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INNOVATION & LEADERSHIP

# STUDENT HANDBOOK

July 2009  
Intake

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*Dear Student,*

*Welcome to the International Institute of Information Technology! (I<sup>2</sup>IT), Pune  
India*

*We wish you every success in the academic year 2009 – 2011.*

*This Handbook provides information about academic & research programs and support services offered by the Institute. Although every effort has been made to ensure the accuracy of this information, it may change from time to time. Such changes will be intimated through rules and regulations enacted by the Director and the Institute's board of advisory members. Students are expected to check notice boards for any announcements regarding changes in rules and regulations. Current and updated information may also be obtained from the Student Relations Cell.*

*Wish you an enriching academic life!*



**Dr. Atanu Rakshit**  
**Deputy Director**

## **THE VISION**

To create a next generation research led University exploring ever-expanding frontiers of Science, Engineering, Technology, Management and Humanities

## **THE MISSION**

To nurture and shape inventors, innovators, leaders and social animators through advanced education and research

### **Objectives**

- To carry out Education in Emerging Technologies and Management at a Postgraduate level for the Graduates drawn from different Disciplines and to prepare them as Innovators and Leaders of the Global Industry.
- To actively pursue Advanced Research in Emerging Technologies and Management, develop Innovative Ideas, Products, Technologies, and Services.

## **DEDICATED TO THE NATION**

**Dr. A.P.J. Abdul Kalam, President of India, dedicated I<sup>2</sup>IT to the service of the nation on 28<sup>th</sup> May 2003. In his address, the President focused on the challenges of IT education and emerging technologies. I<sup>2</sup>IT as an institution continuously addresses these challenges by encouraging students to take up research throughout the academic year.**

## INTRODUCTION

I<sup>2</sup>IT is an International Graduate school located in the Rajiv Gandhi Infotech Park, Hinjawadi, Pune imparting Graduate education in Science, Engineering, Technology, Management and Humanities.

### **MAJOR PROGRAMS:**

The institute offers following fulltime residential programs for the July 2009 Intake:

#### **SCHOOL OF INFORMATION TECHNOLOGY**

- Advanced Postgraduate Program in Software Technologies
- Advanced Postgraduate Program in Networking & Telecommunications
- Advanced Postgraduate Program in Embedded System Design
- Advanced Postgraduate Program in Microelectronics & VLSI Design

#### **SCHOOL OF BIOTECHNOLOGY**

- Advanced Postgraduate Program in Bioinformatics
- Advanced Postgraduate Program in Biotechnology

#### **SCHOOL OF INTERDISCIPLINARY SCIENCE & TECHNOLOGY**

- Advanced Postgraduate Program in Nanoscience & Technology
- Advanced Postgraduate Program in Nanoelectronics
- Advanced Postgraduate Program in Nanobiotechnology
- Advanced Postgraduate Program in Nano Bio Info and Cogno (NBIC) Convergence Technology
- Advanced Postgraduate Program in Intelligent Systems & Robotics
- Advanced Postgraduate Program in Intelligent Transportation Systems
- Advanced Postgraduate Program in Satellite Communication & Space Systems

#### **SCHOOL OF MANAGEMENT**

- Advanced Postgraduate Program in Business Management
- Advanced Postgraduate Program in Information Technology Management
- Advanced Postgraduate Program in Telecom Management
- Advanced Postgraduate Program in Biotech Management

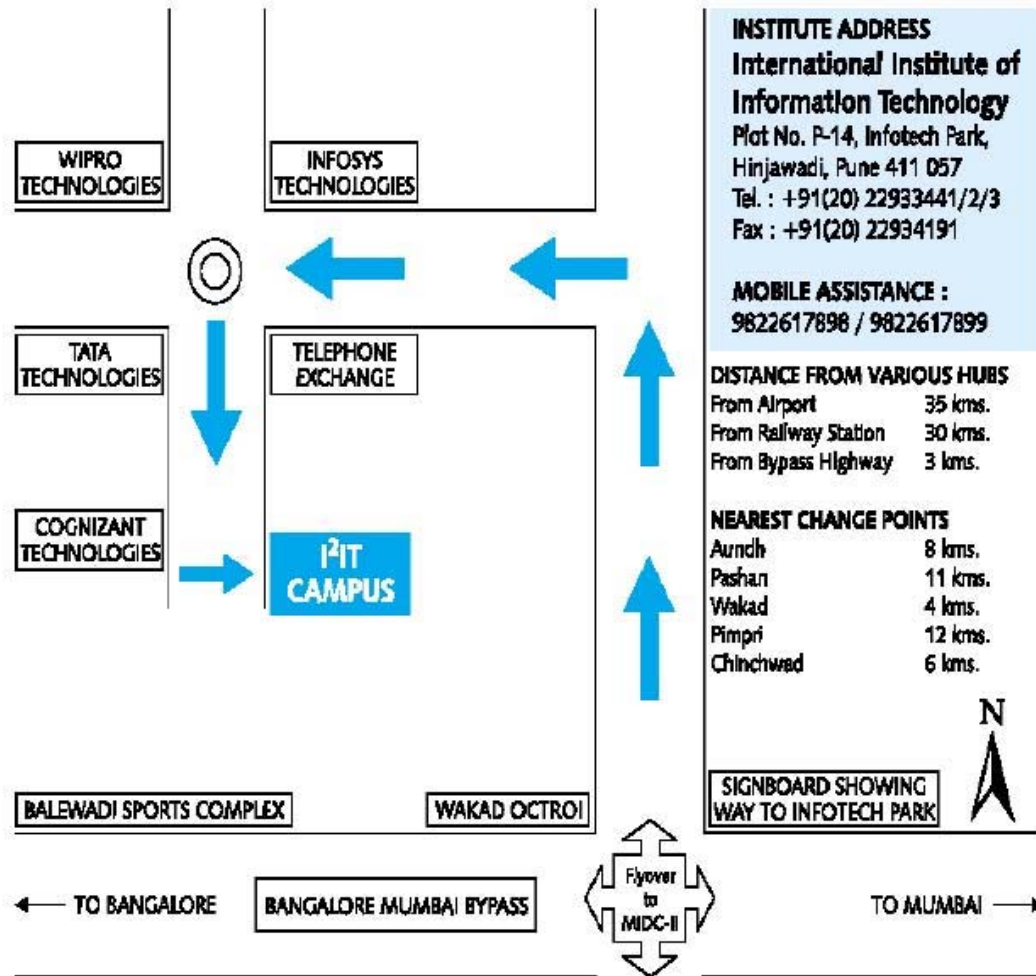
#### **SCHOOL OF ENGINEERING TECHNOLOGY (Degree Programs Offered in association with University of Petroleum & Energy Studies UPES, Dehradun)**

- M.Tech in Computational Fluid Dynamics
- M.Tech in Oil & Gas Engineering
- MBA in Oil & Gas Management

**LOCATION**

I<sup>2</sup>IT is located at the sprawling Rajiv Gandhi Infotech Park, Pune which boasts of some of the top IT companies of India including Infosys, Wipro Technologies, Cognizant Technologies, Geometric Software, Tata Technologies, Xansa among host of other emerging start-ups.

**HOW TO REACH I<sup>2</sup>IT**



**ACCESS TO BANKS**

There are various banks in the close vicinity of the Institute such as the Oriental Bank of Commerce with ATM facility, The Saraswat Co-operative Bank Limited, State Bank of India with ATM, Canara Bank with ATM facility, HDFC Bank Limited with ATM facility and other banks.

## **ADMISSION POLICY AND PROCEDURES**

The Brochure and the Prospectus of the Institute can be obtained via courier through the Students Relation Cell. Registration fee of Rs.1500/- (Rupees One Thousand Five Hundred Only) for Indian Nationals in the form of Demand Draft drawn in favor of "International Institute of Information Technology" and payable at Pune, India or cash has to be paid by the Applicant for registering for the Selection Process. The registration fee for Foreign Nationals is US \$100 (US Dollars One Hundred Only) can be remitted through Telegraphic Transfer to any of the Institute's Bank Accounts.

### **ADMISSION PROCEDURE**

- I. Admission is offered to the students who meet admission requirements prescribed by I<sup>2</sup>IT.
- II. Students are required to complete and submit an admission application form together with the photocopies of all their credentials.
- III. Students intending to pursue a course at our Institute have to go through a rigorous selection process, which is based on:
  - a. Scrutiny of the application form
  - b. Performance in the Entrance Test/s, and Interview conducted by the institute
  - c. Availability of a valid examination score **(Optional)**

There is an entrance test as indicated above as a part of the selection process. However those applicants who hold valid acceptable scores in National/International qualifying exams like CAT, XAT, GRE, GATE, ATMA, CET, SNAP and GMAT will be awarded additional points while computing the merit list.

### **EDUCATIONAL BANK LOANS:**

As educational professionals we believe that deserving and meritorious students should not be denied higher education because of lack of financial support.

It is towards this end that we facilitate the students with necessary documents to help them avail educational loan. Our students have availed educational loan from various Nationalized & Private banks like SBI, Indian Bank, Allahabad Bank and Corporation Bank who have approved their loans. We also have the official tie up with HDFC Bank & The Saraswat Co-operative Bank Limited in order to facilitate our students in availing educational loans through these banks.

For this we provide the students with a formal bank loan letter that states all expenses that the student would incur while on campus. Interest rates vary depending upon the bank and the tenure of the loan. Repayment of the loan is to be made in monthly installments within 5 years from date of completion of the course or 6 months after getting a job, whichever is earlier. Documents like proof of admission, mark sheets of latest qualifying examination, proof of residence, along with passport size photographs, need to be submitted with the application form.

For further details, please get in touch with our counselors in the Student Relations Cell

## **GENERAL POLICIES AND PROCEDURES**

### **FEES**

Fees, deposits and charges shall be paid as prescribed and on time. Fees once paid are non-refundable. Any request for refunds will be treated as per the refund policy stated below.

Written requests have to be submitted for any refund and date of receipt of the request will be treated as the eligibility for refund rules. In case of any ambiguity, the decision of the Director shall be final. No correspondence will be entertained regarding the refund rules.

### **FEE PAYMENT SCHEDULE**

- Non - refundable Admission Fee of Rs. 25,000/- to be paid within 15 days from the date of intimation of your selection.
- First Instalment (On or before the date of commencement of Program / Degree)
- Final Instalment (On or before the date of Commencement of Semester III)
- Fees listed are for the standard course duration

### **TERMS OF FEE PAYMENT**

- Students pursuing their 24 months M.Tech (Computational Fluid Dynamics), M. Tech (Gas Engineering) & MBA (Oil & Gas Management) degree course will need to make their own financial arrangements with respect to their to & fro travel to UPES, Dehradun along with lodging & boarding facilities
- All fees listed are in Indian Rupees (INR)
- Fees once paid are non - refundable. Any request for refunds will be processed under the standard refund policy of the Institute listed below
- Loan assistance is available through HDFC Bank Limited & The Saraswat Co-operative Bank Limited. For details, please contact the Student Relations Cell
- 
- All fees are to be paid by way of Demand Draft drawn in favor of "International Institute of Information Technology", payable at Pune only

### **IMPORTANT NOTES**

- Deposits are refundable at the end of the course subject to no dues certificate from the Lab in - charge & Hostel in -charge (90% only is refundable)
- Fees mentioned are based on a triple sharing accommodation. In the event triple sharing is not available, the student can opt to upgrade to a double / single occupancy as per availability. The differential amount in the event the student upgrades, would have to be payable in 2 equal installments at the beginning of each academic year.

## **TERMS OF ADMISSION**

- Hostel Rooms will be non-air-conditioned.
- Food served will be only as per standard Indian menu
- Cafeteria and certain services associated with the hostel will not be available during the long holidays of Diwali (the Indian Festival of Lights) and the Summer Academic break. Students are expected to vacate their residences on campus and make alternative arrangements
- The Institute reserves the right to change / modify / increase the fees without prior notice and assigning any reasons, based on prevailing conditions
- All legal issues are subject to Pune jurisdiction only

## **REFUND POLICY**

Any student seeking refund has to forward a written application / mail, clearly mentioning the reason for discontinuation.

All refund requests will be strictly processed under the following refund policy:

### **Before the date of commencement of Classes:**

- If the student has paid admission fee of Rs. 25,000/-, as per the standard fee payment date applicable to a particular intake, no refund will be applicable, whatsoever.
- If the student has paid both the admission fee as well as the first instalment fee as per the standard fee payment date applicable to a particular intake, he / she will be refunded the first instalment fee only.

### **After the date of commencement of Classes:**

- A student who has paid both the admission fee as well as the first instalment fee as per the standard fee payment date applicable to a particular intake and applying for refund within 7 working days, from the date of commencement of applicable intake, he / she would be refunded only the refundable deposit amount (upto 90% only) of Hostel & Lab Deposit.
- No correspondence will be entertained regarding the refund rules.
- All cases will be administrated strictly under the limits of Pune jurisdiction only.

***P.S.: All other fee paid is non-refundable under any circumstances. This includes hostel fee difference (if any), additional fee towards foreign language or any other modular course, as well.***

No correspondence will be entertained regarding the refund rules. All cases will be administrated strictly under the limits of Pune Jurisdiction only. NOTE : Refund request application will be accepted as per the above policy within a maximum of 7 working days from the date of start of the batch after which the entire amount paid towards admission will be "FORFEITED".

## **ADMISSION CANCELLATION POLICY**

**Clause I** - This policy is applicable to student/s who has/have been selected to a particular intake but has not cleared / passed their final year graduation (or submitted his/her provisional / pass certificate) on or before the date commencement of the Program.

**Clause II** - After commencement of the program the student is given 3 months time to submit his/her original degree certificate in order to be eligible to continue his/her Advanced Postgraduate Program in this institute.

If the student fails to comply with any of the above conditions, his/her admission stands cancelled.

In case the student falls under the Clause I category, he/ she is entitled to a full refund of fees paid to the institute, excluding application fee. In case the student fails to fulfill the Clause II requirements, he/she would be refunded the fees paid to the institute on a prorata basis.

**To be eligible to apply for an admission cancellation, the student will have to submit a written request alongwith an attested true copy and the original marksheet for verification. Failing which, no refund whatsoever will be given.**

**However, the student can opt to keep his admission selection status to the program open for 2 consecutive intakes after the intake he/she has applied for.**

## **DEFERMENT POLICY**

Any admission granted to a Student is VALID for a maximum period of 5 years only. Student can avail the facility of course deferment based on fulfilling the following criteria:

- Completion of 1 semester in full with a score of 2.5 or above in the semester.
- Payment of the admission fee as well as the 1<sup>st</sup> installment fee due for the applicable intake.
- Authorization from Academic Dean, Academic Co-coordinator, Accounts and Director
- Payment of Rs.1000/- deferment fee
- Commitment on the date of joining back and completing the remaining semesters
- Commitment on payment of differential fee (if applicable) at the time of re-registration for the remaining semesters

## **LATE FEE POLICY**

A late payment fee of Rs. 200/- per day (Rupees Two Hundred Only) including non-working and holidays is applicable for re - registration / delayed fee payments received.

## **SCHOLARSHIPS**

The I<sup>2</sup>IT Society and Trust awards scholarships to selected students based on certain evaluation criteria that include

1. A consistent GPA of 3.2 and above in each of the semester in the Institute.
2. Class attendance of minimum 90% in each of the credit subjects of the concerned semester
3. Income levels of parents
4. Graduation performance
5. Accounts clearance for all the due payments as on date.

Student showing decline in performance in terms of lower GPA in a subsequent semester, will not be eligible for scholarship. Communication/s incase of dispute or disagreement, with regard to Scholarship should be addressed only to the concerned Head of Department / Dean.

## **FACILITIES PROVIDED BY THE INSTITUTE**

### **MEDICAL SERVICES**

It is the Institute's policy to immediately respond to the best of its ability to assist a student in a medical emergency. Expenses will have to be borne by the students themselves. Following Medical facilities are available:

- The in-house doctor of the institute shall be available for consultation at the institute, 5 days a week at specified times. He can also further be contacted for emergencies, at his local dispensary with prior appointments.
- The Institute maintains first-aid medical kits for emergencies at the security area, reception (academic building), Hostel Administrators and Communication Center.
- The Institute has tie-ups through our Medical Officer with major hospitals and doctors in the city for any kind of medical advice or emergency. Individual consultancy to any medical practitioner / hospitalization / treatments without prior approvals of campus doctor would be treated invalid. The Institute will not be liable for consequences thereof.
- The institute has a full-time nurse living on campus who is qualified to handle any medical emergency situations until the student can be taken to the nearest hospital
- Every student is covered with a medical policy to the tune of 50,000/-, each which comes into existence one month after the date of joining the institute. He/She receives a medi-card, which would be presented to any local hospitals (under the campus doctor's guidance) for necessary treatment.
- The institute also has a visiting consultant/students counselor, once a week for students' individual counseling and personal needs.

### **RFID CARDS :**

Each student of I<sup>2</sup>IT is given a RFID Card, which he/she is required to carry (prominently display) during the academic hours of the Institute. The ID Card will bear the student's name, date of birth, specialization track, blood group and validity period of the ID Card. In the event of student misplacing, cracking/breaking or loosing the ID card, re-issue of ID card will be initiated against a payment of Rs.500/- (Rupees Five Hundred Only). Students loosing possession of their RFID card have to make good/arrange for duplicate within 24 hours of reporting such loss, by paying the necessary fines. Failing to do so would refrain their entries at security- gate / cafeteria meals / classroom and labs / library etc. Student has to return the ID-Card to the Hostel Warden in the following cases:

- a) Withdrawal from the course
- b) Deferment of study
- c) Taking clearance after the end of course

## **INTERNET/INTRANET**

Accessing, storing, viewing, transmitting, and/or circulating any pornographic and/or obscene, subversive material is strictly forbidden. The same rule applies to any religious or other material that could cause offense/ hurt the sentiments of others. Students are expected to co-operate in ensuring a virus-free environment in the computer systems. The student is bound by the general terms and conditions of the use of Internet and Intranet. These rules are available with the Systems Administrator and are subject to being modified/amended from time-to-time.

**Using of mail system for any non-academic related contents not related to any Institutional matters and / or propagating/sending irrelevant subjects/unprofessional mails to staff/faculty/all students will be violating the basic norms of the institute and its facilities. Students failing to abide by this will be liable for action deemed fit by the disciplinary committee and / or a fine of Rs. 500/- to be paid.**

**No cognizance will be taken of anonymous e-mails.**

## **COUNSELING SUPPORT AND SERVICES**

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

## **CAREER PLANNING CENTER**

The Institute's advisors are available to assist students in a personal assessment of their career interest, values and ability to identify possible career directions related to a major area of study. Services also include facilitating the campus interview program, providing job vacancy information to students, responding to employers' requests for referral of qualified job applicants, assisting with resume and interview preparation, and sending placement brochure to employers.

## **EQUIPMENT HANDLING**

- Students are the custodians of all equipment provided to them by the Institute during the course and are responsible for using, maintaining and returning them in good condition.
- Loss or damage caused to any equipment/s on account of mishandling, neglect, or similar reason, is the sole responsibility of the concerned student, who will be liable to a fine or will have to bear the cost of replacement, as per the existing market value of the equipment.

### **DRESS CODE**

The institute does not prescribe any formal dress or uniform for the students. However it is expected that the student should be decently dressed and presentably attired at all times on campus. Students wearing objectionable or embarrassing clothes could be asked to change.

On special occasions such as VIP guest lectures, days of national celebration, the Convocation ceremony, etc. students would be requested to come in the Institute-approved uniform.

## **RULES FOR GENERAL BEHAVIOR ON CAMPUS**

1. Students will, at all times, exhibit courteous behavior towards faculty, staff members and fellow students.
2. Students will not damage, spoil, misuse, or put up posters without prior permission on any area of the campus building (including hostel rooms), canteen, or sports complex. Students found violating this rule would be liable for punishment and/or a fine of Rs.500/- (Rupees Five Hundred Only).
3. Criminal offences committed within or outside the campus will be subject to the law of the land and consequent legal procedures. Avoiding such an eventuality is the sole responsibility of the concerned student.
4. The management from time to time would enforce the rules and regulation for the purpose of administration. Such rules and regulations would be binding on all students.
5. Students will not form groups or associations for the purpose of acting against the management. Such groups or associations shall be treated as illegal and any student/s involved would be liable for expulsion.
6. Students shall not wander/ loiter/ idle in the campus during lectures/ practicals / assignment hours.
7. Students are allowed to use the indoor sports facility during their free hours up to a stipulated time. However, the rules and regulations pertaining to the use of these facilities would be binding on all students.

### **POLICY ON MOBILE PHONES AND RADIO HEADPHONES**

The Institute prohibits the use of mobile phones, radio headphones and other electronic devices during all examination periods and mobiles are allowed to be kept in silent modes / deactivated during class and laboratory sessions.

### **USE OF PRIVATE VEHICLES**

Students desirous of using private vehicles on campus are required to intimate the following to the security officer

1. Registration of the Vehicle (with photocopy)
2. Driving License particulars (with photocopy)

Non-compliance of these would result in withdrawal of this privilege.

### **CLEANLINESS ON THE CAMPUS**

- Students should maintain a high level of cleanliness on campus.

- Pre-designated places and or dustbins are provided in the campus for garbage. Should a student be found littering, he/she would be liable to be fined and/or punished.

#### **EATING AND DRINKING IN CLASS**

The Institute prohibits eating and drinking in all indoor areas, including but not limited to classrooms, laboratories, administration office, Convention Centre and library.

# **ACADEMIC RULES, REGULATIONS AND PROCEDURES**

## **ACADEMIC CALENDER**

At the beginning of the program, the institute will provide the detailed academic calendar for each batch/stream. This calendar will highlight commencement and end of each semester along with examination duration, placement duration, vacation etc. Students have to follow the calendar strictly.

## **ATTENDANCE**

Students are expected to maintain the prescribed level of 90% attendance in all the subjects. If the attendance is below 90 % then the following actions are taken:

1. Students with attendance percentage less than 50% in all the subjects offered during the semester shall not be permitted to appear in the Final Examination of Semester.
2. Students with attendance percentage less than 50% in any subject offered during the Semester shall be permitted to appear in the Final examination, however 25% marks will be deducted from the total marks obtained by the student in the respective subject.
3. Students with attendance percentage less than 75% in any subject offered during the Semester shall be permitted to appear in the Final Examination, however 10% marks will be deducted from the total marks obtained by the student in the respective subject.
4. If the attendance is less than 90% but more than 75%, respective faculty will decide punitive measures
5. Students whose attendance percentage in any Audit Subject is less than 50% shall not be permitted to appear in the exam for that audit subject

## **APPLYING FOR LEAVE**

The programs offered at the Institute are very rigorous, focused and intensive. Students are kept occupied with considerable assignments, laboratory work, projects etc. The Institute does not normally sanction leave. However, a student in good academic standing may request leave in case of participation in technical activities approved by Institute or an emergency such as, serious sickness, injury or the death of near relatives. Requests for leave must be made in writing, in advance, giving reasons for seeking the leave and specifying as to when academic work will be resumed. It is the student's responsibility to get leave sanctioned by the Dean - Academics and counter-signed by the Hostel Administrator's and to inform the concerned faculty of reasons for absence and make up missed

assignments and academic work. The leave availed will reflect as absence from class

### **PUNCTUALITY**

Students are expected to attend classes on time. If a student is found to have a constant tardiness problem, the faculty may take appropriate disciplinary action - from a simple verbal warning to a one-week suspension.

### **EXAMINATION AND ASSESSMENT POLICY**

The students have to pass all the examinations as per the grading given in this handbook to get their final certificate. Students who get **four** 'D's will be asked to leave the course. A student who leaves after getting four 'D's is neither eligible for any refund of fees (except the refundable deposits) nor for any certificate.

As internal assessment is a continuous process, students must complete it in the regular semester only. In case the student fails to do so, the Head of Department reserves the right to detain a student for that particular semester. If detained, re-admission is necessary by paying the semester fee and the student has to attend the theory as well as laboratory classes of the detained semester in the subsequent batch. All students have to attend the examinations as per displayed schedule only. Under no circumstances will change in date and time be entertained.

It is the policy in most subjects to have one mid-term examination during each semester. Final examinations are conducted for all subjects, except in certain activity subjects or when the Dean authorizes an exception. The office of the Controller of Examinations will put up the schedule for final exams.

### **METHODS OF ASSESSMENT**

The Institute assessment of student's performance comprises the parameters such as:

1. Class Homework
2. Class Participation / Assignments/Case Study Presentations/Surprise Tests
3. Mid-Term Test
4. Laboratory Examination
5. Final Examination
6. Projects

### **GRADING SYSTEM**

The Institute has adopted the Grade Point Average (GPA) grading system for assessment of the students. Assessment includes continuous evaluation (based on class participation, assignments, projects, presentations etc), mid term assessment, laboratory test (if any), and final assessment. Due weightages are

given to various parameters during assessment of a student as given below:

Assessment Parameter	Management Program (Marks in percent)	Technology Program (Marks in percent)
Internal Assessment	20	20
Mid Term Test	30	20
Laboratory Exam	20	20
Final Exam	30 (50 in case of no lab)	40 (60 in case of no lab)

**Depending upon the performance of a student in a specific subject, grades and grade points are allocated as given below:**

Percent	Grade	Grade Points (GP)
85 - 100	A	4
70 - 84	B	3
55 - 69	C	2
40 - 54	D	1
< 40	F	0

By using the GPs obtained and Credits (C) of the subjects (1 Credit = 16 Clock Hrs for theory, 32 Clock Hrs for lab), Grade Point Average (GPA) of a semester is calculated. The GPA calculation, which includes performance of the student in all subjects (n) of a semester and is calculated in accordance with the following formula:

$$GPA = \frac{\sum (GP \times C)}{\sum C}$$

If for any reason, a student does not obtain any GP in a subject, the value of GP for that subject is taken as zero. A GPA of 2.5 or higher (on the scale of 4) is required to pass each semester.

**EXAMPLE:** Student's Name: **Mr. Ajay M.** Semester: **Second**

Subject	Credit	Marks Scored	Grade	GP Score	Weighted Score (Credit x GP score)
Subject 1	3	80	B	3	9
Subject 2	2	90	A	4	8
Subject 3	4	70	B	3	12
Subject 4	3	45	D	1	3
Subject 5	2	50	D	1	2
Subject 6	3	35	F	0	0

-	17	-	-	-	34
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Minimum GPA required for passing a Semester is **2.5** and maximum 'D's allowed during the course are **four**.

Average GP Score (GPA) =  $34 / 17 = 2$

**Result:** *Student Failed in Second Semester.*

### **GRADE-POINT AVERAGE (GPA) FOR CERTIFICATION**

A GPA of 2.5 or higher is required in each semester. A student who has more than four 'D' grades across the entire program will be asked to leave irrespective of his grades in other subjects. No appeal will be entertained in this regard.

Hence, to get final certificate, a student should:

- pass each semester with minimum GPA of 2.5 and no 'F' grade
- have less than four 'D' grades in total.

### **RE-EXAMINATION OR GRADE IMPROVEMENT EXAMINATION**

As an academic policy the student can appear for re-examination or the grade improvement as per following guidelines:

1. Grade point average (GPA) upgrade will be allowed in next two consecutive batches regular examination only. Hence a student will get two chances for upgrade. No upgrade for mid-term and laboratory examination is allowed. In addition to two chances for upgrade, an additional chance is given to the students those who are failing. For them, a supplementary examination will be conducted after the declaration of final results of that particular batch.
2. For GPA upgrade by reappearing for theory examination, a student has to pay Rs.1000/- (Rupees One Thousand Only) per subject re-examination fee.
3. For students applying for upgrades, only internal assessment marks secured in last semester will be carry forwarded (not mid term and lab exam marks). Marks secured in improvement theory exam (out of 100 marks) will scale down to 80.
4. If a student gets zero marks in both internal assessment and mid-term, he/she will have to re-register for that subject by paying appropriate tuition fee.
5. No re-evaluations are allowed. However, a student may apply for re-totaling by paying Rs.500/- (Rupees Five Hundred Only) per subject as re-totaling fee.
6. If a student found talking with other students or cheating or exchanging material such as pen/pencil/eraser/calculator etc with others or disturbing others in the examination hall etc. will be asked to leave hall immediately and valuation for that student in that exam will be treated as zero. This is valid for mid-term/Lab. Exam/final exam.
7. No student will be allowed to come out of the examination hall during the entire examination time for any reason. This is valid for mid-term/Lab. exam/final exam.

### **POLICIES FOR SUPPLEMENTARY EXAMINATION:**

1. A Supplementary Upgrade Examination will be conducted at the end of academic program of each batch.
2. The students having GPA less than 2.5 (in any semester) and/or the subjects with D and F grades are eligible to write this examination. Such students can upgrade any of the subjects having 'D' or 'F' grades in previous semesters.
3. Students with grades other than D and F, but having semester GPA less than 2.5 are also eligible for writing this examination.
4. Supplementary examination fee per subject will be Rs. Fifteen Hundred Only.
5. Still a student fails to achieve GPA of 2.5 in each semester without any 'F' grade then he/she has to reregister for the subject(s) in which he/she wants to upgrade and/or the subject(s) in which 'F' grade was awarded.

### **POLICIES FOR AUDIT SUBJECT:**

Students are permitted to take one extra subject per semester as an audit subject provided following conditions are satisfied:

- Successful completion of first semester/term
- Fulfillment of the prerequisites of the audit subject
- Permission from faculty, HoDs and Dean - Academics

Non-refundable fee for a audit subject is Rs.1000/- (Rupees One Thousand Only). Prior to the start of semester/term, interested students those who are fulfilling above conditions may submit the request in prescribed format (available with Academic Admin) with necessary endorsements to Dean Academics for the formal approval.

Based on various suitable criteria such as performance, class strength etc, students will be selected to audit the subject. The student has to undergo through all necessary academic requirements like regular student. This includes class attendance, midterm examination, assignment, final examination etc. If the student obtains grade 'B' or above in the audited subject then only it appears in the grade sheet as audit subject. Otherwise it will not appear in the grade sheet. In case, a student discontinues the audit subject or fails to write final examination, he/she will not be allowed to take any audit subjects in the subsequent semesters.

### **POLICY FOR PREPARATION OF DISSERTATION/THESIS**

1. A project is one of the very important components of any graduate level programmes. As a partial fulfillment of the requirements of Postgraduate Programme of International Institute of Information Technology, Pune, a

thesis is to be submitted in accordance with the Institute guidelines. Attention must be paid to the content of the thesis/report and to the standard format as prescribed. Three hardbound copies of thesis with all necessary signatures/seal and a CD containing soft copies of full content of thesis should be submitted to the Controller of Examinations on or before the deadline mentioned in their academic calendar. Some of the important guidelines related to project registration are as below:

2. Student should apply in a prescribed format with a Project Proposal to respective Head of Department/Lead Faculty within two weeks from the start of semester in which the project to be taken up and assessed in the prescribed format. The proposal should have enough details of proposed project and should be of two to three pages in length. Failure to apply within the stipulated period will lead to disqualification from that semester.
3. Upon the review by Faculty members and/or presentation by a student, a project will be approved if it is comparable with graduate level dissertation. In case of disqualified proposals, the students have to apply within a week with a new/ revised proposal.
4. Only one project will be accepted from a student as a final dissertation. Students are advised to take a single and independent project for research. In no case, two students can take the same project. However, for mini projects students may form groups of not more than three, depending on the complexity of the project.
5. If a student abandons the project for any reason, no alternate project will be assigned. However, if a student has concern about assigned project, it shall be a bounded duty of student to seek a new project from the Institute within 15 days from the start of semester.
6. Project report must be submitted in the prescribed format only. No variation in the format will be accepted.
7. Student must maintain a close contact with the mentor in the respective stream and update him/her of the periodic progress.
8. Student must submit their thesis on or before the deadline mentioned in their academic calendar.
9. Maximum span allowed to re-register for Project is 54 and 56 months for Technology Programs and Management Programs, respectively, from the date of joining the course.
10. The students, those who have registered for the project and failed to submit the thesis by the stipulated deadline (with no formal extension from the Dean) can submit the thesis by paying supplementary examination fee of Rs.1500/- (Rupees One Thousand Five Hundred Only), within two months from the stipulated deadline. However, such projects will be assessed with subsequent batch's projects only, provided no special permission is granted. If still a student fails to submit the thesis in two months extended time frame, he/she has to reregister for project semester.

#### **Evaluation Model for Projects:**

The projects submitted by the students will be graded for only A, B R and F grades. Grades A, B, and F will carry conventional ranges of marks. There will be no C and D grades for the Projects. Grade R will be awarded to the projects, which are not satisfactory and to be rejected (Marks < 69.5 %). In case of grade R, a student will not get Statement of

Marks for a project semester. Controller of Exams will be communicating the R grade to the student by means of issuing a letter/notice. In such cases, a student has to rework immediately on the same project for one month (from the date of approval from respective Internal Mentor/HoD/Dean). Once the reworking on the project is approved, a student has to submit duly filled Project Reworking Form to Examination Cell. Fee for project reworking is Rs.1500/- (Rupees One Thousand Five Hundred Only) and is to be paid to Accounts Section. The prescribed format for Project Reworking Form is available with the Examination Cell. Same Internal Mentor will supervise the Project and define the objectives for the project to be reworked. At the end of one-month period, a student has to resubmit the hard copies of thesis along with the soft copy and present his/her work again to the panel of examiners. Still student fails to secure A or B grade; Statement of Marks with R grade will be issued and he/she has to reregister for Project Semester by paying appropriate tuition fees. In case, a student is absent, F grade will be allocated.

### **INTER STREAM TRANSFER POLICY**

Those students interested in shifting their program stream can apply for the same at the beginning of first semester.

All inter stream transfer request has to be made in a standard form available with the Student Relations cell and has to be duly approved by the Heads of Department of both streams, Deans and by the Academic Dean/ Director.

### **POLICY ON RE-ISSUE OF ACADEMIC DOCUMENTS**

The institute ensures the delivery of results of all Mid and End /Semester examinations conducted by the Institute. In the event of any student misplacing the official marksheet issued, the same would be re-issued as per the standard fee applicable as mentioned below;

- I. Semester marksheet – Rs.100/- (Rupees One Hundred Only)
- II. Consolidated marksheet – Rs.500/- (Rupees Five Hundred Only)
- III. Final Certificate – Rs.500/- (Rupees Five Hundred Only)

### **POLICY ON RE-REGISTRATION FOR NEW SEMESTER**

It is mandatory for all students to re-register for the subsequent semester with the Students Relation Cell, as per the schedule displayed by the Academic Coordinator. Students found violating this schedule will have to pay the penalty in terms of a late registration fee of Rs.200/- (Rupees Two Hundred Only) per day basis.

### **PLACEMENT**

The Institute provides all the necessary infrastructure and facilitation support to arrange campus interviews for students. Every student must register with the placement office to be eligible\* for appearing in the campus interviews. All students are bound by the following terms and conditions of the placement activity.

- It is mandatory on the part of every student to attend the ppt, if organized by the Interviewing Company and clears all his or her queries, failing which placement department reserve the right to withdraw the placement support to the concerned student.
- Once registered for the project / placement process, student has to complete the process and accept the offer made by the company, If student fails to do so he/she shall not be eligible for any further assistance.
- If a student has accepted the offer made by any one company, then, he/she shall not be eligible for any other Campus Interview/Interview. However, if the compensation package offered by another company that comes to campus after the student has accepted the 1<sup>st</sup> Offer, is 100% or more than what the student was offered by the 1<sup>st</sup> company, he/she can forward his/her name for a reconsideration to the second placement opportunity. The student shall be offered a maximum of three chances to appear for Campus Interview/Interview at companies. The student shall not directly interface with the companies, post interview.
- Students from all streams must achieve a minimum GPA of 2.5 in each / semester to avail the Placement Assistance. In case they fail to maintain the requisite GPA in any of the / semester, they will not be allowed to participate in the Campus Placement Process.
- Those students whose GPA are below 2.5 are encouraged to improve their grades by appearing for / Semester Upgrade Examinations well in advance so that with the improved scores they can be considered for Placement Support by the Institute.
- Interviewing Companies may also have their own minimum standards before they interview a student. Typically, many firms require that before they allow a student to appear for the test/GD/PI, they expect the student to have a minimum of 60% in their SSC (Grade X), HSC (Grade XII) and undergraduate degree

### **ACADEMIC PROBATION**

Students are placed on academic probation for one semester for any of the following reasons:

- When he/she earns a grade point average (GPA) of less than 2.5 in a regularly graded course work.
- Failure to complete fifty percent of the registered subjects in each semester.

### **ACADEMIC DISQUALIFICATION/EXPULSION**

- i. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (example: failure to take placement tests, failure to complete a required practical)
- ii. Found guilty of severe academic misconduct.

### **ACCESS TO RECORDS**

Students, or a parent of dependent students, may inspect and review their educational records. Some form of photo identification must be shown before access to educational records is allowed.

### **PRIVACY RIGHTS OF STUDENTS IN EDUCATIONAL RECORDS**

No other information regarding a student's educational records shall be disclosed to anyone without a written consent from the student, except to school officials who have a legitimate educational interest in the student and parents of the dependent students.

### **ACADEMIC MISCONDUCT**

IT regards academic misconduct as a very serious matter. A single offence by a student of cheating, plagiarism, or other academic misconduct with respect to tests or examinations may constitute academic misconduct. Students found guilty of academic misconduct are usually expelled from the Institute. Depending upon the circumstances in individual cases the period of expulsion can range from one to permanent exclusion from the Institute. All cases and punishment will be intimated to parents/guardians. The following are some examples of actions that the Institute considers as academic misconduct:

- i. Taking unauthorized materials into an examination;
- ii. Submitting work for assessment knowing it to be the work of another person;
- iii. Any and every act of plagiarism
- iv. Improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
- v. Failing to acknowledge the source of material in an assignment.
- vi. Tampering or attempts to tamper with examination scripts, class work or grade records;
- vii. Failure to abide by directions of Instructor regarding the individuality of work handed in;
- viii. Unauthorized recording of lectures.

### **PENALTIES FOR CHEATING**

A student found guilty of cheating in examinations will normally receive a "F" grade and he / she will have to appear for that subject in the next term. Where a student is found guilty of a cheating offence second time, the student will be expelled from the Institute.

### **CERTIFICATION REQUIREMENTS**

The responsibility of satisfying all requirements for a certificate rests with the student. Advisors, Institute members and Administrators can only offer help to the student in meeting this responsibility.

### **DEADLINE FOR COMPLETION OF REQUIREMENTS**

Certificates are conferred only on specific Convocation dates. If a student completes all the requirements for a certificate after a Convocation date, the certificate will be granted at the next scheduled Convocation after a student files a certificate application.

Every student who has successfully completed the Program and has completed all the requirements for a certificate, will be given a Provisional Certificate alongwith his/her Consolidated Transcript.

### **THE INSTITUTE'S INTELLECTUAL PROPERTY RIGHTS**

Any invention, equipment or computer program developed by a student or students as part of their prescribed course work and substantially with the use of materials and facilities provided by the Institute shall be the property of the Institute.

### **POLICY ON NON-DISCRIMINATION**

The Institute's admission procedure does not discriminate on the basis of age, marital status, nationality, ethnic/cultural background or religion.

### **SAFETY**

The student is responsible for his/her own safety either on campus or off-campus. An unforeseen accident/mishap / fatal injury, on or outside the campus would not be institutional responsibility and in no way would be accountable for any such incidences. Students traveling out of the campus with/without permission would be doing so on their INDIVIDUAL RESPONSIBILITY. The institute would not in anyway be responsible for any untoward/unforeseen incidence.

### **GRIEVANCES**

Students are to take their grievances to their respective Head of the Department, and thereafter follow a prescribed hierarchy for appeal. Student Grievances Committees will be instituted for this purpose.

### **STUDENTS ADMITTED UNDER THE JOINT PROGRAM / ARTICULATION PROGRAM**

Students who have taken admission under any of the Joint Programs or under the Articulation Program, would have to follow the norms and rules laid down by the collaborating University / Institute.

# **RULES AND REGULATIONS FOR HOSTEL FACILITIES**

## **ALLOTMENT OF HOSTEL**

Hostel facility is provided to students as per availability at the time of admission. It is provided only for the duration of the course. The Institute may at any one of the locations earmark the rooms allocated for Student Residence. The Institute reserves the right to shift or relocate the student at any of the Hostel premises.

## **HOSTEL ROOM CHANGE POLICY**

Any student request seeking room change facility in the Hostel, will be approved, subject to availability & fulfillment of the following guidelines:

- i. All requests have to be forwarded in the Standard Hostel Room Change Form available with the Hostel Administrator.
- ii. Approval from the Hostel administrator
- iii. Payment of Rs.500/- (Rupees Five Hundred Only) in Accounts Department
- iv. Due approval from the Accounts and Hostel authorities.

Student found guilty of changing the room, without adhering to the above norms will be fined Rs.500/- (Rupees Five Hundred Only)

The Management reserves the right to shift/change/upgrade occupancy/sharing status of student's accommodation

## **DISCIPLINE**

- i. Students will maintain cleanliness in their rooms and will not dirty, spoil, damage or alter the structure of any part of it. Walls/doors etc would not be pasted with poster/paints/colors or irreversible pictures
- ii. Students will also maintain cleanliness in the general hostel premises.
- iii. Facilities such as photocopying, a communication center, laundry, tea and coffee vending machine, cold drinks, are provided at actual charges, which have to be paid by users.
- iv. As strict policy of the institute " No Boys and Girls are allowed to enter each other's rooms at any given time, for any reasons whatsoever ". Any student found violating this rule will be fined Rs. 500/- (Rupees Five Hundred Only) and/or any disciplinary action deemed fit by the Disciplinary Committee. Common area's for study - Reading Room and Library is available for group studies. Any student at any time found in the room of opposite sex, would be viewed seriously and the Management will have all the powers to take necessary action deemed fit, in the Interest of the Institute.
- v. Cooking in rooms is strictly prohibited. If a student is found violating this rules, he/she will be fined Rs. 500/- (Rupees Five Hundred Only) and/or disciplinary action deemed fit by the Disciplinary Committee.

## **OTHER RULES FOR STAY IN THE HOSTEL**

Students are not permitted to enter or leave the hostel premises after

11:00 p.m. from Sunday to Thursday. Those wishing to arrive after that time may only do so if prior written permission has been obtained from the Hostel Administrator or other designated authority. This requires an application furnishing details of the place to be visited along with contact numbers of people visiting (if any) and the reason for late coming. However, this facility has been relaxed on every Friday & Saturday wherein students can go out of the campus with necessary permissions from the Hostel Administrator by filling in the requisite forms. Please note that the students would be out of the campus on individual responsibility and the Institute will not be responsible for any un-toward incidents off campus. The management reserves the right to inspect the rooms or the hostel premises for any reason as it deems fit.

### **USE OF EQUIPMENT**

Television, Water Heater, Hot plate, Refrigerator or any other electric or electronic gadgets either of a permanent or temporary nature are not allowed in the hostel rooms and are strictly not permitted. Failure to comply with the rules may result in confiscation of the equipment being and which would be returned only after the course is completed/ and /or fine to the tune of Rs.500/- (Rupees Five Hundred Only).

Music systems and computers may be used only with prior authorization from the Manager - Hostel Administration or the designated authority. Volume should be controlled to avoid disturbance to others. All such music should be switched off by 11.00 pm.

### **DRUGS ABUSE, NARCOTICS, RAGGING, POSSESSION OF FIRE ARMS, LETHAL WEAPONS, CONTRABAND ARTICLES & PHYSICAL MAN-HANDLING OF STUDENTS & STAFF**

Any of the above acts (Drugs abuse, Narcotics, Ragging in any form, possession of fire arms, Lethal Weapons, Contraband Articles & physical man-handling of students & staff) are forbidden and would invite immediate expulsion of the student and no explanation whatsoever would be entertained and would be liable to the law of the land. An expelled student is not eligible for re-admission to any of the Programs for the next 5 years from the date of expulsion.

### **ALCOHOL & SMOKING**

**Any student found smoking or consuming alcohol or under the influence of alcohol will be liable for action deemed fit by the disciplinary committee and / or a fine of Rs.500/- (Rupees Five Hundred Only).**

### **LEAVE FROM THE HOSTEL**

No student may leave the campus for any reason whatsoever without the permission of the sanctioning authority.

Long leave's (more than 2 days) with written permission from the Dean (Acad) / Faculty co-ordinator's, respective Faculty and Hostel Administrator or designated authority has to be obtained for the period of

absence from the hostel. Students are required to give details of the place to be visited, contact numbers, person's resident there, and their relationship to those persons.

Permission to leave the hostel is at the discretion of the management unless it is to visit the student's residence or to visit the local guardian (provided the local guardian has come in person).

Students leaving the campus without permission would be liable to fine of Rs. 500/- (Rupees Five Hundred Only) and or punishment as decided by the disciplinary committee.

### **VISITORS**

No visitors are allowed in the rooms. Meetings are allowed only in the visitors' lounge.

Visitors may be allowed to meet student/s only with prior permission and the required security clearance.

A visitor is to be accompanied by the host at all times. Visitors are not allowed to loiter, idle or wander in the campus of stay after 08.00 pm on campus.

Any visitor without the required permission from the management will be considered as a trespasser.

### **POSSESSION OF VALUABLE ITEMS**

Students are advised not keep any valuable items like jewelry or cash or of high value in the rooms. In an event of loss of such item, the management or the administration will not be responsible in any way. Individual students are given a cupboard for holding valuables at their own risk. The management will entertain no complaints in this regard.

### **MANDATORY**

**Please note that during the Academic break of Diwali and summer breaks, students will have to vacate their rooms. Cafeteria services during this period will be CLOSED. No requests towards extended stay during the Diwali vacation will be entertained or sanctioned.**

## **LIBRARY RULES & REGULATIONS FOR STUDENTS**

The Library will make every effort to maintain an environment that maximizes each patron's use and enjoyment of Library Services. We ask your Cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

Library is used by hundreds of people every day, it is important to have a clear, common understanding of appropriate rules, regulations and behavior in the Library.

Library Materials are the materials Referred/ Issued by all Valid Library users for the Purpose of Knowledge Acquisitions Like – Books, Periodicals, Journals, CD, Newspapers, etc.

**The library Staffs will Firmly and Courteously enforce these Rules.**

### **INTENTION:**

The Purpose of the Rules is to Safeguard the Interests of all readers and to enable the Library to Carry out its main functions of Supporting Study, Teaching and Research, as efficiently as Possible.

### **1. LIBRARY WORKING HOURS:**

Library and Information Center will be opened all the days except institutional Holidays.

### **2. TIMING:**

Monday to Friday : 09:00AM to 11:00 PM  
Saturday to Sunday : 10:00 AM to 06:30 PM

Lunch Break : 01:00 PM to 01:30 PM  
Dinner Break : 09:00 Pm to 09:30 PM

### **3. CIRCULATION TIMING:**

**LIBRARY ACCESS : OPEN ACCESS SYSTEM**  
Issuing / Returning / Renewals : 10:00 AM to 09:00 PM (*Monday to Friday*)  
Issuing / Returning / Renewals : 10:30 AM to 05:30 PM (*Saturday*)

No Issue / Return / Renewal Activity : Only Reference Section Open: (*Sunday*)

**ONLINE LIBRARY CAN BE ACCESSED THROUGH FOLLOWING**

**URL:**<http://www.elibrary.isquareit.ac.in>

User can log on to the Web OPAC through above mentioned URL; **further click on (LIMS) Option and then login with personal user name followed by personal password.(The personal user name and password can be collected from library staff on personal request)**

#### **4. LIBRARY CARDS:**

Students would be given 3 (Three) Cards in all

1. 1 (One) Pink Card is as Reference Card.
2. 2 (Two) Yellow / Blue Cards as Issue Cards.

#### **5. GENERAL BOOKS:**

##### **5.1 Books Issue:**

Students can take a Book with a Borrower card (One Book per Card) for a Maximum of 7 days Period.

If the users wants to issue a book he/she has to sign on Book Card, which is kept inside the Book and has to submit his /her borrower Card in the library.

##### **5.2 Late Returns:**

A Fine of Rs.10/- (Rupees Ten Only) per day is imposed after Loan Period has expired.

##### **5.3 Book Reservation:**

User can reserve book online by accessing the Web OPAC  
URL: <http://www.elibrary.isquareit.ac.in>; further click on (LIMS) Option and then login with personal user name followed by personal password.

On browsing the Web OPAC when a user wants to reserve a book *click reserve option beside the book displayed on the screen.*

For the User not accessing the Web OPAC they can mail the details of the book they require to be reserved on the following email to [reserve@isquareit.ac.in](mailto:reserve@isquareit.ac.in)

The book once reserved would be kept aside in the circulation desk for TWO DAYS only. Then the book would be stacked in the stacking section.

The User who reserves the book should approach the circulation desk personally within the specified two day duration to collected the book and issue it on his / her name.

##### **5.4 Book Renewals:**

Book can be renewed if other users have not reserved it. For renewal transaction the book has to be brought in the library at the circulation desk for renewal. Reserved books will not be reissued.

## **6. REFERENCE BOOKS:**

### **6.1 Reference Facility:**

Reference books will not be issued.

If the Users want to refer books, He/Her has to Sign on Books Cards, Which is Kept Inside the Book and Has to Submit His/Her Reference Card (Pink Card).

### **6.2 Special Facility:**

Reference Books can be issued for a Day on Special Approvals Only.

### **6.3 Late Fine:**

In any Case, Reference Books will not be returned on the issued day itself, and then fine will be Rs.100/- (Rupees One Hundred Only) per Day.

## **7. OTHER MATERIALS:**

### **7.1 Material Issue:**

- Magazines / Journals other than Books can Issue for 3 Days against borrower Card.
- CD's, Bound Volume, and Project Reports will not be issued.
- Current Periodicals will not be Available on Loan.

### **7.2 Late Returns:**

A fine of Rs.10/- (Rupees Ten Only) per day is imposed after loan period has expired.

### **7.3 Material Reissue:**

Material can be reissued if it has not been reserved by other users and must be brought to the library for renewal to be transacted. Reserved Material will not be reissued.

## **8. LOSS OF MATERIAL OR LIBRARY CARDS:**

1. Library Card issued by the Institute is NON-TRANSFERABLE.
2. Members are responsible for their library cards and all material borrowed by them on the card.
3. Incase of Loss / Theft of card; it must be reported to Librarian immediately in writing and can be issued a duplicate card on payment of Rs.50/- (Rupees Fifty Only) per card after the proper verification by the library staff. The process may take approximately 2 (Two) days time..

4. The Librarian should be informed in writing of a loss or damage to a book borrowed. *In the event of loss or damaged of books / periodicals*, the person concerned would bear the replacement cost or can replace the copy and the due amount
5. The Library Borrower Cards has to be returned to the Library in the following event:
  - Withdrawal from the course.
  - Completion of the course.

**9. BEHAVIOR IN THE LIBRARY:**

- i. The removal of any material / digital library cables / Internet cables will be strictly Prohibited. Unauthorized removal of material shall constitute a serious offence.
- ii. Case, bags, parcel, Umbrella etc. are not allowed into the Library. Only Blank Sheets of Paper & Books can be brought into the library. Reading Material may be brought in to the personal study area.
- iii. Silence is required in reading areas. Persons causing unnecessary disturbance may be asked to leave the library on instruction of the library staff.
- iv. Smoking and Consumption of food or drink in the library is not permitted.
- v. Using of Cellular phones / pager and audio instruments with or without speaker or headphone is strictly prohibited inside the library.
- vi. Photography, filming, videotaping and audio taping in the Library are not allowed without the permission of the Librarian.
- vii. The Library is a place for quiet study. Group study room is available adjacent to the main Library. This room is open for 24 Hours. X 7 days in a week
- viii. Please refrain from putting your feet on chairs, window walls or other pieces of Furniture. This helps keep the new furniture clean, and others will appreciate this courtesy.
- ix. Bottles of ink may not be brought into the Library.
- x. The guest accompanying the library member must be reported to the librarian before entering the library. With prior permission of the librarian the guest could accompany the library member in the library.

**10. RESPONSIBILITY:**

- i. Any reader observing a defect, or damage to any book or manuscript shall point out. The same to the Library Staff immediately.

- ii. Readers shall not write upon, damage, or make any mark upon any book, manuscript, or map belonging to the library
- iii. The Library member is responsible for all material borrowed on his / her card. We recommend you not to lend your library borrower card to anyone else. The cardholder will be charged for all overdue fines and lost or damaged materials.
- iv. No borrowed books / journals will be allowed inside the library, except those brought for return.
- v. Borrowed books can be read in the Reading Room adjacent to the library. This room is open for 24 Hours X 7 Days in a Week.
- vi. Do not keep your Laptop, Personal books or any other type of personal material inside the Library while going out. Library staff will not be responsible for your personal belongings.

**10. SYSTEM FOR NEWSPAPER & PERIODICALS:**

Newspaper or Periodicals taken out for reading by the user from the pre-allotted stacks should be re-shelved by the user after reading the same; it should not be abandoned after reading on the table when you intent to leave the library.

***You could contribute your best to the library by Proper Shelving of the Newspaper & Periodicals used by you for reading. This would help the next user access the library resource in time with proper navigation to the pre-defined location of stacking***

Readers should not deface, mark, cut, mutilate or damage library material (News Paper & Periodicals) in any way. If anyone is found doing so, he will be charged the full replacement cost of the material.

**11. CODE OF CONDUCT:**

- i. All members are required to maintain **SILENCE** and **DISCIPLINE** in the library at all time.
- ii. Every member should register his / her presence in the library while entering and leaving the library by signing on the **IN-OUT** Movement register kept on the circulation counter.

**12. Ask your Librarian**

Please direct mail for questions, query, about the information service / information source, suggestions on library improvement to: [library@isquareit.ac.in](mailto:library@isquareit.ac.in)

Note: Please use your ISquareIT mail id only for ISquareIT purpose. Else you may not get important information, which will be helpful for your study purpose.

## **INFRASTRUCTURE UTILIZATION**

### **CLASSROOM UTILIZATION**

The resources allocated in the classroom are strictly for usage under the guidance of Faculty/RA. Student found violating this norm would be liable for strict disciplinary action. Any damage caused to the resources allocated in the classroom will be liable for recovery from the caution deposit held by the Institute.

Students will be allowed to use the classroom only with permission from concerned faculty members - duplicate. Students will be allowed to use the classroom only with presence and permission from concerned faculty members and Institute would definitely encourage any extra utilization of the labs with prior permission and authorization. **Usage of classrooms/ labs after academic sessions, would be allowed only in presence of faculty / RA or LA ONLY**

### **LAB UTILIZATION**

Labs are for the optimum utilization from the students. Though all your utilization should be within the framework of guidelines laid down by the System Administrator. Institute would definitely encourage any extra utilization of the labs with prior permission and authorization. **Usage of labs after would be allowed only in presence of faculty / RA or LA.**

### **LAB USAGE INSTRUCTIONS**

- The students have to attend the lab-class based on timetable.
- For additional timing, students have to book in advance with designated RA (Research Associate) manning your lab session
- For requirement of additional Hardware/Software, you have to contact the designated Research Associate (RA).
- Listening to music is not allowed in the Lab.
- Movies/games not allowed inside the labs.
- All instruments / components have to be allocated by RA to the students.
- Precautions have to be taken in using all instruments / components.
- Movement of any part of workstation is not allowed.
- Opening of CPU is not allowed.
- Discussion inside the Lab is not allowed. Subject related discussion should be in low voice.
- Students found violating any rules or regulations mentioned herewith or communicated during regular intervals would be liable for strict disciplinary action.

## **RELEVANT INFORMATION**

### **FOOD:**

Food served will be as per Indian Menu as decided by the Student Representatives from the Food Committee. This committee by the students and for the students works for the welfare of the campus community as a whole and would meet at intervals to decide on the menu and other areas of food services

Cafeteria and certain services associated with Hostel (including rooms) will NOT be available during the long holidays of Diwali (the Indian Festival of Lights) as well as Summer Break. Students are requested to make alternate arrangements for their boarding / lodging during this period to enable the Administration to carry out the annual up-gradation and maintenance of premises.

### **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 HELMETS.**

**NO RELAXATION OF THIS RULE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCE.**

### **GENERAL**

#### **Terms of Fee Payment:**

- I. Fees listed are for the standard course duration and will have to be paid on prorata basis depending on the duration of the course beyond the standard duration.
- II. All fee once paid are non-refundable. Any request for refunds will be processed under the standard refund policy.

### **GENERAL**

All rules and regulations are subject to change and in the event of any ambiguity/ exception; the decision of the Director (in consultation with the concerned Head of Department) shall be final and binding on the student.

With Best wishes!  
**From all of us at I<sup>2</sup>IT Family**

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

Management reserves the right to modify and upgrade the contents at its own discretion