

Name

Course

Division

Year of Joining

Roll No.

Address

Contact No.

Vision and Mission of Institute**Vision :**

To achieve excellence in imparting technical education so as to meet the professional and societal needs.

Mission :

- Developing technical skills by imparting knowledge and providing hands on experience.
- Creating an environment that nurtures ethics, leadership and team building.
- Providing industrial exposure for minimizing the gap between academics & industry.

STUDENT HANDBOOK

This Student Handbook is an official publication of Vidyalankar Polytechnic.

This student handbook presents the updated information on Vidyalankar's history, vision, mission, culture, policies, services and resources available to the students. These policies are applicable to all students and should be followed accordingly. Code of Conduct applies to student on campus. The policies of Vidyalankar Polytechnic are under continuous examination and revision. Any revision of the policies will be posted to the online version of the Student Handbook located at www.vpt.edu.in.

Web Resources :

Vidyalankar Polytechnic ... www.vpt.edu.in

V-refer ... <ftp://172.16.1.4/vp>

Contents

Page No.

1. Message to the Students 1

- Chairperson 1
- Director 2
- Principal 3

2. Overview 4

- Origin 4
- Governing Body 4
- Time Line 5
- Vision & Mission of Departments 8
- Mascot 9
- Vidyalankar Song 9
- Academic Quality Policy 10
- Awards and Honors 10
- Campus Location 11
- Routes 12
- Code of Conduct, Policies and Oath 13

3. Academic Information 16

- Programs Offered 16
- Admission Criteria 17
- Admission Process 18
- Photographs 20
- Payment of Fees and Financial Matters 20
- Free ships / Scholarships 21
- Roll Number 21
- Institute Timings 22
- Identity Card 22
- Residential Address and Phone Numbers 23
- Declaration of Native Place 23
- Curriculum 23
- Attendance 23
- Examinations 24
- Issue of Certificates 24

• Faculty and Staff	25
• Change in Address	25

4. Student Resources 26

• Library	26
• Computer Centre	27
• Internet	27
• Website and E-mail	27
• ERP for Information	27
• SMS Facility	28
• Notice Boards	28
• Value Added Courses	29
• Cafeteria	29
• Auditorium	30
• Souvenir Store	30
• Photocopying and Stationery Outlet	31
• Drinking Water	31
• Rest Rooms / Guest Rooms	31
• Electronic Surveillance	31
• Wadala Data Centre	32
• V-Print	32
• Amenities for Physically Challenged	33

5. Student Assistance 34

• Counselling	34
• Academic Mentor	34
• Student Grievance Redressal Cell	35
• Important Telephone Numbers	35
• First Aid	35
• Ambulance on Campus	36
• Security and Surveillance	36
• Fire Safety	36
• Evacuation Plan	37
• Lost and Found	37
• Placement Cell	37
• Career Counseling	37

6.

Student Activities

38

- Verve 38
- Publications 38
- Alumni Association 39
- Corporate Social Responsibility 39
- Committees at VP 40

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

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1. Message to the Students**Chairperson**

While bearing in mind, the prime values we cherish of honesty, integrity, responsibility, salubrious attitude, commitment and excellence, we at Vidyalankar wish to assure you that all decisions here are made solely to develop and enhance the interests of our students.



We consider the holistic development of every student as important as one's academic excellence. We also believe that one's choice be always directed by one's rationale alone, as that alone leads to the deepest of convictions.

The website acquaints you with what it means to be a part of the Vidyalankar family, the details of the academic courses and the facilities we offer at our campus to ensure that our students are well-equipped to face the challenges of the professional world.

Ms. Rashmi Deshpande

Chairperson, Vidyalankar Dnyanapeeth Trust

Director's Message

Welcome to Vidyalankar Polytechnic. Well-anchored on the principles of committed academic pursuit and participative culture, the Institute is progressing rapidly as the preferred destination for engineering and management aspirants. Our students have scripted many vibrant accomplishments in the decade and a half following its inception in 2002. The initiation of PhD, ME and MMS programs has reinforced the Institute's image as a centre for higher learning and research. We constantly strive to make our curriculum world class by integrating the latest advances in technology and business to prepare our students to face the challenges of the contemporary competitive environment. While stressing on the urgent need for generating indigenous and appropriate technology, at the same time I would like to remind them of Albert Einstein's words: "Concern for man and his fate must always form the chief interest of all technical endeavours. Never forget this in the midst of your diagrams and equations." Our team has attempted to make this website user-friendly and adequately informative, to ensure that it is convenient for you to be acquainted with our Institute, its programs, facilities, faculty, admissions and other necessary details. Wish you a happy and productive browsing.

**Shri Milind Tadvalkar**

Director, Vidyalankar Dnyanapeeth Trust

Principal's Message

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



Through careful academic planning we ensure that students get connected with the subject and have a strong foundation in the fundamental technical concepts which they can practically apply rather than simply read and remember. These subjects are woven into a well-knit fabric of lectures, assignments and practical sessions.

Vidyalkar Polytechnic provides a digitally enhanced learning environment. Modern architecture and aesthetically designed campus with its amenities and facilities sets the right ambience for academic pursuit.

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

Prof. Ashish Ukidve

Principal, Vidyalkar Polytechnic

2. Overview**Origin**

"Provoked by Intellect, Propelled by values"

Vidyalankar Polytechnic was established in the year 2002 after having secured permission from MSBTE and AICTE. It was founded by Prof. C. S. Deshpande whose illustrious educational career and missionary zeal continue to inspire everyone.

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

Governing Body

	Name	Designation
1.	Smt. Rashmi C. Deshpande	Chairperson, VDT
2.	Shri. A. R. Chatorikar	Secretary, VDT
3.	Shri. V. C. Deshpande	Managing Trustee, VDT
4.	Shri. Milind Tadvalkar	Educationist
5.	Dr. Unnikrishnan R.	Regional Officer Western Region, AICTE.
6.	Shri. Chandrashekhar V. Oak (IAS)	DTE, MS
7.	Dr. V. M. Mohitkar	Secretary, MSBTE
8.	Shri. Ashish Ukidve	Principal & Member Secretary

Time Line

Brief descriptions of important events from the academic year 2002 to 2017 are summarized, in the following table:

Year	Description
2002	Vidyalankar Polytechnic (Institute DTE Code: 3274) was initiated with the following programs (60 in take each) <ol style="list-style-type: none"> 1. Computer Engineering 2. Computer Technology 3. Electronics and Telecommunication Engineering 4. Information Technology
2005	Intake of Electronics and Telecommunication Engineering was increased from 60 to 120.
2007	Intake of Computer Engineering was increased from 60 to 120.
2008	Second Shift (Institute Code: 1090) started with the following programs (with intake of 60 each) <ol style="list-style-type: none"> 1. Electronics and Telecommunication Engineering 2. Computer Engineering, 3. Information Technology
2009	<ol style="list-style-type: none"> 1. Intake of Information Technology was increased from 60 to 120. 2. MODROBS grant of ₹ 6 lakhs was received from AICTE, for laboratory development. 3. ISTE Approved One Week Short Term Training program was conducted on "Java Application in Distributed Computing". 4. Two days' workshop on "Train the Trainer" by International finishing academy was organized.
2010	<ol style="list-style-type: none"> 1. Laboratory development for Software Testing Lab was carried out under MODROBS grant received from AICTE. 2. Indian Society for Technical Education (ISTE) chapter was formed.

Year	Description
2011	<ol style="list-style-type: none"> 1. ISTE approved One Week Short Term Training program on "Emerging Trends in Embedded System and Real Time Applications" was conducted. 2. ISTE approved One Week Short Term Training program on "Advanced Tools and Techniques using Java" was organized. 3. Two days' workshop on "Fundamental Excellence in Teaching" by University of Illinois at Urbana Champaign was organized.
2012	<p>ISTE approved One Week Short Term Training program on "Multimedia and Animation Techniques" was organized.</p>
2013	<ol style="list-style-type: none"> 1. Two programs were awarded "EXCELLENT" grade by the External Academic Monitoring Committee, appointed by MSBTE, after detailed scrutiny. 2. Inter college technical paper presentation competition "Technomantra" was introduced. 3. ISTE approved One Week Short Term Training programme on "Embedded System and Robotics using Android Platform" was organized. 4. ISTE approved One Week Short Term Training program on "Motivational Techniques in Teaching (Image Projection)" was conducted.
2014	<ol style="list-style-type: none"> 1. Vidyalankar - Tejas Telecom Laboratory was established. 2. ISTE approved STTP on Cyber Security, Digital Forensics and Cyber Law was conducted. 3. ISTE approved One Week Short Term Training program on "cyber Security, Digital Forensics and cyber law" was organized. 4. State level technical paper presentation called "Techno mantra" was initiated and conducted annually.
2015	<ol style="list-style-type: none"> 1. All the three programs were awarded "EXCELLENT" grade by the External Academic Monitoring Committee, appointed by MSBTE, after detailed scrutiny. 2. One Day DAE-BRNS IANCAS workshop on "Nuclear Science and Instrumentation" was organized. 3. Workshop on Leadership and team building was conducted.

Year	Description
2016	<ol style="list-style-type: none"> 1. Maharashtra State Board of Technical Education (MSBTE) sponsored Career Fair for students of various schools across Mumbai was organized. Approximately 1200 students visited the fair. 2. ISTE approved One Week Short Term Training program on "Teaching Skill and E-learning Development" was conducted.
2017	<ol style="list-style-type: none"> 1. All the three programs were awarded "EXCELLENT" grade by the External Academic Monitoring Committee, appointed by MSBTE, after detailed scrutiny. It may be noted that "EXCELLENT" grade was awarded for the FIRST time in the state of Maharashtra, for the all the 3 programs conducted in Second shift. 2. Faculty Development Program on Fibre-optics Security and TOR Network was organized in collaboration with BARC. 3. "Industry meet for Validation of Diploma Program Curriculum for I-Scheme" was organized in collaboration with Maharashtra State Board for Technical Education (MSBTE). 4. Maharashtra State Board of Technical Education (MSBTE) sponsored Career Fair for students of various schools across Mumbai was organized. Approximately 2000 students visited the fair. 5. "Trainers Training Workshop for I-Scheme curriculum implementation" was organized in collaboration with Maharashtra State Board for Technical Education (MSBTE).

Vision & Mission of Departments**Department of Electronics and Telecommunication Engineering****Vision :**

To produce Electronics and Telecommunication engineers capable of effectively using technical knowledge and interpersonal skills to benefit the industry and society.

Mission :

- Providing state of the art facilities and conducive environment enabling the students to sustain the challenges in the field of electronics and Telecommunication.
- Educating the students to face the competitive world, develop leadership skills and to in still discipline and ethics.
- Promoting industry institute interaction.

Department of Computer Engineering**Vision :**

To empower students with domain knowledge of Computer Engineering and interpersonal skills to cater to the industrial and societal needs.

Mission :

- Developing technical skills by explaining the rationale behind learning.
- Developing interpersonal skills to serve the society in the best possible manner.
- Creating awareness about the ever changing professional practices to build industrial adaptability.

Department of Information Technology**Vision :**

To become a leading center in the domain of Information Technology where learners are introduced to the concepts and implementation of technologies.

Mission :

- Encouraging academic excellence and a passion for learning through the use of learner-oriented teaching methodologies.

- Providing an environment that inculcates ethics and effective soft-skills and focuses on the development of learners.
- Establishing and reinforcing a symbiotic institute-industry interface so that learners can gain exposure to real-life applications of Information Technology.

Mascot

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

Vidyalankar Song

आओ बढ़ें

नया समय को नई दिशाएँ दे
एक एक करके अपनी आशाएँ जी ले

नया समय को नई दिशाएँ दे
एक एक करके अपनी आशाएँ जी ले

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

आओ बढ़ें जब कोई ना हो सहारा

आओ बढ़ें करके बुलंद विश्वास

आओ बढ़ें होने दो मुश्किल मंजिल

आओ बढ़ें हिम्मत से कर हासिल

It's my time

And there's so much to do

It's my time

And only the very best will do

It's my time

We can and we will

यह मेरा समय है

एक दिन का नहीं है यह जिंदगी का सफर

धीरज, समय, प्यार लगन से मंजिल तय कर

कर पक्के इरादे और बुलंद होसले

बढ़ते कदमों को हर कामयाबी बूमें

आओ बढ़ें जब कोई ना हो सहारा

आओ बढ़ें करके बुलंद विश्वास

आओ बढ़ें होने दो मुश्किल मंजिल

आओ बढ़ें हिम्मत से कर हासिल

It's my time

And there's so much to do

It's my time

And only the very best will do

It's my time

We can and we will

यह मेरा समय है

Academic Quality Policy

Vidyalankar Polytechnic is affiliated to Maharashtra State Board of Technical Education (MSBTE) and recognized by the Directorate of Technical Education (DTE). It is approved by the AICTE, Government of India, and has been awarded Excellent Grade by MSBTE.

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

Awards and Honors

- 1) **First Prize** in MSBTE State Level Project Competition held at Government Polytechnic, Bandra, Mumbai for project title " Bus Tracking System" with a Cash Prize of ₹ 75,000/-
- 2) **Computer Engineering** Final Year Students have developed a Fire Brigade App which has won honour in different project exhibitions. The project is about making a Mobile Application and Integrated System for Mumbai Fire Department.
 - (a) This innovative project has won the First Prize in Regional Level Inter College Polytechnic Project Exhibition (DYP-ProEx 2017) held at Dr. D. Y. Patil Polytechnic Nerul, Navi Mumbai for project title "Android application for Mumbai Fire Brigade"
 - (b) This project has also won The Second Prize in State Level Project Competition (THINKQUEST 2017) held at Babasaheb Gawade Institute of Technology, Mumbai Central – (Prize Amount ₹ 6000/-), and
 - (c) Runner Up in MSBTE Project Competition 2017 (Promoting Innovation Talent & Creativity through Project Competition) held at A. R. Kalsekar Polytechnic, New Panvel – (Prize Amount ₹ 41,000/-)

- (d) It has been approved for the integration of this project by MCGM 24 x 7 App Suite



3. Auditorium

The Institute has an auditorium which is an architectural masterpiece with a capacity of 264, area of 6000 sq.ft. and is equipped with state of the art audio-visual equipment. It is a brand new addition to the Vidyalankar Campus and has an International Award to its credit. It won the award for the Top Institutional Theater Design in the world at the Interior Design Best of the Year Awards in December 2014 at New York. This project has been featured in the December 2014 issue of '*Home Trends*' magazine and in the '*Professional Lighting Design*', an international magazine.



Campus Location

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

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

Routes

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

Bus Routes :

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

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

Monorail Route :

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

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



Railway Routes :

Our College is about a 10 - 15 minute walk from the Wadala Railway Station. Trains from all the two Rail Lines :

Central Railway and the Harbour Line come to Wadala making it a major junction station. The Dadar Railway station is also

very near to our college and can be reached to by 110 BEST Bus in approximately 20 – 25 minutes. Dadar provides a junction station for students travelling on the Western line and also to stations like Kalyan on the Central Line.

**Code of Conduct, Policies and Oath****Academic Integrity :**

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

No Smoking Policy :

Smoking is prohibited at all locations within the campus. We intend to promote a healthy atmosphere for all members of VP.

Mobile Usage Policy :

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

Dress Code :

In addition to being a valuable asset of the Institution, every student is also its brand ambassador. The conduct, behaviour and the personal

appearance of the student reflects on him as well as the Institution. Thus, it is important for all students to understand and follow the defined code of dressing as given below:



Formal wear is encouraged for all students and is mandatory during practical exams, viva voce, student presentations, guest lectures and other formal academic events. For boys the dress code is a neatly ironed, white coloured, shirt paired with blue Jeans and polished shoes. For girls the dress code is white coloured shirt paired with blue jeans paired with appropriate accessories and footwear.

This excludes faded jeans, low-waist jeans, clothes with cuts or holes, frayed / dirty / wrinkled clothes, track pants / shorts, tube-top dresses, dresses above knee length and slippers. Long hair and visible body piercing is not permitted in case of boys.

Display/Possession of identity cards by all occupants of the campus is mandatory for identification and security reasons.

Anti-Ragging Act :

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

1. "Maharashtra Prohibition of Ragging Act, 1999" of Government of Maharashtra.
2. All India Council for Technical Education (Prevention and Prohibition of Ragging in technical Institution, Universities including Deemed Universities imparting Technical Education) Regulations 2009.



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

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

Oath :

With God as my witness & this respected gathering as testimony, I swear that :

- I will use my mind, intellect, character, so carefully moulded herein, with due integrity in my chosen path & career.
- I will use word & deed with care that I may earn an honest livelihood.
- I will do the things to the best of my ability & continue to hold high the name & fame of this esteemed institute. I do to the best of my ability & judgment.
- I will be worthy of the diploma that I have so graciously received from this inspiring environment by keeping abreast of all technological development from time to time.
- I will bring optimum benefits of engineering, to the nation and society at large.
- Be it that I may be blessed to be worthy of all that I have hereby professed.

3. Academic Information

Program Offered

Courses	1st Shift Intake	2nd Shift Intake
Diploma in Electronics and Telecommunication Engineering Undergraduate	120	60
Diploma in Computer Engineering	120	60
Diploma in Information Technology	120	60

Intake of Sister Institutes :

The Courses Offered at **VSIT**

Level	Course	Intake
Undergraduate	B.Sc. IT	300
	B.Com. (B&I)	60
	B.Com. (A&F)	120
	B.Com. (FM)	60
	B.M.S	180
Post Graduate	M.Sc. IT	40
	MMM (Part Time)	60
	MHRDM (Part Time)	60
	MFM (Part Time)	60
	M.Com. (B&F)	60
Doctoral Program (Ph. D.)	Doctoral Program (Ph.D.) in Business Economics under the faculty of Commerce.	08

The Courses Offered at **VIT** :

Level	Course	Intake
Under-graduate	Engineering in Information Technology	120
	Engineering in Electronics	120
	Engineering in Electronics and Telecommunication	120
	Engineering in Computers	120
	Engineering in Bio Medical	60
Post Graduate	Masters in Information Technology	18
	Masters Electronics and Telecommunication	18
	Masters in Computers	18
	Masters in Management Studies	60

Admission Criteria

First Year Diploma Admission :

- 1) Maharashtra State Candidate
 - (i) The Candidate should be an Indian National;
 - (ii) Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks.
 - (iii) Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science & Technology (code 72 for Maharashtra State Board) are only eligible for admission.

- 2) All India Candidates / Jammu and Kashmir Migrant Candidates / Government of India Nominee Candidates :
 - (i) The Candidate should be an Indian National;
 - (ii) Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks.
 - (iii) Candidates who have passed Maths / Mathematics (code 71 for Maharashtra State Board) and Science & Technology (code 72 for Maharashtra State Board) are only eligible for admission.

For more information on eligibility for first year diploma refer following website :

<http://www.dtemaharashtra.gov.in/Poly2017/StaticPages/HomePage.aspx?did=740>

Direct Second Year Diploma Admission :

1. Candidate should have passed 12th Science
2. Candidate who have passed 12th science with vocational and technical subjects.
3. 10th + 2 years MCVC/ITI with appropriate specialization.

For more information on eligibility for direct second year diploma admission refer following website :

<http://www.dtemaharashtra.gov.in/DSD2017/StaticPages/HomePage.aspx>

Admission Process

1. Government Quota Admissions (First Year Diploma Admission)

Candidate allotted a seat are required to report at the Institute as per the schedule issued by Director of Technical Education, Maharashtra State.

Documents	To be Submitted by
Allotment Letter	All Students
Seat acceptance acknowledgement	
FC verification receipt	
SSC (Std.-10 th)Mark sheet	
HSC (Std.-12 th)Mark sheet (If You have completed HSC)	
School / College Leaving Certificate	
8 th & 9 th Mark sheets OR "Z" Proforma (Compulsory)	
Certificate of The Indian Nationality of the candidate	
Domicile Certificate (If applicable)	
Aadhar Card Xerox	
Five Latest Passport Size colored Photograph	
All Documents Attested Two Xerox Copy Set	Reserved Category
Caste Certificate	
Caste Validity	
Non creamy layer	
Students Bank A/C Passbook Xerox	For those who have passed Std 10 th from other than Maharashtra State Board
Migration Certificate	
Gap Certificate (Affidavit on Rs. 100/- stamp paper)	As applicable
Income Certificate (2016-17)	Tuition Fee Waiver candidates

- In case where, original certificates are submitted to any other college, candidate should furnish a letter from the Principal of that college stating details of all certificates retained by that college.

- Payment of fees – For confirming admission: Payment of fee stated above is a must. Fees can be paid in form of DD / Pay Order in name of “Vidyalkar Polytechnic”, payable at Mumbai. **No cheques / Credit / Debit cards are accepted.**
- General category, VJ, DT, NT, OBC and SBC candidates shall prepare DD / Pay Order by deducting Seat Acceptance Fee ₹ 2000/-.

2. Institute Level Admissions :

For Institute Level Admission and Admission against vacancy in CAP. Please Contact: 8169915982 / 24161126 Extn: 1308

3. Government Quota Admissions :

(Direct Second Year Diploma Admission)

Candidate allotted a seat are required to report at the Institute as per the schedule issued by Director of Technical Education, Maharashtra State.

Documents	To be Submitted by
Allotment Letter	All Students
Seat acceptance acknowledgement	
FC verification receipt	
SSC (Std.-10 th)Mark sheet	
HSC (Std.-12 th)Mark sheet	
School / College Leaving Certificate	
8 th & 9 th Mark sheets OR “Z” Proforma (Compulsory)	
Certificate of The Indian Nationality of the candidate	
Domicile Certificate (If applicable)	
Aadhar Card Xerox	
Five Latest Passport Size colored Photograph	
All Documents Attested Two Xerox Copy Set	
Caste Certificate	
Caste Validity	
Non creamy layer	
Students Bank A/C Passbook Xerox	
Gap Certificate (Affidavit on Rs. 100/- stamp paper)	As applicable

In case where, original certificates are submitted to any other college, candidate should furnish a letter from the Principal of that college stating details of all certificates retained by that college.

Photographs

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

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

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

Payment of Fees and Financial Matters**Government Scholarship Schemes :**

For Caste based scholarship refer following website :

<https://mahaeschol.maharashtra.gov.in/MahaEschol/Scholarships/Account/Login.aspx#1#1>

For Economically Backward Class Scholarship refer following website :

<http://www.dtemaharashtra.gov.in/EBC2016/StaticPages/HomePage.aspx>

For Minority based Scholarship refer following website :

<http://www.dtemaharashtra.gov.in/scholarships/?did=503>

Payment of Fees : For confirming admission: Payment of fee stated above is a must. Fees can be paid in form of DD / Pay Order in name of "Vidyalankar Polytechnic", payable at Mumbai. No cheques / Credit / Debit cards are accepted.

General category, VJ, DT, NT, OBC and SBC candidates shall prepare DD / Pay Order by deducting Seat Acceptance Fee ₹ 2000/-.

Free ships / Scholarships

Scholarships provide an opportunity for many students to earn an education. Without financial assistance from an outside source, some students may face trouble paying for the degree they are pursuing in order to enter the workforce and become a contributing member of society. A student's priority is gaining knowledge; academic performance can suffer greatly when a student finds it difficult to arrange for finances or gets into debts and loans to fund his education. Not only do scholarship recipients get valuable financial support, they also learn the importance of philanthropy and giving back. To lessen the financial strain on many students, the following scholarships are facilitated at the Institute:

Scholarship Type	Website Address
EBC Scholarships	http://www.dtemaharashtra.gov.in/EBCScholarship
Minority Scholarships	http://www.dtemaharashtra.gov.in/scholarships http://www.scholarships.gov.in/
Samaj Kalyan Scholarships (SC/OBC/VJNT/SBC)	https://mahaeschol.maharashtra.gov.in
Samaj Kalyan Scholarships (ST)	https://etribal.maharashtra.gov.in

Roll Number

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

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

Institute Timings

College timings	8.00 am to 7.15 pm (includes first and second shift)
Office timings	10.00 am to 5.00 pm
Library timings	9.00 am to 5.00 pm
Computer Centre	9.00 am to 8.00 pm
Souvenir / Stationery Outlet	10.00 am to 5.00 pm
Cafeteria	8.00 am to 7.00 pm

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

Identity Card

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



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

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

Residential Address and Phone Numbers

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

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

Declaration of Native Place

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

Curriculum

The curriculum prescribed by the MSBTE is taught during the term. For course curriculum, please visit www.msbte.com or www.vpt.edu.in.

Attendance

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

Examinations

Examinations are conducted by the MSBTE at the end of each semester. All the eligible students need to fill the examination form online on the link provided below :

[www.msbte.com/online activities/msbte 2017 activities/candidate login](http://www.msbte.com/online%20activities/msbte%202017%20activities/candidate%20login)

The requisite exam fee will be paid at the Institute, prior to every semester examination. All the students have to fill the examination form at the institute along with the requisite fees. Late fees are applicable on delayed payment towards examination fees.

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

Students are requested to refer to the following MSBTE Ordinances for the examination rules. Please visit www.msbte.com for more details. Students may contact the Examination Cell for more details.

Issue of Certificates

- **Bonafide Certificate** : Bona fide certificate is issued to students on payment of tuition fees. The certificate shall be issued within 3 working days.
- **Railway Concession** : Certificate for railway concession for local journey / long journey to native place is issued to eligible students. Students need to apply online to the department office for the same. The certificate shall be issued within 7 working days.
- **Certificates for Bank Loans** : Certificate for availing bank loan is issued to eligible students. Students need to apply online to the department for the same. The certificate shall be issued within 3 working days.

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

Faculty and Staff

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

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

Change in Address

In case of address change, the student or the parent needs to notify the office.

4. Student Resources**Library**

The Institute Library is one of the key learning resources which assist students in fulfilling their information requirements in a comfortable and properly- ventilated study space.



Considering recent trends, the library also provides material in the electronic form. The library is Wi-Fi enabled and students can utilize desktops and Akash tablets in the library for net surfing. For serious readers, the library provides a very cozy reading room which houses all books for reference work. The Institute library more than 2000 books on all engineering and management subjects taught at the campus, technical journals/periodicals, CDs as well as material for leisure reading.

Library Norms :

- Students can borrow 2 books from the library for the duration of one week.
- Library hours are : 8.00 am to 6.00 pm
- Reading Hall hours are : 8.00 am to 6.00 pm
- Late fee of ₹ 5.00 per book per day is applicable for delay in returning books.
- SC/ST students can borrow books from the SC/ST Book Bank Scheme. Interested and eligible students may contact the Librarian for more details.
- The library has a separate Reading Room section.
- Topper students can avail the Toppers Scheme where they acquire one book per subject prescribed in the syllabus for that year.
- Students can view Library Policy of the Institute on www.vpt.edu.in

Computer Centre

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

Internet

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

Students are provided with ample opportunities to work on open source solutions as well. For this, over 100 machines are on Linux based operating systems (Ubuntu, Fedora, CentOS) so that students are also exposed to development techniques on these Operating Systems platforms.

Website and E-mail

The Institute information can be availed on its website www.vpt.edu.in. For any queries/suggestions one can mail to principal@vpt.edu.in.

Students are issued email id (firstname.lastname@vpt.edu.in) on Institute server for academic use.

ERP for Information

ERP (Enterprise Resource Planning) is a software aimed at bringing in process refinement, efficiency, accountability and control in a college. Apart from managing the administrative, financial and academic functions of the institution, it provides a platform for sharing information between all the

stakeholders, viz. Students, Parents, Teachers, Administrators, Management, Corporate and the Alumni, thus ensuring:

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

SMS Facility

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

Notice Boards

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



Value Added Courses

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

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

Cafeteria

The Institute cafeteria offers an extensive menu comprising a variety of sumptuous South Indian, North Indian, Chinese and Continental food in a comfortable environment. The Café Coffee Day corner offers grab-and-go items such as sandwiches, puffs, soups, noodles, cold coffees and hot teas. Utmost care is taken to maintain cleanliness. The cafeteria is monitored at

regular intervals by experts from the Government Catering College, Dadar for hygiene in food preparation, quality, quantity, pricing, training to cafeteria workers, etc. It is open Monday to Saturday from 8.00 am to 7.00pm. The hours are extended when there is an event at the institute.

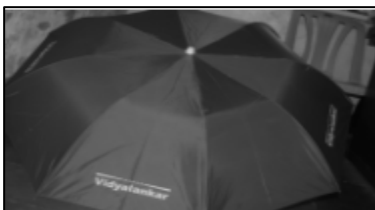
Auditorium

The Institute has an auditorium which is an architectural masterpiece with a capacity of 264, area of 6000 sq.ft. and is equipped with state of the art audio-visual equipment. It is a brand new addition to the Vidyalankar Campus and has an International Award to its credit. It won



the award for the Top Institutional Theater Design in the world at the Interior Design Best of the Year Awards in December 2014 at New York. This project has been featured in the December 2014 issue of '*Home Trends*' magazine and in the '*Professional Lighting Design*', an international magazine.

Souvenir Store



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

Photocopying and Stationery Outlet

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

Drinking Water

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

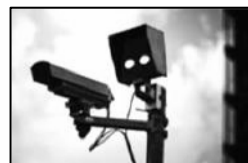


Rest Rooms / Guest Rooms

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

Electronic Surveillance

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



Wadala Data Centre

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

Configuration :

Rack Server : IBM System X3650 M4

RAM : 32 GB --1600MHz

HDD : 300x2 GB---10k

Processor : Xeon 8 Core 2.6 GHz 1866 MHz

SOPHOS Model : SG430

Firmware Version : SFOS 16.05.6 MR-6

Wi-Fi Access Point : SOPHOS AP 55
SOPHOS AP 55 C

Sonicwall Model : NSA 3500
Product Code:6005

Firmware Version : SonicOS Enhanced 5.8.1.13-1o

ROM Version : 5.0.1.5

CPUs : 4x550MHz Mips64 Oction Processor

**V-Print**

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

A quick glance at the features of V Print:

- Manages accounts and usage history for all users.
- Provides in-house, cheaper printing facility compared to alternatives available in the market.



- Provides color and B/W printing options at nominal cost
- Facilitates duplex printing option to save paper and cost
- Driven with authentication integrated with Active Directory for utmost ease and security.

Amenities for Physically Challenged

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



5. Student Assistance

At Vidyalankar Polytechnic, the concept of aiming for 'student delight' nurtures a progressive student-centric learning environment at the institute. A well-planned curriculum offering the latest on the technological front, expert guidance from experienced faculty, an aesthetically appealing campus equipped with all modern amenities, a wide range of co-curricular and extra-curricular activities and a plethora of opportunities to enrich one's personality make one's educational experience at Vidyalankar a truly rewarding one.

VP offers a vibrant and secure campus life to students. If one is interested in creating applications using technology, organize a workshop, play the guitar, lose oneself in a novel, pursue a hobby, participate in a sport, dance or brainstorm for ideas with friends, one will feel at home in VP. The Institute delights students with its stimulating learning atmosphere, well-equipped labs, library with a priceless treasure of books, modern food courts, lounge areas, gymkhana, play grounds and landscaped gardens.

Counselling

Counselling provides a major support system and is a valuable resource to nurture students during their academic careers. Every student at our institute is an important member of the Vidyalankar Family and all possible care and support is given to him/her.

We also have counsellor in our college in case of guidance regarding any type of problem you can mail to counsellor@vidyalankar.edu.in and get appointment for meeting.

Academic Mentor

Academic mentoring will ensure that students have a stress-free educational environment and are properly guided.



Student academic mentor, who is a faculty member, will provide information regarding course offerings, attendance regulations, placement opportunities and educational/career guidance in addition to providing counseling.

Student Grievance Redressal Cell

To realize the primary needs of the students, a Grievance Redressal Cell has been constituted. The cell is indented to find solutions for any kind of physical or mental harassment, Complaints regarding class room teaching – Class room management, completion of syllabus, teaching methods etc, If and when they arise. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

For any type of complaint please fill the form available on the website and mail it to principal@vpt.edu.in

Important Telephone Numbers

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

First Aid

First Aid boxes are available at the following places:

- Main Security Cabin
- Gymkhana
- Main Office



Ambulance on Campus

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

Security and Surveillance

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



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

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

Fire Safety

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



Evacuation Plan

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

Lost and Found

If you happen to lose any articles or books, you can contact the “Lost and Found” office in the VP building and attempt to retrieve them. Also, please deposit any articles you may find on the campus in the same office so that the rightful owners can reclaim them.

**Placement Cell**

The Institute has record for placements which are coordinated by the Placement Cell and Placement Officer. Apart from coordinating placement activities, this cell also prepares students on techniques to be successful in interviews, participating successfully in group discussions and personality enhancement through pre placement activities.

Career Counseling

The Institute provides career counseling and academic advising to all students. Counselors can provide you with educational and career information. Special seminars are held in final year for information about various career options after Diploma.

6. Student Activities**Verve**

VP has always encouraged its students to give expression to their talents and creativity by organizing cultural and sports-related activities and events. Students also get to prove their caliber by participating in the sports and cultural meets of other colleges.



The Institute has indoor as well as outdoor sports facilities on two playgrounds in the campus. The tournaments in Carom, Chess, Table Tennis, Foot Ball, Volley Ball, Cricket, Kho-Kho, Kabaddi, Arm Wrestling, etc. are also arranged by the Faculties.

Publications**Vector Newsletter :**

Recognizing the need to provide students with broader perspectives on campus issues, world and national issues related to technology and career planning, Vidyalankar has tied up with 'DNA' Publication and initiated the newsletter- 'Vector'. It has three objectives :

- Enhancing the learning environment on campus,
- Acquainting students with national and world events and
- Encouraging a readership habit.

Shanivar Manch :

To create an Educating experience by non-academic interaction, which will help them to acquire knowledge and skills essential for their personality development Vidyalankar Polytechnic has provided platform "Shanivar Manch" for students to express their talent. Students doing Zumba and yoga is shown in picture below.



Alumni Association

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

For details, please contact the Alumni committee members or visit to www.vpt.edu.in.

Corporate Social Responsibility

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

Committees at VP

VP has constituted a number of committees to provide a platform and opportunities for development of the faculty and staff which ultimately will benefit the students at the Institute. This section has information on the committees managed by the teaching community to foster strong ties among various stakeholders of the Institute. For example, The Hobby Club Committee organizes events to encourage students to nurture and promote hobbies; the Personality Enrichment Committee organizes events which focus on personality development; the Volunteering Committee encourages students to shoulder societal responsibilities etc.

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

- Alumni Committee
- Anti-Ragging Committee
- Career Counseling Committee
- Food and Beverages Committee
- Hobby Club Committee
- Industry Institute Interaction Committee
- Laboratory Development Committee
- Library Committee
- Parent Interaction Committee
- Staff Development Committee
- Personality Enrichment Committee
- Placement Committee
- Vidyalankar Volunteering Committee
- Website Committee
- Women Development Cell Committee