



EXCHANGE PROGRAM

2025-26

International Students Information Booklet



SRISHTI MANIPAL
INSTITUTE OF ART, DESIGN & TECHNOLOGY
BENGALURU
(A Constituent Unit of MAHE, Manipal)



MANIPAL
ACADEMY of HIGHER EDUCATION
(Institution of Eminence Deemed to be University)

INSTITUTION OF
EMINENCE





<u>INTRODUCTION</u>	4
<u>CROSSING THE BORDER</u>	4
<u>GETTING AROUND BANGALORE</u>	4
<u>GETTING TO THE CAMPUS</u>	6
<u>PASSPORT-SIZE PHOTOS</u>	6
<u>PHOTOCOPIES OF DOCUMENTS</u>	6
<u>FOREIGN REGIONAL REGISTRATION OFFICE (FRRO)</u>	7
<u>AT SMI</u>	8
<u>TIMETABLE</u>	8
<u>ACADEMICS</u>	8
<u>ACADEMIC YEAR STRUCTURE (UG)</u>	8
<u>ACADEMIC CREDITS (UG)</u>	9
<u>ACADEMIC YEAR STRUCTURE (PG)</u>	9
<u>ACADEMIC CREDITS (PG)</u>	9
<u>IT</u>	10
<u>BRIGHTSPACE</u>	10
<u>WELFARE</u>	11
<u>LIBRARY</u>	11
<u>EMERGENCY NUMBERS</u>	11
<u>BANKS</u>	12
<u>WEATHER</u>	12



FOOD	12
ELECTRICITY	14
SMOKING POLICY	14
RISK PREVENTION	14



Introduction

Welcome to Srishti Manipal Institute of Art, Design and Technology (SMI) and to Bengaluru.

The aim of this handbook is to provide you with some initial guidance and facilitate your integration into the new culture and academic environment. You may contact the International Office advisors: Shai Heredia international.smi@manipal.edu / Leena Anthony leena.a@manipal.edu / Karthika Sakthivel karthika.sakthivel@manipal.edu for any further assistance.

Crossing the border

On arrival at the airport, you might be asked to provide details of the institution you are going to join and your residence address, contact telephone number (you can provide your home country number or school's number), flight number and passport details. Please, have this information ready, read the form carefully and fill it out accordingly.

Furthermore, officers might want to know your area of studies or the name of person (professor or coordinator) you were in touch with here.

Getting Around Bangalore

AIRPORT

Kempegowda International Airport is situated about 40 km north of the city and, probably, the easiest way of reaching the city is by taxi. There are various cab services available at the airport: Prepaid Taxi (inside the Arrival Hall), Airport Taxi (just outside the building) and App-based services such as Uber or Ola Cabs. The following taxi companies serve Bangalore Airport and surroundings:

Meru Cabs: 080 4422 4422

KSTDC Cabs: +91 97406-22906 70225-50254 / 080-4155-3333

Mega Cabs: 080 4747 4747

Airport Taxi: 080 4117 7774

A common fee from the airport to the center of the city is between 800 – 1400 Indian Rupees. Most taxi drivers do not accept cards. Keep in mind that the airport is located in the North of Bangalore, same side of the city as Srishti Manipal Institute of Art, Design and Technology, about 20 minutes away.

Alternatively, the KIAS bus service is also available. Routes, schedule, and fares can be checked online: www.mybmtc.com



Addresses in Bangalore may seem confusing at first and most people (including taxi drivers) do not always know the names of the streets or house numbers. To make getting around easier you should know a landmark situated nearby (sometimes it is even included in the official address and is always mentioned on Google Maps). You should also know the name of the neighborhood you are staying in, Srishti Manipal Institute for example, is situated in Yelahanka New Town. Google Maps work well, and most drivers operate based on them.

AROUND THE CITY

Auto-rickshaws

Perhaps the most convenient way of getting around the city, especially, in case of short distances is using an auto-rickshaw, a three-wheeled covered scooter. The route and price should be negotiated directly with the driver. All auto-rickshaws are equipped with a meter and a two-kilometer ride is about 30 INR.

Cabs

Cab services, particularly App-based, have become extremely popular in Bangalore, especially for longer distances due to their higher degree of comfort and flexibility. The app-based services are Uber, Ola Cabs and Namma Yatri.

Meru Cabs: 080 4422 4422

KSTDC Cabs: +91 97406-22906 70225-50254 / 080-4155-3333

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Airport Taxi: 080 4117 7774

Buses

Bangalore has a complex network of buses; routes, schedule and fares can be checked online: www.mybmtc.com
Please note that seats at the front of the bus are reserved for female travelers only, while male travelers are expected to board and stay at the back of the bus.



Metro

Metro system, called Namma Metro, is quickly developing in a constantly growing city of Bangalore. At the moment there are three lines functioning: Purple Line, Green Line and Yellow Line. For more information, please, check: <https://english.bmrc.co.in/>

All trips can be paid for in cash; debit or credit card which can be used for app-related services and metro tokens. Furthermore, there are apps, called GPay and PhonePe which is commonly used in India for smaller cashless transactions.

Getting to the campus

Srishti Manipal Institute of Art, Design and Technology (SMI), MAHE Bengaluru Campus, Govindapura, Yelahanka, Bengaluru 560064.

Location Map: <https://goo.gl/maps/sr5w41XQAcBx5oaD6>

Passport-size Photos

Before you come to India make sure you have enough passport-size photos with you. Here they are needed for all paperwork procedures, getting enrolled in SMI, purchasing a SIM card, registration with the police etc. You can also make them on arrival, there are plenty of little specialized shops, they usually also do photocopies.

Photocopies of Documents

Photocopy and scan all important documents you have, especially your passport. When you are asked for a photocopy of your passport, you are expected to provide a photocopy of the first page, the visa page with the arrival stamp on it and the last page.

It is a good idea to carry a copy of your passport together with a copy of (FSIS) registration with you when you travel.

Photocopies can be made in many places around Bangalore; they are called “Xerox” here.

Foreign Regional Registration Office (FRRO)

There is some paperwork international students are expected to do on arrival. Please use this checklist:

CHECKLIST FOR EXCHANGE STUDENTS:

1. FSIS number (Documents Required):

1. Passport
2. Visa
3. (6 No.) Passport size photo
4. Flight tickets
5. Medical Insurance

Required documents should be scanned and mailed to
Leena: leena.a@manipal.edu

2. Bangalore City Police Registration

The registration form is available in the admin office of SMI, to complete it you will need your personal details, the details and signature of the PG owner (or the person who provides accommodation) and the details of a contact person in India.

3. Registration at Foreign Regional
Registration Office (FRRO)

<https://indianfrro.gov.in/eservices/home.jsp>

Documents required:

1. Passport (+copy)
2. Visa with an immigration stamp (+copy)
3. (6 No.) Passport size photo
4. Address Proof (with the ID copy of the house owner)
5. Form C (accommodation)
6. Financial Sustenance (proof of scholarship, bank statement etc.)
7. Bonafide Certificate from SMI
8. Application form, done online:

<https://indianfrro.gov.in/eservices/home.jsp>

4. SMI Registration

1. (6 No.) Passport size photo
2. International Student Form
3. Photocopy of medical insurance
4. Photocopy of flight tickets

Required documents should be scanned and mailed to

Leena: leena.a@manipal.edu

At SMI

Timetable

Your timetable will depend on the courses you will be taking but the general schedule is Monday to Friday 9.00 am – 17.00 pm. Note that the school is open on Saturdays as well. If you want/have to stay on campus after 5pm, you should obtain a clearance from the Dean of Students: The late stay forms are available in all admin offices.

Academics

As soon as the semester starts you will be able to sign up for the courses of your interest. For that you will have to meet one of the academic deans, who will guide you.

If you have any doubts or questions of academic nature, you should contact:

- Undergraduate Program: **Naganandini Dasgupta** naganandini.d@manipal.edu
- Postgraduate Program: **Vishwesh Viswanathan** vishwesh.v@manipal.edu

Different programs and courses offered at SMI can be checked online:

<https://srishtimanipalinstitute.in/academics-overview/programs-courses/>

Academic Year Structure (UG)

At SMI an academic year is divided into two main semesters, called Odd and Even.

Odd semester: September - December

Even semester: January – May

The exact dates may vary from year to year. Odd and Even semesters have the same structure:

Cycle 1 (6 weeks): Studio classes (4 days per week) + General Studies course (1 day per week)

Workshop (2 weeks): full-time hands-on engagement.

Cycle 2 (6 weeks): Studio classes (4 days per week) + General Studies course (1 day per week)

Design Charette (2 weeks) – (Examination)

For postgraduate students this period is called **Self Directed Enquiry** (SDI)

Finals Week (1 week) – jury session

International students are also welcome to participate in Co-Curricular activities, which are done during the period of Cycle1 & 2 and offer additional courses in culture, language, dancing, singing, yoga and other sports.

Attendance is mandatory at SMI.

Academic Credits (UG)

The average credit load for Undergraduate students per semester is about 25 credits (academic & non-academic). (Excluding the Design Charette)

Studio (Cycle 1 & 2) = 8 credits
Workshop = 4 credits
General Studies = 3 credits
Design Charette = 3 credits
Interim = 4 credits
Co-Curricular Activities = 3 credits

In order to facilitate credit transfer, SMI will issue the official transcript of academic records within one month of the end of the semester.

Academic Year Structure (PG)

At SMI an academic year is divided into two main semesters, called Odd and Even.

Odd semester: July – November

Interlude (Open Elective offered between odd and even semesters): November - December

Even semester: January – May

The exact dates may vary from year to year. Odd and Even semesters have the same structure:

Specialisation Core Integrated Studio (7 weeks @ 4 days per week)**

Independent Study (usually 1 day a week during Specialisation Core Integrated Studio)

Core Seminar/Electives (3 weeks @ 4 days a week)**

Project (5 weeks, usually 4 days a week but may vary depending on travel and fieldwork)**

Summative Assessment: Cumulative Performance of Understanding & Viva Voce (1 or 2 weeks)

** An alternative to the core integrated studio, core seminar/electives, and project pathway is the Practice Research Studio (10 weeks @ 4 days per week) and Research Paper (5 weeks @ 4 days per week) model. Individual courses can elect this pathway for the second year of the third semester curriculum.

Attendance is mandatory at SMI.

Academic Credits (PG)

The average credit load for postgraduate students per semester is about 20 to 22 credits.



Specialisation Core Integrated Studio = 8 credits

Independent Study = 2 credits

Core Seminar/Electives = 4 credits

Project = 6 credits

Summative Assessment: Cumulative Performance of Understanding & Viva Voce = 2 credits

Interlude = 4 credits

Attendance is mandatory at SMI and students are required to maintain a minimum of 80% attendance.

IT

There is an IT office on campus that can be contacted for technical support with wi-fi, software, printers, laptops and other devices. Once you join SMI, the laptop you use will have to be registered within the system and you will receive access to printers, scanners, photocopy machines and wi-fi on campus. Only one device per student can be connected.

Brightspace

Brightspace is an intranet system used at SMI for important communication, course-related work, feedback and homework (all homework is usually expected to be submitted on Brightspace to ensure transparency). Once you register and sign up for the courses, a login and password will be shared with you.

Welfare

There is a doctor located on campus in case you have a problem, or a doubt related to your wellbeing and health. SMI provides counseling and learning support services. You may also want to contact them via email or phone (available 24/7):

1. **Mini S Matthew:** mobile +91 9972072420 | email: mini.matthew@maniapl.edu
2. **Sujatha (Nurse):** mobile +91 9731808046 | email: sujatha.g@manipal.edu

When you are packing for your trip do not forget a MOSQUITO REPELLENT. While malaria in India has been under control for many years now, there are periods when **dengue** (also transmitted by mosquitos) could be a threat.

Library

The library is situated on the Campus, and it is open: Monday – Friday, 9.00 am – 5.00 pm. You can contact Mr. Swamy (thippeswamy.k@manipal.edu) for more information on the resources available at the library. Plenty of bibliographic resources are stored online. You can reach them using your SMI ID provided to you while you are on campus.

Emergency Numbers

Remember that in case of emergency you should call a member of the wellness team or your PG owner rather than the police station. If you still need to contact the police, Yelahanka Police Station telephone number is as follows: 080 – 22942537. Note that it is a good idea to visit a police station accompanied by a local person.

Police Control room no: 100

In case of fire, call: 101

Banks

Many foreign banks are represented in Bangalore; you can check their location on the Internet.

There are plenty of ATMs in all the neighborhood and there is usually a security guard supervising them. It is still advisable to do all your bank operations during the day, before sunset. The commission on international transactions varies but is about 200 – 300 Indian Rupees. If you are planning to exchange currency, a good place is the airport (arrival hall) or specialized banks in the city center. Please note that not all the banks offer such services.

Weather

The temperature in July – October is around 28-30°C during the day and 20°C at night.

October to December tends to be very mild with the day temperature of 26-28° C and 10-15°C at night. It rains occasionally during this season.

As for the second semester: January average temperature of 30° C Will gradually start rising at the end of February, turning April and May into the hottest months. Usually there is no rain in the period from January to April.

The season of Monsoons (seasonal heavy rains) hits Bangalore in June - September. You may need a raincoat/umbrella.

Food

There is a canteen available for students, lunch for students staying at the PGs will be provided at SMI campus. It is common to have about 4 meals a day: breakfast (7-10 am), lunch (12.00-2.00 pm), afternoon snacks, dinner (8.00 – 11.00 pm). If you want to give Western food a break and start exploring real Indian cuisine you may find useful the following names:

Breakfast:

If you want some plain yogurt, look out for **curd**.

Idly – savory rice cake (not sweet)

Dosa – South Indian pancake (not usually sweet)

Vada – looks like an Indian doughnut but it is not sweet

Paratha – whole wheat bread with different stuffing (vegetarian or not)

None of the typical South-Indian breads is sweet and it is usually served with spicy curries, chicken or fish, pickles, chutney.

Sambar – lentil stew with vegetables and spices



Lunch / Dinner:

Roti – roasted flat wheat bread

Nan – refined wheat flat bread

Accompanied with:

Dal – lentil stew

Curry

Sambar

Raita – yogurt with vegetables (to accompany rice dishes)

Masala – combination of spices and herbs

Kati rolls – Indian variety of shawarma.

Snacks:

Bun, chat, samosa, kachori, Vadapav.

Drinks:

Fresh Juice – there are plenty of stalls where you can ask for a fresh juice or a milkshake.

Chai – tea with milk.

Masala chai – spiced milky tea

Coffee – usually served with milk (!) if you don't want milk, it must be specified, ask for "Black Coffee"

Butter milk – liquefied masala curd

Drinks range in price between 20 – 50 Rupees (in stalls).

Electricity

The electricity supply is 230 V or 240V

The socket looks like this and you can insert European plugs in it but not the US ones.



Smoking Policy

Smoking in the street is not officially allowed in Bangalore therefore you must not smoke outside the school or dorm building. You can smoke only in the specially provided places.

Risk Prevention

While it is safe to walk around the city during the day try to avoid situations when you are alone in deserted streets or unknown neighborhoods after sunset (sun sets at around 18.30). If you have to walk alone after dark, it is better to choose crowded places. Be vigilant and do not accept any favors from total strangers, especially rides in their cars/ on motorbikes. Please, be respectful and aware of socio-cultural differences.