



# SYMBIOSIS SCHOOL FOR LIBERAL ARTS

## Student Handbook

Your guide to life @ SSLA



*Home is where the  
liberal heart is..*



## About the Student Handbook

This handbook is a handy guide for all students of SSLA. It is supposed to be a handy companion for students whenever they want to familiarise themselves with the policies and processes of SSLA. This handbook is to be read and consulted regularly by students.

About the cover: This Academic Year, SSLA completes one year in the new campus. The first picture shows the foyer of the new campus with the logo, vision and mission proudly displayed. The second picture is the photo of a wall at the old campus on which the students had painted their self-portraits, leaving behind a little bit of themselves in their alma mater. The wall at the new campus depicts the grandeur of the new building and new beginnings. The wall of the old campus shows the creativity and the passion of SSLA students. From old to new, from 3<sup>rd</sup> floor to 7 floors, the spirit of SSLA remains the same. Home is truly where all its liberal hearts would be.

Picture credits: New campus: Dr. Shweta Sinha Deshpande; Old Campus: Dr. Afshan Majid

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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 enhance employability and contribute to human resource development
- to contribute towards knowledge generation and dissemination
- to promote health and wellness amongst students, staff and community
- to nurture creativity and encourage entrepreneurship
- to instill sensitivity amongst the youth towards the community and environment
- to promote ethical and value-based learning
- to develop global competencies amongst students
- to foster the spirit of national development
- to inculcate cross cultural sensitization
- to produce thought provoking leaders for the society

## **SSLA Vision**

To establish SSLA as the preferred destination for students, faculty, larger academic fraternity, and industry to engage in interdisciplinary studies, rigorous research, community engagement, personal development growth, and sustainable employability.

### **To fulfil this goal, we endeavour to:**

- enhance and emphasise SSLA as a centre for interdisciplinary studies to encourage holistic understanding and skill development
- engage with research to enhance community growth at the local, the global and the glocal level
- encourage and appreciate diversity of ideas and free expression of opinions to establish a diverse community of knowledge seekers
- strengthen international and national partnerships for internationalisation at home and promote global and intercultural competencies
- bridge the gap between the curriculum and future requirements of the employment sector

## Director's Profile



Dr. Shweta Sinha Deshpande has a Ph.D. in Archaeology and has contributed to archaeological and associated anthropological research through an interdisciplinary and multidisciplinary approach. She has been associated with Liberal Arts education for over a decade and has an in-depth understanding of this model and the value addition it offers the World, India, Industry and the Service sector.

She has 24 years of teaching and research experience, authored many research articles and books and was the founding President of the India Big History Association and a founding Member of the Society for South Asia Archaeology (SOSAA). She has been a member of the Executive Committee of the Nehru Science Centre, Mumbai, under the Ministry of Culture, Government of India. She also serves on the Editorial Board of Migration Letters, an international journal on migration studies.

Her current research focuses on Globalization and its influence on the sociocultural space, including religion, trends in migration, education and development. The thrust of her research is on interactions between individuals and cultures, both modern and ancient. Her work has led her to conclude that the key to understanding current social issues is to recognize the often-unrealized cultural baggage that people carry.

### From the Director's Desk

*'Education is the most powerful weapon which can be used to change the world'.*

Nelson Mandela

Education steers curiosity and allows individuals and societies to truly engage, comprehend and make sense of the world that we all live in.

The Twenty-first century is unprecedented in the speed with which things are changing both in India and globally. Technology has created a **borderless experience of learning** with access to unparalleled volumes of data, people, questions, and answers. The world we engage with every day is not compartmentalized; it flows and interacts, shaping the worldviews and narratives through which we view ourselves and our surroundings. This dynamic world offers innumerable opportunities to those equipped with the skillsets that allow one to adapt quickly and learn new ways to prosper.

What is needed is the skill to make sense of all this information, to *understand*.

The education we offer here at the Symbiosis School for Liberal Arts (SSLA) is not just facts, figures, and information but the skills to be creative and critical in thinking; while learning the art of communication and collaboration for problem-solving across social, professional and personal levels. SSLA's four-year B.A./B.Sc. Liberal Arts Honours with Research and Honours degree moves beyond the conventional degree to promote an inter-multi-and-trans-disciplinary holistic and well-rounded education. It brings together the deep knowledge of individual disciplines and the transferable skills of creative problem-solving, reasoning and critical thinking, intercultural collaboration, teamwork and communication. It **provides the much-needed agility, adaptability and ability to identify and connect the dots to see the whole and the parts as it exists in the real world**, offering an opportunity for those interested in positions of responsibility and decision-making in their professional, personal and public lives.

SSLA is a space that welcomes the collaboration of curious minds open to enquiry and learning to *Think, Evolve and Excel!*

### **From the Advisor's Desk**



#### ***Engage with questions... and reality***

We live in a world that is swiftly changing, a world with dynamic challenges that require young enthusiastic adults capable of playing positive and fruitful roles in organisations and communities.

The Symbiosis School for Liberal Arts strongly believes in the importance of a more comprehensive education in preparation for career advancement and leadership. Organisations and society have an urgent need for creative individuals who will readily learn on the job after having been exposed to a broad and comprehensive education.

Based on our experiences with liberal arts in the last 18 years, we know that a sound liberal arts education provides a much-needed cultural orientation to the world in which we live and equips students with analytical and communication skills and global perspectives along with the ability to synthesise knowledge and make informed value judgments. It is clear now, more than ever before, that empathy, integrity, the ability to explore ideas honestly and without judgement, and a critical multi-disciplinary approach to the realities that surround us are crucial.

Our programme is a many-splendored thing and will help you learn the importance of being personally and socially responsible, something so necessary to grow into leaders of substance and to be happy and successful in your personal, community, and professional lives.

On a journey this multitudinous, you will require assistance to navigate successfully through it! This handbook is your guide across these four years. All the rules, policies and deadlines (crucial to graduating successfully and enjoying yourself in the process!) are mentioned for your clarity and understanding. Do read it and keep it close for these four years.

## **1. About SSLA**

The Symbiosis School for Liberal Arts (SSLA) offers a four-year, full-time undergraduate liberal arts (honours) programme with research. It closely mirrors international standards for Liberal Arts, where students are offered a wide range of learning experiences through the Elective and Core courses aimed at providing a stronger foundation for specialisations in their major(s) and minor(s). Liberal Arts at SSLA also aims to fulfil a niche gap in the industry by inculcating core transferable skills among its students that include analytical and critical thinking, problem-solving skills, creativity, resilience and the capabilities to adapt to diverse environments.

The guiding vision at SSLA is to foster an environment that encourages all its members to participate in the learning process. Through innovative teaching, research, community outreach activities, experiential learning such as internships, field trips, industry visits, international exposure etc. we foster thoughtful inquiry, insightful reflection and robust discourse. At SSLA, we aim to nurture students into sensitive, ethical and critically conscious citizens who will contribute responsibly to their communities and society.

Our small class size, with an average 1:20 faculty-student ratio for most electives and specialisations, facilitates inquiry, discussion, debate, and free expression of ideas and thoughts. The programme structure also includes core courses, where the faculty-student ratio is higher. Our students are required to write papers, make class presentations, collaborate with their classmates and faculty, and confidently form educated opinions of their own. This co-constructed space is not just limited to the classroom, but also expands to co-curricular and extra-curricular activities, where both faculty and students come together to foster learning and development. As a consequence of such constructive and democratic learning spaces, like the classroom, Student Council, Clubs and Cells our students find themselves honing multiple skills such as organisational, communication, critical thinking and teamwork.

## 2. Faculty and Staff at SSLA

The faculty and staff members at SSLA are available to help and assist students at all times. For student support and assistance, please contact the Director/Full-time Faculty or the Administrative Officer through email or on phone 020-26551202.

The Faculty Coordinators can be reached at 020-26551214/1200 from Monday to Friday between 11:45 a.m. and 2:00 p.m. and at the Administrative Office for all academic queries.

### 2.1. Faculty Contact Details:

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### 3. Academics at SSLA

All students are expected to read notices put up on the college notice board (emails may not always be sent out by faculty and staff) to keep themselves updated on guidelines, rules and policies related to final schedules, inclusive of exams, backlog exams, Community Outreach Project (COP), Internship, Research Project, Final Year Seminar Paper or any other college-related information. Ignorance of these notices/rules will not be excused.

**Note:** In case there are any changes in the dates or criteria mentioned below due to any unforeseen circumstances, the same will be notified to the relevant batch via email.

The basic programme structure at SSLA for the 4-year programme includes a combination of core courses, electives, multidisciplinary courses, major and minor specialisations.

#### **Majors/Minors**

**B.A.-** Anthropology, Economics, Education, English, Business Studies, History, International Relations, Media Studies, Philosophy, Political Science & Public Policy, Psychology and Sociology

**B.S.c.-** Applied Environment and Sustainability Studies, Computer Studies, Mathematics & Statistics,

#### **Minors**

Biology, Film Studies, Law, Peace & Conflict Studies, Performing Arts (Music, Dance and Theatre), Performing Arts (Music), Performing Arts (Dance), Performing Arts (Theatre), Physics and Women & Gender Studies.

### **3.1 Academic Policies**

#### **3.1.1 For batches 2022-26 and 2023-27:**

SSLA offers a 4-year B.A. (Liberal Arts) Honours / B.Sc. (Liberal Arts) Honours with a minimum of 198 credits. The programme includes mandatory core courses, electives, major and minor specializations. Students are also expected to complete Floating Credit Programme (FCP) courses, Community Outreach Project and a final year seminar paper as part of the core courses; and research project and internship as part of major specialization. In effect, students will be expected to complete:

20 core compulsory courses (including FCP) + 6 generic electives + 1 major + 2 minors / 1 minor with 6 additional elective courses / 1 additional major with 2 additional elective courses.

The certificate in Fitness for Life and the Integrated Disaster Management Programme are life-skill based courses that do not contribute to the calculation of total credits or grades but are mandatory for the completion of the courses.

#### **3.1.2 For batches 2024-28, 2025-29:**

SSLA offers a 4-year B.A./B.Sc. (Liberal Arts) Honours with Research and B.A./B.Sc. (Liberal Arts) Honours with a minimum of 176 credits. The programme includes mandatory core courses, electives, major and minor specializations. Students are also expected to complete a Community Outreach Project and a Final Year Seminar Paper and Internship. The Honours with Research degree includes a research project, while the Honours degree may include additional internships or courses in lieu of the research project. In effect, students will be expected to complete:

**For B.A./B.Sc. (Liberal Arts) Honours with Research:**

1 Major Specialisation + 1 Minor Specialisation + Cores + Electives + Multidisciplinary Courses + COP + Internship + Research Dissertation

**For B.A./B.Sc. (Liberal Arts) Honours:**

1 Major Specialisation + 1 Minor Specialisations + Cores + Electives + Multidisciplinary Courses + COP + Internship + Additional Courses and/or Internship

The certificate in Health and Wellness Modules I & II, Vasudhaiva Kutumbakam and Environmental Studies are life-skill based courses that do not contribute to the calculation of total credits or grades but are mandatory for the completion of the Programme and Degree.

**Additional Major and Minor:**

The students can sign up for Additional Major or Additional Minor in the 3rd semester provided they fulfill the following prerequisites:

The eligibility for the additional Major and Minor is as follows:

- Attendance: 80% (aggregate) in the previous year (Semester 1 & 2)
- Marks: 75% (aggregate) in the previous year (Semester 1 & 2)
- No Backlogs in previous year (Semester 1 & 2)
- No Disciplinary Action against the student

**3.2. Policy for Extra /Audit Courses**

In addition to the basic programme, students at SSLA may also opt for extra and audit courses. These additional academic options are available to students with prerequisite eligibility criteria based on attendance and academic performance (marks in previous semesters).

These options are academic privileges for students who can and will be able to complete the additional course. Hence, there are stringent prerequisites in place to

ensure that only motivated students are enrolled in this programme and can complete the courses.

Students may choose these as per availability/timetable suitability from the list of offered/running courses in the semester. The timetable will not be changed to accommodate any student's requests for extras/audits.

**Audit:** 80% attendance is required through the semester and only one Term End Evaluation (TE) assignment is to be completed. No marks will be awarded; only a Pass/Fail grade will be awarded which will not appear on the grade sheet but only on the transcript.

Eligibility Criteria:

- 65% marks (overall) in the previous semester
- 75% attendance (overall) in the previous semester
- No TNG or backlog at the time of application

**Extra:** 75% attendance through the semester and all Continuous Assessments (CA) and Term End Evaluation (TE) assignments are to be completed. The extra course result will appear on the grade sheet.

Eligibility Criteria:

- 70% marks (overall) in the previous semester
- 75% attendance (overall) in the previous semester
- No TNG or backlog at the time of application

### **3.2.1. Fee Structure for Extra and Audit courses**

1. The fees for these additional courses will be calculated based on the existing fees of the programme per batch/year and will change with changes in the total academic fees.
2. Fees for extra courses or audit courses are to be paid at the commencement of the semester. No instalments are available for the fees of extra courses or

audit courses.

### 3.3. Rules for change in courses

#### Change of Major/Minor/Elective course within 7 days of commencement of semester:

- Any change in Major/Minor/Elective is permissible **only as a special case within one week of the commencement of classes**. No request for a change in the timetable will be entertained to accommodate such a change.
- A student will not be permitted to drop any course/Major/Minor/Elective if the minimum number of students in that class is likely to drop below 8.
- To apply for a change, the student must write an email to the Director ([director@ssla.edu.in](mailto:director@ssla.edu.in)) and Deputy Director, Dr. Afshan Majid ([dydirector@ssla.edu.in](mailto:dydirector@ssla.edu.in)), with a copy to the Academic's Supervisor, Kavita Iyer ([academics@ssla.edu.in](mailto:academics@ssla.edu.in)).
- The Academics Department will scrutinize the request and process the application. While this process is on, the student is expected to attend both the existing Major/Minor/Elective classes and the classes the student wants to switch to (timetable permitting).
- The student will be informed of the status (acceptance or rejection) of their request within 7 working days of receiving the application.
- Once the student receives official confirmation that their application has been accepted, the student must fill in the change of Major/Minor/Elective Undertaking form with the Administrative Office within 7 days of the official approval of the change.
- The student should then verify that the changes are reflected in the LMS-Moodle.
- The changes will then be made in the SIU Academic and Exam software 'Eduwiz'.
- **It is the student's responsibility to ensure that all courses listed against their name in Eduwiz and the LMS are correct. They must sign the official Elective List diligently every semester, as they will have to appear for the**

**examinations in these listed courses.**

**Please Note:**

- The SSLA Academics Department maintains a record for students indicating their Major, Minor, Electives, MDCs and Core courses. This set of records is referred to as the **Elective List**.
- A **Major-Minor List** is a list where each student's selected specialisation is recorded.
- **The Report of Credits records the number of credits** accumulated by the student in every semester, thereby reflecting their total credits for the semesters completed.
- The student is expected to verify and sign off on the courses (Elective List, Major/Minor List, Credit Record) **for every semester at the end of the first two weeks of the semester. Students will have to appear for CAs and TEs for all the courses that were signed off by the student (even if mistakenly signed).**

### **3.4. Attendance Policies**

Students are strongly advised not to miss classes.

Please note, as per SIU Notification No. 798 dated 16th January 2019, SSLA has the authority to cancel the admission of a student for:

- Non-reporting to the institute for more than 30 days without prior intimation in writing to the concerned authority.
- Non-payment of fees for more than 1 semester.

#### **3.4.1 Term Not Granted (TNG) and Course Not Granted (CNG):**

- There is a minimum requirement of 75% attendance for every course the student is enrolled in, as well as 75% aggregate attendance.
- Lack of the minimum required attendance in a course will result in a CNG where the student will not be allowed to appear for the Term End Evaluation

(TE) for that course. Lack of the minimum aggregate attendance will result in a TNG where the student will not be allowed to appear for the Term End Evaluation (TE) for all the courses in that semester.

- The student will have to clear all the exams related to the TNG/CNG in the following semester as backlog exams (to be followed as per backlog rules).

### **3.4.2. Guidelines for Absence Condonation (Attendance Condonation)**

Condonation for absence (attendance condonation) will be considered for the following reasons:

- Medical reasons (except mental health reasons): A medical certificate from the doctor/concerned hospital, approved by Symbiosis Centre for Health (See page 27)
- Death in the immediate family: Write to the Director and attach a note from your parent or a death certificate of the concerned person. Upon receiving condonation over email, please fill out the Google Form with the approval and attach the Director's approval.
- Representing SSLA at an SSLA approved event during class hours, with prior email permission from the Director and the faculty member concerned.
- Internet/connectivity issues (applicable only for online classes).
- Mental health reasons - note from your Counsellor or therapist or from Symbiosis Centre for Emotional Wellbeing (SCEW) – (See page 27)

Approval for Condonation of attendance can only be granted by the Director. Faculty are not to be approached for condonation.

Please note that absence from classes to attend family or religious functions will not be condoned. Students can use 25% absence leeway to attend these functions. The minimum attendance required is 75% for each course and 75% aggregate for all courses.

### **3.4.3. Process to apply for leave condonation:**

- The students should submit the condonation form within eight days of the date of absence.
- Requests for condonation must be submitted through the Google Form for condonation of absence sent by the Academics Department (not through an email to the Director or any other staff member). Only in cases of confidential reasons should students send an email to the Director requesting condonation and complete the Google Form noting that such an email has been sent.

### **Process to get a Mental health leave/Medical leave validated by SCHC if the absence is for less than 10 days:**

When you miss class due to mental health/medical reasons, you have to inform the SCHC's Medical Officer about the situation immediately (within one hour of missing your first class of the day). The Medical Officer can be reached through email - [mo.svc1@schcpune.org](mailto:mo.svc1@schcpune.org). Alternatively, you can call, send an sms, or send a WhatsApp message on the emergency number given on the reverse side of your ID card. Mobile number: 9552525654; 020-26557173.

Please visit a therapist/counsellor/doctor, either at SCEW/SCHC or another recognised therapist/counsellor/doctor (on the same day).

### **If you have visited a therapist/counsellor/doctor at SCEW/SCHC:**

You can directly ask the therapist/counsellor/doctor at SCHC for a medical certificate. Follow the necessary protocols SCHC expects you to follow for a smooth process. For more details, please check with SCHC directly.

If you continue to be unwell and miss classes for more than one day, you are expected to inform the Medical Officer every day until you join the classes, and not just on the first day of your absence.

### **If you have visited a non-SCEW/SCHC therapist/counsellor/doctor:**

Please submit a note/prescription from the therapist/counsellor/doctor

immediately to SCHC (on the same day that you have not attended college) by email.

Once you are fit to attend college, take all the necessary documents to SCHC (on the same day you are rejoining the college).

For Mental health leave/Medical leave condonation at SSLA upload the SCHC's medical certificate (which includes the period of rest advised) through the Google Form preferably within a week of rejoining the college.

The Director will review your request and may request further clarifications before approval.

Please contact Mr. Nikhil Ranpise at [nikhil@ssla.edu.in](mailto:nikhil@ssla.edu.in) for any queries or updates with regard to your leave.

**Process to get a mental health leave/medical leave validated by SCHC if the absence is for 10 days or more:**

If you miss more than 10 days of classes due to mental health/medical reasons, you are expected to inform the SCHC's Medical Officer about your situation immediately (within one hour of missing your first class of the day). The Medical Officer can be reached through email - [mo.svc1@schcpune.org](mailto:mo.svc1@schcpune.org). Alternatively, you can call, send an sms, or send a WhatsApp message on the emergency number given on the reverse side of your ID card. Mobile No. is 9552525654; 020-26557173.

If you continue to be unwell and miss classes for more than one day, you are expected to inform the Medical Officer regularly (based on the prescription of your treating therapist/counsellor/doctor) until you join the classes, and not just on the first day of your absence.

For processing the Medical certificate, submit your records including note/prescription and fitness certificate (based on the prescription of your treating therapist/counsellor/doctor) to SCHC.

SCHC Medical Officer will initiate the process for Medical Certificate with SUHRC.

For Mental health leave/Medical leave condonation at SSLA upload the

SCHC/SUHRC medical certificate (which includes the period of rest advised) through the Google Form preferably within a week of rejoining the college.

**The Director will review your request and may request further clarifications before approval.**

**To apply for absence condonation:**

- The request should be sent within a week (7 days) from the date of rejoining the college. Applications that are received more than a week (7 days) after the date of rejoining the college may not be considered.
- Please note that submitting leave notes at the end of the semester for earlier absences may not be condoned.
- In general, requests for condonation must be submitted through the Google Form for Condonation of Absence sent by the Academics Department (except for requesting absence condonation for participating in prior approved events - cultural, sports, faculty-led field visits, etc.). Details for this will be shared by the Academics department at the beginning of every semester.
- In cases of confidential reasons, students should send an email to the Director requesting condonation and complete the Google Form with a pdf copy of the email approval received.
- Students participating in any SSLA-approved event during class hours (including faculty-led field visits, cultural events, sporting events, etc.), will contact Mr. Ranjeet Chavan ([ranjeet.chavan@ssla.edu.in](mailto:ranjeet.chavan@ssla.edu.in)) over email for details.

**Please note that leave notes should be submitted as per the schedule shared in the Academic Calendar. Any condonation application submitted after the last date mentioned in the Academic Calendar may not be condoned.**

**Applications that do not follow the above stated process may not get processed.**

**Note:** There are certain events that SSLA recommends that all students/certain batches/cohorts attend. **Failure to attend these events can result in a reduction of a student's aggregate attendance.**

**Note: If a student signs up for an event, guest lecture, workshop, etc. and does not attend, there will be a 2% deduction of aggregate attendance. This may lead to a TNG or a CNG if the attendance drops below 75% after the 2% deduction of aggregate attendance.**

### **3.5. Assessment Policies and Exam Rules**

SSLA aims to offer a multi-disciplinary and holistic educational programme that evaluates students on the much-needed ability to think critically and develop innovative solutions to problems rather than just 'knowing' facts and figures or theoretical concepts.

- The programme structure at SSLA follows a semester pattern with Continuous Assessments (CA) and a Semester End Evaluation/Term End Evaluation (SEE/TE); referred to as Term End Evaluation (TE) in this handbook (terminology as per SIU Grade Sheet).
- Both components are designed and conducted by the faculty to suit the needs and learning outcomes of the course.
- As per the Programme Structure, students will be assessed and evaluated on a continuous basis through the CA scheduled throughout the semester by the faculty, along with a TE. The minimum number of assessments/evaluations is determined as  $n+1$ , where  $n$  refers to the total number of credits for a course. The number of CAs have to be 'n' with 1 TE. For a 4-credit course, the total number of CAs cannot be more or less than 4.
- Faculty responsible for the courses will devise creative assessments (which may vary from course to course) that may include papers, projects, surveys, weekly activities/assignments, individual and group presentations, class participation, case studies, practicals, etc.
- TE may not be the conventionally written examination but may be innovatively devised. The institute suggests (but is not limited to) the following components for faculty to use as tools for student assessments/evaluations:

- Class participation and discussions. Not more than 10 marks can be allotted to class participation. Class participation marks cannot be a CA. They have to be given over and above the requirement of evaluation given above.
- Class participation marks are to be counted towards the total marks allocated for CAs i.e. 75 marks.
- In-class assessments/submissions: essays, presentations & discussions, critical/analytical papers, projects, book & movie reviews, short tests, quizzes, open-book tests, term papers, etc.
- Outside the classroom assessments: site visits, research, field trips, etc.

Students are informed by each faculty about the assessment formats and criteria every semester during the first week of classes.

**Note:** The Learning Management System (LMS) that the faculty use to upload CA and TE marks, attendance and reading material can be accessed by students using their student login id and password. Also, parents can access the marks, attendance and performance of their ward by using parent's login ID and Password

### **3.5.1. Continuous Assessments (CA)**

Continuous Assessments (CA) will be worth 75 % of the total marks. The maximum number of assessments will follow the defined Programme Structure. The faculty administer, on average, one assessment every month throughout the semester as part of this CA process. The criteria for these assessments are provided in the session plan that the faculty make available to students during the first week of classes.

Parents can write to the Academics Department ([academics@ssla.edu.in](mailto:academics@ssla.edu.in)), copying the Academic's Supervisor, Kavita Iyer and the Deputy Director, Dr. Afshan Majid ([dydirector@ssla.edu.in](mailto:dydirector@ssla.edu.in)), for any details of CA marks or attendance they wish to receive for their ward.

Parents are also provided login credentials for the LMS to access the marks and attendance of their ward.

### 3.5.2. Criteria for Term End Evaluation (TE)

At the end of every semester, evaluations are conducted. Term End Evaluation (TE) for a course will comprise of 1 component based on the learning outcomes of the Course (please see policy above) and the pedagogy of the course.

All submissions for take-home assignments for Fresh TE and all Backlogs need to be uploaded to the link provided by the Exam Department. **Failure to complete the process will result in not having fulfilled the required criteria and hence will lead to a failed course/backlog.** Students appearing for backlog examinations have to follow all regulations communicated by the Exam Department from time to time, including registering for the exam and paying the required fees by the deadline mentioned. The details for the same or any change in this process will be shared with students via email by the Exam Department as and when applicable.

Parents can write to the Exams Department [exams@ssla.edu.in](mailto:exams@ssla.edu.in) and the Exam Supervisor, Dr Kishori Kasat, for any details of TE marks or clarifications related to any process.

<b>Continuous Assessment (CA): 75</b>	
Class participation (for offline classes only)	10
4 Assessments (at least 1 every month)	65
Total CA Marks	75
<b>Term End Evaluation (TE): 25</b>	
1 component	25
Total TE Marks	25

**Suggested (but not mandatory) division of marks:**

\*If the TE is a presentation or a take-home assignment, a viva is a mandatory component and is part of the 1 component prescribed.

### 3.5.3. Calculation of Grade Point

- Relative grading: For most courses, the grading of students will be done based on the relative performance of the students compared to the others in the class. The grade points corresponding to nine grades will be as follows:

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

- CA and TE are **separate heads of passing**.
- Students must secure 40% of absolute marks under **both** CA and TE in order to pass the course.
- Separate grade points will be calculated for CA and TE, and a weighted average of both will be the grade point for the course.
- For internship projects, seminar papers, dissertation projects and courses that have 15 or less than 15 students, **an absolute grading system will be followed**. (The grading of students will be done based on their individual performance independent of the performance of the rest of the class.) **The scale is as follows:**

Percentage of marks scored	Grade	Grade Point
----------------------------	-------	-------------

<b>in the course</b>		
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
	AB (Absent)	0

### 3.5.4. Collection of Grade Sheet

Students are expected to collect their grade sheets from the SSLA Exam Department within 15 days of receiving notification via email from the SSLA Exam Department. Students with TNG will not receive a grade sheet. Students with CNG will receive a grade sheet reflecting the CNG course as failed, resulting in a backlog.

### 3.5.5. Results after Semester 8

- The Exam Department will issue the certificate(s) mentioned below and the Grade Sheets only after the students complete the 'No Dues' formalities.
- Students who have successfully passed all courses will receive the following along with their Semester and Grade Sheets: Certificate of Passing in lieu of a Provisional Degree Certificate & Consolidated Grade Sheet

**Note:** The Degree Certificate is issued during the SIU convocation.

### 3.5.6. SIU Allowed to Keep Term (ATKT) Rules:

Since SSLA is a constituent of SIU, the following SIU examination rules and policies

are applicable:

- Students cannot appear for the end **Semester-5** exams if they have a CGPA of less than 4.00 up to **Semester-2** irrespective of the number of backlogs in **Semester-1**.
- Students cannot appear for the end **Semester-6** exams if they have a CGPA of less than 4.00 up to **Semester-3** irrespective of the number of backlogs in **Semester-2**.
- Students cannot appear for the end **Semester-7** exams if they have a CGPA of less than 4.00 up to **Semester-4** irrespective of the number of backlogs in **Semester-3**.
- Students cannot appear for the end **Semester-8** exams if they have a CGPA of less than 4.00 up to **Semester-5** irrespective of the number of backlogs in **Semester-4**.

### **3.5.7. Online registration for examinations**

Students have to register online for their examinations, both for their current semester and for backlogs, if any. This registration usually takes place about a month before the Final Evaluation week. The list of courses displayed online must be verified and accepted by the students. These courses must match with the Elective List signed by the student. The student must click the 'Accept' button if all the courses mentioned are acceptable. If not acceptable, students must contact the Exam Department ([exams@ssla.edu.in](mailto:exams@ssla.edu.in)) immediately. Without registration, students cannot appear for TE or receive marks for their TEs and will have to appear for backlogs.

### **3.6. Backlog Exam Rules and Policies**

If a student scores less than 40% in the Continuous Assessment (CA) or the Term End Evaluation (TE), the student will receive a backlog. This would require the student to complete and pass their CA and TE, as applicable, for the course in the following semester. Both CA and TE are separate heads of passing, and a student is required to separately pass both heads (i.e. at least 40 per cent each in CA and TE).

To aid learning, a student may voluntarily choose to sit in the classes of the course (in

which they have a backlog) in the ongoing semester (if the course is being offered and the timetable permits) with the junior batch. However, the student will not be enrolled for this class on the LMS for any attendance/evaluation records.

The backlog exams will be in-class written exams conducted on campus. Students will be required to be present in person on campus and appear for the written backlog exams. This pattern of backlog will be common for all courses, and they will be scheduled as per the academic calendar.

Faculty who have special approval from the Director may design a different evaluation pattern for the backlog, and it will be applicable to all the students appearing for the backlog of that course.

**Students should regularly check the notice board and emails from the Exam Department for changes and any and all announcements regarding the backlog exams.**

Detailed guidelines, including the timetable for all backlog exams, will be communicated with the students by the college via email.

**The latest version of the syllabus will be used for conducting exams which will also be applicable for Backlog exams, as per SIU rules.**

The following situations will result in a backlog:

- If a student gets less than 40% in CA or in the TE of any course, the student will have to appear for a backlog in the relevant CA/TE component.
- If a student fails both the CA and the TE, the student will have to appear for backlogs in both CA and TE.
- If a student has a CNG, they cannot appear for the TE for the CNG course(s), thus resulting in a backlog for that/those specific course(s).
- If a student has a TNG, they cannot appear for the TE for any course, thus resulting in backlogs in all courses of that semester.
- ATKT semester will also be considered as backlog, and the student can appear for backlogs from next semester.

- In case a student travels abroad for a semester exchange/Global Immersion Programme (GIP), and the course has not been mapped with the courses studied abroad, both components (CA and TE) will result in a backlog. This will be deemed a deferred examination if given in the immediate semester after coming back from the GIP. It will be deemed a backlog if the student decides to appear for it in a subsequent semester.
- Failed backlog course(s).

**(For more information, students can visit the SIU website Exam rule book)**

### **3.6.1. Backlog Registration and Fee Payment**

- Students must register and pay online for backlog exams for the semester/s for which they wish to appear, along with the current semester exams. All backlog courses for that semester need to be attempted. Students cannot choose individual courses across backlog semesters.
- Students must pay Rs. 700/- as the backlog fee for each backlog course (both CA & TE). An additional processing fee of Rs. 700/- per semester is also applicable.
- All backlog payments have to be made via the SIU Payment Gateway/exam portal. No cash payments or online transfers to SSLA accounts will be accepted for backlogs, including late fee payments.
- Students appearing for backlogs because of TNG/CNG/Not Eligible due to ATKT in a regular semester will pay the backlog examination fee in the immediate, subsequent attempt, as applicable for any other backlog attempt from examination season October 2020.
- If the student has not paid the exam registration fee, they will be liable to pay the late fee and super late fee (where applicable) as per SIU rules and norms.

**(For more information, students can check the SIU website Exam rule book)**

### **3.7. Information on Policies and Malpractices for all Exams**

- Students found guilty of cheating (plagiarism, found with copy material or

copying, sharing of answer sheets, etc.) will incur penalties, including being barred from the exam process, rustication, reported to SIU, etc. In case of non-documentary assessments, matters will be resolved on the spot by the panellists/faculty in-charge.

- Any malpractice will result in severe consequences, including the possibility of being barred from appearing in the exam.

Any query regarding marks obtained in the **Backlog Examinations** should be channelled through the Exam Department ([exams@ssla.edu.in](mailto:exams@ssla.edu.in)) of SSLA only and not addressed to the faculty. Any attempt to directly contact the Faculty/Examiner will be considered a case of malpractice.

Any queries regarding TE (other than discrepancies in marks uploaded on the LMS) should be channelled through the Exam Department ([exams@ssla.edu.in](mailto:exams@ssla.edu.in)) of SSLA. Any attempt to directly contact the Faculty/Examiner will be considered a case of malpractice.

### **3.8 Re-evaluation Policy**

Students have access to their Continuous Assessment (CA) marks and their Term End Evaluation (TE) marks on the LMS. In case of any discrepancy in the CA marks, students must contact the concerned faculty within the deadline, i.e., three days from displaying/publishing marks, to resolve their doubts with the faculty.

After this deadline, no requests for re-evaluation/correction will be entertained.

In case of any discrepancy in the TE marks, students must contact the SSLA Exam Department, fill out the re-evaluation form and pay the re-evaluation fee of Rs.700/- per course to the Accounts Department within the deadline, i.e., three days from the date of displaying/publishing marks. No request for re-evaluation will be accepted after the deadline.

### **3.9. Documents Related to Exams and Results**

#### **Applying for a Migration certificate from SIU**

Students should contact Mr. Rahul Ovhal by email at [rahul.ovhal@ssla.edu.in](mailto:rahul.ovhal@ssla.edu.in) .

#### **Applying for a Transcript from SIU**

Transcripts will be issued by SIU for full-time degree programme under the CGPA system, where specific applications are received for the same on payment of a processing fee. These will be mailed to the student within 10 working days after the receipt of the application form.

For the detailed process, students must follow the guidelines given on the SIU website ([www.siu.edu.in](http://www.siu.edu.in)). For transcripts, please visit the following link <https://siu.edu.in/pdf/resources/General%20instructions%20for%20transcript%20online%20application.pdf>

#### **Applying for a Provisional Certificate**

A Provisional Certificate is issued by SSLA only when results are not declared and under the following circumstances:

- Students applying for semester exchange
- Students applying for further admissions
- Students applying for jobs
- Any other reasons approved by the Director

The students must apply for this letter clearly stating the purpose for the same. Students should email Mr. Nikhil Ranpise (Admin Office) at [nikhil@ssla.edu.in](mailto:nikhil@ssla.edu.in).

#### **Applying for Duplicate documents**

Students can apply for duplicate:

a) Grade Sheet

- b) Consolidated Grade Sheet
- c) Statement of Marks
- d) Consolidated Statement of Marks
- e) Certificate of Passing

via the student portal on Eduwiz. Please take note that if you choose the option "To be collected from the Institute". The Institute shall be notified about the request. The document shall be sent to the Institute for issuing it to the candidate.

**Steps to follow:** Upon login, click on the Student >> Support Services + >> Application for Duplicate Documents

All duplicate documents requests are diverted through the student portal ONLY .

### **3.10. Assessment Policies for Faculty and Courses**

We take immense pride in our interactive study programme and invite students to be equally participative during their four years to co-create an enriching learning experience for themselves.

#### **3.10.1. Assessment of Courses and Teachers**

All faculty members at SSLA believe that continual faculty development in the form of student feedback is central to improving their teaching methods. In its endeavour to continually improve the standards of teaching and its faculty, SSLA assesses courses and teachers twice every semester – once mid-semester and once at the end of the semester.

#### **3.10.2. Open House**

The Open House is a session conducted by the Director, where students voice any concerns or comments regarding the courses they have taken during the semester. This could be conducted twice, but at least once in the semester, allowing for important changes to be made by faculty halfway through the course if necessary. Efforts are made to address the problems that are outlined during the feedback and

the Open House.

### **3.11. Community Outreach Project**

In addition to the academic coursework, students participate in a Community Outreach Project. This outreach project aims at initiating student contributions towards social justice. At the core of the Community Outreach Project (COP) is the intent to orient and nurture students into sensitive, ethical, and critically conscious citizens who will contribute responsibly to communities and society at large. The responsibility to ensure quality engagement with the community chosen for the COP, substantial learning gains from this engagement, and demonstrating the same during the evaluation process solely rests upon the student.

The COP is a mandatory component of the curriculum at SSLA. It carries 4 credits and is designed to be a full-time project to be completed over the first summer break. The COP is an on-field engagement; hence remote/online work will not be accepted. If the student is given administrative work by the organisation, then it is recommended that such tasks not exceed 30% of the total work done by the student. The student will be required to write a detailed report, which will be due at the beginning of Semester 5, which will be followed by a presentation and viva in the presence of two examiners. Please note that your report will be checked for plagiarism and AI which is facilitated by the Academic Integrity Committee (AIC).

The rules and policies pertaining to the COP are dynamic, and students are advised to stay attuned to the variations from one batch to another. Students will receive detailed batch-specific guidelines via email and be provided guidance by faculty and student mentors with regard to the same. It is mandatory for students to register with the Community Outreach Cell before the commencement of the project. The Community Outreach Cell will send out an online form with guidelines.

Each student will be handed a letter of recommendation on the SSLA letterhead, signed and stamped by the COP faculty-in-charge. This will be submitted by the student to the NGO/CSO. In case of any complaint of a misdemeanour is received

from the mentor or the NGO/CSO, the student may have to appear for a show cause hearing before the Social Conduct Review Committee (SCRC).

Students will be shown the break-up of marks received and given feedback by their examiners, via an email. Students will be given three days to seek clarification or apply for re-evaluation in case they disagree with the evaluation. No changes in marks will be permitted or appeals entertained once this 3-day period lapses. Students can apply for re-evaluation of only the written dissertation by sending a request by email to the Research cell.

**Note:** The COP is graded on the bell curve, i.e., the grading will not be absolute and will instead be relative to the cohort's performance.

**IMP:** In case there are any changes in the criterion mentioned above due to any unforeseen circumstances, the same will be notified to the relevant batch via email.

### **3.12. Internship**

An internship is a mandatory component of the major specialization coursework at SSLA. It helps students get some preliminary ideas with regard to possible areas of employment within the field, along with honing their soft skills, which are crucial for a successful personal and professional future. It is mandatory for students to register with the Career Cell before the commencement of the project. Students are expected to adhere to the below-mentioned policies. Additionally, the Career Cell will hold a pre-internship session to resolve queries.

The Internship carries 4 credits and 100 marks. The student is required to complete **220 hours** with an organisation or institution in a field related to the student's Major or Minor area of specialization. 20 hours are allocated for writing and submitting a detailed report. Internship Reports are due in Semester 7.

### 3.12.1 Rules and Policies

- Internships must be registered with the Career Cell before the semester of submission, i.e., Semester 7. An online form for this purpose will be sent by the Career Cell.
- Below mentioned details regarding the Internship Project will be communicated to students via email:
  - Guidelines and marking scheme
  - Reporting format for the daily log
  - Outline and template for the Internship report
  - Format for the **Internship validation letter and Evaluation form** to be filled at the end of the internship by the assigned mentor at the organisation where the student interned.
  - A list of FAQs

### 3.12.2. General guidelines to be followed:

- A total of 220 hours is mandated for the internship. (Chapter 3: Academic Terminologies; Subsection 3.3: Credit; Point number c; Page no 17 of Notification No. SIU/28/789(a) dated 24<sup>th</sup> December 2018, Academic Manual 2018 (version III) of the University). The 220 hours of internship may be spread across semesters, meeting the requirements of the mentor at the organisation. The student may complete more hours than stipulated if they so desire. However, the student is required to communicate any circumstantial changes to the Career Cell via email.
- Students should ideally have an internship matching their Major specialization. If not, mandatory approval must be taken from the Career Cell and the Major subject faculty in charge.
- The Career Cell will issue a standard Letter of Recommendation for the Internship Project to all students. This letter will serve as an introduction to the organisation and should be collected by students before applying for internships.
- The student is expected to collect the Validation Letter/Internship Certificate

(of completion) and an evaluation form duly filled out by the mentor at the organisation where the student has interned. This must be submitted in the format issued by SSLA. The internship certificate and evaluation form should be submitted to the Career Cell before the submission of the Internship Report and also attached to the Internship Report. These documents would serve as proof of work, and failure to submit them will result in the non-acceptance of the Internship Report.

- The Internship Report will include the Daily Log, proof of work documents, photographs, the Internship Certificate, Evaluation Form and other components, details of which will be sent via email by the Career Cell prior to the declared date of submission.
- After the students have submitted their Internship Report through the communicated procedure, they will be required to appear for a presentation followed by viva in the presence of two examiners.
- The Internship Project will be graded on an absolute grading scale. The grading schemes for each batch are attached ahead. On completion of the presentation and viva, the internship marks will be available for viewing on Moodle. Any queries regarding marks awarded must be addressed to the Career Cell within three working days after the presentation and viva.
- If a student does not pass the Internship component, it will be considered a backlog. They may have to repeat the entire internship process or only the presentation and viva, depending on the evaluation. The report submission, presentation, and viva will be conducted in the subsequent semesters.

**Note:** The rules and policies pertaining to the **guidelines and policies are batch-specific**. Students will receive detailed batch-specific guidelines via email and be provided guidance by faculty and student mentors with regard to the same.

### **3.12.3. Important Points to Remember:**

- The Community Outreach Project and Internship Project cannot be undertaken at the same organisation and/or during the same time.
- If the internship is in the student's family business or if it encompasses the

establishment of a student's personal business, special permission must be taken from the major subject faculty in charge and the Career Cell. Following this, the project/work details will need to be shared with the major subject faculty in charge via email every 15 days on the commencement of the internship.

- Students are discouraged from signing up for internships in organisations/establishments/firms/agencies that are less than three years old. Special approval must be procured from the faculty-in-charge in case such an internship is sought to fulfil the requirement.
- Completion of the internship component via online courses is not permitted. In case of any exceptions, mandatory approval must be taken from the Career Cell in advance.
- Students are expected to fulfil all the requirements laid down by the organisation and the Career Cell upon acceptance of the internship by them, failing which 20 marks will be deducted from the overall score, and the student may face disciplinary action at SSLA.

**Note:** In case of any complaints from the mentor or the organisation, the student will have to appear for a show cause hearing before the Social Conduct Review Committee (SCRC).

#### **Allocation of Marks:**

<b>Criterion</b>	<b>Marks</b>
Necessary Evidence	10
Daily Log	20
Evaluation Form (to be filled by the mentor)	15
Report Criterion	35
Presentation	10
Viva	10
<b>Total</b>	<b>100</b>

#### **Tasks to be completed and timeline:**

Tasks for Batch 2022-2026, 2023-2027, 2024-2028	Date
Google sheet for internship particulars to be filled by Students	Batch 2022-2026: August 3 <sup>rd</sup> 2025 Batch 2023-2027: August 5 <sup>th</sup> 2026 Batch 2024-2028: August 5 <sup>th</sup> 2027
Submission of soft copies of the Internship Report, Validation letter and Evaluation form	Batch 2022-2026: August 28 <sup>th</sup> 2025 Batch 2023-2027: August 31 <sup>st</sup> 2026 Batch 2024-2028: August 31 <sup>st</sup> 2027
Presentation and Viva Dates	Batch 2022-2026: 5 <sup>th</sup> Oct 2025 onwards Batch 2023-2027: 7 <sup>th</sup> Oct 2026 onwards Batch 2024-2028: 5 <sup>th</sup> Oct 2027 onwards

**Note 1:** In case there are any changes in the dates or criteria mentioned above due to any unforeseen circumstances, the same will be notified to the relevant batch via email.

### **3.13. Research Project - Rules and Policies (for Batches 2022-2026, and 2023-2027)**

The Research Project is part of the academic requirements of the major specialisation in the liberal arts programme and is usually submitted in the form of a dissertation, which involves a substantial amount of independent work by the student. While the primary focus of the dissertation must be related to the major discipline, interdisciplinary projects are encouraged. Students are expected to identify a theme for intensive study, request faculty with experience in the relevant area to be their committee members, and undertake the project with due guidance.

#### **3.13.1. Research Methodology III: Research Proposal**

- Research Methodology I and II are courses taught during semesters 2 and 5, which provide knowledge regarding the requirements of a research project, including different methods of analysis. Based on the skills acquired in these

courses, and with the help of their dissertation committee members and the faculty instructor for **Research Methodology III: Research Proposal**, students are expected to work on a research proposal during Semester 6.

- **Research Methodology III: Research Proposal** is a 3-credit course (75 marks), and the research proposal is submitted to the Research Cell as part of the requirements of the course. The proposal has to be submitted by the deadline specified in the table later. Failure to submit by the deadline will result in a penalty (as specified below).
- Students will be divided into smaller groups based on their major discipline. Students pursuing a double/additional major have to sign up with the RM III group in their "Primary Major."
- Students wanting to change their "Primary Major" have to obtain special permission from the Director, and their requests will be approved only after a review of other administrative requirements (relating to internships, etc.).

### **3.13.2. Research Methodology III: Research Proposal Evaluation**

- The course will consist of two broad sections under which students will be marked for a total of 75 marks.
- Section I: This section will account for 25 marks and will consist of multiple assignments each meant to help with the writing of the final research proposal. The number and nature of the assignments could differ between the different RM III groups and will be conducted throughout the period of the course depending on faculty discretion.
- Section II: This section consists of the final research proposal. It will account for 50 marks and has to be submitted to the Research Cell at the end of the course.
- The marks for Section II (final research proposal) are distributed as follows:
  - Specification and clarity of the research question (7 marks)
  - Importance of the research question (3 marks)
  - Literature review (including summary and evaluation of the literature) (15 marks)
  - Research design (10 marks)
  - Writing (including style and structure) (8 marks)

- In-text references/ footnotes (4 marks)
  - Citation Style (3 marks)
- For the RM III course, the Research Cell will follow the reevaluation policy as laid down in a later subsection on "Reevaluation." Marks for Section I will not be subject to reevaluation.
- Without successfully completing the **Research Methodology III: Research Proposal** course a semester earlier, students cannot receive marks for draft chapters (during Semester 7). If a student continues to have a backlog in RM III during Semester 8, the student has to submit the research proposal by the appropriate backlog deadline and the dissertation soon after. The dissertation submission will not be considered if the student does not clear the RM III backlog.

### 3.13.3 Dissertation Committee

- By the end of Semester 6, each student should form a committee consisting of two members, referred to as "Chairs." At least one of the committee members has to be from their major discipline ("Primary Major" discipline for students pursuing a double major). The committee has to be finalised only after communication with the Research Cell.
- The First Chair has the primary role of mentoring the student, providing marks for draft chapters, and with the Second Chair, evaluating the final dissertation. The involvement of the Second Chair varies from committee to committee, depending on the project, student, and preferences of the Second Chair. For the evaluation of the final dissertation (written work and defence), both chairs have an equal role. We recommend that students regularly update both chairs regarding the progress of their dissertations.
- Students can request a visiting faculty member to be their First Chair but are strongly advised to have a member of the core faculty as at least one member on their committee.
- At least one chair should be from the major specialisation of the student (primary major for those pursuing a double major). If the First Chair is not from the major specialisation of the student, then the Second Chair has to be a

faculty member from the major specialisation. Any requests for exceptions must be submitted to the Research Cell and should be approved in writing by the Research Cell.

- With prior permission from the Research Cell, students can have an outside expert (someone not affiliated with SSLA either as a visiting or core faculty member) on their committee. In such cases, students need to submit a copy of the curriculum vitae of the relevant person, and only after receiving approval from the Research Cell in writing can finalise the committee.
- Students are expected to keep a record of all their meetings with the committee.
- Chairs are expected to keep a record of material submitted, feedback provided, and marks assigned to students under their mentorship.

### **Changes in the Dissertation Committee**

- Students wishing to change the First Chair need to fulfil the following conditions:
  - They should have met the First Chair at least thrice in the preceding semester and have a log of the same as an electronic record of correspondence with, or attempts to meet the First Chair.
  - The change in the First Chair must take place at least one month before the submission of the final copy of the dissertation.
- In extenuating circumstances (if a faculty member leaves SSLA or is otherwise unavailable, etc.), the Research Cell will consider requests even if the above-mentioned conditions are not fulfilled.

### **3.13.4 Draft Chapters**

- Students are expected to work on their dissertations during Semester 7 so that they can submit the final dissertation during Semester 8.
- During Semester 7, by the deadlines specified in the table later, students are required to submit drafts of two chapters (other than the introduction and conclusion or discussion) to the Research Cell. The chapters will be graded by the First Chair for 15 marks each (for a total of 30 marks). The chapters can be

revised before the final submission (but marks will not be revised). The chapters need to be different from each other (the first draft chapter cannot be revised and submitted as the second draft chapter)

### **3.13.5 Dissertation Submission**

- During Semester 8, by the deadline specified in the table later, students have to submit a digital copy (in MS Word or PDF format) of the dissertation to the Research Cell.
- The final submission should be accompanied by a consent form signed by the First Chair stating that the dissertation meets the minimum requirements and that the defence can be scheduled.
- Without submission of the digital copy and finalisation of both members of the dissertation committee, students will not be permitted to schedule the dissertation defence and marks will not be processed by the Research Cell.
- The final submission should also be accompanied by a completed copy of Proforma 4 of Symbiosis International (Deemed University) Rules for Promotion of Academic Integrity and Prevention of Plagiarism, 2019 (Notification No. SIU/U-28/858 dated 30<sup>th</sup> Sept. 2019).
- Individual chairs can require their students to submit a draft of the full dissertation by any deadline (even earlier than required by the Research Cell). The First Chair can refuse to sign the consent form if the student has not fulfilled the requirements conveyed.
- The dissertation cannot be revised after submission to the Research Cell. Any suggested revisions by the committee necessitating resubmission of the dissertation will be considered a late submission and will incur an applicable penalty.
- Failure to submit the dissertation by the deadline will result in a penalty (as specified below)

### **Word Count and Style**

- Dissertations are recommended to be between 10,000 and 20,000 words.

- Students can choose from one of the following standard citation styles: APA, MLA, or the Chicago Manual of Style (Author-Date or Note-Bibliography). If students want to use a different citation style than the ones mentioned above, they need to obtain prior permission from the Research Cell.

### **Dissertation Defence**

- Students are expected to contact their committee members to schedule their oral defence.
- Students are required to submit digital copies of the dissertation to the Research Cell at least three days before the defence is scheduled so that their submissions can be processed. The defence can be conducted only after the dissertation is processed by the Research Cell.
- Students should communicate the confirmed date of the defence to the Research Cell. The dissertation defence can take place via a suitable video conferencing platform or in person, in the presence of both committee members by the deadline specified in the table later.
- Failure to conduct the defence by the deadline will result in a penalty (as specified below).
- No dissertation will be evaluated without a defence being conducted.
- The defence should be in the form of a 30-minute presentation before the two Chairs, followed by a viva.

### **3.13.6 Evaluation**

The Research Project, usually submitted in the form of a dissertation, is worth 7 credits and is evaluated out of 175 marks. The marks are distributed as follows:

- Draft Chapters: 30 marks (15 marks for each draft chapter)
- Final Dissertation: 115 marks
- Abstract: 5 marks
- Clarity of research question: 15 marks
- Knowledge of concepts and theories related to the research topic: 20 marks
- Appropriateness and application of research methods: 15 marks
- Strength of argument or analysis: 30 marks

- Originality of work: 10 marks
- Quality of writing: 20 marks
- Defence: 30 marks
- Presentation (during defence): 15 marks
- Viva (during defence): 15 marks

### **Conditions for Reevaluation of the Research Project**

By convention, both chairs fill out a common evaluation form. However, if the two chairs disagree, they can complete two separate evaluation forms. If there is a difference in marks allotted to the presentation and viva, the average of the two marks will be taken. For the written dissertation, if the difference is equal to or less than 10% of the maximum marks (11.5 or less since the written dissertation is evaluated for 115 marks), the Research Cell will take the average of the two marks. If the difference for the written dissertation is more than 10% of the maximum marks (12 and above), it will go to a third member, and rules of reevaluation (as noted in a later subsection) will apply.

Students can apply for reevaluation of only the written dissertation by sending a request by email to the Research Cell. This request must be made within three days of the viva or the dissemination of the dissertation marks to them by the Committee members, whichever is later). If a student chooses to have the defence later than the last date for defence without penalty, they forgo the right to apply for reevaluation. Reevaluation will be undertaken by a third member nominated by the Research Cell. The results of the reevaluation will be binding on the student. Detailed rules applicable for reevaluation are noted in the subsection on "Reevaluation."

### **Deadlines**

<b>Batch</b>	<b>Proposal Submission</b>	<b>Forming Committee</b>	<b>Draft Chapters</b>	<b>Final Submission</b>	<b>Defence</b>
<b>2022-2026</b>	Completed	June 30, 2025	First Draft Chapter: September 27, 2025, <sup>†</sup> Second Draft Chapter: November 22, 2025 <sup>‡</sup>	March 21, 2026 <sup>§</sup>	April 29, 2026 <sup>  </sup>
<b>2023-2027</b>	May 2, 2026 (late submissions will not be accepted)	May 30, 2026	To be decided	To be decided	To be decided

<sup>†</sup> Any extensions have to be approved by the Research Cell in writing.

<sup>‡</sup> Late submissions (with penalty) will be accepted until January 10, 2026.

<sup>§</sup> Late submissions (with penalty) will be accepted until February 14, 2026.

<sup>||</sup> Late submissions (with penalty) will be accepted until 5 working days (tentatively, 8th May) before the last day of the April/May 2026 exam season. However, Chairs need time to read the dissertation and can set their own deadline after which they will not be able to accept the dissertation. Students who do not submit by this extended deadline will get a backlog in the subject.

<sup>||</sup> Late defence (with penalty) can be completed by the last day of the April/May 2026 exam season (tentatively, 14th May 2026). Students who do not complete the defence by this extended deadline will get a backlog in the subject.

*Note: These dates are dependent on the Academic Calendar and any changes to the Academic Calendar might lead to changes in the deadlines. Any such change will be notified by email.*

### **Penalties:**

Late submission of draft chapters: 5 marks each

Late submission of dissertation: 10 marks

Late defence: 10 marks

Violation of research ethics and/or plagiarism concerns: as deemed appropriate by the dissertation committee, the Research Cell, the Academic Integrity Committee (AIC) or the Academic Review Committee (ARC)

However, if the imposition of the late penalty results in a student failing the course that the student would have passed otherwise, the Research Cell will waive the late penalty to the extent that the student receives the absolute minimum marks necessary to pass.

### **3.14 Final Year Seminar Paper**

The Final Year Seminar Paper is a 4-credit course(100 marks) conceived to encourage students to write methodologically rigorous research papers on interdisciplinary themes. Students are mentored by a faculty member in conducting research and writing the paper.

#### **3.14.1. General Guidelines**

- The Research Cell will send an open call requesting seminar themes from faculty members (seminar mentors) by the beginning of June. A shortlist of themes will be declared in the first week of July and communicated to students right after.
- Students should write to seminar mentors expressing interest in joining their seminar and, upon mutual agreement, sign up before 14th July.
- Seminar mentors reserve the right to not accept students. Only those with written confirmation from the mentor can sign up for the particular seminar.
- Starting from the week of 21st July, seminar mentors are expected to conduct weekly sessions with their seminar students focusing on discussions relating to the theme and specific research questions that individual students may pursue.

- Seminar mentors will conduct the meetings in a group. Seminar mentors are also expected to enter attendance on Moodle, SSLA's Learning Management System.
- Seminar meetings are intended to be oriented towards discussion. The role of the seminar mentor is primarily supervisory. The general expectation is that students present written drafts (in each session) and receive feedback from the mentor as well as other members of the group. The seminar mentor is also expected to offer new readings, which may be helpful in conducting research.
- Final Year Seminar meetings will be slotted in the timetable. If this time slot does not work for mentors due to other commitments, they can reschedule at a mutually convenient time after discussing it with students and let the Academics Department and the Research Cell know. If mutually acceptable rescheduling is not possible, then classes will have to be held as per the timetable.
- Attendance in Seminar classes from both Semesters 7 and 8 will count towards CNG (Course Not Granted) and TNG (Term Not Granted) calculations in Semester 8.
- Students will be marked for participation following a marking scheme communicated by mentors to students in their group.
- Seminar mentors have to provide feedback (including marks) to the students within two weeks of submission.
- Individual vivas based on the final paper submitted have to be conducted any time after the submission of the final paper and before the deadline specified in the table later.
- The viva cannot be conducted without the submission of the final paper.
- Students can apply for reevaluation for only the final seminar paper; there is no provision for reevaluation of the proposal, the mid-seminar submission, or the viva. Detailed rules applicable for reevaluation are noted in the subsection on "Reevaluation."

### **3.14.2 Evaluation (100 marks)**

- Participation - 15 marks
- Seminar proposal - 10 marks (penalty for late submission: 2 marks)
- Mid-seminar submission - 25 marks (penalty for late submission: 5 marks)

- Final paper - 40 marks (penalty for late submission: 10 marks)
- Viva - 10 marks (penalty for late viva: 2 marks)

Penalty for violation of research ethics and/or plagiarism concerns: as deemed appropriate by the seminar mentor, the Research Cell, the Academic Integrity Committee (AIC) or the Academic Review Committee (ARC)

**Note:**

- If the imposition of late penalties results in a student failing the course that the student would have passed otherwise, the Research Cell will waive the late penalty to the extent that the student receives the absolute minimum marks necessary to pass.
- Students who do not receive at least 40 marks will get a backlog in the course.

<b>Seminar activity</b>	<b>Deadlines*</b>
List of themes made available to students for selection	June 30, 2025
Deadline for students to sign up under a mentor	July 14, 2025
Weekly sessions start from the week of	July 21, 2025
Seminar proposal	September 13, 2025 †
Mid-seminar submission	October 25, 2025 ‡
Final paper	January 24, 2026 §
Viva based on final paper	March 28, 2026 ¶

Backlog submissions will also be subject to a late submission penalty of 20 marks.\* Any extensions have to be approved by the Research Cell in writing

† Late submissions (with penalty) will be accepted until October 11, 2025

‡ Late submissions (with penalty) will be accepted until January 10, 2026

<sup>s</sup> Late submissions (with penalty) will be accepted until April 29, 2026

<sup>l</sup> Vivas for late submissions must be completed by May 14, 2026

*Note: These dates are dependent on the Academic Calendar and any changes to the Academic Calendar might lead to changes in the deadlines. Any such change will be notified by email.*

### **3.15. Guidelines for Backlog Submissions**

Late submission penalty, as applicable to the relevant batch a student belongs to, will be applied for backlog submissions. If the imposition of the late submission penalty results in a student failing the subject that the student would have passed otherwise, the Research Cell will waive the late submission penalty to the extent that the student receives the absolute minimum marks necessary to pass. The reevaluation policy, as discussed below, will apply to backlog submissions as well.

#### **3.15.1. Research Methodology III: Research Proposal**

Students with a backlog should submit a digital copy of the proposal using the appropriate Google Form to the Research Cell. The link to the Google Form will be shared by email with students. There will be a penalty of 5 marks for backlogs. Marks received on the final submission will be scaled to 25 or 75 as appropriate to the respective batch (and the backlog penalty will be applied). Marks for participation will not carry over.

#### **3.15.2. Research Project (Dissertation)**

Students should submit a digital copy (to the Research Cell using the appropriate Google Form) by the deadlines stated later. The link to the Google Form will be shared by email with students. The dissertation should be formatted as per guidelines, and the submission should be accompanied by a consent form signed by the First Chair (stating that the dissertation meets the minimum requirements and that defence can be scheduled) and completed Proforma 4. Formatting guidelines, the draft consent form, and the template for Proforma 4 are available by email. Students are expected

to be in touch with both chairs, inform the Research Cell of the composition of the committee (particularly if there are any changes), and schedule the defence as per the convenience of all involved. Students can appear for the defence only after the submission is processed by the Research Cell. There will be a penalty of 20 marks for backlogs.

### **3.15.3. Final Year Seminar Paper**

Students with a backlog in the Final Year Seminar Paper will submit only the final paper as part of their submission. The paper should be based on the theme of the seminar the student was a part of in their final year. Marks received on the final submission will be scaled to 100 for Batch 2019-2023 onwards, and a penalty of 20 marks will be applied. Marks for participation will not carry over. Students should submit the final paper using the appropriate Google Form to the Research Cell by the deadlines stated later. The link to the Google Form will be shared by email with students. The Research Cell will process the submission and directly contact the seminar mentor about evaluation.

### **3.15.4. Deadlines**

#### 2025 (July - December)

Research Methodology III: Research Proposal - November 22, 2025

Research Project (digital copy of the dissertation) - December 3, 2025

Research Project (dissertation defence) - December 9, 2025

Final Year Seminar Paper - November 22, 2025

Final Year Seminar Paper Viva (only for Batch 2020-2024 onwards) - December 9, 2025

#### 2026 (January - May)

Research Methodology III: Research Proposal - April 29, 2026

Research Project (digital copy of the dissertation) - May 8, 2026

Research Project (dissertation defence) - May 14, 2026

Final Year Seminar Paper - April 29, 2026

Final Year Seminar Paper Viva (only for Batch 2020-2024 onwards) - May 14, 2026

*Note: These dates are dependent on the Academic Calendar and any changes to the Academic Calendar might lead to changes in the deadlines. Any such change will be notified by email.*

### **3.15.5. Reevaluation**

The following rules will be followed during the reevaluation of the written submission of the Research Project, the final submission of the Final Year Seminar Paper and the final submission for Research Methodology III: Research Proposal, as well as backlog submissions for these courses.

- There will be no change in marks if the increase or decrease in evaluated marks is below 10% of the maximum marks.
- The change in reevaluated marks will be accepted if the increase or decrease is between 10% and 20% of the maximum marks.
- If the increase or decrease in reevaluated marks is between 21% and 50% of the maximum marks, then the average of the original marks and reevaluated marks will be considered.
- If the reevaluated marks increase or decrease by more than 50% of the maximum marks, then the dissertation will be sent for 2nd reevaluation, and the average of the original marks, 1st reevaluation marks and 2nd reevaluation marks will be considered.

## **4. Career Cell at SSLA**

Career Cell is dedicated to supporting students in their journey towards developing their careers offering a range of services such as hosting seminars, workshops, and educational fairs focused on career building, CV writing, and personal branding. It emphasizes the versatility and potential of a Liberal Arts degree, equipping students with essential skills like effective communication, problem-solving, and adaptability. The Cell encourages students to explore unconventional career paths, opportunities for higher studies, competitive exams and others by leveraging their unique combination of courses and specialisations.

Additionally, it aims to make students harbingers of creative, social, and political change, empowering them to stand on their own feet and create their own job opportunities. Through its comprehensive guidance on job search, applications, and interview preparation, Career Cell strives to ensure that students are well-equipped to navigate the competitive job market and unlock their full potential. The handholding and guidance towards choosing a path in line with the aspirations of the student starts with helping to make informed choices with Major-Minor Counselling and further support with the Internship component of the programme structure.

For Internship rules and policies, please refer to section 3.12.

The Career Cell supports students with workshops on CV writing, resume building, interview techniques, etc., skills we believe will support the students who might choose to seek employment immediately after their graduation, instead of pursuing higher education opportunities.

The Cell also offers information on potential places of employment, internship opportunities by tapping into corporate/social/government sectors.

Liberal arts graduates are highly valued by employers for their well-rounded skill set and adaptability. In case students approach the Career Cell for assistance with regard to placement, they must strictly adhere to the following:

- Provide accurate details in the CV/Resume. Falsification of information will lead to disciplinary action.
- Check notifications sent out by Career Cell with respect to job opportunities via email.
- Avoid withdrawing halfway through a recruitment process. The candidate reported doing so will be required to give an adequate explanation and may also invite strict disciplinary action against them.
- Maintain discipline and ethical behaviour in every action they take during the placement process and beyond. Any student, who is found violating the rules, disrupting the discipline and decorum of the organisation or defaming the college reputation, will be debarred from SSLA.

- Not apply to other organisations in case they have formally accepted a job offer from a particular organisation.

## **5. The International Cell and International Opportunities for Students at SSLA**

The SSLA International Cell, along with Symbiosis Centre for International Education (SCIE), the centralised university office for internationalisation, works to promote international mobility, partnership and collaboration opportunities for students and faculty. These may be in the form of curated mobility programs or internationalisation at home (I@H) measures.

These are organised primarily around the following thrust areas:

- Student and faculty mobility
- Teaching and research collaboration

### **Student and faculty mobility**

The SSLA International Cell supports both students and faculty with mobility to SIU partner universities abroad. We provide a platform for students to gain access to international opportunities in the form of the SIU Global Immersion program (GIP) that may consist of semester exchange, semester abroad, summer/winter school opportunities. Currently, SSLA students also have the opportunity to participate in the Pathway to Master's program with Deakin University, Australia. We will be able to assist with the registration and documentation processes, course mapping, and credit transfers in order to ensure a smooth transition. Through constant communication with the incoming and outbound exchange students, we offer assistance at the academic, social and cultural levels for the immersion and engagement of the students at the host universities. The induction program, the buddy program and cultural immersion activities try to provide incoming exchange students with a smooth transition into an unfamiliar environment and cultural learning over and above their academic learning.

An additional focus is on furthering the mission of internationalisation through facilitating processes related to faculty mobility, both incoming and outgoing. In order to strengthen the academic rigour and global competency of students, it works to

organise guest lectures and interactions with incoming international faculty at SSLA.

### **Teaching and research collaboration**

The International Cell also initiates and facilitates processes linked with collaborations through joint research, co-taught engagements (such as the Global Learning Program or GLP; and the Collaborative Online International Learning Program or COIL), community-engaged learning opportunities, projects, conferences, etc., with international partner institutions.

### **5.1. International Opportunities for SSLA Students:**

The Global Immersion program (GIP) offers SSLA students three types of mobility opportunities with partner universities (list available with the SSLA International Cell/SCIE and available upon request) with possibilities of credit transfer and mapping (within the limits of SIU credit equivalence and transfer policy):

- Semester Exchange
- Semester Abroad
- Summer / Winter School programmes

#### **Semester Exchange:**

Semester exchange offers the student an opportunity to travel and study at universities and institutions that are the International partners of SIU in their 2<sup>nd</sup> or 3<sup>rd</sup> years of study. During the Semester exchange program, the student enrolls and completes courses at a host institution and earns credits in return. The student then has a choice of transferring these credits to their SSLA BA/BSc program through a process of Course Mapping and Credit (Equivalency) Transfer (see 5.3.1 'Course and Credit Mapping' for details).

Semester exchange programs are sometimes accompanied by tuition waivers, scholarships or subsidies subject to the agreement between SSLA/SIU and the partner university.

**Please note** - Semester exchange is not permitted in the First Year (1<sup>st</sup>, 2<sup>nd</sup> Semesters) and the Final year (7<sup>th</sup> and 8<sup>th</sup> semesters).

**Semester Abroad:**

Students wishing to participate in mobility programs with universities outside of those offered by SIU or any of its constituents may identify host universities and apply to them for semester abroad programs independently. Please note that for semester abroad programs, students may be required to bear **all financial expenses**, including course fees (both at SSLA and host university) and travel/maintenance expenses. During the Semester Abroad program, the student enrolls and completes courses at a host institution and earns credits in return. The student then has a choice of transferring these credits to their SSLA BA/BSc program through a process of Course Mapping and Credit (Equivalency) Transfer (see 5.3.1 'Course and Credit Mapping' for details).

This opportunity is limited to 2<sup>nd</sup> and 3<sup>rd</sup> Years of study. The SSLA International Cell aids students participating in semester abroad programs through documentation, course mapping and credit transfers.

**Please note** - Semester Abroad is not permitted in the First Year (1<sup>st</sup>, 2<sup>nd</sup> Semesters) and the Final year (7<sup>th</sup> and 8<sup>th</sup> semesters).

**Summer/Winter Schools:**

These Summer/Winter school programs are typically for a duration of one to two months and in some cases may be accompanied by tuition waivers, scholarships and subsidies subject to the agreement between SSLA and the partner university. It is usual for summer/winter school programs to fall during the mid-semester breaks. During the Summer/Winter school programs, the student enrolls and completes courses at the host institution. The student then has an option of transferring credits acquired during the Summer/Winter schools to their SSLA BA/BSc program through a process of Course Mapping and Credit (Equivalency) Transfer is applicable as per the policy guidelines (see 5.3.1 'Course and Credit Mapping' for details).

**Please note:** Students are **not permitted** to participate in more than one GIP related program during their 4 years at SSLA. If a student who has enrolled in any of the above-mentioned exchange programs withdraws from the same once the formalities of enrolment have been completed or post commencement of the program, they shall be barred from participating in future exchange opportunities.

## **5.2 Process of application for semester exchange and semester abroad:**

International cell assists the student throughout the application process. However, please the process of international mobility is a time sensitive process, and you are advised to be mindful of the various deadlines and timelines that may be relevant to your application. We cannot overemphasise the importance of adhering to deadlines and policy since there are several stakeholders working together to ensure you make the best of the opportunity provided. Please be mindful of the time process such as this will take and of public holidays that may interrupt your timeline.

**Step 1:** The SSLA student body is intimated regarding upcoming international opportunities via email. These emails will in most likelihood carry a Google form that will need to be filled in by the student interested to apply to the program. They are likely to contain information relevant and crucial to the opportunities advertised, including courses available at host institutions and deadlines/timelines for document submission etc. You are advised to read these emails carefully.

To avail of opportunities for semester exchange and summer school at partner institutions, students must meet the following academic and administrative requirements\*:

- 75% attendance in the semester of application
- A minimum CGPA of 7.5 in previous semesters
- No current backlogs
- No disciplinary action on the student's personal record

- The student should hold a valid Indian passport/citizenship at the time of application

**\*Please Note:** These requirements are subject to the discretion and decision of the Director, SSLA.

**Step 2:** The student completes and fills in the Google form and furnishes documentation requested in the email from the International Cell pertaining to the GIP opportunity.

**Step 3:** Applicants will be long-listed by the cell and this list will be forwarded to the SCIE. You **will be required to undergo a subsequent selection process** which includes but is not limited to the merit of a Statement of Purpose (which you will furnish as a part of your initial expression of interest email) and an interview round with a panel of faculty from SSLA and SCIE.

**Step 4:** Based on the number of vacancies available and the merits of your application, the SCIE will shortlist students for GIP. At this point the student will be contacted via email to accept your candidacy for the GIP. They might be expected to furnish additional documents such as letters of recommendation or English proficiency. These can be made available upon writing to the International Cell. ***Withdrawal from the GIP at any point after acceptance will carry significant penalties not limited to the student being debarred from participating in any further GIP opportunities.*** Following this, applications to the host university will be made by the SCIE on behalf of the student.

**Step 5:** SCIE will be notified of acceptance/rejection, who will in turn inform the students. For the Semester Exchange program only, accepted students may apply for the Global Immersion program (GIP) Scholarship of a maximum of 1000 USD by writing to the International Cell at the contact details provided at the end of this section.

**Step 6:** In the meanwhile, the student will have begun and completed course

mapping. Here the student will recommend courses they would like to complete at the host university and International Cell will help determine if the courses and credits map across intended courses and the ones the student will typically pursue in the semester here at SSLA. Please see important academic policies and timelines below.

**Step 7:** Once accepted by the host university, the student will apply for visa documentation with copies of acceptance letters and ensure she starts the course within the time period specified by the host university.

### 5.3 Important Academic Policies and Timelines:

#### 5.3.1 Prior to the commencement of GIP engagement:

- **Course and Credit Mapping:** Students are allowed to transfer **a maximum of 12 SIU credits** for the semester at SSLA while on Semester Exchange/Abroad and up to **4 credits** when on Summer/Winter School (upon prior permission from Director/Faculty Mentor). However, certain courses deemed mandatory within the current SSLA program structure will not be considered for credit transfer. These include Community Outreach Program/Service Learning (T8000), Summer Internship (T6904) and Research Methodology - 3/RM-3 (T6804).
- The credit conversion is carried out by SCIE and is based on the MoU between SIU and the partner university and the SIU equivalence policy and is likely to differ from university to university and region to region.
- In order for credits to be transferred, it is useful to bear in mind the following -
  - The courses taken up by the student while on GIP should find significant overlap in content covered or course outcomes with their SSLA courses. This aspect is termed 'Mapping'.
  - Upon successful completion of the mapped course, one can transfer credits attached to the course/s towards credit requirements at SSLA. Each course chosen by the student must provide at least 4 SIU/SSLA credit equivalents.

- o Students are permitted to carry out only a 1:1 mapping and transfer credits. This means that students will not be able to combine credits from several courses towards one SIU/SSLA course.
- The International Cell will conduct the mapping process based on courses shortlisted by the student from the basket of courses furnished by the host university at the time of advertisement. The Cell will also be able to advise on credit equivalency policy. The student will ensure to fix an appointment with the Mentor Faculty (see below for contact details) at a mutually convenient date/time in order to carry this out.
- Students participating in semester abroad/exchange, summer/winter school programs are required to complete the course and credit mapping formalities **at least four weeks prior** to their departure for the host university as per SIU norms (or within grace periods mentioned below).
- The unmapped/untransferred/remaining SSLA courses have to be completed on the student's return to SSLA. However, these will not be treated as backlogs, but as 'deferred courses' and students will not be liable to incur the backlog fee (subject to completion of the deferred course in the ***immediate semester after the student's return***). In case the student is unable to complete these courses in the prescribed semester, they can appear for the papers in future semesters, but they will be treated as backlogs, including the payment of fees as per SIU norms and policies.
- **Attendance Condonation:** The student will have to follow attendance condonation policies laid down by the institute and additionally to write to Director, SSLA with the international cell copied seeking attendance condonation for any classes they might miss due to GIP.
- **It is mandatory for students to submit the outgoing form and student undertaking to SCIE (with a copy to SSLA International Cell) at the time of accepting the offer and prior to their departure.** In the event of non-completion of the aforementioned requirements prior to the student's departure for their host university, all courses (as applicable to the student for the semester of the student's absence) at SSLA will be treated as a backlog

(with all backlog fees to be paid by the student) to be completed when the student returns.

**Grace Periods:** Students participating in a semester abroad/exchange program may be provided with a period of three weeks (and up to 1 week for summer/winter schools), after the commencement of their program at their host university to change/add/remove courses/credits. It is the responsibility of the student to inform the SSLA International Cell and the Symbiosis Centre for International Education via email of any changes made to their courses while on exchange. Once again it is best to be mindful of timelines as GIP involves several stakeholders.

**Please note:** For any GIP program, it is not possible to map credits after these stipulated time points or completion of GIP. All mapping must be completed four weeks prior to the start of the program or within the grace period mentioned above. Please understand that your application impacts several stakeholders: Academics and Exam departments both institutional and at the SIU level, the SCIE and not to mention, the host university. Each of these spaces works within very strict policies and timelines of their own.

### **5.3.2 After completion of the GIP engagement:**

It becomes the students' responsibility upon completion of the Global Immersion program abroad to provide the International Cell with any and all details regarding post-completion requirements, grade sheet/transcript for course mapping and credit transfer **at the earliest or within 15 days of return** to allow for the inclusion of the same on the SSLA grade sheet. GIP credits will be included in the student's SIU grade sheet (of the semester in which the student travelled abroad) in the semester after their return to SSLA. Failure to submit the required documents will result in the student forfeiting all GIP credits accumulated during the semester abroad/exchange program. Furthermore, **students failing to submit the required documents will be required to appear for backlog examinations for all mapped and deferred courses and pay the backlog fee for the same as per SIU norms and policies.**

### **5.3.3 A note regarding hospitality, maintenance and visa/travel documentation:**

The SSLA International Cell, unfortunately, cannot offer any assistance regarding the visa process and most travel documentation matters. We may be able to, however, coordinate with SSLA Administration regarding the issue of Bona Fides or English Language Certificates. We will not be responsible for passport/visa applications or reimbursements. Please be mindful especially of delays in visa processing. Our location within the institute permits us to handle only matters concerning academics.

Additionally, we will not be able to directly help with finding student housing and maintenance while on exchange either. This is something that needs to be done in conjunction with the host university directly. Please be mindful of the timelines provided in this regard by the host university.

### **5.4 Academic Policies for Incoming Students:**

SSLA International Cell provides support for all academic

All incoming students will have to finalise their courses within the first week of classes. While at SSLA, you will be expected to adhere to all SSLA institute and course policies including and especially attendance and evaluation. All course sessions, continuous assessments and semester end exams will be held in sync with the SSLA academic programs, calendars and policies. Changes will not be made for international students unless informed of the cause prior to arrival.

Personal travel must be planned in accordance with the academic calendar. No exceptions of assessments, evaluation or attendance will be made for this reason. Foreign exchange students wishing to partake in any personal travel outside of Pune over the duration of their semester exchange at SSLA are required to fill in the relevant travel form as well as inform the International Cell of the details of their travel.

Please read the 'Academic programs and Policies' section for complete information about SSLA's academic program.

## 5.5 SSLA-Deakin University Pathway to Master's programme:

The Symbiosis School for Liberal Arts (SSLA), as part of the Symbiosis International (deemed) University's MoU with Deakin University, Australia offers its students a pathway to Master's programme. A student pursuing an undergraduate BA (Liberal Arts) Honours degree at SSLA has an opportunity to ladder up into a full-time Master's degree at Deakin University.

An SSLA student opting for this pathway will complete 3.5 years (7 semesters) at SSLA and 2 years at Deakin University in the Master's programmes. The SSLA student will receive credits for the 8<sup>th</sup> semester by way of course mapping and credit transfer with the 1<sup>st</sup> semester of the Deakin Masters programmes.

Upon completion of courses and successful mapping of the 1<sup>st</sup> semester at Deakin University along with their completed and evaluated Dissertation and Seminar paper, the student will secure a B.A. (Liberal Arts) Honours degree from SSLA, Symbiosis International (Deemed University). Evaluation and successful completion of the Master's programme at Deakin University will secure the Master's degree from Deakin University.

For further information regarding the various Masters programmes on offer, their specific criteria of eligibility, application process, or any relevant queries that you might have, please write to SSLA International Cell stating '**SSLA-Deakin P2M**' in the subject line of your email. Additionally, an email with detailed information regarding the program, process of application and timelines is usually sent to the student body by the 2<sup>nd</sup> week of July each year.

**Please note:** The section of the handbook pertaining to the SSLA International Cell and its initiatives is based on the existing Internationalisation Policy of SIU and SCIE. Any change at the university level will also bring about changes at SSLA. These will be informed via emails to students as and when required.

You may write to International Cell regarding any additional information.

**Contact details** (please keep all email ids below in CC as a good practice):

**SSLA International Cell** including Mobility and Collaborations aspects:

[international@ssla.edu.in](mailto:international@ssla.edu.in) and in person by prior appointment within designated office hours

**SSLA International Cell Faculty Mentor:**

[vasudev.menon@ssla.edu.in](mailto:vasudev.menon@ssla.edu.in) and in person by prior appointment within designated office hours

**SSLA International Cell Administrative support:**

[sharmishtha.kasmalkar@ssla.edu.in](mailto:sharmishtha.kasmalkar@ssla.edu.in) and [nikhil.ranpise@ssla.edu.in](mailto:nikhil.ranpise@ssla.edu.in) and in person by prior appointment within designated office hours

**SCIE (Semester Exchange/Summer/Winter Schools/Semester Abroad only):**

[manasi@scie.ac.in](mailto:manasi@scie.ac.in)

## 6. Students' Rights and Responsibilities

### 6.1 Academic Integrity

SSLA's four-year undergraduate programme in Liberal Arts focuses on inter-trans-multi-disciplinary learning and pedagogy. Students are assessed largely through written assignments, presentations and independent research projects they undertake. SSLA strongly adheres to and upholds the principles of academic integrity in a learning environment, and aims to train students in this regard. Academic integrity exists when students and faculty jointly agree to adhere to codes of conduct appropriate to academic work in a mutually trusting relationship.

**SSLA students are expected to be familiar with the definitions of academic integrity. Claiming ignorance that certain activities qualify as academic dishonesty is not a defence to a charge of academic dishonesty.**

Students are requested to refer to SIU Notification No: SIU/U-28/858(XXXI) dated 30th September 2019, which outlines 'Plagiarism' as the practice of taking someone else's work or idea and passing them as one's own. To this end, SSLA has constituted an Academic Integrity Committee (AIC) which frames guidelines that discourage students from opting for unfair and dishonest means in their academic pursuits. Plagiarism check is mandatory for academic submissions such as - Writing a Research Proposal, Final Year Seminar Paper, Research Project, Community Outreach Project Report and Internship Report.

Any form of academic dishonesty, which includes but is not limited to cheating, collusion, fabrication, obtaining an unfair advantage, any use of Generative Artificial Intelligence (AI) for writing assessments, as well as for the creation of images, videos, audio, text, and 3D models, and plagiarism, are strongly discouraged, and students engaging in any such actions face appropriate disciplinary action.

### 6.1.1 Cheating

Cheating is the intentional use of, or attempted use of, unauthorised materials, information, study aids, or previously prepared solutions in any academic exercise, exam, paper or other assignment. Cheating includes but is not limited to:

- Copying another student's work.
- Sharing answers for either a take-home or an in-class examination.
- Using notes, books or web materials in an exam when such aids are not permitted.
- Taking an examination in another student's name or having another person take one for a student.
- Changing answers or grades on an examination after it has been graded in order to gain more credit than deserved.
- Using a 'cheat-sheet' or other prohibited assistance (calculator, cell phone, text messaging, email, etc.) during an examination when such aids are not permitted.
- Working on an examination outside the specified time limits, such as beginning before the faculty member directs students to begin or continuing to work after the faculty member has declared an end to the examination period.
- Using a commercial service or engaging another person (paid or unpaid) to prepare assigned work. Editing and/or proofreading by another person is not considered cheating.
- Collusion occurs when two or more students work as a team to produce individually submitted work without the permission of the faculty member. Faculty members are encouraged to define acceptable team or study group behaviours and inappropriate collusion in the course syllabus, to minimise this violation.
- **Fabrication/Fraud** is the falsification or invention of any information, data, or citation in an academic exercise. It also includes, but is not limited to, the presentation of information or data not collected in accordance with standard applicable guidelines provided by the faculty member.

- The use of Generative Artificial Intelligence (AI) for writing assessments, as well as for the creation of images, videos, audio, text, and 3D models, amounts to cheating.

### **6.1.2. Plagiarism:**

Plagiarism is the representation of words, expressions, productions or creative works of another as one's own in any academic exercise.

Examples of plagiarism include, but are not limited to:

- Complete plagiarism occurs when an essay or any other work has been copied word for word from another source or sources (e.g., purchase or copying of an online paper) without citation and/or without any original contribution by the student.
- Partial plagiarism occurs when students cut/copy and paste from web pages or internet sources without proper citations of the original work.
- Improper paraphrasing occurs when a student changes one or two words in order to make the copied work look like the original work. Students should properly paraphrase others' work and then cite this source.
- Insufficient citation occurs when a student cites a source once and not with subsequent uses of the source within the body of their text.
- Self-plagiarism occurs when a student reuses their work or data without properly citing one's work. Also, using the same work for different courses without the permission of the faculty members is self-plagiarism.

### **6.1.3 Implementation of Academic Integrity at SSLA**

- Students are explained about plagiarism and how to avoid plagiarizing during their Induction and Orientation programme. SSLA faculty can contribute to the maintenance of academic integrity through simple structures in their classrooms and in their assignments. Faculty members are encouraged to include within the course syllabus a statement on academic dishonesty that reflects the principles of this policy. In addition, academic integrity is supported when faculty consistently report incidents of academic dishonesty by students.

- Students are expected to read the session plan for a statement on academic dishonesty by the faculty and the penalties applicable within the course outline before the start of every session every semester.
- Faculty can levy penalties for submissions that have an SI of more than 10% per prior communication with students.
- Faculty are to refer the student to the Academic Review Committee (ARC) if dishonest means, including the use of AI tools to generate text, were employed to write the assignment.
- AIC has created an online Google form that faculty can access to communicate cases of plagiarism to be reviewed by the ARC.
- A record of all reported cases of academic dishonesty is maintained, making it easier to identify repeat offenders across multiple courses.

#### **6.1.4. Academic Integrity Policy for Independent Projects**

- A Similarity Index (SI) of below 10% is accepted for submission and grading.
- If a student's submission has an SI of more than 10%, they can revise and resubmit until the deadline specified by the AIC or the coordinating cell. Late submission penalties, if any, will be applicable on resubmissions.
- Dr. Richa Minocha is in charge of plagiarism checks for students' independent projects, viz. Community Outreach Project reports and Internships reports, whereas the Research cell members Dr. Sumithra Surendralal and Mr. Uday Sinha are in charge of plagiarism checks for student's Research Projects (including research proposals submitted as part of RM III: Writing A Research Proposal) and Final Year Seminar Paper.

## **6.2 Code of Conduct**

A code of conduct is a set of behavioural rules framed to foster and safeguard the vision and mission of the university and the civic and academic development of students in a safe and secure environment designed to protect people, properties and processes that support the university and its missions. As responsible members of one of India's most reputed educational universities, students are expected to maintain the ideals of academic and social conduct within the campus premises and

in their interactions with other members of society.

The Code of Conduct is drawn in line with SIU's guidelines, and students are required to comply with it in letter and spirit. Students must familiarise themselves with the SIU code of conduct available at <http://www.siu.edu.in/pdf/resources/code-of-conduct.pdf>.

Any violation of the Code of Conduct will be assessed and reviewed by SSLA's Social Conduct Review Committee (SCRC). Specific cases may need to be escalated to SIU.

### **6.3 Code of Conduct for Online Classes and online engagements**

The Global Pandemic has forced us to change the way we learn. A paperless virtual classroom is a reality today, bringing with it newer challenges. Concerns about academic integrity, honesty, and attendance were already part of the traditional classroom setting. But now questions of security, internet etiquette and internet safety are equally relevant. At SSLA, we understand this new normal and also acknowledge the difficulties that may be encountered while accessing online/remote education from across the world. This code of conduct is a key step in fulfilling SSLA's commitment to making our online lives safe by promoting respect, responsibility and civility. With this code, we are setting clear, consistent standards of behaviour that will help accomplish this goal. Notwithstanding the SIU code of conduct and general responsibilities of a student at SSLA, the following guidelines/code focuses on broad areas of concern when it comes to online/remote learning. This includes, but is not limited to, academic integrity and honour, internet safety and internet etiquette. It is expected that every student and parent undertake to be aware and diligently implement the dos and don'ts of the online classroom.

#### **6.3.1 Attendance Issues**

Students may not be responsible for daily physical attendance as in a traditional classroom setting, however, there is still an important need to participate regularly. Your learning depends upon your participation. They are to be aware of the guidelines and expectations set forth by their teacher at the beginning of the course. Extended and unapproved absence from an online class (failure to hand in assignments, post

to discussion boards, communicate with instructors, etc.) will cause problems with their grade as well as ability to finish the course on time.

### **6.3.2 Copyright Issues**

Online courses use copyrighted materials that have been licensed or developed by the institute and/or the faculty and/or any third party. These materials are the property of the respective content creator and are provided only for the use of students in relation to their curriculum. Downloading, copying, reproducing, distributing or modifying copyrighted content in any way without express written consent is copyright infringement. You are authorized to view, copy, and print documents/recordings/presentations, etc., contained within the portal and courses, subject to the agreement that you shall use it only for your own academic purposes.

### **6.3.3 Internet Etiquette**

A high sense of personal honour and integrity is expected of students taking online courses. All students participating in online courses are expected to conduct their communications in a professional, respectful manner. The use of proper internet etiquette is expected at all times. Inappropriate language or behaviour will result in disciplinary action and possible termination of your course/program. Students are expected to adhere to the dress code as mentioned in the SSLA handbook in order to maintain proper classroom etiquette.

Each student has been given an official email ID for all communication during their period of studentship at Symbiosis School for Liberal Arts. Every student must use only this email address for all college-related activities and communication. It is advised that students forbear from using their official IDs for communicating personal matters; remember, emails are not private.

Every student is required to update their learning management systems or portals (eg: Microsoft Teams, iCloud etc.) with a current (formally dressed) profile picture appropriate to an educational setting. The Institute reserves the right to determine which picture is appropriate.

Notwithstanding the above, every student shall forbear from any of the following acts in relation to their using of any online platform for any college-related activity at SSLA:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organisation.
- Violating copyright law.
- Engaging in unauthorised exchanges that may incur a cost to the school or initiate unwanted Internet services and transmissions or result in loss of institute/faculty goodwill/reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of Symbiosis School for Liberal Arts or any other constituents (under SIU), another organisation, or person.
- Refusing to cooperate with a security investigation.
- Using the education portal for any cause other than activities which are of or related to academics is prohibited.
- Jeopardising the security of the organisation's electronic communications systems.
- Sending or posting messages that disparage Symbiosis and its constituents or another organisation's products or services.
- Sending anonymous email messages.
- Engaging in any other illegal activities.
- Disturbing the Virtual Learning Environment.
- Refusing to follow the rules of the specific set down by the Institute.
- Unmuting yourself when your teacher has placed you on mute.

- Recording any class session and transmitting it without permission (in writing).
- Recording your teacher and/or classmates without permission (in writing).
- Participation in Cyberbullying and/or Harassment.
- Cheating and/or Plagiarism.
- The sessions will not be distributed to third parties/any person/group outside the university and will only be stored in and made accessible through university platforms, e.g. Microsoft Teams, Google Classroom, LMS. Exceptions can be made if explicit permission is given by all who appear in the recording.

#### **6.3.4 Violations of any of the above shall initiate the following procedure:**

- Upon the violation, the teacher shall submit a complaint to the Director, with details of the incident.
- The Director will notify the student, parent, or guardian that the student has violated the code.
- Based on the complaint, the Director will determine what, if any, disciplinary action must be taken. This will then be forwarded to the Social Conduct Review Committee/Academic Review Committee or the University (whichever applicable).

Remember, security and safety are high priority, especially when the system involves many users. If you identify a security and/or safety problem in the school's computers and/or educational platform, immediately notify the Director ([director@ssla.edu.in](mailto:director@ssla.edu.in))

#### **6.4. Procurement of Letter of Recommendation**

Letters of Recommendation (LOR) shall be issued to students who need to apply for further studies/job applications/internships, etc. Students should send an email to Dr. Manjari Jonnalagadda ([manjari.jonnalagadda@ssla.edu.in](mailto:manjari.jonnalagadda@ssla.edu.in)) requesting approval with a copy marked to Mr. Rahul Ovhal ([rahul.ovhal@ssla.edu.in](mailto:rahul.ovhal@ssla.edu.in)) for verification of no disciplinary action against them, and a copy to the concerned faculty from whom they seek to obtain the LOR. Once they receive the approval, the concerned faculty shall issue them the LOR. Students are expected to ensure that they follow these procedures. Approaching a faculty for LOR without seeking prior approval will only

delay the process. For printing the LOR on official letterhead, students should email [nikhil@ssla.edu.in](mailto:nikhil@ssla.edu.in) with the draft and approval copy as attachments.

## **6.5. Anti-Ragging Policy**

Symbiosis International (Deemed University) and SSLA have a strong position against ragging in any form. SSLA condemns ragging and is intolerant towards it to any degree and has set up an Anti-Ragging Committee as per the UGC guidelines. Ragging within and outside any educational institute is prohibited. The detailed SIU Anti-Ragging Policy is available on: [SIU Anti-Ragging Measures](#). All students and parents at SIU are required to sign an 'Anti-Ragging Undertaking', which is a legally binding document that states that the student will not engage in ragging in any way, either directly or indirectly. Any student who violates this undertaking will be expelled from SIU and punishable under the law.

## **6.6. Dress Code and Uniform**

At Symbiosis School for Liberal Arts (SSLA), we believe we present ourselves through attire and demeanour which is an important aspect of university life. We value the individuality and self-expression of students while maintaining a professional and respectful environment for learning that befits the principles and the formality of an educational institution. The dress code policy serves as a guide to help create a safe and inclusive environment that encourages everyone to express themselves freely in all avenues, while considering the social situations and the educational context. By adhering to these guidelines, you contribute to creating a respectful and conducive atmosphere for learning, while proudly representing SSLA.

### **6.6.1. Guidelines**

**As members of SSLA, we request all students to adhere to the following guidelines:**

- Occasion-appropriate attire: Clothing should be suitable for an educational institution at all times. Please ensure that your outfits are formal or semi-formal, respectful and align with the formality of the academic setting.

- Campus and college-related events: Whether you are on campus or attending college-related events and activities outside the campus, we expect you to dress appropriately adhering to the norms of the dress code. On formal and official occasions within and outside the premises, you may be expected to wear the SSLA t-shirt or blazer. This helps maintain a cohesive identity as members of the SSLA community.
- Coverage and Modesty: To ensure that everyone feels comfortable, please avoid clothing that partially or fully exposes cleavage, stomach, navel, or buttocks. It's important that your clothing covers the chest and is not transparent, skin-tight, or revealing undergarments, including sports undergarments.
- Respectful Choices: We kindly ask that you refrain from wearing beachwear, nightwear, or clothing with profane language, weaponry, sexist, or racial slurs printed on them. Let's choose attire that promotes a positive and inclusive environment for everyone.
- Feel free to wear Indian or Western clothing that include shirts, t-shirts, kurtis, kurtas, dresses and sleeveless upper wear with broad straps (approximately 3 inches or wider). Sleeveless shirts and vests are not permitted for male students. These choices provide flexibility and allow you to express your personal style.
- For dresses, skirts, and shorts, we recommend knee-length attire. This helps create a balanced and comfortable appearance for everyone.
- While we appreciate fashionable choices, please do not wear ripped or shredded jeans or trousers.
- Your footwear choices are open to personal preference. Sports shoes, sneakers, sandals, kolhapuris, heels, or crocs, are all welcome. Please ensure that your footwear is well-maintained. Please do not wear flip-flops.

### **6.6.2. Exceptions**

**While our dress code policy sets guidelines for attire, we understand that there may be situations where exceptions are necessary. Your well-being and comfort are our priority, and we will work with you to find suitable solutions.**

- Injuries or Physical Disabilities: If you have sustained an injury or have a physical disability that requires specific clothing or footwear, you are exempt from explicitly following the dress code. We want to prioritize your well-being and ensure you can navigate the campus comfortably.
- Movement Classes (e.g., Dance, Theatre, Sports): For classes that involve movement, such as dance, theatre, or sports practises, you may be allowed to wear specific clothing required for those activities. After the classes or practices are finished, you will need to switch to attire that aligns with the dress code. This allows us to maintain a consistent and professional atmosphere across the campus.

Please note that these exemptions are meant to accommodate specific situations, and they should not be abused. We trust that all students will use these allowances responsibly and in good faith.

### **6.6.3. Process to be followed**

While it is important to uphold the dress code policy, we aim to handle violations in a fair and considerate manner:

- Addressing Violations: If a student violates the dress code, they will be asked to change into clothing that aligns with the policy. We understand that this may require them to miss a class, and as a result, they will forfeit attendance for that particular class. It is the student's responsibility to find alternative clothing.
- Repeated Violations: In cases of repeated violations, even after three warnings, the student will be required to appear before the Social Conduct Review Committee (SCRC). During this meeting, the student will have an opportunity to explain their behaviour, and the committee will determine appropriate consequences.
- Record Keeping: To maintain records of dress code violations, the Admin Officer will create and monitor a private Google Form. Faculty or staff members who notice a violation will inform the student and record the details in the form. Please note that the information in this form will not be made public and will be accessed only by the Admin Officer, Deputy Director and the Director. It will

also serve as a means to track the number of violations committed by individual students.

We understand the importance of self-expression and providing a safe space for all. By following these guidelines, we will help create a welcoming atmosphere that allows everyone to focus on the process of learning while being at SSLA. By fostering an inclusive and supportive environment, we can create a vibrant community that values and respects the unique needs of each student at SSLA. We appreciate your commitment to being responsible members of the SSLA community.

Thank you for understanding and cooperating with our dress code policy.

Remember, if you have any questions or need further clarification, we are always here to assist you. Let's work together to make our college a place where everyone feels comfortable and respected.

## **6.7 Health Care Services**

The Symbiosis Centre of Health Care (SCHC) was established on 14<sup>th</sup> 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, and curative healthcare services for the students and staff of Symbiosis. The vision of SCHC is 'envisioning a state of positive health in the community', and its mission statement is 'To promote health and wellness amongst students, staff and community'. It is operational at all the campuses of Symbiosis across India.

### **6.7.1 Promotive healthcare facilities:**

- Health Promotion Programme: With an aim to spread health awareness and promote positive health amongst students, interactive sessions are organised by subject experts on various healthcare-related issues.
- Advice on best practices for Environmental Assessment and Modification to ensure the creation and maintenance of environments that promote good health through
  - Inspections of Campus

- o Thrice a year inspection of eating establishments: Canteen, Mess & Food counters such as coffee shops, juice centres, ice cream parlours, etc.
- o Guidance for water testing for the availability of potable water on campus.

### **6.7.2. Preventive healthcare facilities:**

- Annual Health Checkup (AHC) of the students/staff of Symbiosis is conducted, and health record is 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).
- Pre-employment Health Check-up: Before joining, every prospective candidate is required to complete the process of Pre-Employment health check-up at Symbiosis Centre of Health Care.
- Health Check-up of food handlers working at catering establishments of Symbiosis is conducted annually and before joining the catering establishments.

### **6.7.3 Curative health care facilities:**

- Out Patient Department (OPD): Primary care is provided by medical officers. Patients/ Students/ Staff can be referred to a specialist/consultant for treatment per their condition.
- Campus Medical Officer is available on call 24x7. Patients are also referred to multi-speciality hospitals if required.

**Contact numbers of campus medical officers:**

No.	Campus	EMS No
1	S.B. Road	+ 91 9552525651
2	Viman Nagar (New)	+ 91 9552589179
3	Viman Nagar (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

- 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](http://www.schcpune.org).
- Contact MO, Insurance cell SCHC @ 9552525015 for further details.

**6.7.4. 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 by phone/SMS/Email/WhatsApp/ in-person to the authorized Admin Officer of the institute and Campus Medical Officer, SCHC on EMS No.

### **6.7.5. Authentication of 'Differently Abled Category' (DAC):**

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

#### **Whom to Contact:**

- Medical Officer, SCHC: 9552525654, Email ID: mo.svc1@schcpune.org
- Please visit [www.schcpune.org](http://www.schcpune.org) and download the SymbiCare mobile application - IOS / Android

### **6.8 Symbiosis Centre for Emotional Wellbeing (SCEW)**

The role of SCEW is to provide counselling services to students, faculty and staff, as well as conduct seminars, workshops and lectures related to mental health and well-being. Pertinent to counselling services, SCEW provides the following:

- Free counselling services
- Consultation with a psychiatrist as per need
- Rapid response time for appointment requests (within 24 hours)
- Providing 24-hour crisis management services via phone calls

For appointments, please reach out directly to fix an appointment with the counsellor at Viman Nagar (New Campus) or email at [mindhelp@siu.edu.in](mailto:mindhelp@siu.edu.in).

For any other queries, workshops, events, etc., please write to [scew.event@siu.edu.in](mailto:scew.event@siu.edu.in).

Students can also reach out for help on the following helplines:

- Aasra - 919820466726 (24 x 7)
- Kiran - 1800-599-0019 (24 x 7)
- Connecting NGO - 9922004305/9922001122 (12 PM – 8 PM daily)
- Fortis - +91 8376804102
- MPower - 1800 120 820050
- Samaritans Mumbai - +91 8422984528, +91 8422984529, +91 8422984530
- National Mental Helpline Number - 1800 599 0019
- Vandrevala Foundation - (24X7 Helpline - Not toll-free) 18602662345, 7304599836, 7304599837, 02612667600, 18002333330
- 1Life - 24X7 Helpline 7893078930

- Jeevan Aastha - (24X7 Helpline) 1800 233 3330
- Roshini NGO - (All days: 11 AM to 9 PM) +914066202000, +91 4066202001
- Maitreyi - (All days: 2 PM to 8 PM) +91-413-233 9999

### **6.8.1. Core Mental Health Policy Values:**

- All matters involving mental health concerns must involve the on-campus SCEW counsellor involved with the individual student.
- All matters involving mental health will be addressed with confidentiality and respect for the right to privacy of the student, EXCEPT in cases of imminent risk to self, others or property and in cases where there is a court subpoena requiring the same. Information regarding these matters will be considered privileged and not shared with third parties (including parents/guardians, hostel authorities, faculty, other students, etc.) without the student's written consent.
- While in matters where mental health concerns affect a student's ability to perform academically, students may call for a change in deadlines, medium of instruction, etc.
- Students may not request an alteration of the coursework itself (in terms of complexity or difficulty of material) required for the programme of study.

### **6.8.2. Policies regarding leave and condonation of absences for repeated mental health purposes:**

- In cases where leave and condonation of absences for mental health purposes are required, students may approach the Director or counsellor directly for the same. While the counsellor may provide recommendations, final decisions will rest with the Director. Concerns will be addressed on a case-by-case basis but must involve goal setting and/or a plan for recovery, as addressed below.
- The counsellor will work in collaboration with the student and Director to formulate a series of goals (based on personal wellness and academic goals such as participation, attendance and grades). Subsequent leave and condonations will be granted on the basis of compliance with these set goals.
- Furthermore, the counsellors' recommendations will take into account past

successes or failures to meet goals from previous such requests.

- All such requests and proceedings are to be documented and requested via email.

### **6.9. SSLA Identity Cards:**

Identity cards are a symbol of belonging to SSLA and to Symbiosis International (Deemed University).

- Students must wear their current SSLA Identity Cards on their person when they enter any Symbiosis Campus. The student should produce it whenever called to do so by SIU security and other concerned authorities.
- The SSLA ID card acts as identification in the event of accidents, medical and other emergencies.
- At the beginning of the academic year, every student is expected to collect their ID card from the SSLA office.
- If found without a valid SSLA ID card on campus, the student will be liable to immediately pay a fine of Rs.100.
- The loss of the SSLA ID should be reported immediately to the SSLA office with an application and a payment of Rs.500/- for a duplicate ID card (including tag and holder).
- Students will not be permitted to participate in or attend an event or represent SSLA in an official capacity without an ID card.
- Students will not be allowed to appear for any assessments/evaluations, including Term End Evaluation (TE), in the absence of the ID card.

### **6.10. For Students Living in the Symbiosis Hostels:**

For SSLA students who reside in the Symbiosis hostels, the following are the students' responsibilities:

- Abide by the rules set by the hostel.

**SSLA is not responsible for any violation of hostel rules by SSLA students and the repercussions thereof.**

- Inform the hostel whenever the student is leaving Pune and/or requesting a night out. This is the responsibility of the student and guardian/parent.

### **6.11. Other Responsibilities:**

SSLA encourages students to think for themselves. When students express a dissenting/differing opinion, whether with the faculty, staff or with a fellow student, they must ensure that their tone and body language is polite and respectful of these differences. A liberal arts education is about respecting differing opinions and the right to have them.

- All events and club activities organized at SSLA must be intimated to Dr. Anurupa Ghatge (faculty-in-charge of Events) and Mr. Ranjeet Chavan (Events and Sports Coordinator) at least three weeks prior to the planned event/activity. For any event or activity that requires funding from SSLA, Dr. Anurupa Ghatge and Mr. Ranjeet Chavan must be informed at least two months in advance.
- Attendance for guest lectures, seminars, workshops and presentations that students sign up for and those mandated by SSLA is compulsory. When students sign up for any activity planned by SSLA, it indicates a recognition of its merit and value-addition in the SSLA programme. Students must accept the responsibility of that commitment and be ready to face the consequences if they fail to honour this commitment. If students fail to report or are late for these scheduled events, trips, etc., there will be a 2% deduction of aggregate attendance.
- Unless specified by the faculty, mobile phones are not allowed in the classroom for any purpose (i.e., texting, email, Facebook, etc.). Violation of this rule will result in the confiscation of the mobile phone by the faculty member for three working days. Mobile phones are to be switched off and kept in bags during class.
- Students are expected to be respectful when addressing faculty, staff and other students. Emails sent out should follow the etiquette of formal communication. Any student misbehaving, showing an arrogant attitude or

using unparliamentary language which offends others will be asked to appear before the SCRC. The nature of the consequences of the student's actions will be decided by the SCRC.

- Consumption or possession of alcohol/drugs and being under the influence while on campus, on educational tours or at functions is prohibited. Any misdemeanour in this regard will lead to an SCRC hearing.
- Cigarette smoking is strictly prohibited on any Symbiosis Campus. Any misdemeanour in this regard will lead to an SCRC hearing.
- Any changes affecting the students or class schedule will be communicated to the students via Notice Boards or email. Students must keep themselves updated on any changes in time table details and other announcements.
- The behaviour of the students at all times, within or outside the campus, must be above board and must reflect a sense of responsibility.
- Students are required to show due regard for the rights and property of SSLA. Any student found guilty of tampering/damaging the property, fixtures, equipment, furniture, books, buildings, vehicles, etc. of the institute or any other institute of Symbiosis will be asked to appear before the SCRC.
- Instigating or abetting collective insubordination will be viewed very seriously.
- No society, club, activity or association of the students will be started without the written permission of the Director.
- No person shall be invited to address or entertain the students of the college without the previous written permission of the Director.
- The admission of a student who has been admitted to the programme/college based on any form of misinterpretation of facts will be cancelled as soon as such misinterpretation surfaces, no matter at what stage of the programme they are studying. Further, their fee, the tuition and all other fees paid for the programme will be forfeited.

### **6.12. SSLA Library:**

SSLA library provides the latest literature and other learning aids and information on topics as required by students and teachers of the Institute. The library has an

extensive collection of books covering a range of disciplines and themes. The periodical section is also a vital source of academic research and current information. The library also subscribes to daily newspapers, magazines, and academic journals. The library also curates DVDs and CDs on specific themes.

The SSLA Pune library has a reading hall and study spaces equipped with computers. There are also study/discussion tables which can be used for group work sessions. The library houses a Digital library inside the library premises where students and faculty members can browse varied databases such as CMIE, Project Muse, ProQuest, and Manupatra and centrally subscribe to other online resources.

The library is fully automated using KOHA software. KOHA is a true enterprise-class Integrated Library System with comprehensive functionality, including basic and advanced options. It supports full-text searching with an enhanced catalogue display.

**The SSLA library membership is available for the following persons:**

- Students of SSLA
- All teaching and non-teaching staff of Symbiosis Institutions
- Members of the Symbiosis Society

**6.12.1 Working hours:**

**Library and Reading Hall Timing:**

- Monday to Friday - 8:30 AM to 7:30 PM
- 1<sup>st</sup> and 3<sup>rd</sup> Saturday - 8:30 AM to 5:00 PM

**Circulation:**

- Monday to Friday - 9:00 AM to 7:30 PM
- 1<sup>st</sup> and 3<sup>rd</sup> Saturdays - 9:00 AM to 5:00 PM

**Schedule during Examinations:**

- Monday to Friday - 8:30 AM to 7:30 PM
- 1<sup>st</sup> and 3<sup>rd</sup> Saturdays - 8:30 AM to 5:00 PM

**The library is closed on all Sundays and holidays declared by SIU**

### **6.12.2. General Library Rules:**

- Issue of books is available to all library members.
- Members are expected to keep their college ID card at the time of checking out a book.
- Books other than reference books will be issued to a member on loan for a period of 14 days. A book, once issued, must be returned on or before the last date stamped on the Due Date slip, pasted on the first page of the book.
- Failure to return books on the due date will result in a fine of Rs. 5/- per day.
- In case of loss of a book(s), the member will either have to replace the same or pay the current value of the book.
- Reference books and Journals will not be issued but are available for study within the Library.
- Tearing of sheets from books and newspapers is strictly prohibited and is punishable.
- Members must ensure that the books are in good condition before they leave the counter. If any damage is noticed, the same must be immediately intimated, otherwise, they will be held responsible for any damage done.
- Members should use their own ID cards to issue books. Members should not lend their ID cards to others. If they do, they will have to suffer the losses incurred in the process.
- Students are not allowed to carry their bags into the library. There is a locker system outside the library where students can store their bags. Students are encouraged to carry small locks and keys for their personal use for these lockers.
- Readers are responsible for any damage done to the reading materials or any other property of the Library and shall be required to replace such books/property as has been damaged. Members responsible will be required to pay the full value, as determined by the Library Authorities.
- Members are required to present their ID and library cards and are advised not to keep any personal items with their Identity Card.
- Smoking, spitting, eating, consumption of beverages, loud conversation and similar objectionable practices are forbidden in or near the Library.

- Mobile phones should be turned off or set to silent in the Library. Readers should not talk on mobile phones anywhere within the Library.
- Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials.

### **SSLA E-Resources Library Portal:**

**SSLA virtual Library** URL-<https://library.siu.edu.in/>

Library members can get access to all e-resources on the library portal. To access these e-resources, you should have the login credentials for it. Every year, newly admitted students' registration is done according to their course duration by the librarian.

Once the registration is completed, members get access to all e-resources purchased by the SIU Central Library. Also, this library portal can access all institutionally subscribed databases, e-books, and e-journals.

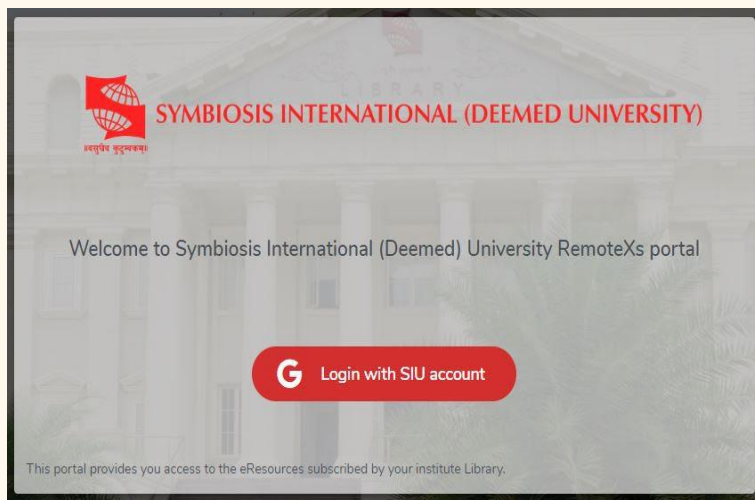
### **The following e-resources can be accessed through the Library Portal:**

CMIE: states of India	McGraw Hill Education India eBooks
DELNET_Library membership	Pearson e-books
EBSCO	Project Muse: Humanities collection
Emerald	Project Muse: Social Science collection
Emerging Market Case Studies 2018	ProQuest-HNP Times of India Archive
EndNote	Question -Pro
Factiva	Sage Publication
Grammarly	Science Direct
JSTOR	Scopus
Manupatra: Module 4	Turnitin
Web of Science	Typeset

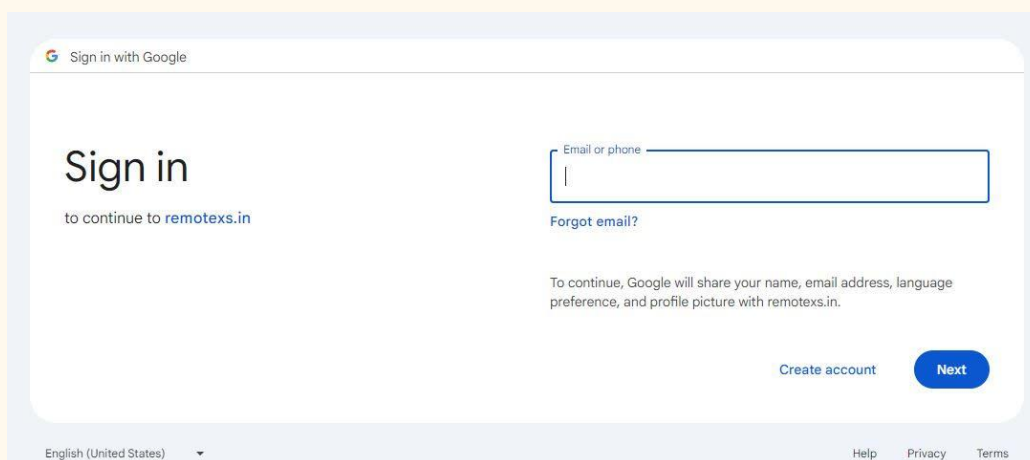
### **Library New Portal Guideline - Flow Chart (How to use online Library)**

1. Type in the URL <https://elibrary.siu.edu.in/home> or go to [www.siu.edu.in](http://www.siu.edu.in) -> **Student -> Library -> Library Portal**, Clear the browser cache memory, or use incognito mode to use the new library portal.

2. Click on login ----- You will be redirected to login with the SIU account page.



3. Once you click with SIU Account----> It will ask for the credentials which you use to access your official email ID (the same email and password)



## 7. Committees at SSLA:

### 7.1 Academic Integrity Committee:

As per an SIU Notification, an Academic Integrity Committee at SSLA is in charge of

framing guidelines for the detection of plagiarism and maintaining vigilance over the promotion of academic integrity and prevention of plagiarism. AIC facilitates plagiarism checks for academic submissions such as Writing a Research Proposal, Final Year Seminar Paper, Research Project, Community Outreach Project Report and Internship Report, for which a plagiarism report is mandatory at the time of submission. Cases, where there is evidence of violations of AIC guidelines with respect to the Similarity Index or academic cheating and dishonesty, will be referred to Academic Review Committee (ARC) for disciplinary action.

With respect to the guidelines for plagiarism checks for independent projects, students should ensure that Similarity Index (SI) is below 10%.

Similarity Index (SI) should be computed after allowing for the following exclusions permitted by Section IV d) of the SIU policy on Rules for Promotion of Academic Integrity and Prevention of Plagiarism:

- All the quoted work is reproduced with all necessary permission and/or attribution
- References and bibliography
- Footnotes and endnotes
- Standard provisions/principles
- Doctrines, formulae, quotations
- Historical facts
- Common knowledge or coincidental terms up to 14 consecutive words
- Generic terms, laws, standard symbols, and standards equations
- Similarity index of text, which is less than 1%
- Table of contents, preface, and acknowledgements

Students will be given an opportunity to view software-generated Similarity Index (SI) scores and revise drafts before they make their final submissions to the coordinating cell (Research Cell for research proposal submitted as part of RM III: Writing A Research Proposal, Final Year Seminar Paper and Research Project; CO Cell for Community Outreach Project Report and Career Cell for Internship Report).

If, after allowing exclusions mentioned above, a student's submission has a Similarity Index (SI) of more than 10%, they can revise and resubmit until the deadline specified by the Academic Integrity Committee or by the coordinating cell (Research Cell for research proposals submitted as part of RM III: Writing A Research Proposal, Final Year Seminar Paper and Research Project; CO Cell for Community Outreach Project Report; and Career Cell for Internship Report). Late submission penalties, if any, will be applicable on resubmissions.

For similarities above 10% after the extended deadline, the students will get a backlog or registration under the programme shall be cancelled as per the following categories:

Level 1: Similarities above 10% to 40% - Such students shall be asked to submit a revised script within a stipulated period not exceeding six months.

Level 2: Similarities above 40% to 60% - Such students shall be debarred from submitting a revised script for a period of one year.

Level 3: Similarities above 60% - Such student's registration for that programme shall be cancelled.

### **Exceptional Cases:**

In the event of the AIC being convinced that academic integrity has not been compromised and the word similarity is because of some other discrepancy, the AIC reserves the right to make a recommendation to not impose a penalty on the student or to reduce the level of penalty.

AIC retains the right to review and make a recommendation to ARC to impose a penalty even if the SI percentage is less than 10%, if it feels that some form of plagiarism has been indulged in, such as plagiarising from each other, or from previous years' reports/papers/projects, self-plagiarism, or any other.

### **7.2 Academic Review Committee (ARC):**

There is a high standard of academic discipline maintained at the institute, and everyone is expected to adhere to it. The Academic Review Committee is a

disciplinary committee that reviews and regulates the academic conduct or practices of the institute. The ARC looks into all matters related to academics, such as academic delivery by faculty, adherence to academic policies of SSLA etc., including but not limited to plagiarism on assignments by students.

The Director of SSLA heads the Academic Review Committee with two permanent faculty members and three faculty-nominated members from the Student Body. The ARC will work to review, investigate and appropriately manage/deal with any violation of the Academic Policies followed by SSLA and SIU. The ARC also has the authority to refer cases to SIU for further recommendations and penalties.

The following process will be followed in case any student/faculty wants to approach ARC with their grievance.

- Any complaints to be filed with the committee should be sent via an email addressed to [arc@ssla.edu.in](mailto:arc@ssla.edu.in).
- A response is expected within seven working days of acknowledging receipt of the email and complaint.
- A first meeting will be scheduled between the Head of ARC, i.e. Director, and the concerned complainant within seven working days after receipt of acknowledgement of the complaint.
- This meeting is to understand the nature of the complaint and possible course of action and/or mediation between the concerned parties.
- After the first meeting, an email outlining the outcome of this meeting with the Director will be sent to concerned parties within five working days. Depending on the outcome of this meeting, the concerned parties are to email an acknowledgement of receipt of the email from ARC and indicate whether the case should be closed at this stage or they would request a hearing in front of the full ARC.
- An email will be sent to the ARC outlining the nature of the grievance and constitute the first meeting within seven days to hear the case as presented by both parties subject to this grievance. Subsequent meetings can and may be scheduled depending on the nature of the complaint.
- It is expected that the ARC gives its decision and outlines penalties to the

concerned party within 3 months of the receipt of the grievance.

### **7.3 Social Conduct Review Committee (SCRC):**

The Social Conduct Review Committee (SCRC) is a disciplinary committee that reviews students' interpersonal relations and social conduct on campus and in the larger community. All transgressions and/or violations of laws, rules and regulations as stipulated by the Government of India, the university and/or the institute, with the exception of cases of sexual harassment and ragging, will be under the purview of this committee. The Director of SSLA heads this committee with two/three permanent faculty members and two faculty-nominated members from the Student Body. The SCRC works to review, investigate and appropriately manage/deal with any violation of the Social Conduct Policies followed by SSLA and SIU. The SCRC also has the authority to refer cases to the University (SIU) for further recommendations and penalties. The following process will be followed in case any student/faculty wants to approach ARC with their grievance.

- Any complaints filed with the committee should be sent via an email addressed to [scrc@ssla.edu.in](mailto:scrc@ssla.edu.in).
- A response will be sent within seven working days acknowledging receipt of the email and complaint.
- A first meeting will be scheduled between the Head of SCRC, i.e. Director and concerned complainants, within 15 working days after receipt of acknowledgement of the complaint.
- This meeting is to understand the nature of the complaint and possible course of action and/or mediation between the concerned parties.
- After the first meeting, an email outlining the outcome of this meeting with the Director will be sent to concerned parties within five working days. Depending on the outcome of this meeting, the concerned parties are to email an acknowledgement of receipt of the email from SCRC and indicate whether the case should be closed at this stage or if they would request a hearing in front of the full SCRC.
- An email will be sent to the SCRC outlining the nature of the grievance and

constitute the first meeting within seven days to hear the case as presented by both parties subject to this grievance. Subsequent meetings can and may be scheduled depending on the nature of the complaint.

- It is expected that the SCRC gives its decision and outlines penalties to the concerned party within three months of the receipt of the grievance.

## 7.4 Classification of Misconducts

Academic Review Committee		
Category	Major	Minor
<ul style="list-style-type: none"> <li>• DMC 1: Academic Misconducts</li> <li>• DMC 4: Falsification</li> <li>• DMC 5: Refusal to Identify or Impersonation</li> <li>• DMC 20: Presenting False Testimony</li> <li>• DMC 21: Denial/ Failure to comply with university or any other authority</li> <li>• DMC 22: Non-Payment of Fees</li> <li>• DMC 23: Misuse of Learning Resources</li> <li>• DMC 26: Violation of Examination Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Fraud</li> <li>• Forging or altering records/ documents</li> <li>• Cheating</li> <li>• Unfair means under Exam rules/ Plagiarism</li> <li>• Refusal to attend classes</li> <li>• Impersonation</li> <li>• Damaging e-resources</li> <li>• Tearing of Books</li> <li>• Presenting False Testimony Denial/ Failure to comply with university or any other authority</li> <li>• Violation of Examination Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous absence without permission</li> <li>• Not returning of Books</li> <li>• Non-Payment of Fees</li> </ul>

Social Conduct Review Committee		
Category	Major	Minor
Physical <ul style="list-style-type: none"> <li>• DMC 3: Discrimination</li> <li>• DMC 6: Illegal or Unauthorized Possession or Use of Weapons</li> <li>• DMC 10: Act of</li> </ul>	<ul style="list-style-type: none"> <li>• Abusive/racist /discriminatory comments</li> <li>• Intimidating</li> <li>• Threatening</li> <li>• Harassing</li> <li>• Stalking</li> </ul>	<ul style="list-style-type: none"> <li>• Foul mouthing</li> <li>• Verbal abuse</li> <li>• Hostile demeanour</li> <li>• Shoving</li> <li>• Affray Punching</li> <li>• Slapping</li> </ul>

<p>Violence, Threatening, Harassing, or Assaultive Conduct</p> <ul style="list-style-type: none"> <li>● DMC 11: Theft, Property Damage, and Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>● Fighting</li> <li>● Harming using weapons</li> <li>● Any other form of battery</li> <li>● Damage to Property of University/ Institute or others</li> </ul>	<ul style="list-style-type: none"> <li>● Biting</li> <li>● Kicking</li> </ul>
<ul style="list-style-type: none"> <li>● Behavioural</li> <li>● DMC 2: Disruptive Conduct</li> <li>● DMC 3: Discrimination</li> <li>● DMC 7: Illegal or Unauthorized Possession, Distribution or use of drugs</li> <li>● DMC 8 (a): Smoking of cigarettes, tobacco</li> <li>● DMC 8(b): Possession, consumption or distribution of Alcohol/ Alcoholic Beverages</li> <li>● DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct</li> <li>● DMC 13: Causing Disrepute to other students</li> <li>● DMC 25: Violation of Hostel Rules</li> <li>● DMC 27: Violation of University Rules</li> </ul>	<ul style="list-style-type: none"> <li>● Abusive/racist/discriminatory comments</li> <li>● Intimidating</li> <li>● Threatening</li> <li>● Harassing</li> <li>● Stalking</li> <li>● Violating Bye-laws/Rules/ Regulations/Code of Conduct of the University</li> <li>● Causing Disrepute to other Students</li> <li>● Consumption/ Possession/Distribution of Banned Substances Drugs</li> </ul>	<ul style="list-style-type: none"> <li>● Foul mouthing</li> <li>● Verbal abuse</li> <li>● Hostile demeanour</li> <li>● Consumption Possession/ Distribution of Tobacco/ cigarettes</li> <li>● Consumption Possession Distribution of Alcohol/ Alcoholic Beverages</li> <li>● causing Disrepute to other students</li> <li>● Filing a complaint on behalf of another student without the consent of such student</li> </ul>
<ul style="list-style-type: none"> <li>● Property of the Campus/University</li> <li>● DMC 9: Unauthorized Access and Use of</li> </ul>	<ul style="list-style-type: none"> <li>● Destruction</li> <li>● Theft</li> <li>● Vandalism</li> <li>● Unauthorized Access and</li> </ul>	<ul style="list-style-type: none"> <li>● Misuse of University resources</li> <li>● Damaging</li> </ul>

<ul style="list-style-type: none"> <li>property &amp; facilities</li> <li>DMC 1 1: Theft, Property Damage, and Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>Use of property &amp; facilities</li> </ul>	books in library
<p>Reputation of University</p> <ul style="list-style-type: none"> <li>DMC 12: Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s)</li> <li>DMC 16: Unauthorised Agreements/ Contracts</li> <li>DMC 17: Abuse of Electronic Communication</li> <li>DMC 18: Media Contact</li> <li>DMC 19: Organisation and Event Registration</li> <li>DMC 24: Causing Harm/ Disrepute While Involved in External Activities</li> <li>(Sports/ Internship/ Excursions/ Study Tours/ Cultural Events)</li> </ul>	<ul style="list-style-type: none"> <li>Defamation of University/ university through any form of media</li> <li>Abuse of Electronic Communication including Spreading false and unverified information causing harm to fellow students, their reputation and future prospects, through personal email or social media</li> <li>Causing Harm or disrepute by misbehaviour with dignitaries or authorities during events</li> <li>Causing Harm/ Disrepute While Involved in External Activities (Sports/ Internship/ Excursions/ Study</li> <li>Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s)</li> <li>Causing Disrepute to other students or any of the SIU Employee</li> <li>Unauthorised Agreements/ Contracts</li> <li>Unauthorised Organisation and Event Registrations/ Cultural Events)</li> </ul>	

The guidelines on classification of misconducts mentioned below are only indicative and the Committee shall take appropriate decision on the class of misconduct that is major or

\*These Misconducts are in more than one category

#### **7.4.1 Punishments/Penalties:**

The punishments for the misconduct in the University Code of Conduct are provided below:

- Warning: A written letter of reprimand resulting from a student's misconduct.
- Suspension: Suspension is an action that suspends the student's enrolment at the University for a specified period. Suspension depending upon the nature of misconduct can be imposed either in respect of residential or academic privileges, including appearing in examinations or both.
- Monetary Fine: Monetary Fine is a sanction resulting from misconduct in which a student is required to deposit an amount as a penalty, or any amount deposited by them is forfeited or adjusted. It also includes restitution, which means making compensation for loss, injury, or damage caused to other students or Institution/University.
- Confiscation: Confiscation means confiscation of goods used or possessed by a student involved in conduct in violation of University rules.
- Restriction of Privileges: Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to student facilities, placement programmes, and University events for a defined period.
- Not allowed to take semester exams in full or in parts: Not allowed to take semester exams in full or in parts means not allowing the student to appear for the semester examination for all courses or for some courses prescribed for that particular semester.
- Withholding of Examination Results: Withholding examination results means not declaring results of examinations (semester/practical or otherwise) in totality, for a specified period, in respect of which examination a student has appeared.

- **Withholding of Academic Awards:** Withholding of Academic Awards (certificate, diploma or degree) means the withholding of certificate, diploma or degree otherwise earned for a defined period or until the completion of awarded sanctions. It is clarified that withholding, in this case, would mean that results of examinations may have been announced, but because of awarded sanctions, academic awards cannot be conferred. In such a case, even a statement of marks/grade sheet, passing certificate, transference certificate, migration, etc. will not be given.
- **Withdrawal of Academic Awards:** Withdrawal of Academic Awards (statement of grade/marks/passing, certificate, diploma or degree) means cancellation of the academic award already conferred on a person on the ground of submission of false information leading to admission, submission of forged documents for eligibility purpose or submission of any other mandatory documents, as may be prescribed/required.
- **Cancellation of Admission/Termination of Studentship:** Cancellation of Admission/Termination of Studentship means separation of a student from the University with the opportunity to re-enroll by following the selection process in the future after a gap of a minimum of one academic year with necessary undertakings as may be prescribed.
- **Rustication:** Rustication is an action which permanently separates a student from the University without an opportunity to re-enroll in the future.
- **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.
- **Expulsion:** Expulsion is an action undertaken by forcing a student to separate from the University/ constituent with the opportunity to re-enroll by following the selection process in the future after a gap of a minimum of one academic year with necessary undertakings as may be prescribed.

The guidelines on the types of punishments mentioned below are only indicative. The Disciplinary Officer/Committee/Cell shall take an appropriate decision based on the Quantum of Punishment(s) prescribed in Appendix I:

Type of Misconduct	Punishments
Major	<ul style="list-style-type: none"> <li>● Suspension</li> <li>● Termination of Studentship / Expulsion</li> <li>● Rustication</li> <li>● Cancellation of Admission</li> <li>● Withdrawal of Academic Awards</li> </ul>
Minor	<ul style="list-style-type: none"> <li>● Warning/ Reprimand</li> <li>● Notifying parents</li> <li>● Monetary Fine as specified</li> <li>● Not allowing to take semester exams in full or in parts</li> <li>● Withholding of Examination Results</li> <li>● Not allowed to participate in university activities for one year- moots, fests or any other University activity</li> <li>● Reformative action in the form of Community Service</li> </ul>

NOTE- It may be noted that this list, though elaborate is not exhaustive. Any type of conduct not covered herein may still be construed as misconduct and may be inquired and decided under the Code, and the competent authority may impose any other penalty or punishment as deemed fit on a case-to-case basis. Further, punishment and penalty may be in combination and concurrent on a case-to-case basis.

### **7.5 Internal Committee (IC)**

All grievances and complaints brought forward by students with regard to sexual harassment are overseen by the IC that has been formed at the campus level. The constitution and working of the committee are governed by the UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015, to be read with other rules and regulations notified by the University Grants Commission from time to time.

### **7.6 Mentoring Cell**

The student mentoring programme at SSLA smoothens the adjustment and acclimatization process for new incoming students. As part of this programme, one senior student volunteer is given charge of six new students, and the mentors help the freshers in getting themselves organised during their early association at SSLA.

The kind of help extended would be related to academic and other matters. Senior faculty members overlook this programme and ensure its effective functioning.

### **7.7 Anti-Ragging Committee**

The SIU Anti-Ragging Policy is available on: [SIU Anti Ragging Measures](#).

SIU has a strong position against ragging in any form. All students and parents at SIU are required to sign an 'Anti-Ragging Undertaking'. This is a legally binding document that states that the student will not engage in ragging in any way either directly or indirectly. Any student who violates this undertaking will be expelled from SIU and will be punishable under law.

SSLA condemns ragging and is intolerant towards it to any degree and has set up an Anti-Ragging Committee at the institute level as per UGC requirement. Ragging within and outside any educational institute is prohibited. Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the university.

## **8. Clubs, Cells and Societies**

At SSLA, all students are encouraged to organise and join associations that promote their common interests. Below is a list of clubs, cells, societies and publications currently active at SSLA. The Cultural Officer is responsible for overseeing the smooth functioning of these bodies and serves as a point of contact between the Administration and the Student Teams. All Student Teams are also responsible for documenting their participation in events and other initiatives through a report and geo-tagged images, which are to be updated on the Monthly tracker shared by Mr. Aroop Banerjee ([pa2director@ssla.edu.in](mailto:pa2director@ssla.edu.in)) timely. Students are free to create new associations after seeking official permission from the Director and the Cultural Officer.

## 8.1. Clubs at SSLA

Voluntary student organisations established within the SSLA community typically centred around shared interests or activities, providing opportunities for student interaction, skill development, and co-curricular engagement. All clubs are required to hold a minimum of two meetings (online or offline) a month and conduct two events per semester for the Club members that may be open to the Student Body in order to be recognized as an active club. A Club will also be considered inactive in the event that the Cultural Officer receives no applications for the positions of Head or Secretary. Student in-charges are also required to regularly take attendance for these meetings and events, which are to be submitted to the Cultural Officer.

Art Club	Bandemonium (Music Club)
Comedy Club	Dance Club
Evergreen Club (Zero-waste Club)	Shutterup (Photography Club)
It Could be Verse (Poetry Club)	Karaoke Club
Natak Society (Theatre Club)	Orator's Club
Film Club	

## 8.2. Cells at SSLA

Faculty-led and student-operated bodies aimed at advancing key components of the SSLA space and programme structure. They can also be specialised academic/research-based units within the college, focusing on a specific discipline(s), designed to facilitate in-depth study, experimentation and collaboration among faculty and students.

Admissions Cell	Alumni Cell
Career Cell	Media & Branding Cell

Community Outreach Cell	International Cell
Research Cell	Webs (IT)e Cell

### 8.3 Societies at SSLA

SSLA-recognised associations and affiliations formed by students, oriented towards fostering intellectual and professional growth. These entities promote further scholarly pursuits and facilitate networking opportunities within a particular academic domain or professional field. They are student-led and may be supported by a faculty member.

Economics and Public Policy Cell	Historia (History Cell)
IT Cell	Business Development Cell
The Transcontinental	Queer Qrew
SSLA Psychological Association	Collaborative of Anthropology
The Legal Awareness Society	

### 8.4. Publications at SSLA

Student-led outlets at SSLA, encompassing journals, magazines and newsletters, aimed at disseminating original research, critical analyses, creative works or informative content. Guided by the faculties-in-charge, publications provide opportunities for students to develop their research, communication and editorial skills. While Clubs and Cells may also release their personal publications, this list consists of independent teams that solely come under the category of "Publications at SSLA".

The Newsletter	The Overtime Tribune
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The Opportunist	The Yearbook
Reverb Radio	Kari Magazine
Tapestry	

## 9. Student Body

The Student Body is made up of all SSLA students across the four batches. This body is responsible for electing the Student Council President each year. Additionally, each Batch is responsible for electing their Batch Representative each year. The Student Body is encouraged to be a part of initiatives brought to them through various bodies within the institute and is welcome to start their initiatives within SSLA.

## 10. Student Council

There are 13 positions that form the Student Council. Of these, five members are elected by the student body and form the Core Committee. These are the Batch Representatives (one from each batch) and the Student Body President. The Core Committee selects seven members to perform various functions and form the Student Assembly. These are the Campus Officer, Cultural Officer, Events Coordinator, Grievance Officer, Hostel Representative, Sports Coordinator, and the Secretary. The 8<sup>th</sup> position is dedicated to Mental Health Champions. Multiple students from each batch can serve as Mental Health Champions, and they are selected through a thorough vetting process conducted by SIU and the SPA. All members of the Student Council, except the Secretary and the Mental Health Champions, are voting members.

The Campus Officer, Cultural Officer, Events Coordinator, Grievance Officer, and Sports Coordinator are permitted to recruit additional students to complete their duties. These students will be selected after an application and interview process by

the Concerned Student Council member.

The Student Council will regularly communicate with the Student Body about developments at SSLA, note student concerns/suggestions, and help moderate the smooth functioning of SSLA events. Open Door Meetings are held by the Student Council weekly and are open to the Student Body as a forum to voice their opinions on matters that concern them.

The Student Body may reach out to the Student Council via the group email [studentcouncil@ssla.edu.in](mailto:studentcouncil@ssla.edu.in) or their respective council emails available in the [SSLA Contact List](#). Detailed Processes and information regarding the Student Council is available in the Student Handbook.

## **11. Red Carpet 2025**

Every year, the students of SSLA organise an annual year-end celebration titled The Red Carpet. The event started with creative performances put up by the various clubs of SSLA, followed by a short note from the Director and an awards ceremony where students are recognised for their academic and non-academic achievements over the last year.

As the academic year draws to an end, SSLA students vote for a faculty member to deliver the Last Lecture to an audience of students, parents and dignitaries. The Last Lecture has the added importance of being the final lecture for the graduating students. This year, the event was concluded by Mr, Uday Sinha who was chosen by the student body to be the last lecturer this year.

### **Awards:**

At every Red Carpet, students receive academic and non-academic awards in recognition of their excellence and contributions made during the academic year.

### **Academic Awards:**

**Best Essay:** The award for Best Essay was given to the following students:

<b>Batch</b>	<b>Student Name</b>
Batch 2024-28	Ciea Verma
Batch 2023-2027	Srimoyee Palit
Batch 2022-2026	Tavishi Panda
Batch 2021-2025	Nidhi Kondejkar, Adithi Bhat

**Best Presentation:** The award for the Best Presentation was given to the following students:

<b>Batch</b>	<b>Student Name</b>
Batch 2024-28	Srishti Singal
Batch 2023-2027	Akshita Chauhan, Nikhil Himanshu Sharma, Diya Pardeshi Rati Timbe, Vedika Vyas, Srimoyee Palit
Batch 2022-2026	Nandina Arora, Aditi Agarwal, Rishima Mohsali, Chaitrali Kulkarni
Batch 2021-2025	Nidhi Kondejkar, Shreya Iyer
Inter-batch:	Girisha Kedia, Vedant Tiwari, Netya Sachdevaa, Alaika Prasad, Aadrika Pandey

**Best Project:** Selected from diverse assessments, including video essays, poster designing, films, etc.

<b>Batch</b>	<b>Student Name</b>
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Batch 2024-28	Samriddhi Ganguly, Mishti Agarwal, Prarthana Gautam, Rudra Negi, Vanshika Minocha, Arooshi Bhatia
Batch 2023-2027	Chinmaye Devireddy, Mahika Bhandari
Batch 2022-2026	Prarthana Mohta
Batch 2021-2025	Teesta Karkera, Tareena Kaur Chandhok, Saumyaa Goradia, Adithi Bhat, Sanika Joshi, Sia Pandhare, Yayathi K P , Pragati Vasudeo, Reva Shah

**Academic Excellence:** The Academic Excellence Award is presented to students who score the highest CGPA in their batch.

Batch	Student Name
Batch 2024-28	Parthavi Joshipura
Batch 2023-2027	Savni Apte
Batch 2022-2026	Shraddha Routray
Batch 2021-2025	Yashit Jain

**Award for Best Community Outreach Project:** Shraddha Routray

**Best Internship Project:** Nayana Sajith, Usri Banerjee

**Award for Meritorious Dissertation:**

Aashi Desai	Pranami Oza
Yashwin Jain	Teesta Karkera

Gaurie Rautela	Nayana Sajith
Anvi Goyal	Adithi Bhat
Sanika Kalbhor	

**Non-Academic Awards:**

**Best Sports person:** Reva Shah (2012-2025)

**Best Sports Team:** Women's Basketball Team

Reva Shah	Kavya Bhatt
Ananya Arakkel	Arooshi Bhatia
Chiranshie Vyas	Aadrika Pandey
Suhana Khan	Ambur Mittal
Urja Deshmukh	Niyati Kasmalkar
Khanak Ojha	

**Excellence in Sports Award 2024-2025:** The Excellence in Sports Award has been instituted to honour students representing SSLA at the national level, particularly in the Association of Indian Universities (AIU) West Zone tournament. This achievement also adds to the OMPI scale that the Department of Sports, Recreation and Wellness manages for sports every year. The following students are recognised for Excellence in Sports for 2024-2025.

Reva Shah	Amalya Moni
Rex T Sabu	Zoya Parwani

Sanjana Rajesh	Sanjay Ganesh
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**Director's Distinction List:** Students who are the top academic performers in their batch, scoring a CGPA of 8.5 and above out of 10, and who have participated successfully in co- and extra-curricular activities are selected for the Director's Distinction List. This is a special category of awards that recognizes academic excellence and co- and extra-curricular contributions of students. For the academic year 2023-2024, the following students were featured in the list for their excellent contributions, both academic and non-academic:

Mahek Mehta	Shaunak Chodankar
Ritaza Paudel	Nandini Arora
Jai Bakshi	Sangana Ghosh
Chiranshie Vyas	Sawrikar Neha Sameer
Gaurie Rautela	Krupa Sameer Uchil
Souraja Ain	Bhumi Khandelwal
Nidhi Kondejkar	Girisha Kedia
Sanjana Rajesh	Yuvakshi Gupta
Priyanka Banerjee	Anushree Gandhi

**Director's Mention:** SSLA places great emphasis on students coming up with initiatives for the college and community. Director's Mention is given to students who make considerable efforts for the college's improvement and smooth functioning. The following students received Director's Mention for their efforts during the year 2024 - 2025:

Ananya Bhagwat	Adithi Bhat
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Ananya Nahar	Yayathi KP
Samikshya Panda	Pranami Oza
Riya Banthia	Athira Narayanan
Saima Singh	Shreya Nair
Rudraksha Kenge	Waikom Rajalakshmi
Pragati Vasudeo	Priyanshu Ghosh
Kompal Zinta	Raghavi Kaundal
Kaushal Balaji	Zoya Parwani
Rachana Jadhav	Saba Saifee
Sheuli Banerjee	Urja Deshmukh
R. Mahalakshmi	Tanisha Menon
Sejal Jha	Sanaa Khullar
Aditi Mandavgane	Drishti Shukla
Krishali Patel	Auparna Chandraa
Shukti Rajesh	Khushhi Mahensaria
Ruchir Dandekar	Nandini Arora
Haardik Juneja	Riddhi Rohatgi
Sanskriti Gupta	Amalya Moni
Iliyan Sharif	Mahua Shah
Vrinda Garg	

**Award for the Greatest Change: The Metamorphosis Award:** Every year, SSLA recognises the efforts of a student who have managed to find their unique voice and have shown an appreciable positive change in their growth.

For the academic year 2024 - 2025, the award for the Greatest Change, popularly known as the Metamorphosis Award, went to Pranay Shah (2021-2025).

**Da Vinci Award: All-Rounder:** SSLA's endeavour lies in nurturing students who are well-rounded, i.e., students who excel not only in academics but also in co-curricular activities. The institute bestows the Best All-Rounder award upon the student who has been phenomenal in striking a balance between the two fields while striving for excellence in all possible domains.

The Da Vinci Award for the academic year 2024-2025 was given to Yayathi K.P. (2021-2025).

## **12. Batch 2021-2025 Farewell Ceremony**

To celebrate the achievements and growth of the outgoing batch, every year SSLA hosts an evening to bid them farewell. The farewell ceremony took place on Sunday, the 18th of May, 5:30 p.m. onwards at the Symbiosis Auditorium in Viman Nagar, Pune. The chief guests for the event were Prof. (Dr.) S. B. Mujumdar, Founder and President of Symbiosis and Chancellor of SIU, and Mrs. Sanjeevani Mujumdar, Honorary Director of the Babasaheb Ambedkar Memorial and Museum. Ms. Mukti Bari delivered the valedictorian's address. There were speeches delivered by our director, Dr. Shweta Sinha Deshpande and Mr. Uday Sinha, a faculty member chosen by the graduating batch. The evening was filled with performances by our Dance Club, Poetry Club – It Could Be Verse (ICBV) and Music Club - Bandemonium.

### Academic Calendar Jul-Dec 2025 - for all batches

**Note: All holidays are tentative and subject to change as per the SIU Calendar.**

<b>Day</b>	<b>Date</b>	<b>Event</b>
	1 / 2 July, 2025	SSLA Staff Meeting
Sunday to Saturday	13 Jul 2025 to 19 Jul 2025	Orientation for Batch 2025-29
Monday	14 Jul 2025	15 <sup>th</sup> PRC Meeting
Monday	21 Jul 2025	Classes begin
Saturday	9 Aug 2025	Holiday (Raksha Bandhan)
Monday	11 Aug 2025	SSLA Staff Meeting
Wednesday	13 Aug 2025	1 <sup>st</sup> QIC Meeting
Friday	15 Aug 2025	Holiday (Independence Day)
Monday	18 Aug 2025	Admin Staff Meeting
Wednesday	27 Aug 2025	Holiday (Ganesh Chaturthi)
Thursday	28 Aug 2025	Internship Reports due for Batch 2022-26
Friday	5 Sep 2025	Holiday (Eid-e-Milad)
Saturday	6 Sep 2025	Holiday (Ananta Chaturdashi)

Monday	15 Sep 2025	COP Reports due for Batch 2023-27
Wednesday	1 Oct 2025	Deadline to share marks for assignments worth at least 35 marks (out of a total of 75 marks CA) with students and Academics Department
Thursday	2 Oct 2025	Holiday (Gandhi Jayanti) / (Dussehra)
Saturday	11 Oct 2025	Symbiosis Literary Festival
Sunday	12 Oct 2025	
Friday	17 Oct 2025	Holidays (Diwali)
Thursday	23 Oct 2025	
Saturday	25 Oct 2025	Deadline to share marks for assignments worth at least 50 marks (out of a total of 75 marks CA) with students and Academics Department
Tuesday	11 Nov 2026	SSLA Staff Meeting
Thursday	13 Nov 2025	2 <sup>nd</sup> QIC Meeting
Saturday	15 Nov 2025	Deadline to share all CA marks with students and Academics Department
Monday	17 Nov 2025	Attendance freezes (7 pm) & Last date to apply for condonation (11:59 pm)
Monday	17 Nov 2025	Last date for students to request a correction in CA marks
Wednesday	19 Nov 2025	Draft CNG list declared (Calculated as on 17 Nov); CA Marks Freeze

Thursday	20 Nov 2025	Final CNG and TNG list declared
Friday	21 Nov 2025	Last date for faculty members to make any correction in CA marks
Saturday	22 Nov 2025	Last day of classes
Sunday	23 Nov 2025	Study Break
Monday	24 Nov 2025	
Tuesday	25 Nov 2025	Semester End Evaluations - SEE
Tuesday	9 Dec 2025	
Wednesday	10 Dec 2025	Backlog examinations (including Research Project (dissertation), Internship and COP – exact dates to be declared 2 months in advance)
Saturday	27 Dec 2025	
Wednesday	10 Dec 2025	Winter Break
Thursday	1 Jan 2026	

### Academic Calendar Jan-May 2026 - for all batches

**Note: All holidays are tentative and subject to change as per the SIU Calendar.**

Day	Date	Event
Friday	2 Jan 2026	Classes begin
Wednesday	14 Jan 2026	Holiday (Makar Sankranti)
Saturday	24 Jan 2026	Final Year Seminar Paper: Final submission due for Batch 2026
Monday	26 Jan 2026	Holiday (Republic Day)
Tuesday	10 Feb 2026	Traditional Day
	1 <sup>st</sup> week of Feb	Staff Annual Wellness Checkup
	1 <sup>st</sup> to 4 <sup>th</sup> week of Feb	Student Health Checkup (2 <sup>nd</sup> Year, 3 <sup>rd</sup> Year and 4 <sup>th</sup> Year)
Friday	27 Feb 2026	International Gender Conference
Saturday	28 Feb 2026	
Tuesday	3 Mar 2026	Holiday (Holi / Dhulivandan)
Monday	16 Mar 2026	Midterm Activity Week (non-teaching week, No CAs to be taken in this week)
Sunday	22 Mar 2026	
Friday	20 Mar 2026	Holiday (Gudhipadwa / Ugadi)

Saturday	21 Mar 2026	Holiday (Ramzan - Eid)
Sunday	21 Mar 2026	Dissertations due for Batch 2026
Tuesday	24 Mar 2026	Deadline to share marks for assignments worth at least 35 marks (out of a total of 75 marks CA) with students and Academics Department
Friday	27 Mar 2026	Inter-College Events (I.C.E.)
Saturday	28 Mar 2026	
Thursday	9 Apr 2026	Deadline to share marks for assignments worth at least 50 marks (out of a total of 75 marks CA) with students and Academics Department
Tuesday	14 Apr 2026	Holiday (Ambedkar Jayanti)
Monday	20 Apr 2026	Deadline to share all CA marks with students and Academics Department
Tuesday	21 Apr 2026	Last date for students to request a correction in CA marks
Wednesday	22 Apr 2026	Last date for faculty members to make any correction in CA marks
Thursday	23 Apr 2026	Attendance freezes & Last date to apply for condonation
Friday	24 Apr 2026	Draft CNG and TNG list declared (Calculated as on 23 Apr); CA Marks Freeze
Saturday	25 Apr 2026	Final CNG and TNG list declared
Wednesday	29 Apr 2026	Last day of classes

Thursday	30 Apr 2026	Study Break
Friday	1 May 2026	
Friday	1 May 2026	Holiday (Maharashtra Din)
Saturday	2 May 2026	Semester End Evaluations (SEE)
Thursday	14 May 2026	
Saturday	16 May 2026	Red Carpet
Sunday	17 May 2026	Alumni Meet
		Farewell for Batch 2027
Monday	18 May 2026	Backlog examinations (including Research Project (dissertation), Internship and COP – exact dates to be declared 2 months in advance)
Wednesday	3 Jun 2026	
Monday	18 May 2026	Summer Break
Sunday	19 Jul 2026	