



INSTRUCTIONS FOR REPORTING AT THE INSTITUTE **For Direct Second Year** **(Academic Year 2018 – 19)**

The Admission reporting dates, as per the instructions and schedule given by Directorate of Technical Education is as given below:

Seat Allotted and confirmed Round	Period for Reporting	Timing
CAP Round I	July 29, 2018 to August 18, 2018	09:00 am to 05:00 pm
CAP Round II	August 6, 2018 to August 18, 2018	
CAP Round III	August 13, 2018 to August 18, 2018	

The students have to report to the academic building for Document verification and completion of Admission Process. All candidates should bring following **original documents** along with **five sets of self-attested photocopies**.

Students are also hereby informed that Academic Session has already started. You are required to start attending classes immediately after confirmation of admission.

Sr. No.	DOCUMENT LIST
1.	Printout of CAP Round Final Allotment Letter from DTE website (Self Attested)
2.	Printout of Seat Acceptance Form through student Login duly signed by the student
3.	Original stamped receipt of Admission Reporting Centre Authority
4.	Original Stamped Receipt of Facilitation Center
5.	X th Grade Mark sheet / Passing Certificate
6.	XII th Grade Mark sheet / Certificate (If Applicable)
7.	Diploma Final Year Mark sheets (All Mark sheets of Final Year including multiple attempts if applicable)
8.	Provisional / Final Degree Certificate
9.	Diploma Leaving / Transfer Certificate
10.	Equivalence Certificate from DTE (For Other than MSBTE)
11.	<p>Nationality Certificate (Any of the below):</p> <ul style="list-style-type: none"> ⇒ Indian Nationality Certificate issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned Taluka/District wherein the candidate ordinarily resides ⇒ The School leaving Certificate indicating the Nationality of the candidate as 'Indian' ⇒ Original Birth Certificate clearly indicating Nationality as 'Indian' ⇒ Attested photocopy of Passport <p>Note: 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>
12.	<p>Domicile Certificate (Any of the below):</p> <ul style="list-style-type: none"> ⇒ Domicile Certificate of Candidate / Parent issued by the Maharashtra State's appropriate authorities will be considered valid ⇒ 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



Sr. No.	DOCUMENT LIST
13.	<p>If the student is allotted seat through the Central Admission process of DTE then:</p> <p>⇒ For Type “C” Candidates – Proforma A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in/outside Maharashtra</p> <p>⇒ For Type “D” Candidates – Proforma B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee</p> <p>Note : Both these proforma have to be accompanied by attested copy of:</p> <ol style="list-style-type: none">1. Transfer order2. Joining report
14.	<p>Ex – Servicemen (Defense – 1) - Defence Service Certificate Pro forma – C. Domicile certificate of father/mother who is an Ex - service personnel is domiciled in the State of Maharashtra</p>
15.	<p>Active Domicile Defense (Defense – 2) - 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</p>
16.	<p>Active Non Domicile (Defense - 3) - 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</p> <p>OR</p> <p>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</p> <p>Note : Both these proforma have to be accompanied by attested copy of:</p> <ol style="list-style-type: none">1. Transfer order2. Joining report
17.	<p>Caste Certificate – For all Reserved category students</p>
18.	<p>Caste Validity Certificate – For all Reserved category students [Incase Caste Validity is unavailable, Proforma – H Affidavit on ₹100/- Stamp paper duly Notarized is Mandatory]</p>
19.	<p>Non Creamy layer Certificate valid till 31.03.2018 (For DT / VJ / NT / OBC / SBC Category)</p>
20.	<p>Gap Certificate (For students who have passed Diploma Examination before Oct 2016)</p>
21.	<p>Provisional Eligibility Certificate (if applicable)</p>
22.	<p>Latest Passport Size Color Photographs (Passport Size – 14 Nos.)</p>
23.	<p>UID / Aadhar Card Photocopy Only (Self Attested)</p>

HOSTEL ACCOMMODATION DETAILS

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

- Students who want to avail Hostel Facility would be permitted Hostel accommodation from **July 29, 2018** onwards. Kindly note that students will be accommodated in Hostel only after payment of 100% Hostel charges for AY 2018 – 19. 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 directly to the Canteen Vendor.
- 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). 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.



International Institute of Information Technology

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

Kindly carry the following things while checking-in:

Sr. No.	Basic Essentials Check List	Qty. (Nos.)
THE BELOW LIST IS JUST A CHECKLIST – THE SAME COULD BE BROUGHT AS PER INDIVIDUAL PREFERENCES AND REQUIREMENTS		
1.	Mattress	01 No.
2.	Bedsheet	02 Nos.
3.	Pillow and Pillow Cover	02 Nos.
4.	Blanket / Chadar / Rajai / Quilt	01 No.
5.	Toiletries (Toothpaste, Toothbrush, Bathing Soap, Detergent Soap etc.)	
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 1.5 hours from Pune Station / 1.5 hours by Bus / 45 minutes by car.

Road Map to reach the Institute

