



Hope Foundation's
INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY (I²IT), PUNE

Plot No. P-14, Rajiv Gandhi Infotech Park, MIDC – Phase I, Hinjawadi,

Pune – 411 057

Website: www.isquareit.edu.in

Code of Conduct and Ethics Policy

Code of Conduct and Code of Ethics

The purpose of the Code of Conduct and Code of Ethics is to provide a clear framework within which Students, Teaching and Non-Teaching staff at the International Institute of Information Technology (I²IT) are expected to conduct themselves. Individuals can use these guidelines in their everyday interactions with their colleagues, peers and subordinates and are encouraged to refer to the guidelines if an ethical dilemma occurs. We strive to maintain a harmonious and healthy work environment with honesty, integrity and respect at all levels. This code covers some of the most important issues relating to conduct, and gives a framework of standards and behaviour guidelines. These guidelines are not exhaustive and are subject to amendments from time to time.

Personal and Professional Responsibilities

Every person as a student, teaching and non-teaching staff is bound and expected to understand their individual responsibilities and commitments through self-discipline and self-initiation. It is the responsibility of every individual to create and maintain a healthy, conducive and highly productive environment for learning at all times.

Equality and Justice (Respect for people)

In a just community, every individual has the right to access opportunities and not be discriminated. Individuals are expected to act with honesty and integrity demonstrating duty and responsibility under all circumstances.

Workplace Culture

We always strive to create a healthy, safe and supportive working culture and environment on campus with diverse values. It is a place where students, faculty, staff, visitors and other stakeholders of the Institute are valued, communication is transparent and courteous. Any misunderstandings, grievances are addressed respectfully, positively and judiciously without any discrimination.

Key Faculty Responsibilities on Ethical Aspects

- a) Faculty are expected to fulfil their academic responsibilities of the Department in accordance with the needs and requirements concerning the conduct of classes specified in the regulations of the Affiliating University
- b) Quality teaching requires continual application, dedicated and diligent efforts and hence the teaching faculty is expected to keep abreast of new developments in their respective fields and must maintain the requisite credentials. He / She should be engaged with his / her particular discipline and should be able to convey to the students the value of the subject. Advising students on academic queries is a part of the teaching responsibility of the faculty.
- c) Teaching responsibilities mandatorily include prompt, regular and timely presence in class / laboratories during the scheduled class / lab hours. With the exception of illness or emergency, a faculty member must make satisfactory advance arrangements and obtain his / her Reporting Authority's approval if he / she will be absent from class / lab or unable to meet his / her teaching responsibilities, or if he / she needs to change a class / lab timing or location. In such a case, it is essential that such arrangements do not cause undue hardship for any student and will be timely communicated to the students in the prescribed manner by the concerned faculty member under intimation to the Competent Authorities.

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- d) Faculty members are expected to perform professional responsibilities with due diligence, and in conformance with professional standards.
- e) Faculty members are expected to respect the rights and academic freedom of students
- f) The Faculty members are also expected to strictly abstain from engaging in behaviour in the discharge of duties that violates commonly accepted standards of professional ethics including conduct of private tuitions and coaching during or after duty hours of the institute. However, extra classes (beyond academic and laboratory hours) are permitted to be conducted on campus ONLY for the benefit of the students with the prior written approval of the Competent Authorities
- g) Refrain from plagiarism, misrepresentation and dishonesty in the performance of responsibilities
- h) Faculty is advised to cease from committing acts that involves moral turpitude proving one's self unfit for his / her position. For the purpose of clarity, conduct involving moral turpitude means intentional conduct, prohibited by law, which is injurious / harmful to another person or to the society and which constitutes a substantial deviation from the normal accepted standards of duty owned by a person to other persons and the society.

Fraud and Corruption

Students, faculty and staff members are expected to uphold values such as integrity, honesty and ethical values. Corruption is strongly disapproved in all its forms. Exchanging bribes, or intimidating, blackmailing, harassing, threatening any person is deemed corrupt practice and strictly prohibited.

Non-Discrimination

We do not discriminate against individuals nor permit harassment of individuals on the basis of caste, class, religion, race, colour, sex, sexual orientation, physically challenged or any other legally protected status.

Anti-ragging

We attempt to create and nurture an environment that is free from ragging, where every individual is ensured of his/her right to live life with dignity and respect. We are committed to creating a community that curbs and curtails ragging in all forms.

Sexual Harassment

Sexual Harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. We endeavour to provide a place of work and study where every individual is treated with respect, and free of sexual harassment, intimidation and exploitation. Appropriate action will be taken against perpetrators.

Racial Harassment

Racial harassment is any verbal, physical or written act which is based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with that person. Appropriate action will be taken against individuals who perpetrate discrimination based on race.

Grievance Redressal

Grievances are but natural in educational institutions. However like disciplinary problems, grievances also benefit none. Hence, there is a need for handling or redressing grievances. All grievances will be redressed with an inquiry, in a timely fashion, and in a manner that is acceptable within a legal framework.

Dispute Resolution and Mediation

Resolving ethical conflicts may be as simple as a discussion with the party engaging in unethical behaviour. Disputes are best resolved informally directly between the individuals involved. However, we recognize that there are situations when a formal process may be beneficial and additional perspectives may be needed to review a dispute, in extreme circumstances, and if necessary with legal intervention.

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Dealing with Confrontations

It is imperative that any confrontations are constructive and that individuals are accountable for their own actions.

Enforcement and Discipline

Upon notification to the Competent Authorities of the Institution, the person making threats, exhibiting threatening conduct, or committing any other acts of aggression or violence on the Institute's property shall be distanced as quickly as safety permits and shall remain off the Institute's property pending investigation. Any faculty or staff member determined to have committed such acts will be subject to disciplinary action, up to and including termination and/or criminal prosecution. Non-employees engaged in violent acts on the Institute's property will be reported to the proper authorities and fully prosecuted.

Social Media Policy

Social media is a term which encompasses the various activities that integrate technology, social interaction, and the construction of words, pictures, videos and audio. As participation in social media technologies is an integral aspect of many individual's lives, it can lead to a blurring of the public face and private identity of individuals and entities. Individuals are obligated to be responsible for what they write, respect their audience (both visible and invisible) and respect copyrights.

Confidentiality of Information

Individuals with access to official documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Individuals should also undertake to maintain the privacy of oral communications.

Nepotism

Relatives may be employed if they meet the regular guidelines of I²IT's recruitment standards. However, faculty or staff members may not participate in or otherwise influence the Institute decisions which involve members of their own families. This includes hiring, promotion, retention, leaves, pay changes, etc. When such a relationship exists and involves people who differ in power within the institution community, it is of special concern because of the potential for conflict of interest and / or abuse of power. In such situations, decisions which must be made free from bias or favour, come into question and the persons involved may benefit from or be harmed by the decisions. The mere appearance of bias or impropriety resulting from such relationships may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine the Institution's sense of community, mutual trust and support.

Gift Collection/ Donation

As giving and receiving gifts in **KIND** is an accepted culture of expressing appreciation, the exchange of gifts and mementos up to the value of Rs. 500/- (Rupees Five Hundred Only) is acceptable practice in certain circumstances such as a gift received as a memento after a guest lecture.

Workplace Threats/ Violence / Custody of Weapons

The campus is a weapons free zone. Prohibited weapons include, but are not limited to, any firearm, pellet guns, handguns, blades, daggers, axes, martial arts devices, stun guns, etc. Strict action will be taken against individuals who possess weapons on campus or perpetrate violence as per the prevalent laws in force.

Drug and Tobacco free Workplace

Smoking cigarettes and possession and / or consumption of alcohol is not permitted on campus. The use, possession, exchange, manufacturing, or distribution of marijuana, heroin, narcotics, other controlled substances and/or paraphernalia is strictly prohibited.

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Minors on Campus

Contractors and outside agencies are strictly prohibited from employing minors to work on campus. Every individual who is employed must supply documents with proof of age, to be submitted for verification as and when demanded by the Competent Authorities of the Institute.

Disciplinary Action

Any violation of any clauses of this Code of Conduct and Ethics Policy shall be sufficient ground for the imposition against the erring individual of the disciplinary action as deemed fit.

Policy Compliance

The Competent Authorities of the International Institute of Information Technology (I²IT), Pune will verify compliance to this Policy through various methods, including but not limited to, institutional activities and reports thereon, internal and external audits, and feedback to the Management.

Any exception to this Code of Conduct and Ethics Policy must be approved by the Competent Authorities of the International Institute of Information Technology (I²IT), Pune only.

All Students, Teaching or Non-Teaching Staff including the Competent Authorities are expected to follow the Code of Ethics and Code of Conduct with uncompromising integrity, honesty and non-discrimination. It is the duty of every individual to ensure that no situations that defy the code arise, and that any infraction should be reported.

Approvals



Principal



Executive Secretary



President

Date: February 01, 2018

Place: Pune



Hope Foundation's
**International Institute of
Information Technology (I²IT),
Pune.**

STUDENT HANDBOOK

This Student Handbook belongs to:

Name: _____

Class and Branch: _____ **Institute Registration No. :** _____

Permanent Address: _____

City: _____ **Pin Code:** _____ **State:** _____

Parents Mobile : _____ **Student's Mobile:** _____

Student's Email Address: _____

Parents's Email Address: : _____





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Pune.**

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Pune.**

MESSAGE FROM PRINCIPAL

Dear Student,

It gives me great pleasure to welcome you to one of the top technical 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 (I²IT), 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 student of a professional institute, you shoulder several responsibilities that include, 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 campus life here and your stay for the next four years.

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, authorized representative will be assigned to resolve situations if any with the Principal / Registrar.

We wish you a successful academic journey with us.

Dr. Vaishali V. Patil

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 adhere strictly 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 need to be carefully handled and looked after so that the student's who follow, enjoy the high standards of environment built up by the institution. Wilful 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 inside the campus at all the time. 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 with 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 arrange 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 their personal items like Computer, Laptop, Music Players etc as well as their vehicles at the Security Office. It should be noted that students bringing their vehicles do so at their own risk and the Institute is neither responsible nor liable for any damage / theft / accident caused to the student / vehicle and / or personal items. For better on-campus and off-campus safety of students, use of helmets is mandatory for all students.
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 and walls shall not be 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 Honourable 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. Any such cases encountered are liable for strict actions.
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 endeavour to hold the high ideals, the good name and the prestige of the Institute.
14. No student should take the law into his own hands, whatever the circumstances may be. Any case of personal violence by the student on any other person will be viewed seriously and dealt severely. Students should represent 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 on the Notice Boards.
18. Students are required to appear for all the tests conducted by the Institute authorities and submit term work in prescribed time.
19. As per norms of Savitribai Phule Pune University, students are required to maintain minimum attendance of 75% in each subject failing which the Institute reserves the right to detain the student.
20. The student shall handle the equipment issued to him with utmost care and he 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:
22. Girls – Skirts / Frocks / Shorts above Knee length are not allowed Boys – Shorts / Trousers above knee length are not allowed.



23. Industrial visits and educational tours, as and when arranged by the Institute are compulsory for every student. The student shall 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 in the Institute, outside the Institute or on educational visit. The students are therefore, cautioned to conduct them.
25. The Principal reserves the right to take punitive action against students who have not paid the Institute and/or hostel dues within the stipulated time period.
26. 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.
27. 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.
28. 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.
29. The Management/Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.
30. Groupism, processions, protestations, mobbing, movements etc. are strictly prohibited on the college premises. Strict disciplinary action will be taken against student/s found violating this rule.

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. 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.
2. 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.
3. 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.
4. Visitors/Guests are permitted to visit the residents but not the individual rooms during the following visiting hours:



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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 resident to inform visitor(s) of the visiting hours and to advise them to leave no later than 08:00 pm. Residents found in the company of their visitor/s, including family members, relatives, friends and/or any non-resident 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 register 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 Warden's Office. Upon the payment of the necessary charges, if any, the maintenance work will be undertaken. The students shall not move any furniture/fittings from its allotted place
10. 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
11. 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
12. Male students are not allowed to enter in the Ladies" Hostel and vice versa
13. 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 campus.
14. 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 residents.
15. Students are solely responsible for the safety of their own valuables. All room doors/wardrobes/drawers must be padlocked when the residents 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 resident concerned if no duplicate key has been lodged with them.
16. Students are not permitted to change rooms or sleep anywhere other than in their own room. Residents found violating the rule will be evicted.

17. Rooms are allotted to each student on his/her personal responsibility. Residents 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.
18. No student shall take the law into his / her own hands. If any of the hostel residents find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him / her or to the other hostel residents, he / she should lodge a complaint in writing with the warden concerned.
19. Students are not to overload the Lifts of hostels. A penalty will be imposed for failure to comply.
20. Students are not permitted to take food in the hostel (except for sick students, with permission of Nurse on duty).
21. 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.
22. All fans and lights must be switched off when the resident is not in the room/respective area. A penalty will be imposed for failure to comply.
23. 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.
24. Cooking is strictly prohibited inside the Hostel premises. A penalty will be imposed on residents found cooking in the unit.
25. The Institute reserves the right to make spot checks on the hostel rooms without prior notice to the students.
26. The Institute reserves the right to move students to other hostel rooms if there is a necessity.
27. No visitors will be permitted to stay overnight in the Institute premises. However, five rooms with three beds each are reserved exclusively for parents of the 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.
28. Students who have finished the four years of course work but are yet to pass some examinations are called back loggers. 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.



29. The hostel area is declared out of bounds to the back loggers. Therefore, the stay of any back logger 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.
30. Hostel residents 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.
31. 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.
32. 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.
33. In case a student falls sick, he/she should contact the Nurse / Warden immediately.
34. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
35. 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.
36. No one should use the belongings of other students without their consent.
37. 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. Hostel residents are requested to maintain their surroundings neat and clean.
38. 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.
39. Students should not use fire crackers on any occasion inside the hostel or within the premises of the hostel.
40. 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.

41. 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.
42. 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.
43. Students shall treat their fellow students, institute staff, hostel staff, cafeteria staff with dignity and decorum.
44. 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.
45. 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.
46. 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.
47. The uses of audio systems like TV, VCR and VCD/DVD which may cause inconvenience to other occupants are not allowed.
48. 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.
49. Students are required to park vehicles only in the space provided for them in an orderly manner.
50. Any case of theft/property loss/damage should be reported promptly to the Warden.
51. 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.
52. The Institute provides cafeteria facility on campus. Though not compulsory; we recommend that students avail this facility on a monthly payment basis. The institute will not be held responsible in case student/s choose/s to waive off this facility and contracts any ailment because of eating meal/s outside the campus.



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53. Students can collect their letters received through post/courier from Warden Office in between 9:00 pm to 5:00 pm
54. The Institute reserves the right to revise the Rules and Regulations from time to time as and when required.
55. 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: 10267

Journals & Periodicals: 41 (36 National & 5 International Titles)

CDs/DVDs: 600+

E-Databases: i) Inst. of Electricals & Electronics Engineers (IEEE ASPP) ii) J-Gate (Engg. & Tech.)

Newspapers: Times of India, Indian Express, Sakal, Lokmat, Loksatta, Maharashtra Times, Navbharat Times, Employment News

Timings: 08.30 a.m. till 09.00 p.m. (during semester) 08.30 a.m. till 10.00 p.m. (during examination)

Library Staff: Dr. Bipin Nargide (Librarian)
Mr. Atul Nanaware (Asst. Librarian)
Mr. Vinod Singh (Library Peon)

Library Web Portal: www.libraryisquareit.weebly.com

Library Instructions for Borrowing (Circulation):

1. Books will be issued for the period of 7 days from the date of issue.
2. Borrowing limit for students will be 2 books on borrower ID.
3. The last stamped date on the due date slip will be the return/renewal date of the book.
4. Late fee of **Rs. 2/- per day per book** will be charged for late return/renewal.
5. Book will be re-issued only once for additional 7 days. No book/s will be re-issued in case of reservations.
6. 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.
7. Book Reservation facility is available at the counter
8. Library ID is essential for every transaction and **which is non-transferable**.



9. Borrower will be fully accountable for the borrowed material from the library.
10. 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.
11. Marking with pen, folding of pages or any unfair practices with the borrowed material is strictly not allowed.
12. Loss of Borrower Card should be reported immediately to the library; the duplicate card will be issued on payment of Rs.100/-.
13. Making an entry in the register provided while entering in the library is mandatory for every user.

Instructions for Using Reading Hall:

1. College ID is compulsory while entering in the reading hall.
2. Pin-drop silence and a studious environment should be maintained at all the time in the reading hall.
3. Group Discussions/Chatting/Group study is strictly not allowed.
4. Reference material issued on college ID should be referred strictly in the reading hall premises.
5. Switch off/silent mobile phones in the reading hall premises.
6. Keep reading hall clean & neat.
7. Any eatables, drinks, celebrations are strictly not allowed in the reading hall premises.
8. 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:

1. Please handle computer hardware, software and its accessories carefully.
2. 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.
3. Access rights of the subscribed e-resources/databases toward the users will be controlled by the library.



4. 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 I²IT campus.
5. If the license agreement terms of e-resources/databases are violated by even a
6. single user, licensors have an authority to suspend access for the entire I²IT community
7. Authorized users may view, download, print or copy a select portion of a licensed e-resource/s.
8. Sharing of logins, passwords with people other than I²IT community is strictly not allowed.
9. Link for accessing "IEEE (ASPP)": <http://ieeexplore.ieee.org>
10. Link for accessing "J-Gate Engg. & Tech.": <http://jgateplus.com/search>
11. For any queries and clarification contact librarian on 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:

1. The Institute maintains **FIRST AID (ONLY)** medical kits for emergencies at the medical centre and with the Hostel Administrators office.
2. 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.
3. 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

I-Card

Each student of International Institute of Information Technology, (I²IT) 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:Withdrawal from the course taking final clearance on course 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:

Category	Group Email ID
All Students	allstudents@students.isquareit.edu.in
Common Group Mail IDs Year-wise	
BE Group Mail ID TE Group Mail ID SE Group Mail ID FE Group Mail ID	beengg@students.isquareit.edu.in teengg@students.isquareit.edu.in seengg@students.isquareit.edu.in feengg@students.isquareit.edu.in
Common Group Mail IDs Year-wise – Branch-wise (Computer Engineering)	
BE – Computer Engineering TE – Computer Engineering SE – Computer Engineering FE – Computer Engineering	becomp@students.isquareit.edu.in tecomp@students.isquareit.edu.in secomp@students.isquareit.edu.in fecomp@students.isquareit.edu.in
Common Group Mail IDs Year-wise – Branch-wise (Information Technology)	
BE – Information Technology TE – Information Technology SE – Information Technology FE – Information Technology	beit@students.isquareit.edu.in teit@students.isquareit.edu.in seit@students.isquareit.edu.in feit@students.isquareit.edu.in
Common Group Mail IDs Year-wise – Branch-wise (Electronics & Telecommunication)	
BE – E & TC TE – E & TC SE – E & TC FE – E & TC	beetc@students.isquareit.edu.in teetc@students.isquareit.edu.in seetc@students.isquareit.edu.in feetc@students.isquareit.edu.in

Apart from the above mentioned Group Mail 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 updation from time to time.

Counselling 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.

1. The role of the Training & Placement department is that of a facilitator and counsellor 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.
2. 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.
3. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/Interviews, and produce the same when demanded by the visiting team or Training & Placement department.
4. 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.
5. 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.
6. 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.
7. One could refrain from attending the process after registering, by seeking prior written permission, failing to which would be considered as a chance.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. You are advised to refer the Guidelines of Training & Placement department for further details.
15. Students are encouraged to make their own plans and efforts according to their own preferences and career goals.
16. 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 or you may get in touch with Prof. Rupali Yeole Student Welfare Officer. Email ID: rupaliy@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
 - 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 (I²IT) does not discriminate on the basis of age, marital status, nationality, ethnic/cultural background or religion.

II. Grievances

Students are to take 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

Taking 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



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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 (I²IT) 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, I²IT 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:



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- 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

Office	Name of Contact Person	Email ID
Principal	Prof. Dr. Vaishali V. Patil	principal@isquareit.edu.in
Registrar	Mr. Dinesh Joje	registrar@isquareit.edu.in
Assistant Registrar	Ms. Namita Shende	ar@isquareit.edu.in
Head of the Departments		
HoD – Computer	Prof. Dr. Sashikala Mishra	hodce@isquareit.edu.in
HoD – IT	Prof. Majusha Amritkar	hodit@isquareit.edu.in
Hod – E & TC	Dr. S M Mahalakshmi. Naidu	hodetc@isquareit.edu.in
HoD – Applied Sciences and Engg.	Dr. Swati Kolet	hodas@isquareit.edu.in
Other Departments		
College Exam Officer	Prof. Ajitkumar Shitole	ceo@isquareit.edu.in
Student Development Officer	Prof. Rupali Yeole	sdo@isquareit.edu.in
Accounts Officer	Mr. Pravin Patil / Ms. Neena Bhumkar	accounts@isquareit.edu.in
Library	Dr. Bipin Nargide / Mr. Atul Nanaware	library@isquareit.edu.in
Other Departments		
Systems	Mr. Mahesh / Mr. Kumud	systems@isquareit.edu.in
Training & Placement Department	Mr. Adesh Patwardhan	placements@isquareit.edu.in
Hostel Administration	Mr. Lawrence R. / Ms. Jini Jimmy / Ms. Utkarsha / Mr. Bharat G. /	warden@isquareit.edu.in



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Committees		
Student IEEE Chapter	Prof. Varsha Degaonkar	ieee@isquareit.edu.in
Confederation of Indian Industry, Indians (CII-Yi)	Mr. Adesh Patwardhan	ciiyi@isquareit.edu.in
Anti Ragging Committee	Prof Yogiraj Deshmukh	antiragging@isquareit.edu.in
Grievance Redressal Committee	Dr. Vaishali V. Patil	grievance@isquareit.edu.in
Reservation Grievance Committee	Dr. Vaishali V. Patil	reservation@isquareit.edu.in
Women Grievance Cell	Prof. Rakhi Wagh	womengrievance@isquareit.edu.in

UNDERTAKING

I/We, the undersigned hereby opt to NOT register for regular monthly cafeteria meals facility from the institute for the year 2018-19. I/We are fully aware and hereby state and agree that I/We will fully be responsible for any consequences /unfortunate incidences arising due to consumption of outside foods/ meals / external eating habits and hence take complete and full responsibility for the same. I/We hereby indemnify and keep indemnified the Institute , its officers, employees and representatives, Cafeteria authorities and its staff , from all or any responsibility, claims, losses, demands, damages, etc. whatsoever in this regard.

In case I further intended to join the institute cafeteria monthly meal system, in the middle of the academic year, it will be at the discretion of the institute authorities and would agree with the then existing terms and condition of the institute for re-joining the system.

(a copy of the above should be in the dossier, wardens, sent by post to parents – for records)

Since the Cafeteria facility is not compulsory for hostel students, I _____ (Roll No. _____) of class _____ declare that I do NOT wish to avail the Cafeteria facility provided by the Institute from 1st July 2017 onwards. I agree that I shall be fully responsible for any consequences of eating food outside and shall NOT hold the Institute responsible in any way.

In case I wish to avail the Cafeteria facility in future, I shall inform the Institute authorities well in advance and abide by the rules and regulations thereof.

Signature of Student

Signature of Parent/ Guardian

STUDENT HANDBOOK

(ACKNOWLEDGEMENT RECEIPT)

I Student's Name: _____
Class and Branch: _____ hereby state
that I have received ,understood and shall abide by all the rules and
regulations mentioned in the Student Hand Book

Student's Signature

I Parent's Name: _____
Father/Mother of (Student Name): _____
hereby state that my ward shall abide by all the rules and regulations
mentioned in the Student Hand Book

Parent's signature

Permanent Address:

City: _____ **Pin Code:** _____ **State:** _____

Student's Mobile no:

Parent's Mobile no:

Student's Email Address:

Parent's Email Address:

Received Date: _____