

# International Student's Handbook – 2018-2019

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The International Relation Office offers the following services to all the Foreign Student's

- On request Pick up & Drop for the airport
- Welcome and Orientation
- Assistance with the admission procedure for your respective institute
- Assistance with hostel accommodation
- Assistance with immigration formalities

If you are a full time student coming to Vishwakarma Group for study here is what you need to do

### **Before Arrival**

Inform the IR Office of your travel plans. Please give detailed travel itinerary so that the Institute vehicle can be arranged at cost for the pickup of the student from the airport.

Email: [sule.bipin@gmail.com](mailto:sule.bipin@gmail.com)

Telephone: +91 8600173940/+91 9822225577

### **On Arrival**

Shared hostel accommodation will be provided in the college hostel. Students will eat in the food mess. Breakfast and Dinner is served in the hostel mess.

### **After Arrival**

On the next day of arrival, please report to the IR Office

At the IR Office, you will

- Meet the official from Vishwakarma Group who will assist you in understanding the admission procedure at DTE, Mumbai, Savitribai Phule Pune University, Vishwakarma University etc.
- Fill in the Registration Form for immigration
- Fill in the necessary form to complete the procedure at the respective institute.

### **ADMISSION PROCEDURE FOR VIT & VIIT**

1. Students should login to the [www.dtemaharashtra.gov.in](http://www.dtemaharashtra.gov.in)
2. Open above link and create a LOGIN, if not registered, for respective admission.
3. Provide the required information accordingly and proceed.
4. Fill the complete APPLICATION FORM
5. Pay the requisite FEE through Online Payment mode (**5000 INR for foreign nationals**)
6. Upload the SCANNED copies of original documents
7. Send the printed APPLICATION FORM along with documents to

For Under Graduate Courses

“To

Director

Sadar Patel College of Engineering

Bhavan's Campus, Munshi Nagar,

Andheri (West),

Mumbai, Maharashtra 400058 (**This Centre changes every year**)

8. Display of the provisional merit list for CIWGC/NRI/OCI/PIO/FN on DTE, Mumbai website.
9. Submission of grievance, if any, for CIWGC/NRI/OCI/PIO/FN on DTE, Mumbai website.
10. Display of final merit list for CIWGC/NRI/OCI/PIO/FN on DTE, Mumbai website.
11. Once the student has generated a valid merit from DTE, Mumbai you can approach the respective college of your choice directly.

The admission process will commence tentatively in the first week of June every year

Fees to be paid at the time of admission only for the first year

1. DTE Mumbai – Online Application Form Fee : INR 5000
2. AIU Certificate – INR 12000
3. Onetime fee of the Institute : INR 15000
4. This is additional to the tuition fee

#### **DOCUMENTS REQUIRED FOR ADMISSIONS – FOREIGN NATIONALS**

1. Merit Number generated by DTE, Mumbai - Original
2. Passport Size Photo - Original
3. Statement of Marks or Certificate of Passing SSC or equivalent - Original
4. Statement of Marks or Certificate of Passing HSC or equivalent - Original  
**OR** Bachelor or Graduate Mark sheet & Certificate (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year)
5. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) - Original
6. Passport (First Page & Last Page) **OR** Citizenship Card copy in case of students from Nepal or Bhutan -Copy
7. Student Visa /Change of Course -Copy
8. Updated Residential Permit (RP) with required necessary changes from FRRO - Original
9. Change of Course (if applicable) - Original
10. Gap Certificate (if applicable) - Original

### **Instructions:**

1. All original documents have to be submitted for verification.
2. All documents need to be translated into English
3. Please note that mark sheet has to be attested by Ministry of Education and Indian Embassy in your country or your Country Mission i.e. your Embassy or Consulate in India.
4. It is mandatory for all students to produce & submit documents in original at the time of reporting to the Institute

**Note: 3 Photocopy set of the documents is required at the time of reporting to the Institute**

### **ADMISSION PROCEDURE FOR VCACS**

#### **Steps for Online Admission Process at Savitri Phule Pune University**

Create a Username and Password

##### **Instructions for Step 1**

1. Please enter correct information so that it can be matched exactly with soft copies and hard copies during review.
2. Please provide valid and working Email address and contact number.
3. If student's category is Gulf or South East Asia, then parent's passport details should be entered.

##### **Instructions for Step 2**

1. In subject fields, if you have grades (GCE, IB, SAT etc.), please convert them into marks.

##### **Instructions for Step 3**

1. Please select your centers preferences carefully.
2. Website of the selected centre will be displayed if available.
3. Please upload a formal, passport size photo only.
4. All soft copies (scanned copies) should be of the original document only. In case any fraud of documents is detected, the candidate shall face legal action in the court of law.
5. All original hard copies of the soft copies uploaded now should be made available for verification at the time of booking the seat at International Centre, Savitribai Phule Pune University.
6. In case the candidate is unable to produce original hard copies of the uploaded soft copies during verification, candidate's application will be rejected.
7. All documents should be in English only.
8. All documents of sponsor parent should be of the same parent.

9. All documents should be uploaded in PDF format (Except photo and signature which should be in jpeg format).
10. Do not upload scanned photograph. Upload a photo taken from a digital camera.
11. Mark sheet of all foreign nationals must be attested from Ministry of Education or Indian Embassy in his/her country or his/her consulate in India.
12. If applying for post graduate course, please upload bachelor's degree mark sheet of all years.

#### **Instructions for Step 5**

1. Select your payment method and continue.
2. In case of online payment, you will be redirected to a payment gateway. If the payment is successful, you will receive payment receipt and your application will be forwarded to the staff for review.
3. In case of offline payment, you have to download and print the challan and pay the application fee at the bank. After the payment confirmation is received, you have to scan and upload stamped copy of the challan to continue to the next step.
4. Students are advised to prefer online mode of payment so that application can be processed faster.

#### **Instructions for Step 6**

1. In this step your application details and documents will be verified by the staff.
2. If your application is approved after review, you will receive provisional certificate for admission on your registered e-mail address. You can then initiate the Visa process with your embassy.

#### **Instructions for Step 7**

1. Please scan and upload your Visa document for review.
2. Children of Indians Working In Gulf and South East Asia can continue without uploading any document.

#### **Instructions for Step 8**

1. In this step you have to get your original documents verified at International Centre, SPPU, Pune.
2. Original documents verification will start from 1 July every year.
3. **Please download and carry a print out of the application form mentioned here.**
4. **Affix a passport size photo to the printed form and sign the declaration in the form.**
5. **Please carry all the required original documents and photocopy of all original documents along with the printed application form.**
6. After your original documents are verified as valid, you will be allotted a seat. You will have to pay the necessary fees offline at the University to confirm your admission.
7. Please download Self Affidavit. It must be typed on 100 Rupees Stamp Paper with notary stamp, notarized and registered from the court.

#### **Instructions for Step 9**

1. Please proceed to the International Centre and confirm seat allotted to you by paying the fee.
2. After you pay the fee upload stamped copy of challan and continue.

#### **Instructions for Step 10**

1. In this step staff at the International Centre will verify stamped copy of the challans you have upload.
2. After your challan copy is verified as valid, your seat will be confirmed
3. Please produce the original stamped copy of challans at the International Centre for verification

#### **Instructions for Step 11**

1. Please provide your medical details.
2. Please fill details only after your medical checkup.

#### **Instructions for Step 12**

1. Final Letter of admission.

Fees to be paid at the time of admission only for the first year

- Provisional & Eligibility check Fee – INR 1700
- Onetime Fee of the Savitribai Phule Pune University – 1062 USD
- There will be a onetime fee of the Institute only for the first year is INR 15000

**The admission process tentatively commence in the first week of April every year**

#### **Documents for Foreign National students**

1	12th Grade Mark sheet, Bachelor's degree (1st, 2nd & 3rd year) Mark sheets - Originals with photocopies
2	Passport (First and last page copy)
3	Visa copy
4	Updated R.P. copy
5	Change of course copy (if applicable)

#### **Instructions**

1. All original documents have to be uploaded
2. All documents need to be translated into English
3. It is mandatory that the mark sheet is attested by Ministry of Education or Indian Embassy in your country or your Country Mission, i.e. your Embassy or Consulate in India.
4. It is mandatory for all students to produce all the same documents in original at the time of Firm Admission submission, as have been uploaded at the time of filling the form.

#### **ADMISSION PROCEDURE FOR VISHWAKARMA UNIVERSITY**

### **Instruction for Step 1**

Visit the University website for the various programs offered & the list of documents which will be required to process the admission procedure at Vishwakarma University.

### **Instruction for Step 2**

Fill the application form and email the scanned copy along with all academic certificates (front and back), passport copy and photograph at [sule.bipin@gmail.com](mailto:sule.bipin@gmail.com)

### **Instruction for Step 3**

Payment of 15000 INR should be paid towards Provisional Admission & Eligibility Processing Fee

### **Instruction for Step 4**

Document Verification and Eligibility check by the Vishwakarma University, International Student's Cell

### **Instruction for Step 5**

Obtain the Provisional Admission Letter for applying for Student Visa/Apply for Change of Course in case of Foreign Nationals

### **Instruction for Step 6**

Original Document verification will be done at the Vishwakarma International Student's Cell along with updated Residence Permit in case of Foreign Nationals

### **Instruction for Step 7**

Display of Provisional, Final, Allotment list on the University website

### **Instruction for Step 8**

Medical Checkup & Obtain a medical fitness Certificate

### **Instruction for Step 9**

Obtain the Final Admission Letter from the Vishwakarma International Student's Cell & report to the department to complete the departmental procedure

Fees to be paid at the time of admission only for the first year

- Provisional & Eligibility check Fee – INR 15000

## **IMMIGRATION FORMALITIES**

### **Registration of Foreigner's**

It is mandatory for all Foreigners arriving on Missionary (M), Student (S), Employment (E), Research, Medical (M) or Medical Attendant (M X) visa to register themselves within 14 days of their arrival in India irrespective of duration of their stay in India. They are required to report at the designated office or concerned Police Station in their places of stay and register themselves.

The Following documents are needed to be submitted for Registration

- Application for Registration (Online form on FRRO Pune website)
- A Form (Police Registration Form)
- C Form (Address Registration Form)
- Passport Copy
- Arrival Stamp page Copy
- Visa Page Copy
- Bona fide Certificate from the Institute
- Address Proof in India (Lease Agreement or Bona fide letter from the hostel)

After submission of these document's a residential permit will be issued by the Foreigner's Registration Office. This is a very important document and has to be maintained carefully.

### **Residential Permit Extension**

The foreigner who has to apply for extension of residential permit has to be done 15 days before it expires.

### **DO'S & DON'T'S**

All international students shall abide by all the rules of the Institution and the code of conduct as applicable to Indian students doing same courses. In case of Default, strict disciplinary action amounting to rustication from the hostel /Institute will be taken.

### **Hostel Discipline**

- Daily reporting in the hostel for boys from Monday to Saturday including Sunday is 10.30 pm & for girls from Monday to Saturday including Sunday is 9 pm.
- Hostel admission will be purely on first come first served basis.
- No change of room is permitted without the written permission of Resident Guardian.
- Girls & Boys stay in different hostels. Boys will not be allowed to enter the girl's hostel and vice versa.
- Guest and visitors of the student's are not permitted to enter the hostel rooms or stay in the rooms of the students
- Cooking in the rooms will not be permitted. Action will be taken on student's who cook in the hostel room and are found to possess cooking equipment and vessels



- Student's who wish to cook can use the common kitchen provided. Contact the hostel authorities for more details
- In case the Foreign student's wish to travel on weekends they must fill a form and obtain prior Permission from the IR office and hostel authorities and give details of their travel, hotel accommodation details and contact numbers in case of any emergency.
- Student creating indiscipline / Mischief / Fight /misbehavior and ragging may ask to leave the hostel premises at that very moment.
- Smoking, consumption of alcohol, use of drugs and chewing of tobacco inside the hostel is strictly forbidden.
- Designated team of faculty members of Vishwakarma Group will be visiting hostel frequently to have surprise check of student's residential rooms
- In case of any damages, cost of damages made to the hostel property (including furniture) shall be recovered from the student's
- Safety precautions – Heating appliances such as Electric Stove, Heaters, Gas Stove, Hot Plates, Iron etc. are not permitted to be used in the room.
- Any student using such appliances will be fined Rs. 500 and the appliances will be confiscated.
- Students of the hostel are to vacate the hostel within two or three days when final exams are over. No further stay is permitted.
- International Student's if wish to stay in the hostel during their vacation, prior approval has to be obtained by the Head of the Institute & Director International Student Cell, Vishwakarma Group.
- Rude or ill mannered or disrespectful behavior in the hostel, mess or in dealing with any staff member will be viewed seriously and severe action will be taken.

### **Classroom Behavior**

- Foreign students are advised to dress in a way that does not attract attention. Full length trousers and loose fitting tops or T- shirts with sleeves are to be worn while on the Institute Campus
- Please avoid eating or drinking water, cool drinks or chewing gums in class

- Please do not use I-pods, tablets, I-Pad, MP3 players or mobile phones in classroom. If found it will be confiscated
- Computers classroom chairs and other furniture are to be handled with care
- Students should be on time for class
- As per the Savitibai Phule Pune University every candidate should have a minimum of 75 % attendance to be eligible to write the internal and University examinations. Candidates who do not have the necessary attendance are not eligible to write the above mentioned examinations.
- Students are not allowed to bring cell phones, programmable calculators, and written material into the examination hall. Violation of this rule is considered as malpractice. If a student indulges in copying or any malpractice zero marks will be awarded in all papers

## **LIFE AT VISHWAKARMA AND PUNE**

### **Facilities on Campus**

- Separate for Boys and Girls Hostel
- Comfortable and well furnished rooms with attached bathrooms and toilets
- Provision of Security service, Medical aid and Mess service
- Lift, Generator backup and Wi- Fi system
- Recreation Room, Guest Room
- Postal and courier service, Newspapers and magazines
- Separate resident guardian for each hostel
- Campus Communication Centre for Photocopying, Printing, Scanning, Binding facilities
- Internet facility is available in the Internet Laboratory
- Wi-Fi facility is available in Campus and in the hostel premises.
- Canteen and Nescafe is available on campus
- Fully furnished AC auditorium with a seating capacity of 700, public address system and all other ultramodern facilities are available
- ATM facility is available on campus
- Gymnasium facility can be availed before or after class hours
- Sports Playground is available for playing outdoor games
- Central Library facility is available on campus
- Transport Facility is available for pickup and drop of student's from hostel to the Institute and back

## Climate in Pune

- **Winters** (November to February) are characterized by medium level of humidity and warm cool weather. During winters minimum temperature can go below 10°C
- **Summers** (March to June) are hot and temperature going up to 42°C
- **Monsoons** (July to September) are accompanied by mild to average rainfalls and offers relief to hot summer. October to February is ideal for sightseeing and city activities. July to September is pleasant with cool and humid atmosphere. Be aware that in monsoons, water clogging on roads is very common

## General Etiquette

- Say “ Hello” or “Namaste “ (Joining one’s hands and bowing slightly)
- Religion is a tricky topic but genuine interest about rituals and customs are welcome.

## GENERAL

### Money Matters

- Currency in India – INR – Indian rupee. It is available in denominations Rs 10, 20,50,100,200,500,2000.
- One rupee is equal to 100 paisa and there are coins of the following denominations – Rupee 1, 2, 5, & 10.
- Banks and ATM are located on the campus itself and there are many all around the Pune city.
- You can change most major foreign currencies and brands of traveler’s cheques – but you’ll widen your options and save yourself hassles if you stick to US dollars and either Thomas Cook or American Express travelers cheques
- Debit and credit cards are accepted at several big establishments.(extra charges as applicable)
- You can send and receive money through Western Union and Money gram.
- If your study period is more than 6 months it is advisable to open a Saving Bank account in the Indian Bank within the Institute Campus.

### Pune Sightseeing

The foreigner student who wishes’ to go for Pune City Tour can opt for Pune Darshan Bus which is an economical option

### Famous Places Covered by the bus

Pune Station, Pataleshwar Caves, Pune University, Chaturshringi, Ambedkar Museum,Tilak Museum,Shaniwar Wada,Lal Mahal, DagduSeth Halwai Ganpati, Phule Wada, Saras Baug,Mahalaxmi Temple , Swami Vivekananda Museum, Snake Park,Mahadji Shinde Chatri,Osho Graden,Aga Khan Palace

**Note: You have to pay the entry fee at each spot separately wherever applicable**

Bus Fare is INR 350

Bus Type is Non AC

**Booking Office:** Pune Station Depot or Deccan Gymkhana Depot (4 Days prior to your travel)

**Pickup point:** Will be communicated to you at the Depot

Normally the Pune city tour start's from 9.00 am in the morning to 5.00 pm in the evening

### **Pune Shopping**

Amanora, Phoenix Market city, In orbit Shopping Mall, SGS Mall, Hyper city, Kumar Pacific, KPCT, Nucleus, Lifestyle, Pune Central, Shopper's Stop, Vishal Mega Mart, Pune Connaught Place, Mariplex, Kakade Center port, K K Bazar, Jewel Square, Dmart

### **Food Options**

KFC, Mc Donald's, Burger King, Pizza Hut, Subway, CCD, Barista, Mainland China, Chinese Room, Blue Nile

### **International food and Grocery Store**

Dorabjee, Pune is centrally located for this since all the international products are available under one single roof.

### **Local Transport**

PMT Buses services are available almost on all routes all over the Pune City  
Three Seater Auto Rickshaw is available. You can pay for this as per the tariff card

### **Indian Sim Card**

There are many telecom service providers namely Reliance,Airtel, Idea, Vodaphone, Aircel etc.,  
Voda phone, Idea, Airtel has good network coverage.

### **Document's required to obtain a prepaid Sim Card**

- Passport size Photo
- Passport Copy
- Indian Visa Copy
- Residence Proof in India
- Residence Proof in the home country
- Details of the Local Reference in India

### **Opening a Bank Account**

The Student can open a saving account in SBI,ICICI,HDFC,HSBC which are international bank preferably

### **Document's required to applying for saving Account**

- Passport size photo
- Passport Copy
- Indian Visa Copy
- Residence Permit Copy
- Bona fide Letter from the Institute
- Residence Proof in Pune (Copy of the lease Agreement/ Bona fide letter from hostel)

## Driving License

If the International Student wishes to drive any kind of motor vehicle in India you need to obtain a driving license. The minimum age for driving in India is 16 for motorcycle of 50cc or less and 18 for all other vehicles. First you have to obtain Learner license from the RTO office in Pune. The permanent driving license is issued within three months after the learner license and it will be valid until your residence permit expire

### List of Document's required to apply for Driving License

- Application form of the local RTO
- Passport size photo
- Passport Copy
- Indian Visa Copy
- Residence Permit Copy
- Birth Certificate
- Residence Proof in Pune (Copy of the lease Agreement/ Bona fide letter from hostel)

### IMPORTANT ADDRESSES

Name of the Place	Address
DTE, Mumbai	Directorate of Technical Education, 3, Mahapalika Marg, Dhobi Talao, Near Metro Cinema, Mumbai- 400 001.
AIU , New Delhi	16 AIU House, Comrade Indrajeet Gupta Marg, New Delhi, Delhi 110002
Savitribai Phule Pune University	International Centre,Ganesh khind, University of Pune Pune - 411 007
Vishwakarma Institute of Technology	666, Upper Indiranagar, Bibwewadi, Pune – 411037
Vishwakarma Institute of information Technology	Survey No. 2/3/4, Kondhwa (Budruk) Pune - 411048
Vishwakarma College of Arts Commerce & Science	Survey No. 2, 3 & 4 Laxmi Nagar, Kondhawa Budruk, Pune. - 411048
International Relation Office,VI,Pune	Vishwakarma Corporate Office,Suyog Centre, 7 <sup>th</sup> Floor, Marketyard Road,Gultekdi Pune - 411037
Commissioner Office,FRRO Pune	Police Commissioner Office,2, Sadhu Vaswani Road, Next to G.P.O., Pune – 411 001
Kondhwa Police Station	Near Shantai Bhaji Mandai Kausar Baug, Kondhwa Khurd, Pune - 411048
Ruby Hall Hospital Clinic	Ruby Hall Clinic 59/6, Azad Nagar,Wanowarie,Pune – 411040
Sahyadri Hospital Bibwewadi	Plot no. 13, S. no. 573, Vivekananda Marg, Bibwewandi, Pune, 411037
Post Office	Market Yard S.O (Pune),
Western Union	State Bank of India, Bibwewadi Ravikiran Hall , Biwewadi
Shivajinagar Court	261, Shivaji Nagar, PMC- 411005, Landmark Near Jangali Maharaj Temple
RTO Office	Dr Ambedkar Road, Near Sangam Bridge, Pune 411001

Forex Currency Exchange	FRR, Shop No 3, Gr Floor , Thacker house, East Street, Camp Pune – 411001
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### IMPORTANT CONTACT DETAILS

Name of the Person	Contact Details
Dr Bipin Sule,CEO & Director,ISC,VI,Pune	9822225577
Dr Jalenkar ,Principal VIT,Pune	9552544489
Dr Kakare ,Principal,VIIT,Pune	9850604785
Dr Patil,Principal,VCACS,Pune	9011001178
Mr Ravi Bade,Student Section,VIT,Pune	9011715062
Mr Mahesh Panchpor,Student Section,VIIT,Pune	9373008563
Mr Sandeep Bartakke,Student Section,VU,Pune	8482987887
Mr Suresh Sase,Student Section,VCACS,Pune	9371460487
Mrs Sanaa Khan,Coordinator,ISC,VI,Pune	8600173940
Prof Ganesh Kowar,Register & Hostel ,In charge	9960688567
Market Yard Post Office	02024263040
Sahyadri Hospital Bibwewadi	0206721 3700
Ruby Hall Clinic, Wanowarie	02066494949
FRR Forex Currency Exchange Counter	02066212800
Just Dial Local Search Engine for any information	08888888888

