



# International Institute of Information Technology

P – 14, Rajiv Gandhi Infotech Park, MIDC-I, Hinjawadi, Pune 411 057

Dear Student,

Welcome to the I²IT family!

Pune is a wonderful city, famous for its educational ambience and salubrious climate. Most of you come from different cities and would possibly be staying on your own for the first time. In order to make your joining and stay comfortable at I²IT, we have listed in brief some instructions for you to go through before reporting to the institute.

Please read through carefully and make necessary arrangements like booking your tickets well ahead of time, so that you are in time to attend the inaugural session for First Year Engineering (AY 2017 – 18).

***The inaugural session is scheduled to take place at 10:00 a.m. on Tuesday, August 1, 2017.***

Right now you probably have a lot on your mind about the commencement of the Bachelor of Engineering Course as well as your travel to the campus. To help you acclimatize yourself to the I²IT way of academic life, you could go through the enclosed pages listing **brief instructions for reporting at the Institute**. Here you'll find answers to some of the questions, often raised by parents and students.

As educational professionals we are right beside you helping you improve your professional worth.

If you have any concerns, we want to help. Call, write, or come see us and we'll be happy to take the time to fill in any blanks.

Regards,

**Dr. Vaishali V. Patil**

**Principal**



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## **INSTRUCTIONS FOR REPORTING AT THE INSTITUTE** **(Academic Year 2017 – 18)**

All the students who have been admitted to First Year Engineering for **AY 2017 – 18** are hereby informed that Academic Session would commence from **August 1, 2017**. Attendance on this day is **MANDATORY** to all students.

The Admission reporting dates at the allotted Institute, as per the schedule given by Directorate of Technical Education **July 25 2017 to July 29, 2017 (Between 09:00 am to 05:00 pm)**

We take pleasure in inviting you along with your parents for an Orientation Session to be conducted on **August 1, 2017 at 10:00 AM in the Mohini Chhabria Convention Centre**.

Regular classes would commence from **August 2, 2017**.

Students are requested to make a note of the below formalities on the date of joining:

- Submission of pending documents (if any) in the Administration Office during office hours (between 09:00 am to 05:00 pm) to the concerned authority as given below:
  - Pending Original documents if any, could be submitted to Ms. Namita Shende
  - Any other matter for which the student has availed permission to be complied within the stipulated time period.
- Students who want to avail Hostel Facility would be permitted Hostel accommodation from July 25, 2017 onwards. Kindly note that students will be accommodated in Hostel only after payment of 100% Hostel charges for AY 2017 – 18. Students could bring a Demand Draft towards Hostel charges along with them on the day of reporting. The mess charges are ***optional*** and could be paid as per preference to the Hostel Warden for availing the facility. All concerns regarding Hostel may be communicated to the Hostel Wardens (Mr. Lawrence Rodrigues / Ms. Jini Jimmy, Mr. Bharat Gaikwad / Ms. Utkarsha Joshi)

**Note:** A room can be booked for maximum two nights by a parent (availability on the basis of first come first serve ONLY) during Hostel Reporting Period. This facility can be availed by father / mother along with student's brother / sister (if any) for maximum two nights. A Rent of Rs. 500 (Rupees five Hundred Only) per night is applicable for availing this facility.



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On arrival at the I²IT campus students should report to the **Security Cabin** at the main gate. The students will then be guided towards the Academic building for completion of the Admission process. The students can report to the Help desk in the academic building for any required information.

All candidates should bring following **original documents** along with **two sets of self-attested photocopies**.

Sr. No.	DOCUMENT LIST
1.	CAP Round Final Allotment Letter with original seal and sign of Admission Reporting Centre authority
2.	Original Stamped Receipt from Facilitation Center received after document verification
3.	Final DTE Allotment letter print out from student Login / DTE Web Portal
4.	MHT – CET 2017 Score Card print out from the website of competent authority
5.	JEE (Main) 2017 Score Card print out from the website of competent authority
6.	X <sup>th</sup> Grade Mark sheet / Passing Certificate
7.	XII <sup>th</sup> Grade / Diploma Mark sheet / Passing Certificate
8.	Equivalence Letter of Grade conversion in case of X <sup>th</sup> & XII <sup>th</sup> Marksheets shows grades or CGPA Score
9.	Migration Certificate (For other than Maharashtra Board)
10.	XII <sup>th</sup> / Diploma Leaving / Transfer Certificate
11.	<p><b>Nationality* Certificate (Any of the below):</b></p> <ul style="list-style-type: none"><li>⇒ Indian Nationality Certificate issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned Taluka/District wherein the candidate ordinarily resides</li><li>⇒ The School leaving Certificate indicating the Nationality of the candidate as 'Indian'</li><li>⇒ Original Birth Certificate clearly indicating Nationality as 'Indian'</li><li>⇒ Attested photocopy of Passport</li></ul> <p><b>Note:</b> If Nationality is unavailable then temporarily 'Proforma – I' printed on a `100/- Stamp Paper duly Notarized can be submitted but 'Nationality Certificate' should be obtained and submitted at the earliest</p> <p><b>*Required only if Leaving Certificate does not specify the Nationality</b></p>
12.	<p><b>Domicile** Certificate (Any of the below):</b></p> <ul style="list-style-type: none"><li>⇒ Domicile Certificate of Candidate / Parent issued by the Maharashtra State's appropriate authorities will be considered valid</li><li>⇒ The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate clearly mentioning the name of the mother</li></ul> <p><b>**Required only if Leaving Certificate does not specify the place of birth in Maharashtra</b></p>
13.	<p><b>If the student is allotted seat through the Central Admission process of DTE then:</b></p> <ul style="list-style-type: none"><li>⇒ For Type "C" Candidates – <b>Proforma A</b> stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in/outside Maharashtra</li><li>⇒ For Type "D" Candidates – <b>Proforma B</b> stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee</li></ul> <p>Note : Both these proforma have to be accompanied by attested copy of:</p> <ol style="list-style-type: none"><li>1. Transfer order</li><li>2. Joining report</li></ol>



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14.	<b>TFWS SEAT</b> – Income Certificate stating that his/her parent’s annual income is less than Rs. 6.0 lakhs from all sources from the appropriate competent authority of the Maharashtra State
15.	<b>Ex – Servicemen (Defense – 1)</b> - Defence Service Certificate Pro forma – C. Domicile certificate of father/mother who is an Ex - service personnel is domiciled in the State of Maharashtra Note : This pro forma is to be accompanied by attested copy of : 1. Transfer order 2. Joining report
16.	<b>Active Domicile Defense (Defense – 2)</b> - Defence Service Certificate Pro forma – C and Domicile certificate of father/mother who is an active defence service person is domiciled in the State of Maharashtra
17.	<b>Active Non Domicile (Defense - 3)</b> - Defence Service Certificate Pro forma – C and D/E. Certificate from the employer in the pro forma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra OR Certificate from the employer in the pro forma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra Note : Both these proforma have to be accompanied by attested copy of: 1. Transfer order 2. Joining report
18.	<b>Jammu &amp; Kashmir Allotment -</b> - Certificate of posting in case of defence and Government servants in proforma – J - Certificate for stay in refugee camp for those staying in refugee camp in proforma – K - Certificate stating that the candidate belongs to displaced family in proforma – L
19.	Caste Certificate – For all Reserved category students
20.	Caste Validity Certificate – For all Reserved category students [Incase Caste Validity is unavailable, Proforma – H Affidavit on ₹100/- Stamp paper duly Notarized is Mandatory]
21.	Non Creamy layer Certificate <b>valid till 31.03.2018 (For DT / VJ / NT / OBC / SBC Category)</b>
22.	Gap Certificate (For students who have passed XII <sup>th</sup> Examination before 2017)
23.	Provisional Eligibility Certificate (if applicable)
24.	Latest Passport Size Color Photographs ( <b>Passport Size – 14 Nos.</b> )
25.	UID / Aadhar Card Photocopy Only
25.	Character Certificate (For OMS Candidates)



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## HOSTEL ACCOMMODATION DETAILS

### Utilities provided in the hostel:

- Bed
- Cupboard
- Study table with book holder shelf and Chair

### Kindly carry the following things while checking-in:

Sr. No.	Basic Essentials Check List	Qty. (Nos.)
<b>THE BELOW LIST IS JUST A CHECKLIST – THE SAME COULD BE BROUGHT AS PER INDIVIDUAL PREFERENCES AND REQUIREMENTS</b>		
1.	Mattress	01 No.
2.	Bedsheet	02 Nos.
3.	Pillow and Pillow Cover	02 Nos.
4.	Blanket / Chadar / Rajai / Quilt	01 No.
5.	Toiletries <ul style="list-style-type: none"><li>- Toothpaste</li><li>- Toothbrush</li><li>- Bathing Soap</li><li>- Detergent Soap</li></ul>	
6.	Bath Towel	01 No.
7.	Hand Towel	02 Nos.
8.	Formals / Casuals as per requirement	As required
9.	Shoes / Sandals / Slippers / Socks	As required
10.	Woolen Wear	02 Nos.
11.	Prescribed medicines (If any)	As required

At the gate, all students will have to fill in the necessary **Declaration Form** for personal electronic items like – Laptop, CDs, Camera etc.

For any assistance in locating the Institute Campus, kindly call on 22933441/ 2/ 3

Following are the transportation options available:

- Direct PMPL buses are available from Pune Station to Hinjawadi, kindly get down at Phase I, Infosys Circle and then walk down the lane between Tata Technologies and Lemon Tree
- For Car hiring / booking you could contact 9011011017 (Mr. Khandekar). Charges will be applicable as per prevailing market rates.
- Normally the travel journey by auto is 90 minutes from station / 1.5 hours by bus / 45 minutes by car.