Discipline:

Being a professional Institute with students who are adults (eligible to exercise their adult franchise), we expect a high standard of discipline with emphasis on self discipline. It would be pragmatic to implement rules of the Institute reinforced by ordinances through the medium of self discipline.

Property of the Institute need to be carefully handled and looked after so that the student’s who follow, enjoy the high standards of environment built up by the institution. Willful damage to property will not be forgiven and stiff penalty along with appropriate action will be imposed on defaulters.

Students are advised to take care of their Identity Cards and should wear it inside the campus at all the time. A loss of Identity Card must be promptly reported. Duplicate Identity Card will be issued on payment of Rs. 200/- (cost of processing charges Rs. 100/- and fine Rs. 100/-). Loss of duplicate Identity Card will be viewed seriously and will attract a fine of Rs. 500/- in addition to the processing charges of Rs. 100/-. Instructions on the Identity Card should be read and followed by all students.

Institute Rules and Regulations:

I.1 All students admitted to the Institute and hostels are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations that are framed from time to time by the Institute authorities. Proper observance of Institute discipline, good conduct and participating in games and other events will play an important role in recommending to the University / other bodies for any special scholarships or for a job at the end of the course or for award of certificates when leaving the Institute. In case of breach of discipline, Director / Principal or the constituted authorities of the Institute shall have power to fine, or suspend or rusticate or even expel the concerned student from the Institute.

I.2 Students should not arrange any functions / meeting or celebrate any festival within / outside the hostel without written permission from the Director / Principal.
I.3 Students should not arrange for any picnic outside without written permission from the Director / Principal.

I.4 Student bags will be checked at the main gate of the campus while coming in / going out.

I.5 Students to declare personal items like Computer, Laptop, etc as well as their vehicles to Security Office.

I.6 The Campus Gate closes at 9.00 PM and opens at 6.00 AM in the morning.

I.7 Notices shall not be pasted on walls and walls shall not be scribbled on.

I.8 Ragging is prohibited vide Maharashtra State ‘Anti-Ragging Act, 1999’ as well as Supreme Court verdicts and AICTE directives. Any student found indulging in any form of ragging within or outside the Institute and hostel shall be immediately expelled from the Institute and necessary disciplinary action will be taken, as per orders from Honorable Supreme Court of India.

I.9 Smoking, drinking alcohol and use of drugs within the premises of Institute, hostel as well as outside the campus is strictly prohibited.

I.10 Students are required to show due regard to the property of the Institute. Any student found guilty of defacing or damaging property like furniture, equipment, fixtures, books, buildings, vehicles etc. of the Institute or hostel shall be punishable with penal action and might be liable for expulsion from the Institute.

I.11 Students shall behave in a disciplined manner and follow all the instruction issued by the Director / Principal from time to time. They should not indulge in any kind of indiscipline within or outside the premises of the Institute or hostel. Every student should endeavor to hold the high ideals, the good name and the prestige of the Institute.

I.12 No student should take the law into his own hands, whatever the circumstances may be. Any case of personal violence by the student on any other person will be viewed seriously and dealt severely. Students should represent any difficulty or grievance directly to the Principal / Director. The decision of the Institute in these matters shall be final.

I.13 Accessing, storing, viewing, transmitting and / or circulating any pornographic and / or obscene material is strictly forbidden. Students
are expected to co-operate in ensuring a virus free environment in the computer system.

I.14 Every student shall be regular and punctual in attending classes, practical, tutorials and submission of assignments.

I.15 Students are required to appear for all the tests conducted by the Institute authorities and submit term work; otherwise they will have to face the consequences as per rules of University of Pune.

I.16 Students are required to maintain attendance of 100% minimum of 85% as per the norms.

I.17 The student shall handle the equipment issued to him with utmost care and he will be held responsible for any loss or damage caused to the equipment.

I.18 Students should adhere to the dress regulations prescribed by the Institute.

I.19 No Student shall be permitted to take the University Examination unless he/she has paid all his / her dues to the Institute / hostel and his / her progress and his / her conduct and attendance are found satisfactory.

I.20 Every student shall carry his / her identity card and shall produce it whenever called for.

I.21 Industrial visits and educational tours, as and when arranged by the Institute are compulsory for every student. The student shall have to bear the full cost of such visits / tours.

I.22 Institute authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his stay in the Institute, outside the Institute or on educational visit. The students are therefore, cautioned to conduct themselves in a reasonably careful way wherever they are.

I.23 If the progress of a student is consistently poor he may be advised to leave the course with information to the parent / guardian.

I.24 The Director / Principal reserve the right to remove, from the rolls the name of the students for failure to pay the Institute / hostel dues in time.
I.25 Use of mobile phones by the students during the classes/practicals/exam/in library/other official functions of Institution is strictly prohibited. Mobile phones of students, not adhering to the rule, will be confiscated by Institute authorities.

I.26 Student will always behave in such a manner that pride of his/her own, his/her family & Institute will be always maintained with high dignity.

I.27 Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by Principal/Director. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging & will be dealt as per Anti Ragging Act.

I.28 The Management, Director/Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

Hostel Rules:

H.1 All residents are expected to be in the hostel before 8.00 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she must take prior permission from the Head of Dept on working days/Warden on weekends.

H.2 Leave forms are to be filled by 5.00 PM only. Only in emergency cases it will be signed after that. If any student leaves the campus without permission will be charged fine as decided by the Institute.

H.3 Students proceeding on leave have to handover leave form approved by authorities to Security Office. Students should report to Security Office when they are back from the leave.

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

Weekdays: 05.30 pm to 08.00 pm
Weekends and Public Holidays 10.00 am to 08.00 pm

H.5 All visitors to the hostel including the parents/guardians must make necessary entries in the Visitor’s Book available at the hostel entrance
with the security guard. (Please note: guardians should register their identity with the institutional authorities during admission with the consent of the ward’s parent).

H.6 It is the duty of the resident to inform visitor(s) of the visiting hours and to advise them to leave no later than 08.00 pm. Residents found in the company of their visitor/s, including family members, relatives, friends and/or any non-resident in the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel warden will be penalized.

H.7 While going out, students have to write their names and other details in the book kept at the gate.

H.8 In case of damage to or loss of hostel property the cost will be recovered from the students responsible if identified, or from all the concerned students, as decided by the Institute.

H.9 For any maintenance related complaint, the students need to fill the form available with Warden. Upon the payment of the necessary charges, if any, the maintenance work will be undertaken.

H.10 The Residents shall not move any furniture/fittings from its proper allotted place.

H.11 No gambling of any type will be permitted.

H.12 Activities of any nature like playing loud music which may cause disturbance to the roommates or neighbours should not be carried out in the hostel rooms.

H.13 All students are expected to be properly dressed before moving out from the hostel premises. Any violation will be considered as an act of indiscipline.

H.14 Male residents are not allowed to enter in the Ladies’ Hostel and vice versa.

H.15 No student will enter others room after 10 PM and each student should maintain complete silence after 10 PM in the hostel and campus.

H.16 Residents are advised in their own interest not to keep money or other valuables in their rooms. They may deposit all such money etc., which is not immediately required by them in the bank. The Institute
authorities do not hold themselves responsible for any loss of private property belonging to residents.

H.17 Residents are solely responsible for the safety of their own valuables. All room doors / wardrobes / drawers must be padlocked when the residents are not inside the room. A duplicate key for the padlock should be given to the Warden. The Institute reserves the right to cut the padlock without giving any prior notice to the resident concerned if no duplicate key has been lodged with them.

H.18 Residents are not permitted to change rooms or sleep anywhere other than in their own room. Residents found violating the rule will be evicted.

H.19 Rooms are allotted to each student on his/her personal responsibility. Residents should maintain the upkeep of the allotted room, hostel and its environment. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.

H.20 Students are not to overload the Lifts of hostels. A penalty will be imposed for failure to comply.

H.21 Students are not permitted to take food in the hostel (except for Sick students, with permission of Nurse on duty).

H.22 Students are to make sure that they close the water taps when they are going out. A penalty will be imposed for failure to comply.

H.23 All fans and lights must be switched off when the resident is not in the room/respective area. A penalty will be imposed for failure to comply.

H.24 The use of electrical appliances such as immersion heaters, electric stoves/room heaters/electric iron are banned in the hostel rooms. Such appliances, if found will be confiscated and a minimum fine of Rs. 1000 (Rs One Thousand Only) will be imposed.

H.25 Cooking is strictly banned in side the Hostel premises. A penalty will be imposed on residents found cooking in the unit.

H.26 The Institute reserves the right to make spot checks on the hostel rooms without prior notice to the students.

H.27 The Institute reserves the right to move residents to other hostel rooms if there is a necessity.
H.28 No visitors will be permitted to stay overnight in the Institute premises. However, five rooms with three beds each are reserved exclusively for parents of the payment basis (Only for father and/or mother along with student’s brother/sister, if any). Rent of each room is Rs 1000/- (Rs One Thousand Only) per night. A room can be booked for maximum two nights in a semester for each parent on first come first serve basis.

H.29 The uses of audio systems like TV, VCR and VCD/DVD which may cause inconvenience to other occupants are not allowed.

H.30 Residents are duty bound to report to the Warden any unwanted incident or undesirable activity going on in the hostel.

H.31 Residents are required to park vehicles only in the space provided for them in an orderly manner.

H.32 Any case of theft /property loss /damage should be reported promptly to the Warden.

H.33 The jurisdiction of Institute is confined to the campus. If students create law and order problems outside the campus, the Institute is NOT answerable to the police or other any other authority. Students are solely responsible for their behaviour.

H.34 Students can collect their letters received through post/courier from Warden Office in between 9 AM to 5 PM.

H.35 The Institute reserves the right to revise the Rules and Regulations from time to time as and when required.

H.36 Violation of any of the above mentioned code of conduct/rule call for disciplinary action that it deems fit. The Institute reserves the right to take direct disciplinary action, including immediate expulsion from the hostel and/or Institute.

Library Rules:

L.1 All readers are required to maintain perfect silence and discipline in the Library.

L.2 Students must carry Identity Card while sitting in the library.

L.3 Smoking, eatables and drinks are not allowed in the library.
L.4 Use of mobile phone is strictly prohibited in the library.

L.5 Two books against producing borrower cards will be issued for 7 days from the date of issue.

L.6 Fine of Rs.2/- per day per book will be charged if the book is not returned on due date.

L.7 Improper use of library facilities by a member will lead to the suspension of termination of his/her membership.

L.8 All personal belongings must be depot at the counter.

L.9 If any member is found misusing / stealing/ cutting pages from a book, disciplinary action will be initiated against him/her, besides withdrawing the library facilities.

L.10 User must check the Accession Number of the book issued by his / her name with the printed borrower’s slip before leaving the circulation counter. No objection will be considered afterwards.

L.11 Personal books should not be carried inside the Library.

L.12 Photocopy service (Xerox) is available on minimum payment of charges.

L.13 Issue and Return of books will be carried out between 9.30 a.m. to 5.00 p.m. on all working days.

L.14 Library rules may be amended or altered as and when necessary.

L.15 The norms for books issue/circulation are as below:

<table>
<thead>
<tr>
<th>Category of Membership</th>
<th>No. of Books</th>
<th>Period of Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>2</td>
<td>7 Days</td>
</tr>
<tr>
<td>Faculty</td>
<td>5</td>
<td>One Semester</td>
</tr>
<tr>
<td>Non teaching Staff</td>
<td>2</td>
<td>7 Days</td>
</tr>
</tbody>
</table>

- Books are issued to all eligible members as per their entitlements.
- Project Reports, CD’s are not lent out of the library.
- Readers should check the book thoroughly for missing pages, chapters, pictures etc., while borrowing the book.
- No book in damaged condition will be accepted from the reader. Mutilated or spoiled books will have to be replaced by the borrower.
- Books issued will not be accepted back on the same day.
- Reader can claim books (reserve) at the circulation counter.
International Institute of Information Technology, Pune
Rules and Regulations for Students

- Loss of book must be reported immediately. Late fees, if any, will be charged till the loss of book is reported. If the original library book is returned after reporting it lost, the fine will be calculated till the date of its return.
- Borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the library.
- Reference Books are issued only for Xerox by submitting the Identity Card.

I²IT Anti-Ragging Policy

Ragging in any form is a criminal offence and strictly prohibited inside and outside any educational institution. As per the directives of Hon. Supreme Court, All India Council for Technical Education (AICTE), and Govt of Maharashtra, strict actions are recommended against the concerned students for indulging and abetting ragging. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall on conviction, be punished, as per the rules. Ragging of students, physically or mentally, is a black spot on the society and is a cognizable offence. The students are requested not to do such inhuman and cruel act and eradicate this evil from the society completely. If any student, is found involved in ragging of juniors or any other student then matter will be handled very seriously. The student may be rusticated and the case may be handed over to the Police.

Every student admitted in the Institute shall have to furnish separate affidavits signed by himself/herself and his/her parent/guardian. For the students those who will be availing hostel accommodation facility in the Institute campus, another affidavit jointly signed by student and parent is also to be submitted along with hostel admission form.

- All India Council for Technical Education (AICTE), New Delhi Notification dated July 1, 2009 for prevention and prohibition of ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education
- Hon. Supreme Court of India Order dated May 8, 2009 regarding Prohibition of Ragging in Education Institutions
- Maharashtra Prohibition of Ragging Act, 1999
- Formats for Affidavits to be given by students and their parents at the time of admission