Dear Participants,

This email contains very important information related to your joining the programme. It also has a number of enclosures listed below. Please take some time out to go through the enclosures.

**Hostel Allocation: (Enclosure -1) :**

Please make a note of the instructions given below concerning your hostel accommodation.

* You are requested to approach the hostels from Gate No. 4, D. N. Nagar Road, Near Wadia School, Opp. D. N. Nagar Police Station, Bhavan’s Campus, Andheri (W), Mumbai – 4000 058 (Map attached). Kindly note that vehicles are not permitted to enter the campus from any other gate.
* Proceed to the respective hostel buildings and report to Mr Maruti (**9867949196**)  Or  Mr Nitesh (**8850121427**) at the Hostel.
* Sign the register kept with the security personnel at the ground floor of respective hostel buildings. Collect the keys of the allotted hostel room.
* You will take up rooms allotted to you. Participants are not allowed to change the room with other participants.
* Your rooms will be ready for occupancy from January 30, 2024, 9 AM. These are allotted to you till the end of your academic year in January 2025.
* Kindly note that SPJIMR does not provide accommodation to family, parents and relatives during their visit to the campus.
* In case, two or more single occupancies are created during the year, you may ask to shift.
* In case of any hostel related emergencies; you can get in touch with Mr Maruti, at SPJIMR Hostel Building.
* For any problems/issues faced to reach at the Institute/Hostels please get in touch with the programme team.

**Wi-Fi settings:** Please connect with the computer center at "C" block First floor for wi-fi settings on January 30 between 3 PM to 6 PM OR on January 31 and February 1 between 10 AM to 7 PM.

**Student Handbook (Enclosure -2 )-**  This booklet carries information that may be useful during your stay at SPJIMR.

**Schedule for Registration, for signing the AICTE register, registration of biometric device for attendance, photographs for ID card and collection of welcome kit, text books (Enclosure -3 ):**  This activity is scheduled on February1, 2024 from 10 AM, at "C" Block 3rd Floor, C3-10 classroom. Please refer to Enclosure -3 for the schedule. Please report in the time slot allocated to you.

For photographs, you can wear smart casuals.

**Inauguration (Enclosure - 4):** The Batch will be formally inaugurated at an Inauguration ceremony on February1, 2024 from 10 AM to 11:30 AM in Dr M L Shrikant Auditorium, "C" block, ground floor. The ceremony will be followed by Tea and Snacks. The dress code for the ceremony is formal wear. You do not need to wear a Jacket/Tie. Do ensure that you take your seats **by 9:40 AM.**Detailed agenda of the ceremony is mentioned in Enclosure 5.

**Document Verification details (Enclosure - 5):** Document verification (Education, Work experience and salary slips) and  Submission of Student Affidavit and the Indemnity Bond is scheduled from February 5, 2024. Please refer to Enclosure 6 for the detailed schedule and report to the person in-charge in the time slot allotted to you at the PGPM office. (C Block- Third Floor).

In case of any questions please get back to us.

Note - attached is Campus Guide Map for reference.

regards

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