chairperson
Dr. Shshank Chaube	Member Secretary
Dr Ausif Padder	Member
Dr. Dhruba Jyoti Bora	Member
Dr. Amulya Prasad Panda	Member
Dr. Akash Sharma	Member
Mr. Pallati Narsimhulu, Industry Connect In-charge	Member
Mr. Venkata Sambasiva Rao Bontu, Account Officer	Member
Mr. V. Venkateswara Rao, OS	Member

Grievance Redressal Committee

The Grievance reddressal Committee of Symbiosis Institute of Technology has been constituted as under:

Dr. Rajanikanth Aluvalu	Chairperson
Dr. Akash Sharma	Member
Mr. Pallati Narsimhulu	Member
Ms. Asmi Agarwal	Member
Mr. Mallepally Shasikiran	Member
Mr. Ravi Parth Sarathi Gunda	Member
Mr. V. Venkateswara Rao, OS	Member Secretary

Quality Improvement Cell (QIC) Committee

The Quality Improvement Cell (QIC) Committee of Symbiosis Institute of Technology, Hyderabad for AY: 2024-25 has been constituted as under:

Director of the Constituent Institute Dr. Rajanikanth Aluvalu	Chairperson
External academician / researcher of repute to be nominated by the Director	Member
Two Assistant Professors nominated by the Director Dr. Dhruba Jyoti Bora Mr. Pallati Narsimhulu	Member
Office Superintendent Mr. V. Venkateswara Rao	Member
One Student Representative to be nominated by Director Mr. Anirudh Pratap Singh Yadav	Member
QIC coordinator to be nominated by the Director Dr. Akash Sharma	Member Secretary

Disciplinary Committee

The Disciplinary Committee of Symbiosis Institute of Technology has been constituted as under:

Dr. Rajanikanth Aluvalu	Chairperson
Dr. Shshank Chaube	Member
Dr. Akash Sharma	Member
Dr. Mohmad Ausif Padder	Member
Dr. Amulya Prasad Panda	Member
Dr. Dhruba Jyoti Bora	Member
Mr. Pallati Narsimhulu	Member
Mr. V. Venkateswara Rao	Member Secretary

Industry Institute Interaction Cell

The Industry Institute Interaction cell of Symbiosis Institute of Technology has been constituted as under:

Dr.Rajanikanth Aluvalu	Chairperson
Dr. Shshank Chaube	Member
Dr. Akash Sharma	Member
Dr Ausif Padder	Member
Dr. Amulya Prasad Panda	Member
Dr. Dhruba Jyoti Bora	Member
Mr. Pallati Narsimhulu	Member Secretary
Ms. Ananya Shrivastava	Student
Mr. Vinay Chakravarti Addanki	Student
Mr. Harsh Anand	Student

Library Committee

Dr. Rajanikanth Aluvalu	Chairperson
Dr. Sangeeta Paliwal-SIU	Invitee- Advisor from SIU Central Library
Dr. Shshank Chaube	Library Member
Dr. Akash Sharma	Member
Dr Ausif Padder	Member
Dr. Amulya Prasad Panda	Member
Dr. Dhruba Jyoti Bora	Member

Library Committee

Mr. Pallati Narsimhulu	Member
Mr. V. Venkateswara Rao	Admin Office Member
Ms. Asmi Agarwal	Student Representative
Mallepally Shasikiran	Student Representative
Mr. Ravi Partha Sarathi Gunda	Student Representative
Dr.Vuppala Lingaiah	Librarian, Member Secretary
Mr. Subarnaneil Aich	Library Assistant

Medical Facilities for Students

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.

Promotive healthcare facilities:

1. 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.

2. The Campus Wellness Advisory Committee promotes stakeholder engagement to evaluate and improve existing healthcare services, processes, policies, and the quality of programs.

3. Advice on best practices for Environmental Assessment & Modification to ensure the creation & maintenance of environments that promote good health through

a . Inspection of Campus

b. Inspection of eating establishments thrice a year- of Canteen, Mess & Food counters (e.g. Coffee shops, Juice Centers, ice cream Parlors)

c. Guidance for water testing for the availability of potable water on campus

Preventive healthcare facilities:

1. Annual HealthCheck-up (AHC) of the students/ staff of Symbiosisis 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).

2. Pre-employment Health Check-up: Before joining Symbiosis, every prospective candidate is required to complete a Pre-Employment health check-up at the SCHC. The objective is to identify any health conditions or illnesses that may affect an individual's ability to perform their job safely.

3. Health Check-up of food handlers working at catering establishments is conducted annually and before joining the catering establishments. This helps to identify any health conditions or diseases that food handlers may have, which could potentially spread to the food they handle & facilitate the identification of these health issues early.

Curative health care facilities:

1. Outpatient Department (OPD): Primary care is providedby medical officers.Campus Medical Officer is available on call 24X7. Contact numbers of campus medical officers are:

Campus EMS No.

S. No.	Campus	EMS Contact 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

Campus EMS No.

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

1. Patients/ students/staff can be referred to a specialist/ consultant for treatment as per their condition.

2. 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 under a Mediclaim policy & INR 1,00,000 in case of Road Traffic Accidents. Policy terms & conditions of NIC are available on www.schcpune.org

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/ Email/ What Sapp/ in-person to the authorized Admin Officer of the institute and Campus Medical Officer, SCHC on EMS No.

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.

Whom to Contact:

1. Officer-Healthcare, SCHC: 7796656108, Email ID: healthcare@schcpune.org

2. DMS, SCHC: 7796677078, Email ID: dms@schcpune.org

3. Sr. Officer, SCHC: 9552500357, Email ID: sr.officer@schcpune.org

Please visit www.schcpune.org & download the SymbiCare mobile application – IOS/ Android.

Transportation Facilities

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

Hostel Accommodation Hostel Rules and Regulations

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

Hostel Building

1. Admission and Termination

1.1 Admission

Admission to a Hostel is provisional and room allotment will be confirmed only after approval from the Campus Administrator which is done at random so as to ensure that all stay as **Vasudhaiva Kutumbakam**. The allotment is also subject to satisfactory medical examination and payment of fee as given below:

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

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

1.2 Mandatory Accommodation

For all residential campuses, hostel accommodation is mandatory and for others itis as per availability and rules framed by the Institutes to include academic performance, discipline and medical requirement. Localities are not allotted hostel in non-residential campuses to accommodate maximum students from other state. The hostel is treated as an extension of the institute and observance of rules and regulations of the Hostel is compulsory for all the students.

1.3 Room Allotment/Shifting

Room allotment is done by the Campus Administrator taking guidelines from the Institutes. Each room can accommodate maximum of 3 students but there are few flat type accommodations where the capacity differs. Students shall not interchange their room or shift into vacant room/ bed without prior written permission from the Campus Administrator. The Campus Administrator has the right to shift any student from his/her room to another room in the hostel to meet administrative requirement.

1.4 No Creation of Tenancy

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

1.5 Local Guardian

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

1.6 Safety & Personal Belongings

The hostel warden/attendants shall provide keys of the allotted room to the respective student. The Student is personally responsible for safety of their valuables and these should be kept in the cupboard under lock and key. The Student should not leave mobile, ornaments and other valuables unguarded. Student will not change lock and key without permission of the Campus Administrator.

1.7 Furniture & Fixture

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

a. Interchange of Furniture/Fixture: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another on his own. Any such request should be done through warden. Anyone found violating the procedure will be dealt by the Campus Administrator and if need be penal deduction will be done. If need be felt, students involved in such activities may be expelled from the hostel.

b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors if not owned by student then the cost of repair/damage will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

1.8 Electricity Restrictions and use of Appliances

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

1.9 Water Timings

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

1.10 Room Checking

The Campus Administrator / Hostel Wardens/ or any other Officials of the University long with Security Guards may at their discretion inspect / check any room or student's Belongings in the presenceof the students living therein any time of the day or night.

1.11 Vehicles

The student who have two wheelers shall get due sanction from the Campus Administrator by submitting a copy of registration papers and driving license. Vehicles with Symbiosis sticker only will be permitted inside the campus. Four wheelers of the students are not allowed inside the Hostel / Campus not allowed to be parked outside along the perimeter.

1.12 Notice Period

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

1.13 Expulsion from Hostel

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

1.14 Storage of Baggage during Vacation

During the vacation, belongings should be kept in the cupboard under lock. However, students may avail common storage facility for limited quantity (2 cartons). If a student desires to avail the common storage facility, then he is required to get permission from the institute 15 days prior to the vacation by submitting an application and the same should be submitted to Campus Admin office for making the necessary arrangements. The items or boxes should be neatly packed using twine and tape. The suitcases/handbags should have proper lock and the locks should be taped to avoid tampering. The baggage in the storage should be handed over to the warden/Attendant and details endorsed in the register. Luggage not packed properly will not be kept in the storage. Valuable items will not be kept in the luggage. On return from vacation all the students will take their luggage within one week else fine will be imposed.

2. Attendance, Hostel Timings, Leave and Visitors
2.1 Attendance Register

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

2.2 Returning to Hostel

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

2.3 Outside Competitions

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

2.4 Medical Emergency:

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

2.5 Night Out

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

2.6 Identity Card

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

2.7 Visitors/Parents

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

3. Mess and Dining Facility

3.1 Mess

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

3.2 Mess Committee

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

3.3 Wastage of Food

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

3.4 Guests

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

3.5 Mess Timings

Monday to Friday

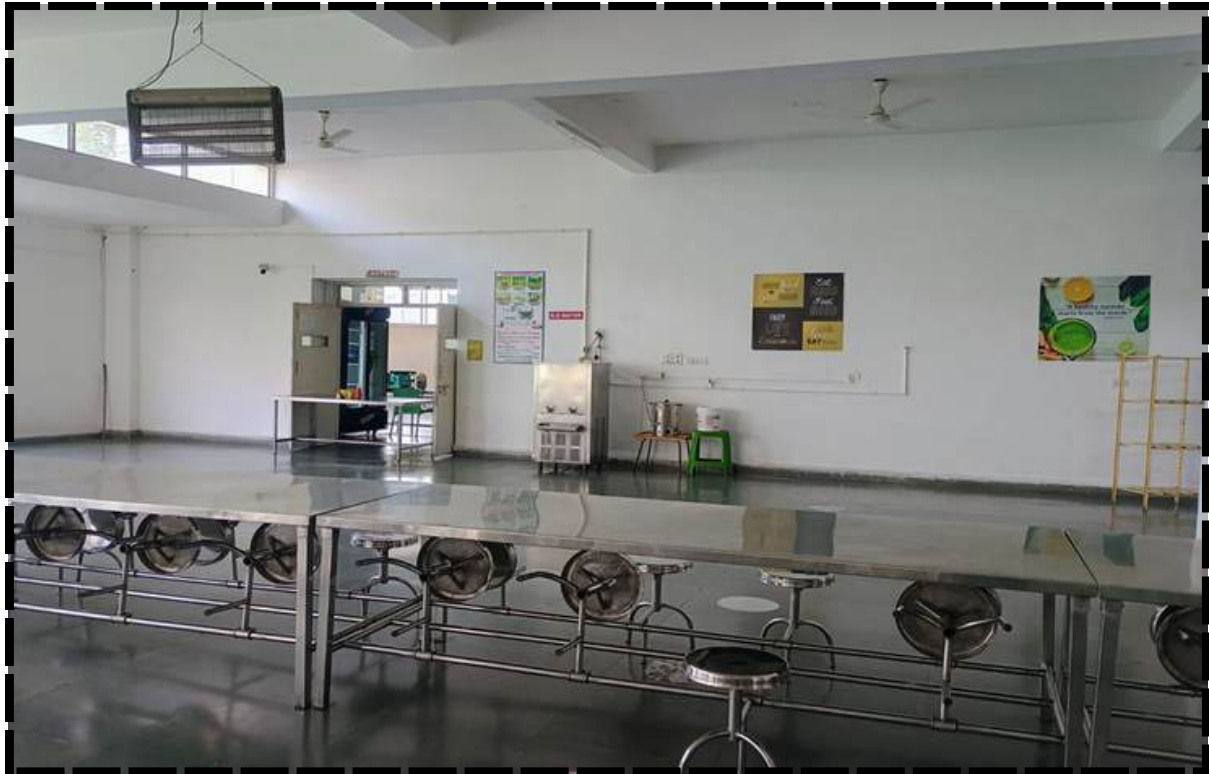|	
Breakfast	8.00 am to 10.00 am
Lunch	12.00 am to 2.00 pm
Dinner	8.00 pm to 10.00 pm

Saturday and Sunday

Breakfast	8.00 am to 10.0 am
Lunch	01.00 am to 03.00 pm
Dinner	8.00 pm to 10.00 pm

(These Timings Shall Be Strictly Adhered to by All Hostellers.)
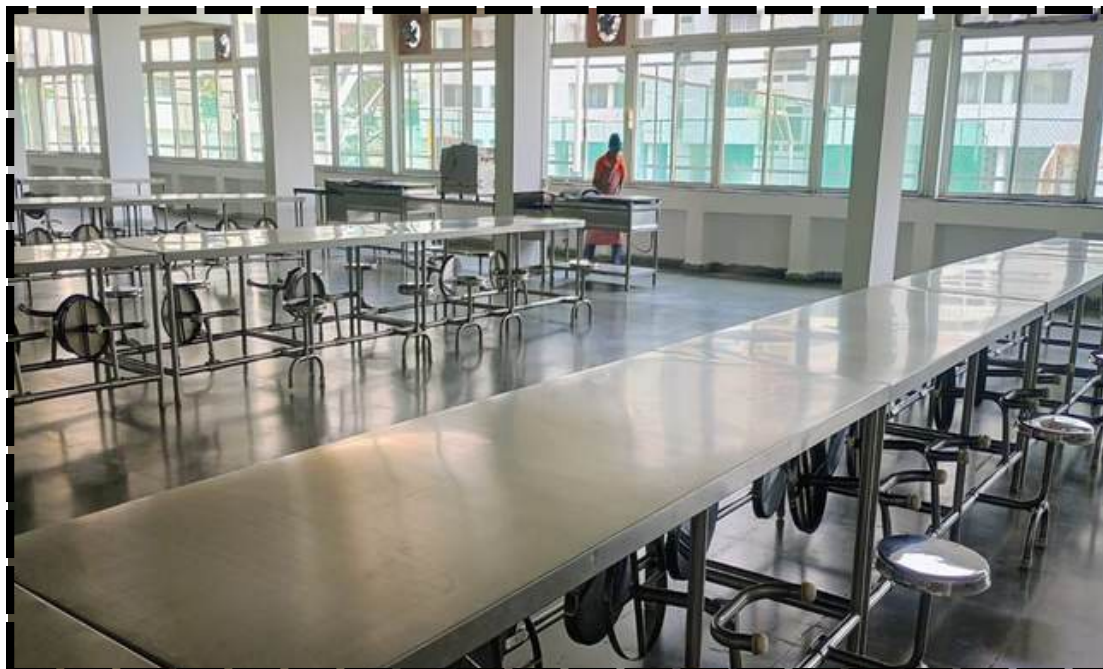
(These Timings Shall Be Strictly Adhered to by All Hostellers.)

4. General

4.1 Dress Code

The students should be decently dressed when they are out of room.

4.2 Silence

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

4.3 Cleanliness

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

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

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

4.5 Hostel Staff

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

5. Strictly Prohibited Activities
5.1 Ragging

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

5.2 Alcohol / Drugs / Smoking

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

5.3 Gambling

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

5.4 Misuse of Internet and Online Social Media

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

5.5 Political or Communal Activity

The student shallnot indulge in any political or communal activitywhich is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

5.6 Information to Media

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

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

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

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

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

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

Allotment of accommodation will be subject to availability and entirely at the discretion of Campus Administrator, who will also be monitoring other hostel commitments like, bulk allotments and maintenance/ repair works during non-academic period. His decision will be final.

Contact Numbers

Col T. Venugopal (Retd.) (Campus Administrator)	Office:	040-27232120
	Mobile:	7093921246
	Mail Id: campusadmin.hyd@symbiosis.ac.in	
Ms. Varsha Asst. Warden (C-wing)	Girls Hostel - 040-27232371	
	Cell No- 8805444504	
Mr. Siva Kumar (Asst. Hostel Warden, (C-Wing)	Boys Hostel - 040-27232132	
	Cell No - 8247721220	
Mr. U Manohar (Warden –Boys Hostel)	Boys Hostel – 040-27232132	
	Cell No- 9441934286	

Address of Office for Postal / Courier Services

Survey Number 292, Off Bangalore Highway, Modallaguda (V), Nandi Gama (M), Rangareddy Dist., Hyderabad, Telangna, India, Pin Code: 509217.
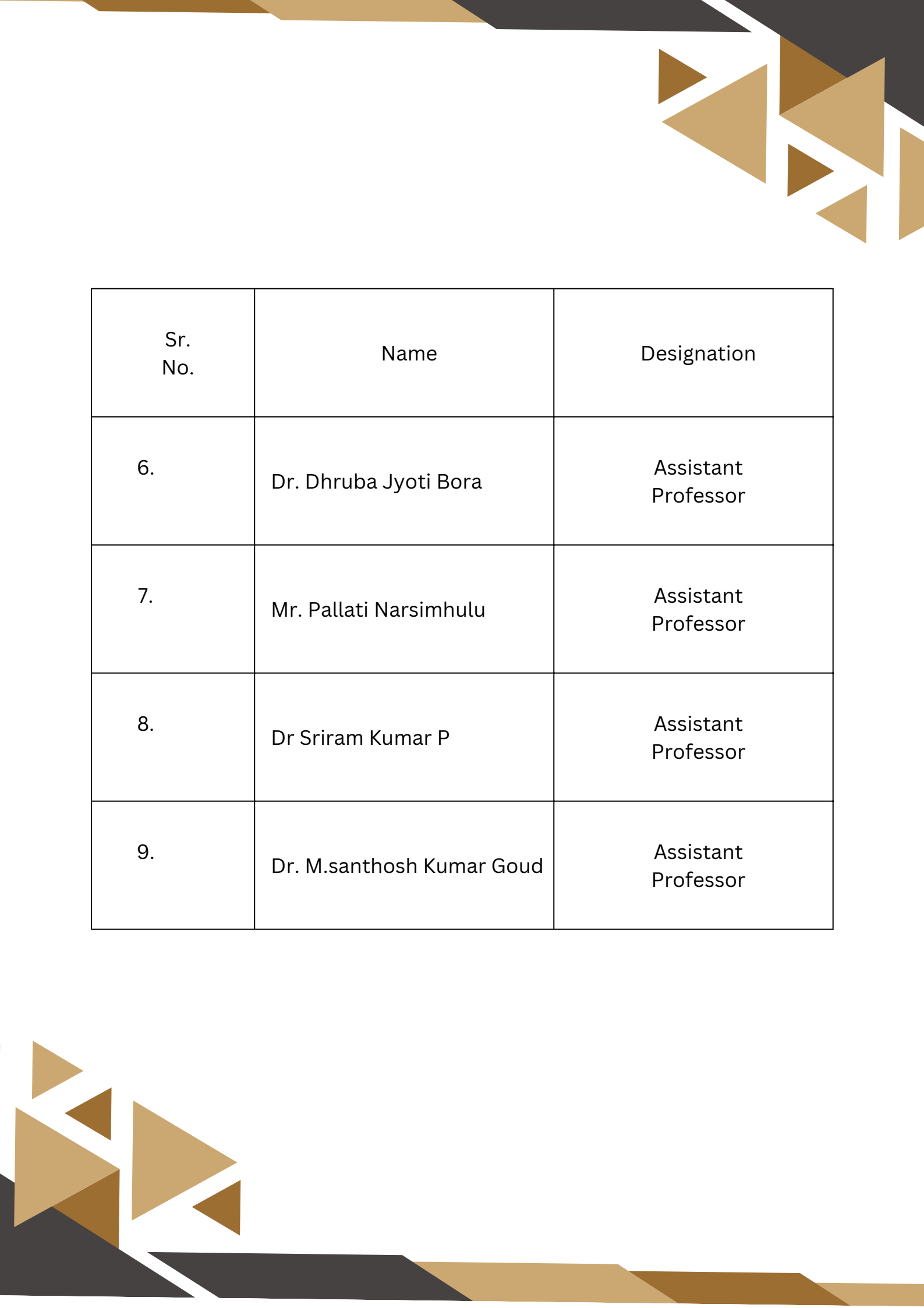
Administration

DESIGNATION	NAME
Director	Dr. Rajanikanth Aluvalu
Academics Faculty in-charge	Dr. Dhruba Jyoti Bora
Dy. Director - Administration	-
Administrative Officer (OS)	Mr. V. Venkateswara Rao

Faculty

The faculty at Symbiosis Institute of Technology is well qualified and fully capable to impart quality education to the students, enabling them to become skilled engineers ready to face any challenge in the competitive outside world.

Sr. No.	Name	Designation
1.	Prof. Rajanikanth Aluvalu	Professor
2.	Dr. Shshank Chaube	Assistant Professor
3.	Dr. Mohmad Ausif Padder	Assistant Professor
4.	Dr. Akash Sharma	Assistant Professor
5.	Dr. Amulya Prasad Panda	Assistant Professor

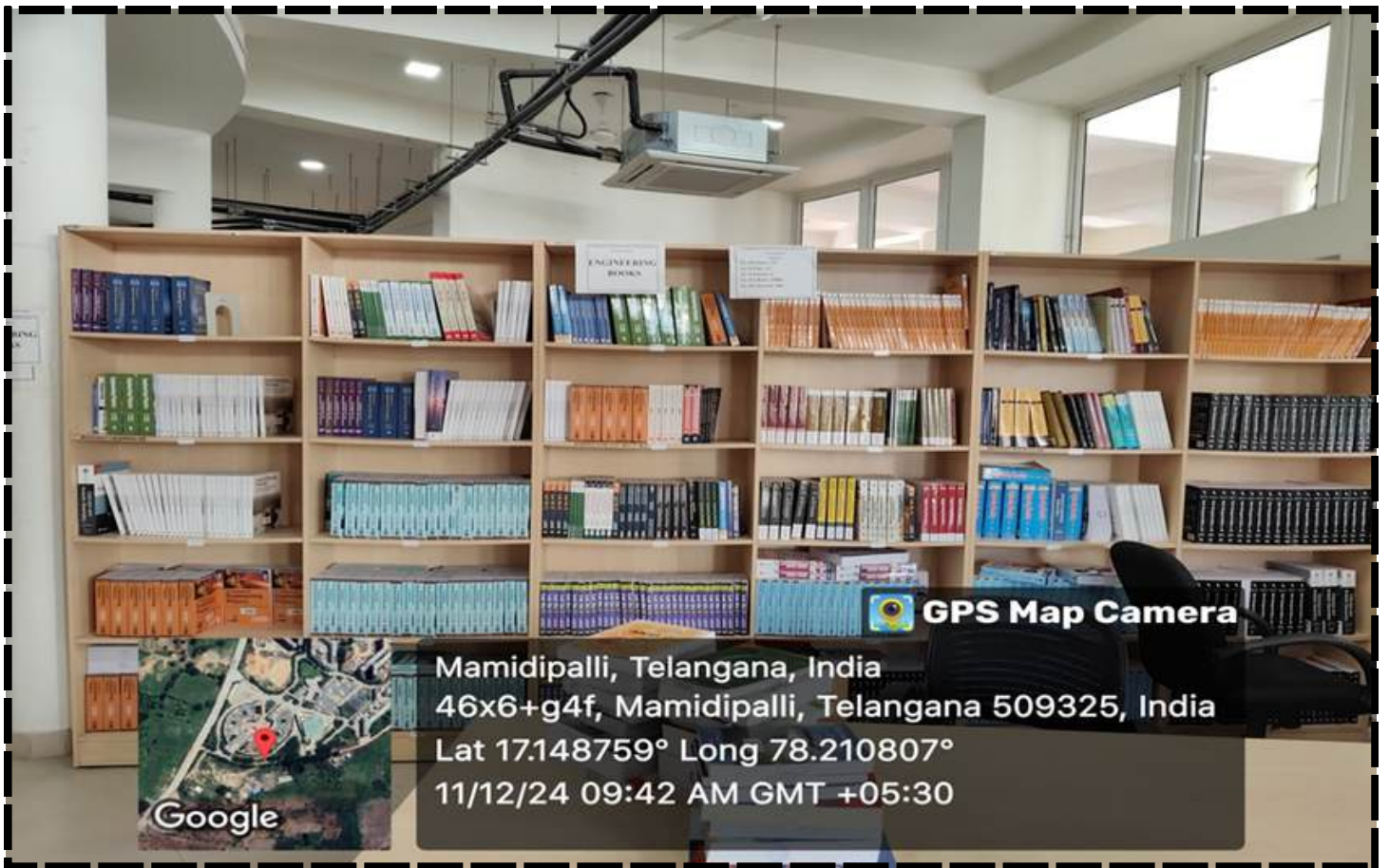| Sr. No.	Name	Designation
6.	Dr. Dhruba Jyoti Bora	Assistant Professor
7.	Mr. Pallati Narsimhulu	Assistant Professor
8.	Dr Sriram Kumar P	Assistant Professor
9.	Dr. M.santhosh Kumar Goud	Assistant Professor

Library Rules and Regulations

Library of Symbiosis Institute of Technology (SIT) came into existence with the establishment of SIT in 2008. The library occupies a place of pride in SIT and plays a very vitalrole in the provision of learning resourcesfor academics and research. It is the liveliest place on the campus providing a comfortable and friendly environment that enables learning and advancement of knowledge and promotes discovery and scholarship. The library is well-equipped with the latest information technology tools for information collection, processing, and retrieval. The collection of books, eBooks, Print National and International journals, e-journals, reports, and other reading resources is adequate for not only domain-specific resources but also general resources. Books and other resources are regularly augmented, and online accessto all premier journals as well as full-text & bibliographic databases available in the field of science, technology, and allied subjects are provided to faculty, staff, and students.

The library uses KOHA, the web-centric library management software. It offers arrange of services, including reference and consultation, membership, circulation, document delivery, resource sharing, information alert, and bibliographic and digital library services to the library members. The Library has a team of well-qualified personnel to cater to the technological and scientific needs of the institute, supported by an active collection of about 17,000+ documents maintained in a professional way for quick retrieval.

Mamidipalli, Telangana, India
46x6+g4f, Mamidipalli, Telangana 509325, India
Lat 17.148762° Long 78.21081°
11/12/24 09:42 AM GMT +05:30

Mamidipalli, Telangana, India
46x6+g4f, Mamidipalli, Telangana 509325, India
Lat 17.148743° Long 78.210837°
11/12/24 09:42 AM GMT +05:30

GPS Map Camera

Mamidipalli, Telangana, India
46x6+g4f, Mamidipalli, Telangana 509325, India
Lat 17.148759° Long 78.210807°
11/12/24 09:42 AM GMT +05:30

Library Timings

Monday to Friday	08.30 A.M. - 07.00 P.M.
Issue – Return	09:00 A.M. - 04.30 P.M.
Sunday	Closed
Festivals /Holidays	Closed
During Examinations	08.30 A.M. - 08.00 P.M. (Monday to Saturday)
During Vacation	08:30 A.M. - 04.30 P.M. (Monday to Saturday)

General Rules:

- Consumption of food is not permitted in the Library.
- Students have to mark their PRN No in the computers kept next to the Entry gate of the Library while they are entering and exiting from the library.
- No materials like bags, umbrellas, jackets/parcel, mobile phones, etc. are allowed in the Library. An adequate storage facility has been provided at the entrance to the Library for these materials. However, files and books may be brought into the library only up to the outer reading area.
- On leaving the Library, users are required to show books and other items being taken out of the Library.
- Silence has to be observed in the Library.
- Students must be decently dressed and conduct themselves
- Properly in the Library.
- The library staff on duty has the right to request a user to leave the Library premises if he/she is found to be violating any of the library rules.
- The Library will not accept any responsibility for the loss or misplacement of personal belongings.

Library Membership:

- There are two types of membership in the SIT Library and the book provides lending services as follows:
- Staff: Teaching and Nonteaching Staff can get 10 books issued at a time for one semester
- Students: Students can get 6 books issued at a time for 30 days. Furthermore, onetime re-issue facility is also available.

Library Sections:

- **Circulation Section**: Stacks books that can be issued to the students and staff.
- **Reference Section**: The Library maintains a separate reference collection consisting of encyclopedias, dictionaries, handbooks, Biographies, Autobiographies CD -ROMs, etc.
- **Periodical Section**: It`s displays the latest volumes of International and National journals and Magazines.
- **IRC Section**: To utilize e resources and Web OPAC Library has well equipped IRC Section.

Library Services:

- **Current Awareness Service**: Information about seminars, workshops, newspaper clippings, and articles on various subjects is made available to users by library.
- **New Arrivals Alert**: Library displays the latest books acquired in the library, for a week, on the display board.
- **News Paper Cutting**: Library have the special collection of Newspaper cuttings related to subject-wise and general awareness all users.
- Net based services: All the notices and information is given through the group mail service of the institute. With the Wi-Fi connectivity in the library, students can easily download required documents.
- Online Public Access Catalogue (OPAC)link: http://symbiosis-koha.informindia.co.in/
- Librarymemberscansearchthelibrarymaterialsonlinewithavailabilityofreissueforhis/her borrowed book.
- Collection on personality development: The Library is preparing a collection on various subjects like Aptitude tests, autobiographies, general Knowledge, etc., which will help the student to improve their personality and soft skills.
- Inter Library Loan (ILL): Inter library loan service is provided to Faculty members and students of Symbiosis Institutes located at various places.
- Reading list/ Bibliography compilation: The list of available resources in the library is there on OPAC under the 'List' option. Readers can use this to access the resources.

Institutional Membership:

National Digital Library f India, New Delhi. Library will register our student in National Digital Library (NDL). It provides a single-window search facility to access digital contents currently existing in India as well as other digital sources under a single umbrella. https://ndl.iitkgp.ac.in/

- DELNET: DELNET has been actively engaged with the compilation of various Union Catalogues of the resources available in member-libraries. It has already created the Union Catalogue of Books, Union List of Current Periodicals, Union Catalogue of Theses and Dissertations.

Library Rules:

- The normal loan period for books is 30 days. Students can get 6 books issued at a time for 30 days. Furthermore, a one-time re-issue facility is also available.
- Borrowers have to produce their library cards while borrowing library books.
- No books or library materials may be taken out of the Library until the loan has been recorded. Unauthorized removal of library materials is an offense.
- Current issues of journals/magazines can be used overnight.
- Readers can borrow back issues of the periodical or bound volume.
- Reference books/materials are to be used only in the Library.
- Audio- visual resources are to be used only in the Library or computer lab.
- Overdue books: Books must be returned by the due date or earlier, if recalled by the Librarian. Failure to return a book by the date specified will be treated as an offence.
- Fine imposed on borrowers for late return of books is Rs.5/-per day per book.
- Loss or damage of books: Students should check the books before issuing them. At the time of return, if the books are torn or pages are missing, the borrower will have to make up for the damage. A borrower is allowed to either replace the lost or damaged book or has to pay twice the market price of the book. All books replaced in this manner must be Of the latest edition. If the book is one of a set or series, the whole set or series has to be replaced.
- Library has subscribed 07 e-Databases through various agencies in India, e-journals covering the following publishers

Sports Activities at SIT-Hyderabad.

Sports activities are conducted in Chess, Carom, Badminton, Table Tennis, Squash, Pool, Cricket, Football, Volleyball, Basketball, Swimming, Kabaddi and Athletics. Students are permitted to use the sports infrastructure at Symbiosis International (DU) recreation Centre (Hill Top). Sports activities are also conducted at the SIT Hostel ground.

Prostatitis - Intra College sports events

Since 2010, each year SIT conducts the intra-college sports fest "PROTATHLITIS" in September/ October. This is an interclass/discipline tournament. The event is organized by the SIT sports committee. The department teams are formed by a selection process conducted by individual class/discipline. Sports representatives are responsible for the smooth and timely conduct of their respective sports events and address grievances with the consultation of the sports in charge.

Participating in SI(DU) inter-institute tournaments

SI(DU) sports board conducts inter-institute tournaments each year in various sports from June to Dec/Jan based on the schedule of inter-university tournaments. The teams for SI(DU) are selected for the players participating in this tournament. One must be a part of SIT team to participate in these tournaments. SIT team is selected from the performances of the students in the SIT intra-college sports fest "PROTATHLITIS". The team selection activity is coordinated by sports representatives with the approval of the sports in charge. The college team is valid for one academic year and reconstituted each year based on performances in intra-institute tournaments and Prostatitis. Players are given a sports kit and provided transportation for participating in inter-institute tournaments.

Getting selected for Symbiosis University Team Inter-University matches are conducted each year in various outdoor and indoor sports at the zonal level. SI(DU) team participates in these tournaments. The university team consists of players from different constituent institutes of SI(DU). To be eligible to get selected for the SI(DU) team one must represent SIT in the Inter-Institute tournaments organized by the SI(DU) sports board. Selectors for the university team are present during the tournament. Based on the performance, students are called for the trials of the university team selection. If selected for SI(DU) team the players need to attend a training camp. The players receive TA/DA to attend training camps as well as for participating in the Inter-University matches from SI(DU).

Participating in inter-college tournaments

For SIU Tournaments

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

- Write an application to obtain permission from the Director to participate in the tournament.
- Prepare budget (equipment/apparel etc.) for participating in the tournament and seek approval from the Director.
- Arrangement of transportation for the players.
- Sanction of leave of players for participating in the tournament.
- Addressing specific problems of the individual player with the consultation of the sports in charge.