

# STUDENT HAND BOOK



**VIDYALANKAR INSTITUTE OF TECHNOLOGY**

Wadala, Mumbai - 400 037.

## ***Personal Details***

**Name**

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**Course**

**Division**

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**Roll Number**

**Academic Year**

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**Address**

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**Phone**

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# Student Handbook

This Student Handbook is an official publication of Vidyalankar Institute of Technology.

This student handbook merely presents the updated information of Vidyalankar history, vision, mission, culture, policies, services and resources available to the students. These policies are applicable to all students and should be followed accordingly. Code of Conduct applies to student on campus. The policies of Vidyalankar Institute of Technology are under continuous examination and revision. Any revision of the policies will be posted to the online version of the Student Handbook located at [www.vit.edu.in](http://www.vit.edu.in)

## Web Resources :

Vidyalankar Institute of Technology.....[www.vit.edu.in](http://www.vit.edu.in)

Vidyalankar Live

1. ERP Link.....To login into ERP, students need to visit **<http://mycollege.edu.in/>** and click on either
  - i. ERP (Office Use) - Accessible in college OR
  - ii. ERP (Home Use) - Accessible outside of college.
2. ERP login credentials are as per following format:
  - i. Username – firstname.lastname
  - ii. Password – First two characters of first name and first two characters of last name (everything in capital) and ddMM where ddMM are from Date of Birth in dd-MM-yyyy format.  
For eg. Anuj Gorivale with date of birth 04-12-1994 will have password as ANGO0412.
  - iii. After login into ERP, student need to go to **“Documents -> Know Your Institute (Students)”** option.
  - iv. Then double click on **“Student Documents”** record to open list of all documents under this category.
  - v. Then double click on **“Important Links”** document to view it.

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In the event of an emergency, please contact:  
 Vidyalankar Security (24 hours)  
 022 24161126

## 1. Message to the Students

### Chairperson's Message

Congratulations and welcome to the Vidyalankar family!



We strive to inculcate a spirit of enquiry and self-reliance while preparing you for facing the dynamism of the contemporary world. As you embark on an important phase of your academic voyage at VIT, you will come across opportunities to engage in activities which will contribute to enriching your personality, to fine-tune your skills and to build long-lasting friendships. Do remember what Ayn Rand said, "....there is no conflict of interests among men who do not desire the unearned ....who deal with one another as traders, giving value for value."

This Student Handbook is a repository of information designed to assist you to navigate through the facilities, opportunities, policies, code of conduct and student resources offered by the Institute. I hope you make every effort to keep the flag of Vidyalankar flying high in accordance with its vision and mission. The management, the faculty and the staff of Vidyalankar join me in wishing you a productive academic career.

**Ms. Rashmi Deshpande**

Chairperson, Vidyalankar Dnyanapeeth Trust

## Director's Message



Congratulations on selecting Vidyalandkar Institute of Technology as your preferred choice for pursuing Engineering studies. As you begin a new phase of your education here, you will learn to utilize your capabilities and upgrade your skills in your quest for leaving your footprints on the sands of time. As committed educationalists, we ensure that you have access to the best possible resources, training and education in a progressive and innovative atmosphere to help you face the ever-evolving challenges of the world. Our quest for excellence over the years has resulted in a highly acclaimed architectural marvel as your campus, complete with state of the art infrastructure, equipment and facilities.

The hallmark of VIT is a progressive system of education which balances ethics, academics, sports, cultural, and social activities and this allows students freedom to develop their talents in any avenue they desire. We continuously strive to motivate, inspire and channelize the energy amongst students to make them self-sufficient and socially responsible citizens. We take pride in the accolades won by our students placed in premier organizations in the country and abroad. We hope to produce not mere engineers, but men and women of substance - leaders of tomorrow.

### **Shri. Milind Tadvalkar**

Director, Vidyalandkar Dnyanapeeth Trust



## Principal's Message



I extend a warm welcome to the renowned educational campus - Vidyalankar Institute of Technology. As our motto indicates, team Vidyalankar is "Provoked by intellect, propelled by values." We firmly believe in offering our students the highest quality in education in an intellectually stimulating environment.

Our faculty doesn't just cover the syllabus but 'uncovers' the subject and nurtures the spirit of enquiry in students. Through careful academic planning we ensure that students get connected with the subject and have a strong foundation in the fundamental technical concepts which they can practically apply rather than simply read and remember. These subjects are woven into a well-knit fabric of lectures, assignments and practical sessions.

Vidyalankar provides a digitally enhanced learning environment, modern architecture and aesthetically designed campus with its amenities and facilities sets the right ambience for academic pursuit.

I invite you to a life long association with Vidyalankar and the start of an extremely fruitful academic career.

**Dr. Sunil Patekar**

Principal, Vidyalankar Institute of Technology

## 2. Overview

### Origin

*"Provoked by Intellect, Propelled by values".*

Vidyalankar Institute of Technology was established in the year 1999 after having secured permission from the AICTE and Mumbai University. It was founded by Prof. C. S. Deshpande whose illustrious educational career and missionary zeal continue to inspire everyone.

The basic objective of starting this institute was to satisfy the inner urge of the founder to guide eager young minds in the appropriate direction and imbibe nobler values of life, thereby enhancing their worthiness. With the founder's vision and his dedicated efforts Vidyalankar has grown steadily and has anchored itself firmly as a premier educational institute in Mumbai.

## Timeline

<b>1999</b>	Vidyalankar Institute of Technology was initiated at its Dadar premises, offering three branches, viz, Information Technology (intake of 60), Computer Engineering (intake of 60) and Electronics Engineering (intake of 60)
<b>2001</b>	Vidyalankar Institute of Technology shifted to its permanent location at Vidyalankar Educational Campus, Wadala.
<b>2003</b>	The first batch of students of Vidyalankar Institute of Technology graduated.
<b>2005</b>	Vidyalankar Institute of Technology activities moved to its state of the art 150000 sq ft new building at Vidyalankar Educational Campus, Wadala. Vidyalankar Institute of Technology was awarded an 'A' grade by the Government of Maharashtra.
<b>2006</b>	Two new courses were added, viz, Electronics and Telecommunication Engineering and Biomedical Engineering with an intake of 60 students in each course.
<b>2007</b>	Master of Management Studies (MMS) course commenced with an intake of 60 students. The second division of Computer Engineering started, intake increased to 120. Vidyalankar was awarded the prestigious 'The Most Innovative School Design' by Design-Share, U.S.A.
<b>2008</b>	Postgraduate Course (PG) in Computer Engineering commenced with an intake of 18. The second division of Electronics and Telecommunication Engineering started, and the intake increased to 120.
<b>2009</b>	Bagged the Silver 'WOW Award' for Friday Paathshala in college contact programme category.
<b>2010</b>	Two divisions for direct admissions to the Second Year in Computer Engineering and Information Technology started with an intake of 60 each. Postgraduate Course in Electronics and Telecommunication Engineering and Information Technology commenced with an intake of 18 each.

<b>2011</b>	The second division of MMS started, thereby increasing the MMS intake to 120.
<b>2012</b>	The second division in Electronics Engineering started, thereby increasing the intake to 120 A division for direct admissions to the Second Year in Electronics and Telecommunication Engineering started with an intake of 60
<b>2013</b>	Second division in Information Technology started, intake increased to 120. A division for direct admissions to the Second Year in Electronics Engineering started with an intake of 60. A new 100000 sq ft, seven storey building was added to cater to the additional needs of working space.
<b>2014</b>	A new state of the art auditorium was inaugurated. It won international recognition when it was adjudged the Top Institutional Theater Design in the world at the Interior Design Best of the Year Awards in December 2014 at New York. Doctoral Programme in Computer Engineering commenced with an intake of 10 students.
<b>2016</b>	Three courses accredited by National Board of Accreditation w.e.f. 01/07/2016 <ul style="list-style-type: none"> <li>★ Electronics Engineering (UG)</li> <li>★ Electronics &amp; Telecommunication Engineering (UG)</li> <li>★ Biomedical Engineering (UG)</li> </ul>
<b>2017</b>	Awarded 'Distinguished College Award' by TechNext India 2017 Academic Conference & Academic Awards.
<b>2017</b>	Three courses permanently affiliated to University of Mumbai from 2017-18 onwards. <ul style="list-style-type: none"> <li>★ Electronics Engineering (UG)</li> <li>★ Electronics &amp; Telecommunication Engineering (UG)</li> <li>★ Biomedical Engineering (UG)</li> </ul>

## Vision, Mission and Values

### Vision

- To be a globally recognized institute where learners are nurtured in a scholarly environment to evolve into competent professionals and researchers to benefit society

### Mission

- Evolve a curriculum which emphasizes on strong fundamentals with the flexibility to choose advanced courses of interest and gain exposure to tools and techniques in contemporary subjects.
- Encourage a teaching-learning process in which highly competent faculty share a symbiotic association with institutes of repute.
- Facilitate creation and dissemination of knowledge through a digitally-enabled learning environment.
- Develop academic and infrastructural facilities with modern equipment and other learning resources and encourage reciprocal sharing with other institutes through networking.
- Establish a center of excellence to enhance academia-industry partnership and work on collaborative projects.

### Values

- Honesty
- Integrity
- Excellence
- Responsibility
- Commitment
- Salubrious Attitude

## Mascot



The Mascot of Vidyalankar is Bull which denotes strength, power, force and the ability to move ahead with determination.

## Vidyalankar Song

आओ बढ़ें

नया समय को नई दिशाए दे  
एक एक करके अपनी आशाए जी ले

नया समय को नई दिशाए दे  
एक एक करके अपनी आशाए जी ले

जहाँ कोई ना गया हो अब तक  
बढ़ें कदमों से तु अपनी मंजिल पा ले

आओ बढ़ें ..... जब कोई ना हो सहारा  
आओ बढ़ें ..... करके बुलंद विश्वास  
आओ बढ़ें ..... होने दो मुश्किल मंजिल  
आओ बढ़ें ..... हिम्मत से कर हासिल

It's my time  
And there's so much to do  
It's my time  
And only the very best will do  
It's my time  
We can and we will  
यह मेरा समय है

एक दिन का नहीं है यह जिंदगी का सफर  
धीरज, समय, प्यार लगन से मंजिल तय कर  
कर पक्के इरादे और बुलंद हौसले  
बढ़ते कदमों को हर कामयाबी चूमें

आओ बढ़ें ..... जब कोई ना हो सहारा  
आओ बढ़ें ..... करके बुलंद विश्वास  
आओ बढ़ें ..... होने दो मुश्किल मंजिल  
आओ बढ़ें ..... हिम्मत से कर हासिल

It's my time  
And there's so much to do  
It's my time  
And only the very best will do  
It's my time  
We can and we will  
यह मेरा समय है

## Quality Policy

Vidyalankar Institute of Technology is affiliated to and recognized by the University of Mumbai. It is approved by the AICTE, Government of India, and has been awarded the 'A' Grade by the Government of Maharashtra.

The Institute is committed to the principles of Total Quality Management in its attempt to attain global standards in the field of education. The Institute is trying to establish a quality culture by training its faculty to develop into value-adders rather than being mere teachers.

## Awards and Honours



Vidyalankar has won several awards including the prestigious Award from Designshare, New York, USA for its innovative design. The structure boasts of gateless campus, a man-size chess board, an amphitheatre and a multi-purpose zone for students to

chill.

The Institute has an auditorium which is an architectural masterpiece with a capacity of 264, area of 6000 sq.ft. and is equipped with state of the art audio-visual equipment. It is a

brand new addition to the Vidyalankar Campus and has an **International Award** to its credit. It won the award for the **Top Institutional Theater Design in the world** at the **Interior Design Best of the Year Awards** in December 2014 at New York. This project has been featured in the December 2014 issue of 'Home Trends' magazine and in the 'Professional Lighting Design', an international magazine.



## Governing Body

Ms. Rashmi Deshpande, Chairperson, VDT
Shri. Avinash Chatorikar, Secretary, VDT
Shri. Milind Tadvalkar, Director, VDT
Dr. Vijay N. Gupchup, Nominee, VDT
Nominee, VDT
Western Regional Officer, AICTE, Nominee, AICTE
Nominee, AICTE
Director, Directorate of Technical Education, Nominee, Government of Maharashtra
Nominee, Govt. of Maharashtra
Nominee, University of Mumbai
Dr. Sunil Patekar, Principal, VIT
Ms. Varsha Bhosale, Vice Principal, Faculty Nominee
Dr. Saurav Mitra, CAO, Faculty Nominee



## Campus Location

Address: Vidyalankar Institute of Technology  
Vidyalankar Educational Campus  
Vidyalankar College Marg,  
Wadala (E), Mumbai - 400 037,  
Maharashtra, India.  
Telefax: 022 2416 11 26



The campus is located in Wadala (East), a central suburb of Mumbai, and stretches over 11 acres of land. It is close to residential complexes namely, Dosti Acres and Lloyd's Estate.

## Routes

The Institute is well-connected by the public transport system making commuting very convenient for all the students. A number of trains ply frequently through Wadala station, (walking distance 12 Minutes from the campus), which is connected to Harbour, Central and Western lines in the suburban railway system. Taxis can be hired from Wadala Station to reach the campus within 5 minutes.



**Bus Routes:** BEST public transport buses are available at regular intervals as shown below:

Bus No.	Name of Bus Stop	Walking Distance from Bus Stop to Campus
110	Vidyalankar Campus	Nil
9, 45, 59, 60 & 161	Wadala Police Station	10 Minutes
14, 15, 76, 88 & 172	Dosti Complex	07 Minutes

**Monorail Route:**

The 8.8 km Chembur - Wadala route covers seven stations, namely, Wadala depot, Mysore colony, Bhakti Park, Bharat Petroleum, V. N. Purav Marg, Fertiliser Colony, and Chembur.



Those travelling via these places can board the monorail till Wadala depot. From there board a cab and reach the college in 15 minutes.

**Railway Routes:**

Our College is about a 10 - 15 minute walk from the Wadala Railway Station. Trains from all the two Rail Lines: Central Railway and the Harbour Line come to Wadala making it a major junction station. The Dadar Railway station is also very near to our college and can be reached to by 110 BEST Bus in approximately 20 – 25 minutes. Dadar provides a junction station for students travelling on the Western line and also to stations like Kalyan on the Central Line.



## Institute Building One

### A Block

Reception  
Registrar's Office

Office of Principal,  
VIT

Board Room  
Conference Room

### B Block

Examination Cell

Office of HoD,  
BIOMED Engg

Faculty Room,  
BIOMED Engg

Mini Theatre

Lecture Halls

Laboratories,  
BIOMED Engg

### C Block

Cafeteria

Guest House

Common Rooms

Café Lounge

### D Block

Office of In  
Charge, FE Engg

Faculty Room, FE  
Engg

Lecture Halls

Seminar Hall

Student Activity  
Centre

### E Block

Office of HoD, INFT  
Engg

Faculty Room, INFT  
Engg

Lecture Halls

Amphitheatre

VPrint

Souvenir / Book  
Shop

### F Block

Office of HoD, ETRX  
Engg

Faculty Room, ETRX  
Engg

Office of CAO

Lecture Halls

### G Block

Computer Centre

Reading Hall

Library

Apple Lab

### L Block

Gymkhana

FE Laboratories

INFT Laboratories

ETRX Laboratories

Tutorial Rooms

## Institute Building Two

### Level 0

Engg Workshop

Auditorium

### Level 1

Entrance Lobby

Seminar Hall

Placement Office

Alumni Office

### Level 2

Office of HoD,  
CMPN Engg

Faculty Room,  
CMPN Engg

Lecture Halls

### Level 3

Seminar Hall

Lecture Halls

Computer  
Laboratories

### Level 4

Office of HoD, EXTC  
Engg

Faculty Room, EXTC  
Engg

Lecture Halls

EXTC Laboratories

### Level 5

Lecture Halls

Seminar Hall

EXTC Lab

### Level 6

Office of HoD,  
MMS

Faculty Room,  
MMS

HR Office

Facility Manager  
Office

Exhibition Area

### Level 7

Chairperson Office

Director Office

Board Room

Meeting Room

Meeting Lounge

### **3. Code of Conduct, Policies and Oath**

#### **Academic Integrity**

Integrity is one of the core values at Vidyalandkar. VIT believes that Academic Integrity is reinforced by the faculty as an element of the teaching and learning process. Only in limited instances which call for stern disciplinary action, the Disciplinary Committee shall consider sanctions, warning, or in rare cases, removal of a student from the academic program.

#### **No Smoking / No Tobacco Policy**

Smoking and consuming tobacco in any form is prohibited at all locations within the campus. We intend to promote a healthy atmosphere for all members of VIT.

#### **Mobile Usage Policy**

In accordance with the University policy, mobiles are not allowed in instructional area i.e. classrooms, tutorial rooms, laboratories labs, library and seminar halls. Everyone will switch off his/her mobile phone in instructional area. In addition to this, usage of mobile phone is not allowed where "No Mobile Zone" sign is displayed. Use of cell phones for viewing videos / radio / music / camera, etc. is strictly prohibited. Use of ear phones / blue tooth devices in the campus is also strictly prohibited.

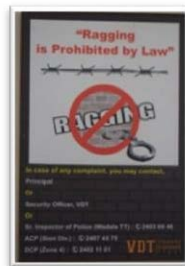
## Dress Code

The dress code in the institute should be proper and appropriate. A professional appearance is appreciated. Every Monday & Thursday – formal wear is encouraged.

## Anti-Ragging Act

Ragging is strictly prohibited and is a punishable offence as per the provisions of following Acts and Regulations.

1. "Maharashtra Prohibition of Ragging Act, 1999" of Government of Maharashtra.
2. All India Council for Technical Education (Prevention and Prohibition of Ragging in technical Institution, Universities including Deemed Universities imparting Technical Education) Regulations 2009.
3. "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".



If any student is found involved in, guilty of or abetting the ragging strict disciplinary action shall be initiated and the student shall be penalized as per the provisions of above acts and regulations. The Anti-Ragging Committee is responsible for administering the discipline system on the campus.

All the Students and their Parents are required to submit an affidavit separately to the institution at the time of seeking admission regarding not to indulge in ragging or to abet ragging by any means so as to prevent ragging in the institution.

## Induction Oath

*With God as my witness I do solemnly swear that;*

*I will always be loyal towards my college and shall strive to uphold its glory and reputation.*

*I will use my mind, intellect and character, with due integrity in my course of education at Vidyankar Institute of Technology.*

*I will respect and abide by the rules and regulations of the Institute.*

*I shall endeavour to be disciplined, ethical and morally righteous in my behaviour.*

*I will strive to keep my surroundings and environment clean.*

*As a youth of my nation, I will work with dedication and courage to achieve success in all my tasks and ensure that the lamp of knowledge remains lit forever.*

*Be it that I may be blessed to be worthy of all that I have hereby professed.*

## Graduation Oath

With God as my witness and this respected gathering as testimony, I do solemnly swear that:

I will use my mind, intellect and character, so carefully moulded herein at Vidyalkar Institute of Technology, with due integrity in my chosen path and career.

I will endeavour to achieve my aims and work to the best of my ability and judgment so that I may earn an ethical and honest livelihood.

I will use word and deed with care and continue to uphold the name and fame of this esteemed Institute, our Nation and my family.

I will be worthy of the Degree that I have so graciously received from this inspiring environment by keeping abreast of all technological developments that take place from time to time.

I will strive to apply the knowledge I have acquired at this Institute to bring optimum benefits of engineering for the betterment of the Nation and the society at large.

Be it that I may be blessed to be worthy of all that I have hereby professed.

## 4. Academic Information

### Programs offered

Program	Branch	Intake
<b>UNDERGRADUATE</b> First Year Engineering (FE)	Information Technology (INFT)	120
	Computer Engineering (CMPN)	120
	Electronics Engineering (ETRX)	120
	Electronics and Telecommunication Engineering (EXTC)	120
	Bio-Medical Engineering(BIOM)	60
<b>UNDERGRADUATE</b> Direct Second Year Engineering (DSE)	Information Technology (INFT)	60+LE
	Computer Engineering (CMPN)	60+LE
	Electronics Engineering (ETRX)	60+LE
	Electronics and Telecommunication Engineering (EXTC)	60+LE
	Bio-Medical Engineering(BIOM)	LE
<b>POSTGRADUATE</b> Master of Engineering (ME)	Information Technology (INFT)	18
	Computer Engineering (CMPN)	18
	Electronics and Telecommunication Engineering (EXTC)	18
<b>POSTGRADUATE</b>	Master of Management Studies	120
<b>DOCTORATE</b> PhD in Technology	Computer Engineering (CMPN)	10

To see the comprehensive course description and content, visit [www.vit.edu.in](http://www.vit.edu.in).



## Admission Process

The Institute follows eligibility criteria as specified by the Directorate of Technical Education, Maharashtra State. Refer to [www.dte.org.in](http://www.dte.org.in) for details and updates regarding admission process.

## Eligibility Certificate from University of Mumbai

Students who have passed the XII standard examination from other states or boards other than the Maharashtra Board (HSC) need to complete University Eligibility formalities at the Institute. Please contact the Registrar's Office (A Block) at the campus for more information.

## Photographs

On admission a student shall submit five copies of his/her photograph with the following specifications:

- 3.5 cm x 3.5 cm
- White background
- 80% of the photo should comprise of the face
- Sunglasses, hats, etc. should be avoided

*Note:* Students are advised to keep additional copies of the same for use in examination application forms and other forms.

## Payment of Fees and Financial Matters

The Registrar's office operates from Monday to Saturday between 10.00 a.m. – 4.00 p.m. It also provides information about tuition fees, refunds, examination fees, financial aid and fines.

Fee as applicable is payable at the beginning of the academic year.

- Fees can be paid by Pay Order/DD in favour of 'Vidyalankar Institute of Technology' payable in Mumbai or in cash.
- No installment facility shall be permitted for the payment of fees.
- Fees will be accepted between 10.00 a.m. - 4.00 p.m. at the Registrar's office.
- Late fee is applicable for delayed payments.

*Note:* Considering safety and ease of operation, it is advisable to pay by Pay Order/DD.

Students can be considered for financial aid through grants, loans and scholarships made available by state government and private resources. Information is available in the bursar's office.

## Freeships/Scholarships and provisions for EBC

Reserved category students and EBC students may be eligible for Freeships/ Scholarships offered by the State Government/Central Government. Such students need to submit their applications along with the required certificates to the scholarship desk at the Institute at the beginning of every academic year.

For detailed information, contact Registrar's office.

## Institute Academic / Activity Calendar

Institute Academic / Activity Calendar is available on [www.vit.edu.in](http://www.vit.edu.in)

## Roll Number

Each student will be allotted a unique roll number which will be used throughout his/her course and even for alumni activities.

**Note :** Ensure that you state the complete roll number on any correspondence that you make with the Institute.

## Institute Timings

College Timings	8.00 a.m. to 4.00 p.m. - First shift 12.15 p.m. to 7.45 p.m. - Second shift	
Office timings	A Block • Vice Principal's office • Registrar's Office	11 a.m. to 11.30 a.m. (Monday to Friday) 10 a.m. to 1.30 p.m. (Saturday)
	B Block (Exam Cell)	1.15 p.m. to 1.45 p.m. (Monday to Friday)
	M Block (Training & Placement)	1.00 p.m. to 2.00 p.m. (Monday to Friday)
Library timings	9.00 a.m. to 5.00 p.m.	
Reading Hall timings	8.00 a.m. to 8.00 p.m.	
Computer Centre	9.00 a.m. to 8.00 p.m.	
Souvenir/Stationery Outlet	10.00 a.m. to 5.00 p.m.	
Cafeteria	8.00 a.m. to 7.00 p.m.	

After office hours, one can approach Security office for any help.

## Identity Card

Each student shall have his/her Identity Card. He/She needs to wear it in the campus. You are advised to always carry it with you even outside the campus as it may be useful for you to prove your identity when asked by any authority.



Ensure that your address on the Identity card is correct and always get it updated in case of any change. Report lost/damaged Identity card to the Institute authorities without any delay and follow the procedure to get a replacement card.

Replacement card shall be issued on submission of application in a prescribed format along with fees of Rs. 300.00.

## Residential address and Phone number

Provide the correct residential address and phone number to the Institute office. In case of any change, inform the authorities immediately. Students staying in hostels should also provide permanent address and phone number. Submit your mobile number to received text message alerts from the Institute.

*Note:* The Registrar's office follows the University policy of maintaining the students' records which includes the personal details, enrolment status, degrees received, recent educational institutions attended and certificates issued.

## **Declaration of Native Place**

Student may declare his/her native place/home town for the purpose of Institute records. The same will be considered for issue of long journey railway concession during vacation.

## **Curriculum**

The curriculum prescribed by the University is taught during the term notified by the University. For programme curriculum, please visit [www.mu.ac.in](http://www.mu.ac.in) or [www.vit.edu.in](http://www.vit.edu.in)

## **Attendance**

As per the rules and regulations of the University of Mumbai, it is necessary for every student to attend at least 75% of lectures and practical of every subject. Students are advised to attend all lectures and practical which can certainly prove to be beneficial for them. Student attendance is monitored by the respective department.

*Note:* There is no provision for absence due to medical reasons.

## **Examinations**

Examinations are conducted by the University at the end of each semester. FE and BE eligible students need to fill the examination form online on the link provided below: <http://muexam.mu.ac.in/examination/formfill.php>.

The requisite exam fee will be paid at the Institute, prior to every semester examination. SE, TE and ME students have to

fill the examination form at the institute along with the requisite fees. Late fees are applicable on delayed payment towards examination fees.

Please note that, rules related to the eligibility for examination are available in the examination cell. Rules are subject to change by the University.

Students are requested to refer to the following University Ordinances for the examination rules. Please visit [www.mu.ac.in](http://www.mu.ac.in) for more details. Students may contact the Examination Cell for more details.

## Issue of Certificates

**Bonafide certificate:** Bona fide certificate is issued to students on payment of tuition fees. The certificate shall be issued within 3 working days.

**Railway concession:** Certificate for railway concession for local journey/long journey to native place is issued to eligible students. Students need to apply online (through ERP) to the department office for the same. The certificate shall be issued within 7 working days.

**Certificates for Bank Loans:** Certificate for availing bank loan is issued to eligible students. Students need to apply online to the department for the same. The certificate shall be issued within 3 working days.

**Any other certificates:** For any other certificates, students need to apply on plain paper clearly stating the purpose for which the certificate is required. The certificate may be issued on scrutiny within 3 working days.

## Transcripts

Official transcript request forms are available on the Vidyalkar Live. On application, the Institute shall make arrangements to send transcripts to the concerned University/s at nominal cost.

Transcript request link : [erp.mycollege.edu.in](http://erp.mycollege.edu.in)

## Faculty and Staff

VIT has a dedicated team of teachers who are committed to igniting the spark of creativity and inspiring a quest for knowledge in the minds of students. The highly qualified faculty comprises of a judicious blend of experience and expertise, aimed to motivate students to gain knowledge by using their personal qualities and their positive experiences.

For a detailed list of all the members of the faculty, please visit [www.vit.edu.in](http://www.vit.edu.in).

## Change in Address

In case of address change, the student or the parent needs to notify the department office, with relevant documents.

## 5. Student Resources

### Library

The Institute Library is one of the key learning resources which assist students in fulfilling their information



requirements in a comfortable and properly-ventilated study space. The library has e-subscriptions with IEEE and J-GATE for engineering and EBSCO and J-GATE for Management and about 67 national and

international journals.

Considering recent trends, the library also provides material in the electronic form. The library is Wi-Fi enabled and students can utilize desktops and Akash tablets in the library for net surfing. For serious readers, the library provides a very cozy reading room which houses all books for reference work. A coffee kiosk in the library provides invigorating refreshment to library users.



The Institute library has 29424 books on all engineering and management subjects taught at the campus, technical journals/periodicals, CDs as well as material for leisure reading. VIT has a tie-up with IIT Bombay for reference book reading. The further details are available in the library.

### **Library Norms:**

- UG and PG students will be issued 5 books for 45 days as per availability.
- Library hours are: 9.00 am to 5.00 pm
- Reading Hall hours are: 8.00 am to 8.00 pm
- Late fee of Rs. 5.00 per book per day is applicable for delay in returning books.



- SC/ST students can borrow books from the SC/ST Book Bank Scheme. Interested and eligible students may contact the Librarian for more details.
- The library has a separate Reading Room section.
- Topper students can avail the Toppers Scheme where they acquire one book per subject prescribed in the syllabus for that year.

Students can view Library Policy of the Institute on Vidyalkar Live

## Computer Centre

The Institute has a Computer Centre which facilitates open access to students for their needs. Apart from the IBM compatible Pentium 4 computers, the Computer Centre houses Apple Desktops.

### Apple lab

#### Unique features of the lab:

- The latest Intel core processors
- Face-Time HD camera
- Wireless magic mouse and magic track pad
- Great built-in apps for productivity and creativity



#### Hardware Configuration:

- Operating System : Mac
- Processor : 2.5 GHz Intel core i5
- RAM : 4 GB
- Hard Disk : 500 GB

#### Software:



- XCode is an integrated development environment (IDE) containing a suite of software development tools developed by Apple for developing software for OS X and iOS.
- Blender is a professional free and open-source 3D computer graphics software product used for creating animated films, visual effects, art, 3D printed models, interactive 3D applications and video games.

## Internet

The Institute uses legal software as a practice. VIT has set up a dedicated license server for major development related software that is part of the curriculum. Some of the software available is IE3D, Optsim, Genesis, Rational Rose, AutoCAD, MATLAB, SPSS, Oracle, Apple Development Server, etc.

The Institute has tied up with Microsoft Corporation for various Microsoft products and emailing solutions.

Students are provided with ample opportunities to work on open source solutions as well. For this, over 400 machines are on Linux based operating systems (Ubuntu, Fedora, CentOS) so that students are also exposed to development techniques on these Operating Systems platforms.

The Institute has a dedicated laboratory with Apple iMac machines also set up that allows students and faculty to work on Mac OS as well.

## Website and Email

The Institute information can be availed on its website [www.vit.edu.in](http://www.vit.edu.in). For any queries/suggestions one can mail to

[principal@vit.edu.in](mailto:principal@vit.edu.in). Students can also use internal website Vidyalkar Live in the institute for day to day useful information and notices.

Students are issued email id ([firstname.lastname@vit.edu.in](mailto:firstname.lastname@vit.edu.in)) on Institute server for academic use.

## ERP for Information

ERP (Enterprise Resource Planning) is a software aimed at bringing in process refinement, efficiency, accountability and control in a college. Apart from managing the administrative, financial and academic functions of the institution, it provides a platform for sharing information between all the stakeholders, viz. Students, Parents, Teachers, Administrators, Management, Corporate and the Alumni, thus ensuring:

- Transparency in administration at all levels
- Accountability in the system
- Improvement in the quality of education management system
- Profile Maintenance
- Exam Enrollment
- Checks availability of books in the Library
- Request for Bona fide certificate
- Class Time table available

## SMS Facility

Students/parent who has submitted their cell phone number can get message alerts from the Institute informing them about important schedules / announcements, etc.

## Notice Boards

Notice boards are located throughout the campus. General announcements regarding events, extra-curricular activities are prominently displayed on the notice boards. No notices are permitted to be posted on any walls or windows of any building on the campus. Non-students must have approval of the authority to post materials. Electronic notice boards placed in the Institute to tune Electronic education with technology.



## Value Added Courses

Vidyalankar is keen on nurturing its students to develop into industry-ready professionals and competent entrepreneurs. The definition of employability skills keeps on changing in a world whose technological frontiers are pushing outward day by day. To help our students gain exposure to the latest in technological developments, to provide an opportunity to develop inter-disciplinary skills and to equip them with skills which shape a global citizen's profile, the Institute has introduced various Value Added Courses which are floated throughout the year. Delivered by industry experts, they bring the knowhow of cutting edge technology to the college doorstep.

Students have the options to choose from a host of courses as per their inclination at a nominal fee. These include courses on technical, non-technical as well as foreign languages; recent courses were on Ethical Hacking, Android Applications and ERP, to mention a few.

Please visit Vidyalankar Live for various ongoing courses.

## Cafeteria

The Institute cafeteria offers an extensive menu comprising a variety of sumptuous South Indian, North Indian, Chinese and Continental food in a comfortable environment. The Café Coffee Day corner offers grab-and-go items such as sandwiches, puffs, soups, noodles, cold coffees and hot teas. Utmost care is taken to maintain cleanliness. The cafeteria is monitored at regular intervals by experts from the Government Catering College, Dadar for hygiene in food preparation, quality, quantity, pricing, training to cafeteria workers, etc. It is open Monday to Saturday from 8.00 a.m. to 7.00 p.m.; hours are extended when there is an event at the institute.



## Movie Theatre

The Institute has a movie theatre (B105), equipped with state of the art stereo sound system. It can accommodate 100 viewers. Special screenings are held on Friday for students.



## Souvenir Store



Students can purchase VIT souvenirs of their interest for personal use or for gifting. Many articles like T-Shirts, Caps, Mugs, Pens, Watches, Wallets, etc. emblazoned with the VIT logo are available in this outlet. All merchandise pricing is reviewed and approved by the Institute authority.

## Photocopying and Stationery Outlet

The Institute has a stationery outlet managed under contract where various stationery items are available. Pricing is reviewed and approved by the Institute authority. Students can also avail of photocopying facility here.

Institute library also has photocopying facility.

## Hostels

Vidyalankar Gurukul, a hostel for boys at Nerul, Navi Mumbai, is managed by Vidyalankar. It has a residential setup to give the students a feel of home with a congenial environment. It is located within a walking distance from Nerul Railway station and BEST / NMMT Bus stops and is even close to the marketplace. Amongst other facilities, the hostel also provides computers with internet facilities, a library consisting of academic and general books, a laundromat and recreational facilities. Interested students can avail more information at the Institute reception.

## Drinking Water Facility

The Institute receives water from Mumbai Municipal Corporation. The drinking water available in the Institute is filtered and purified using high quality water purifiers. All water tanks are periodically cleaned using modern equipment. In addition to this, drinking water samples are periodically tested at Government approved laboratories for its portability.



## Rest Rooms / Guest Room

The Institute has Western and Indian toilets in well-maintained restrooms. A guest rooms for visitors for a stay is available with all facilities.

## Vehicle Parking

Only two wheeler parking is available for the students. Daytime students must obtain a permit to park in Institute campus. Parking permits are available at the Security Office on the campus. You will need to produce your driving license and vehicle registration card. Permit shall be issued for a period of 6 months (Jan-June and July-Dec). It is your responsibility to familiarize yourself with campus parking regulations.



*Note:* Parking facility shall be available in the Institute hours only. Parking is at owners' risk. Speed Limit 5 km/hr and no overtaking in the campus. Wearing of helmet is mandatory.

## Electronic Surveillance

For added safety, complete campus including the Institute building is guarded with the help of cameras including night vision cameras.





## Wadala Data Centre

Wadala Data Center houses all the data running through the computer network of Vidyalkar organization.

Configuration:

### **Rack Server:**

- IBM System X3650 M4
- RAM- 32 GB --1600MHz
- HDD- 300x2 GB---10k
- Processor- Xeon 8 Core 2.6 GHz  
1866 MHz



### **Firewall:**

- Sonicwall Model: NSA 3500
- Product Code:6005
- Firmware Version: SonicOS Enhanced 5.8.1.13-1o
- ROM Version: 5.0.1.5
- CPUs : 4x550MHz Mips64 Octeon Processor
- Total Memory: 512MB RAM, 512MB Flash

### **Wi-Fi Access Point:**

- SonicPoint Ne INT

### **Network Switch:**

- Cisco Catalyst 3750-x series switch 24 port x 2

## VPrint

The Institute has devised and created a state of the art, web-based centralized printing service that allows users to give print jobs from around the globe to “Any Time Print” (ATP) stations at the Institute.

A quick glance at the features of VPrint:



- Manages accounts and usage history for all users
- Provides in-house, cheaper printing facility compared to alternatives available in the market
- Provides colour and B/W printing options at nominal cost
- Facilitates duplex printing option to save paper and cost
- Driven with authentication integrated with Active Directory for utmost ease and security

For further details, contact the bursar’s office

## VLive

Vidyalankar Live is an award-winning VIT student-staff community academic networking portal, completely designed, developed and managed by Vidyalankar students.

The web server houses the student portal of the Institute. Vidyalankar Live is essentially a web based forum that bridges the communication gap between students, the faculty, the non-teaching staff and departments and the

management of the Institute. Apart from being a centre for discussion and thought-sharing; Vidyalandkarlive also includes multiple customized modules that are focused on routine tasks of the Institute.

Some of the modules include:

- Placement module – to coordinate and to help dispense information related to placement activities at the Institute.
- Transcripts module – to provide transcript to students.
- Faculty feedback system.
- VRefer – the online repository of all the academic content generated in the Institute by faculty and students for a specific subject. Data is categorized and hence easy to locate and is a virtual treasure trove for learners.

## Amenities for Physically challenged

The Institute is equipped with rest room for physically challenged. There is a specially marked parking space too. A ramp is fitted alongside the staircase at the entry to the VIT building. In addition to elevators, there is a stair climber too.



## 6. Student Assistance

### Important Telephone Numbers

Security Officer	9100 / 9101 from campus phone located in telephone booth
Fire	101
Police	100
Hospitals	KEM Hospital-022 2413 60 51 Sion Hospital-022 2407 63 84 / 5
Ambulance	1252
Principal	1001 from campus phone located in telephone booth

### First-Aid

First Aid boxes are available at the following places:

- Main Security Cabin
- Gymkhana
- Main Office



### Ambulance on Campus

It is said that health is a state of complete harmony of the body, mind and spirit. The Institute has tied up with reputed emergency response services for 24x7 medical support facilities. In case of an emergency, medical help is provided by an ambulance consisting of a paramedic officer with essential lifesaving equipment. If necessary, the patient is taken to the nearest hospital for further treatment.

## Security and Surveillance



One of our chief priorities is your safety and well-being. Campus security is located at the entrance of the campus. Any questions regarding parking, security or other security issues shall be assisted by the Security Officer.

It is advisable for you to look after your belongings and not to leave your mobile phones, wallets or other valuables unattended. The Institute does not take any responsibility of your goods.

Close circuit TV cameras have been installed at strategic locations on the campus. Their "live" as well as recorded footage (24 x 7) can be viewed whenever required. This not only enhances the overall security of the campus but also assists detection of theft, pilferage, indiscipline, intrusion etc.

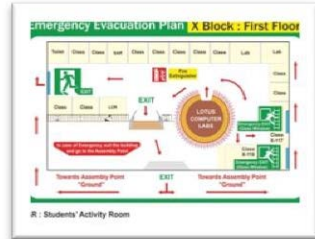
## Fire Safety

Institute building has required Fire Fighting equipments so as to comply with the Municipal Corporation norms. Our security personnel are trained to handle fire emergencies.



## Evacuation Plan

In case of an emergency wherein you are required to evacuate the college premises, please do not panic. The Institute building has exit points. Well-planned evacuation routes are accessible to assist you. Your safety is a matter of great concern for us.



## Lost and Found

If you happen to lose any articles or books, you can contact the "Lost and Found" office (F204) in the F block and attempt to retrieve them. Also, please deposit any articles you may find on the campus in the same office so that the rightful owners can reclaim them.



## Academic Advisor

Counseling sessions and academic mentoring will ensure that students have a stress-free educational environment and are ably guided. Your academic mentor, who is a faculty member, will provide information regarding course offerings, attendance regulations, placement opportunities and educational/career guidance in addition to providing counseling.



## Global Grooming



Vidyalankar not only educates but also makes efforts to groom its students as "Global Citizens". For all round development, students are trained through lecture series by Dale Carnegie Training Institute. Courses train them in developing their communication skills for thus enhance personality.

## Placement Cell

Student Placement is high priority activity. The Institute has an excellent record for placements which are coordinated by the Placement Cell and Placement Officer. It is a matter of pride for us that our students are placed at organizations like Work Application, Barclays Capital, TCS, iGate, L and T Infotech, Inscript, Persistent, Capgemini, Hexaware Technologies, Mastek Computers, Tech Mahindra, Syntel, Accenture, PCS, Siemens, VSNL, IDBI Bank, etc. Please visit [www.vit.edu.in](http://www.vit.edu.in) for details about recent placements.

Apart from coordinating placement activities, this cell also prepares students on techniques to be successful in interviews, participating successfully in group discussions and personality enhancement through pre placement activities.

## Career Counseling

The Institute provides career counseling and academic advising to all students. Counselors can provide you with educational and career information.

Special seminars are held in pre-final year for information about various career options after graduation.

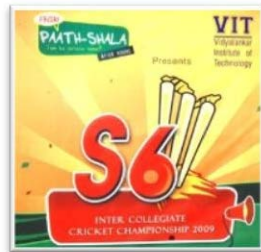
Avishkar, a counseling community, is available to all students.

## 7 Student Activities

### Verve

VIT has always encouraged its students to give expression to their talents and creativity by organizing cultural and sports-related activities and events. The Students Council manages the activities under the guidance of the Convener. Students also get to prove their mettle by participating in the sports and cultural meets of other colleges.

The Institute has indoor as well as outdoor sports facilities on two playgrounds in the campus. The Sports Committee arranges tournaments in carom, chess, table tennis, football, volleyball, cricket, Kho-kho, Kabaddi, arm wrestling, etc.



Inter-collegiate S-6 cricket tournament is a major attraction which is held during February-March every year.



## Publications

### 'Vector' Newsletter:



Recognizing the need to provide students with broader perspectives on

campus issues, world and national issues related to technology and career planning, Vidyalkar has tied up with 'DNA' Publication and initiated the newsletter- 'Vector'. It has three objectives-

- enhancing the learning environment on campus,
- acquainting students with national and world events and
- encouraging a readership habit

### 'V Express' an Annual Magazine:

'V Express' is the annual e - magazine published by the college. The issue, which is usually published in the month of April, serves as an outlet for the literary creativity of the members of VIT. The editing staff consists of students from all courses.

### Friday Paathshala:



"Friday Paathshala" is an event everyone looks forward to with

breathless anticipation every Friday. It gives them relief from the grind of academics and puts them in an entertaining mood. Dance, movie screenings, skits, rock shows, workshops and many more entertaining events give them an opportunity to be free spirits on the campus. The allotted

time is every Friday between 4.30 pm to 6.30 pm in the amphitheatre.

'Friday Paathshala' earned recognition nationally by bagging silver in the 'College Contact Programme of the Year' category at the 1<sup>st</sup> WOW Event and Experiential Awards thereby adding one more feather to its cap.

Verve – An Intercollege festival brings in the fervor, zeal, enthusiasm in the campus where the real talent is highlighted.

The Student Activity Center offers a place for students to organize and plan activities at various levels.

A plethora of Clubs and Committees offer you ample opportunities to actively participate in extra-curricular activities which not only augment your personality but also serve as resume-boosters.

## **Departmental Societies / Clubs**

Each department has set up its own society/club. Students organize various programmes like expert lectures, workshops, seminars in their field of study.

### **Department Student Association**

- ITSA - Information Technology Students' Association
- CESA - Computer Engineering Students' Association
- EESA - Electronics Students' Association
- ETSA - Electronics and Telecommunications Students' Association
- BMSA - Bio-Medical Students' Association
- MMSSA- Master of Management Studies Students' Association.

### **Student Chapters**

- ACM – Association for Computer Machinery
- CSI – Computer Society of India
- IEEE – Institute of Electrical & Electronics Engineers
- IETE – Institute of Electronics & Telecommunication Engineering
- BMESI – Bio-Medical Engineers Society of India
- MMSPPB – Master of Management Studies Professional Body
- ISTE – Indian Society for Technical Education

The Institute departments are tied up with professional organizations like IEEE, CSI, IETE, etc. Through such tie ups, technical activities are arranged by the departments. Students can participate in such activities for their benefit.

### **Alumni Association**

VIT's Alumni Association aims to foster interactions and reinforce the bonds between alumni and the Institute through athletic and cultural activities, educational programs and social services to nurture mutually beneficial relationships. It makes the Institute proud to know that its alumni are successful in their lives and careers by dint of their endeavors. All graduates of the campus automatically receive a membership in the alumni association.

For details, please contact the Alumni Association office or [www.vit.edu.in](http://www.vit.edu.in).

Weblink : <https://www.alumni.vidyalankar.edu.in>

## **Corporate Social Responsibility**

As a member of a larger community, VIT recognizes its societal responsibilities and the importance of mobilizing its youth towards volunteering in social service to make the world a better place for all citizens, regardless of differences. Vidyalkar Volunteering motivates students to willingly participate in 'on-the field' social service activities.

As part of Corporate Social Responsibility, we undertake projects in health and education for surrounding community.

Health check-up camps in assistance with well-known hospitals & Blood Collection drives with well-known blood banks.

## **Committees at VIT**

In this section the activities of various Student Committees are described under four broad heads of Student Development Committees, Student Chapters, Student Council and Enrichment.

VIT Student Development Committees have been constituted to facilitate the holistic development of each and every student of the Institute. The Hobby Club Committee organizes events to encourage students to nurture and promote hobbies; the Entrepreneur Cell provides valuable inputs, support and opportunities to student entrepreneurs; the Personality Enrichment Committee organizes events which focus on personality

development; the Volunteering Committee encourages students to shoulder societal responsibilities.

VIT has constituted a number of committees to provide a platform and opportunities for development of the faculty and staff which ultimately will benefit the students at the Institute. This section has information on the committees managed by the teaching community to foster strong ties among various stakeholders of the Institute.

The various committees and clubs under the banner of VIT are:

- Alumni Committee (Integrate)
- Anti Ragging and Discipline Committee (Integrate)
- Bio-Medical Students' Association
- Career Counseling Committee
- Computer Engineering Students' Assn.
- Computer Society of India
- Electronics and Telecommunication Students' Association
- Electronics Engineering Students' Association
- Entrepreneurship Development Activity Committee (Integrate)
- Final Year Projects Quality Assurance Committee
- Food and Beverages Committee (Integrate)
- Hobby Clubs Committee (Integrate)
- Indian Society for Technical Education
- Industry Institute Interaction Committee
- Information Technology Students' Association.
- Institution of Electrical and Electronics Engineering

- Institution of Electronics and Telecommunication Engineering
- Laboratory Development Committee
- Library Committee (Integrate)
- NSS
- Parent Interaction Committee(Integrate)
- Personality Enrichment Committee
- Placement Committee (Integrate)
- Research and Development Activities Committee (Integrate)
- Staff Development Committee
- Staff Welfare Committee (Integrate)
- Vidyalankar Volunteering committee
- Website Committee
- Women Development Committee (Integrate)
- Women in Engineering

*Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the administration of Vidyalkar Institute of Technology reserves the right to make changes at any time without prior notice. This publication is for information only and may not be all-inclusive.*



**VIT** | Vidyalankar  
Institute of  
Technology

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