

## JOINING INSTRUCTIONS BATCH 2018 - 2020

Dear Student,

A warm Welcome to SITM .We are located in a sprawling campus at Lavale on Pashan-Lavale road via Sus Village. The campus is on a hill top which is about 21 kms from Pune railway station and 24 kms from Pune Airport.

### How to Reach

Pre-paid Taxi service is available from the railway station and airport. In addition dedicated bus service would be available on 2nd June & 3rd June 2018 from Symbiosis Vishwabhavan, Senapati Bapat (SB) road , Pune at 11.00 a.m. and 2.00 p.m. to reach Lavale campus. Students coming on their own and especially girl students are advised to reach the campus between 10.00 a.m. to 5.00 p.m. on the given dates so that they can be attended to.

### Verification

There will be verification of every student. Students are required to have their photo ID proof. It is the responsibility of the student to prove his/her bonafide.

### Submission of documents for Eligibility

All students are required to bring the following documents for eligibility clearance along with them when they join the Institute.

Part A

1. SIU Admission Form
2. Indemnification Undertaking by Student & Parent
3. Anti Ragging Undertaking by Student & Parent
4. **Statement of Marks:** Statement of marks of all semesters/years of qualifying examination issued by the qualifying Board/Recognized university/ and also by Autonomous colleges, whose degrees are awarded by the Recognized University.
5. **Passing / Degree Certificate:** The passing certificate/degree certificate of qualifying examination issued by the Board/ Recognized University/and also by autonomous college whose degrees are awarded by the Recognized University.
6. **Migration Certificate:** Migration certificate in original issued by the Board / Recognized University last attended.

Candidates who have obtained degree from Symbiosis International University and are seeking admission to any other programme of Symbiosis International University are not required to submit Migration certificate. However they shall submit Transfer certificate in original, issued by the constituent of Symbiosis International University last attended.

Candidates seeking admission in any part time programme of Symbiosis International University need not submit Migration certificate.

7. **Caste Certificate (SC/ ST Certificate) :** A Candidate seeking admission against SC/ ST Category shall submit the category certificate issued by the Tehsildar/ Deputy Collector/ Sub Divisional Magistrate of the area or by the competent authority.

8. **Certificate of Disability issued by Competent Govt. Medical Authority:** The candidate applying for admission to any constituent Institute of Symbiosis International University under the Differently Abled (DA) category should produce a certificate fulfilling the requirement of admission under differently abled category (DAC), issued by the competent medical authority based on which provisional admission may be granted.  
The candidate will have to get the disability authenticated from Symbiosis Centre of Health Care (SCHC), the admission may be considered as regularized only after due authentication by SCHC.
9. **Jammu & Kashmir Migrant Certificate:** A candidate seeking admission under the category of Jammu & Kashmir Migrant in type J1, J2, J3 shall submit the Migrant certificate in original issued by the Government of Jammu & Kashmir.
10. **Change of Name Certificate (Govt. Gazette):** A candidate shall submit change of name certificate, if his/ her name has been changed due to any reason and is not the same as mentioned in the certificates/ mark sheets of qualifying examination. A copy of Government Gazette in proof of change of name shall be submitted.

## **Part B**

1. **Equivalence Certificate:** Candidate who have been awarded diploma by All India Council of Technical Education (AICTE) approved autonomous polytechnic in Maharashtra state or its equivalent and taking admission to 2nd year of B.Tech Programme of Symbiosis International University shall submit equivalence certificate issued by Maharashtra State Board of Technical Education (MSBTE).

The candidates who have been awarded diploma by Government Polytechnic need not submit equivalence certificate.

2. **Attestation of documents:** A candidate shall attach, self-attested photocopies of the above mentioned documents in neat and legible form, to the eligibility form, photocopies without self-attestation will not be accepted.
3. **Return of original documents:** All original documents shall be returned to the Candidate after verification of the same by the institute except Transfer and Migration Certificates which will be retained by the University for the Grant of eligibility.

## **First Week Programme**

1. Date of Reporting at SITM – 4<sup>th</sup> June 2018
2. SITM induction – 4<sup>th</sup> June 2018
3. Common Induction Program – Second week of June 2018

## **Climate**

Pune, generally enjoys moderate climate throughout the year except during monsoons from June to August which is quite intense. Students therefore must bring along their rain coat / umbrella.

## **Accommodation**

SITM is a fully residential campus and all the students are accommodated in two / three / four sharing rooms. Every student is provided with bed, mattress, curtains, cupboard, study table and chair. However students are required to bring their own bed sheets, pillow and pillow covers and blankets. The allotment of rooms would be given on arrival. The decision of the Management would be final and no representation would be entertained in this regard.

## **Dress Code**

### **Monday to Thursday**

Boys - Shirt, Trousers, Leather shoes  
Girls - Salwar kameez / Churidar, Saree / Western formal

### **Friday to Sunday**

Jeans and T Shirt with sports shoes can be worn. Sandals, chappals and shorts are not permitted.

## **Campus Bus:**

Campus bus service is available for all the students staying on the campus to reach city. We will share the time table of the Campus buses.

**Please note that no personal vehicles are permitted on the campus.**

## **Facilities**

- Banking facilities – ATM of Bank of India is available on Hill Top campus and ATM of AXIS Bank is available at Hill Base. However no branch / extension counter of any bank is available at Lavale.
- Shopping complex – A small shopping complex near the students' mess is available which caters to the daily needs. A cafeteria and a stationery shop is also available at close proximity.
- Central Library – A well-stocked Central Library is available in the vicinity of the Academic complex with wi-fi facility.
- Internet / WiFi facility – Internet facility is available on WiFi in Academic block, Recreation Centre and Cafeteria. Internet LAN connection is available in all the rooms of the hostel.

**Note** – Students are advised to get their laptops. However desk tops are not permitted.

- a. Windows 7 and above preferably Window 10
- b. RAM 8 GB and above
- c. MS Office 10 and above
- d. 1 TB HDD
- e. Minimum 2 Core CPU

- Health Care – Symbiosis Centre for Health Care (SCHC) is available on campus. Emergencies on call are attended to round the clock.
- Games and Sports - Almost all kinds of indoor and outdoor games facilities are available in the campus including a swimming pool.

**Please note that Lavale hill top is a plastic free campus.**

**Students are requested to keep visiting our website [www.sitm.ac.in](http://www.sitm.ac.in) for all updates**

For any clarification please contact 020 39116170 / 6173 between 10.30 am to 4.30 pm on all working days.

Regards,

Kavita Sahasrabudhe  
Administrative Officer, SITM.