



# Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE & Recognized by Govt. of Maharashtra)

## 7.1.10: CODE OF ETHICS

### INDEX

Sr. No.	Contents	Page No.
1	<a href="#">Staff Handbook</a>	i
2	<a href="#">General Code of Conduct for Staff</a>	6
3	<a href="#">Student Handbook</a>	I
4	<a href="#">Rules And Regulations of the Institute for Students</a>	7
5	VESIT Website link	
	<a href="#">Staff Handbook</a>	
	<a href="#">Student Handbook</a>	



Vivekanand Education Society  
Institute of Technology



# Staff Handbook

**VIVEKANAND EDUCATION SOCIETY'S  
INSTITUTE OF TECHNOLOGY**

**SUSTAINABLE DEVELOPMENT GOALS**  
17 GOALS TO TRANSFORM OUR WORLD

Vivekanand Education Society (VES) - VESASC, VESIT, VESIM, VESCOR, VESCOL, VESCOA  
Mumbai University

Status	Communicating Signatory
Type of Organization	Mumbai University
Parent Organization	Mumbai - India
Location	<a href="https://ves.ac.in/">https://ves.ac.in/</a>
Website	29 September 2016
Member Since	

**Imparting quality education through a process of innovative teaching**

- \* Process Oriented Guided Inquiry Learning
- \* Peer learning \* Flipped Class room
- \* Google class room concept etc.

**Centre of Excellence labs in the institute**

- Competency Development Centre of **Automation Industry Association(AIA)**
- **Labview Academy with National Instruments**
- **Big data Analytics lab with Cloudera**
- **VLSI lab with Cadence, Wireless lab with D Link**
- E Yantra Lab with IIT-B,
- Zonal partner with **leadingindia.ai**
- **VESIT Aditya Jyot Eye Innovation Centre**

**“Overall Championship(First Rank)”  
in Engineering & Technology Category**

13<sup>th</sup> Intercollegiate/ Institute/ Department  
**Avishkar Research Convention : 2018-2019**  
University Of Mumbai

**Shri. B.L. Boolani**  
Managing Trustee, VESIT.

**Dr. (Mrs.) J. M. Nair**  
Principal

**Dr. (Mrs.) M. Vijayalakshmi**  
Vice Principal



# Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE and  
Recognised by Govt. of Maharashtra)



10 BEST  
INSTITUTES  
IN INDIA 2018



Arise, awake, and stop not till the goal is reached



National Institutional Ranking Framework  
Ministry of Human Resource Development  
Government of India

**India Rankings 2021: Engineering**  
**(RANK-BAND: 251-300)**



Since 1962



# Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE and  
Recognised by Govt. of Maharashtra)



10 BEST  
Private  
INSTITUTES  
IN INDIA 2018



Arise, awake, and stop not till the goal is reached



**PLATINUM RANKING**  
**in AICTE-CII Survey 2020**



## ARIIA

ATAL RANKING OF INSTITUTIONS  
ON INNOVATION ACHIEVEMENTS

**VIVEKANAND EDUCATION SOCIETY (VES)**  
**Stood 26th - 50th in ARIIA 2019**  
**UNDER**  
**SELF-FINANCE/ PRIVATE INSTITUTIONS CATEGORY: BAND B**

---

<b>Contents</b>	<b>Pg No.</b>
1. <a href="#">About Us</a>	1
2. <a href="#">VESIT Vision And Mission</a>	3
3. <a href="#">VESIT Salient Features</a>	4
4. <a href="#">VESIT Achievements</a>	5
5. <a href="#">General Code Of Conduct</a>	6
6. <a href="#">Responsibility And Accountability</a>	7
7. <a href="#">Exam/Invigilation Rules</a>	9
8. <a href="#">Recruitment Policy And Procedure</a>	14
9. <a href="#">Salary Policy</a>	18
10. <a href="#">Leave And Holiday Policy</a>	19
11. <a href="#">Library Rules</a>	24
12. <a href="#">Other General Rules</a>	24
13. <a href="#">Terms &amp; Conditions For Teaching/Non-teaching Staff Appointed On Regular Basis</a>	26
14. <a href="#">Terms &amp; Conditions For Teaching Staff Appointed On Adhoc Basis</a>	34
15. <a href="#">Terms &amp; Conditions For Non-teaching Staff Appointed On Adhoc Basis</a>	39



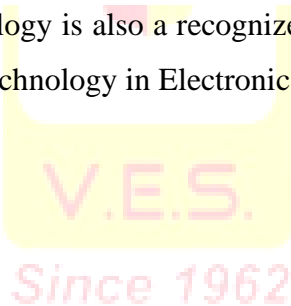
## 1. About Us

Vivekanand Education Society was founded in 1959 by Shri. Hashu Advani, along with ten other members, who shared the dream of providing quality education to the youth of our country. In the beginning, Vivekanand Education Society had a very modest launch, with just 256 students and six classrooms, in the humble barracks of Chembur Camp. But today, it proudly boasts of having 3, 75, 000 sq. ft. land, housing 12 buildings and 28 Institutions, ranging from a creche to PhD Centers. It has over 2000 teaching and non-teaching staff, and more than 18,000 students who pass through its hallowed portals each year.

Vivekanand Education Society's Institute of Technology (VESIT) was established in 1984, with the aim of providing professional education in the field of Engineering. This institute is affiliated to the University of Mumbai and follows the rules and regulations laid down by government, AICTE, and University for admission; 51% reserved for Sindhi Linguistic minority and 49% through CAP. The management quota has been surrendered to DTE to make admission centralized. The institute has a total of 189 faculties, of which 21 are Ph.D. holders and 29 faculty members are pursuing their Ph.D.

- NEW AI and Data Science :Artificial Intelligence, known as AI, and Data Science as DS, has become the two most important sought after technologies in today's time. Artificial Intelligence and Data Science is everywhere and there is almost an urgent need to collect and preserve any data that is being generated. The department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University.
- Electronics Engineering: The field related to the study of electronic devices and circuits and their applications to solve real life problems effectively and efficiently. The department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University.
- Computer Engineering: The department is committed towards imparting quality education and developing future technocrats in the stream of computers. The department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University.

- Instrumentation Engineering: Field of Instrumentation is rapidly expanding its boundaries to cater to the demanding applications. The scope of instrumentation has been further advanced by recent developments in the field of MEMS and nanotechnology. The Department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University.
- Electronics and Telecommunication Engineering: The field is related to the application of electronics in the area to telecommunications. It aims to improve the overall efficiency at the same time reduce the cost associated with communication. The Department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University.
- Information Technology: With fast changing technology certain changes are essential. Considering these aspects, the Department of Information Technology aims at training the students to adapt themselves to the fast changing technology. The department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University.
- Masters in Computer Application: It is a Three year Post-Graduate programme which focuses on advanced front line technology in the domain of Computer Application along with the required professional skill. MCA program is affiliated to the University of Mumbai.
- V. E. S. Institute of Technology is also a recognized Ph.D. Centre to the University of Mumbai for faculty of Technology in Electronics Engineering.





## 2. INSTITUTE VISION AND MISSION

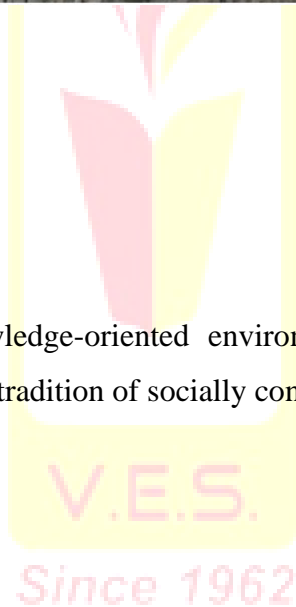


### **Vision**

- To create a vibrant knowledge-oriented environment with innovative teaching practices and to inculcate a tradition of socially conscious application of technology.

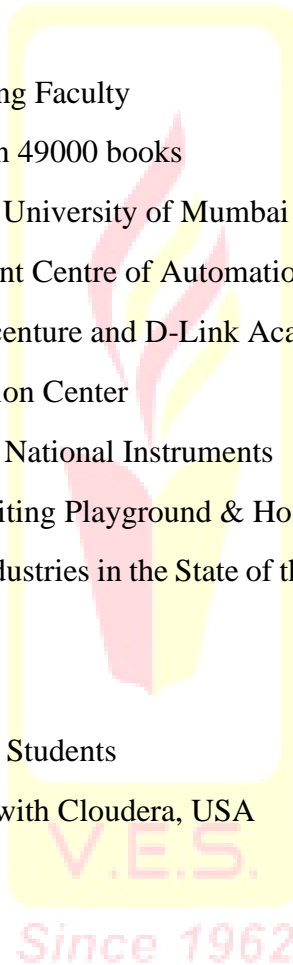
### **Mission**

- To inculcate a culture of value based education.
- To enthuse students to develop in an ambient environment of caring and of sharing information.
- To enable students to work towards excellence in their chosen fields with a professional bent of mind.



### 3. VESIT SALIENT FEATURES

- ❖ Established Institution Innovation Council (IIC)
- ❖ Ph.D Centre of University of Mumbai (Electronics Engineering)
- ❖ State of Art R & D Centre
- ❖ Zonal Partner with Leadingindia.ai
- ❖ Active Placement Cell
- ❖ Highly Qualified Teaching Faculty
- ❖ Library having more than 49000 books
- ❖ Permanent Affiliation to University of Mumbai
- ❖ Competency Development Centre of Automation Industries Association (AIA)
- ❖ Innovation Lab with Accenture and D-Link Academy
- ❖ Aditya Jyot Eye Innovation Center
- ❖ LabView Academy with National Instruments
- ❖ Sprawling Complex, Inviting Playground & Hostel
- ❖ Training provided for Industries in the State of the Art Instrumentation Laboratory
- ❖ E Yantra Lab with IIT
- ❖ Oracle Academy
- ❖ Professional Societies of Students
- ❖ Big Data Analytics Lab with Cloudera, USA



## 4. VESIT ACHIEVEMENTS

- ❖ Two times Accreditation by the National Board of Accreditation in 10 Years for all eligible UG Courses.
- ❖ VIVEKANAND EDUCATION SOCIETY Ranked in the band of 26th - 50th in Atal **Ranking** of Institutions on Innovation Achievements (**ARIIA**) 2019 under SELF-FINANCE/ PRIVATE INSTITUTIONS category.
- ❖ 18th RANK (West zone), 82nd RANK (All India) and 6th RANK (Mumbai) in PRIVATE ENGINEERING COLLEGES 2020 by “The WEEK”. 1st RANK in Maharashtra State in “Education World –India’s first education-focused Magazine”. (Rankings 2018-19 & 2019-20) Platinum Category in AICTE-CII Industry-linked Technical Institute Survey 2016.
- ❖ "One of the best top 10 Private Institutes in India 2018" by “The Knowledge Review Magazine”.
- ❖ Also Ranked in Surveys
  - “ India’s Best Engineering Colleges 2019” by Chronicle of Career and Education”
  - “ India’s Best Engineering Colleges 2019” by Career 360”
  - “ Times Engineering Institute Ranking Survey 2019” by Times Of India
  - “ Best Colleges 2019 “ by The WEEK
  - “ Best Colleges of India” by The India Today
- ❖ ‘Most Promising Engineering College with Excellent Faculty in Maharashtra’ award in “Asia Education Summit & Awards 2017”.
- ❖ Winners in Smart India Hackathon for consecutively Four Years since its First Edition 2017.
- ❖ Results: 100% in MCA and more than 95 % in B.E. for the last 8 Years.
- ❖ Placements: More than 75% Placements for the last 8 Years.

## 5. GENERAL CODE OF CONDUCT

1. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
2. The workload of all the faculty shall be fixed by the Principal/Vice Principal as per the rules of the university.
3. Every faculty member shall discharge his/her duties efficiently and diligently to match the academic (excellence) standards of the institute in a manner of a perfect role model for others to emulate.
4. Every faculty member shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her with proper permission from the head of the department and/or Principal.
5. Each faculty member is expected to treat colleagues and associates with respect, and conduct themselves in a professional manner in meetings.
6. Each faculty member is expected to follow good work ethics.
7. The Faculty Members are expected to extend their support in building the personality of students and he/ she should associate himself/ herself actively with the co-curricular or extra-curricular activities/duties which are assigned to him/her from time to time.
8. The faculty members shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the seniors, colleagues and students at all times.
9. No faculty member shall remain absent from duties at any time without prior permission of the head of the department and/or principal.
10. Faculty should carry out the responsibilities as a student mentor to his/her allotted team and be in contact with them throughout the period of study without fail.
11. The faculty must engage himself/herself in general counseling of the students (if required).
12. The senior faculty should guide the junior faculty members (whenever needed)
13. Respect confidential information of the colleagues.
14. No faculty member shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the institute

Campus.

15. No faculty member shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.

16. No faculty member shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

## 6. RESPONSIBILITY AND ACCOUNTABILITY

1. Faculty shall teach the subjects assigned by the Principal of the Institution.
2. Once the subject is allotted, Faculty Members shall prepare the lecture plan and lab plan.
3. The Faculty Member should get the lesson plan and lab plan - approved by the group advisor.
4. A faculty shall engage theory and practical classes regularly and punctually.
5. Faculty shall complete the syllabus on time.
6. Mentor (faculty) -mentee (students) system must be effectively implemented. Mentors shall monitor their respective group of mentees.
7. The faculty shall not remain absent from work without prior permission or grant of leave under normal circumstances.
8. A faculty shall do internal assessment/examination evaluation/conduct orals and/or practical examinations as directed by the Head of the Department / Principal.
9. As directed by the University of Mumbai two Internal Assessments are to be conducted in a semester. Answer books are to be evaluated and marks are to be informed to the students.
10. The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, hand outs, PPT, IA question papers, answer key or solution set , three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report, Course exit survey, PAC report etc. The teaching faculty has to get their course file

approved by their Group advisor at least once in a semester.

11. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
12. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
13. The Faculty Members shall make use of PPT, Models, video and audio files etc., as ICT aids.
14. The Faculty Member shall encourage students asking doubts / questions.
15. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
16. The Faculty Member should take care of academically backwards (slow learners) students and pay attention to their needs in remedial classes.
17. The Faculty Member should interact with the class teacher and class counselor and inform him / her about the habitual absentees, slow learners, objectionable behavior etc.
18. Each Faculty Member shall aim for 100% pass results in his / her subjects and plan the learning process accordingly.
19. The Faculty member should visit the library regularly to read the latest journals / magazines in his / her domain and keep oneself abreast of latest advancements.
20. The Faculty Member should make himself/ herself available for the students to solve the doubts.
21. The faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
22. The faculty members should carry out academic (other than teaching), co-curricular and extra-curricular activities that may be assigned to them from time to time.

2018 1902

## 7. Exam /invigilation rules

### 7.1. General Instructions for Block Supervisors during Invigilation of Online Examinations

1. All block supervisors will get the Google Meet link, Google Form URL, list of the students along with their email IDs 30 minutes before the start of the examination.
2. You have to personally see the student, verify the identity and mark the attendance. Ask students to switch on the camera when you take attendance, ask for a college ID and hall ticket or Aadhar Card or PAN Card to have a proctored examination.
3. You can ask to switch on the camera in between (if you feel so for any particular student), but it should not be a disturbance to the students.
4. If any doubts, immediately report to exam conducting team
5. If any student has any issue with internet, power failure or late in receiving question papers etc. should be noted and reported immediately
6. You have to prepare the report of the examination for your assigned block and submit the same to the college examination cell.
7. If any student is facing difficulties in appearing for examination it has to be noted down and possible help to be extended to solve the problem with the help of examination conducting team
8. Please start instructing students in your block about the time and ask them to scan the answer papers related to subjective questions and upload the PDFs at the specific links provided for the same in the Question paper during the last five minutes of the scheduled examination i.e. 2 hours, 1 and half hour or 1 hour.
9. Please help/assist/facilitate the students to upload the answer paper PDFs in the given time i.e. within 15 to 20 minutes form the end of the examination.
10. Please instruct the students to write the required information and sign each and every page of the answer paper before they scan and upload it.
11. If a student is facing the problem of uploading his response on the platform in

the prescribed time, Please provide a specified email address within the assigned time of the examination. However in any case student has to upload the answer paper using the specific link with the permission of the supervisor in extended time as a special case

12. You have to sign the report once the printout is taken by the exam cell at the end of the examinations once you receive such instructions for the Exam Cell.

## 7.2. GUIDELINES FOR FACULTY DURING EXAMINATION PERIOD

1. Report in E-CAP within 5 days after receiving papers from Mumbai University.
2. Eligible examiners in a subject should collectively assess papers that are 1.5 times the intake of the institute in that subject.
3. No. of O.D. will be calculated according to CAP rule -Per day
4. For 40/50/60 marks paper -40 answer books (Minimum)
5. For 75/80 marks Paper -30 answer books
6. For 100 marks papers-25 answer books
7. Faculty Members coming for online assessment in E-cap during their vacation will not sign regular muster. They will report in the E-Cap center and sign in /out in CAP Muster.
8. All other faculty members including invigilators and examiners for internal assessment (ICAP) should sign on the regular muster (**1st shift: 9.00 to 3.40 p.m. and 2nd shift 12.00 noon to 6.40 p.m.**) on all working days, irrespective of whether any examination is scheduled on a day or not.
9. Teachers having teaching experience of more than two years in the particular subject are eligible to assess the papers. Only moderators with experience of more than five years should be appointed.

## 7.3 Responsibility of Sr. Supervisors during the examination period.

1. Examination duty chart will be mailed to your VES mail id. Capital bold letters will indicate compulsory duty & small bold letters will indicate only reporting to the control room. Duty should be assigned according to the numbering mentioned in the duty chart.
2. Senior supervisors will report to the control room 40 minutes before the exam to allot the blocks for supervisors and give instructions to Jr. Supervisors for the examination.



3. Mobile phones are not allowed in exams Control room.
4. Senior supervisors should collect the examination file from the examination dept. & check the daily pasting for the semester branch subject wise & date wise from the Timetable.
5. After starting the papers, senior supervisors should take a round in each block.
6. If there are any corrections in question papers forward the university solution to block supervisors in time.
7. Allocate proper place to each peon distributing evenly between the blocks. It is observed that peons stay in groups to talk to each other.
8. Please check the answer books with the date wise and college seal before distributing to the students., and see the records of the daily answer book .
9. Allot the blocks to the understudy for reliving.
10. For college exam, while Packing of Answer books in bundles pl. see the details of semester/Branch/Division/no. of answer books on top of the bundle.
11. Senior supervisors should be present to submit answers books of bundles in the examination department and keep the record of used and balanced answer books of daily and sign the register.
12. Online attendance entry will be done by allotted lab assistants.
13. Senior Supervisors have to check the online attendance entry and verify the same.
14. The packing slip generated by the online attendance entry system will be used for the specific bundle.

#### **7.4. Responsibilities of Jr. Supervisors in the examination Hall.**

1. All staff should report to the control room 40 minutes before the examination even though the duty is not allotted. **For Jr. supervisors when they are allotted a block they should not leave the control room without permission of Sr. Supervisors.** Those who don't have any duty for examination should take permission from a senior supervisor before leaving the room.
2. It is observed that some staff members are coming late for a duty or some are signing a block and going and sitting somewhere, and not coming in time for supervision. Some are present in the control room with actual duty but they

don't sign & wait for others who will be going for block, which creates a lot of problems for smooth conduction of examination.

3. Those who will avoid the duty of supervision will be given a supervision duty in the next slot.
4. Mobile phones are not allowed in the exam hall in any case for supervisions. If staff members are found using mobile phone action will be taken by the principal.
5. Please enter the examination hall before 15 minutes & give a strict instruction to the students to keep mobile & pouch inside their bags also. Before starting the papers, students should check their pockets, purse, hall ticket, palm, hands and legs for any copying material, if it is found informed by the supervisors immediately. Otherwise they may be caught in unfair means and their results will be treated null & void as punishment or debar for 3 years of the examination.
6. Please check that only pen (Black), pencil, rubber, normal calculator, Hall tickets, and I D card must be on the desk.
7. Students should check their seating place for any unwanted paper lying on their desk, to put it in the dustbin before the examination or informed to Jr. Supervisor. If not informed by the student it may be a case of unfair means. Instruct students about copying cases & its related punishment.
8. Issue answer books to the students only for present students.
9. Don't keep blank answer paper on desk.
10. After issuing the answer books give instruction to students to use only black pen to fill their data such as seat no. in words & figures, Semester, branch, subject, question code no., day & date, examination held in the first page of answer books & then check hall tickets sign the answer books.
11. After issuing the question papers again give instruction to students for mobile phones or suspicious material for e.g.( papers in their pocket or in the compass box or in the pouch) to surrender .
12. Only 30 minutes are allowed for the students for late coming in the examination hall. Afterwards who are coming late after 30 minutes for examination must take permission from Sr. Supervisor.
13. Do not permit students to leave the hall before 10 minutes of end of examination.

14. Please fill the supervisors , attendance report properly & within time.
15. Mobile phones are not allowed in exams hall in any case for supervision.
16. Keep the record of supplements.
17. After submitting the ans.books in the control room don't leave the room without permission of the Chief Conductor or Sr. Supervisors.

#### **7.5 Responsibilities of Relievers duty in examination Hall .**

1. Relievers should also report 40 minutes before the examination in control room to senior supervisors.
2. Reliever should help for all examination related work in the control room.
3. They have to check for mobiles phones in the examination hall.
4. After one hour they should relieve the Jr. Supervisors as per the blocks given.
5. After relieving duty of relievers, they should report to senior supervisors in control room 10 minutes before end of the examination for counting the answer books.

#### **7.6. Responsibilities of Chief Conductor's to conduct the examination .**

1. To Print question papers , to conduct examinations smoothly.
2. Inform corrections in the question paper to senior supervisors.
3. Personal Mobile phones are not allowed in the question paper printing section while printing the question papers.
4. Not to handover college mobile phones to any other person in the examination period.
5. Report one hour early to the examination department for printing the question papers as per the university timetables.
6. Check the question paper of the first copy for the semester/branch/subject/course/ no.of pages and time, before printing copies.
7. After printing the no.of question papers , Pl. check all copies before packing it in an envelope and instruct sr. supervisors as well as Jr. supervisors for the same while distributing in the class to the students.
8. For queries of question papers by our students, C.C. will contact the Manuscript department or check the forum in the examination department .
9. To avoid the delay of question papers queries and doubts of students , C.C. are requested to sit in the examination control room.

10. If there are any copying cases with the students C.C. should handle the matter at the end of examination smoothly.
11. For smooth conduction C.C. are requested to take rounds of classes.
12. If there are any corrections in question papers, a copy of the correction is to be given to senior supervisors in time.
13. After completion of the paper c.c. should see the masking coding of answer books before the packing of papers.
14. CC should be present to submit answers. books of bundles in the examination department .
15. For unfair means cases, answer book along with copying material & unfair means the report has to be sealed in a separate envelope / bundle.
16. Answer book & supplement of person with disability has to be stamped on TOP right side page NO.3,10 & 15. PWD stamps will be used for this work. Stamping will be done by peon during examination.

## 8 . Recruitment Policy and Procedure

### 8.1 Recruitment Policy:

1. All Academic faculty and staff recruited should be able to fulfil our Vision, Mission and organizational goal.
2. Towards achieving our goal the Organization is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.
3. In terms of our policy, manpower requirement is decided well in advance of the academic year/semester by the Principal in consultation with Heads of Departments and Coordinators of various streams.
4. Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with University requirements.

### 8.2 Regular Appointment Procedure

1. VESIT follows University Selection Committee procedure, calls for applications

by advertising at national level through newspapers and additionally on social networking sites.

2. Candidates eligible as per qualifications and experience prescribed by regulating authorities are called for an interview by a technical panel as appointed by the University.

3. Candidates recommended by the committee are issued appointment letters and their candidature is sent to the University for Approval.

4. In case of denial of approval, appointment is revoked immediately.

5. Candidates cleared by the panel are asked to undertake demonstration lectures on the subjects he/she is comfortable with.

6. The candidate finally selected is briefed about the policies and rules of the institution.

7. The final appointment order will contain the final terms and conditions of employment.

8. All new faculty and staff members shall be on a probation basis for a minimum period of 2 years or more. Employees on probation are not eligible for all the benefits that are granted to regular employees.

### **8.3 Adhoc Appointments**

1. For Adhoc appointments VESIT calls for applications by advertising in newspapers, websites, etc.

2. Candidates eligible as per qualifications and experience prescribed by regulating authorities shall be considered for recruitment following the process as given below.

3. Technical interview by technical panel as appointed by the Principal. External experts may be invited for technical interviews.

4. Demo lecture on relevant topic: Demo lecture shall be attended by a technical panel and current selected students of the Institute. Feedback of students shall also be considered while making any decision.

5. Interview by a team as appointed by the principal to judge behavioural aspects of

the candidate.

6. Shortlisted candidates shall be interviewed by the Principal and representative/s of VESIT.

#### **8.4 Documents to be submitted after Recruitment**

1. Attested true copy of the Convocation Certificate of Graduation / Post Graduation (BE, ME, M Tech, PhD etc.).
2. Attested true copies of Mark sheets.
3. Experience letters
4. PAN/Aadhaar Card copy
5. Proof of Date of Birth

#### **8.5 Selection and appointment of non-teaching staff members**

VESIT calls for applications by advertising in newspapers, websites, etc. Candidates found eligible as per qualifications and experience for the required posts are considered for recruitment following the process as given below.

##### **8.5.1 Technical Staff:**

- In case of technical staff, technical Interview followed by a technical test by technical panel as appointed by the Principal.
- A technical test to know proficiency in handling laboratory equipment.
- Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.

##### **8.5.2. Administrative staff:**

- Interview by a panel as appointed by the Principal.
- A test to know proficiency about word processing and spreadsheets.
- Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.

**8.6 Rules and Regulation followed for Service Conditions, Appointment, and Promotion etc. of staff.**

<b>Sr.no</b>	<b>Staff</b>	<b>Circular / Rule</b>	<b>Issued By</b>	<b>Purpose</b>
<b>1</b>	Teaching Staff	CONCOL /ICC/04 of 2012, dated 10.02/2012	Mumbai University	Appointment procedures for teaching staff
<b>2</b>	Teaching Staff	CONCOL /VCD/53 of 1993 dated 10/03/1993	Mumbai University	Service Conditions for teaching staff
<b>3</b>	Non-Teaching Staff	Maharashtra Civil Service Rule 1962	Govt. of Maharashtra	Service Conditions

## 9. Salary Policy

### 9.1. Type and fixation of initial salary:

In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), University of Mumbai norms and All India Council of Technical Education (AICTE) and approved by VES society.

Consolidated salary, usually employees on probation is paid consolidated salary at the time of joining till regularisation of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at the institutes. It is fixed as per management decision.

### 9.2 Promotional policies:

As per norms of University of Mumbai, AICTE and Government of Maharashtra. The promotional policies including Increments, Career Advancement, and Assessment for teaching staff are as follows:

1. Staff members are issued increments annually.
2. The Institute considers guidelines issued in the respect of career advancement benefits based on acquiring higher qualifications. Such benefits are given on screening by a committee comprising the Principal, Head of Departments and/or senior staff members of the Institute.
3. All teaching staff members undergo appraisal every year. Appraisal is based on performance on criteria like Academic activities, administrative activities, R&D activities, Participation in co-curricular, extra-curricular activities and Mentoring.
4. All non-teaching staff members also shall undergo appraisal every year. Appraisal is based on performance criteria like Attendance & Punctuality, Pro-activeness & helpfulness and Behavioral aspects.



### **9.3 Payroll Deductions**

1. Income tax, professional tax, statutory provident fund, voluntary provident fund, and staff welfare fund are deducted wherever applicable.
2. Income-tax: It is mandatory that all staff must present their deduction scheme to the Administration by the end of April, and final proof for savings by the end of December of each calendar year in order to finalise tax deducted at source for the year.

## **10. Leave and Holiday Policy**

### **10.1 Statement of Policy**

The smooth functioning of VESIT requires the continuous engagement of its faculty and staff with its students. Therefore leaves during teaching periods or examinations are highly discouraged. In general leave can be taken for various reasons to recharge, vacation, rest, illness, emergencies or any other personal reasons. In all cases, the leaves must be approved by the principal/management. Leave is given to meet an urgent need and should not be claimed as a right. For any leave requested, an application must be filled out either in advance or on the day of resumption of duty, depending on the nature of the leave taken. Leaves shall be calculated at the beginning of July 1st of an academic year and end on June 30th.

The Office Superintendent maintains a permanent record of leaves granted and used by each employee. Sanction of Leaves Head of the Department must sanction the leave application form of an employee before forwarding the same to the Principal/Management.

## 10.2 Types of Leaves

Leaves can be broadly classified as

### 10.2.1 Casual Leave [CL]

1. The number of casual leaves that can be availed by faculty or staff is 8 days.
2. 8 CLs are evenly distributed in both semesters, 4 per semester. In case of emergency advance CL can be borrowed from the second half of the year.
3. Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
4. CL can be taken for half day also.
5. Casual Leave must not be prefixed or suffixed to vacation or any other type of Leave, except OD.
6. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to the Administration office Department.
7. Half casual leave will be deducted for every 3 late days in a month.

### 10.2.2 On-Duty Leave [OD]

1. OD is granted to an employee when the University / Principal /Head of the Department / or any other competent authority assigns a duty that has to be carried out for the institute, University or State.
2. OD is granted to attend seminar, conference or workshops as well with prior application.
3. OD is granted to faculties those who are going for higher study work including mentor reporting, progress presentations, etc.

### **10.2.3 Compensatory Leave [CO]**

1. Only the administrative and supporting staff, who work on holidays will be entitled to CO for an equal number of days that they have worked.
2. COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.

### **10.2.4 Earned Leave [EL]**

1. Earned leaves are applicable to non teaching staff.
2. EL cannot be carried over into the next academic year

### **10.2.5 Medical Leave [ML]**

1. All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
2. If medical leave is taken for more than 3 or more days in a row the faculty or staff is required to also provide a physical fitness certificate from a medical physician.
3. ML can be carried over into the next academic year

### **10.2.6 Maternity Leave [MA]**

1. Maternity leave may be granted to a female teacher only twice in one's career as per the norms.
2. A lady employee with minimum 2 years of continuous service is entitled to maternity leave on full pay and allowances on the submission of a medical certificate.
3. In all other cases the Principal/Management fixes a period of leave to be granted as Maternity Leave without pay.

### **10.2.7 Leave Without Pay [LWP]**

If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP. A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

1. Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
2. A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years service.
3. LWP can be availed with prior permission in continuation with maternity leave.

#### **10.2.8 Study Leave[SD]**

1. To promote higher studies VESIT grants 1 year study with pay to the faculties those who are pursuing M.E/ M.Tech.
2. The faculties who are pursuing PhD get paid study leave during coursework. For the period of doctoral work, one day per duty on duty leave is also sanctioned.

#### **10.3 Holidays**

VESIT declares all the holidays declared in the circular by University of Mumbai including 5 day midterm break in Ganesh Festival as well as Diwali holidays.

## 10.4 Vacation

1. Regular faculty are eligible to avail 70 days of vacation per year which is evenly distributed in two semesters, 35 days per semester.
2. Faculties must avail at least 30 days of vacation in one semester else they are not carried forward and lapsed.
3. Adhoc faculty or faculty on probation are not eligible for vacation as regular faculty. They are eligible to avail 30 days of vacation in a year.
4. Before going on vacation faculty should ensure to complete all exam related duties shared by the exam department and departmental duties, if any, from the Head of the department.



## 11. LIBRARY RULES FOR STAFF MEMBERS

1. All the teaching and non-teaching staff members are allowed to borrow library books, periodical magazines, newspapers, question papers, syllabus, books and magazine's CDs.
2. Any defects or missing pages in books or journals should be brought to the notice of the Librarian otherwise the concerned staff member will be responsible and compensate for the same.
3. Any books lost will have to be replaced by the staff member before the end of the semester or else he/she will have to pay the cost of the lost books. Lost books unavailable in the market are to be compensated as per the cost.
4. Teaching staff can borrow 2 books per subject which they are teaching. More than 2 books can be borrowed subject to the availability.
5. All the teaching staff members have to return the books after the term end to help students to avail the library facility.

## 12. Other General rules

- ❖ **DRESS CODE:** The faculty members are expected to be professionally dressed all the time.
  - Male Faculty: Tucked in shirts and formal trousers and shoes.
  - Female Faculty: Saree and blouse during instructional days and salwar kameez with dupatta during non-instructional days.
- ❖ **ID CARD:** It is Mandatory for the faculty members to display ID cards at all times when on campus.
- ❖ **CLASS ADJUSTMENT BEFORE GOING ON LEAVE:** As per the rules of the institute faculty members must adjust their classes and show the consent of the substitute teacher to the year in-charges before proceeding on leave.
- ❖ **Vacation :** Eligible staff members may be issued in summer and/or winter break strictly at the Institute's discretion. Maximum number of vacations is limited to 60 days per year. Employees should be physically present either before proceeding on vacation or the day preceding the last day of vacation. However, the Institute

highly discourages vacation and desires proactive working on a maximum number of days.

- ❖ **Identity Card** : Staff members are issued with an identity card. Staff members are required to wear it while in the campus and present the same whenever demanded by the authorities or security staff
- ❖ **Smoking & Consumption of Alcoholic Beverages, etc.** : Smoking and Consumption of alcoholic beverages is not allowed on the Institute campus. Chewing tobacco, pan, etc. is also not allowed in the Institute campus.
- ❖ **Vehicle Parking** : Institute has limited parking spaces provided for its staff. Vehicles shall be parked at the owner's risk. The Institute shall take all precautions for safety & security of the vehicle, however, the Institute shall not be liable for any unforeseen incidents leading to damage, theft etc. due to natural or unnatural reasons. Each vehicle owner needs to apply for his /her Parking Permit to the Security Office in the prescribed form.
- ❖ **CCC Surveillance** : Most of the classrooms/laboratories/offices/lifts are under CCTV Surveillance.
- ❖ **Cafeteria & food outlets** : The Institute has adequate food outlets on the campus. Food served is monitored for quality with the help of experts from Govt. Catering College.
- ❖ **Water** :Institute uses Municipal water for general activities. Drinking water outlets/fountains are fitted with water purifiers. Institute uses well water for flushing in toilets. Institute also has Sewage Treatment Plant which provides water for gardening purpose
- ❖ **Psychological Counselling** : Institute is tied up with Vivekanand Education Society's Leadership Academy and Re-search Centre (VESLARC), sister concern for psychological counselling to staff and students. VESLARC has professionally qualified counsellors as its staff.
- ❖ **Safety & Security** : The Institute has made adequate arrangements for safety & security of personal belongings of staff. However, the Institute shall not be liable for any unforeseen incidents leading to damage, theft etc. hence all staff members are requested to take care of their belongings at the Institute

### 13. TERMS & CONDITIONS FOR TEACHING/NON-TEACHING STAFF APPOINTED ON REGULAR BASIS

The Society may apply these 'Terms & Conditions' to individual Teaching/Non-Teaching staff with such amendments as may be deemed fit for case to case and from time to time.

1. A Teaching/Non-Teaching employee is appointed in the Scale/on lump sum /consolidated payment as agreed upon at the time of appointment. The appointment will be initially AD HOC/ PROBATIONARY/ TEMPORARY as mentioned in the appointment letter. The appointment will be confirmed at the end of the period subject to satisfactory performance of the duties entrusted, based on reports from superiors, reporting authority / HOD. Non issue of letter from the management at the end of Adhoc/Probationary/Temporary period, should not be taken as extension of AdHoc/Probationary/Temporary service & any employee doing so will be on individuals own risk & cost. The individual employee will continue to be on probation / temporary unless confirmed in writing by the Governing body of the institute. However services can be terminated immediately if he/she violets the general discipline and acts in a manner which may spoil the Academic & Disciplinary atmosphere of the Institute.
2. No employee will ordinarily be made permanent unless he/she has completed TWO YEARS of service and after getting approval of Competent Authority.
3. A person shall become permanent employee only when his appointment as a Permanent Employee is approved by the Society and an order is issued to him in writing accordingly.
4. Every employee shall retire on completion of 58/60 years of age (Non-Teaching/Teaching) as applicable irrespective of service, unless his period of Service is extended for such period & on such terms as the competent Authority considers proper.



5. No annual increment can be claimed as a matter of right. The increment will depend upon the quality of work and the conduct of the Individual and various other factors as the management may consider appropriate in its sole discretion.
6. The management shall take such action, as it deem fit in case of a permanent employee who in its opinion is found Incapable of performing such work as he may be reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the society or incompatible with due fulfillment of conditions of contract of employment either express or implied. However, he/she shall be given the opportunity of being heard before any action is taken.
7. A permanent employee shall serve the society in any of the Institutes of the society at any place and in whatever capacity, he may be asked to serve from time to time, provided his salary and other service conditions shall not be adversely affected without his consent.
8. Service of Permanent Employee may be dispensed with by the society by giving Three (3) months notice or Three months pay in lieu of notice period or proportionate pay for short notice period. Conversely, in case a permanent employee wants to leave the service of the society, he shall give three months notice in writing to the authorities or in lieu of such notice an amount equivalent to three months pay or proportionate pay for a short notice period. The probationer may leave the services after giving one months' notice or as per the terms and conditions of his/her appointment on probation. However, Society reserves the right either to accept the pay or demand for actual service during the notice period.  
No teaching staff can be relieved from duty during an ongoing academic term.No leave is permissible during the notice period.

In case of promotion, by virtue of seniority and/or by recommendation of Dept. Head, if there is insubordination or disobedience of instructions/ unsatisfactory performance, management reserves the right to revert back to original position/designation with relevant pay scale, before the promotion.

9. All teaching/Non-teaching staff shall during the period of his/her service, employ

himself/herself honestly and efficiently under the orders/instructions of the Head of the Institute. They shall not do anything which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institute and shall not on their own account or otherwise directly or indirectly be concerned in any trade or business or undertake an active part in any public activity or employment whatever, without having first obtained the written permission of the society.

10. Teaching/Non-teaching staff shall not absent himself / herself from duties without first having obtained the permission of the Department Head/Management or Head of the Institute in this behalf and in the case of ill-health without producing such medical certificate as may be demanded by the authority.
11. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioner of its choice. Opinion of such a medical practitioner shall be binding upon the parties. Expenses required to be incurred in connection with such medical examination shall be borne by the employee. However, a female employee shall not be required to subject herself for medical examination before a male medical practitioner without her consent.
12. Every teaching/Non-teaching staff shall carry out such duties pertaining to the Institution as may be assigned to him / her from time to time, including duties connected with extracurricular activities such as supervision of physical exercise, games and sports, works connected with the library and co-operative societies, ceremonial functions etc.
13. The appointment being full-time does not permit the employee to engage himself/herself for any **other gainful, economic activity at workplace and or outside for any** business, Consultancy, professional, tutorial and/or such other outside work, either with or without remuneration, without the Express sanction of the management.

**(a ) The employee shall not engage himself/herself in any private tuition, group tuition or coaching classes for which a fee / remuneration is charged either within or outside the precincts of the institute of working.**

**(b ) Attending any conference, Training Programmes/ courses/ workshops, refresher courses etc. will require Prior approval of the Head of the institution subject to following policy guidelines about maximum number of events to be attended per year; giving lecture/conducting seminar on the topic to other employees and depositing of any study material received with the office of the institute.**

**(c ) For pursuing higher studies/qualification improvement by Employee Prior approval of the management and compliance of the requirements as per policy guidelines thereunder needs to be completed by the concerned employee immediately on receipt of the approval.**

**(d ) Every staff in the course of his/her duties shall not disobey, disregard or willfully default in carrying out any lawful instructions, reasonable orders or directions given by any person or body having authority to do so.**

14. In the case of insubordination, neglect of duty or misconduct it shall be open to the management to dispense with the Services of an employee without notice.
15. Failure to conform to the norms mentioned in these terms & conditions and all such acts, as stated in this clause shall be construed as “Misconduct”.
- (a) Going on a strike without fourteen days advance notice in writing or abetting, inciting, instigating or illegal striking work or acting in furtherance thereof.
  - (b) Obstructing staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass Institution authorities.
  - (c) Not working in the best interest of students and of the institution.
  - (d) Taking or giving bribes or any illegal gratifications.
  - (e) Late attendance on three or more occasions within a month.
  - (f) Disclosing to any unauthorized person any confidential information with regard to the society’s or any other Institution’s affairs thereof which may come into the possession of the employee in the course of his / her duties or suppression of any relevant information whether before or after joining the duties.

- (g) Unauthorized possession of any property of the establishment; misappropriation institutions property, or commission of act of theft, fraud or embezzlement of funds.
- (h) Taking any loans from any students or their parents.
- (i) Indulging in any activity or any act of commission or omission which brings the society or any of its Institutions in disrepute, defaming others moral turpitude, unfair examination practice, absenteeism from duty without a just cause and reason.
- (j) Insubordination/Engaging in gainful pursuits without the written sanction of the management / Head.
- (k) Any action or omission that would directly or indirectly, impact adversely the institution or trust.
- (l) Refusal / Neglect, disregard, disobedience at work/Dishonesty, indiscipline, interference in work / furnishing false /incorrect information regarding Qualification, Experience, age in respect of appointment/ promotion/ placement/ spreading rumor(s)/Drunkenness, riotous / disorderly /indecent behavior.
- (m) Approaching court of law in any matter related to service or employment without exhausting available remedies and without proper intimation to the head /management.
- (n) Not observing the code of conduct in letter and spirit.
- (o) Refusal to accept any communication, memorandum or chargesheet.
- (p) Bringing or attempting to bring any influence to bear upon any matter in respect of service.

16. Every employee's personality should be tuned with the Aims & Objects of Society by having sober habits, outlooks, dress etc. For male employees western formals, dark trousers & light colour full sleeve shirts and for female employees dress code will be saree with blouse with sleeves or salwar Kameez with knee length kameez with sleeves and dupatta. The dress code should be such that it does not result to any kind of obscene appearance.

17. Smoking or consumption of intoxicating drinks and drugs are strictly prohibited. Other similar habits e.g. chewing of pan and or tobacco are strictly prohibited

within the premises and in the vicinity of the premises of the institute.

18. No staff member (teaching or non-teaching) will enter in any direct correspondence with any Agency/Body with which he/she is connected through the Institute. No employee will enter into any monetary transaction with any student or his parents or guardians and shall not misuse his position for personal gains. No employee will conduct himself in such a manner that he may have to incur debt beyond his means. Action will be taken against those who knowingly or unknowingly disregard the above instructions.

19. Staff members will accept the mode of payment by cheque/direct transfer to Bank of society's choice/cash as deemed fit from time to time.

20. Staff Members will not give the college/institution's address for personal correspondence without the prior permission of the Management. Otherwise it will be concluded that the staff members do not have an address in Mumbai. In case of change of residential address during course of employment shall be essentially required to intimate new address in writing to the Principal or any other officer, authorized, within 3 days from such change and shall also get the change so effected & recorded in personal file.

**( a ) It will be presumed and be binding on staff that any communication sent by registered post/ by courier services/ by e-mail to the last known address as per records, is received by the staff.**

**( b ) Any communication, letter, memorandum, chargesheet etc. displayed on the department's Notice Board/ common notice board will amount to the receipt of the same by the employee personally.**

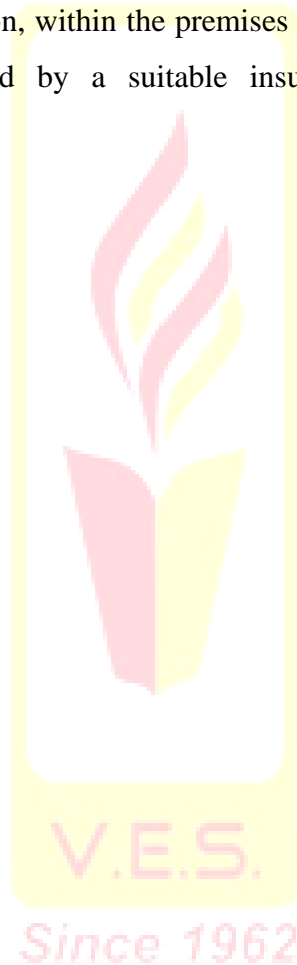
21. In case an employee absences from duty for ten consecutive days without any reasonable cause or if he proceed on leave without obtaining prior permission or overstays the sanctioned leave, the management will be within its right to draw a presumption that he has abandoned the employment on his own accord without making reference to him / her.

22. The employee will neither prepare any book or books or paper including guest papers for the purpose of publications without prior permission of the Governing Body/ Managing Committee of the college/Institution nor he/she will assist anybody either directly or indirectly in the Publication of such books/works.
23. He / She will conform to all rules and regulations either existing or amended or extended from time to time in the institute and shall carry out all other lawful orders, instructions of the Governing body/ Managing committee/ Principal/ Head of the Department or any superior authority assigned to him in connection with the day to day work or to discharge his duties.
24. He shall not practice or incite any student to practice casteism, communalism or cause and or incite to be caused any other person to damage the physical / intellectual property of institute or encourage or incite any student, teacher or any other member of the staff to spread rumor(s) about / against any other employee verbally or in writing or behave in a dis-orderly manner in the premises of the institute / society; or organize or attend any meeting during the working hours except when he / she is required or permitted by the governing body/ managing committee /Principal/ Appropriate authority to do so.
25. **LEAVE:** -Leave cannot be claimed as a matter of right and when exigencies so demand, leave may be refused, cancelled or revoked by the authority empowered to sanction the leave
- a) **Casual Leave:** (for both Teaching/Non-teaching) – 8 days per year. Normally not more than 3 days casual leave is to be sanctioned at any one occasion.
  - b) **Privilege Leave to Non-Teaching Staff :** 30 days per year. 15 days each will be credited on 1<sup>st</sup> January & 1<sup>st</sup> July every year, subject to EOL during the previous half year, if any. On satisfactory completion of probation period and after regularization, vacation entitled employees will be entitled for vacation as per the rules, instead of privilege leave.
  - c) **Medical Leave:** on full pay for 10 days for both Teaching & Non-teaching staff; 5 days each will be credited on 1<sup>st</sup> January and 1<sup>st</sup> July every year,

subject to EOL during the respective previous half year.

- d) **Maternity Leave:** (for both Teaching/Non-teaching) – on completion of 1 year service – on half pay and on Completion of 2 years' service on full pay for two live children.
- e) **Vacation to Teaching Staff only** – After completion of the Probation period, as per the guidelines / directions of the University.

26. The management will not be responsible for any minor/major injury caused to any person, due to any reason, within the premises of the institution. One and all are advised to get covered by a suitable insurance scheme to avoid future complications.



## 14. TERMS & CONDITIONS FOR TEACHING STAFF APPOINTED ON ADHOC BASIS

The Society may modify these 'Terms & Conditions' to individual staff members on adhoc basis with such amendments as may be deemed fit for case to case and from time to time.

1. a) The person can be appointed on ADHOC basis for initial period as indicated in the appointment letter. However the contract may be renewed from time to time under terms & conditions as may be mutually agreed.
  - b) During the contract period, the individual shall receive the CONSOLIDATED salary as per terms of contract. NO OTHER ALLOWANCES e.g. HRA, DA etc. will be paid.
  - c) Person working on adhoc basis will NOT be entitled for any benefits like Gratuity, encashment of leave, etc.
  - d) Services of the person(s) on Adhoc basis may be dispensed with earlier than the stipulated period without assigning any reason therefor by giving one month's notice or one month's pay in lieu of notice period or proportionate pay for short notice & vice-versa as per the terms of the contract.
  - e) Teaching staff cannot be relieved from duty during an ongoing academic term.
  - f) No leave is permissible during the notice period.
2. An employee on Adhoc basis cannot request for change of Terms or Emoluments etc. during the tenure of contract.
  3. He/she will not be entitled to any benefits/privileges available to the regular employees of the institute except mentioned in this contract.



4. The management shall take such action as it deem fit in the case of an employee on Adhoc basis who in its opinion is found incapable of performing such work as he may be reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the society or incompatible with due fulfillment of conditions of contract or employment either express or implied. However, he shall be given the opportunity of being heard before any action is taken.
5. A person on Adhoc basis is reminded about Police Act, 1951, Section No. 116 & 117 w.r.t. Smoking, Pan/ Tobacco chewing, Eating Tobacco and other similar habits either within the premises or in the vicinity of the Institute area.
6. Employees on Adhoc basis shall during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the Institution, under whom they may be placed and shall make themselves in all respects, generally useful to the Institution. They shall not do anything which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institution and shall not on their own account or otherwise directly or indirectly carry on or be concerned in any trade or business or undertake work or take an active part in any public activity or employment whatsoever without having first obtained the written permission of the Society.
7. The engagement on Adhoc basis will not confer any right or entitlement for claiming absorption against any regular vacancy and when it occurs it will be decided on the basis of relative merit of the eligible & entitle applicants only, as per rules.
8. An employee on Adhoc basis shall not absent himself from his duties without first having obtained the permission of the Departmental Head or Head of the Institution in this behalf and in the case of ill-health without producing such Medical Certificate as may be demanded by the authorities.
9. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioners of its choice. Opinion of such medical practitioners shall be binding upon the parties. Expenses required

to be incurred in connection with such medical examination shall be borne by the employee. However, a female employee shall not be required to subject herself for medical examination before a male medical practitioner without her consent.

**10.** Every employee on Adhoc basis shall carry out such duties pertaining to the Institution as may be assigned to him from time to time including duties connected with extra-curricular activities such as supervision of physical exercises, games and sports , work connected with the library and co-operative societies, ceremonial functions etc.

**11.** In the case of in-subordination, neglect of duty or misconduct, it shall be open to the management to dispense with the services of an employee on Adhoc basis without notice.

**12.** All such acts as given below shall be considered as 'Misconduct'.

- (a) Going on a strike without fourteen days advance notice in writing or abetting, inciting, instigating or illegal striking work or acting in furtherance thereof.
- (b) Obstructing staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass Institution authorities. Not working in the best interest of students and of the institution.
- (c) Taking or giving bribes or any illegal gratifications.
- (d) Late attendance on three or more occasions within a month
- (e) disclosing to any unauthorized person any confidential information with regard to the society's or any other Institution's affairs thereof which may come into the possession of the employee in the course of his / her duties or suppression of any relevant information whether before or after joining the duties.
- (f) Unauthorized possession of any property of the establishment; misappropriation institutions property, or commission of act of theft, fraud or embezzlement of funds.
- (g) Taking any loans from any students or their parents.
- (h) Indulging in any activity or any act of commission or omission which brings the society or any of its Institutions in disrepute,

- (i) defaming others
- (j) moral turpitude
- (k) unfair examination practice
- (l) absenteeism from duty without a just cause and reason.
- (m) Insubordination
- (n) Engaging in gainful pursuits without the written sanction of the management / Head.
- (o) Any action or omission that would directly or indirectly, impact adversely the institution or trust.
- (p) Refusal / Neglect, disregard, disobedience at work
- (q) Dishonesty, indiscipline, interference in work
- (r) furnishing false /incorrect information regarding Qualification, Experience, age in respect of appointment/ enhancement in emoluments
- (s) spreading rumor(s)
- (t) Drunkenness, riotous / disorderly /indecent behavior.
- (u) Not observing the code of conduct in letter and spirit.
- (v) Refusal to accept any communication, memorandum or chargesheet.
- (w) Bringing or attempting to bring any influence to bear upon any matter in respect of service.

**NOTE:** Any act or omission which is committed on not less than three occasions in a year shall be considered as “Habitual”

### **13. LEAVE:**

- (i) Casual Leave:** 4 days per half year but normally not more than 1 day in a month to be sanctioned.
- (ii) Vacation Leave:** 15 days in half year (In lieu of vacation to be availed during vacation only)
- (iii) Medical leave:** full pay 5 days in half year.
- (iv) Leave without Pay:** Leave without pay may be granted by the management to any employee at the convenience of the society, if applied for well in advance.
- (v) Part-time Service staff not on Time-Scale of pay** will not be entitled for any type of leave.

- 14 .Every employee's personality should be tuned with the Aims & Objects of Society by having sober habits, outlooks, dress etc. For male employees western formals will be the dress code and for female members the dress code will be saree or salwar kameez with sleeves and dupatta. The dress code should be such that it should not result in any kind of absence appearance.
- 15 . No staff member will enter in any direct correspondence with any Agency/Body with which he/she is connected through the Institute. Action will be taken against those who knowingly or Unknowingly disregard the above instructions.
16. Staff members will accept the mode of payment by cheque/direct transfer to Bank of society's choice/cash as deemed fit from time to time.
17. Staff members will not give the college/institution's address for personal correspondence without the prior permission of the management. Otherwise it will be concluded that the staff member does not have an address in Bombay.
- 18 The management will not be responsible for any minor/major injury caused to any employee, due to any reason within the premises of the institution.
19. Concerned Staff members may please bring to the notice of the Principal/ Head two weeks before the expiry of the adhoc period.

## 15. TERMS & CONDITIONS FOR NON-TEACHING STAFF APPOINTED ON ADHOC BASIS

**The Society may modify these ‘Terms & Conditions’ to individual staff members on adhoc basis with such amendments as may be deemed fit for case to case and from time to time.**

1.
  - a) The person can be appointed on **ADHOC** basis for the initial period as indicated in the appointment letter. However the contract may be renewed from time to time under terms & conditions as may be mutually agreed.
  - b) During the contract period, the individual shall receive the CONSOLIDATED salary as per terms of contract. NO OTHER ALLOWANCES e.g. HRA, DA etc. will be paid.
  - c) Person working on adhoc basis will NOT be entitled for any benefits like Gratuity, encashment of leave, etc.
  - d) Services of the person(s) on Adhoc basis may be dispensed with earlier than the stipulated period without assigning any reason therefor by giving one month’s notice or one month’s pay in lieu of notice period or proportionate pay for short notice & vice-versa as per the terms of the contract.
  - e) Teaching staff cannot be relieved from duty during an ongoing academic term.
  - f) No leave is permissible during the notice period.
2. An employee on Adhoc basis cannot request for change of Terms or Emoluments etc. during the tenure of contract.
3. He/she will not be entitled to any benefits/privileges available to the regular employees of the institute except mentioned in this contract.
4. The management shall take such action as it deem fit in the case of an employee on Adhoc basis who in its opinion is found incapable of performing such work as he may be reasonably expected to perform, or who is found doing any thing that would be detrimental to the interest of the society or incompatible with due fulfillment of conditions of contract or employment either express or implied. However, he shall be given the opportunity of

being heard before any action is taken.

5. A person on Adhoc basis is reminded about Police Act, 1951, Section No. 116 & 117 w.r.t. Smoking, Pan/ Tobacco chewing, Eating Tobacco and other similar habits either within the premises or in the vicinity of the Institute area.

6. Employees on Adhoc basis shall during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the Institution, under whom they may be placed and shall make themselves in all respects, generally useful to the Institution. They shall not do anything which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institution and shall not on their own account or otherwise directly or indirectly carry on or be concerned in any trade or business or undertake work or take an active part in any public activity or employment whatsoever without having first obtained the written permission of the Society.

7. The engagement on Adhoc basis will not confer any right or entitlement for claiming absorption against any regular vacancy and when it occurs it will be decided on the basis of relative merit of the eligible & entitle applicants only, as per rules.

8. An employee on Adhoc basis shall not absent himself from his duties without first having obtained the permission of the Departmental Head or Head of the Institution in this behalf and in the case of ill-health without producing such Medical Certificate as may be demanded by the authorities.

9. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioners of its choice. Opinion of such medical practitioners shall be binding upon the parties. Expenses required to be incurred in connection with such medical examination shall be borne by the employee. However, a female employee shall not be required to subject herself for medical examination before a male medical practitioner without her consent.

10. Every employee on Adhoc basis shall carry out such duties pertaining to the Institution as may be assigned to him from time to time including duties connected with extra-curricular activities such as supervision of physical exercises, games and sports , work

connected with the library and co-operative societies, ceremonial functions etc.

11. In the case of in-subordination, neglect of duty or misconduct, it shall be open to the management to dispense with the services of an employee on Adhoc basis without notice.

12. All such acts as given below shall be considered as 'Misconduct'.

- (a) Going on a strike without fourteen days advance notice in writing or abetting, inciting, instigating or illegal striking work or acting in furtherance thereof.
- (b) Obstructing staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass Institution authorities.
- (c) Not working in the best interest of students and of the institution.
- (d) Taking or giving bribes or any illegal gratifications.
- (e) Late attendance on three or more occasions within a month.
- (f) Disclosing to any unauthorized person any confidential information with regard to the society's or any other Institution's affairs thereof which may come into the possession of the employee in the course of his / her duties or suppression of any relevant information whether before or after joining the duties.
- (g) Unauthorized possession of any property of the establishment; misappropriation institutions property, or commission of act of theft, fraud or embezzlement of funds.
- (h) Taking any loans from any students or their parents.
- (i) Indulging in any activity or any act of commission or omission which brings the society or any of its Institutions in disrepute, defaming others moral turpitude, unfair examination practice, absenteeism from duty without a just cause and reason.
- (j) Insubordination/Engaging in gainful pursuits without the written sanction of the management / Head.
- (k) Any action or omission that would directly or indirectly, impact adversely the institution or trust.
- (l) Refusal / Neglect, disregard, disobedience at work/Dishonesty, indiscipline, interference in work / furnishing false /incorrect information regarding Qualification, Experience, age in respect of appointment/ promotion/ placement/ spreading rumor(s)/Drunkenness, riotous / disorderly /indecent

behavior.

- (m) Approaching court of law in any matter related to service or employment without exhausting available remedies and without proper intimation to the head /management.
- (n) Not observing the code of conduct in letter and spirit.
- (o) Refusal to accept any communication, memorandum or chargesheet.
- (p) Bringing or attempting to bring any influence to bear upon any matter in respect of service.

**NOTE:** Any act or omission which is committed on not less than three occasions in a year shall be considered as “Habitual”

**15. LEAVE:**

- (i) Casual Leave:** 8 days per year but normally not more than 1 day in a month to be sanctioned.
- (ii) Privilege Leave:** 15 days in a year
- (iii) Medical leave :** full pay 10 days in a year.
- (iv) Leave without Pay:** Leave without pay may be granted by the management to any employee at the convenience of the society, if applied for well in advance.
- (v) Part-time Service staff not on Time-Scale of pay** will not be entitled for any type of leave.

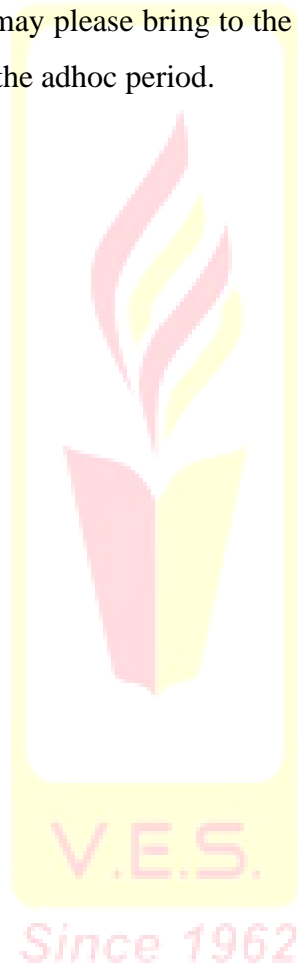
14 Every employee’s personality should be tuned with the Aims & Objects of Society by having sober habits, outlooks, dress etc. For male employees western formals will be the dress code and for female members dress code will be saree or salwar kameez with sleeves and dupatta. The dress code should be such that it should not result in any kind of absence.

15 No staff member will enter in any direct correspondence with any Agency/Body with which he/she is connected through the Institute. Action will be taken against those who knowingly or Unknowingly disregard the above instructions.

16. Staff members will accept the mode of payment by cheque/direct transfer to Bank of society’s choice/cash as deemed fit from time to time.



17. Staff members will not give the college/institution's address for personal correspondence without the prior permission of the management. Otherwise it will be concluded that the staff member does not have an address in Bombay.
18. The management will not be responsible for any minor/major injury caused to any employee, due to any reason within the premises of the institution.
19. Concerned Staff members may please bring to the notice of the Principal/ Head two weeks before the expiry of the adhoc period.





# Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE and  
Recognised by Govt. of Maharashtra)



Arise, awake, and stop not till the goal is reached

# STUDENT HANDBOOK



**STUDENT HANDBOOK**

**This Student Handbook belongs to:**

**Name:** \_\_\_\_\_

**Class and Branch:** \_\_\_\_\_ **Institute Registration No. :** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Pin Code:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Parent's Mobile :** \_\_\_\_\_ **Student's Mobile:** \_\_\_\_\_

**Student's Email Address:** \_\_\_\_\_

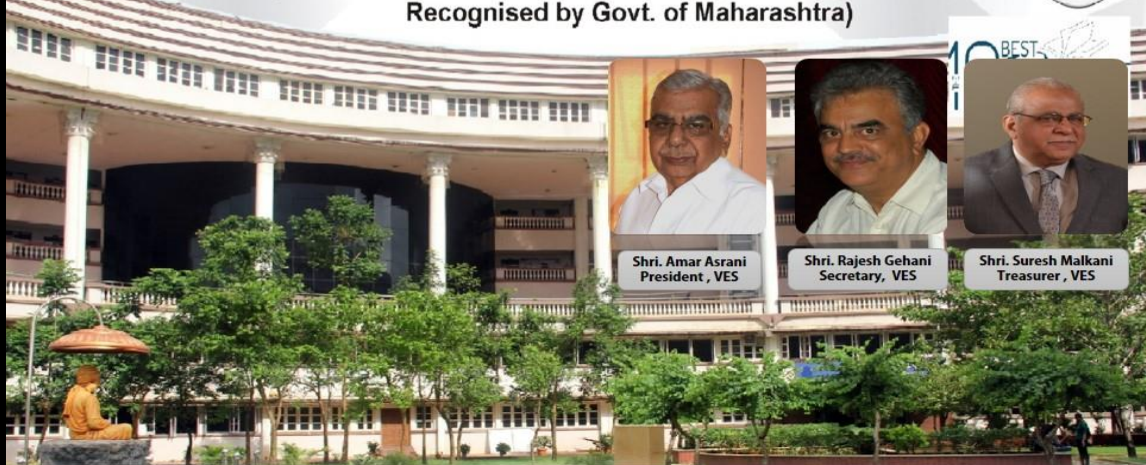
**Parent's Email Address:** \_\_\_\_\_

**Local Guardian Address:** \_\_\_\_\_



# Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE and  
Recognised by Govt. of Maharashtra)



Shri. Amar Asrani  
President, VES



Shri. Rajesh Gehani  
Secretary, VES



Shri. Suresh Malkani  
Treasurer, VES

Arise, awake, and stop not till the goal is reached

**Imparting quality education through  
a process of innovative teaching**

- \* Process Oriented Guided Inquiry Learning
- \* Peer learning \* Flipped Class room
- \* Google class room concept etc.

**Centre of Excellence labs in the institute**

- Competency Development Centre of **Automation Industry Association (AIA)**
- **Labview Academy with National Instruments**
- **Big data Analytics lab with Cloudera**
- **VLSI lab with Cadence, Wireless lab with D Link**
- E Yantra Lab with IIT-B,
- Zonal partner with **leadingindia.ai**
- **VESIT Aditya Jyot Eye Innovation Centre**



**"Overall Championship (First Rank)"  
in Engineering & Technology Category**

13<sup>th</sup> Intercollegiate/ Institute/ Department  
**Avishkar Research Convention : 2018-2019**  
University Of Mumbai



Shri. B.L. Boolani  
Managing Trustee, VESIT.



Dr. (Mrs.) J. M. Nair  
Principal



Dr. (Mrs.) M. Vijayalakshmi  
Vice Principal



# Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE and  
Recognised by Govt. of Maharashtra)



10 BEST  
INSTITUTES  
IN INDIA 2019



Arise, awake, and stop not till the goal is reached



National Institutional Ranking Framework  
Ministry of Human Resource Development  
Government of India

**India Rankings 2021: Engineering  
(RANK-BAND: 251-300)**



## ARIIA

ATAL RANKING OF INSTITUTIONS  
ON INNOVATION ACHIEVEMENTS

**VIVEKANAND EDUCATION SOCIETY (VES)  
Stood 26th - 50th in ARIIA 2019**

**UNDER**

**SELF-FINANCE/ PRIVATE INSTITUTIONS CATEGORY: BAND B**



# Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE and  
Recognised by Govt. of Maharashtra)



10 BEST Private  
INSTITUTES  
IN INDIA 2018



Arise, awake, and stop not till the goal is reached



## **PLATINUM RANKING in AICTE-CII Survey 2020**

**“Leading & Most innovative Engineering & Technology College of the Year 2021”**

Maharashtra Award

under

“Quality Education, Leading Infrastructure, Outstanding Administration &  
Placements” Category

for the year 2021

in

**National Educational Excellence Awards & Conference 2021**

<b>Contents</b>	<b>Pg No.</b>
1. <a href="#">About Us</a>	1
2. <a href="#">VESIT Vision And Mission</a>	3
3. <a href="#">VESIT Salient Features</a>	4
4. <a href="#">VESIT Infrastructures</a>	5
5. <a href="#">VESIT Achievements</a>	6
6. <a href="#">Rules And Regulations Of The Institute</a>	7
7. <a href="#">Discipline</a>	10
8. <a href="#">Facilities Provided By The Institution</a>	15
9. <a href="#">Hostel Facilities</a>	17
10. <a href="#">Divyangjan -Friendliness At VESIT</a>	22
11. <a href="#">Grading System Of The University Of Mumbai</a>	25
12. <a href="#">Examination Rules</a>	26
13. <a href="#">Attending Lectures/Labs</a>	31
14. <a href="#">General Rules And Regulations For Library</a>	32
15. <a href="#">Training &amp; Placement Cell (TPC)</a>	36
16. <a href="#">Students Society's/ Councils/Committees</a>	39
17. <a href="#">Special Programs (Looking Beyond Syllabus/Awakening the Scientist/Skill Enhancement Lectures/Tinkerers Lab/VESIT Swayam NPTEL Local Chapter)</a>	42
18. <a href="#">Anti-Ragging Policy</a>	44
19. <a href="#">Fire Safety And Fire Fighting Appliances</a>	48
20. <a href="#">Other General Information</a>	49
21. <a href="#">Annexure I</a>	50

## 1. About Us

*Vivekanand Education Society* was founded in 1959 by Shri. Hashu Advani, along with ten other members, who shared the dream of providing qualitative education to the youth of our country. In the beginning, *Vivekanand Education Society* had a very modest launch, with just 256 students and six classrooms, in the humble barracks of Chembur Camp. But today, it proudly boasts of having 3, 75, 000 sq. ft. land, housing 12 buildings and 28 Institutions, ranging from a creche to Ph.D. Centers. It has over 2000 teaching and non-teaching staff, and more than 18,000 students who pass through its hallowed portals each year.

Vivekanand Education Society's Institute of Technology (VESIT) was established in 1984, with the aim of providing professional education in the field of Engineering. This institute is "permanently" affiliated to the University of Mumbai. It follows the rules and regulations laid down by the Government of Maharashtra, Maharashtra State CET Cell/Directorate of Technical Education AICTE, and University of Mumbai for admission. The institute is a minority college with 51% seats reserved for Sindhi Linguistic minority. The Management quota/Institute quota has been surrendered to State CET Cell/DTE, Maharashtra to make the admission process transparent and centralized.

- **NEW BRANCH** AI and Data Science :Artificial Intelligence, known as AI, and Data Science as DS, has become the two most important sought after technologies in today's time. Artificial Intelligence and Data Science is everywhere and there is almost an urgent need to collect and preserve any data that is being generated. The department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University.
- **Electronics Engineering:** This engineering branch deals with the study of electronic devices and circuits and their applications to solve real life problems effectively and efficiently along with many multidisciplinary subjects required in today's industry . The department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University.
- **Computer Engineering:** The department is committed towards imparting quality education and developing future technocrats in the stream of computers. The



department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University.

- Instrumentation Engineering: Field of Instrumentation is rapidly expanding its boundaries to cater to the demanding applications. The scope of instrumentation has been further advanced by recent developments in the field of MEMS and nanotechnology. The Department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University.
- Electronics and Telecommunication Engineering: The field is related to the application of electronics in the area to telecommunications. It aims to improve the overall efficiency at the same time reduce the cost associated with communication. The Department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University.
- Information Technology: With fast changing technology certain changes are essential. Considering these aspects, the Department of Information Technology aims at training the students to adapt themselves to the fast changing technology. The department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University.
- Masters in Computer Application: It is a Two year Post-Graduate programme which focuses on advanced front line technology in the domain of Computer Applications along with the required professional skill. MCA program is affiliated to the Mumbai University.
- V. E. S. Institute of Technology is also a recognized Ph.D. Centre to the University of Mumbai for faculty of Technology in Electronics Engineering.



## 2. Vision And Mission



### Vision

- To create a vibrant knowledge-oriented environment with innovative teaching practices and to inculcate a tradition of socially conscious application of technology.

### Mission

- To inculcate a culture of value based education.
- To enthuse students to develop in an ambient environment of caring and of sharing information.
- To enable students to work towards excellence in their chosen fields with a professional bent of mind.

### 3. VESIT Salient Features

1. Established Institution Innovation Council (IIC)
2. Ph.D Centre of University of Mumbai (Electronics Engineering)
3. State of Art R & D Centre
4. Zonal Partner with leadingindia.ai
5. Active Placement Cell
6. Highly Qualified Teaching Faculty
7. Library having more than 49000 books
8. Permanent Affiliation to University of Mumbai
9. Competency Development Centre of Automation Industries Association (AIA)
10. Innovation Lab with Accenture and D-Link Academy
11. Aditya Jyot Eye Innovation Center
12. LabView Academy with National Instruments
13. Sprawling Complex, Inviting Playground & Hostel
14. Training provided for Industries in the State of the Art Instrumentation Laboratory
15. E Yantra Lab with IIT
16. Oracle Academy
17. Professional Societies of Students
18. Big Data Analytics Lab with Cloudera, USA

## 4. VESIT Infrastructure

The VESIT campus strikes a balance between modern facilities and natural surroundings to create an atmosphere that is ideal for students to learn, explore, and grow.

- Sprawling Complex
- Equipped Library having 49337 books, 63 Journals, 1245 E-journals
- Professional Societies
- Active Placement Cell
- Strong Alumni Association with Alumni Web Portal
- Conference Hall
- Seminar Halls
- Auditorium
- Music Room
- Spacious Canteen offering hygienic food
- Huge Playground
- Amphi Theatre and Recreation Room
- Smart Class Rooms and Seminar Rooms Labs set up in collaboration with industries
- **Industry-Institute**
  - Automation Industry Association Lab
  - Cloudera Big Data Analytics Lab, U.S.A.
  - National Instruments Labview Academy, U.S.A.
  - D Link Academy, National Instruments (U.S.A.), Bangalore
  - e-Yantra-MHRD-IITB initiative
  - Zonal partner with Leadingindia.ai

## 5. MAJOR ACHIEVEMENTS (as on September 2021)

- ❖ Two times Accreditation by the National Board of Accreditation in 10 Years for all eligible UG Courses.
- ❖ The National Institutional Ranking Framework (NIRF) , MHRD  
**India Rankings 2021: Engineering (RANK-BAND: 251-300)**
- ❖ **VIVEKANAND EDUCATION SOCIETY** Ranked in the band of 26th - 50th in ARIIA 2019 under SELF-FINANCE/ PRIVATE INSTITUTIONS category.
- ❖ **“Outstanding Performance in Virtual Knowledge Delivery during Pandemic” in National Educational Excellence Awards & Conference 2021.**
- ❖ **“Leading & Most innovative Engineering & Technology College of the Year 2021”** Maharashtra Award under “Quality Education, Leading Infrastructure, Outstanding Administration & Placements” Category for the year 2021 in **National Educational Excellence Awards & Conference 2021**
- ❖ **PLATINUM RANKING in AICTE-CII Survey 2020**
- ❖ 18th RANK (West zone), 82nd RANK (All India) and 6th RANK (Mumbai) in PRIVATE ENGINEERING COLLEGES 2020 by “The WEEK”. 1 st RANK in Maharashtra State in “Education World–India’s first education-focused Magazine”. (Rankings 2018-19 & 2019-20)
- ❖ Platinum Category in AICTE-CII Industry-linked Technical Institute Survey 2016.
- ❖ "One of the best top 10 Private Institutes in India 2018" by “The Knowledge Review Magazine”.
- ❖ Also Ranked in Surveys
  - “ India’s Best Engineering Colleges 2019” by Chronicle of Career and Education”
  - “ India’s Best Engineering Colleges 2019” by Career 360”
  - “ Times Engineering Institute Ranking Survey 2019” by Times Of India
  - “ Best Colleges 2019 “ by The WEEK
  - “ Best Colleges of India” by The India Today
- ❖ ‘Most Promising Engineering College with Excellent Faculty in Maharashtra’ award in “Asia Education Summit & Awards 2017”.
- ❖ Winners in Smart India Hackathon for consecutive Four Years since its First Edition 2017.

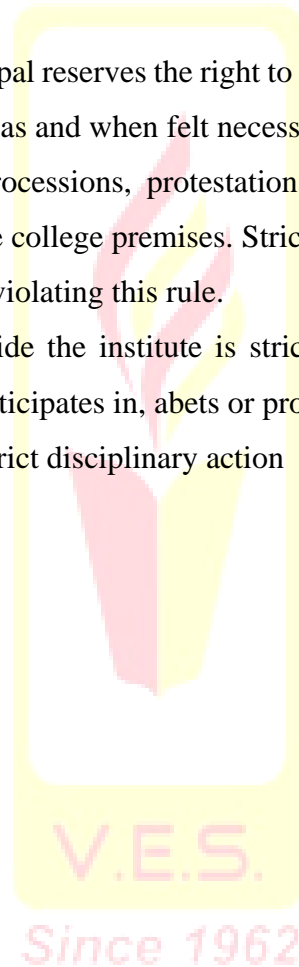
## 6. Rules And Regulations of the Institute

1. This Student Handbook is applicable to all students enrolled for BE, MCA, ME and PhD programmes at the Institute.
2. All students admitted to the Institute and hostel are required to adhere strictly to the rules and regulations that are framed by the authorities. Proper observance of Institute discipline, good conduct, regular attendance in the class room and participating in extracurricular and co-curricular activities/events will play an important role in recommending to the University/other bodies for any special scholarships or for placements at the end of the course or for award of any special certificates when leaving the Institute. In case of breach of discipline, the Principal or the constituted authorities of the Institute shall have power to fine, or suspend, or rusticate, or even expel the concerned student from the Institute.
3. Property of the Institute needs to be carefully handled and looked after by the students, and enjoy the high standards of the infrastructure and environment built and maintained by the institution. Willful damage to property like furniture, equipment, fixtures, books, buildings, vehicles etc. of the Institute or hostel shall be punishable with penal action and students might be liable for expulsion from the Institute.
4. Each student of VESIT is given an Identity Card, which he/she is required to carry and wear around the neck and prominently display at all times while on the campus. The ID card will bear the student's name, date of birth, enrolled program, blood group and validity period of the ID Card. Students have to return the ID card to the Administrator on withdrawal from the course taking final clearance on course completion.
5. Students should not organize / participate in any functions / meetings or celebrate any festival within the college / hostel without written permission from the Principal / Warden.
6. Students should declare their personal items like Computer, Laptop, Music Players etc as well as their vehicles at the Security Office. It should be noted that students bringing their vehicles do so at their own risk and the Institute is neither responsible nor liable for any damage / theft / accident caused to the student / vehicle and / or personal items.

7. Notices shall not be pasted on walls and walls shall not be scribbled on.
8. Smoking, drinking alcohol and use of drugs within the premises of Institute, hostel as well as outside the campus is strictly prohibited. Any such cases encountered are liable for strict actions.
9. Students shall behave in a disciplined manner and follow all the instructions issued by the Institute from time to time. They should not indulge in any kind of indiscipline within or outside the premises of the Institute or hostel. Every student should endeavor to hold the high ideals, the good name and the prestige of the Institute.
10. No student should take the law into his own hands, whatever the circumstances may be. Any case of personal violence by the student on any other person will be viewed seriously and dealt with severely. Students should present any difficulty or grievance directly to the Principal/Grievance committee./Head of the department. The decision of the Institute authorities in these matters shall be final.
11. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material is strictly forbidden. Every student shall be regular and punctual in attending classes, practicals, tutorials and submission of assignments.
12. Students are required to be aware of all notices that are put on the Notice Boards/Website.
13. As per norms of Mumbai University, students are required to maintain minimum attendance of 75% in each subject, failing which the Institute reserves the right to detain the student.
14. The student shall handle the equipment in the lab issued to him with utmost care and he will be held responsible for any loss or damage caused to the equipment.
15. Industrial visits and educational tours are arranged by the Institute every year. The student shall have to bear the full cost of such visits/tours.
16. Institute authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his stay in the Institute, outside the Institute or on educational visit. The students are therefore cautioned to conduct themselves.
17. The Principal reserves the right to take punitive action against students who have not paid the Institute and/or hostel/library dues within the stipulated time period.
18. Use of mobile phones by the students during the classes/ practical/exam/in the library/other official functions of the Institution is strictly prohibited. Mobile

phones of students, not adhering to the rule, will be confiscated by Institute authorities.

19. Students will always behave in such a manner that pride of his/her own, his/her family & Institute will be always maintained with high dignity.
20. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by the Principal. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging & will be dealt as per Anti Ragging Act.
21. The Management/Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.
22. Forming groups for processions, protestations, mobbing, movements etc. are strictly prohibited on the college premises. Strict disciplinary action will be taken against student/s found violating this rule.
23. Ragging within or outside the institute is strictly prohibited. Any student who directly or indirectly participates in, abets or propagates ragging within or outside the institute shall face strict disciplinary action





## 7. Discipline

Discipline plays a vital role in every institute. All the students admitted in the institute will have to give an undertaking that they would observe general discipline and decent behavior throughout the programme.

### ➤ **IDENTITY CARDS**

Every student who has taken admission and duly confirmed, must immediately take the I-Card, which is issued from the Principal's office and must wear it all the time. A student cannot even enter the premises without his/her I-Card and must readily present it when asked for, by the college authorities. At the beginning of a new academic year, each student must take a new I-Card issued by the college after surrendering the old I-Card.

### ➤ **LOSS OF I-CARD AND ISSUE OF DUPLICATE I-CARD**

In case the I-Card is lost, students can take special permission from the Principal which is valid only for three days. Within the stipulated time period the student should apply for the I-Card by submitting the prescribed fee. Any student using an I-Card (Original or Duplicate) without the signature of the Principal or without the Institute Rubber Stamp will be penalized.

### ➤ **EX-STUDENT'S I-CARD**

For ex-students the college has made a special provision of separate I-Cards so that they enjoy and take advantage of the college library facilities. The ex-students however, are permitted to avail the facility only on working days during a stipulated time period.

### ➤ **LIBRARY AND OFFICE TIMINGS**

During the term, the library will remain open on all working days from 9.00a.m. to 6.00 p.m. For the benefit of the student the college allows them to use the library facilities for extended hours during holidays and preparatory leaves. The students can visit the administrative office between 11 a.m. to 5.30 p.m. for any pending work provided they do not have any scheduled lecture, lab and tutorial during this time slot.

### ➤ **USE OF SPORTS GROUND**

Students should ensure that they adhere to the Rules and Regulations of the college strictly while using the college playground. Strict action would be taken if they are found playing while the lectures/ practicals/ tutorials are in progress.

### ➤ **HOLIDAYS AND VACATIONS**

The list of the holidays and vacations will be displayed on the notice board or an email will be sent as when declared by University of Mumbai .

The vacation period is declared every year as per the guidelines issued by university of Mumbai, which is also reflected in the academic calender of the institution.

### ➤ **RAILWAY CONCESSION**

Students who are less than 25 years of age can avail concession for commuting from institute to their residence ( in and around Mumbai, as per rules for issuing the concession ) and for travelling to their hometown (where their parents reside as declared in their application form for admission) from Mumbai during vacations. Concession forms for Local Railway tickets are issued from the Office of the Institute on working days. The long journey concession form will be issued only for the vacation period. The students should write their local and permanent home /town address in the application form, for availing this concession. Concessions are being made within three working days from the receipt of their application.

### ➤ **HOSTEL**

There are separate hostels for girls and boys in this campus , where the students are offered residential accommodation in the best possible living environment. It will be provided on a first-come-first-served basis and preference is always given to outstation candidates. Before proceeding on vacation or holidays, it is mandatory for hostel students to take permission letter from the class teacher/class counsellor and submit a copy of the same to the Warden.

### ➤ **SAFETY and PRECAUTION**

Safety instructions given by teachers should be stringently followed by the students while doing their practical. Though a lot of precaution is taken by the institution, all experiments and lab work is performed by the students at their own risk. The institution and the teachers can not be held responsible for the same.

### ➤ **LOST AND FOUND**

The authorities of the institute will not be accountable or responsible for any theft/damage to the possessions or belongings of the students. However, articles which are lost and found are deposited in the office and are returned to the concerned student after identification.

### ➤ **DRESS CODE**

Students are supposed to wear decent dresses and footwear. Indecent, skimpy, sleeveless, tight fitting, short and gaudy dresses and t-shirts with crude messages and pictures are strictly prohibited in the college campus. Students should also keep proper well-groomed hair style which depicts a positive outlook, professionalism and personality.

### ➤ **CLEANLINESS OF PREMISES**

All the students should strive for maintaining the cleanliness of the college premises and help in the maintenance and upkeep of the institutional property. They should not scribble anything on the walls, furniture etc. Strict action would be taken against the erring students and if such incident goes undetected, a common fine will be levied on the entire class. Breakage of furniture will be treated in the same manner. All the students should strive for cleanliness of the premises and help in the better maintenance and upkeep of the institutional property.

### ➤ **INDULGING IN ANTI-SOCIAL ACTIVITIES**

If a student is found indulging in any anti-social or anti-national activities, he/she is liable

to be expelled from the college without any prior notice.

➤ **CHEWING PAN/TOBACCO AND SMOKING**

Chewing paan/tobacco or smoking in and around the premises of the institute is strictly prohibited.

➤ **USE OF ELECTRONIC ITEMS/GADGETS**

Students are advised to use mobile phones only outside classrooms/laboratories. If they are found using mobile phones during lectures/ labs, the college authorities can confiscate such items and take strict action against the concerned students. Other electronic gadgets/equipment which are needed for project purposes can be brought in with proper permission and documentation.

➤ **REFUND OF CAUTION MONEY**

After the completion of the course, an application for the refund of the caution money should be given (along with First year fee receipt) within the same financial year. Unclaimed caution money shall be forfeited.

➤ **NOTICE BOARDS**

Students are advised to read the notice boards (on the ground floor and their department) regularly for various updates/circulars/notices displayed regarding payment of fees, commencement of examination and other matters of academic interest. Students are expected to pay the Tuition Fees/Exam Fees etc. before the last date. This will avoid penalty as well as inconvenience to them. Students should not go to the office for Railway concession or any other matter while their theory classes /practicals are in progress. Further, whenever they come to the office, they should maintain proper discipline and decorum. They shall always follow the Queue system and shall not crowd near the counters and should not block main entrance and exit points.

➤ **GRE/TOEFL/GATE/GMAT**

Students will not be allowed to miss the college for the preparation of GRE/TOEFL/GATE/GMAT or other forms of competitive examinations. It may be noted that students need to plan their schedule well in advance so that it does not affect their

academic curriculum. Students who desire to appear for the same will be permitted for a maximum period of 15 days (including Sundays), provided their academic record and attendance in that semester is up to the satisfaction of the faculty and department.

#### ➤ **CO-CURRICULAR ACTIVITIES**

Co-curricular, extracurricular activities and seminars/symposia/conferences/workshops etc of the students' professional societies of the college will be held only after the regular college timings. No activities will affect the regular working of the college. Students who wish to participate in local and outstation technical seminars, paper presentation contests, project exhibitions and other competitions during college hours will have to take prior permission from class teachers, HoD and Principal.

#### ➤ **PICNICS AND OUTINGS**

Students shall not be permitted to organize/participate in private picnics/outings even on Sundays/Holidays during the term without the written consent of the college Principal. All picnics/outings have to be authorized and accompanied by college staff. Any failure to comply with any of the rules will lead to strict action taken against them.

#### ➤ **INTERNET USAGE**

Internet facilities are provided to our students at various places. Students are expected to use this facility only for academic purposes and not for any other purposes including chatting. Misuse of this facility and indecent behavior on the NET is liable for punishment and strict action.

#### ➤ **THEFT**

Students found stealing other's property or institutional property will be dealt very strictly. If the institutional property is damaged/stolen, the entire batch of students will be penalized and the cost will be recovered as deemed fit.

#### ➤ **SUGGESTION BOX**

Students can avail the suggestion box facility provided outside the Principal's Office, in ease of any suggestions, complaints etc.

### ➤ **BIRTHDAY CELEBRATIONS**

Birthday celebrations of fellow students are not allowed inside the class or within the premises or in the vicinity of the college.

### ➤ **PRINCIPAL'S SIGNATURE**

Students should come to the Principal's Office for signature or attestation during the recess time or only after their theory classes/practicals are over.

**The above conditions are as per the Rules and Regulations of the Institute and all students should strictly follow them. Strict action would be taken against the student who fails to observe them.**

## 8. Facilities Provided By The Institute

- **Medical Services** :It is the policy of the Institute to immediately respond to the best of its ability within the available medical resources on campus to assist a student in a Preliminary/First Aid medical emergency. All external hospital/consultation Medical Expenses will have to be borne by the students themselves.

The following Preliminary/First Aid Medical facilities are available on campus:

1. The Institute maintains **FIRST AID (ONLY)** medical kits for emergencies at the medical centre as well as on each floor in the HoD room and with the College Administrators office.
  2. Individual consultancy with any external Medical Practitioner hospitalization/ treatments would be at the personal liability/risk of individual students and the Institute will not be responsible for any consequences thereof.
  3. The institute has a full-time on-call doctor who will attend to preliminary/first aid medical emergency situations until the student can be taken to the nearest hospital.
- **PROJECT ROOM**: Separate Project Rooms are provided for each department with the laboratory facilities and computers installed so that the students can carry out

their project work even after the college hours.

- **CANTEEN:** The college has a huge canteen, with modern kitchen facility, serving fresh and hygienic food which offers a multi-cuisine variety.
- **AUDITORIUM:** Seminars and Students' presentations are held in the Conference Hall, which has a seating capacity of 250 students. It is equipped with a good sound system along with video and data projectors.
- **MUSIC ROOM:** The Music Room is well equipped with instruments such as Flute, Violin, Guitar, Tabla etc. Students can learn and practice after the college hours. Student Council wing "Bliss" (Beauty lies in Soulful Symphony) is in-charge of the Music Room and conducts music competitions and workshops for the benefit of students.
- **SPORTS:** Life of an engineer is incomplete without any extracurricular activities. For a healthy body and mind, apart from the usual workload and stress, VESIT provides its students with a sporting extravaganza SPHURTI. SPHURTI is an integral part of VESIT's history and it has been so since the beginning of VESIT.
- ✓ Gymkhana and Recreation Room
- ✓ Outdoor games: Football, Cricket, Volleyball, Basketball, Throw ball, Athletics, Discuss throw, Shot Put.
- ✓ Indoor games: Carrom, Chess, Table Tennis
- **GIRLS COMMON ROOM:** The college has a provision for girls' common room where the girl students can go for recreation during their free lectures.
- **AMPHITHEATRE:** The college has a splendid amphitheatre where various events of different councils are conducted. It is used for all the major events of college like music, dance, freshers, farewells, literary events, drama competitions etc.
- **FACILITY FOR DIVYANG :** The college takes care of the needs of the special students by making provision of lifts, toilets , ramps , giving writers for exams and facilities for recreation like music.
- **WIRED AND WIRELESS NETWORK INFRASTRUCTURE:** High speed network connectivity is provided in the Institute campus as well as hostel buildings. Students can avail these facilities free of charge for doing research and academic related work.
- **COUNSELLING SUPPORT & SERVICES:** Qualified and experienced counselors are available to provide confidential counseling assistance (on

demand/appointment) to students. A variety of concerns relating to educational difficulties can be addressed including habits, stress, lack of motivation, or attitudes related to the Institute.

## 9. Hostel Facilities

1. Each hostel student will be provided with a cot, a chair, a book rack, a cupboard, and a study table.
2. Hostel students are required to bring their own mattresses, bed linen, though common lighting will be provided in the room.
3. All cupboards in the room are provided with a key, which has to be checked by the hostel resident when it is issued. If the key or the lock is faulty, he/she should immediately inform the hostel office about it. Complaints of the lock/keys not working after use will not be accepted and the cost of repair will be borne by the hostel resident. This key has to be returned at the time of vacating the hostel.
4. It is the responsibility of the student to take care of Hostel property assigned to them and treat the common area. In case of damage/ loss of the same by the student, the charges of repair/ replacement will be recovered from them.

### 9.1 General Guidelines and Rules for Stay in Hostels

1. All hostel students are responsible for the safety of their personal belongings and the Institute will not be responsible for any loss, damage, theft, etc. Hostel students are advised to keep their belongings under lock and key inside the room as well as lock their room while going out.
2. Students are not allowed to change the room allotted to them except with the prior permission of their concerned Hostel Warden. Rooms should be kept clean and will be subjected to regular inspections. Pets are strictly not allowed in hostel rooms.
3. Walls, doors and furniture should not be disfigured in any way including driving in nails or sticking pictures or painting or scribbling on them. If any damage is noticed, the walls or the furniture will be repainted/polished and the expenses for



the same will be recovered from the students of that room/hostel.

4. The Institute reserves the right to lock any room and/or force open any room required. During the vacation period/field work/block placement/internship, the hostel students have to lock all their belongings in the cupboard and leave the room open to accommodate other students. If the rooms are found locked during vacations all the residents of that room will be charged Rs. 150/- per day for the entire vacation period. These charges will have to be paid regardless of whether the rooms are forced open or not.
5. Communication to be received from Parent, Guardian in case any student is required to stay out of the hostel premises for one or more days. Sanction from the concerned Hostel Warden must be procured in writing, if the student is going out of the hostel for any overnight stay.
6. Accommodating or entertaining unauthorized persons/guests/alumni in Hostel is a serious offence and the Institute reserves the right to take necessary disciplinary or legal actions against the unauthorized persons as well as the hostel students for doing so. In such cases, the hostel student/s concerned will be asked to leave the hostel within 24 hours with or without penalty.
7. Hostel students may meet their visitors/alumni in the lounge on the ground floor of the hostels. Visitors will not be allowed in the hostel after 10.00 p.m. and before 8.00 a.m.
8. Male students are not allowed entry in the hostel premises meant for female students, including hostel rooms. Similarly, female students are not allowed entry in the hostels meant for men unless for a specific purpose and with the knowledge and permission of the warden. If found violating this rule, the students will be fined Rs. 3000/- payable at the Hostel office. Any subsequent violation of this rule will result in the parents being informed and expulsion from the Institute.
9. During vacations, hostel students are required to store their belongings in the place reserved for the purpose and hand over the keys to the Warden before proceeding on vacation.
10. Lights and fans should be switched off when not required and when leaving the room. The lights in the room should be switched off by 11.00 p.m. and table lamps should be put to use for studying, so as not to disturb other residents of the room.
11. Cooking in hostel rooms is strictly prohibited. It is a safety/fire hazard and if found, strict disciplinary action will be taken against the hostel residents, including

levying a penalty or expulsion from the hostel or both.

12. Use of or storage of alcohol (including beer), narcotics/intoxicating substances and other items prohibited by law within the campus are serious offences. This will attract severe penalties including expulsion from the hostel/Institute or other disciplinary or legal actions as per the recommendations of the Empowered Committee.
13. Shoe racks or any other furniture should not be kept in the corridor. If this is done, it will be removed by the Hostel. No plants/flower pots should be kept in the room or corridors.
14. The Institute/Hostel authorities reserve the right to conduct surprise checks of all rooms/areas in the hostels to ensure compliance to the hostel rules in general. The time from 10.00 p.m. to 6.00 a.m. is maintained as a Quiet period in the hostels to facilitate private study or rest. Hostel students should not play loud music on mobiles, computers, laptops, or other gadgets or talk loudly, shout, sing, or make any other noise during this period. Quiet period will also be maintained in the entire campus. Even at other times, hostel students are advised to play music at low volume or use earphones so as not to cause disturbance to other occupants in the room or other students in the campus. Violations will attract disciplinary action including expulsion from the hostel and/or the Institute.
15. Noise Pollution: The Institute follows rules laid down by Govt., which restricts the use of loud speakers in a residential zone and mandates that they be turned off at 10.00 p.m. Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit. As hostel students, this rule is applicable to you.

## **9.2 Rules related to Late Night Movement**

Your safety is of prime concern and utmost importance to us at the Institute and the following rules have been formulated keeping that in mind. All students are required to strictly follow the same.

1. All hostel residents must return to the campus by 10.30 p.m, and no hostel student is permitted to leave the campus between 10.30 p.m. and 6.00 a.m.,

except for travelling out of Mumbai with prior permission or for medical emergencies. In case of travel outside Mumbai, it is essential to inform the Warden at least two days in advance. They must carry and produce their valid ID card issued by the Institute on demand by the security staff or any authorized official or the Institute. Failure to produce ID card on demand will be treated as an act of misconduct and indiscipline and disciplinary proceedings will be initiated.

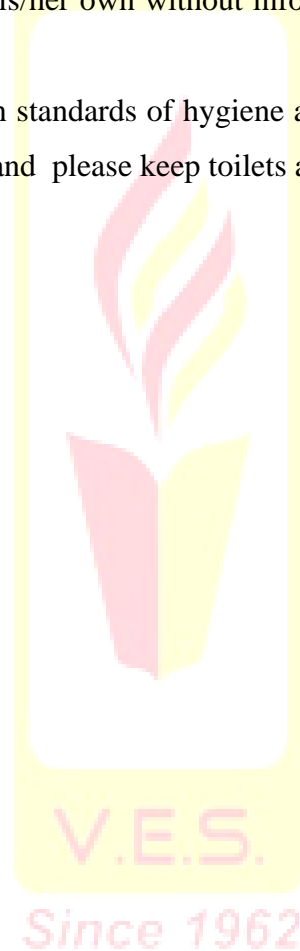
2. A medical fitness certificate/ undertaking to be provided at the time of joining. In the case of medical emergencies, they have to inform the Warden who will give support to take them to the Hospital or doctor. The Warden must have information on their health condition before they leave the campus at night.
3. Hostel students may return to campus after 10.30 p.m. for a maximum of four times in a month with the prior written permission of the concerned Warden in consultation with parents in advance. On their return to the Campus, they must produce their Identity Card and permission letter to the Security at the Gate if requested to do so. Those who fail to follow the instructions of the security staff will face disciplinary action or a fine or both.
4. The Institute has empowered the Security Staff to monitor and document movement of hostel students going out of campus beyond permissible limits. Such information will be shared with the parent/local guardian, if necessary.

### **9.3 Health and Illness**

1. A first-aid kit is available with the Security (Main Gate). If any hostel resident/student falls ill, the Warden concerned should be intimated immediately. The Institute has the services of two doctors and their contact number is displayed on the notice board. In case of an emergency, the Hostel Warden may telephone the Doctor and request him/her to attend the hostel resident, provided that he/she is not under the treatment of another medical practitioner. The student will pay for any out of turn visit made by the Doctor. In case of infectious diseases and other medical emergencies, the Institute may admit the hostel resident to a hospital or shift him/her to an isolation room on the recommendation of the Institute

Medical Officer (IMO).

2. Hostel residents with contagious health concerns like chicken pox (informed by the IMO ) are not permitted to stay in the hostel. After recovery, they will have to produce a fitness certificate from the IMO to rejoin the hostel,
3. In case of a medical emergency/necessity, hostel residents must contact the Warden who will arrange for a vehicle to transport them to a nearby hospital. A student requiring urgent medical intervention should not leave the campus on his/her own without informing the concerned officials in the Institute.
4. Maintaining high standards of hygiene and cleanliness is expected of all hostel residents and please keep toilets and washbasins clean after use.



## 10. Divyangjan -Friendliness At VESIT

Vivekanand Education Society's Institute of Technology puts in all efforts to create a positive and independent environment in its to provide a complete learning experience. Our institute shows sensitivity towards the differently abled student on its campus and tries to create a Divyangjan-friendly environment in all aspects viz,accessibility ,facilities,,providing assistive aids and appliances. Besides, some students also take up projects such as **Blind** navigation systems using computer vision and machine learning, Accelerometer based wheelchair for physically disabled people.

For the benefits of Divyangjan, there are a number of facilities and assistive aids on campus such

- 1) Physical facilities :There is a barrier free access to the toilet and washroom for boys and girls on the ground floor.
- 2) Provision for lift :There are six lifts available on campus. Out of these. four lifts are of size 89 by 53 inch .All these lifts are regularly maintained. Often security personnel are deployed near the lifts to ensure that the Divyangjan students do not face any difficulties in navigating the lifts.
- 3) Ramp / Rails :There is a ramp at the entrance of the building .It is positioned such that a wheelchair user can get off a car directly and Use the ramp to enter the building .Also rails are fitted in washrooms ,lifts and staircase.
- 4) Rest Rooms designated :Restroom is designated for Divyangjan people on ground floor which is equipped with wheelchair.
- 5) Scribes for examination :The Institute and the Exam cell follow University guidelines with respect to allocating extra time for students with learning disabilities such as dyslexia and autism. Such students apply to the Exam cell and their request is granted and conveyed to the Exam Control Cell.
- 6) Special skill development for differently-abled students :The Institute encourages students to participate in co-curriculum activities. There is a facility of music cell in a room with wheelchairs so that differently abled students can also participate.

## Resources available in the institution

### i ) Physical Facility

#### 1) Physical Facility



Fig.1.1 Barrier free access to toilet for boys



Fig.1 .2 Barrier free access to toilet



2) Lift



Fig.2 easy availability of elevator facility at four different location

3) Ramp



Fig.3 Ramp to enter the Institute building

4) Rest room

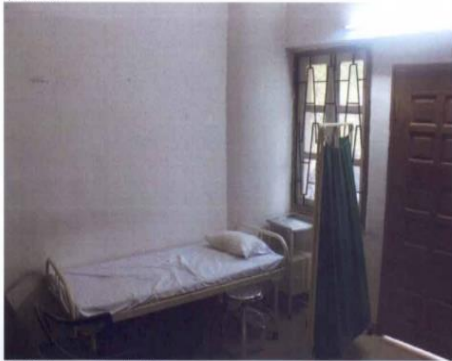


Fig.4 Rest room with wheelchair

6) Special skill development for differently abled students



Fig.5 Music cell with wheelchair

## 11. Grading System Of The University Of Mumbai

Mumbai University introduced Choice Based System from the academic year 2016-17. All information about pattern and syllabus is available on Mumbai University's official web site [www.mu.ac.in](http://www.mu.ac.in) Salient Features:

- Final grade for B.E. Degrees will be based on the average of all eight semesters. So each semester/each subject is important.
- Journal submission must be done before every term ends.
- Two tests will be conducted according to the given model by the University for Internal Assessment of each subject. The average of the two scores of internal assessment will be considered as the final grade in the subject and will be printed in the final mark sheet. No re-test shall be held.
- Failing in eight heads in a year is the maximum limit allowed in the ATKT system. (Maximum five theory exams and remaining Practical/Oral/Internal etc.)
- Failure to submit the journal in any subject (even for a single subject) may result in detention (i.e. loss of one year). Admission for the next academic year is to be taken by repayment of fees.

The logo of V.E.S. Institute of Technology is a yellow shield-shaped emblem. Inside the shield, there is a stylized red and yellow flame or torch. Below the shield, the text 'V.E.S.' is written in a bold, red, sans-serif font, and 'Since 1962' is written in a smaller, red, sans-serif font below it.

V.E.S.  
Since 1962



## 12. Examination Rules

- Every semester, the University of Mumbai conducts end semester examinations and two internal class tests are conducted by the college in every subject.
- The performance in these tests is considered for grade calculations as per the MU circular.
- The submission of term work in each subject should be taken very seriously. If a student fails to submit his/her Term or Sessional Work before the prescribed date, he/she will not be allowed to sit for the concerned examination.
- During an examination, if a student is found either possessing any material (written or printed) with the intention of copying or actually copying, he/she is liable to be severely punished according to the rules laid out by the University.
- In such circumstances, a student may either be debarred from appearing for the entire examination or expelled from the University of Mumbai for a minimum period of three years as per the decision of “Unfair - Means Committee”.

### 12. 1. General Rules for offline Examination

1. Candidates shall write the answers only with BLUE/BLACK ink Ball pen only. Use of any other Pen like Gel Ink or Fountain ink or any other colour ink, will be treated as unfair means in terms of revealing of identity.
2. Candidates are forbidden to (i) bring any book, notes, scribbling papers, Pages, Mobile phones/smart watches or any other similar devices. (ii) speak or communicate in any manner to any other candidate, while the examination is in progress, and (iii) take with them any answer-book written or blank while leaving the examination hall. The supervisors/authorized persons are authorized to check the students.
3. A candidate who disobeys any instructions issued by the Senior/ Junior Supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the University as per 0-5050.
4. Do not fold the answer book anywhere because it will be treated as unfair means in terms of revealing your identity.

5. Candidates suspected to be guilty of any of the aforesaid acts will be allowed to write their paper only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means is binding on them/Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited. If candidates want anything, they should approach the Junior Supervisor without disturbing other candidates. However, they should not leave their seats on any account..
6. Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the University
7. Seat numbers should be written only in the space provided for the same. Candidates should not write their names in any part of the answer-books. Writing Name, Seat No., Phone/Cell No., putting signature, use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempts to reveal identity.
8. Underlining of answers for focusing attention is permitted. However, use of varied inks, except for illustrations and figures, must be avoided. DO NOT use symbols like encircling the question or using colour arrows for P.T.O. These will all be considered as attempts to readily identify the specific answer-books & will be treated as unfair means.
9. No sheet shall be torn from the answer-books provided nor shall additional papers attached to them.
10. Even if it is mentioned in question paper to write each section in separate answer book, if any paper / subject have multiple sections, the candidate has to write all sections in one and the same answer book.
11. A warning bell will be given ten minutes before the close of the examination.

Candidates will not be allowed to leave the examination hall during the last ten minutes. At the final bell, they must stop writing and be ready to hand over their answer books to the Junior Supervisor. They should not leave their seats until answer-books from all candidates are collected by the Junior Supervisor.

12. Candidates are requested to go through the provisions of O-5050 provide for preventing malpractices at University

## 12.2. General Rules for online Examination

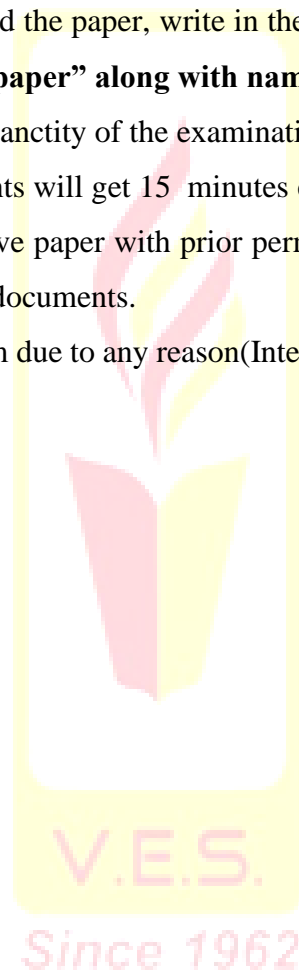
1. You are advised to be at the location where there is a good internet connectivity
2. You must have sufficient internet data pack available for examination on your gadget
3. Make sure that the gadget which you are using is fully charged before the commencement of the examination
4. As far as possible use laptops or desktops with web camera for your exams
5. Following activities during examination will be treated as unfair means / malpractice case
  - a. Sharing screen with any other member
  - b. Browsing other websites, taking screenshots and sharing the same with any other person or on social media
  - c. Running any other application on the gadget through which you are appearing for the examination
6. The question paper will have both MCQs and subjective/descriptive questions with equal weightage and based on the entire syllabus.
7. The question paper will be of total 80 Marks and Two hours duration. Out of which 40 marks will be of 20 MCQs carrying two marks each. Remaining two questions carrying 20 marks each (Total 40 marks) will be of subjective/descriptive in nature of 5 or 10 marks.
8. The time allocated for objective part is 40 minutes and for subjective part is 80 minutes for 2 hours duration examination.
9. An additional time of 15 minutes will be given to every student for uploading the subjective paper.
10. Students must join the meet at least 15 minutes before the exam.
11. Once the student joins,
  - a. write the name and seat number in the chat box for confirmation.
  - b. Switch on the camera throughout the exam and mute the microphone
  - c. Attempt all the 20 MCQ questions and all the questions are compulsory (then only will you be able to submit the form).
  - d. The google form link(for objective questions) will stop accepting responses after 40 minutes and the google form link(for subjective questions) will stop accepting responses after 80 minutes.
12. Online block wise supervisors similar to offline examinations will proctor the

examination. They will verify the identity of the student appearing for the examination by seeing their college Identity Card or Hall Ticket or Aadhar Card or PAN Card.

13. The Examination Link sent to you will become active 5 minutes prior to the scheduled time on the date of examination. You are expected to start attempting the questions at scheduled examination time. The link will automatically get deactivated at the end of the scheduled time.
14. Enter your personal information including examination seat number, wherever asked, with due care.
15. Students should use A4/legal (full scape) size paper(**use only one side of the paper**) and use **black ink pen** to write the answers of subjective questions. The student should write the 1) seat number, 2) name, 3) semester and 4) subject name on the first page only. Page number in typical format (current page number/total pages/Question no.) i.e. 2/7 of Q.No.2 or 3/10 of Q.No.3 (2 and 3 indicates current page number and 7 or 10 indicates total number of pages respectively on which answers are written) on each and every page. Use the scanning app to scan the question wise answers in PDF and upload the same using the specific link provided in the Google Form.
16. It is mandatory for all the students to upload their answer papers in PDF on the same platform using the given uploading links.
17. **The name of the file to be uploaded should be of the format:**  
**Dept\_Semester\_Division\_Name of student\_SeatNo\_QuestionNo**
18. If you face any difficulty in uploading your answer paper on the given link within the allocated time, consult block supervisor for help
19. You are allowed to use non programmable calculator, working sheet (for any rough work)
20. You are not allowed to leave your seat during complete examination time.
21. Submit the responses without fail before leaving the examination platform. You shall submit your response only once for one course.
22. Students should upload pdf file within a maximum of 15 minutes. If submitted afterwards, then consideration of the answer sheet will depend upon the timestamp of submission and decided by the examination committee. If not considered then students will be marked absent. So, timely submission is necessary.
23. Once the PDF is uploaded, that file will be considered for assessment. Any issues

related to scanning, number of pages, missed pages, etc will not be entertained at all.

24. If any problems arise due to which you are unable to appear for the examination immediately inform this to your head of the department/Deputy head of department.
25. Students may submit the paper when 15 minutes are left of the respective exam and will not leave the meeting till the end of the exam even though they have submitted the paper.
26. Once you have submitted the paper, write in the chat box of the google meet that **"I have submitted the paper" along with name and seat number.**
27. You must maintain the sanctity of the examinations.
28. Differently abled Students will get 15 minutes extra time for objective paper and 25 minutes for subjective paper with prior permission of the college authorities, after submitting proper documents.
29. There will be no re-exam due to any reason (Internet connectivity, medical reason, etc)



## 13 . Attending Lectures/Labs

1. Students are encouraged to come to the institute on time.
2. Bunking classes without any genuine reason are not entertained. If the student misses even one period, he/she may be marked absent for the whole day.
3. To inculcate punctuality in the students, they are encouraged to come to the institute on time and any late entry due to genuine reason should be communicated to the class/subject teacher.
4. In order to monitor the academic progress as well as the overall development of our students, one staff member is nominated as faculty advisor to whom a student can approach for guidance. For day to day functioning, class teachers and class counsellors are associated with each class.
5. The students as well as their parents are welcome to contact either the class teacher/class counsellor or the faculty advisor any time during the session.
6. While the lecture or the lab is in progress, a student is supposed to keep his/her mobile phone switched off, failing to which punishment can be given.
7. After the classes are over, the students should leave the college premises in a proper disciplined manner, without making any noise or crowding in the corridors.

### 13.1 TERM GRANT

**Term Sanctioning (allowing the students to appear for the University examination) entirely depends upon the following: -**

- Minimum of 75% attendance in all subjects and Satisfactory completion of all term work.
- Practical and Assignments as specified in Syllabus or as instructed within prescribed periods.
- General behavior of students, both inside and outside the classroom.

## 14. General Rules And Regulations For Library

1. Every student must possess his/her Library card while making use of the Library and produce the same to the Library Staff on entering the Library.
2. Complete Silence must be maintained in the Library. Any student who is found causing any sort of disturbance (talking, discussing etc.) in the Library is liable to be debarred from the Library facilities by the Librarian.
3. Students can get any book i.e. Textbooks, Reference books/Sources for reading in the Reading Room against ID-card.
4. Students who desire to borrow books for home reading will have to apply for a membership on the prescribed form.
5. When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books if pages are found missing the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
6. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
7. It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip in the book, thus depriving other students using the Library facilities. In order to prevent such students from keeping Library books with them for longer than normal, a nominal fine will be charged.
8. In case a Reader loses a book he/she should replace the book. In case the book cannot be replaced; the current price of the book charges will have to be paid.
9. Membership cards are non-transferable. Students must not lend their Readers Ticket to any other student to borrow books from the Library. Library facilities will be suspended for students misusing cards. The college Leaving Certificate or Transfer Certificate will be issued to the student only after he/she has returned all

the Library books.

10. In case a student loses his/her Reader's Ticket then the student should apply for a Duplicate card on the prescribed form available at the Library Counter.

**Students are strictly prohibited to use their MOBILE phones in the Library.**

- **Library Services**
  - Lending
  - Reference Service
  - InterLibrary Loan
  - Photocopy facility
  - Internet facility
  - Library Orientation Service
  
- **Timings:**
  - Monday to Saturday : From 8.00am to 6.00pm
  - During Exam : From 8.00am to 7.00pm
  - Textbook Circulation Timing : From 10.00am to 10.30am
  - &
  - From 12.00noon to 5.00pm
  - Reference Book Circulation Timing : From 8.00am to 6.00pm
  
- **Membership** : IIT MUMBAI
  
- **Digital Library** : YES

**Library services:**

- Web OPAC (for searching of library books)
- Reference Services
- Digital Library
- 'New Arrivals'
- Newspaper Clippings
- InterLibrary Loan (Vivekananda sister concern institutes)



- Additional borrowing facility for “ Best users of the library”

### **Library Facilities:**

- Extended Hours access to Library & Reading Hall during exam
- Photocopying of reference books
- 80 Mbps High Speed Internet Bandwidth
- Wi-Fi Connectivity
- New Book Recommendation from students

### **Instructions for Borrowing (Circulation):**

- Books will be issued to students for the period of 7 days from the date of issue.
- Borrowing limit for students will be 2 books at a time and in the final year can issue 3 books, PG students get 5 books.
- 2 Books will be issued to faculty members for the per subject per semester, after completing semester notice.
- The last stamped date on the due date slip will be the return/renewal date of the book.
- Late fee of Rs. 2/- per day per book will be charged for late return/renewal.
- Books will be re-issued to students for additional 7 days in case there is no reservation.
- Journals/Magazines, Project Reports, Reference Books will not be issued; as it meant to refer only in the reading hall; same can be obtained on producing college I.D.
- Library I.D. is essential for every transaction and which is non-transferable.
- Borrowers will be fully accountable for any borrowed material from the library.
- Loss of book/s borrowed from the library should be reported immediately and a new copy will be recovered from the borrower as a replacement copy of the same book, simultaneously the return/renewal date of the lost book/s will be verified for collecting late fee.
- Marking with a pen, folding of pages or any unfair practices with the borrowed material is strictly not allowed.
- Loss of Borrower Card should be reported immediately to the library; the duplicate card will be issued on payment of Rs.20/-.
- Making an entry while entering the library is mandatory for every user.

### **Instructions for Using Reading Hall:**

- College I.D. is compulsory while entering the reading hall.

- Pin-Drop silence and a studious environment should be maintained at all times.
- Group Discussions/Chatting/Group study is strictly not allowed.
- Reference material issued on college I.D. should be referred strictly in the reading hall.
- Switch off/silent mobile phones in the reading hall premises.
- Keep the reading hall clean & neat.
- Any eatables, drinks, celebrations are strictly not allowed.
- Any student found misbehaving in the reading hall will be suspended from the library for the period of 15 days and his/her borrower I.D. will be kept on hold.
- Old Question papers sets from 1984 are provided.

### **Instructions for Using E-Library/Multimedia Library:**

- Handle computer hardware, software and its accessories very carefully.
- It is the responsibility of individual user to ensure that e-resources are used for personal, educational and research purposes only, accessing e-resources for commercial use is strictly not allowed.
- Login I.Ds, Passwords of various subscribed e-resources/databases will be communicated to the students and faculty members from time to time, if an access to those resources is I.P. based then those e-resources cannot be accessed beyond the boundaries of Vivekananda education society's Institute of Technology
- Authorized users may view, download, print or copy a select portion of a licensed e-resource/s.
- Sharing of logins, passwords with people other than the VESIT community is strictly not allowed.

### **e-resources (VESIT-Library)**

*(All the below e-resources are IP based campus access, no username and password required.)*

1. <https://www.sciencedirect.com>
2. <https://ieeexplore.ieee.org/Xplore/home.jsp>
3. <https://link.springer.com/>

### **To Access : e-Books**

<https://vesit.new.knimbus.com/user#/home> :

*(Knimbus houses around 8000 plus of Science & Technology & Artificial Intelligence books in one place and it is an integrated platform for all the above e-resources).*

## 15. Training & Placement Cell (Tpc)

The Training and Placement cell of V. E. S. Institute of Technology is a very active cell throughout the year with a plethora of activities for the students to enhance their opportunities for career growth and advancement.

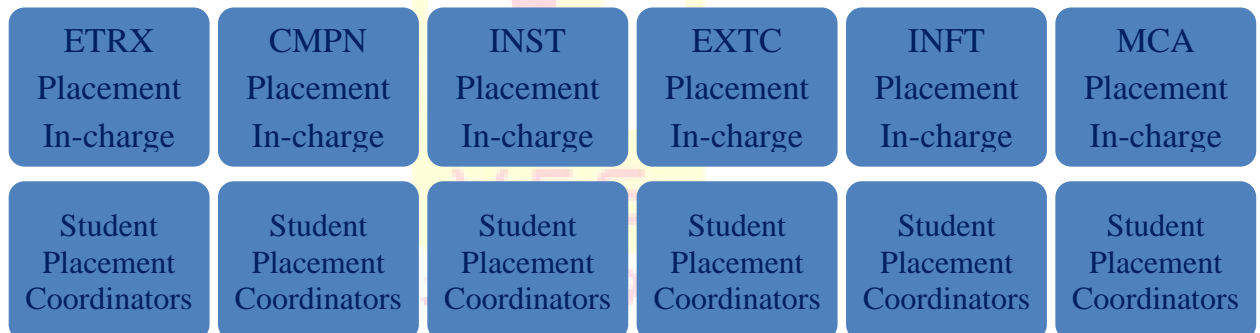
The Motto of the Training and Placement Cell is “Maximum opportunities to maximum number of students.”

In order to implement the above motto, the cell has a very well structured approach involving students in the decision making process.

The Training and Placement Cell is headed by the Training and Placement Officer aided by the Deputy Training and Placement Officer, branch wise faculty In-charges and student Placement coordinators.

Training and Placement Officer

Deputy Training and Placement Officer



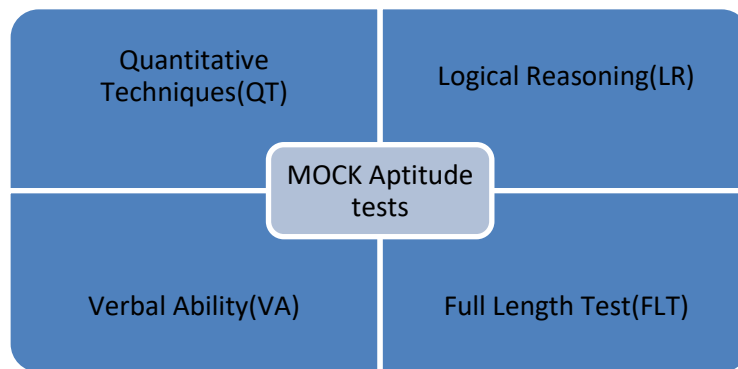
### Structure of Placement Cell

The student-placement coordinators play a very significant role in the smooth conduct of the complete recruitment process. These interactions enable a very steep learning curve to mould them to a professional before they glide into the corporate world.

The cell aims at being an active catalyst in the smooth transition or metamorphosis of a Student to a Professional. In order to do so, the cell engages in activities for students in every semester / year. This step by step approach creates an awareness and enables them to manage change and adapt to the latest technology and corporate environment.

The in-house workshops and Activities include

Engineering	Semester	Activity	MCA
I Year	SEM I	Inputs during Induction regarding approach to studies, scope and outcomes	MCA SEM I
	SEM II	Integrated approach to engineering and application of technology	
II Year	SEM III	Eligibility, Employability, impact of CGPI, Importance of Mini projects, Contents of Resume and Building your Resume, career guidance	
	SEM IV	Understanding Campus recruitment Process and inputs to prepare for aptitude and technical test , career guidance	
III Year	SEM V	Skill set analysis Resume writing Mock Aptitude test Interaction with Alumni / Corporate world Career guidance	MCA SEM II
	SEM VI	Steering the interview Understanding Transactional Analysis for enhanced communication Mock Aptitude test Finishing School ( For Technical Subjects) Interaction with Alumni / Corporate world Career Guidance	
IV Year	SEM VII	Placements Interaction with alumni / Corporate world	MCA SEM III
	SEM VIII	Guidance and Hand holding for placements and smooth joining process into the corporate world	MCA SEM IV (Internship)



The Finishing School concentrates on the foundation of fundamental subjects in the branch of study.

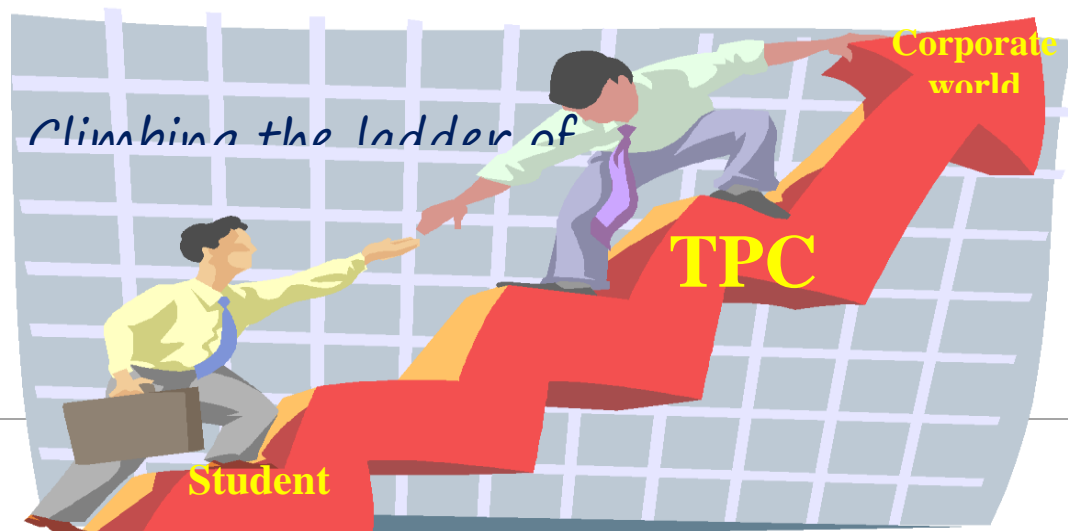
The Training and Placement Cell in collaboration with each department organizes Placement/Career Enhancement Activities

- Language lab to improve Communication skills
- SEP (Skill Enhancement Programmes)
- Industry Institute interaction for placements
- Corporate sessions on emerging Technologies
- Skill Enhancement Lectures
- Looking Beyond Syllabus (LBS)
- Technical competitive events in collaboration with industries
- Interdisciplinary Technical and skill development activities
- Faculty development programs and workshop for students
- intercollegiate competitions in collaboration with industries

The training and placement cell also focuses on the following activities to scale up the functioning of the cell.

- Interaction and involvement of parents to improve database of companies
- Involvement of Alumni for recruitment and contacts
- Inclusion of start-ups for recruitment and internship
- Industry institute interaction to improve collaborative activities
- Exposure to Entrepreneurship as a career option.

The Cell is putting in the best efforts to ensure a conducive environment for enhancing the teaching learning process so that our students are able to emerge as professionals capable to take on the challenges of the real world with confidence ensuring a bright career and a very secure future.:



## **Placement Rules:**

The placement Rules are subject to modifications based on experience and feedback from students and the corporate world. to view the current years placement rules [click here](#).

## **16.STUDENTS SOCIETY’S/ COUNCILS/COMMITTEES**

### **16.1 PROFESSIONAL SOCIETIES**

A unique feature of VESIT is the fact that there are four Professional Societies totally managed by students under the supervision of Faculty In-Charges.

#### **16.1.1 IEEE – INSTITUTE FOR ELECTRICAL AND ELECTRONICS**

“Excellence through Innovation” is what the IEEE-VESIT stands for in VESIT society culture. IEEE-VESIT gives its members ample opportunity to develop and inculcate their technical and soft skills, be it with theory, seminar or in practice via interactive workshops.

#### **16.1.2 ISA– INSTRUMENTATION SYSTEMS AND AUTOMATION**

ISA is a leading global non-profit organization that caters to the needs of over 30,000 worldwide members and other professionals. The ISA-VESIT student chapter is well rooted with the International Organization. ISA-VESIT chapter exposes its members to the upcoming competitive world and tries to give them an edge over the others when it comes to practical knowledge through various events and seminars. Having conducted wide range workshops and fun events over the years, ISA-VESIT decided to take another step forward in the field of technical development by implementing a 6 domain structure under which the society would function. The six domains were Web Designing, Data Analytics, Embedded Systems Hardware, Embedded Systems Software, Process Automation, and Process Maintenance. With this new initiative, ISA-VESIT plans to become interdisciplinary and cover all the aspects of engineering in a wholesome way.

#### **16.1.3 CSI– COMPUTER SOCIETY OF INDIA**

The CSI VESIT stands for ingenuity, innovation and versatility. CSI-VESIT aims to give its members an added dimension to technology by keeping them abreast with the rapid advancements in the wide arena of technology. It is one of the most active student societies with the objective to accelerate student expertise in the field of technology. The CSI-VESIT student chapter has been retaining the award of The Best Student Chapter for the past seven years.

#### **16.1.4 ISTE–INDIAN SOCIETY FOR TECHNICAL EDUCATION**

VESIT-ISTE chapter's objective is to bridge the gap between the curriculum and the industry's requirements by giving students a platform to hone their technical and non-technical skills like overall personality, reasoning and presentation skills.

### **16.2 COUNCILS**

#### **16.2.1 CULTURAL COUNCIL**

The Cultural Council has been organising events over the years that bring together fun, knowledge, creativity, innovation and freshness in all aspects of our life. The events usually bring out the creativity of the student's college life by having competitions catering to acting, film-making, singing, dancing and all the various contemporary art forms.

#### **16.2.2 MUSIC COUNCIL**

Every music enthusiast will agree with Leonard Bernstein on the power of music. Keeping up with this spirit of music, the Music Council comes up with two major events in the odd semester where the whole college turns into a musical fiesta with just music resonating all around. BLISS stays true to its words- Beauty Lies in Soulful Symphony. With all the talented musicians of VESIT coming together and giving the most soulful performances, the audience was truly in Bliss. The Aesthetics team puts in a lot of effort with their artworks adorning the college. The bands performing at the event include students from all four years and MCA as well. The bands have different genres- Classical, Bollywood, Pop, etc. It is the perfect mix of ingredients for a mesmerizing program as a music fest which is Octaves organized by the Music Council of VESIT. There is tremendous participation in this festival. Slay it don't spray it: This was a fun event conducted by the music council

so that people can enjoy and also learn about music. Voice of VESIT: This was the most competitive event for Octaves of each year where singers all around the college compete for the title of “Voice of VESIT”. The final participants have to go through 3 extremely difficult rounds which tested their musical ability on different standards. The other events conducted are Guess the Song, Solo Instrumentals and Battle of Bands. The winners of all the different events and competitions are awarded with trophies and certificates by the LOOK band. Department wise “Musical Flash Mobs” are held during Octaves.

### **16.2.3 SPORTS COUNCIL**

Sports Council has been working tirelessly throughout the year mainly for their two grand events: Sphurti Indoor and Sphurti Outdoor conducted in the odd and even semesters respectively. Being the most active Council ever, it is naturally quite popular since the hype is always present, and lack of participation is rarely a problem for this Council since year after year, the best players come back to reclaim themselves, and newbies are given a chance to prove themselves and hone their skills.

Indoor Sphurti: Indoor Sphurti is conducted in the Odd semester of the academic year as the playgrounds are not in good condition. So, we keep the players engaged and interested in the indoor games. This year, the events included in Indoor Sphurti were Carrom, Chess, Table Tennis and Futsal. This year, for the very first time, it was open to students of FE and FYMCA.

Outdoor Sphurti: Outdoor Sphurti is conducted in the Even semester of the academic year. It is open to all students of VESIT. The competitions are conducted differently for different batches. Students of FE and FYMCA compete against each other for the title, on the other hand, students of SE, TE, BE, SYMCA and TYMCA compete with each other for victory title. This year the sports council also conducted yoga sessions for the newbies during their induction program.

### **16.3 CIRCLES**

VESIT PhotoCircle is a group of students who come together for their love and passion for photography. The best photographers in VESIT are drafted through ‘Recruitment Drive’. VPC captures memories throughout the events in the academic year and shares them on their Facebook page. They also conducted a PhotoWalk. VESIT PhotoCircle is a small family in the big community of VESIT. Various events conducted by the College,



the Cultural Council, SORT Council, the Sports Council, the Music Council, and the VesLit Circle have been covered by the VESIT PhotoCircle. VPC also organizes an informative and visual context-based photography workshop for the members and is open for all the students of VESIT.

### **16.3.1 VESLit**

It aims at teaching spoken English skills by taking special sessions for the students who want to hone their spoken English skills and groom their personalities. The Annual Literature Fest of VESIT, The VESLit Week, marks a full week of online and offline events that range from story writing to skits to microfiction. This festival is one of the most hyped and is the only festival, which has events held in collaboration with companies like The Union Bank of India and The Times of India. This year @ VESlit Circle had a complete makeover. It was structured, with four divisions, each tasked with a focused objective. The four divisions are: Debate, M UN & Mock Parliament, Quiz and Elocution, and Films.

## **17. Special Programmes For Students**

### **17.1 LOOKING BEYOND SYLLABUS**

Looking beyond syllabus scheme was launched in the year 2011, to expose the students to evolving technologies and opportunities and work as teams on multidisciplinary projects under the mentorship of a faculty member assigned to them, in their area of interest/passion that may not necessarily be their stream of study. The main objective of looking beyond the syllabus of technical education is to infuse prospective technocrats with the ability to apply basic science and experimentation skills, to understand problems in the industry, academia and humanity at large and also be able to develop practical solutions. It also aims to model them into wholesome professionals in the field of Technology. Looking beyond the syllabus also prepares the students to use their skills with a strong base for higher education and acquisition of knowledge to sustain a life-long career in related areas.

### **17.2 AWAKENING THE SCIENTIST**

Awakening the Scientist is an opportunity given to the First year students to take the first

step in the transformation of a student into a professional. It is a group activity. The objective is to identify the science, engineering, and technology concomitant with gadgets, equipment and tools used in day to day life and also to relate the past, present, and future of them.

### **17.3 SKILL ENHANCEMENT LECTURES**

VESIT believes in giving its students an invigorating and vitalising academic environment. The syllabus of Mumbai University is taught very efficiently by our faculty. An added edge is given to our students by inviting connoisseurs from the industry and research institutions. This endeavor is termed as ‘Skill Enhancement Lectures’.

### **17.4 TINKERERS’ LAB: STUDENTS’ SECRET TO CREATIVITY**

The Tinkerer’s Lab at VESIT was started in the Academic Year 2015-16. with an agenda to improve technical skills of students through peer learning. It also aimed at using the available resources in the college optimally and to make judicious use of e-waste of various labs. It is currently operational in three departments viz. Department of Electronics, Department of Electronics and Telecommunication and Department of Instrumentation.

### **17.5 VESIT ON COURSERA**

VESIT is offering an opportunity to do free Coursera courses to Faculty , Lab Staff, Non Teaching Staff & students. For students, three subjects per semester are selected and the respective Coursera courses have been identified by the department. Students were supposed to utilize the lockdown period to finish with these three courses.

### **17.6 VESIT SWAYAM NPTEL LOCAL CHAPTER**

NPTEL is the largest provider of MOOCs in India today, especially the Engineering stream, with a credible proctored certification exam that clearly qualifies and differentiates the learners who do these courses. NPTEL has been offering Open online courses along with certification, developed by IIT and IISc faculty. The SWAYAM NPTEL Local Chapter of VESIT, is happy to announce that the Faculty and students are actively participating and excelling in the exams at All India Level.

## 18. Anti Ragging Policy

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India council for Technical Education,(AICTE) has brought the Regulation F.No.37-3/Legal/AICTE/2009 Dated 01-07-2009. The gist of the regulation is as below. The Institute will act as per the regulation for handling the Ragging.

### **What constitutes Ragging ?**

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of

- shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
  - e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
  - f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
  - g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
  - h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
  - i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:**

- A. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- B. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- C. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- D. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
  - Cancellation of admission

- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment as a deterrent to ensure community pressure on the potential raggers.

➤ **PROHIBITION OF RAGGING**

Ragging within or outside the institute is strictly prohibited. Any student who directly or indirectly participates in, abets or propagates ragging within or outside the institute shall face strict disciplinary action as per the provision of Maharashtra Prohibition of RAGGING ACT, 1999.

If a case is to be made as per law the following procedure is to be followed:-

- ✓ Investigation by squad
- ✓ Findings reported to the Principal
- ✓ Principal's discussion with the Committee to decide whether to file an FIR (within 24 hrs) with Police or Local Authorities OR punishment is to be awarded by the Anti-Ragging Committee of VESIT

➤ **Punishments may be in the form of:**

- ✓ Suspension from attending classes and academic privileges.
- ✓ Withholding/ withdrawing scholarship/ fellowship and other benefits.
- ✓ Debarring from appearing in any test/ examination or other evaluation process. Withholding results.

- ✓ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ✓ Suspension/ expulsion from the hostel.
- ✓ Cancellation of admission.
- ✓ Rustication from the institution for periods ranging from one to four semesters.
- ✓ Expulsion not only from the institution but also consequent debarring from admission to any other institution for a specified period. In case, the persons committing or abetting the act of ragging are not identified, the college will resort to collective punishment.
- **ADVICE TO ALL STUDENTS:** All students are advised to be aware of anti-ragging measures and report any ragging incident to college authorities in person or by telephone at the earliest.

**More information is available on our institute's website: <http://vesit.ves.ac.in> or <http://ves.ac.in/vesit>**

**Any matter not covered by these Rules will rest at the absolute discretion of the Principal.**

- Anti-Ragging Committee and Anti-Ragging Squad

In pursuance of the guidelines and regulations on curbing ragging fully and effectively in the Institute, VES has constituted an Anti-Ragging Committee and an Anti-Ragging Squad. Following are some guidelines and procedures set out for this:

1. Ragging in any form is a serious offence. Any student found engaged in ragging activities in hostels, and other premises of the Institute will be subjected to serious disciplinary and legal actions, including expulsion from the hostel/Institute as an immediate step.
2. Further, teasing, intimidation, physical assault, etc. will result in the expulsion of the students from the hostel/Institute. The Institute reserves the right to ask a hostel resident to vacate the hostel with a notice of 24 hours for serious violations of

rights and dignity of others.

3. Ragging incidents are to be immediately brought to the attention of the Hostel Wardens.
4. Further, an Anti-Ragging squad has been formed to make surprise visits of the hostels and the places where students stay outside the campus so as to effectively curb ragging.
5. The Security in the Institute have been instructed to keep a close watch on any kind of misconduct taking place in the campus and are directed to report to the Hostel Wardens in case of any such event.

## 19 . Fire Safety and Fire Fighting Appliances

- Smoking is strictly prohibited in the campus, office rooms, classrooms, hostel rooms and in the public areas of the Institute. Lit match sticks and cigarette ends used outside should be extinguished before disposing it in the dustbin. Please do not throw them over the side of the road. Use of incense sticks and oil lamps is prohibited inside hostel rooms, and official spaces.
- Fire extinguishers are kept in various locations at the Institute and ready for instant use. Students are requested to familiarize themselves with the location of the various fire extinguishers kept in the Institute. Every effort is to be made to put the fire out through available local sources.
- The following action is to be taken in case of a fire: Raise an alarm, by shouting 'fire, fire, fire... Try to put out the fire, till other help arrives. Inform the Hostel Warden or Security.
- Students must evacuate a building immediately upon the sound of a fire alarm. It is the responsibility of each individual student to evacuate when the fire alarm sounds, encourage others to leave the building, assist those in need, exit the building completely and keep a safe distance until the situation is brought to normal. Fire extinguishers are installed at strategic locations across the entire campus. Removing, disarming or tampering with the fire safety equipment seriously jeopardizes the safety of all students and is a violation and would invite disciplinary action.

## 20. Other General Information

### I. Policy on Non – Discrimination

**Vivekanand Education Society’s Institute of Technology(VESIT)** does not discriminate on the basis of age, marital status, nationality, ethnic/cultural background or religion.

### II. Use of Private Vehicles

#### a. Registration of the Vehicle

Students desirous of using private vehicles on campus are required to intimate the following to

### III. Safety

#### a. Personal Safety

The student is responsible for his/her own safety either on campus or off campus. Any unforeseen accident/mishap/fatal injury on or outside the campus would not be institutional responsibility. Students travelling out of the campus with/without permission would be doing so on their own **INDIVIDUAL RESPONSIBILITY**. The institute would not in any way be responsible for any untoward/unforeseen incidence.

**Vivekanand Education Society’s Institute of Technology(VESIT)** student handbook serves as a general reference guide regarding policies, procedures, services and rules and regulations. While every effort is made to verify the accuracy of information, VESIT reserves the exclusive right to revise, amend or change items set forth in the student handbook from time to time. The provisions of this handbook are not to be regarded as an irrevocable agreement between the student and the Institute.

Rules and Regulations mentioned in the Student Handbook are applicable to all students on our campus. In case of any discrepancy, the decision of the Principal will be final and binding on all. Any similar norms mentioned in other Handbooks are purely coincidental.



## 21. Annexure I

### 1. Anti-Ragging/ Disciplinary Committee

Sr. No.	Name	Designation	Position	Contact No.
1	Dr. Manoj Sabnis	Faculty, INFT	Chairperson	+91 98215 86595
2	Dr. (Mrs.) M. Vijayalakshmi	Vice Principal	Member	+91 9820882766
3	Dr. R. K. Kulkarni	Faculty, EXTC	Member	+91 98694 16288
4	Mr. A. Nagananda	Faculty, EXTC	Member	+91 99872 68159
5	Mr. Vivek Umrikar	Faculty, H & Sci.	Member	+91 99200 59763
6	Dr. Parmeshwar Birajdar	Faculty, ETRX	Member	+919892187486
7	Dr. (Mrs.) S. Mujumdar	Faculty, H & Sci.	Member	+91 9869155855

V.E.S.  
Since 1962

## 2. WOMEN DEVELOPMENT CELL

Constitution – as per Guidelines from Mumbai University

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
<b>1</b>	Dr. (Mrs.) M. Vijayalakshmi	Faculty, MCA	Member
<b>2</b>	Mrs. Shobha Krishnan	Faculty, EXTC	Member
<b>3</b>	Dr. (Mrs.) Saylee Gharge	Faculty, EXTC	Member
<b>4</b>	Mrs. Naveeta Kant	Faculty, ETRX	Member
<b>5</b>	Mrs. Kavita Tewari	Faculty, ETRX	Member
<b>6</b>	Dr. (Mrs.) Nupur Giri	Faculty, CMPN	Member
<b>7</b>	Mrs. Sonali Rahate	Superintendent	Member

V.E.S.  
Since 1962

### 3. ANTI SEXUAL HARASSMENT COMMITTEE

The Government of India had promulgated The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (Act) and the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Rules, with effect from 9th December, 2013. The act was laid down to ensure that women, in particular, are protected against sexual harassment at all workplaces, be it in public or private. It has now become mandatory to have an Anti-Sexual Harassment Committee as well as an Internal Complaint Committee to be formed in every institution in addition to the reports being sent to the Government for the same.

It is compulsory for all institutes/colleges under AICTE / UGC to Constitute “Internal Complaints Committee (regulation has come into force since 1st July 2016)

Sr. No.	Name	Designation	Position
1	Mrs. Shobha Krishnan	Faculty, EXTC, VESIT	Chairperson
2	Mrs. Jayshree Pandit	Co-ordinator/ Counselor, Sri Mukta Sanghata, Chembur	Member ( Non-Governmental Organisation) [NGO]
3	Dr. (Mrs.) Nupur Giri	Faculty, CMPN	Member
4	Dr. (Mrs.) S. Mujumdar	Faculty, H&Sci.	Member
5	Mrs. Rohini Temkar	Faculty, MCA	Member
6	Mrs. Sonali Rahate	Office Superintendent, VESIT	Member
7	Student Representative (Girl Student)	Cultural Secretary/SoRT Secretary / Deputy Secretary, VESIT	Member

#### 4. INTERNAL COMPLAINT COMMITTEE

With reference to "The Sexual Harassment of Women at Workplace (Prevention, Prohibition Redressal) Act, 2013 " with effect from 9th December, 2013.

The constitution of Internal Complaint Committee for Prevention, Prohibition & Redressal is as follows :

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>ICC Posts</b>
1.	Prof. Smita Jangale	Presiding Officer
2.	Mrs. Sonali Rahate	Non- Teaching Employee
3.	Mr. Vikas Pange	Non- Teaching Employee
4.	Dr. (Mrs.). Sujata Khedkar	Faculty Member
5.	Dr. (Mrs.). Nandini Ammanagi	Faculty Member
6.	Mrs. Jaishree Pandit	External Member(NGO)
7.	(UG-SORT Secretary)	Students
8.	(PG – SORT Member, MCA)	Students
9.	Mrs. Asma Praveen (PhD)	Students

## 5. GRIEVANCE REDRESSAL COMMITTEE

Sr. No.	Name	Department/Address	Position in Committee
1.	Mrs. Shoba Krishnan	Faculty, EXTC Dept.	Chairperson
2.	Dr. (Mrs.) Nupur Giri	Faculty, CMPN Dept.	Member
3.	Dr. Nadir Charnia	Faculty, EXTC Dept.	Member
4.	Mrs. Navita Kant	Faculty, ETRX Dept.	Member
5.	Dr. Shiv Kumar Goel	Faculty, MCA Dept.	Member
6.	Dr. (Mrs.) S.M. Mujumdar	Faculty, H&A Dept.	Member
7.	Dr. (Mrs.) Sayalee Gharge	Faculty, EXTC Dept.	Member
8.	Mrs. Sonali Rahate	Representative of Non-Teaching Staff	Member

V.E.S.  
Since 1962

## 6. COMMITTEE FOR SC/ST

With reference to scheduled caste and the scheduled tribes (prevention of Atrocities) act , 1989, No. 33 of 1989 Dtd. 11.09.1989, constitution of the Committee for SC/ST is as follows:

<b>Sr. No.</b>	<b>Name</b>	<b>Department/Address</b>	<b>Position in Committee</b>
1.	Mrs. Sujata Khedkar	Asso. Professor, VESIT	Chairperson
2.	Dr. Nadir Charnia	Professor , VESIT	Member
3.	Mrs. Asha Bharambe	Asst. Professor , VESIT	Member
4.	Mrs. Indu Dokare	Asst. Professor , VESIT	Member
5.	Mrs. Sangeeta Bhalerao	Sr. Lab. Assistant., VESIT	Member
6.	Mrs. Nilima Tambade	Sr. Clerk , VESIT	Member
7.	Mr. Vinayak Doifode	Head Clerk , VESIT	Member
8.	Student Representative	Secretary, SoRT, VESIT	Member

## 7. ADMISSION GRIEVANCE COMMITTEE

### STAGE – I

Sr. No.	Name	Department/Address	Position in Committee
1.	Mrs. Shoba Krishnan	Faculty, EXTC Dept. , VESIT	Chairperson
2.	Dr. (Mr.) Manoj Sabnis	Faculty, INFT Dept. , VESIT	Member
3.	Dr. Shiv Kumar Goel	Faculty, MCA Dept. , VESIT	Member
4.	Mrs. Asma Parveen I. Siddavatam	Faculty, INFT Dept. , VESIT	Member
5.	Mr. Vinayak Doifode	Administrative Staff, VESIT	Member

### STAGE – II

Sr. No.	Name	Department/Address	Position in Committee
1.	Dr. P.P. Vaidya	Faculty, INST Dept. , VESIT	Chairperson
2.	Dr. R.K. Kulkarni	Faculty, EXTC Dept. , VESIT	Member
3.	Dr. (Mrs.) Gresha Bhatia	Faculty, CMPN Dept. , VESIT	Member

### STAGE – III

<b>Sr. No.</b>	<b>Name</b>	<b>Department/Address</b>	<b>Position in Committee</b>
1.	Dr. (Mrs.) J. M. Nair	Principal , VESIT	Chairperson
2.	Dr. (Mrs). M. Vijayalakshmi	Vice Principal , VESIT	Member

