



**International Institute of Information Technology  
Hinjawadi, Pune – 411 057**

**STUDENT HANDBOOK**

**This Student Handbook belongs to:**

**Name:** \_\_\_\_\_

**Class and Branch:** \_\_\_\_\_ **Institute Registration No. :** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Pin Code:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Tel. (with STD Code) :** \_\_\_\_\_ **Student's Mobile:** \_\_\_\_\_

**Student's Email Address:** \_\_\_\_\_



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**Student's Email Address:** \_\_\_\_\_

I hereby acknowledge the receipt of the Student Handbook and agree to abide by the norms laid by the Institute from time to time.

**Student's Signature** : \_\_\_\_\_

**Received Date** : \_\_\_\_\_

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## **MESSAGE FROM PRINCIPAL**

Dear Student,

It gives me great pleasure to welcome you to one of the top technology institutes in Pune. I assure you that the education you will receive here will prove to be a lifelong, rewarding experience. Your astute decision to be a part of International Institute of Information Technology (I<sup>2</sup>IT), Pune is the first step towards achieving your personal and professional goals. Your perseverance will provide the rest.

We continually strive to provide an academic environment that is highly conducive to learning, and innovation. This institute has fostered and instilled discerning intelligence and proficient technical and professional skills in our students, challenging and inspiring them to do their best in career, personal life and for society.

As a responsible member of the student community, you have now assumed several rights and responsibilities, including respect for the rights of others, honesty and diligence in the classroom, accountability for all your actions and conduct, and, most importantly, the pursuit of excellence and integrity in everything you do.

This Student Handbook is perhaps the best source of reference about specific services, policies, and procedures concerning student life at the Institute. It will provide answers to most of the questions and concerns you may have regarding student and campus life here.

As a conscientious individual and a student, you will be expected to act in accordance with the general campus rules, related regulations, and standards of conduct, as outlined in this handbook. In the unfortunate event that violations of Institute rules and regulations do occur, the Principal/Registrar/his or her authorized representative will be assigned to resolve situations.

We wish you a successful academic journey with us.

**Dr. Vijay N. Patil**  
**I/c Principal**

## **Rules and Regulations of the Institute**

1. This Student Handbook is applicable to all students of FE, SE, TE and BE enrolled at the Institute.
2. All students admitted to the Institute and hostels are subject to the discipline and control of the Institute authorities. The students are required to strictly adhere to the rules and regulations that are framed from time to time by the Institute authorities. Proper observance of Institute discipline, good conduct and participating in extra-curricular activities/events will play an important role in recommending to the University/other bodies for any special scholarships or for a job at the end of the course or for award of certificates when leaving the Institute. In case of breach of discipline, Principal or the constituted authorities of the Institute shall have power to fine, or suspend, or rusticate, or even expel the concerned student from the Institute.
3. Property of the Institute needs to be carefully handled and looked after so that the students who follow, can enjoy the high standards of environment built up by the trust. Willful damage to property like furniture, equipment, fixtures, books, buildings, vehicles etc. of the Institute or hostel shall be punishable with penal action and student might be liable for expulsion from the Institute.
4. Students are advised to take care of their Identity Cards and should wear it on campus at all times. Every student shall carry his/her identity card and shall produce it whenever called for. A loss of Identity Card must be promptly reported. Duplicate Identity Card will be issued at a fine of Rs. 200/-. Loss of duplicate Identity Card will attract a fine of Rs. 500/-. Instructions on the Identity Card should be read and followed by all students.
5. Students should not organize / participate in any functions / meetings or celebrate any festival within/outside the hostel without written permission from the Principal.
6. Students should not organize for any picnic outside without written permission from the Principal.
7. Student bags will be checked at the main gate of the campus while coming in/going out.
8. Students should declare personal items like Computer, Laptop, etc as well as their vehicles at the Security Office.
9. The Campus Gate closes at 9:00 pm and opens at 6:00 am in the morning.
10. Notices shall not be pasted on walls nor scribbled on.

11. Ragging is prohibited vide Maharashtra State 'Anti-Ragging Act, 1999' as well as Supreme Court verdicts and AICTE directives. Any student found indulging in any form of ragging within or outside the Institute and hostel shall be immediately expelled from the Institute and necessary disciplinary action will be taken, as per orders from Honorable Supreme Court of India.
12. Smoking, drinking alcohol and use of drugs within the premises of Institute, hostel as well as outside the campus is strictly prohibited.
13. Students shall behave in a disciplined manner and follow all the instructions issued by the Principal from time to time. They should not indulge in any kind of indiscipline within or outside the premises of the Institute or hostel. Every student should endeavor to hold the high ideals, the reputation and the prestige of the Institute.
14. No student shall take the law into his / her own hands, whatever the circumstances may be. Any violence by the student on any other person will be viewed seriously and dealt with severely. Students should present any difficulty or grievance directly to the Principal. The decision of the Institute authorities in these matters shall be final.
15. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material is strictly forbidden. Students are expected to co-operate in ensuring a virus free environment in the computer system.
16. Every student shall be regular and punctual in attending classes, practical, tutorials and submission of assignments.
17. Students are required to be aware of all notices that are put up on the Notice Boards.
18. Students are required to appear for all the tests conducted by the Institute authorities and submit term work as per prescribed timeline.
19. Students are required to maintain a minimum attendance of 75% in each subject as per the norms of Savitribai Phule Pune University.
20. The student shall handle equipment issued to him / her with utmost care and he / she will be held responsible for any loss or damage caused to the equipment.
21. Students are required to adhere to the dress regulations prescribed by the Institute as given below:  
  
Girls - Skirts / Frocks / Shorts above Knee length are not allowed  
Boys - Shorts / Trousers above knee length are not allowed
22. No student shall be permitted to take the University Examination unless he/she has paid all his/her dues to the Institute/hostel and his/her progress and his/her conduct and attendance are found satisfactory.

23. Industrial visits and educational tours, as and when arranged by the Institute are compulsory for every student. The student will have to bear the full cost of such visits/tours.
24. Institute authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his stay on campus, outside the Institute or during educational visit. The students are therefore, cautioned to conduct themselves in a reasonably careful way wherever they are.
25. If the progress of a student is consistently poor he may be advised to leave the course with intimation to the parent/guardian.
26. The Principal reserves the right to debar, any student, for non-payment of the Institute / Hostel dues in time.
27. Use of mobile phones by the students during the classes/practical's/exam/in library/other official functions of Institution is strictly prohibited. Mobile phones of students, not adhering to the rule, will be confiscated by Institute authorities.
28. Student will always behave in such a manner that pride of his/her own, his/her family & Institute will be always maintained with high dignity.
29. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by Principal. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging & will be dealt as per Anti Ragging Act.
30. The Management/Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

# **Rules and Regulations of Hostel facilities**

## **Allotment of Hostel**

Hostel facility is OPTIONAL and is provided to students as per availability at the time of admission. It is provided only for the duration of the Academic Program. The Institute may earmark the rooms allocated for student residence at any one of the locations. The Institute reserves the right to SHIFT/RELOCATE the student to any of the Hostel premises. Each student in the hostel is expected to exercise self-discipline and respect the rights and privacy of other students. Please know and realize that in a community living certain rules and policies must be observed by everyone in order to maintain the operation of the student hostels as well as the personal and academic success of all students.

## **Hostel Room Condition**

Hostel rooms should be in the same general condition when the students move out as when they moved in. We insist that students be careful not to cause any damage to the hostel room. Any damages in the hostel rooms would be viewed seriously and the said student would have to make good all the damages at the prevailing market rates of each item/property of the institute installed/issued to students. The Institute reserves the right to deduct such costs from the students' refundable deposits. The outside of a room is considered a common area. Displaying of content offensive to others or decorations that are a fire hazard are strictly prohibited and would invite disciplinary action.

## **Disciplinary Rules:**

The following rules shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will make the student liable to disciplinary action including expulsion from the hostels and also from institution.

1. Students opting for Hostel facility will have to compulsorily pay for the meal plan of the cafeteria.
2. All students are expected to be in the hostel before 9:00 pm. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she must take prior permission from the Head of Dept on working days/warden on weekends.
3. Leave forms are to be filled by 5:00 pm only. Only in emergency cases it will be signed after that. If any student leaves the campus without permission will be charged fine as decided by the Institute.
4. Students proceeding on leave have to handover leave form approved by authorities to Security Office. Students should report to Security Office when they are back from the leave.



5. Visitors/Guests are permitted to visit the students but not the individual rooms during the following visiting hours:

Weekdays:	05:30 pm to 08:00 pm
Weekends and Public Holidays	10:00 am to 08:00 pm

6. All visitors to the hostel including the parents/guardians must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard. (Please note: guardians should register their identity with the institutional authorities during admission with the consent of the ward's parent).
7. It is the duty of the student to inform visitor(s) of the visiting hours and to advise them to leave no later than 08:00 pm. Students found in the company of their visitor/s, including family members, relatives, friends and/or any non-student in the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel warden will be penalized.
8. While going out, students have to write their names and other details in the book kept at the gate.
9. For any electrical / carpentry / plumbing maintenance related complaint, the students need to make an entry in the Complaint Register and fill the form available with the Warden's Office. Upon the payment of the necessary charges, if any, the maintenance work will be undertaken.
10. The students shall not move any furniture/fittings from its allotted place.
11. Activities of any nature like playing loud music which may cause disturbance to the roommates or neighbours should not be carried out in the hostel rooms.
12. All students are expected to be properly dressed before moving out from the hostel premises. Any violation will be considered as an act of indiscipline.
13. Male students are not allowed to enter in the Ladies' Hostel and vice versa.
14. No student will enter others room after 10:00 pm and each student should maintain complete silence after 10:00 pm in the hostel and on campus.
15. Students are advised in their own interest not to keep money or other valuables in their rooms. They may deposit all such money etc., which is not immediately required by them in the bank. The Institute authorities do not hold themselves responsible for any loss of private property belonging to students.
16. Students are solely responsible for the safety of their own valuables. All room doors/wardrobes/drawers must be padlocked when the students are not inside the room. A duplicate key for the padlock should be given to the

Warden. The Institute reserves the right to cut the padlock without giving any prior notice to the student concerned if no duplicate key has been lodged with them.

17. Students are not permitted to change rooms or sleep anywhere other than in their own room. Students found violating the rule will be evicted from the hostel.
18. Rooms are allotted to each student on his/her personal responsibility. Students should maintain the upkeep of the allotted room, hostel and its environment. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
19. No student shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undersirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.
20. Students are not to overload the lifts of hostels. A penalty will be imposed for failure to comply.
21. Students are not permitted to take food in the hostel (except for sick students, with permission of nurse on duty).
22. Students are to make sure that they close the water taps when they are going out. A penalty will be imposed for failure to comply.
23. All fans and lights must be switched off when the student is not in the room/respective area. A penalty will be imposed for failure to comply.
24. The use of electrical appliances such as immersion heaters, electric stoves/room heaters/electric iron are banned in the hostel rooms. Such appliances, if found will be confiscated and a minimum fine of Rs. 1000 (Rs One Thousand Only) will be imposed.
25. Cooking is strictly prohibited inside the Hostel premises. A penalty will be imposed on students found cooking in the room.
26. The Institute reserves the right to make spot checks on the hostel rooms without prior notice to the students.
27. The Institute reserves the right to move students to other hostel rooms if there is a necessity.

28. No visitors will be permitted to stay overnight in the Institute premises. However, five rooms with three beds each are reserved exclusively for parents on payment basis (Only for father and/or mother along with student's brother/sister, if any). Rent of each room is Rs 1000/- (Rs One Thousand Only) per night. A room can be booked for maximum two nights in a semester for each parent on first come first serve basis.
29. Students who have finished the four years of course work but are yet to pass some examinations are called backloggers. Such students will not be normally given accommodation in the college hostels. Similarly, students who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will not be given accommodation in the hostels.
30. The hostel area is declared out of bounds to the backloggers. Therefore, the stay of any backlogger in the hostel will be treated as a case of trespass. The hostellers who entertain or permit backlog students to stay in their rooms, will also be liable to disciplinary action including expulsion from hostels.
31. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the institute or both by the appropriate authority.
32. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
33. The consumption or storage or supply of liquor or any sort of intoxicant / or smoking is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also strictly prohibited.
34. In case a student falls sick, he/she should contact immediately the Nurse / Warden immediately.
35. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
36. Students shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned.
37. No one should use the belongings of other students without their consent.

38. A Student will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.
39. Hostel inmates are requested to maintain their surroundings neat and clean.
40. Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the students of the hostel.
41. Students should not use fire crackers on any occasion inside the hostel or within the premises of the hostel.
42. Writing slogans, or any writings obscene drawings on the hostel walls and rooms is PROHIBITED. Fine will be imposed on students/group of students indulging in such writings.
43. Playing cricket, football etc., in the common halls or inside or in front of hostels is PROHIBITED. It causes damage to the hostel property, but also disturbs the peace of the surroundings. Fine will be imposed and will be collected from all students in the block.
44. Room furniture, electric fittings etc are required to be maintained by the students in good conditions. At the time of allotment of seat / leaving the hostel for Summer Vacation every student must take over / handover the hostel room properly and carefully. They shall not break or damage any furniture and fittings. If any breakage occurs then cost will be realized (individually or collectively), with fines imposed on them.
45. Students shall treat their fellow students, institute staff, hostel staff, cafeteria staff with dignity and decorum.
46. Non-regular and Non-collegiate students having filled up form to appear at examination may be allowed to stay in the hostel temporarily, vacancy permitting, only if they obtain prior written permission of the authorities and undertake to abide by the hostel rules and deposit the fees of hostels in advance.
47. Students belonging to above categories willing to appear for their back-paper examinations may be allowed temporary accommodation in hostel not exceeding exam duration at a time on payment of usual charges for accommodation in advance, subject to satisfying other conditions.

48. Each student must carry identity card whenever he / she goes outside / enters the hostel and produce on demand from institute/Hostel authorities otherwise a fine or disciplinary actions might be taken.
49. The uses of audio systems like TV, VCR and VCD/DVD which may cause inconvenience to other occupants are not allowed.
50. If any Student observes / sees any unwanted or undesirable activity going on in the hostel, he / she is duty-bound to report the same to the Warden.
51. Students are required to park vehicles only in the space provided for them in an orderly manner.
52. Any case of theft/property loss/damage should be reported promptly to the Warden.
53. The jurisdiction of Institute is confined to the campus. If students create law and order problems outside the campus, the Institute is NOT answerable to the police or other any other authority. Students are solely responsible for their behaviour.
54. Students can collect their letters received through post/courier from Warden Office in between 9:00 pm to 5:00 pm.
55. The Institute reserves the right to revise the Rules and Regulations from time to time as and when required.
56. Violation of any of the above mentioned code of conduct/rule call for disciplinary action that it deems fit. The Institute reserves the right to take direct disciplinary action, including immediate expulsion from the hostel and/or Institute.

## Library information, Rules and Regulations

### Collection Statistics:

**Books:** 7677

**Journals & Periodicals:** 40 (35 National & 5 International Titles)

**CDs/DVDs:** 510+

**E-Databases:** Inst. of Electricals & Electronics Engineers (IEEE ASPP);  
American Society for Testing and Materials (ASTM)

**Newspapers:** Times of India, Indian Express, The Hindu, Economic Times, Sakal, Lokmat, Loksatta, Maharashtra Times, Navbharat Times, Employment News.

**Timings:** 09.00 a.m. till 11.00 p.m. on all working days.

### **Library Instructions for Borrowing (Circulation):**

- Books will be issued for the period of 7 days from the date of issue.
- Borrowing limit for students will be 2 books on borrower ID.
- The last stamped date on the due date slip will be the return/renewal date of the book.
- Late fee of **Rs. 2/- per day per book** will be charged for late return/renewal.
- Book will be re-issued only once for additional 7 days. No book/s will be re-issued in case of reservations.
- Journals/Magazines, CDs, Project Reports, Reference Books will not be issued as it meant to refer only in the library; same can be obtained on producing college ID.
- Book Reservation facility is available at the counter.
- Library ID is essential for every transaction and **which is non-transferable**.
- Borrower will be fully accountable for the borrowed material from the library.

- Loss of book/s borrowed from library should be reported immediately and new copy will be recovered from the borrower as a replacement copy of the same book, simultaneously the return/renewal date of the lost book/s will be verified for collecting late fee.
- Marking with pen, folding of pages or any unfair practices with the borrowed material is strictly not allowed.
- Loss of Borrower Card should be reported immediately to the library; the duplicate card will be issued on payment of Rs.100/-.
- Making an entry in the register provided while entering in the library is mandatory for every user.

### **Instructions for Using Reading Hall:**

- College ID is compulsory while entering in the reading hall.
- Pin-drop silence and a studious environment should be maintained at all the times in the reading hall.
- Group Discussions/Chatting/Group study is strictly not allowed.
- Reference material issued on college ID should be referred strictly in the reading hall premises.
- Switch off/silent mobile phones in the reading hall premises.
- Keep reading hall clean & neat.
- Any eatables, drinks, celebrations are strictly not allowed in the reading hall premises.
- Any student found misbehaving in the reading hall will be suspended from library for the period of 15 days and his/her borrower ID will be kept on hold.
- Switch off fan/lights & slide the chair properly before leaving the reading hall.

### **Instructions for Using E-Library/Multimedia Library:**

- Please handle computer hardware, software and its accessories carefully.
- It is the responsibility of individual user to ensure that e-resources are used for personal, educational and research purposes only, accessing e-resources for commercial use is strictly not allowed.
- Access rights of the subscribed e-resources/databases toward the users will be controlled by the library.
- Login IDs, Passwords of various subscribed e-resources/databases will be communicated to the students and faculty members time to time, if an access to those resources is I.P. based then those e-resources cannot be accessed beyond the boundaries of I<sup>2</sup>IT campus.
- If the license agreement terms of e-resources/databases are violated by even a single user, licensors have an authority to suspend access for the entire I<sup>2</sup>IT community
- Authorized users may view, download, print or copy a select portion of a licensed e- resource/s.
- Sharing of logins, passwords with people other than I<sup>2</sup>IT community is strictly not allowed.
- Link for accessing “IEEE (ASPP)”: **<http://ieeexplore.ieee.org>**
- Link for accessing “ASTM Digital Library”: **<http://enterprise.astm.org>**
- For any queries and clarification contact librarian on **[library@isquareit.edu.in](mailto:library@isquareit.edu.in)**



## **Facilities provided by the Institute**

### **Medical Services**

It is the policy of the Institute to immediately respond to the best of its ability within the available medical resources on campus to assist a student in a Preliminary/First Aid medical emergency. All external hospital/consultation Medical Expenses will have to be borne by the students themselves. The following Preliminary/First Aid Medical facilities are available on campus:

- The Institute maintains **FIRST AID (ONLY)** medical kits for emergencies at the medical centre and with the Hostel Administrators office.
- Individual consultancy with any external Medical Practitioner/hospitalization/treatments would be at the personal liability/risk of individual students and the Institute will not be responsible for any consequences thereof.
- The institute has full-time nurses living on campus who will attend to preliminary/first aid medical emergency situations until the student can be taken to the nearest hospital
- The on – call Doctor will be available in case of emergencies. However, the Doctor will also be visiting the Institute twice a week (Monday and Thursday) and will be available between 05:00 PM to 07:00 PM for Medical Assistance.

### **I-Card**

Each student of International Institute of Information Technology, (I<sup>2</sup>IT) is given an Identity Card, which he/she is required to carry and prominently display at all times while on campus. The ID card will bear the student's name, date of birth, enrolled program, blood group and validity period of the ID Card. Students have to return the ID card to the Hostel Administrator on:

- a) Withdrawal from the program
- b) Taking final clearance on program completion

## **Wired and wireless network infrastructure**

High speed network connectivity is provided in the Institute campus as well as hostel buildings. Students can avail these facilities free of charge for doing research and academic related work.

### **Group Email IDs:**

<b>Category</b>	<b>Group Email ID</b>
All Students Group	allstudents@students.isquareit.edu.in
BE Final Year Group	beengg@students.isquareit.edu.in
BE Final Year – CE	becomp@students.isquareit.edu.in
BE Final Year – IT	beit@students.isquareit.edu.in
BE Final Year - ETC	beetc@students.isquareit.edu.in
BE Third Year Group	teengg@students.isquareit.edu.in
BE Third Year – CE	tecomp@students.isquareit.edu.in
BE ThirdYear – IT	teit@students.isquareit.edu.in
BE Third Year - ETC	teetc@students.isquareit.edu.in
BE Second Year Group	seengg@students.isquareit.edu.in
BE Second Year – CE	secomp@students.isquareit.edu.in
BE Second Year – IT	seit@students.isquareit.edu.in
BE Second Year - ETC	seetc@students.isquareit.edu.in
FE First Year Group	feengg@students.isquareit.edu.in
FE First Year – CE	fecomp@students.isquareit.edu.in
FE First Year – IT	feit@students.isquareit.edu.in
FE First Year - ETC	feetc@students.isquareit.edu.in

Apart from the above mentioned Group Email IDs, the student will also be given a personal email ID for accessing the personalized inbox of Mail Services.

The students are required to access their Mailbox on a regular basis for updates from time to time.

## **Counseling Support & Services**

The Institute's advisors are available to provide confidential counseling assistance (on demand/appointment) to students. A variety of concerns relating to educational difficulties can be addressed including habits, stress, lack of motivation, or attitudes related to Institute.

## **Project Internships & Placements**

Project internships expose students to the corporate world beyond the boundaries of the campus, enhancing their self-awareness and aiding them in their career choice. As a result of these internships, students have a better understanding of work and challenges and demands of various careers. This would also enable them to examine and refine their goals and make more appropriate and informed occupational decisions. To make this happen, we have a dedicated Training & Placement department that provides assistance to eligible students.

- The role of the Training & Placement department is that of a facilitator and counselor for project internships/placement related activities. **Neither the Institute nor the Training & Placement department guarantees a job.** Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
- A joint committee comprising of students, Training & Placement department team members & respective academic department team members will discuss and decide on various strategies for placements.
- Students must keep their Identity Card with them at the time during PPT/Test/Group Discussion/Interviews, and produce the same when demanded by the visiting team or Training & Placement department.
- There is a limitation upto **5** times that a student can apply/appear in interviews for projects and projects-cum-placement and a limitation upto **5** times that a student can appear for interviews for final placement until the first job is secured. A student will be considered to have secured a job if his/her name appears in the selection list or an appointment letter is received by the Training & Placement department.
- The selected student could be given an opportunity to re-apply/appear to a company on campus if the CTC is **two times** or an overseas opportunity.
- Interviewing companies have their own minimum standards before they interview a student. Students have to follow the company criteria in addition to the process of campus recruitment. You are required to read, understand the Job Description thoroughly and only then register you name for the process which would be considered as a chance.

- One could refrain from attending the process after registering, by seeking prior written permission, failing to which would be considered as a chance.
- Once a student has been short-listed by the Company for further test/interview etc., he/she is not permitted to leave the placement process in between, unless he/she decides to completely de-register with Training & Placement department
- Once a student has been short-listed by a company for the placement process he/she is NOT allowed to contact the members of the team visiting the campus for placement purpose without prior permission of the Training & Placement department.
- Training & Placement department strongly discourages students from going for off-campus placements to companies who are existing campus recruiters, as this adversely affects the company-Institute relations. Students are also requested to forward contacts they have, if any, in different companies so that Training & Placement department may formally invite these companies for placements.
- If a student is found doctoring his/her resume submitted to Training & Placement department, his/her registration at Training & Placement department will be cancelled and the matter will be referred for disciplinary action.
- In case a student does not attend the PPT (Pre-Placement Talk) of any company then he/she would NOT be allowed to sit for the final recruitment in that company.
- You are advised to refer to the Guidelines of Training & Placement department for further details.
- Students are encouraged to make their own plans and efforts according to their own preferences and career goals.
- Any violation of the aforesaid rules/regulations, or indulging in any act of indiscipline/ misbehavior may result in debarring the student from availing project internships/placement assistance and/or a penalty. The nature of the penalty will be decided on a case-to-case basis by the disciplinary committee.

## **Student Insurance**

### ➤ **Insurance Policy by Maharashtra Government with National Insurance Company Limited:**

As per the Higher and Technical Education Department of Govt. of Maharashtra resolution No. TEM 2011/(11/2011)/TanShi-4 dated August 25, 2011; Institutes which are governed by Directorate of Technical Education, Govt. of Maharashtra are required to insure their students under “Amartya Shiksha Yojana” and “Vidyarthi Apghat Vima” of the National Insurance Company Limited (A Govt. of India Undertaking).

As per this resolution the Institute would collect the Insurance Premium from the student at the time of admission enrollment (first admission) for the entire course period (as applicable) and accordingly complete the Insurance process with National Insurance Company Limited (A Govt. of India Undertaking).

### ➤ **Savitribai Phule Pune University’s Board of Student Welfare:**

The Board of Student Welfare of The Savitribai Phule Pune University provides various funds for students and directs the Institute to collect nominal amount in the form of Prorata charges. A part of this prorata amount covers the student for Accidental Benefits.

The detailed information of the Insurance Scheme is available on the institute’s website [www.isquareit.edu.in](http://www.isquareit.edu.in) or you may get in touch with Mr. Satishchandra Hatagale in the Administration Office. Email ID: [satishchandrah@isquareit.edu.in](mailto:satishchandrah@isquareit.edu.in)

## **Anti Ragging Policy**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) has brought the Regulation F.No.37-3/Legal/AICTE/2009 Dated 01-07-2009. The gist of the regulation is as below. The Institute will act as per the regulation for handling the Ragging.

### **What constitutes Ragging ?**

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
  - (i) Cancellation of admission
  - (ii) Suspension from attending classes
  - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - (iv) Debarring from appearing in any test/examination or other evaluation process
  - (v) Withholding results
  - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - (vii) Suspension/expulsion from the hostel
  - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
  - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
  - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
  - (xi) Collective punishment as a deterrent to ensure community pressure on the potential raggers.

## **Other General Information**

### **I. Policy on Non-Discrimination**

International Institute of Information Technology (I<sup>2</sup>IT) does not discriminate on the basis of age, marital status, nationality, ethnic/cultural background or religion.

### **II. Grievances**

Students are to take up their grievances individually (not in groups) to the Head of the Grievance Committee, and thereafter follow a prescribed hierarchy for having his/her grievance addressed. Grievance Committee is instituted for this purpose. Any group/mass representation would be treated invalid and the Institute is in no way accountable/answerable to any such mass/group grievance and/or representations. Students are to take their grievances to their respective Head of the Department, and thereafter follow a prescribed hierarchy for appeal.

### **III. Use of Private Vehicles**

#### **a. Registration of the Vehicle**

Students desirous of using private vehicles on campus are required to intimate the following to the security officer/Hostel Administrator on the date of arrival on campus.

1. Registration of the Vehicle (with photocopy)/RC/TC booklet
2. Driving License particulars (with photocopy) along with an application by the student for use of such vehicle

Non-compliance of these would result in withdrawal of this privilege. Random checking of ownership of such vehicles would be carried out by security and owners would need to produce documentary evidence as and when required.

#### **b. Transportation Safety**

Takinf into consideration the increasing number of road accidents amongst students, we have made it MANDATORY that all students who leave the campus on a Two – Wheeler either as a Rider / Pillion Rider will have to wear a HELMET.

No relaxation of this rule will be accepted under any circumstance.



## **IV. Safety**

### **A. Personal Safety**

The student is responsible for his/her own safety either on campus or off-campus. Any unforeseen accident/mishap/fatal injury on or outside the campus would not be institutional responsibility. Students travelling out of the campus with/without permission would be doing so on their own INDIVIDUAL RESPONSIBILITY. The institute would not in any way be responsible for any untoward/unforeseen incidence.

### **B. Fire Safety**

Students must evacuate a building immediately upon the sound of a fire alarm. It is the responsibility of each individual student to evacuate when the fire alarm sounds, encourage others to leave the building, assist those in need, exit the building completely and keep a safe distance until the situation is brought to normal. Fire extinguishers are installed at strategic locations across the entire campus. Removing, disarming or tampering with the fire safety equipment seriously jeopardizes the safety of all students and is a violation and would invite disciplinary action.

## **V. Disclaimer**

International Institute of Information Technology (I<sup>2</sup>IT) student handbook serves as a general reference guide regarding policies, procedures, services and rules and regulations. While every effort is made to verify the accuracy of information, I<sup>2</sup>IT reserves the exclusive right to revise, amend or change items set forth in the student handbook from time to time. The provisions of this handbook are not to be regarded as an irrevocable agreement between the student and the Institute.

Rules and Regulations mentioned in the Student Handbook are applicable to all students on our campus.

In case of any discrepancy, the decision of the Principal will be final and binding on all.

Any similar norms mentioned in other Handbooks are purely coincidental.

***All legal cases will be administered under the limits of Pune Jurisdiction Only.***

### **MANDATORY**

Cafeteria and certain services associated with the Hostel will not be available during the long holidays of Diwali and the Summer Academic break. Students are expected to vacate their residences during summer academic break, and make alternative arrangements at their own costs.

## VI. Access to Banks

There are various banks with ATM facilities in the close vicinity of the Institute such as:

- IDBI Bank Ltd.
- Axis Bank Ltd.
- State Bank of India
- Canara Bank
- HDFC Bank Limited
- Oriental Bank of Commerce
- ICICI Bank Limited
- The Saraswat Co-operative Bank Limited

### **Important Office Contact Details**

<b>OFFICE</b>	<b>Name of Contact Person</b>	<b>Email id</b>
Principal	Prof. Dr. Vijay N. Patil	<a href="mailto:principal@isquareit.edu.in">principal@isquareit.edu.in</a>
Dean Academics	Prof. Ravindra Joshi	<a href="mailto:deanacademics@isquareit.edu.in">deanacademics@isquareit.edu.in</a>
Assistant Registrar	Ms. Namita Shende	<a href="mailto:ar@isquareit.edu.in">ar@isquareit.edu.in</a>
<b>Head of the Departments</b>		
HoD – Computer	Prof. Sandeep Patil	<a href="mailto:hodce@isquareit.edu.in">hodce@isquareit.edu.in</a>
HoD – IT	Prof. Vilas Mankar	<a href="mailto:hodit@isquareit.edu.in">hodit@isquareit.edu.in</a>
HoD – E & TC	Prof. Varsha Degaonkar	<a href="mailto:hodetc@isquareit.edu.in">hodetc@isquareit.edu.in</a>
HoD – Applied Science	Prof. Madhuri Reddy	<a href="mailto:hodas@isquareit.edu.in">hodas@isquareit.edu.in</a>

<b>Other Departments</b>		
College Exam Officer	Prof. Ajitkumar Shitole	<a href="mailto:ceo@isquareit.edu.in">ceo@isquareit.edu.in</a>
Student Welfare	Prof. Sandeep Varpe	<a href="mailto:swo@isquareit.edu.in">swo@isquareit.edu.in</a>
Accounts Officer	Mr. Pravin Patil	<a href="mailto:accounts@isquareit.edu.in">accounts@isquareit.edu.in</a>
Library	Mr. Bipin Nargide / Mr. Atul Nanaware	<a href="mailto:library@isquareit.edu.in">library@isquareit.edu.in</a>
Systems	Mr. Mahesh / Mr. Kumud / Mr. Satheesh	<a href="mailto:systems@isquareit.edu.in">systems@isquareit.edu.in</a>
Training & Placement	Prof. Ninad Shinde / Mr. Adesh Patwardhan	<a href="mailto:placements@isquareit.edu.in">placements@isquareit.edu.in</a>
<b>Committees</b>		
Student IEEE Chapter	Prof. Rahul Mapari	<a href="mailto:ieee@isquareit.edu.in">ieee@isquareit.edu.in</a>
Confederation of Indian Industry, Young Indians (CII-Yi)	Mr. Adesh Patwardhan	<a href="mailto:ciiyi@isquareit.edu.in">ciiyi@isquareit.edu.in</a>
Anti Ragging Committee	Prof. Risil Chhatrala (mobile: 9890751393)	<a href="mailto:antiragging@isquareit.edu.in">antiragging@isquareit.edu.in</a>
Grievance Redressal Committee	Prof. Vilas Mankar (mobile: 9975922768)	<a href="mailto:grievance@isquareit.edu.in">grievance@isquareit.edu.in</a>
Reservation Grievance Committee	Prof. Dr. Vijay Patil	<a href="mailto:reservation@isquareit.edu.in">reservation@isquareit.edu.in</a>
Women Grievance Cell	Prof. Varsha Degaonkar (mobile: 9371276775)	<a href="mailto:womengrievance@isquareit.edu.in">womengrievance@isquareit.edu.in</a>