

Ref. No: VI-K/SS/2018-19/0955

Date: 26/04/2019

Subject : Opening of college and Payment of Fees for the academic year 2019-20.

Dear Parent/Guardian,

At the outset let me wish you good health and prosperity.

1. **V.I.I.T. will re-open on for Academic Year 2019-20 on 22/07/2019 for S.Y.,TY (B.Tech), and 10/06/2019 for BE.**
2. Your son/daughter/ward has to register on the first day, through E.R.P. system of college as before. Please note that attendance from the first day is compulsory. If a student registers and discontinues attending classes thereafter, her/his joining will be cancelled.
3. A student joining after **a week from the date of joining as mentioned above** will have to be accompanied by parent/s to complete the joining and reporting formalities. Late joining will attract fine of **Rs. 200/- per day**.
4. Two parent- teacher meetings (tentative schedule; July last week and September last week) are scheduled in the first semester. **Parents are requested to attend the same to know the progress of their ward.**
5. Class-tests and/or mid-term exams will be conducted in the semester and are compulsory for all the students. The students have to pass these test exams with minimum of qualifying marks (40%). The results of these exams will be considered for his/her continuous evaluation.
6. **Minimum 75% of attendance for theory and / or term work of practical is compulsory**, failing which the term of a student will not be granted.
7. The students may talk to their guardian- teacher in regards to their problems. Please note that we have a professional counselor to solve the problems of the students.
8. It is necessary to have I-Card with every student for all the procedures mentioned above and during their presence on campus. No student will be allowed to write Examination without valid I-Card and valid hall ticket.
9. Students should wear full uniform prescribed by the college on scheduled days and important events. Jeans, T-Shirts or any other kind of variations is strictly prohibited.
10. **Payment of fees:** Institute fees and Hostel fees are to be paid as per the schedule displayed on institute website (www.viit.ac.in) and on department notice board. Fees are subject to revision by Fees Regulating Authority and Savatribai Phule Pune University.
11. A student is permitted to join the next year before declaration of result. If a student fails in the previous examination, fees paid will be refunded. Students should apply for refund through ERP **within five working days** after the declaration of result and submit it to Students Section. (Applicable to BE only.)
12. As per Government of Maharashtra Gazette, Part Eight and Maharashtra Act No. XXXIII of 1999 clause 3 – Prohibition of ragging - Ragging within or outside of any educational institution is prohibited. Strict disciplinary action as per the guidelines of Government of Maharashtra will be initiated against defaulting students.
13. It is mandatory for all the students to fill up “on-line” affidavit regarding “Anti-Ragging ” on www.antiragging.com or www.amanmovement.org , take a printout and sign the same. Your son/daughter/ward should deposit the signed affidavits to his/her class teacher on joining.
14. It is mandatory to abide by Traffic regulations laid down by Institution. Failing which strict action will be taken.

With best wishes.

Yours faithfully,
Sd/-
Dr. (Mrs.) B.S.Karkare
Director

Dear Students,

College for A.Y. 2018-19 will reopen for TE and BE on 11/06/2018 and for SE 01/08/2018. 75% attendance is compulsory. Students should registrar through E.R.P and attendance from first day is compulsory.

Director, VIIT, Pune.