JOINING INSTRUCTIONS BATCH 2022 - 24

Dear Students,

A warm welcome to SIDTM. We are located on a sprawling campus at Lavale on Pashan-Lavale road via Sus Village. The campus is on a hilltop about 21 km from Pune railway station and 24 km from Pune Airport.

How to Reach

Pre-paid Taxi service is available from the railway station and airport. Students coming on their own, especially girls, are advised to reach the campus between 10.00 am and 5.00 pm on the given dates.

Reporting Date and timings

Students are advised to reach the Institute on or before 12th June 2022. Students can come to the campus from 11th June onwards.
In exceptional cases, if this is not possible, then you are advised to write to adminofficer@sidtm.edu.in for late reporting.

Verification

There will be verification of every student on the entry gate. Students must have their photo ID proof with them when they report to the campus.
Also, Vaccination status (one or both) with a supporting (vaccination certificate copy) is mandatory to submit at the time of reporting.

Internet Connection

You are requested to talk to the ACADS team about the Internet connection procedure.

Submission of documents for Eligibility

All students are required to bring the following documents for eligibility clearance at the time of joining.

SYMBIOSIS INSTITUTE OF DIGITAL AND TELECOM MANAGEMENT

[Formerly SYMBIOSIS INSTITUTE OF TELECOM MANAGEMENT]
CONSTITUENT OF SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' grade (3.58/4) | Awarded Category - I by UGC
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D.

Eligibility means the conditions to be fulfilled by the Candidate for being eligible for admission to the program offered by Symbiosis International (Deemed University).

To confirm provisional admission to the respective program at the Constituent of Symbiosis International (Deemed University), the University follows a process of verification of documents. To complete the eligibility verification process, you students have to scan and upload the documents required for eligibility verification.

Following documents are required for Eligibility clearance as per the guidelines of Symbiosis International (Deemed University)

A.PRIMARY DOCUMENTS:

1. Statement of Marks of Last Qualifying Examination - Self-attested photocopies of a statement of marks of all semester(s)/year(s) of the last qualifying examination issued by a recognized University/ Institution of National Importance.
2. Provisional/ Passing/ Degree Certificate - Self-attested photocopy of provisional/ passing/ degree certificate of last qualifying examination awarded by the Recognized University/ Institution of national importance.
3. Transfer Certificate Original transfer certificate issued by the College/ School/ Institute last attended.
4. Migration Certificate - Original Migration certificate issued by the last University attended. Candidates who have completed/ appeared for the final qualifying examination from any Constituent Institution/ Department of Symbiosis International (Deemed University) shall submit a Transfer Certificate in Original. They are not required to submit Migration Certificate.
5. Caste Certificate Self-attested caste certificate (in English) issued by Tehsildar/ Deputy Collector/ Sub Divisional Magistrate or the Competent Authority.
6. Certificate of Disability issued by Competent Govt. Medical Authority- The Candidate applying for admission to any constituent Institute/ Department of Symbiosis International (Deemed University) under the Differently Abled (DA) category should produce a certificate fulfilling the requirement of admission under the differently-abled category (DAC), issued by the competent medical authority at the time of reporting. The Candidate will have to get the disability authenticated from the Symbiosis Centre of Health Care (SCHC). The provisional admission may be considered as regularized only after due authentication by the Symbiosis Centre of Health Care (SCHC).
7. Jammu & Kashmir Migrant Certificate - A candidate is seeking admission under the Jammu & Kashmir Migrant category in types J1, J2, J3 shall submit the migrant certificate in original issued by the Government of Jammu & Kashmir.

![Symbiosis logo]

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8. Dependent of Defence Personnel Certificate (if applicable) A candidate seeking admission under the Defence Category shall submit the authenticated photocopy of the Identity Card as a proof of dependent of Defence Personnel along with Appendix A/B/C

9. Change of Name Certificate (Govt. Gazette)- A candidate shall submit the self-attested photocopy of the change of name certificate if their name has been changed due to any reason and is not the same as mentioned in the certificates of the qualifying examination. A self-attested photocopy of the Government Gazette in proof of name change is required.

10. Experience certificate (If applicable) Self-attested experience certificate

B. SECONDARY DOCUMENTS:
1. Application for confirmation of Eligibility and provisional admission (Affidavit to be notarized on Rs. 100/- non-judicial stamp green legal paper by the Candidate)
2. Medical Undertaking
3. Indemnification Undertaking by Student
4. Indemnification Undertaking by Parent
5. Anti-Ragging Affidavit by Student
6. Anti-Ragging Affidavit by Parent
7. Photo Identity Proof (a) Driving License/ Aadhar Card / PAN Card/ Passport or any other such document as proof of identity issued by Govt. authority
8. SNAP Admit Card
9. GE-PIWAT Admit Card

NOTE:

1) Candidates are advised to submit all the above-mentioned documents for confirmation of provisional admission and Eligibility on the Date of reporting to the respective Institute. Candidates should also carry all their original documents. These would be required at the time of document verification by the University Eligibility team.

2) Those who have appeared for their final semester/ trimester/ annual examination of the last qualifying examination shall submit application documents within 30 days from commencement of the programme.

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 the University will retain for the grant of Eligibility.

First Week Programme

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1. Date of Reporting at SIDTM – 12th June 2022
2. SIDTM Induction – 13th June 2022 to 21st June 2022
3. Common Induction Program – Third week of June 2022

Climate

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

Accommodation

SIDTM is a fully residential campus and all the students are accommodated in two / three / four sharing rooms. Every student is provided with a bed, mattress, curtains, cupboard, study table and chair. However, students are required to bring their own bed sheets, pillow, 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.
Accommodation may be given on the Lavale campus, hill base or hilltop depending upon the availability of rooms.

Dress Code

Formals during the Induction week.
Sports outfit, and Sports shoes during the outbound training programme.
Formals on the rest of the days.

Campus Bus:

Campus bus service is available for all the students staying on the campus to reach the city. We will share the timetable of the Campus buses once you reach the campus.
Please note that no personal vehicles are permitted on the campus.

Facilities

- Banking facilities – ATM of Bank of India is available on Hilltop campus and ATM of AXIS Bank is available at Hill Base. However, no branch / extension counter of any bank is available at Lavale.

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- Shopping complex – A small shopping complex near the students' mess is available which caters to the daily needs. A cafeteria and a stationery shop are 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 / Wi-Fi facility – Internet facility is available on Wi-Fi in Academic block, Recreation Centre and Cafeteria. Internet LAN connection is available in all the rooms of the hostel 24X7
- Sports facility.

Note – Students are advised to get their laptops. However, desktops are not permitted.

a. Windows 7 and above preferably Window 10
b. RAM 8 GB and above
c. MS Office 10 and above
d. 20GB HD space
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 indoor and outdoor games facilities are available on the campus, including a swimming pool.

Please note that Lavale hilltop is a plastic-free campus.

Students are requested to keep visiting our website www.sidtm.edu.in for all updates.

For any help, please contact 020 61936170/80 OR 020 28116170/80 between 9.30 am to 5.00 pm on all working days.

Regards,

Kavita Sahasrabudhe
Administrative Officer, SIDTM