

Name

Course

Roll Number

Address

Phone

This handbook is designed by the Office of Dean, Student Affairs, Vidyalankar School of Information Technology to provide the student with a practical guide to the rules, information and activities undertaken at the Institute.

1. INDEX

- 1 **Welcome Remarks**
 - Principal

- 2 **Genesis and Location**
 - Origin and History
 - Vision
 - Mission
 - Values
 - Quality Policy
 - Awards and Honors
 - Local Management Committee
 - Institute Principals
 - Campus and Location
 - Institute Building

- 3 **Code of Conduct and Oaths**
 - Academic Integrity
 - Smoking Policy
 - Mobile Ban
 - Dress Code
 - Anti-Ragging Act
 - Vidyalankar Song – Lyrics
 - Induction Oath
 - Graduation Oath

- 4 **Academic Information**
 - Programs offered
 - Documents required for Admission
 - Eligibility Certificate from University of Mumbai
 - Photographs
 - Payment of Fees and Financial Matters
 - Freeships and Scholarships
 - Roll Number
 - Institute Timings
 - Identity Card
 - Residential Address and Phone Numbers
 - Declaration of Native Place
 - Curriculum
 - Attendance

- Examinations & related
 - Issue of Certificates
 - Transcripts
 - Faculty and Staff
- 5 Student Facilities**
- Transport
 - Library
 - Computer Centre
 - Internet
 - Website and E-mail
 - ERP for Information
 - SMS and Pull SMS
 - Notice Boards
 - Vprint
 - Value Added Courses
 - Cafeteria
 - Movie Theatre
 - Souvenir Store
 - Photocopying and Stationery Outlet
 - Hostels
 - Drinking Water
 - Washrooms
 - Vehicle Parking
 - Electronic Surveillance
- 6 Student Assistance**
- Important Telephone Numbers
 - First Aid
 - Doctor on Campus
 - Security
 - Insurance
 - Fire Safety
 - Evacuation Plan
 - Lost and Found
 - Academic Mentor
 - Finishing School
 - Placement Cell
 - Career Counseling
- 7 Student Activities**
- Cultural and Sports
 - Departmental Societies /Clubs
 - Alumni Association
 - Vidyalankar Volunteering

1. WELCOME

Principal's Message

I extend a warm welcome to all the students entering the portals of VSIT has consistently focused on garnering excellent facilities to educate and train potential technocrats. This Students Handbook will introduce you to our College and give details about the faculty, courses, eligibility criteria, rules and regulations, facilities available and other useful information.

We offer a stimulating and unique learning environment that encourages our students to achieve their goals. We are committed to providing them with the skills they need to become self-reliant in leading purposeful and fulfilling lives. The College has well-qualified, experienced and dedicated faculty and supporting staff. We have a full-fledged Placement and Training Centre which has enabled our students to land excellent placement opportunities in several leading organizations.

I am certain that you will find all the information that you need to help begin your learning journey with us at VSIT. If there is more you would like to know, please do not hesitate to get in touch with the college through the contacts made available in these pages. I wish you an enriching and successful stay in the college.

Principal
VSIT

2. Genesis and Location

Origin and History

"Provoked by Intellect, Propelled by values".

Vidyalankar School of Information Technology (VSIT) was established by Vidyalankar Dyanapeeth Trust in 2002, after having secured permission from Mumbai University, with the aim of imparting Technical Education in various fields of Management and Technology. It was founded by Prof. C.S. Deshpande whose illustrious educational career and missionary zeal continue to inspire all VSITians.

The basic objective of starting VSIT 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.

Year	Description	No. of Seats
2002-03	VSIT was established by Vidyalankar Dyanapeeth Trust in 2002 under the dynamic leadership of Shri. C.S. Deshpande with the aim of imparting Technical Education in the various fields of Management and Technology. The Institute started with UG course	
	UG	<ul style="list-style-type: none">Bachelor of Science – Information Technology
2006-	The total intake increased by 120	

07	UG	<ul style="list-style-type: none"> Bachelor of Science – Information and Technology 	Increase in Intake from 60 to 120
2007-08	The total intake increased to 260 with the addition of the following Courses:		
	UG	<ul style="list-style-type: none"> Bachelor of Science – Information and Technology 	Increase in Intake from 120 to 180
	UG	<ul style="list-style-type: none"> Bachelor of Management Studies 	60
	PG	<ul style="list-style-type: none"> Master in Science- Information and Technology 	20
2008-09	The total intake increased to 380		
	UG	<ul style="list-style-type: none"> Bachelor of Science – Information and Technology 	Increase in Intake from 180 to 240
	UG	<ul style="list-style-type: none"> Bachelor of Management Studies 	Increase in Intake from 60 to 120
2009-10	The total intake increased to 680 with the addition of the following Courses:		
	UG	<ul style="list-style-type: none"> Bachelor of Science – Information and Technology 	Increase in Intake from 240 to 300
	UG	<ul style="list-style-type: none"> Bachelor of Management Studies 	Increase in Intake from 120 to 180

	UG	<ul style="list-style-type: none"> Bachelor of Commerce- Accounting and Finance 	60
	UG	<ul style="list-style-type: none"> Bachelor of Commerce – Banking and Insurance 	60
	UG	<ul style="list-style-type: none"> Bachelor of Commerce- Financial Markets 	60
2010-11	Total intake increased to 860 with addition of following course:		
	PG-PTMC	<ul style="list-style-type: none"> Master in Marketing Management 	60
	PG-PTMC	<ul style="list-style-type: none"> Master in Financial Management 	60
	PG-PTMC	<ul style="list-style-type: none"> Master in Human Resource Development Management 	60
2013-14	Total intake increased to 980 with addition of following course:		
	UG	<ul style="list-style-type: none"> Bachelor of Commerce- Accounting and Finance 	Increase in Intake from 60 to 120
	PG	<ul style="list-style-type: none"> Master of Commerce 	60
2014-15	<ul style="list-style-type: none"> The total intake increased to 1000 		
	PG	<ul style="list-style-type: none"> Master in Science- Information and Technology 	20

Vision

To establish a leading centre of imparting Quality Education in the field of Science, Engineering, Technology and Management with emphasis on:

- ensuring that students learn the fundamental concepts in various disciplines.
- motivating students to apply the Scientific & Technological knowledge to develop problem solving capabilities.
- making students aware of the societal and environmental needs with specific appreciation of the emerging global context.

Mission

The mission is to provide:

- An educational environment where students can reach their full potential in their chosen discipline and become responsible citizens without compromising on ethics.
- A scholarly environment where the talents of both, the faculty members and students are nurtured and used to create awareness and utilize technology for the benefit of the society.

Values

- Honesty
- Integrity

- Excellence
- Responsibility
- Commitment
- Salubrious Attitude

Quality Policy

Vidyalankar School of Information Technology is affiliated to and recognized by the University of Mumbai.

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.

Local Managing Committee

Sr.No	Name of the member	
1	Smt. Sanjeevani Deshpande Chairperson, LMC	Chairman of the Management or his nominee
2	Shri. V. C. Deshpande	Secretary of the Management or his nominee
3	Mr. Ravi Eppaturi	
4	Mr. Ninad Dani	
5	Mr. Abraham Koshy	Head, Computer Society of India, Mumbai Chapter.

6	Prof. Ujwala Sav	Teacher Elected by the Teachers
7	Prof. Asif Rampurawala	Teacher Elected by the Teachers
8	Prof. Vijay Gawade	Teacher Elected by the Teachers
9	Mr. Girish G Gokhale	Non-Teaching Staff elected by non-teaching employees
10	Dr. Rohini Kelkar Principal	As Member Secretary
11	Mr. Ashok Seth	Representative of the Management

Institute Principals

Prof. Shetye	2002- 2005
Prof. Padhye	2005-2007
Dr. Ajit Naik	2007-2011
Dr. Rohini Kelkar	2012 Onwards

Campus Location

Address : Vidyalankar School of Information Technology
Vidyalankar Educational Campus
Vidyalankar College Marg, Wadala (East)
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.

The campus comprises of three buildings, two football playgrounds and ample greenery.

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, (at a walking distance of 12 minutes from the campus), which is connected to the Harbor, Central and Western lines of the suburban railway system. Taxis can be hired from Wadala Station to reach the campus within 5 minutes.



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

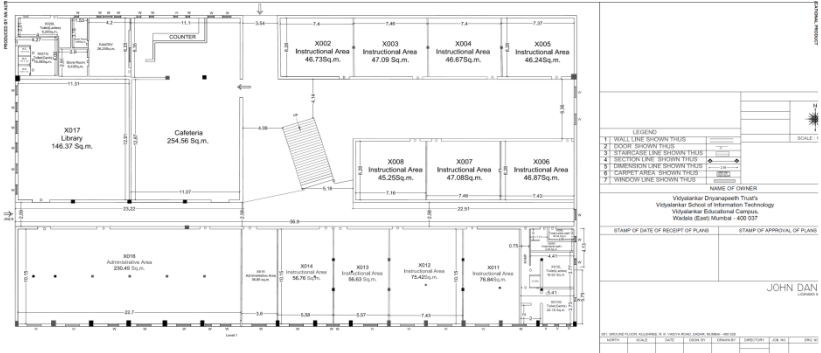
Bus No.	Name of Bus Stop	Walking Distance from Bus Stop to Campus
110	Vidyalankar Campus	Nil
9, 45, 59, 60 & 161	Wadala Police Station	10 Minutes
14, 15, 76, 88 & 172	Dosti Complex	07 Minutes



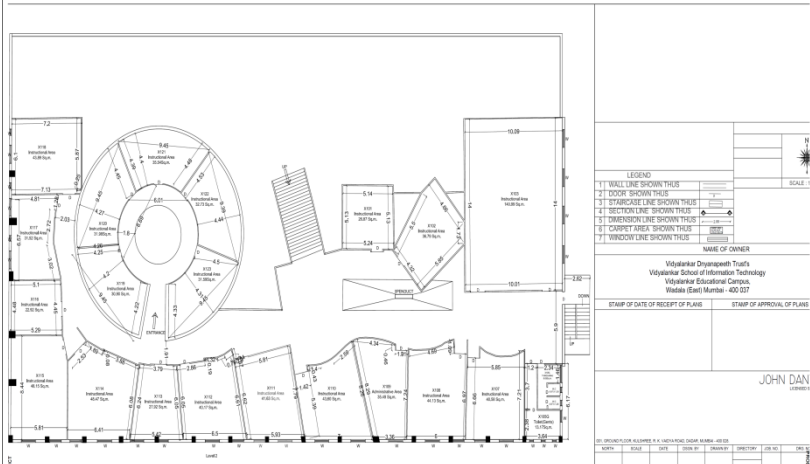
In addition to this, the MMRDA Mono Rail project is facilitating the Monorail connection from South Mumbai as well as from Chembur.

Institute Building

Ground Floor



First Floor



3. Code of Conduct & Oath

a. Academic Integrity

Integrity is one of the core values at Vidyalkar. VSIT 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 Academic Integrity Committee shall consider sanctions, warning, or in rare cases, removal of a student from the academic program.

b. Conduct

Students are expected to conduct themselves appropriately and behave in a disciplined manner at all times on the campus and whenever they are representing VSIT at other places. Disciplinary proceedings shall ensue in case a student is found guilty of breaching discipline which may range from a warning, sanctions or a suspension.

c. Smoking Policy

Smoking is prohibited at all locations within the campus. We encourage a healthy atmosphere for all members of the VSIT family.

d. Mobile Ban

In accordance with the University policy, mobiles are not allowed in the instructional area i.e. classrooms, tutorial rooms, labs, library and seminar halls. Everyone will switch off his/her mobile phone in the Instructional area. In addition to this, usage of mobile phone is not allowed where a “No Mobile Zone” sign is displayed. The use of cell

phones for videos/radio/music/camera etc. is strictly prohibited. The use of ear phones and blue tooth devices in the campus is also strictly prohibited.

e. Dress Code

In accordance with the educational environment we encourage formals and smart casuals for our students. Official functions and events require professional formal attire. Jewelry should be worn in good taste, with limited visible body piercing. Hats are not appropriate. Head covers that are required for religious purposes or to honor cultural tradition are allowed. A professional appearance is encouraged and excessive makeup is discouraged.

f. Anti – Ragging Act

Ragging is strictly prohibited and is a punishable offence.

The Students Council and the Anti-Ragging Committee are responsible for administering the discipline system on the campus. If disciplinary proceedings are warranted, the student may be referred to the Principal and Anti-Ragging Committee.

Vidyalankar Song – Lyrics

aaoo badhe

*naya samay ko nayi dishaye de
ek ek karke apni aashaye jee le*

*naya samay ko nayi dishaye de
ek ek karke apni aashaye jee le*

*jahaan koi na gaya ho ab tak
Badte Kadamon se tu apni manzil paa le*

*aaoo badhe...jab koi na ho sahara,
aaoo badhe...karke bulandh vishwas
aaoo badhe...hone do mushkil manzil
aaoo badhe...himmat se kar haazil*

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
Yeh mera samay hai*

*ek din ka nahi hain yeh zindagi ka safar
dheeraj,sayam ,pyar lagan se manzil tai kar
kar pakke iradhe aur buland hosale
badte kadamon ko har kamiyabi choome*

*aaoo badhe...jab koi na ho sahara,
aaoo badhe...karke bulandh vishwas
aaoo badhe...hone do mushkil manzil
aaoo badhe...himmat se kar haazil*

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
Yeh mera samay hai....*

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 Vidyalankar School of Information Technology.
I will respect and abide by the rules and regulations of the Institute.

I shall endeavor to be disciplined, ethical and morally righteous in my behavior.

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 molded herein at Vidyalankar School of Information Technology due integrity in my chosen path and career.

I will endeavor 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

UG Programs at Vidyalankar School of Information Technology:

- B.Sc. (Information Technology)
- B.M.S.
- B.Com. (Accounting & Finance)
- B.Com. (Banking & Insurance)
- B.F.M (Financial Markets)

PG Programs at Vidyalankar School of Information Technology:

- M.Sc. (Information Technology)
- M.Com. (Banking & Insurance)

Part time Management courses at Vidyalankar School of Information Technology:

- M.M.M. (Masters in Marketing Management)
- M.F.M. (Masters in Financial Management)
- M.H.R.D.M. (Masters in Human Resource Development & Management)

To see the comprehensive course descriptions and contents, visit www.vsit.edu.in. Information on the Electives is also available on the website.

Documents required for admission

Documents required at the time of admission for all UG Courses

- Mark sheet (1 Attested Photocopy)
- Std. XII Mark sheet (Original + 3 Photocopies)

- Standard XII College Leaving Certificate(Original +1 Attested Photocopy)
- Passport Size colour Photos.

University online Registration hardcopy

If applicable:-

- Caste Certificate(only 1 Attested Photocopy)
- Caste Validity Certificate (only 1 Attested Photocopy)
- For Academic gap between XII and admission for U.G., (Affidavit on Rs.100 stamp paper and 1 Attested Photocopy)

Documents required at the time of admission for all PG Courses

- XII Original Mark sheet with passing certificates (three attested Photocopies)
- All lower Examinations (FY & SY) Passed and Previous ATKT & All Previous attempt Original Mark sheet with Three attested Photocopy (For all SY & TY Courses)
- Eligibility Certificate (For All Courses. Original with one attested Photocopy.
- PG Courses Part I :- Bachelor's Degree Examination Mark sheet Original* with Three attested Photocopies.
- PG Courses Part II :- Bachelor's Degree/Convocation Certificate & Part I Passed Mark sheet Original* with Three attested Photocopy

In addition to the above, students who belong to the reserved category shall submit:

- Caste Certificate
 - Caste Validity Certificate
 - Non Creamy Layer Certificate (as applicable)
- ◆ For the purpose of applications for Freeships/Scholarships, the students belonging to the reserved category shall submit five attested copies of:
- Ration Card
 - Income Certificate from the appropriate authority
- ◆ For the purpose of applications for Freeships/Scholarships that are available for students belonging to the Economically Backward Class, students shall submit an Income Certificate from the competent authority.
- ◆ In case any student has any gap in his/her education, he/she shall submit an affidavit (made on a stamp paper of Rs. 100) stating the reason for the gap in education.

Note:

- 1) Students are requested to preserve at least one copy of each document with them for their own reference.
- 2) For further information, visit the Institute office or refer to www.vsit.edu.in

Eligibility Certificate from the 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 the University Eligibility formalities at the Institute. Please contact the VSIT Office for more information.

Photographs

On admission a student shall submit four 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 VSIT office operates from Monday to Saturday between 10.00 a.m. – 3.30 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 School of Information Technology' or in cash, credit/debit card.
- No installment facility shall be permitted for the payment of fees.
- Fees will be accepted between 10:00am and 3:30pm at the VSIT office.

Note: Considering the 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 the state government and private resources. Information of the same is available in the bursar's office.

Freeships /Scholarships and provisions for EBC

Reserved category students & 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 VSIT office.

Institute Activity Calendar

The Institute activity calendar is available on live.vsit.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.

A typical roll number may be '09-234' (YY-CXX) where, the first two digits "YY", depict the Year of Admission and the number at the fourth place "C" denotes the course.

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

Institute Timings

College timings	8.00 am to 5.00 pm
Office timings	9.00 am to 5.00 pm
Library timings	9.00 am to 5.00 pm
Computer Centre	9.00 am to 4.30 pm
Souvenir/Stationery Outlet	10.00 am to 5.00 pm
Cafeteria	8.00 am to 7.00 pm

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

Identity Card



Each student shall have his/her Identity Card. He/she needs to wear it on the campus or entry may be denied. 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 cards to the Institute authorities without any delay and follow the procedure to get a replacement

card.

A replacement card shall be issued on submission of an application in the prescribed format along with fees of Rs. 300.

Residential address & Phone number

Ensure that you 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

their permanent address and phone number. Submit your Cell Phone number to receive SMS 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

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

Curriculum

The curriculum prescribed by the University is taught during the term notified by the University. For the course curriculum, please visit www.mu.ac.in or www.vsit.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 practicals of every subject. Students are advised to attend *all* lectures and practicals which will certainly prove to be beneficial to them.

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

Examinations

Examinations are conducted by the College at the end of semester 1,2,3,4 and by University at the end of semester 5 and 6 (for UG students). Eligible students need to submit the duly filled examination form along with the requisite exam fee at the Institute, prior to every semester examination. Late fees are applicable on delayed payment of examination fees. The University scheme of examinations is available at the respective department office.

The following table gives information on the eligibility of a UG student for a semester examination:

Sem	Eligibility for UG:
1	A student who has kept term for semester 1, to the satisfaction of the Head of the Institute is eligible for semester 1 examination.
2	A student who has kept term for semester 2, to the satisfaction of the Head of the Institute is eligible for semester 2 examination.
3	A student shall be allowed to keep term for Semester III if He/She passes each of Sem I & Sem II OR He/She fails in not more than two heads in each of Sem I & Sem II.
4	A student who has kept term for semester 4, to the satisfaction of the Head of the Institute is eligible for semester 4 examination irrespective of grades obtained in each course of Sem III.
5	A student who has passed semesters 1 & 2 and has not failed in more than 2 subjects of semesters 3 & 4 each and who has kept term for semester 5, to the satisfaction of the Head of the Institute is eligible for semester 5 examination.
6	A student who has kept term for semester 6, to the satisfaction of the Head of the Institution, is eligible for semester 6 examination.

--	--

Eligibility for PG:

A student who appears for MSc part I is eligible for MSc part II

Please note that, rules related to the eligibility for examinations only are given here. However, these should be read with rules for admission to respective semesters. Rules above are subject to change by the University.

Statement of Marks & Award of Class

Students are issued “Statement of Marks” on declaration of results.

UG	BSc IT	Grade cards for semesters 1,2,3,4 are issued by the Institute and for semesters 5 & 6 they are issued by the University
PG	MSc IT	Grade cards for semester 1, 2, 3 & 4 are issued by the University

PG	MMM MHRDM MFM	Grade cards for semesters 1 and 2 are issued by the Institute and for semesters 3, 4,5,6 by the University
----	---------------------	------------------------------------------------------------------------------------------------------------

Issue of duplicate Grade cards:

For duplicate statement of marks, students shall apply to the issuing authority as above.

Rules regarding grace marks for passing/awarding class:

Students are requested to refer to the following University Ordinances:

Grace marks for passing, O-5044 and O-5045, Award of Grades, O-5043

Please visit www.mu.ac.in for details.

Class Improvement:

Students can re-appear for an examination for improvement of class. They need to appear for all the theory and practical examinations for this purpose. Students may contact the Examination Cell of the Institute for details.

Please visit www.mu.ac.in for details.

Issue of Photocopy of Answer books and Reassessment:

Students can avail of a photocopy of the answer booklet and can apply for re-assessment. Students may contact the Examination Cell for details.

Issue of Certificates

Bona fide certificate: A Bona fide certificate is issued to students on payment of tuition fees by submitting an application at the reception. The certificate shall be issued within 3 working days.

Railway concession: Certificate for railway concession for local journey/long journey to the native place is issued to eligible students. Students need to apply for the same in Block no. X-016. The certificate shall be issued within 3 working days.

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

Any other certificates: For any other certificate, 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 in the Registrar's office. On application, the Institute shall make arrangements to send transcripts to the concerned University/s at a nominal cost.

Faculty and Staff

VSIT 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 a judicious blend of experience and expertise, aimed to motivate students to gain knowledge.

For a detailed list of all the members of the faculty, please visit www.vsit.edu.in.

5. Student Facilities

Library



The Institute library is one of the key learning resources which aid the students in fulfilling their information requirements in a comfortable and properly ventilated study space. Students have access to a wide range of electronic informational databases as the library also subscribes to reputed E-Journals for technical reference.

The Reference section of the Institute library has over 18000 books on all engineering and management subjects taught at the campus, technical journals/periodicals, e-books, CDs as well as material for leisure reading.

- UG Students can borrow 2 books and PG students can borrow 4 books from the library for the duration of 1 week.
- Library hours are: 8:00am to 5:00pm
- Reading Hall hours are: 8.00am to 8.00pm
- Late fee of Rs. 5/- 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 which can easily accommodate over 150 students.

Students can view the Library Policy of the Institute on the internal website www.live.vsit.com

Computer Centre

The Computer Centre of the Institute is equipped with more than 60 Desktop Computers. Students can surf on the internet, experience graphics at Apple Mac and use SUN Microsystems at this place. You are welcome to use this lab during college hours and beyond. All these computers are networked and backed up with various legal operating systems and application software along with printing and scanning devices.



Internet

All PCs at the Institute have a 24x7 high speed-leased line Internet connection. Students can also enjoy WiFi (secured) connectivity all over the Institute. All internet activities are logged and monitored to avoid misuse.

Website & Email



The Institute information can be availed on its website www.vsit.edu.in. For any queries/suggestions one can mail to principal@vsit.edu.in. Students can also use the internal website live.vsit.edu.in in the Institute for day to day useful information and notices. Students are issued an id same as their roll number on the Institute server for academic and personal use.

ERP for Student-Teacher-Parent Information



College Excel is truly comprehensive e-governance software that covers the entire gamut of campus activities in a College. The software is aimed at bringing in process refinement, efficiency, accountability and control in a College. The extensively researched and well-tested architecture of College Excel ably suits the needs of the college. Apart from managing the administrative, financial and academic functions of the institution, College Excel 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

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 authorities to post materials.

Electronics notice boards are also placed at various nodes in the Institute.

Vprint



VSIT is committed to offering the best facilities to its students to foster their academic pursuits. Vprint is an in-house printing facility which enables the students to issue print commands from virtually anywhere in the world. The students can avail of both regular as well as color prints at a nominal cost.

Value Added Courses

A number of courses for Oracle, Android application development programs provide the students a base for learning new computer Technology.

The Institute has tied with Oracle University and offers courses in Oracle.



Please visit live.vsit.edu.in or Continuing Education Office in the Institute for various ongoing courses.

Vidyalankar Consultancy Services (VCS)

VCS aims to provide a platform for the projects that can be performed by the students/ employees that are non-pedagogical in nature.

The VCS strongly encourages its members to apply their knowledge obtained during their formal education to the real world problems that the members come across.

The role of each member of the VCS is to take-up projects that are commensurate with the domain of expertise of the member, while always ensuring that high quality work is delivered to the end customer in an ethical manner.

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 Snack in the Box corner offers grab-and-go items such as sandwiches, rolls, lunch combos, noodles, cold coffees and hot teas. Utmost care is taken to maintain cleanliness. Institute has Cafe Coffee Day (CCD) within campus, which offers variety of coffees and refreshments. 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.; the hours are extended when there is an event at the institute.

The Institute has vending machine, in order to maintain food supply even post working hours of cafeteria.

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 Fridays for students.



Souvenir Store



Students can purchase VSIT souvenirs of their interest for personal use or for gifting. Many articles like T-Shirts, Caps, Mugs, Pens, Watches, Wallets, etc. emblazoned with the VSIT logo are available in this outlet (E104). All merchandise pricing is reviewed and approved by the Institute authority.

Students can purchase VSIT souvenirs of their interest for personal use or for gifting. Many articles like T-Shirts, Caps, Mugs, Pens, Watches, Wallets, etc. emblazoned with the VSIT logo are available in this outlet (E104). All merchandise pricing is reviewed and approved

Photocopying and Stationery Outlet

The Institute has a stationery outlet owned by the Institute and 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.

The institute library also has photocopying facility.

Hostels

The Vidyalkar Gurukul, a hostel for boys and girls at Nerul, Navi Mumbai, is managed by Vidyalkar. 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 also close to the marketplace. Amongst other facilities, the hostel also provides computers with internet facilities, a library consisting of academic & general books, a Laundromat and recreational facilities. Interested students can receive 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.



Washrooms / Rest Rooms

The Institute has Western and Indian toilets in well-maintained washrooms.

Vehicle Parking for 2-Wheelers

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. A permit shall be issued for a period of 6 months (Jan-June and July-Dec). It is your responsibility to familiarize yourself with the campus parking regulations.

Note: Parking facility shall be available during the Institute hours only
Parking is at owners' risk
Speed Limit 5 km/hr and no overtaking in the campus

Electronic Surveillance

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



6. Student Assistance

Important Telephone Numbers

Security Officer	9100 from the campus phone located in Telephone booth
Fire	101
Police	100
Hospitals	KEM Hospital-2413 60 51 Sion Hospital-2407 63 84 / 5
Ambulance	102 / 1298
Principal	1001 from the campus phone located in Telephone booth
Housekeeping	9301 from the campus phone located in Telephone booth

First-Aid

First Aid boxes are available at the following places:

- Reception
- Maintenance office (X016)
- Main Security Cabin



Doctor on Campus

Qualified doctor is available on campus for medical assistance

Security



One of our chief priorities is your safety and well-being. The 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.

Please collect Gate-pass tags from the security for any expensive personal gadgets like laptops, handy cameras etc. that you may bring to the campus. 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.

Insurance

The Institute assumes no liability for accidents or damages incurred by students and recommends that each student have accident and health insurance.

Fire Safety

The institute building has requisite Fire Fighting equipment and complies 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 two exit points. Well-planned evacuation routes are accessible to assist you to safe territory. Your safety is a matter of top priority for us.

Lost & Found

If you happen to lose any articles or books, you can contact the “Lost & Found” office (X016) 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.

Mentor

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.



Finishing School



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 the Dale Carnegie Training Institute. Tailor made courses train them in developing their communication and interpersonal skills for to enhance their personality.

Placement Cell

Student placement is a high priority activity. The Institute has an excellent record for placements which are coordinated by the Placement Cell (X016) and Placement Officer. It is a matter of pride for us that our students are placed at organizations like TCS, Infosys, Accenture, Barclays, L&T Infotech, Infosys Technologies, Hexaware Technologies, Mastek Computers, Tech Mahindra, Syntel, Accenture, PCS, Krawler Networks, Siemens, Godrej, InfoTech, GE India, Sapiant, Digite, NSE.IT, VSNL, IDBI Bank, etc. Please visit www.vsit.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, mock interviews and personality enhancement.

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 the pre-final year for information about various career options after graduation.

Student Activities

Cultural & Sports Activities

VSIT has always encouraged its students to give expression to their talents and creativity by organizing cultural and sports-related activities and events. The Cultural and Sports committees are managed by students under the guidance of the Principal. Students also get to prove their mettle by participating in the sports and cultural meets of other colleges.

Cultural Events:

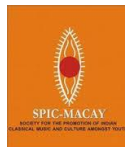


The Cultural Committee organizes annual cultural event “VERVE-The Energy”. During the term, many programs like ‘Freshers’ Welcome Party’ and ‘Graduation Day’ are arranged.



VSIT presents its Annual Festival-“VIGOUR” embodying energy and displaying fervor. The fest offers a platform to students of all domains to present and perform their hearts out, with energy, passion and a lot of dedication, we present to you one of the most talked about festivals in town.

The Institute, being a member of SPICMACY (*Society for Promotion of Indian Classical Music and Culture Amongst Youth*), encourages its students to tap their potential in classical music and dance and uphold the traditions of our vibrant Indian culture.



Sports Events:

The Institute has indoor as well as outdoor sports facilities on two playgrounds in the campus. The Sports Committee arranges tournaments in carrom, chess, table tennis, football, volleyball, cricket etc.

Student Activity Center:

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

Student Organizations:

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.

The various committees and clubs:

- Alumni Committee
- Anti-Ragging Committee
- Career counseling committee
- Entrepreneurship Development Activity committee
- Final year projects quality assurance committee
- Food & Beverages Committee
- Hobby clubs committee

- Industry Institute Interaction committee
- Laboratory Development Committee
- Library Committee
- Parent Interaction committee
- Personality enrichment committee
- Placement Committee
- R & D activities committee
- Students activity committee–Cultural, Literary, Sports, Tech–Fest
- Vidyalkar Volunteering committee
- Website committee
- Women Development Cell Committee

'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 and initiated the newsletter- 'Vector'. It has three objectives-

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

'Vihaan' an Annual Magazine

'Vihaan' is the annual 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 VSIT. The editing staff consists of students across all semesters and branches.

Shanivar Manch:

शनिवार मंच

“Shanivar Manch” is an event VSITians look forward to with immense anticipation every Saturday. 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 Saturday between 12:30 pm to 1.30 pm in the amphitheater.

Membership of Departmental Societies/Clubs

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

The Institute departments are tied up with professional organizations like CSI, IETE, etc. Through such tie ups, technical activities are arranged by the departments. Students are encouraged to participate in these activities.

Alumni Association

VSIT's Alumni Association aims to foster interaction 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. All graduates of the campus automatically receive a membership in the alumni association.

Vidyalankar Volunteering

As a member of a larger community, VSIT 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. Vidyalankar Volunteering motivates students to willingly participate in 'on-the field' social service activities.

Interested students should contact the Community Relations officer.

Community Programs: "Vidyalankar Volunteering"

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

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

Development and Fund-Raising:

Vidyalankar engages in fund raising activities designed to provide support for students. Solicitations are made to area business and industry, alumni and friends for current and differed gifts/donations. Current areas of emphasis for fundraising include facility improvement and community partnership programs.

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the administration of Vidyalankar School of Information 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.