

# Student Handbook 2024-25

Code of Conduct, Committees, Societies & Examination Rules



**Vivekananda Institute of Professional Studies (Technical Campus)**

NAAC A++ Accredited institution | Affiliated to GGSIP University, Delhi

Recognized under Section 2(f) by UGC | Recognized by Bar Council of India and AICTE

NBA Accredited for MCA Programme | An ISO 9001:2015 Certified Institution



**“शिक्षा का उद्देश्य केवल ज्ञान अर्जित करना नहीं,  
बल्कि चरित्र का निर्माण करना है।”**

**-Swami Vivekananda**

## **About Vivekananda Institute of Professional Studies – Technical Campus**

The Vivekananda Institute of Professional Studies – Technical Campus (VIPS – TC) is functioning in its own building constructed on a land measuring 5 acres allotted by DDA in a conforming area. The institute has got completion and occupancy certificate from DDA structural certificate and Fire Safety Certificate from Delhi Government. The institute is a proud and privileged affiliated institution of Guru Gobind Singh Indraprastha University. The Vivekananda Institute of Professional Studies – Technical Campus was set up by Strength India Educational Society in the year 2000 and has established itself as a niche institution with an impeccable legacy of producing University Gold Medalists every year and ensuring Value based education to all our students. The institute has earned 47 University Gold Medals, 62 students have qualified Judicial Services Examination, 30 Alumni are Advocate on Record and 14 Alumni are Commissioned Officers in Indian Armed Forces and many Alumni are working as Advocate on Record with Supreme Court of India.

VIPS-TC Alumni have established themselves with their sound Academic Base and unparalleled professional skills in some of the most reputed companies across the globe. Placement opportunities provided to our students is a way above most of the Higher Education Institutes affiliated to GGSIP University. This has been achieved due to meticulous efforts by the faculty and the management. At present nearly 9000 students are guided by more than 320 faculty members. We have also emerged as a pioneer Institute in the field of Engineering Education by imparting B.Tech courses in the emerging areas.

UG/PG Programmes offered in VIPS-TC: B.Tech Artificial Intelligence & Data Science, B.Tech Artificial Intelligence & Machine Learning, B.Tech Industrial Internet of Things, B.Tech Computer Science Engineering, B.Tech Electronics Engineering (VLSI Design & Technology), BA LLB (H), BBA LLB (H), LLM (Corporate Law & ADR), BCA, MCA, BAJMC, BBA (G), B.Com (H), BA (H) English, BA (H) Economics and M.A. Mass Communication, MA Economics, MA English

VIPS-TC has prestigious accreditations: National Assessment and Accreditation Council (NAAC) with A++ Grade with a score of 3.58 on the four- point Scale, National Board of Accreditation (NBA) for MCA Programme, and recognized by UGC under section 2(f) of UGC Act 1956 and A+ by State Fee Regulatory Committee (SFRC) of Govt. of NCT, Delhi.



## Board of Management



Mr.Naresh  
Aggarwal  
Secretary

Mr. Suneet Vats  
Vice- Chairman

Mr.Krishan  
Aggarwal  
Vice- Chairman

Dr.S.C.Vats  
Chairman

Mr.Ajay Bindal  
Vice- Chairman

Mr.Vineet Vats  
Vice- Chairman

### Vision

To establish, maintain and promote Centers of Excellence for imparting quality professional education in India and abroad.

### Mission

“Man Making, Character Building, Nation Building.” as espoused by Swami Vivekananda Ji.

### Quality Policy

To build up professional schools for excellence in learning with focus on quality education and entrepreneurship so as to equip students to meet the challenges, be it the field of Education or Industry.

To develop, integrate and continuously improve institutional planning, implementation, strategies and evaluation activities at VIPS-TC

## Message from the Chairman's Desk

*Dear Students,*

I welcome you to Vivekananda Institute of Professional Studies- technical Campus (VIPS-TC), an institution running not only to award degrees on you but also own up your holistic grooming and strive towards value based education.

We continue to stand with determination, moral sight and strength of mind to create capable and ethical human beings with infinite power, infinite knowledge and indomitable positive energy.

To impart training to the students in this direction, we provide innovative pedagogies to encapsulate the prescribed curriculum along with consistency, thereby focusing on the holistic growth of every student at VIPS-TC.

We want an education by which “character is formed, strength of mind is increased and intellect is expanded by which one can stand on one’s feet,” said Swami Vivekananda.

With this focused approach and intent towards wholesome development, I welcome all the young and dynamic new students of VIPS-TC to this sanctum of learning where we aspire that you become the best in all that you do and bring laurels to your family and your alma matter VIPS-TC.

**Wishing you all a blessed life and success in your career ahead!**



**Dr. S.C. Vats**  
Chairman

## **Message from the Office of Principal**

VIPS-TC is a premier Institute affiliated to GGSIP University. Be it academics, extra-curricular or co-curricular activities, VIPS-TC has proven itself time and again. VIPS-TC has produced several university rank- holders from different departments every year. The students have won several awards in curricular and co-curricular activities. They have been placed at different institutions and companies nationally and internationally.

“The highest education is that which does not merely give us information but makes our life in harmony with all existence” This is the kind of education we strive to impart in VIPS-TC.

The contents of this handbook have been formulated with a view to enhance personal and public demeanor of students, after the standardization of various processes and procedures related to the academic standards of the Institute. The Institute is concerned not only with academic performance but also with the character development of each student.

The Handbook has three Sections: Section A contains conduct and discipline, guidelines and rules, Section B provides rules regarding Examination and Evaluation scheme and Section C contains Code of Conduct specific to various programmes. We sincerely believe that students should follow these rules and regulations throughout their stay in VIPS-TC and help to further enhance its image as one of the finest institutions imparting professional education.

Students are most welcome to approach the office of Principal, VIPS-TC for any grievance redressal and any assistance at any time.

**Prof. (Dr.) Anuradha Jain**  
Principal

## Message from the office of Dean (Students' Welfare)

At the outset, I welcome you all to the most preferred college of GGSIPU. After schooling, College is a major change that we look forward to. A new dawn is about to set in your lives. You are embarking on a journey filled with new challenges, excitements and opportunities. The past few months sure would have been a mix of entrance exams, results, anxiety and uncertainty. Finally, you have made a wonderful choice and we congratulate you on your choice of this institute. You are now a part of our family. Vivekananda Institute of Professional Studies – Technical Campus (VIPS-TC) has always believed in Swami Vivekananda's teaching and has continued to stand with determination, moral sight and right mind to create socially and morally responsible human beings over the years. The vision and objective that has gone into the making of this great institution is translated into the great training and learning that VIPS-TC has always imparted to its students. Driven with the principle thought, 'In Pursuit of Perfection', VIPS-TC has been a reservoir of academic strength, building and promoting an educational culture that not only strives towards academic excellence but also provides holistic personality growth. The office of the Dean Students' Welfare ensures the overall growth of students by providing various centralized platforms such as *Antrakshar* (Music Society), *Aflatoon* (Street Play and Theatre Society), *3.14 Crew & NrityaPravah* (Dance Society), *Elysian* (Art and Craft Society) & *Vivekalokan* (Literary Society).

With the teachings and philosophy of Swami Vivekananda embedded deep in the roots of VIPS-TC, Man Making, Character Building and Nation Building have always been its unfailing mission. In order to contribute our bit to the cause of Nation building we have NCC (Army Wing) at VIPS-TC, with one Company of Boys (Senior Division affiliated to 7DBN) and one Company of Girls (Senior Wing affiliated to 5DGBN).

Students are welcome to approach the office of Dean Students' Welfare for any assistance and we assure you a wonderful stay at VIPS-TC.

Best Wishes

**Prof. (Dr.) Salonee Priya**  
Dean (Students' Welfare)





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## CONDUCT AND DISCIPLINE

Discipline and responsibility is the foundation of any civilized society. As a future professional in your respective field, it is incumbent upon you to develop self-discipline of the highest order. It should, therefore, be the endeavor of every student at VIPS-TC to follow all the rules and regulations as a matter of habit rather than out of fear of the consequences. They are, at all times, required to conduct themselves with proper decorum and cultivate appropriate manners and etiquettes.

RFID based photo identity cards have been issued to all students. Access to the campus is by using such cards only through Gate No. 1 and Gate No. 3. Entry of students from Gate No. 2 is prohibited. Identity card is the property of the Institute and the students have to surrender it while leaving the Institute.

All students are expected to be in formal and decent dress while in the Institute. The Institute reserves the right to call the attention of students who dress inappropriately. Adherence to specific dress code / uniform on specific days as prescribed by various schools of VIPS – TC is mandatory.

Students should be punctual and regular in attending classes.

### (I) Rules & Regulations for Prevention & Prohibition of Ragging

**What constitutes Ragging:** - Ragging constitutes one or more of any of the following acts as per the Hon'ble Supreme Court of India guidelines:

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

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

**(i) Prohibition of Ragging**

The purpose of learning in the Institution includes acquiring a high standard of professionalism, development of character and leadership qualities, a high sense of duty, discipline, integrity, loyalty and humility. The culture at VIPS-TC strives to foster amongst students the camaraderie and esprit-de-corps. In such an atmosphere, layered with intellectual simulation, fraternity and altruism, *any form of ragging* (including abusing, harassing, ill-treating, man-handling, bullying or awarding undignified or unauthorized punishment to students by any other individual or group of students) is strictly prohibited in the Institute. Stringent disciplinary action as per the legal provisions in this regard will be initiated against any form of ragging.

All student representatives and faculty members shall personally ensure that these directions are implemented in letter and spirit. In addition, any student

noticing such an event (ragging) is required to immediately inform the Principal/ Deans/COO. Not reporting this will be interpreted as abetment to the offence.

**(ii) Anti-Ragging Committee**

Victims of ragging must report any incident of ragging to VIPS-TC Anti-Ragging Committee.

VIPS-TC has constituted an Anti-Ragging Committee consisting of the following members:

- Prof. Anuradha Jain Chairperson  
Principal & Dean, VSE and Statutory Compliances
- Dr. Sachin Gupta Member  
Dean, Research and Publication
- Dr. Renu Vashisth Member  
Professor, VSBS
- Dr. Amit Channa Member  
Associate Professor, VSJMC
- Dr. Deepali Vashisth Member  
Associate Professor, VSLLS
- Dr. Deepak Tiwari Member  
Assistant Professor, VS(E&T)
- Ms. Khushi Mittal Member  
MA Economics Programme  
Student representative
- Mr. Sameer Malhotra Member  
Parent representative  
B.COM(H) Student

In case of any complaint, please contact office of the Chairperson, Ground Floor, B-Block.



**(II) Internal Complaints Committee (Sexual Harassment) (ICC-SH)**

As per the guidelines of University Grants Commission and the Supreme Court of India, a Committee against Sexual Harassment / (ICC) Internal Complaints Committee (SH) at VIPS-TC has been re-constituted to provide a healthy and congenial atmosphere to the staff and students of the Institute.

The ICC (SH) is committed to:

- Observing the law on Sexual Harassment
- Sensitizing the campus community on gender issues
- Addressing complaints from victims

The office of ICC (SH), VIPS-TC functions from Room No. 405, Fourth Floor, B - Block.

**Member of ICC (SH):**

- |   |                         |
|---|-------------------------|
| • Prof. (Dr.) Rashmi Salpekar                         | Chairperson Dean, VSLLS |
| • Dr. Renu Vashishth                                  | Member Professor, VSBS  |
| • Dr. Pooja Saigal<br>Associate Professor, VSIT       | Member                  |
| • Dr. Sahil Koul<br>Assistant Professor, VSJMC        | Member                  |
| • Ms. Neha Mangla<br>Assistant Professor, VSE         | Member                  |
| • Dr. Sakshi Sundaram<br>Assistant Professor, VSES    | Member                  |
| • Dr. Vanita Bhardwaj<br>Assistant Professor, VS(E&T) | Member                  |
| • Ms. Avneek Kaur Sethi<br>Assistant Professor, VSLLS | Convener                |

- Ms. Vanita Chopra  
Administrative Officer (HR) Admn. Rep. Member
- Ms. Rachna Jain  
Senior Programme Administrator, VSLLS Admn. Rep. Member
- Ms. Meera Kaura Patel  
External Member AOR, Supreme Court of India

(If the matter involves students)

Ms. Shalini Jha, Student Member  
BA LLB 5<sup>th</sup> Year Student

Ms. Mehak Jain Student Member  
MCA 2<sup>nd</sup> Year Student

Staff/Students can lodge a complaint regarding sexual harassment in the office of the Dean VSLLS, Room No.505, 5<sup>th</sup> Floor, Block – B or through E-mail dean.vslls@vips.edu.

### **(III) Grievance Redressal and Welfare Office**

VIPS-TC strictly adheres to the Advisory issued by GGSIP University to all affiliated colleges/institutions vide letter no. GGSIPU/2019-20/Legal/1916 dated 23.05.2019 under clause 3(ii)(d) statute 24 of GGSIP University Act 1998 in pursuance of Hon'ble Delhi High Court order dated 17.05.2019 in WP(Crl)/793/2017. The Advisory is reproduced below:

- a. The teachers and authorities of the Institution should maintain cordial, warm and confidence building relationship with the students in terms of Ordinance No. 32 of the Guru Gobind Singh Indraprastha University Act No. 09 of 1998. The institution may also keep watch on such teachers and members of administration who are unable to build up such cordial and respectful relationship with students and appropriate remedial measures in the nature of counselling and short term training may be advised.

- b. Every letter/representation/e-mail in the nature of appeal by students should be attended with reformative approach and sympathetic consideration. The Institute should inform the parents of the students by writing the letter intimating the shortage of attendance, which should be sent by speed post/registered post. The parents may also be informed by e-mail or telephonically about such cases.
- c. Institutions should be absolutely transparent in taking the decision on detention of students so as to avoid any suspicion of whimsical or selective action. The detention list should be displayed at least 10 working days before the commencement of the examination.
- d. Every institution should constitute 'Students' Grievance Redressal and Welfare Office. It should be empowered to receive grievances from students, consider and address them within the framework of the prevailing rules and regulations with the perspectives of the welfare of the students. Such Committee constituted at the level of every college should be publicized and directed to regularly engage in welfare activities of the students, so as to gain the confidence of the students in its effectiveness and genuineness. Such College/Institution level Committee should be federated with the directorate of Student's Welfare of the University which may supervise and advise them actively engage them and assist them in redressing the grievances of the students from time to time.
- e. Any issue relating to arbitrary action, personal vendetta or personal grudges against students by any teacher/authority of the Institute should be earnestly looked into by 'Students' Grievance Redressal and Welfare Office' and it should be brought to the notice of Principal/Director of the Institute. If the issues are not resolved at the level of concerned college, the student should be advised to approach the Grievance Redressal Mechanism at the level of the University which shall act as the appellate mechanism.



## **Disciplinary Committee**

- Prof. (Dr.) Meenakshi Gandhi  
Professor, VSBS  
Chairperson
- Prof. (Dr.) Nidhi Sharma  
Professor, VS(E&T)  
Member
- Dr. Jatin Vaid  
Assistant Professor, VSBS  
Member
- Dr. Ruchi Shukla  
Associate Professor, VSBS  
Member
- Dr. Jyotika  
Assistant Professor, VSE  
Member
- Dr. Dheeraj Malhotra  
Associate Professor, VSIT  
Member
- Dr. Sahil Koul  
Assistant Professor, VSJMC  
Member
- Dr. Cosmena Mahapatra  
Associate Professor, VSIT  
Member
- Dr. Aneela Tahilramani  
Assistant Professor, VSJMC  
Member
- Dr. Priyam Ghosh  
Assistant Professor, VSJMC  
Member
- Dr. Payal Jain  
Assistant Professor, VSLLS  
Member
- Dr. Anshu Gagal  
Assistant Professor, VSLLS  
Member
- Mr. Ashish Saraswat  
Assistant Professor, VSLLS  
Member



**(IV) Breach of Discipline**

A student committing any breach of discipline in the institute campus as specified below will render himself/herself liable to disciplinary action:

1. Found indulging in ragging.
2. Absence (continuously for more than 10 days) from lectures/training programmes without permission.
3. Bunking the classes and instigating others for mass bunk.
4. Absenting from university exam without any valid reason (like sickness/hospitalization etc.).
5. Found inappropriately indecently dressed. Adherence to specific dress code / uniform on specific days as prescribed by various departments of VIPS – TC is mandatory.
6. Moral turpitude or misbehavior and misconduct of any kind with associates, staff, faculty and outsiders.
7. Use of criminal force with fellow students or any other person.
8. VIPS-TC is an alcohol/tobacco free campus. Use / even mere possession of electronic Cigarettes / E – Hukhas / Alcohol / etc., by the students are strictly prohibited in the campus which shall be seriously viewed resulting in confiscation of the gadget and strict disciplinary action. It might even lead to suspension.
9. Possession, use and/or distribution of substances of abuse are prohibited on VIPS-TC premises.
10. Noncompliance of any order/instruction of the competent authority of VIPS-TC as displayed on notice boards from time to time.
11. Use of Crackers or Holi Colors in the Campus.
12. Eve teasing & creating nuisance in the class or during events/functions.
13. Failing to pay the prescribed fee within the time schedule notified by the Institute.

14. Unauthorized communication/association with foreign nationals, press, undesirable persons and political parties in India and abroad.
15. Entry into areas declared 'Out of Bound' by the Institute authorities.
16. Socially unacceptable behavior including the style of dressing.
17. All students are required to wear & display the Identity Card at all times while in VIPS – TC Campus. Identity card is nontransferable and its misuse like facilitating entry of another person shall lead to confiscation of the card and subsequent disciplinary action.
18. Collection of funds for any purpose, unless authorized by the Institute authorities.
19. Cell Phones shall be on "Switch Off" mode in the class/laboratory/library or during any other academic activity, like Seminar, etc.
20. Damage of any building, trees, plants or property belonging to the Institute.
21. Defacement of desks, tables, seats or any other furniture of the Institute.
22. Putting information/poster without permission of the Dean/Registrar on Notice Boards.
23. Cheating in any form during examination, class test, or written reports including case analysis, experiments or assignments.
24. Unauthorized possession of notes or any material related to the examination or test, whether the student actually uses them or not.
25. Copying or allowing another to copy from one's examination papers. In the latter case, both parties shall be held liable.
26. Vandalism or the deliberate destruction of property belonging to the Institute and visitors on campus.
27. Carrying or possession of a deadly weapon inside the Institute's premise or outside the Institute during an academic function or school activity.

28. Any other act or conduct of a student or groups of students which undermines the system of discipline and academic atmosphere of the institution.

**(V) Penalties and Punishments**

For any breach of discipline, the competent authorities may impose penalties/punishments as approved by the Principal of the Institute which includes:

**Removal/Rustication from the Institute Rolls**

A student may be removed from the rolls of the VIPS-TC by the competent authority on the grounds of:

- a) Unsatisfactory disciplinary conduct.
- b) Deliberately furnishing false particulars for admission to the Institute.
- c) A student may be rusticated for a term or more on academic grounds as decided by the Principal of the Institute on the recommendation of the Dean.

**(VI) Parent Teacher Meeting**

Parents are periodically informed of the academic and co-curricular performance of their wards. PTM is conducted once in a semester. However, as and when required, parents can come to meet the staff for personal discussions and possible improvements of their ward, with a prior appointment, normally between 3.00-4.00 PM on any working day.

## GUIDELINES ON SOCIAL MEDIA

Guidelines are hereby issued to all students of Vivekananda Institute of Professional Studies-Technical Campus (VIPS-TC) to ensure that social media is used for academic and research purposes and is not misused for any other purpose. The guidelines are as follows:

1. Use good judgment – Be informed about the prescribed code of conduct and privacy policy and do not violate it at any time. Assume all information shared on your social network is public.
2. Safety First – Do not reveal personal information on the internet about yourself or anybody else.
3. Show respect and courtesy – Treat everyone with respect and courtesy. Use the right tone of messages. There has to be differentiation between formality and informality.
4. Think before Posting – Think twice before sharing content. There is nothing private, messages spread very fast, and content can be pulled out years after deleting the messages. Do not post anything which can make you feel embarrassed in the future.
5. Be accurate, honest, responsible and ethical – Do not speak on behalf of Vivekananda Institute of Professional Studies (VIPS-TC) unless you are authorized to. Restrict your words to your domain of knowledge and responsibility. Post complete, accurate and true information instead of opinions/ views unless you clearly specify that they are your personal views.
6. Confidentiality – Do not post or publish any information which is private/ confidential or not public.
7. Copyright – Respect copyright and trademark information and DO NOT COPY any content, image, video as they may be copyrighted.
8. No Use of Logo–You are NOT ALLOWED to use the logo, images of building or any part of infrastructure, of Vivekananda Institute of Professional Studies-Technical Campus (VIPS-TC) unless you are specifically authorized to.

9. Apologize for your mistakes – Be sure you do not make a mistake on the content posted on Social media. In case you have done then acknowledge and apologize immediately.
10. Cyber bullying – Do not engage in any activity which amounts to harassing, denigrating, impersonating, tricking, and demeaning an individual or the institution of Vivekananda Institute of Professional Studies-Technical Campus (VIPS-TC), directly or indirectly. All mentioned activities amount to cyber bullying, which is a crime.
11. Make constructive contribution–Ensure that the content posted by you adds value to research and academic activities and is devoid of prejudices and biases
12. Authenticity – Do not post any information unless you have established its certainty and validated its authenticity and accuracy.
13. Disclaimer – After every content posted, there needs to be a disclaimer given, that the views expressed are purely of the author and do not represent the institution where they belong to.
14. Prior approval of the Directors/Chairpersons/Principal/COO/Deans is mandatory to open a social media account on behalf of the department or the Institute.
15. Personal Email Ids should not be used for official social media handles. Use of Official VIPS-TC domain email Ids is mandatory in the use of all social media handles.
16. For any social media account which does not have any approval, the owner of the account is solely responsible for the content and its credibility. The name of the Institute VIPS-TC cannot be mentioned in any such account even if the account holder belongs to VIPS-TC.
17. If any student does not follow the above mentioned guidelines strictly it will amount to Breach of Discipline and Violation of Code of Conduct. Such activities will attract strict disciplinary action with penalties against the violators.



## **Training and Placement Policy, Process & Rules**

**Objectives** – These rules shall be called the **VIPS-TC Placement Rules** and shall apply to all students of the Institution in respect of all processes, methods and issues related to Summer Internships and Final Placements of students of the Institution.

Besides the general purpose as stated above the objectives of these rules shall be to achieve the following

1. Provide the required guidelines for managing the Placement Process of VIPS-TC with respect to summer Training and Final placements
2. Ensure that all students get a fair and adequate opportunity to participate in the Placement Process.
3. Ensure that all companies / Firms / Advocates participating in the Placement Process of VIPS-TC get an adequate pool of students to make their selections from.
4. While trying to ensure the best job opportunity for a student the Placement Process attempts at minimizing “offer losses” on account of students rejecting offers.
5. Providing Recruiting companies / Firms / Advocates the required facilities and support to conduct their process effectively.

### **Placement Committee**

The Placement Committee shall have faculty members and student coordinators. The Placement Committee shall **operate under the overarching guideline that the role of Placement is to guarantee 100% Internship and Placement Assistance.**

The committee will ensure preparation of all the marketing collaterals with regard to Placement, like the Placement Brochure, Student Profile and such other documents as may be required for the process.

### **Placement Process**

Placement Committees responsible for collecting Undertaking and Registration Forms from all students of the fourth year clearly mentioning their willingness or unwillingness for placements. All students willing for Placements will also sign an Undertaking that they will abide by all rules related to Placements as notified by the Placement Committee.

Whenever a Company / Firm/ Advocate offers an on-campus opportunity, Placement committee members will invite names from interested students in the notified job and will forward the CV's of interested students to the organizations.

Shortlists and Campus Selection dates for an organization will be notified by the members of the Placement team. The student team will help in coordinating Placement drives that may be online or offline. All information on selections will be notified by the Placement Committee to the concerned students and receive their confirmation on acceptance and communicate the same to the concerned organization.

Placement Team members will be required to maintain student wise data on final/summer internship jobs (a) applied for (b) shortlisted for interview (c) Appeared for interviews (d) Selected/Rejected as the case may be (e) Position selected for (f) Compensation (g) Date of Joining

The Placement Committee based on their discussions and communication with prospective recruiters notify to the students if possible the list of companies participating in the placement process and along with the tentative date of coming to campus/off campus for conducting their selection process along with the specializations required. This would facilitate students to decide on the companies / Firms / Advocates they would like to apply for.

### **Placement Guidelines**

Students who wish to be part of the Placement Process will need to declare their willingness at the beginning of the fourth year. Those who do not express their willingness by the required time will be considered to be entering their own venture or organizing placement on their own. Students must ensure that they fill the entire information data sheet accurately when they submit it to the placement cell coordinators.

Once a job position is notified it is expected that interested students who are eligible would apply. Students have to make themselves available for any interview at any location at a short notice.

Once student has applied for any position, it will be mandatory for the student to appear for the selection process of the same Company / Firms / Advocates. **Students missing the interview/campus drive twice will be debarred from further placement assistance.** Students who do not join the respective office where he / she is selected after the interview shall be barred from appearing in any further drives.

The maximum number of interviews attempts for placement shall be two for each student. If he or she fails since clearing the interviews, the priority of placing them shall be moderated in favor of those who have not got chance of appearing in interviews. Further, such cases shall be subject to review by the Placement Committee.

Geographical Location / Job Description / Designation shall solely be the discretion of the recruiter. Student will not be entitled to give any location preference. Location once given by the Recruiter shall be final and binding on the student.

Students are not allowed to communicate directly with the recruiting organizations. All communication has to be through the Placement Committee. This also necessitates that our Placement Committee ensures complete information dissemination and as much clarity on job roles as possible before the applications are invited from students.

All disputes among students in relation to placement will be referred to the Head of Placement Committee who after due discussion with all concerned i.e. the aggrieved student(s), Placement Committee student members, and Placement Committee faculty members arrive at a decision on the matter.

### **Rules for Appearing in Interview**

Students need to adhere to the time schedule and have to report sharp at the reporting time.

All students must follow the formal dress code of the institute and be properly groomed and dressed up in a manner befitting the standards required for appearing for an interview. The general expected standards are as follows

#### **(a) Male Students**

1. Clean Shaven / Beard properly set for Sikh students
2. Hair properly cut – No colouring or streaking / properly worn turban in respect of Sikh students
3. No ear studs or any visible body tattoo.
4. Dress up according to the professional code of conduct given under the Advocates Act, 1961

**(b) Female Students**

1. Dress up according to the professional code of conduct given under the Advocates Act, 1961

Before appearing for any selection process, students need to visit the company website and should be thorough with the company profile and the Job description shared.

Students must check their e-mails mentioned in the datasheet on daily basis for regular updates of job openings (On/Off campus). **If a student misses an opportunity due to ignorance, it is not the responsibility of the placement team / committee.**

**Placement Rules**

Students expressing their intent to be part of VIPS-TC Placement Activities will be required to take part in all activities as scheduled to prepare them for placement process like cv preparation, career mentoring by assigned faculty, mock interviews, personality development, counselling, mentoring and such other training programmes that the institution may organize and require them to attend.

1. Students may be debarred /blacklisted from the placement if he/ she is found involved in any in-disciplinary activity or engaged in any malpractice during the Placement Process.
2. Any eligible student who has not participated in 2 consecutive recruitment drives without prior approval.
3. Students giving wrong data/information will be debarred/blacklisted from the placement activities for the rest of the academic year.
4. Students cannot drop out from selection process once he/she has been shortlisted for further rounds. A disciplinary action will be taken against defaulter student/s.
5. Students with backlogs will not be allowed to appear for any placement drives unless it has been specified in the job opportunity shared.

Any kind of misbehavior/complaints reported by the company officials will be taken seriously & those involved will be debarred/ blacklisted from future campus placements.

## **LIBRARY RULES & REGULATIONS**

### **(i) Procedure of Issue and Returning of Books**

1. Library books are issued/returned through ERP Software (Koha Software). At the time of borrowing a book, the student is required to show Identity-cum-Library Card at library circulation counter. While returning the books, it is the duty of the student to ensure that the counter assistant has made the appropriate entry in library records. Library issues books only to the regular students pursuing Under Graduate and Post Graduate programmes at VIPS-TC from student section of the Library.
2. Identity-cum-Library Card (smart card) is nontransferable. In case of loss or damage of Identity-cum-Library Card, a copy of FIR along with application addressed to the Registrar for issue of duplicate Card is required. A sum of Rs.500/- will be charged for issue of duplicate card.
3. Students can borrow two books at a time for 14 days from the student section.
4. Books from Reference section are not issued to the students.
5. Committee and Commission Reports; Gazette of India; Journals (Loose & Bound); Books costing more than Rs. 1000; Rare documents; Dissertations and Newspapers are not for issue. These documents can be referred only in the Library.
6. It shall be the duty of the student to protect, maintain, and take care of the documents issued against their names. Borrowers are requested to check if the documents being borrowed are complete and no pages are missing in it. Any defect/damage in the book, should be brought to the notice of the Librarian.
7. If the issued books are lost or damaged then the borrower is required to replace the books of the same edition or later edition or pay double the cost of books.

8. New Books/Journals & other documents on display can be issued only after a period of two weeks.
9. Students under no circumstances should take out the books from the library, unless they are properly issued & recorded, failing which appropriate disciplinary action will be taken against them.
10. Librarian may recall any book/books from a borrower at any time, if needed urgently by students and faculty for consultation.
11. List of overdue books shall be displayed on the Library notice board for information. Over-due Charge of Rs. 10/- (Ten) per day shall be levied for each book. Student must collect receipt after payment of fine.
12. *Book Bank:* Book Bank facility has been introduced in the Institute. Under this scheme a set of four/five books (one book for each subject) will be issued to students at the beginning of the 1st semester. Students are required to return these books in good condition after the 1st semester End Term Examination. Thereafter another set of books of 2nd semester would be issued and this process will continue for the entire duration of the course (Scheme is optional).

Security charges of Rs. 6,000/- is payable by the students which is refundable after completion of the course. [The Scheme is optional]

**(ii) General Rules**

1. The entire library is under the CCTV surveillance system.
2. Before entering the library students have to sign in the Visitors' Register.
3. Readers are advised not to bring their belongings in the library. However, students are allowed to bring their Laptop (without Laptop Cover).
4. Use of Mobile phone (with or without speakers or head phones) is strictly prohibited inside the Library.
5. Photography and recording are not allowed in the Library premises.

6. Writing, marking or otherwise disfiguring or damaging books or furniture is prohibited & punishable.
7. Students are required to maintain silence in the library.
8. Drinking/eating/talking/sleeping or sitting in an inappropriate posture is prohibited in the library.
9. Readers are required to leave the books/documents on the reading table after use. They are prohibited from keeping/hiding a document at any other place in the Library.
10. The Institute is not responsible for personal items that are lost, stolen, or damaged in the Library premises.
11. After the Final End-Term Exam is over, each student is required to obtain a No-Dues Certificate from the Library on returning all the books issued to him/her, surrendering the borrower's card and paying outstanding dues, if any.

The library rules and regulations can be modified from time to time and shall be binding on all concerned

## COMMITTEES / SOCIETIES FOR STUDENTS

- I. Following Centralized Committees/Societies of the Institute function under the supervision of Prof. (Dr.) Salonee Priya (Dean, Students' Welfare)
- i. **NCC:** NCC is the largest uniformed youth organization globally, with a cadet strength of around 15,00,000 presently undergoing training. NCC provides a lot of benefits to the Cadets. Besides contributing directly to the nation-building process, it also provides platforms to the cadets at state, national and international levels to showcase their talent and grow as a person. In order to contribute to the cause of Nation building, VIPS-TC has initiated NCC (Army Wing) with one Company of Boys (Senior Division affiliated to 7DBN) and one Company of Girls (Senior Wing affiliated to 5DGBN). Every academic session 54 SDs (Boys) and 54 SWs (Girls) from Semester I are inducted into NCC after rigorous rounds of screening selections. The college conducts regular NCC training, both practical and theory with a dedicated PI staff and care taker. GGSIPU has announced two credits for NCC under NUES from 2021-2022.
  - ii. **Aflatoon (VIPS Street play and Theatre Society):** Street plays and theatre are effective means of edutainment and not a moment's act. It is a participatory approach which deals with fictional narratives and thus used for communicating important societal issues. It allows individuals to express themselves in their own unique way and the freedom to participate is always there. Theatre activities influence the development as it stimulates life skills and challenges the attention of the participants and audience. The context and environment in which activities take place influences the outcomes not only in terms of building life skills but also sensitizing the youth on the issues that are focused in the activities.
  - iii. **Antrakshar (VIPS Music (instrumental and vocal) society) and 3.14 Crew & NrityaPravah (VIPS Dance society):** Studies conducted all over the world have shown that music and dance are directly related to intellectual, emotional and social evolution. Some of the important lessons that the students learn through music and dance are very important to life in general – the power of practice, patience and



teamwork. They learn to be creative and these platforms can provide a great outlet for them. Apart from the above mentioned benefits, music and dance help in building imagination and intellectual curiosity via artistic education.

- iv. **ELYSIAN (Art and Craft society):** Pursuing Arts and Crafts has the inherent benefits of encouraging the students to exercise flexible thinking, de-stress and explore their individual creativity.

**II. Following Centralized Committees/Societies are also operational during 2024-25 :-**

- i. **TEDxVIPS:** The society conducts TEDxVIPS every year from 2020. TEDxVIPS provides a platform to extraordinary people from different walks of life, who have achieved laurels through sheer hard work and have dared to do things differently and under very difficult circumstances. Past speakers include – Mr. Piyush Mishra, Mr. Akhilendra Mishra, Major Jacob to name a few. *Dr. Ramanpreet Singh (Dean, VSBS) organizes this event every year.*

- ii. **Enactus VIPS:** The society is a VIPS chapter of the global NGO - Enactus. Students get an opportunity to participate in social outreach activities where the society takes on projects to help the underprivileged and economically weaker sections of society.

Dr. Ramanpreet Singh (Dean, VSBS) organizes this event and involves faculty and students of other departments to participate

- iii. **Initio VIPS:** The society conducts a fest INITIO every year. This fest celebrates the vibrant confluences of innovation, intellect and creativity. Bringing together the sharpest minds and most talented students, INITIO blends the strategic brilliance of management with the boundless energy of cultural and academic expression. *Dr. Ramanpreet Singh (Dean, VSBS) organizes this event and involves faculty and students of other departments to participate*

- iv. **SPANDAN:** Spandan is an annual media extravaganza organized by the students of Vivekananda School of Journalism and Mass Communication (VSJMC) as part of their curriculum.

Spandan perpetually focuses on enhancing the quality of education and providing hands-on exposure to the students. From its inception in 2003, Spandan has become synonymous with spreading colors of joy, enthusiasm and designing a platform which provides an array of opportunities to the talented youth across departments in various spheres of the media industry and has received recognition from various colleges and universities around the nation. *Dean VSJMC, (Prof.) Dr. Charulata Singh organizes this Annual Event.*

- v. **Sports Committee:** The Sports Committee is headed by Prof. (Dr.) Ramanpreet Singh. Mr. Vicky Sehrawat is the Sports Officer. Sports Committee regularly monitors all the sports activities and performance of the students to ensure that the students improve their fitness, general health and imbibe a sense of healthy competition. A fair chance of participation is offered to all the eligible students. Students interested in becoming part of various sports teams like Football, Volleyball, Cricket, Basket Ball, Table Tennis, Chess, Carrom Boards are advised to contact Sports Officer.

**This year (2023 – 2024), the institute won various medals in the GGSIP University Annual Sports Meet 2023:**

Lawn Tennis (Men) Doubles	Gold Medal
100m and 200m Race (Men)	Gold Medal
Volleyball (Women), 2023	Silver Medal
Lawn Tennis (Men) Single	Silver Medal
Tug of War (Men)	Silver Medal
Power Lifting (Men) 93 kg	Silver Medal
Basketball (Women)	Silver Medal
Badminton (Men)	Bronze Medal

\*Kshitij of BA Economics (H), VIPS-TC was given “Athlete of the year” award.

### Medals won in other Tournaments held in 2023-24

Men's Tug of War, Don Bosco Institute of Technology, 2024	Gold Medal
Men's Tug of War, Don Bosco Institute of Technology, Sports Meet, 2024	Gold Medal
Cricket, DTU, Annual Sports Meet, 2024	Gold Medal
Men's Tennis (Doubles), DTU, Annual Sports Meet, 2024	Gold Medal
Men's Tug of War, MAIT, April, 2024	Gold Medal
Men's Kabbadi, Don Bosco Institute of Technology	Silver Medal
Men's Kabbadi, Don Bosco Institute of Technology, 2024	Silver Medal
Men's Tennis (Doubles), Symbiosis Law School Noida, April, 2024	Silver Medal
Women's Basketball, LSR College Annual Basketball Tournament 2024	Bronze Medal

Students interested for any sports activity may contact Mr. Vicky Sahrawat, Sports Officer.

- vi. **NSS:** The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. The motto of National Service Scheme is *NOT ME BUT YOU*. Inculcating the idea of selfless service at VIPS- TC (Self-Financing Unit) is a culture which helps the youth to build a strong character; prepare them for life's struggle; generate empathy for others; build society and nation; become better human beings; and ultimately achieve happiness. Vivekananda said, "The national ideals of India are renunciation, and service ... if you want to find God, serve man". And further, "Practical patriotisms means not a mere sentiment or even emotion of love of the motherland but a passion to serve our fellow-countrymen". He has shown us the path to making every student great, every nation great.

*Prof. (Dr.) Renu Vashisht- Professor VSBS and Dr. Sunil Kumar Mishra- Associate Professor VSJMC are Programme Officers and Ms. Megha Chauhan is the Administrative Officer of this scheme.*

- vii. **Centre for Spiritual Culture:** The Institute has created a Centre for Spiritual Culture for better health and environmental balance.

*Ms. Shailee Bhatia- Assistant Professor VSIT is the incharge of supervision & maintenance of Spiritual Centre.*

- viii. **SWAYAM NPTEL LOCAL CHAPTER:** NPTEL (National Programme on Technology Enhanced Learning), is a joint venture of the IITs and IISc, funded by the Ministry of Education (MoE) Government of India. Massive Open Online Courses (MOOC) is essentially an asynchronous teaching-learning platform, where the process involves the use of pre-recorded lectures, resource video materials, lecture notes, assignments and quizzes, as content and self-assessment at regular intervals. NPTEL now offers close to 600+ courses for certification every semester in about 22 disciplines. Under New Education Policy (NEP), UGC and AICTE have issued guidelines whereby up to 40% of course credits can be obtained by taking courses on SWAYAM NPTEL and credits earned in NPTEL can be transferred into Universities' credit system (as per the guidelines of the University).

VIPS-TC is recognized as an integral part of SWAYAM NPTEL as an (ACTIVE) LOCAL CHAPTER and students and teachers are availing various benefits of it since 2019. Students can learn and earn credits and certifications, wherein teachers can learn and earn FDP credits and Mentorship Certificates for their academic growth. As a Local Chapter in VIPS-TC, skill enhancement courses are also conducted by IIT Madras for the students free of cost from time to time. Management of the college also promotes the learning efforts of the students and motivates students by reimbursing the exam fees of the course taken by SWAYAM NPTEL of the top 1%, 2% and 5% students of the course every semester.

For more details, visit <https://nptel.ac.in/>

For Local Chapter Queries, you may write to us at [nptelwayam@vips.edu](mailto:nptelwayam@vips.edu)

*Dr. Pooja Thakar, Associate professor, VSIT is in-charge of SWAYAM NPTEL.*

- ix. **Mental Health Counseling facilities:** The counseling services are provided to students to help them cope up with stress related issues and

to ensure that they are at their happiest and brightest self all the time. She may be reached at [counselor@vips.edu](mailto:counselor@vips.edu) for booking an appointment/session.

In the same context, institute joined hands with **YourDOST**, one of India's leading online and emotional wellness platforms to support the students' psychological well-being. All students, faculty and staff members are provided with 24hrs online counseling services at <https://vips.edu/online-counselling/>

*Dr. Poonam Khurana, qualified Psychologist is in-charge of Mental Health Counseling Cell.*

- x. **Full time Medical facility:** VIPS-TC has medical room with first-aid facility and a full time MBBS doctor Dr. Rahul Solanki and Paramedical Staff Mr. Shiv Kumar Sharma to provide medical assistance to all students and staff.

## DEPARTMENTAL COMMITTEES

Vivekananda School of Law & Legal Studies (VSLLS) – BA LL.B (Hons.), BBA LL.B (Hons.), LLM (Corporate Law), LLM (ADR)

There are various Committees/Societies functioning in the departments. It is mandatory for every student to be a part of at least one of these committees/ societies.

### i) VSLLS Committees and Centres

- Moot Court Society “Advocates Legion”
- Legal Aid Committee / Clinic
- Pro – Bono Club
- Competitive Examination Guidance Centre
  - ❖ Guidance Centre for UGC – NET
  - ❖ Guidance Centre for Judicial Services Examination
  - ❖ Guidance Centre for UPSC – Pragati Centre
- Committee for Career Counselling, Training, Internship & Placement
- Cultural Committee
- Centre of Legal Research & Development
- Centre for PG Studies
- Centre for Constitutional law
- Centre for International law and Relations
- Centre for Criminal law & Justice Administration
- Centre for Intellectual Property Rights
- Centre for Cyber law
- Centre for ADR

- Centre for Business and Taxation Laws
- Debate Committee
- Lexcom
- Alumni Relation Committee

**(i) Vivekananda School of Information Technology (VSIT) – BCA, MCA**

There are different committees/societies functioning in the IT department.

- Literary Society
- Technical Society (ACE)
- Cultural Society
- Training and Placement Committee
- Institutional Innovation Council (IIC)
- Standards Club
- Google Developer Student Club (GDSC)
- Alumni Relation Committee

**(ii) Vivekananda School of Business Studies (VSBS) – BBA & B.Com (H)**

- Entrepreneurship Development Society
- Marketing Society
- Finance & Economics Society
- Human Resource Society
- Training & Placement Committee
- Fine Arts Society (like. Music, Dance, Drama and Debate etc.)
- Vivaran – Dramatics Society

- Vinc – International Conference Society
- Alumni Relation Committee

**(iii) Vivekananda School of Journalism and Mass Communication (VSJMC)**

- Video & Photography Society
- Radio Society
- TV Society
- Research Committee
- Film Society
- Debate Society
- Cultural Society
- Advertising Society
- Print Appreciation Society
- Training & Placement Committee
- Alumni Relation Committee

**(iv) Vivekananda School of Economics (VSE)**

- Arthvidya – Academic Society
- Vyom – Cultural Society
- Kalaa- Art & Craft Society
- Fotology- Photography Society
- Training & Placement Committee
- Alumni Relation Committee



**(v) Vivekananda School of English Studies (VSES)**

- Vivekalam : Literary Society
- Rangeet: Translation and Adaptation Club
- Mimansa: The Research Club
- Nazariya: Cine and Visual Art Club

**(vi) Vivekananda School of Engineering & Technology – VS(E&T)**

- Career Development Centre (CDC)
- VSE&T – Research & Development Committee
- VSE&T – Technical Committee
- VSE&T – Centre for Sustainable and Smart Future (CSSF)
  - ❖ Srijan SDG Club
  - ❖ Srijan Eco Club
- VSE&T – Kalakriti Creative Society
- VSE&T – Cultural Committee

## CONDUCT AND EVALUATION OF EXAMINATION RULES & ATTENDANCE RULES

➤ **Academic Year**

- (i) An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester.
- (ii) The break-up of the academic semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory 15 weeks (including work class tests)

Imparting of instructions and / or laboratory work	-	15 Weeks (including class tests)
Preparatory Leave	-	About 01 Week
Term End Examination, including Practical/ Laboratory examination	-	About 05 Week

The Academic Calendar shall be notified by the University each year, before the start of academic year.

**2. Academic Programme Committee**

- (i) There shall be an Academic Programme Committee in each University School, and programme-wise Academic Programme Committee(s) in affiliated institutions.
- (ii) Constitution of Academic Programme Committee: -

All full time regular teachers involved in the teaching of the concerned Bachelor's degree programme in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Dean/ Director / Principal of that institution, or another member of the Committee

so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.

- (iii) The Academic Programme Committee shall coordinate the conduct and evaluation of Continuous evaluation by teachers as per clause 10.5(i).
- (iv) The Academic Programme Committees shall also perform other tasks as assigned to it by the Dean/ Director/ Principal of the concerned affiliated institution.
- (v) The Academic Programme Committee shall meet as and when required but at least once in every Academic year. The Chairman of the Committee will convene the meetings.

### **3. Programme Coordination Committee**

- (i) In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors / Principals of all the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by one of the Deans of the University/ Directors/ Principals to be nominated by the Vice-Chancellor.
- (ii) The Committee shall coordinate the implementation of the academic programme to include timely coverage of courses (syllabus) and uniformity in internal assessment/ class tests. The Committee shall also assist in preparation of model question papers if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

### **4. Examination Fees**

The Registrar of the university shall notify the fees payable by the students for various examinations after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees prior to examinations shall not

ordinarily be eligible to appear in the examination. The Vice Chancellor may at his discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

## 5. Attendance Rules

- (i) As per GGSIPU University Ordinance, a student shall be required to have a minimum attendance of 75% in the aggregate of all the subjects taken together in a semester. Dean concerned may condone attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the Semester-End-Examination.

A student who has been detained due to shortage of attendance will not be allowed to be promoted to the next semester and he/she will be required to take re-admission and repeat all papers/subjects of the said semester with the next batch of students. In other words, he/she will lose one year.

The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period.

Dean of the School shall announce the names of all such students who are not eligible to appear in the semester term examination, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Examination Department of the University through Principal, VIPS-TC.

In case any detained student appears in the semester/supplementary examination, his/her result shall be treated as null and void.

- (ii) Every student has to attend a minimum percentage of classes in all the subjects as prescribed by the University/Bar Council of India; **Failing which he/she shall not be awarded the Degree.**

The Bar Council of India also requires the student to produce a Certificate

of Attendance issued by the Head of the Institution at the time of his/her enrolment with the Bar Council. If a student does not have 70% of attendance, he/she will not be permitted to enroll as an advocate as per the Advocates Act 1961.

- (iii) In case of participation in co-curricular and extra-curricular activities, student application duly recommended by the faculty in-charge of the particular activity should be submitted to Dean concerned before such participation, and also immediately after the participation is over for grant of attendance for that period. Any application received after 3 working days of the event will not be accepted.
- (iv) Once the list of students detained on account of shortage of attendance has been put up on the notice board, no further hearing will be given to the students except in cases of any discrepancy in the calculation of attendance.
- (v) If a student is continuously absent for more than 10 days without permission of the concerned Dean, his/her parents will be informed accordingly.

## **6. Evaluation and Examination**

- (i) The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination shall be determined in terms of credits assigned to the course.
- (ii) The evaluation of students in a course shall have two components unless specifically stated otherwise in Syllabi and Scheme of Teaching and Examination:
  - Continuous evaluation by the teacher(s) of the course.
  - Evaluation through a Semester term end examination.
- (iii) The guidelines for distribution of weightage for various components of evaluation shall be as below:
  - a. **Theory Courses**
    - (i) Continuous evaluation by Teacher(s) - 40%

- |    |      |  |       |
|----|------|--|-------|
|    | (ii) | Semester Term End Examination                | - 60% |
| b. |      | <b>Practical/ Laboratory/ Studio Courses</b> |       |
|    | (i)  | Continuous evaluation by Teacher(s)          | - 40% |
|    | (ii) | Semester Term End Examination                | - 60% |

The Syllabi and Scheme of Teaching and Examination shall prescribe the distribution of weightage for Continuous evaluation by teachers and term end examination.

- (iv) For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies/ Programme Coordination Committee, with the approval of the Vice-Chancellor.
  
- (v) Conduct of Continuous Evaluation by Teachers
  - Continuous Evaluation by teachers will be based on the basic principles of the Outcomes Based Education (OBE) to realize the defined Programme Outcome (POs) and Course Outcome (COs). The modalities of the Continuous Evaluation by teachers may be decided by the Academic Programme Committee/ Programme Coordination Committee, as applicable.
  - The University shall have the right to call for all the records of teacher’s continuous evaluation and moderate the teacher’s evaluation, if it deems fit, in any specific case(s)
  
- (vi) Conduct of Semester Term End Examination
  - All Semester/ supplementary term end examinations shall be conducted by the Controller of Examinations of GGSIPU.
  - The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester term end examinations.
  - For theory and practical examinations, and project report/ training report and any other term end evaluation component, all examiners shall be appointed by the Controller of Examinations.
  - For programmes being run in the University Schools (and colleges), recommendations for names of external examiners shall be obtained from the concerned Boards of Studies, through

their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run only in affiliated institutions, recommendations for names of external examiners shall be obtained from the respective Programme Coordination Committees, through the Chairman of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reasons, the recommendations cannot be obtained from the Board of Studies/ Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

- The panel of external examiners received by the Controller of Examinations shall be approved by the Vice-Chancellor, or any other person nominated by the Vice-Chancellor.
- The Controller of Examinations shall be authorized to add one or more names in the approved panel of examiners received from Board of Studies/ Programme Coordination Committee/ authorized Dean.
- The paper setter appointed by the Controller of Examinations, out of the approved panel for setting the Question Paper, shall set the Question Paper. The question paper shall be set out of the entire syllabus of the course.
- After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject-wise by the Controller of Examinations.
- Semester term end examination answer scripts of students shall be evaluated by teachers appointed by Controller of Examinations from the course wise list of teachers. The course wise list of teachers teaching a specific course shall be forwarded

by the Dean of the University School offering the programme or the Director/ Principal of the college. The list of teachers shall be forwarded to the Controller of Examinations within one month of commencement of the semester.

- The Syllabi and Scheme of Teaching and Examination of a programme shall prescribe supplementary examinations for the programme, if required.
- (vii) Semester term end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners appointed by the Controller of Examinations.
- (viii) For any other type of examination, not covered by sub-clauses (10.3 and 10.4) above, the mode of conduct of examination shall be as specifically provided in the Syllabi and Scheme of Teaching and Examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/ Programme Coordination Committee concerned, with the approval of the Vice-Chancellor.
- (ix) The results of a semester (including both the teacher's continuous evaluation and semester/ supplementary term end examination) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice-Chancellor.
- (x) The award list/ term end marksheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic semester, after the declaration of the result.

## **7. Criteria for Passing Courses, Marks, Promotion and Divisions**

- 7.1 (a) The maximum marks in a course shall be 100 irrespective of the credits assigned to the course.



- (b) The passing marks in course(s) of a programme shall be uniform across courses of a particular programme and shall be specified by the Syllabi and Scheme of Teaching and Examination. The passing marks shall be defined as the percentage of total marks (sum of both the teachers' continuous evaluation and term end examination) and shall not be less than 40 percent.
- (c) To pass/ qualify in a course, the student must appear in all components of evaluation of the course.

7.2 A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the result as well as mark-sheet of the concerned semester/ supplementary term end examinations.

7.3 (a) A student obtaining less than the passing marks assigned to a course and failing in the course, shall be allowed to re-appear in semester term end examination of the course in a subsequent year when the course is offered, subject to maximum permissible period as mentioned in clause 4.3 of university ordinance 11.

(b) A student who has to re-appear in a semester term end examination in terms of clause II(3)(i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, if there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of the students joining the concerned programme, the examination may be held in accordance with the old syllabus.

(c) Students who are eligible to re-appear in a semester/ supplementary term end examination shall have to apply to the Controller of Examinations through the School/ Institution concerned and pay the examinations fees prescribed by the University, to be allowed to reappear in an examination.

(d) The re-appearing student who secured less than marks equal to passing percentage (as defined in II.1(b) of maximum marks of teacher's continuous evaluation also have the option to repeat and improve the class test performance with regular batch of student. In such cases, the student will be required to apply for such improvement in the beginning of the said year, to the Dean/ Director of the School/ Institute. The revised marks, received from the School/ Institution concerned at least 7 days before the commencement of semester term end examinations shall be considered, otherwise the previous marks, already obtained by the student shall be taken into account without any modification. In such cases where the students opt to improve the class test performance with the next batch of students, the marks obtained in class test will be proportionately increased to include the component of assignment/ group discussion/ viva voce/ additional test/ quizzes etc. If such students do not re-appear in the term-end examinations, the improvement in teacher's continuous evaluation shall not be taken into account for result declaration. No extra fee shall be charged from the students for repeating the teacher's continuous evaluation.

(e) **Promotion Policy to the Next Academic Year**

- A student will be promoted to the next academic year only if such student has obtained at least 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought.
- All such students who fail to get promoted to next academic year for the reason of deficiency in required credits, as stated above or due to being detained in a particular academic year, will automatically be declared to have taken academic break to repeat such examinations of the year in which the student has failed or has been detained, so as to obtain sufficient credits to be promoted to the next academic year. Such a student shall not be required to repeat any course that student has already completed successfully.

On acquisition of sufficient credits for promotion, such students who have taken at least one academic break, shall be automatically readmitted

in the regular batch of that academic year of the concerned programme. The Syllabi and Scheme of Teaching and Examination applicable to such students on readmission (from the year of readmission) shall be the same Scheme as offered to the students of the regular batch. If the total credits of all courses offered to the student is less than the minimum credits of the regular batch students, then the minimum credits for the award of the degree of such students shall be as proposed by the Controller of Examinations and approved by the Vice-Chancellor otherwise it shall be equal to the minimum credits of the regular batch in which the student has studied the final year of the programme.

**Academic break shall be applicable only to students-**

1. Who are detained due to shortage of attendance.
2. Who do not attain the required credits for promotion.
3. Those who want to drop the acquired credits of an academic year and repeat the full academic year (that is, appear in all academic components), such students shall be required to apply through School of Study/ Institute/ College for readmission. This break shall be deemed as an academic break.

Only two academic breaks are permissible for a student for the completion of the academic programme. A student will not be allowed to take more than two academic breaks, for any reason whatsoever. A student who has exhausted two academic breaks and a further occasion arises for him/ her to take academic break, in such cases the admission of such student would automatically stand cancelled. If due to this clause, a situation arises where the student shall not be able to complete the requirements for the award of the degree in stipulated time as per clause 4.3, the admission of such students shall automatically stand cancelled. If such students, whose admission have been canceled as per this clause, and the student appears for examinations, the result of such students shall be declared null and void.

In programmes of studies governed by a statutory body, if the regulations/ rules of the statutory body specify any promotion policy, the same shall be applicable, after approval for implementation by

the concerned Board of Studies. The Board of Studies governing the concerned programme of study may impose additional requirements for promotion to the next academic year by incorporating the same in the Syllabi and Scheme of Teaching and Examination for the concerned programme.

**(f) Final Year Supplementary Term End Examinations**

A supplementary examination shall be conducted after the declaration of the final year result, only for those regular students who do not have backlog upto the pre-final year courses. That is, supplementary term end examinations to be held only for the courses of the final year for the regular students who have failed only in courses of the final year. The supplementary term end examinations shall be allowed only to students who have only been offered one chance to appear in the examinations of the final year course(s). The teacher's continuous evaluation components shall not change in these cases. The supplementary term end examinations shall be held for programmes of studies whose Syllabi and Scheme of Teaching and Examination specify this examination.

**7.4 Credit Requirements/ Transfer of Credits**

A candidate who has earned the minimum number of credits prescribed in the concerned Syllabi and Scheme of Teaching and Examination, either entirely from the concerned University School of Studies/ Affiliated Institute/ Centre for Learning and Education or including those credits which have been transferred after earning them for one semester/ semesters from any other University operating in and outside India and with which MoU has been entered by the Guru Gobind Singh Indraprastha University, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Syllabi and Scheme of Teaching and Examination shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Syllabi and Scheme of Teaching and Examination of a programme shall generally be 5-10% more than such minimum specified credits, subject to prescribed guidelines of the concerned statutory or regulatory authority, if any.

## 7.5 Grading System

After adding the teaching continuous evaluation marks to the term end examinations marks, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:

Marks	Grade	Grade Point
90-100	O	10
75-89	A+	9
65-74	A	8
55-64	B+	7
50-54	B	6
45-49	C	5
40-44	P	4
Less than 40 or absent	F	0

Grade P (grade point 4) shall be the course passing grade unless specified otherwise by the Syllabi and Scheme of Teaching and Examination for the programme. For grade(s) below the passing grade as defined in the Syllabi and Scheme of Teaching and Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the term end marksheets.

## 8. Unfair Means/ Students' Grievance Committee

### ➤ Use of Unfair Means

All cases regarding reported use of Unfair Means (UFM) in the examination during term end examination shall be placed before a Unfair Means Committee/ s to be constituted by the Vice Chancellor for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means"! shall be specified by the Examination Division and procedure for dealing with cases of suspected/ alleged/ reported use of unfair means shall be approved by the Vice-Chancellor. For UFM cases during teacher's continuous evaluation the Dean/ Director of the concerned school/ institution shall take appropriate necessary decision and communicate to the Examination Division.

➤ **Students Grievance Committee**

In case of any written representation/ complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the School/ Director of the Institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice- Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

**9. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

- Performance in a semester will be expressed as Semester Grade Point Average (SGPA) and shall be rounded to two decimal digits.
- Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Cumulative Grade Point Average (CGPA), and shall be rounded to two decimal digits.

The formula for calculation of SGPA and CGPA is given below:

$$SGPA = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$CGPA = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

Where

$C_i$  – number of credits for the  $i$ th course.

$G_i$  – grade point obtained in the  $i$ th course.

$C_{ni}$  – number of credits of the  $i$ th course of the  $n$ th semester.

$M_{ni}$  – marks of the  $i$ th course of the  $n$ th semester.

$G_{ni}$  – grade points of the  $i$ th course of the  $n$ th semester.

- Audit papers (as per clause 4.4) shall not be accounted for in the calculation of SGPA and CGPA.

The successful candidates as per clause 11.4 and having an overall CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree, shall be awarded the degree and shall be placed in Divisions as below:

- CGPA of 4.00-4.99 shall be placed in the Third Division.
- CGPA of 5.00-6.49 shall be placed in the Second Division.
- CGPA of 6.50 or above shall be placed in the First Division.
- CGPA of 10 shall be placed in the Exemplary Performance. Exemplary Performance shall be awarded, if and only if, every course of the programme offered to the student is passed in the first chance of appearing in the paper that is offered to the student. A student with an academic break shall not be awarded the exemplary performance.
- The CGPA  $\times$  10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

## **10. Award of Degree**

A student shall be awarded a degree if:

- He/ she has registered himself/ herself, undergone the course of studies, completed the project report/ training report specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- There are no dues outstanding in his/ her name to a School of the University/ Affiliated Institution; and
- No disciplinary action is pending against him/ her.
- He/ she has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree.

11. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Vice-Chancellor.

For programmes regulated by a statutory regulatory body, if a regulation is issued by the statutory regulatory body, and is at variance with the provisions of this ordinance, then the regulations of the statutory regulatory body shall prevail with the approval of Academic Council and shall be a part of the scheme and syllabus of study of the programme.

12. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/ advice of a Committee consisting of any or all of the Deans of the Schools. The decision of the Vice-Chancellor shall be final.



**CODE OF CONDUCT SPECIFIC TO  
Vivekananda School of Law & Legal Studies (VSLLS)  
BA LL.B (Hons.), BBA LL.B (Hons.)  
&  
LLM (Corporate Law) & LLM (ADR)**

**1) Dress Code**

The students of VSLLS are required to follow the dress code as prescribed *twice in a week* i.e. Mondays and Wednesdays. Dress Code: *White shirt with black trousers.*

**2) Participation in the Competitions / Conferences / Workshops / Activities at VIPS and outside VIPS**

**2.1 General Rules**

- Students are required to take prior permission in written of the concerned Committee / Convener if representing VSLLS, VIPS – TC.
- The participation in activities outside VIPS and classroom attendance should be balanced.
- A team or member of a team, if found guilty of misconduct during national moot court competition, will not be allowed to participate in any activity for one year.
- All selected teams have to bear the charges of registration fee and travel.
- Teams have to submit winning trophy to the Institute
- Participants will get attendance for the days of the competition and travel if the location is outside Delhi / NCR. No class attendance will be claimed by the participants as a matter of right.

**2.2 The rules specific to participation in Moot, Legal Aid, ADR are given below:**

**2.2.1 Rules for the conduct of Moot Court selection of team to participate in various competitions:**

VSLLS, VIPS-TC has a Moot Court Society and its office bearers nominated by the VSLLS, select student team to participate in various competitions. The following procedure is prescribed for selecting teams for various Moot Court Competitions: -

**i. Participation in Intra Moot Activities**

- a) Every student who desires to participate in the Moot Court Competition can do so by registering in the Intra Moot Court Competitions.
- b) Moot memorials/files are the property of the society, therefore any kind of distortion, mutation or destruction of these memorials/files would become actionable.
- c) Participating teams will be given one month for the preparation of moot activities. It is mandatory for them to attend three training sessions on oral arguments and memorial writing.
- d) The result of the competition will be announced on the day of the competitions.
- e) The advocates/alumni who have more than 3 years of experience will be called to judge the moot competitions.
- f) No student will be given attendance for preparing in the moot activities. Attendance will only be given for the day of participation in the activities.

**ii. Participation in International/National Moot Activities in India & Outside India**

- a) Those students who have participated in the Intra Moot Court activities or are part of the Moot Court Society will be given the opportunity to participate in the International/National Moot Court Competitions.
- b) The teams have to undergo a three tier-screening process to get selected in the International/National Moot Court Competitions. However, the selection process shall be subject to the *lex specialis* norms of the Moot Court Society.
- c) Selected teams shall be given guidance for preparing the memorials for the competitions.

- d) A team, once selected is not allowed to backout from the competition. In case a team or any member of the team does so, without any reasonable cause, he/she will not be allowed to participate in any other moot court activity for one year.
- e) A team or member of a team, if found guilty of misconduct during national moot court competition, will not be allowed to participate in any activity for one year.
- f) All selected teams have to bear the charges of registration fee and travel.
- g) In case a team wins the International/National Competition, it can apply for re-imbursement of Registration Charges.
- h) Teams have to submit winning trophy to the Institute.
- i) Participants will get attendance for the days of the competition and travel if the location is outside Delhi / NCR. No class attendance will be claimed by the participants as a matter of right.

**iii. Office Bearers of the Society**

- a) The office bearers of the society shall be selected on the basis of active participation in the organization of the Intra /National/ International Moot Competition by the Institute.
- b) The responsibility of the office bearers shall be to conduct training sessions for the participants.
- c) In case office bearers are participating in any of the Moot activities, they will remain suspended as office bearers.
- d) The above rules shall be subject to the Moot Court Rules as and when formulated and amended by the Moot Court Committee Advocates' Legion.

**2.2.2 VIPS Legal Aid Clinic**

The institute has set up a permanent Legal Aid Clinic to provide free legal services to the persons mentioned under the statute. Law students visit nearby villages and Jhuggi Clusters to disseminate knowledge about the purpose and activities of the clinic set up at VIPS-TC. The basic Code of Conduct specific to Legal Aid Clinic to be followed by the students is as under:

- ii. Students who register themselves for the Legal Aid Clinic have to attend all duties assigned and sessions organized by Vivekananda School of Law & Legal Studies.
- From among the students who fill in the form of Para Legal Volunteer Training, students be allowed to participate in the training.
  - It is mandatory for student members to do one – week Legal Aid duty.
  - Students are expected to maintain dignity and decorum in the Legal Aid Clinic.

### 2.2.3 Centre for ADR

The theoretical knowledge of law cannot be divorced from practical application. Alternative Dispute Resolution (ADR, though still in its nascent stage, is the future mode of resolving disputes. The Centre for ADR has been set up at VSLLS with the aim of helping the students, as future lawyers to imbibe this crucial skill. To that purpose, the Centre aims to:

- Increase awareness as to the significance of ADR;
  - Promote settlements of dispute through ADR;
  - To acquaint students with practical aspects of law, Centre for ADR undertakes the activities under the following three wings:
- (i) **Client Counselling** – Students are imparted the art of counselling the client. They learn in the process of extraction of facts from the clients, thus making them capable of advising the clients holistically. Each Participating Team here comprises of two students acting as Counsels who address to the problem of an in-house trained Client.
- (ii) **Negotiation** – Students understand ways to bring conflicting parties at a comfortable level on a negotiable table and to protect mutual interests. Each participating team here comprises of two students out of which one student acts as the Counsel and one team member acting as the Client (referred to as the “Negotiating Team”).

- (iii) **Mediation** – Students are trained in the complicated task of mediating between conflicting parties and their disputing interests. Each participating team comprises of three students consisting of one Mediator and two team members acting as the client – counsel pair (referred to as the “Mediating pair”).
- (iv) **Arbitration** - Students are imparted skills to prepare arbitration agreement.

### **Dress Code**

The dress code for the ADR competitions is business formal. All the participants are strictly required to adhere to the dress code.

### **Intra level ADR Competitions**

The skills of effective counselling, negotiating and apropos mediating is sought to be instilled as a part of routine development towards the career growth of law students.

- Each year an intra-level competition of Negotiation, Client Counselling, or Mediation is organised.
- Student (having attendance as per the rule) of VSLLS who desires to participate in the Intra – level competition can do so by registering in the said competition.
- The culmination of the intra-level competitions leads to identification of the students who have an interest in such competitions. Hence a merit list is drawn and the winners of the intra events get preference while screening students for the representation in the national and/or international ADR events outside college.

### **National / International Level ADR Competitions**

- Participation in the intra and national level competitions of Negotiation, Client Counselling, or Mediation is one of the criteria along with the attendance to shortlist the members of the Student Organizing Team.

- Familiarity of the student with the ADR competition also gives an added advantage to the student. Hence, the students who undertake the Mediation, Negotiation trainings, workshops organized by or outside the college are also given preference in the screening process.

### **Inter College Competition**

- Interested student must inform the Centre for ADR via email at vipsdrcc@gmail.com about the competition.
- The selection is done on the basis of screening.

PS: No student whether participant in the Intra-competitions and/or member of the Organizing Team in the intra or DRCC gets attendance for the preparation for the event. However, for the days of the competition the On-duty attendance is granted.

### **Selection of students for various roles**

- **Class Representative:** Two students from each section having good leadership skills will be selected as Class Representatives.
- **Executive Members and Members:** Students will be able to be the Executive Members and Members of the various VSLLS Centres. On call for applications, students need to express interest by submitting the application form. Selection will be done based on the applications of student. Call for applications will be floated on the commencement of the Odd Semester.
- **Students Assisting Editorial Board:** VIPS Student Law Review is an annual peer reviewed journal. Students can apply to assist the editorial board. Call for applications will be floated on the commencement of the Even Semester.
- **VIPS Law e-Newsletter:** VIPS Law e-Newsletter is monthly. It covers news of the events of the VSLLS, achievements of Students & Faculty and also important legal news. Students editorial board member of the VIPS LAW e-Newsletter. Call for applications will be floated on the commencement of the Even Semester.

**CODE OF CONDUCT SPECIFIC TO  
Vivekananda School of Information Technology (VSIT)  
(MCA & BCA)**

The MCA and BCA programmes at VIPS-TC are right blend of both academic and professional learning. The students undergo through rigorous academic work complemented by intensive project works, industrial exposures and value added workshops/seminars. At VIPS-TC, education is considered as an instrument of social change, which is our hallmark. We not only teach students to be High Quality Professionals but also to be socially responsible citizens. The MCA and BCA programmes concentrate on a sound theoretical background as well as good practical exposure to students in the relevant areas. They are intended to provide a modern industry based education in applied computer science.

**AIMS:**

- To equip the students to face the fast paced field of IT and provide them a platform to enhance their skills.
- To create entrepreneurs with ethical values.
- To take up software development and consultancy based live projects and further strengthen the Industry - Institute collaboration.

**STUDENT'S GROWTH AND DEVELOPMENT AT VSIT**

VSIT focuses on experiential learning and training the students for excelling in the corporate world. This is achieved through various workshops on emerging technologies:

- *Web Development*
- *Deep learning*
- *Cyber Security*
- *Machine Learning*
- *Big Data*
- *Artificial Intelligence*
- *AR/VR*
- *Game Development*

### Selection of students for various roles

- **Class Representative:** Two students from each section having good leadership skills will be selected as Class Representatives.
- **Students Assisting Editorial Board:** Students can apply to assist the editorial board of VSIT. Call for applications will be floated on the commencement of the ODD/Even Semester.
- **VSIT Newsletter:** VSIT Newsletter is bi annual It covers news of the events of the VSIT, and achievements of Students. Student editorial board member of the VSIT Newsletter. Call for applications will be floated on the commencement of the ODD/Even Semester.

### Value added Workshops and Seminars

Workshops, Seminars and Invited Talks are regularly organized for students to enhance their Technical as well as Soft Skills. These activities not only offer an exposure and an insight of the industry, but also provide them with the necessary inputs to chisel themselves into valued professionals.

### Interpersonal Skills and Activities

*“More participation, more partners, more experiences, more sharing” with this motto VSIT organizes various: -*

- Talk by eminent personalities from different walks of life on the importance of communication skills, career guidance, preparation for industry and other related areas are regularly organized.
- Regular aptitude and analytical tests are conducted in the institute for enhancing the IQ as well as EQ of the students to help them in the recruitment process.
- Group Projects are organized for students to develop team spirit.
- Activities like Technical Paper Presentation, Extempore, Creative Writing, Group Discussion, Mock Interview, Quiz, Software Case Studies and its Designs are organized regularly, to inculcate and enhance all round personality development of students.



## **Student Teacher Interaction Committee**

In a teaching institution there should be a good rapport between the teacher and the taught. They should be able to freely communicate with each other. They must understand and appreciate each other's viewpoint not only on academic matters but also in matters of general interest.

## **Classroom Activities**

Students should complete assignments, projects, and any other classroom activities set by the faculty for evaluation, on time. If a student is unable to complete the work in the designated time, he/she should discuss this matter with the faculty in advance of the due date.

## **Attendance**

Attendance is critical component of assessment and Students are expected to maintain 100% attendance in each subject during the semester. However, as per the University norms, students will be permitted to write their end-term exam at 75% attendance for each subject.

## **Labs**

The Institute provides ample up to date technical resources allowing its students to develop, practice and apply their technical proficiency. VIPS-TC campus provides the following well-maintained and spacious laboratories with appropriate teaching-learning facilities:

- **Computer Labs**

The Institute has four computer labs and latest version of all required software as per MCA and BCA course requirements are installed on all systems under MSDN academic alliance with Microsoft. Any other software required by students for project-work or research-work is also made available. Laboratories are available to students in working hours on all working days. The Labs are connected to the cyberspace with a high speed, dedicated 50 Mbps to 250 Mbps WiMax radio link from Tata Communications.

- **Digital Systems / IoT Lab**

To allow students to understand digital system hardware components and designs, VIPS-TC has a separate Digital Systems Lab which is equipped with PAL/ GAL trainer, 8085 microprocessor kits and IoT Kits etc.

### **Lab Instructions**

- Bags should not be carried to the labs.
- Students will be responsible for the systems allotted to them.
- Systems should be used for academic purposes only.
- Mobile phones should be switched off.
- Eatables and Beverages are not allowed in the lab.
- Use of pen drive is strictly prohibited.
- Systems should be shut down properly before leaving the lab.
- Default setting of the systems (i.e. wallpaper, desktop and screensaver) should not be changed.
- Playing Digital Games in the Lab is strictly prohibited.
- Students should get an application signed by the Dean (IT) and subject teacher for working after the Lab session.

Failure in complying with any of these rules will result in termination of the privileges and strict action will be taken against the violator(s).

## **CODE OF CONDUCT SPECIFIC TO**

**Vivekananda School of Journalism and Mass Communication (VSJMC)  
MA(MC) & BA (JMC)**

### **VIPS-TC Studio Network**

VIPS-TC has a network of studios for audio, video and photo production. The video studio offers an opportunity to students to gain hands-on experience of television production. The studio floor is well equipped with a pre-fabricated news reading and chat-show set up and proper green-rooms. The students can also use the Chroma screen to familiarize themselves with authentic news studio environment. Professional lighting equipment and facilities are also available in the studio. It offers the possibilities of live multi-camera shooting, through the Production Control Room (PCR).

In the Audio Studio the students can learn and practice audio recording, mixing and editing. The Non Linear Editing (NLE) setup offers professional video editing environment with Final Cut Pro (FCP) systems. There is a separate Photo Studio to help the students in learning still-photography.

The endeavor at VIPS-TC is not only to fulfill the requirements of the curriculum, but also to offer the scope of going beyond the same through a dynamic learning environment, complete with the latest infrastructure.

### **Rules & Regulations**

1. Before entering the studio, students shall take off their footwear and place it on the shoe rack. Bags should also be kept in the pigeonholes outside the studio.
2. Mobile phones must be switched off before entering the studio.
3. No eatables are permissible inside the studio.
4. Students shall maintain complete silence inside the studio.
5. Students should check the availability of the studio, a day before their requirement.
6. Students would be given entry inside the studio only if, either a lab class is

mentioned in the timetable or they possess a written permission from the Dean.

7. Entry to the students would be given only on display of their ID Cards.
8. Students are not allowed to access the equipment inside the studio in the absence of the Studio Supervisor.
9. For Group activity, entry would be allowed to the entire group with a log entry in the log register.
10. Once inside the studio, students are required to enter their details in the login register; thereafter they will be allowed to work.
11. Students are not allowed to step on any cables, electrical cords or wires.
12. Students are not allowed to touch set-up controls of any equipment.
13. After completion of their work / session, students shall enter the time of logout in the log register.
14. No student will be allowed to leave the studio without permission from the supervisor.
15. After completing their work, students will leave the work place clean and clutter free.

### **Studio Floor, Production Control Room (PCR) and Photo Lab**

Students have to take maximum care with the equipments they are using. Students causing any damage to the equipments, will be penalized.

### **Non-Linear Editing and Computer Labs**

- Once the students are allowed entry, they will be assigned an editing suite to work on. The student/ group will be responsible for any damages to the system during their session.
- Students have to seek editing slots at least three days in advance.
- No student/group will be allowed to work on the editing system beyond their fixed time slots.

## **Equipment Issuing Process**

If a student requires any equipment for use outside the campus, the following process has to be followed:

1. Students have to first check the availability of the required equipments from the subject teacher and the studio supervisor.
2. The group/student should write a formal application to the Dean BA(JMC) mentioning the following:
  - Equipments required
  - Date, time and duration of requirement
  - Area/ Location where the equipment will be taken to
  - Group involved in the activity
  - How the equipments will be transported to the location
  - Date and time of returning the equipments
3. The group should get this application signed from the Dean BA(JMC) and the subject teacher.
4. The original application (signed by all mentioned in pt.3) has to be submitted to the studio supervisor one day before the date of requirement.
5. The group/ student has to contact the Studio Supervisor at least one hour before the time of requirement.
6. The group has to enter the time of issue in the Equipment issue register.
7. Group/ student will be responsible for any damages to the equipments.
8. At the time of returning the equipments, they will be checked for damages and the group has to enter the time of return and its status on return in the Equipment issue register.
9. Any delay in return of equipment will invite penalty including fine.

For breach of discipline or violation of any of the above rules, Dean, VSJMC may award suitable Penalties/Punishments including payment of fine or debarring the students to enter the Studio/Lab for the whole semester.

**CODE OF CONDUCT SPECIFIC TO  
Vivekananda School of Business Studies (VSBS)  
BBA (G) & B.COM (H)**

The school of Business Studies equips the student with updated knowledge of business environment and essential managerial skills needed to succeed in the competitive corporate world. It provides exposure to techniques and tools needed to take effective business decisions and craft business strategies that enable business growth through innovation and sustainability.

The school adopts outcomes based education where the teaching – learning pedagogies are focused on student involvement and engagement. Faculties are trained to impart participative learning through techniques like group projects, role plays, simulations, presentations etc. Students are encouraged and mentored by faculty to undertake serious field research projects to sharpen their analytical and reasoning skills. Students thus get acquainted with basic research skills using latest softwares. Students are trained on latest tools like Advanced Excel for Financial Modeling and R Language for Research Methodology as a part of their curriculum.

To ensure and foster a harmonious and nurturing learning experience on campus, students of BBA (G) and B.Com (H) are expected to abide by the following norms of Code of Conduct:

**1. Dress Code**

The prescribed dress-code for students is black business suit, executive blue coloured shirt, and black shoes with a tie. Students of VSBS are expected to be formally dressed for their classes every day. The Prescribed Uniform is applicable strictly on every Tuesday and Friday of every week. Uniform is also compulsory for any co-curricular activity planned on campus. Casual dresses will not be allowed for any activity including Guest Lectures, Workshops, Training Programs, Interviews, and Presentations etc.

**2. Class Discipline**

Class attendance is a critical component of assessment. Students need to come to the classes on time. Late entry will not be permitted and the students will

be marked absent. Students must come prepared with readings/chapters that have been communicated to them before the class. For Group assignments the students must ensure that all members of the group work together cohesively to complete the tasks. Presentations, Role plays and simulations will be an inherent part of the pedagogy and students are expected to abide by all instructions communicated to them from time to time. Students must submit all their assignments on or before the deadline given to them. All late submissions will attract penalties.

### **3. Student Teacher Interaction**

The Institute encourages students to meet their teachers regularly. Each student will be allotted a class coordinator who will also be a mentor to the class. In case of any difficulty the student must reach out to the class coordinator or concerned faculty or the Dean and share the concerns. All the concerns will be listened to with patience and care. The institute strives to resolve all concerns and issues amicably and for the betterment of the students.

### **4. Skill Enhancement Training**

Students must utilize the opportunities of career counselling and skill enhancement training programs that are organized on campus regularly. The institute organizes training programs on latest softwares, Digital Marketing, Data Analytics, GDPI Training, Mock GDs & PIs, CAT/GMAT Assistance on campus. Students are requested to use these facilities for their career planning and progression.

### **5. Interpersonal Skills and Activities**

Students get ample opportunities to participate in activities like Technical Paper Presentations, Extempore, Debates, Creative Writing, etc., to develop their personality comprehensively. Students must try to reach out to students or faculty coordinating these events to participate and coordinate these events and thus take advantage of these experiential learning prospects available on campus.

## **CODE OF CONDUCT SPECIFIC TO Vivekananda School of Economics (VSE) MA Economics & BA Economics (H)**

Vivekananda School of Economics strives to provide an all-inclusive learning experience to the budding Economists of the future. Besides classroom learning, students are exposed to practical concepts of Economics through various group-projects, field-based research, workshops, seminars, panel discussions, paper presentations and community discussions. Students are required to engage in a responsible social conduct that reflects the ideals of “Man-making, Character-Building and Nation-Building” of VIPS-TC. Students of Economics should observe the following Code of Conduct

### **(i) Adherence to Policies**

Students are expected to:

- Familiarize themselves with the College policies relevant to them and adhere to those policies to the best of their ability, and assist and encourage fellow students to adhere to the policies;
- Draw perceived problems with the policies to the attention of their faculty, who will subsequently take it up with the Dean.

### **(ii) Participation and Conduct**

Students are expected to:

- Arrive in class on time and Students coming late will be marked absent. If for any emergent reason they are late in arriving, they should enter with minimal disruption;
- Restrain themselves from using mobile phones in the classrooms
- To actively participate in the committees of the department as well as in the events conducted by the department to ensure overall personality development;
- Bring any concerns about any class situation or about the course to the attention of the faculty or class coordinators in a timely manner, and in



an atmosphere that is non-confrontational and respectful of issues of confidentiality.

**(iii) Classroom Activities**

Students should complete assignments, projects, and any other classroom activities set by the faculty for evaluation, on time. If a student is unable to complete the work in the designated time, he/she should discuss this matter with the faculty in advance of the due date.

**(iv) Dress Code**

Students of School of Economics are expected to be in proper formal attire. The dress-code for students is Black trouser and Lavender coloured shirt on Mondays & Wednesdays.

**(v) Attendance**

Attendance is critical component of assessment and Students are expected to maintain 100% attendance in each subject during the semester. However, as per the University norms, a minimum of 75% attendance in each subject is required to write their End Term Examination.

**(vi) Student- Teacher Interaction**

VSE promotes a healthy student-teacher interaction through periodic mentor-mentee meetings. Mentor-mentee ratio of 1:30 is followed for effective interaction.

**CODE OF CONDUCT SPECIFIC TO  
Vivekananda School of English Studies (VSES)  
MA English & BA English (H)**

Vivekananda School of English Studies (VSES) stimulates, enhances and nurtures the interpretative, expressive and critical skills of the students within a rigorous course that takes them through the best in world literatures. The faculty at VSES engages the students in identifying, analyzing, interpreting and describing the texts within the historical, social, geographical and cultural contexts in order to enhance their ability to read, understand and reflect on texts from different perspectives. Regular internal assessments, class presentations, intense tutorial sessions and a packed timetable are the hallmark of the department. Woven within the pedagogy is the exciting tapestry of co-curricular calendar of varied literary activities. Students at VSES should observe the following Code of Conduct.

**(i) Dress Code**

The dress code for VSES students is Grey trousers and White shirt on Mondays and Fridays. Students are expected to be in decent formal dress throughout the week.

**(ii) Class Discipline**

Students are expected to acquaint themselves with the College rules, regulations and policies relevant to them and strictly adhere to those policies to the best of their ability.

As the students of VSES are expected to apply critical and theoretical approaches to the reading and analysis of literary and cultural texts in multiple genres they are expected to come prepared to the class with extra readings on the topic previously communicated to them. Group co-ordination and cohesion is necessary for all group tasks and assignments.

Class attendance is a critical component of assessment. Students need to be punctual and regular in their classes. They must strictly adhere to the deadlines for submission of their assignments.

**(iii) Student Teacher Interaction**

The department encourages students to maintain regular contact with teachers. Apart from giving their hundred percent into the department's curriculum and its co-curricular and extra-curricular activities, the faculty members also foster and encourage a healthy engagement with our students through mentoring.

## CODE OF CONDUCT SPECIFIC TO Vivekananda School of Engineering & Technology (VSE&T)

- B.Tech – Artificial Intelligence & Data Science
- B.Tech – Artificial Intelligence & Machine Learning
- B.Tech – Industrial Internet of Things
- B.Tech – Computer Science & Engineering
- B.Tech – Elec. Engg. (VLSI Design & Technology)
- B.Tech – Computer Science and Applied Mathematics
- B.Tech - Computer Science & Engineering (Cyber Security)

Vivekananda School of Engineering & Technology (VSE&T) has been established under the aegis of VIPS-TC with an aim to achieve excellence in the field of Technical Education. Keeping pace with the changing global needs and demands of new-age technology, VIPS-TC has introduced seven B.Tech undergraduate programmes in Artificial Intelligence & Data Science, Artificial Intelligence & Machine Learning, Industrial Internet of Things, Computer Science & Engineering, VLSI (Design & technology), CS & Applied Mathematics and CSE (Cyber Security) affiliated to Guru Gobind Singh Indraprastha University and approved by All India Council of Technical Institution.

We at VSE&T help students unleash their potential and refine the engineer within by laying the solid foundation of four cornerstones of our Ethos: Curiosity, Creativity, Capability, and Contribution. These Ethos will be students' northern star in personal, academic, and professional endeavors. At the end of their undergraduate voyage, students will unlock their full potential as an individual, as an engineer and as a technocrat.

### **Curiosity**

It is the very step of innovation - the brickwork of every greatest invention. It sparks excitement and in return, fills our students with ideas. At VSE&T, we ignite

students' curiosity and help them to find the very answers. We help students to develop a problem-solving mindset and encourage them to ask questions.

### **Creativity**

The essence of everything is thinking out of the box. Every problem is unique and so is the solution - all it takes is to have a different and innovative point of view. At VSE&T, we help our students develop the mindset to see things with a creative perspective. We support students' ideas and aid them to think differently through our dedicated team of mentors, centres and cells.

### **Capability**

Being a capable individual is the most important trait to contribute not only to one's own life but also to the society. At VSE&T we help our students to become proficient and skilled enough to realize their vision and ideas. Without a strong capacity, curiosity and creativity are just the figments of one's imagination. We provide our students with adequate knowledge, holistic skills and confidence to manifest the workable solutions in real-time. At VSE&T, we empower our students with this capacity with pre-eminent guidance.

### **Contribution**

A revolution starts with an individual and spreads like a forest fire. This individual process of change and contribution is the very key to sparking a change on a global scale. For example, it is said, "A great human revolution in just a single individual will help achieve a change in the destiny of a nation and, further, will enable a change in the destiny of all humankind." We at VSE&T work along with our students to encourage their ideas, solve their queries and guide their passion so as to make them capable individuals ready to contribute to the world by making innovative and relevant technologies that will change the future of the society for good.

We at VSE&T have created an emblem to remind our students of the great potential they possess. Our emblem is the symbol of Infinity - representing their limitless potential and endless possibilities. We encourage our students to embark on this voyage of learning, transforming, and bringing a change - together by becoming capable individuals who contribute to the people, planet and productivity.

## **Centres / Committees established at Vivekananda School of Engineering & Technology (VSE&T)**

### **1. VSE&T – Centre for Sustainable and Smart Future (CSSF)**

In synchronization with the objectives of the United Nation to bring the peace and prosperity for the planet and its inhabitants, CSSF has been initiated at VSE&T. The aim of the centre is to promote the sustainable development initiatives towards Nation building by providing a platform to students and faculty members to work towards achieving the same with scientific, technological and social interventions. The Centre promotes the sustainable development initiatives with use of technological interventions and digital tools. The Centre will focus on identifying the problems and searching for engineering solutions to UN Goals. All the students shall contribute towards their chosen SDGs in tandem with academics throughout their B.Tech journey. The long-term objective shall be to achieve a better and sustainable future in terms of developing new strategies for reducing energy consumption, adapting green technologies, and smart city initiatives protecting the planet from Environmental Degradation.

The Sustainable Development Goals are the universal call by the United Nations General Assembly to end poverty, protect the planet, and improve the lives and prospects of everyone, everywhere, as part of their sustainable development. It is intended that goals shall be achieved by the year 2030 and are hence colloquially referred as 'Agenda - 2030'.

### **2. Career Development Centre (CDC)**

The Career Development Centre (CDC) is committed to equipping students with the necessary skills & opportunities for professional success in this highly competitive corporate environment. Our well qualified & trained team provides personalized career guidance, organizes workshops on entrepreneurship, career planning, industry exposure, interview skills, and facilitates internship & placement. With state-of-the-art infrastructure and facilities at VIPS-TC, we invite leaders from the corporate world & provide them the best experience in recruitment. We create a crucial connection between campus and corporates. CDC acts as a mentor and counsellor to give students access to the best professional prospects in the industry thus evolving innovative and dynamic leaders.

### 3. VSE&T –Research & Development Committee

The Research and Development Committee is a dedicated group of professionals committed to fostering innovation and driving progress through strategic research initiatives. Our diverse team brings together expertise from various fields to tackle complex challenges and explore new frontiers of knowledge.

Our mission is to promote and support research activities that contribute to the advancement of our organization and society at large. We strive to cultivate a culture of curiosity, creativity, and collaboration, empowering individuals and teams to pursue groundbreaking ideas and solutions.

### 4. VSE&T – Kalakriti Creative Society

Kalakriti Creative Society at VIPS is a vibrant hub where creativity thrives. We foster an environment where visionaries and artists unite to redefine artistic expression. With passion and innovation as our guiding lights, we transcend boundaries and inspire others. Join us in our journey of boundless imagination and artistic exploration. Welcome to Kalakriti, where creativity knows no limits.”

### 5. VSE&T – Technical Committee

The Technical Committee of VSE&T aim to provide a platform where you can achieve your technical aspirations with other like-minded people and figure out new ways to grow as an engineer. Our committee intends to build a learning environment, create more opportunities for learning and growth and perhaps even uncover new career paths for students and faculty. We make these aspirations a reality primarily through a wide range of events regularly ranging from hackathons to international conferences, from student interest groups to workshops, and from eccentric quizzes to gaming leagues. The aim and vision of the technical committee of an VSET revolve around fostering a culture of innovation, technical excellence, and professional development among students. Here’s a breakdown:

- a) **Promotion of Technical Skills:** The committee aims to promote technical skills among students by organizing workshops, seminars, and hands-on training sessions in various engineering domains.
- b) **Encouraging Innovation and Creativity:** It strives to create an environment where students are encouraged to think creatively,

innovate, and develop practical solutions to real-world problems through projects, hackathons, and competitions.

- c) **Professional Development:** The committee focuses on enhancing the professional development of students by organizing events like guest lectures, industrial visits, and career guidance sessions to help them understand industry trends and requirements.
- d) **Industry-Academia Collaboration:** The technical committee has collaborated with industry partners and national and international academic institutes to organize guest lectures, Hands-On session, internships, and industry visits for students. This helps students gain practical exposure to real-world applications of technology and fosters industry-academic partnerships.
- e) **Skill Enhancement:** The committee aims to enhance students' employability by providing opportunities for skill development in areas such as communication, leadership, teamwork, and project management.
- f) **Community Engagement:** It may also have a vision to engage with the local community through outreach programs, social initiatives, and projects that address societal challenges using engineering solutions.

Overall, the aim and vision of the technical committee are centered on empowering students with the skills, knowledge, and opportunities needed to excel in their chosen fields and make meaningful contributions to society.

## 6. VSE&T – Cultural Committee

Cultural Committee, VSE&T is a vibrant hub that nurtures artistic expression and fosters creativity. It provides a platform for students to showcase their creativity and shed their inhibitions. Through participation in diverse forms of activities including Theatre, Dance, Music and Literary, students develop self-confidence, self-expression, stage presence and refine their communication skills, presentation abilities, and learn to work in teams. While pursuing these activities along with education, students learn prioritization and time management skills also, which assist them in shaping a good career.



**List of Laboratories/Workshops:**

- 1 Applied Physics Lab
- 2 Applied Chemistry Lab
- 3 Environmental Studies Lab
- 4 Electrical Science Lab
- 5 Engineering Graphics Lab
- 6 Engineering Mechanics Lab
- 7 Digital Logic Design Lab
- 8 Workshop Practice Lab
- 9 Computer Centre
- 10 Fundamentals of Computing Lab
- 11 Artificial Intelligence & Machine Learning Lab
- 12 Data Science & Analytics Lab
- 13 Cloud & Web Technologies Lab
- 14 Internet of Things Lab
- 15 Sensor Control Lab
- 16 Project Lab (Software)
- 17 Project Lab (Hardware)
- 18 VLSI (Design & Technology) Lab
- 19 Database Management Systems Lab
- 20 Mathematical Modelling & Simulation Lab
- 21 Computer Lab 1
- 22 Computer Lab 2
- 23 Practicum Lab
- 24 CAD Centre





## VIPS Anthem

चलो उठो जागो रुकना नहीं है  
पाने को पूरी दुनिया पड़ी है  
कदम हमने रखा पहला यहाँ है  
**VIPS** है सीढ़ी छूना आसमान है

मकसद है एक राहें अलग हैं  
मीर है कल के छूना फलक है  
हम से ही होगी कल की कहानी  
लिखेंगे हम देखेगी दुनिया सारी

बहना पड़े लहरों-सा बहें  
उड़ना पड़े पंछी-सा उड़े  
हमारा है आसमान ..  
सीखा है हमने यहाँ सभी

मकसद है एक राहें अलग हैं  
मीर है कल के छूना फलक है  
हम से ही होगी कल की कहानी  
लिखेंगे हम देखेगी दुनिया सारी

चलो उठो जागो रुकना नहीं है  
पाने को पूरी दुनिया पड़ी है  
कदम हमने रखा पहला यहाँ है  
**VIPS** है सीढ़ी छूना आसमान है

ख्वाबों का घर यहाँ  
सपनों का .. उम्मीदों का ...  
दर्शन है, दिग्दर्शन है  
यह सपना हमारा ... यह **VIPS** हमारा

चलो उठो जागो रुकना नहीं है  
पाने को पूरी दुनिया पड़ी है  
कदम हमने रखा पहला यहाँ है  
**VIPS** है सीढ़ी छूना आसमान है

मकसद है एक राहें अलग हैं  
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लिखेंगे हम देखेगी दुनिया सारी

Written and composed by Antrakshar:  
**VIPS Music Society**



**VIPS**

योग: कर्मसु कौशलम्  
IN PURSUIT OF PERFECTION

## **Vivekananda Institute of Professional Studies-Technical Campus**

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