



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: _____

Parent's Email Address: _____





Hope Foundation's

INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY (I²IT)

An Autonomous Institute affiliated to Savitribai Phule Pune University

AICTE Permanent ID : 1-448945341 | DTE Code : EN6754 | AISHE Code : C-41681

Accredited by NAAC with "A" Grade in Cycle 2 | NBA Accredited - CE and E&TC (A.Y. 2023-24 to A.Y. 2025-26)

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A Project of Hope Foundation - **FINOLEX**



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 Hope Foundation's 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. General Applicability

- This Student Handbook applies to all students enrolled at the International Institute of Information Technology.
- Every student admitted to the Institute or hostel falls under the discipline and authority of the Institute. Students must strictly follow all rules issued from time to time. Observance of discipline, good conduct, and participation in co-curricular and extracurricular activities will be considered while recommending students for scholarships, employment opportunities, or certificates at the completion of the program. Any violation of discipline may result in penalties such as fines, suspension, rustication, or expulsion, as decided by the Principal or authorized authorities.

2. Care of Institute Property

Students must handle Institute property responsibly so that future students can benefit from the same facilities. Any deliberate damage to furniture, equipment, fixtures, books, buildings, or vehicles will result in disciplinary and financial penalties.

3. Identity Card

Every student of Hope Foundation's International Institute of Information Technology (I²IT) will receive an Identity Card that must be carried and displayed on campus at all times. The card contains personal details such as name, date of birth, program, blood group, and validity. Loss of an ID card must be reported immediately.

- Duplicate ID: Fine of ₹ 200
- Loss of duplicate ID: Fine of ₹ 500

The ID card must be returned during course withdrawal or final clearance after completion.

4. Permission for Events and Outings

Students must obtain prior written permission from the Principal before organizing, participating in, or attending any function, meeting, or celebration within or outside the hostel. Students planning outings or picnics outside campus must secure parental permission and submit written intimation to the Head of Department or Principal.

5. Security and Safety

- Student bags may be checked at the campus gate during entry and exit.
- Students must declare personal belongings such as laptops, computers, music players, and vehicles at the Security Office. The Institute is not

responsible for any theft, damage, or accident involving these items.
Wearing helmets while using vehicles is compulsory.

- Campus gates remain closed from 9:00 PM to 6:00 AM.

6. Campus Conduct

- Posting notices on walls or defacing walls is strictly prohibited.
- Ragging is strictly banned under the Maharashtra Anti-Ragging Act (1999), Supreme Court orders, and AICTE guidelines. Any student involved in ragging will be immediately expelled and legal action will follow.
- Smoking, alcohol consumption, and use of abusive substances are strictly prohibited within or outside campus premises. Violators will face strict disciplinary action.
- Students must maintain discipline at all times and follow instructions from Institute authorities. They are expected to uphold the reputation and dignity of the Institute.
- Students must not take the law into their own hands. Any act of violence will be treated seriously. Grievances must be reported to the relevant authority. Decisions of the Institute authorities will be final.
- Accessing or sharing pornographic or obscene material is strictly prohibited. Students must ensure safe and virus-free use of computer systems.

7. Academic Responsibilities

- Students must attend classes, practical sessions, tutorials, and submit assignments regularly and punctually.
- Students should regularly check notice boards for official announcements.
- Students must appear for all tests and submit term work within deadlines.
- As per Savitribai Phule Pune University norms, students must maintain minimum attendance in each subject; otherwise, the Institute may detain the student.
- Equipment issued to students must be handled carefully. Students are responsible for any loss or damage.

8. Dress Code

Students must follow the prescribed dress regulations:

- Girls: Skirts, frocks, shorts, torn jeans, crop tops, midriff-revealing tops, or clothes with tiny straps, clothing above knee length are not permitted.
- Boys: Shorts or trousers above knee length are not permitted. Torn jeans, T-shirts with indecent messages/slogans, sleeveless shirts, or 3/4th pants are prohibited.
- Students failing to adhere to the dress code may be denied entry to the campus or face penalties.

9. Educational Activities and Liability



- Industrial visits and educational tours organized by the Institute are compulsory. Students must bear the expenses.
- The Institute will not accept liability for accidents occurring during a student's stay, travel, or educational visits. Students must act responsibly.

10. Fees and Financial Compliance

The Principal reserves the right to take disciplinary action against students who fail to pay Institute or hostel dues within the specified time.

11. Mobile Phone Usage

Use of mobile phones during classes, practicals, exams, library hours, or official functions is strictly prohibited. Phones may be confiscated if rules are violated.

12. Student Conduct and Integrity

- Students must always behave in a manner that upholds the dignity of themselves, their family, and the Institute.
- Students must not pay money to any group or agency without proper authorization from Institute authorities. Unauthorized collection of money will be treated as ragging and dealt with under Anti-Ragging regulations.

13. Amendments and Prohibited Activities

- The Management and Principal reserve the right to modify, add, or remove rules when necessary.
- Processions, protests, group demonstrations, or gatherings are strictly prohibited on campus. Violations will result in disciplinary action.

Please visit following website for more details:

<https://www.isquareit.edu.in/general-code-of-conduct/>



RULES AND REGULATIONS OF HOSTEL FACILITIES

1. Allotment of Hostel

Hostel accommodation is optional and is allotted subject to availability at the time of admission. The facility is provided strictly for the duration of the academic program. The Institute reserves the right to allocate or reallocate rooms and shift students to any hostel premises as deemed necessary.

All residents are expected to maintain self-discipline and respect the privacy and rights of fellow students. As hostel living involves a shared environment, adherence to rules is essential to ensure smooth functioning and the academic well-being of all residents.

2. Hostel Room Maintenance

Students must maintain their rooms in the same condition as at the time of allotment. Any damage to hostel property, including furniture, fixtures, or equipment, will attract penalties, and the cost of repair/replacement will be recovered at prevailing rates. The Institute reserves the right to deduct such charges from the student's refundable deposit.

Common areas, including corridors and exteriors of rooms, must be kept clean and free from objectionable or hazardous displays. Any violation will invite disciplinary action.

3. Discipline and Conduct

These rules apply uniformly to all hostel residents. Any violation may result in disciplinary action, including suspension or expulsion from the hostel and/or Institute.

- Students must return to the hostel before 9:00 PM.
- Prior permission from the Mentor/Head of Department and Hostel Warden is mandatory for absence during weekends, holidays, or any other time.
- Leave forms must be submitted before 5:00 PM, except in genuine emergencies.
- Students leaving campus must submit approved leave forms to the Security Office and report back upon return.
- Entry and exit details must be recorded in the register maintained at the gate.

4. Visitor Regulations

Visitors are allowed only during designated hours:

- **Weekdays:** 5:30 PM to 8:00 PM
- **Weekends/Public Holidays:** 10:00 AM to 8:00 PM

Visitors are not permitted inside hostel rooms. All visitors, including parents/guardians, must register at the entrance. Residents must ensure that visitors leave within the stipulated time. Any violation will result in penalties.

5. Maintenance and Facilities

Maintenance requests related to electrical, plumbing, or carpentry issues must be recorded in the Complaint Register at the Warden's Office. Furniture and fittings must not be moved without permission.

6. General Behaviour and Conduct

- Students must maintain discipline, proper attire, and decorum within and outside the hostel.
- Loud music or activities causing disturbance are strictly prohibited.
- Silence must be maintained after 10:00 PM.
- Entry into rooms of the opposite gender is strictly prohibited.
- Students are not allowed to stay in rooms other than their allotted rooms.

7. Safety and Security

- Students are responsible for the safety of their belongings. The Institute is not liable for loss of personal property.
- Rooms must be securely locked when unoccupied.
- A duplicate key must be submitted to the Warden.
- Students are advised not to keep valuables or large amounts of cash in their rooms.

8. Cleanliness and Environment

- Students must maintain cleanliness in rooms and common areas.
- Littering and use of non-biodegradable materials are discouraged.
- Water and electricity must be used responsibly. Penalties will be imposed for wastage.

9. Prohibited Activities

The following are strictly prohibited:

- Use of electrical appliances such as heaters, irons, and cooking devices
 - Cooking inside hostel premises
 - Consumption, possession, or distribution of alcohol, drugs, or intoxicants
 - Smoking and gambling
 - Use of firecrackers
 - Writing or drawing on walls
 - Playing sports inside hostel premises causing damage
- Violation will attract strict disciplinary action.

10. Movement and Accommodation Rules

- Students are not permitted to change rooms without authorization.
- The Institute reserves the right to inspect rooms without prior notice.
- Accommodation is not guaranteed as a matter of right.
- Students with academic backlogs or not attending classes are generally not eligible for hostel accommodation.

11. Guest Accommodation

Overnight visitors are not permitted. However, limited guest rooms are available for parents on a chargeable basis, subject to availability and prior booking.

12. Health and Welfare

- Students must report illness immediately to the Warden or Nurse.
- Students suffering from contagious diseases will not be allowed to stay in the hostel.

13. Discipline and Grievance

Students must not interfere with hostel staff duties. Any complaints or grievances must be formally submitted to the Warden. Students are encouraged to report any misconduct or undesirable activities.

14. Responsibility for Damages

Students will be held individually or collectively responsible for any damage to hostel property. If the responsible individual cannot be identified, the cost may be shared among residents of the concerned area.

15. Identity Card

Students must carry and produce their Identity Card at all times when entering or leaving the hostel. Failure to do so may result in disciplinary action.

16. Parking and Personal Conduct

Vehicles must be parked in designated areas. Students must behave responsibly both within and outside the campus. The Institute is not responsible for student conduct outside campus premises.

17. Cafeteria and Vacations

The Institute provides cafeteria facilities, though optional. Services may not be available during long vacations. Students are required to vacate hostel premises during the summer break.



18. Communication and Services

Students may collect postal/courier items from the Warden's Office between 9:00 AM and 5:00 PM.

19. Amendments and Disciplinary Action

The Institute reserves the right to modify hostel rules at any time. Violation of rules may result in penalties, suspension, or expulsion from the hostel and/or Institute.

20. Fee Policy

Hostel fees must be paid for the entire academic year. In case of early withdrawal due to unavoidable circumstances, the student is required to pay fees for the ongoing semester.



LIBRARY INFORMATION, RULES AND REGULATIONS

Collection Statistics:

Books: 013405

Journals & Periodicals: 18 (13 Journals & 5 Magazines)

CDs/DVDs: 700+

E-Resources: i) Springer Nature (E-Journals & E-Books)
ii) Knimbus Database (E-Journals & E-Books)
iii) DELNET Digital Library (Full Text E-Journals & E-books)
iv) NDL (National Digital Library)

Newspapers: Times of India, Indian Express, The Hindu, Economic Times, Sakal, Loksatta, Navbharat Times

Timings: 08.30 a.m. to 09.00 p.m.

(Monday to Friday and 2nd& 4th Saturday)

09.00 a.m. to 5.30 p.m.

(1st and 3rd Saturday and Sunday During Examination)

Library Staff: Mr. Krushnat Desai (Assistant Librarian)

Mr. Prabodhan Sawant (Library assistant)

Mr. Vinod Singh (Library Attendant)

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 **4 books** against each borrower ID.
3. The last stamped date on the due date slip will be the return/renewal date of the book.
4. Book/s will be re-issued twice for additional 7 days. No book/s will be re-issued in case of reservations.
5. Late fee of **Rs. 2/- per day per book** will be charged for late return/renewal.
6. Journals/Magazines, CDs, Project Reports, Reference Books will not be issued as it is meant to refer only in the library; the same can be obtained on producing college ID.
7. Book Reservation facility is available at the counter and online in ERP.

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 a pen, folding of pages or any unfair practices with the borrowed material is strictly not allowed.
12. Entry In/Out System is compulsory while entering in the library for every user.

Instructions for Using Reading Hall:

1. College ID is compulsory while entering the Library.
2. Pin-drop silence and a studious environment should be maintained at all times 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 Library premises.
6. Keep the reading hall and library premises neat and clean.
7. Any eatables, drinks, celebrations are strictly not allowed in the reading hall premises.
8. Switch off fan/lights & slide the chair properly before leaving the reading hall.
9. Bags, briefcases, handbags, parcels, aprons or other receptacles are not allowed inside the library. The library accepts no responsibility for the loss or damage of personal belongings.
10. Users should not reserve seats either for themselves or for others by leaving library material or personal property on a reading Chair or Table.
11. Users are responsible for any damage caused to the reading materials or any other property of the Library and shall be required to replace such books/property that has been damaged or injured or be required to pay the full value thereof as determined by the Library Authorities.

12. Any student found misbehaving in the reading hall will be suspended from the library for the period of 15 days and his/her borrower ID will be kept on hold.

Instructions for Using E-Library/Multimedia Library:

1. The Digital Library Computers are only for educational use. The use of the Internet in the library is for accessing the E-resources. Accessing unauthorized sites, playing games, chatting etc. Are strictly prohibited in the library.
2. Computer hardware, software and its accessories should be handled carefully.
3. It is the responsibility of individual users to ensure that e-resources are used for personal, educational and research purposes only, accessing e-resources for commercial use is strictly not allowed.
4. Access rights of the subscribed e-resources/databases toward the users will be controlled by the library.
5. Login Ids, Passwords of various subscribed e-resources/databases will be communicated to the students and faculty members time to time, I.P. based e-resources cannot be accessed beyond the boundaries of I²IT campus.
6. 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 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.

User's suggestions / Recommendations:

User's suggestions / Recommendations will be appreciated and welcome. Users desirous of proposing any book title or other types of additions to the materials of library may do so by filling the "Books Recommendation Form" available in the Library.

For the smooth functioning of the Library and for the collective convenience the Head/Librarian holds the power to suspend the use of the Library to the users who are found negligent regarding any of these rules or who fail to cooperate with the Library staff. Important notices and information regarding the library as well as changes, if any, will be notified to users' time to time on the Library Notice Boards.

For any queries students can contact librarian on

E-mail: librarian@isquareit.edu.in

RULES AND REGULATIONS OF IT SUPPORT

Legal and Authorized Use of Software and Hardware:

- Use of illegal and unauthorized software/hardware is prohibited on campus.
- Students should avoid use of personal licensed software or even his/her own personal computer in college without prior approval from college authority.

Password Handling:

- Students should keep their password confidential and avoid sharing with others.

User Education and Incident Handling:

- Students must not intentionally write, generate, copy, propagate, execute or introduce computer viruses.
- If a computer contaminant is found, students should report to the system department immediately.
- Students should stop using the computer and/or disconnect it from the network when it is suspected to be infected by a computer contaminant.

Email Access & Use:

- Students must use Email for the purposes connected with the institute e.g., academics, authorized personal development and activities related to duties of individuals.
- Students are restricted from unacceptable usage of email such as,
 1. Distribution of unsolicited advertising
 2. Distribution of chain letters
 3. Propagation of any form of malicious software or contaminants
 4. Distribution of offensive material, including jokes or images
 5. Use causing harassment, defamation or offence to others
 6. Activity which involves hurting of religious or political sentiments
 7. Excessive non-college business use
 8. Distribution for personal financial gain
 9. Distribution of obscene material

Use of the internet:

- Students are not permitted to use the Internet to access and/or distribute any kind of offensive material, or material that is not work or study related,

otherwise students will be liable to disciplinary action which could lead to dismissal.

I²IT Internet and IT provision should not be used for:

- transmitting, retrieving or storing any communications of a discriminatory or harassing nature
- transmitting, retrieving or storing any communications which are derogatory to any individual or group
- obtaining material that would cause offence on the grounds of race, color, religion, political beliefs, ethnic origin, sexual orientation, gender, age, disability, nationality, marital status,
- engaging in ANY form of cyber bullying
- searching for obscene, offensive, sexually explicit or pornographic material
- obtaining any material for the purpose of harassment of another person
- establishing communications which are defamatory or threatening
- obtaining material that is unlawful or that infringes on another person's legal rights (e.g illegal downloads)
- conducting internet searches and looking at websites which can in any way be regarded as extremist, intolerant of other's faiths and beliefs, or that challenge the rule of law and the right to individual liberty

Social networking sites:

- DON'T search for illegal and inappropriate sites or material.
- DO use the computers for academic/study use or to connect with other students in a positive manner.
- DON'T bully anyone through blogs, emails, chat rooms, or any other form of internet use
- DON'T download anything illegally.



Hope Foundation's

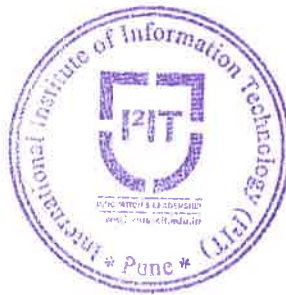
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- DON'T use the internet to give opinions that are extremist, intolerant of other's faiths and beliefs, or that challenge the rule of law and the right to individual liberty.
- Students must avoid placing any work-related issue or material on a social networking site at any time and via any medium that could adversely affect I²IT, its staff or its students.



FACILITIES PROVIDED BY THE INSTITUTE

Wired (LAN) and Wireless (Wi-Fi) network infrastructure

High speed network connectivity **upto 550 mbps** 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

1. 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.

2. Professional Counselling Assistance

A professional counsellor is available to provide confidential counselling assistance (on demand/appointment) to students. Any concern relating to academic, personal, or any other can be addressed including habits, stress, lack of motivation, or attitude and the same can be dealt with assured guidance.

3. Sports and Recreation facilities

Physical Education being an important part of the academic curriculum, an approx. The area of 2535 sq. mt. is covered by sports and fitness centers in our college which comprises playgrounds for activities like basketball, football, Cricket, Volleyball, Badminton, kho-kho, Kabaddi. Additional facilities for indoor games like Table Tennis, Chess etc. are also available.

4. Facility of an In-House Printing and Stationery Counter

The Institute provided an In-House Printing and Stationery counter where the students can visit for day-to-day requirements of printing and stationery.

Facilities like color, b/w, photo paper printing are available for small and bulk printing requirements; spiral binding, hard bound binding, lamination etc.. are also available.

Variety of Stationery requirements like - Long Book, Box / Flat Files, Folders, Pen, Ink, Ink cartridge, A4 / Bond / Graph paper etc.

Mentioned above are a few requirements that can be availed on cash and carry basis

5. In-House Canteen and Mess Facility

The Institute has provided the In-House Canteen and Mess Facility inside the institute's premises for students. This is a **PAID / Cash-carry** facility and can be availed by the students on a daily / monthly / quarterly / annual basis as per the terms and conditions laid down by the contractor/s.

The contractor/s serves fixed - three meals in a day and other snack / Hi-Tea / Refreshments as per their choice.

6. In-House Laundry Services

The Institute has provided the In-House Laundry services to the Hostel students for daily laundry needs. This is a **PAID** facility and can be availed by the students on an annual basis.





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	becomp@students.isquareit.edu.in becompa@students.isquareit.edu.in becompb@students.isquareit.edu.in
TE – Computer Engineering	tecomp@students.isquareit.edu.in tecompa@students.isquareit.edu.in tecompb@students.isquareit.edu.in tecompc@students.isquareit.edu.in
SE – Computer Engineering	secomp@students.isquareit.edu.in secompa@students.isquareit.edu.in secompb@students.isquareit.edu.in secompc@students.isquareit.edu.in
FE – Computer Engineering	fecomp@students.isquareit.edu.in fecompa@students.isquareit.edu.in fecompb@students.isquareit.edu.in fecompc@students.isquareit.edu.in





Common Group Mail IDs Year-wise – Branch-wise (Information Technology)	
BE – Information Technology	beit@students.isquareit.edu.in beita@students.isquareit.edu.in beitb@students.isquareit.edu.in
TE – Information Technology	teit@students.isquareit.edu.in teita@students.isquareit.edu.in teitb@students.isquareit.edu.in
SE – Information Technology	seit@students.isquareit.edu.in seita@students.isquareit.edu.in seitb@students.isquareit.edu.in
FE – Information Technology	feit@students.isquareit.edu.in feita@students.isquareit.edu.in feitb@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



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 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 up to **10** times that a student can apply/appear in interviews for projects and projects-cum-placement and a limitation up to **10** times that a student can appear for interviews for final placement until the **FIRST** job is secured. Once selected in a company from **ON CAMPUS**, there would be no 2nd chance given.
5. The selected student could be given an opportunity to re-apply/appear to a company on campus if the CTC is **15** Lacs & above or an overseas opportunity.
6. Interviewing companies have their own minimum standards before they interview a student. Students must 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 your 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. 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.
12. 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.
13. You are advised to refer the Guidelines of Training & Placement department for further details.
14. Students are encouraged to make their own plans and efforts according to their own preferences and career goals.
15. Any violation of the aforesaid rules/regulations or indulging in any act of indiscipline/ misbehaviour 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.

Please visit following website for more details:

<https://www.isquareit.edu.in/student-selected/>



STUDENT INSURANCE

“Amartya Shiksha Yojana” and “Vidyarthi ApghatVima”with National Insurance Company Limited

As per the Higher & Technical Education Department, 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 ApghatVima” with the National Insurance Company Limited.

Policy Coverage:

1. Accidental Death
2. Permanent Total Disablement due to Accident
3. Loss of two limbs or two eyes or one limb and one eye due to Accident

Intimation Procedure:

Student/Parent are required to initiate the process by sending first intimation to principal@isquareit.edu.in, accounts@isquareit.edu.in, sw@isquareit.edu.in within 24 hours to register the Claim as listed under Policy Coverage.

******Benefits / Coverage / Non-Coverage – Terms and Condition are applicable as per policy norms**

• 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 web site www.isquareit.edu.in or you may get in touch with Prof. Mahesh Waghmare, Student Welfare Officer. Email ID: sw@isquareit.edu.in

Please visit following website for more details:

<https://www.isquareit.edu.in/student-financial-support/>

<https://www.isquareit.edu.in/students-welfare/>



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 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

Hope Foundation's International Institute of Information Technology (I²IT) does not discriminate based on 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 Grievance Committee, 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 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

Hope Foundation's 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.

VI. Access to Banks

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

IDBI Bank Ltd.
IDBI Bank Ltd.
Canara Bank
Punjab National Bank
The Saraswat Co-operative
Bank Limited

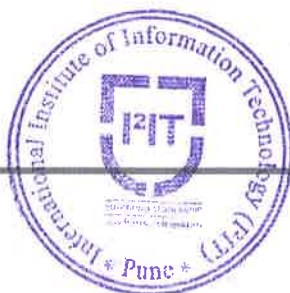
Axis Bank Ltd.
State Bank of India
HDFC Bank Limited
ICICI Bank Limited





Important Office Contact Details

Office	Name of Contact Person	Email ID
Principal	Prof. Dr. Vaishali V. Patil	principal@isquareit.edu.in
Vice Principal	Prof. Madhuri Reddy	vice-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. Ajitkumar Shitole	hodce@isquareit.edu.in
HoD – IT	Prof. Dr. Jyoti Surve	hodit@isquareit.edu.in
HoD– E & TC	Prof. Dr. S.M. Mahalakshmi Naidu	hodetc@isquareit.edu.in
HoD – Applied Sciences and Engg.	Prof. Rakhi Wagh	hodes@isquareit.edu.in
Head of other Sections		
College Exam Officer	Prof. Dr. Sandeep R. Varpe	ceo@isquareit.edu.in
Chief Coordinator – Student Affairs	Prof. Dr. Bhavana Kanawade	bhavanak@isquareit.edu.in
Student Development Officer	Prof. Mahesh Waghmare	swo@isquareit.edu.in
National Service Scheme (NSS)	Prof. Dr. Sandeep R. Varpe	nss@isquareit.edu.in
Accounts Officer	Mr. Ravindra J. Shinde	accounts@isquareit.edu.in
Library	Mr. Krushnat Desai	librarian@isquareit.edu.in
Systems	Mr. Mahesh Jathar	systems@isquareit.edu.in
Training & Placement Department	Dr. Madhav Raul	placements@isquareit.edu.in
Student IEEE Chapter	Prof. Dr. Deptii Chaudhari	ieee@isquareit.edu.in
SPOC NPTEL Local Chapter	Prof. Anjali Jagtap	anjali@isquareit.edu.in





Hope Foundation's

INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY (I²IT)

An Autonomous Institute affiliated to Savitribai Phule Pune University

AICTE Permanent ID : 1-448945341 | DTE Code : EN6754 | AISHE Code : C-41681

Accredited by NAAC with "A" Grade in Cycle 2 | NBA Accredited - CE and E&TC (A.Y. 2023-24 to A.Y. 2025-26)

Hostel Administration		
Wardens	Jini Jimmy/ Utkarsha Joshi/ Satish Gawade	warden@isquareit.edu.in

Committees			
Name of the Committee	Name of Contact Person	Name of the Committee	Name of Contact Person
Anti-Ragging Committee	Prof.Yogiraj Deshmukh	Grievance Redressal Committee	Prof. Dr. Vaishali V. Patil
Reservation Grievance Committee	Prof. Dr. Vaishali V. Patil	Women Grievance Cell	Prof. Dr. Varsha Degaonkar
Entrepreneur & Development Cell	Prof. Dr. Sandeep Patil	Academic Planning and Monitoring Committee	Prof. Dr. Varsha Degaonkar
Research and Development Cell	Prof. Dr. V. Rajesh Chowdhary	Sports Committee	Dr. Ankita Dhone
Cultural Committee	Mr. Swapnil Khambayat		





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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 Handbook.

Student's Signature

Permanent Address:

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

Student's Mobile no:

Student's Email Address:

Received Date: _____





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Our Vision

To be a premier academic institution that fosters diversity, value added education and research, leading to sustainable innovations and transforming learners into leaders

Our Mission

- To strive for academic excellence, knowledge enhancement, and critical thinking capabilities by adopting innovative and dynamic teaching learning pedagogies.
- To enrich and leverage interactions and associations through Industry – Academia partnerships.
- To groom students so as to make them lifelong learners by helping them imbibe professional, entrepreneurial and leadership qualities.
- To embrace an environment that allows all stakeholders to benefit from the technology enabled processes and systems.



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

Tel.: +91 20 2293 3441 | Fax.: +91 20 2293 4191 | Email: info@isquareit.edu.in | principal@isquareit.edu.in | Website: www.isquareit.edu.in

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