

**\*Regarding Infosys Visit\***

Dear enrolled Students,

Please note the following plan and rules for the Infosys campus visit. All students are required to strictly adhere to them.

**Tour Plan:**

- **Departure Date:** 18th October 2024
- **Reporting Time:** 03:00 PM at IMR
- **Departure Time:** 04:00 PM from IMR
- **Evening Dinner:** At a hotel near Fardapur
- **Arrival at Alandi:** 04:00 AM on 19th October
- **Rooms Booked for Freshening Up:** Until 06:00 AM
- **Breakfast:** 06:15 AM
- **Infosys Campus Arrival:** 08:00 AM
- **Lunch:** Provided by Infosys at 1 pm
- **Departure from Infosys:** 03:00 PM towards Alandi
- **Freshen Up Time:** Half an hour rooms allotment at Alandi
- **Dinner at Alandi:** 07:00 PM
- **Departure from Alandi:** 07:30 PM
- **Arrival at Ranjangaon:** 08:30 PM
- **Departure from Ranjangaon:** 09:30 PM
- **Arrival at IMR:** 07:00 AM on 20th October

**Rules:**

- There will be **three buses**, each with **45 students and 3 faculty members**. Seat allotments will be managed by faculty in the bus and which need be accepted by students.

- Students will be informed about their assigned bus and seat on 18th October at 03:00 PM. Please refrain from inquiring or requesting changes, as the allotment has already been finalized.
- Faculties in the Bus 1 – Mr. Prakash Bari, Mr. Vaibhav Chaturbhuj & Ms. Varsha Zanke.  
Bus 2 – Mr. Satish Damade, Ms. Kavita Pawar, Ms. Rupali Narkhede & Ms. Sejal Nehete.  
Bus 3 – Mr. Punit Sharma, Ms. Dhanashree Chaudhari & Ms. Yamini Bhatia.
- **ID cards are mandatory.** If you haven't received yours, please collect it from Mr. Vaibhav Chaturbhuj Sir on 17<sup>th</sup> Oct only.
- Also Carry your **Aadhar Card, PAN Card, or Driving License.**
- **Shoes are compulsory.** Entry into the Infosys campus will not be allowed without shoes (no sandals, floaters, or slippers).
- **Institute uniform** must be worn (Compulsory) during the campus visit. If you haven't received it, borrow from someone.
- No student is allowed to change their **bus or seat** before or during the journey.
- Stay with your assigned group during the tour and avoid wandering away alone, especially on the Infosys campus.
- Refrain from carrying any sharp objects, flammable items, alcohol, drugs, or other banned substances during the trip.
- All students must strictly adhere to the **timing** mentioned in the tour plan.
- **No pen drives, laptops, or other storage devices** are allowed inside the Infosys campus.
- Students must **switch off mobile phones** during the Leader Connect session.
- No **outside food** is allowed inside the campus. Please leave any food items on the bus.
- Participants must remain in **designated areas** and follow instructions from the assigned Infosys volunteers.
- Photography is allowed in the campus but **not inside any facilities/buildings/classrooms.**
- Students should carry their own **drinking water, warm clothing, freshening-up items, formal clothes, formal shoes, institute uniform,** medicine, if required and any other personal necessities.
- Do not carry **expensive items, jewelry,** or large amounts of cash. Each student is responsible for their personal belongings.
- Maintain respectful behavior with fellow students, faculty, bus and Infosys staff. Any form of misbehavior, disrespect, or indiscipline will not be tolerated and will result in strict action.

We expect complete cooperation to make this visit a success!

**Thank you!**