VIPS

योगः कर्मसु कौशलम्

IN PURSUIT OF PERFECTION

STUDENT HANDBOOK 2020-21

Code of Conduct, Examination Rules & Teaching Scheme

Vivekananda Institute of Professional Studies

Affiliated to GGSIP University, Delhi | Recognized by Bar Council of India and AICTE

Grade 'A' Accredited by NAAC | Recognised under Section 2(f) by UGC

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



"God is not to be reached by the weak. Never be weak. You have infinite strength within you. How else will you conquer anything? How else will you come to God?"

Swami Vivekananda

MISSION

"Man Making, Character Building Nation Building", as espoused by Swami Vivekananda.

VISION

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

Message from the Chairman's Desk

Dear Students and Parents,

Welcome to Vivekananda Institute of Professional Studies (VIPS), where learning is a way of life.

VIPS is a nursery for budding professionals and a cradle for intellectual development. Education at VIPS ensures that minds are more open, souls are more pure and filled with integrity and veracity.

VIPS truly practices and professes the philosophy of Swami Vivekananda – "Man Making, Nation Building and Character Building" as the basic foundation of every activity and process.

The process of learning needs to be steered with right direction hence students need to be developed under a code of conduct governed by values preached by Swami Vivekananda. The code of conduct would govern their general behaviour on campus and inside classrooms. Students would need to adhere to the laid down norms related to attendance, class behaviour, faculty interaction etc., failing which will attract disciplinary action. The code of conduct is to polish the personalities of students and bring in them a strong sense of commitment and dedication towards their own selves and all stakeholders of the society.

VIPS believes that every student is unique and has something to contribute to the society. Highly qualified, talented and dedicated faculty members, nurture talent of young minds by mentoring them, ensuring that they are industry ready professionals at the end of their education at VIPS.

The academic and intellectual inputs are catalysed through a state of the art world class infrastructure which has already been acknowledged in the Delhi NCR region as one of the best facilities available for education and learning. Besides the physical facilities we have a nationally awarded, technology based learning management system which ensures that our students are tech savvy to adopt all technological changes that they will face in their life and careers ahead.

With this focused approach we believe in providing the finest learning environment and making the best out of all students who become a part of VIPS family.

Wishing you all success in your life and career ahead!

Dr. S.C. Vats
Chairman, VIPS

From the Desk of
Chairperson, Academic Council, VIPS

Dear Students,

At the outset I congratulate you for taking a right decision to join Vivekananda Institute of Professional Studies, a premier professional institute affiliated to Guru Gobind Singh Indraprastha University in Delhi. We whole heartedly welcome you here and hope and pray that the ensuing academic years turn out to be your best years in the life of each of you and for the Institution. To achieve this sense of fulfillment, all of us have to work together towards a common end that is, happiness and fulfillment of the aspirations and expectations of each of you at this Institution.

The first requirement for such a fulfillment is 'discipline'. The Patron Saint and the great soul after whom this Institution is named, Swami Vivekananda, has emphasized in his teachings and as repeatedly reiterated by his disciple that "Lack of Discipline undermines all other good qualities." All of us have many good qualities and talents but these qualities and talents can flourish and become useful for us, as well as for the society only if we have self-discipline.

Therefore, Discipline has to be one of the basic essential of an individual and of an institution. Let us adopt discipline as our core value for this academic year, so that our future remains hopeful and bright.

In order to guide you towards the path of self-discipline which will lead you to success, fulfillment and happiness; we have in this booklet spelt out some fundamental and basic discipline in your conduct while you are at this Institution. The booklet also contains the basic teaching scheme of all programmes and examination rules which will be very useful for your studies in the institute.

I would entreat you to read them carefully and imbibe them in your day to day activities at this institution so that we, the management and the faculty will be proud of you and you will be proud that you have become a part of this premier Institution.

I therefore solicit your whole hearted compliance in observing the "Code of Conduct" as specified in this booklet.

I wish you success and happiness in your endeavour.

LET US ALL WORK TOGETHER TO BUILD A GREAT NATION.
JAI HIND.

Prof. Rattan Sharma
Chairperson, Academic Council

Message from the desk of Director, (Academics Excellence, PR, Protocol)

Dear Prospective Students and Parents

Today we are all living in a new normal and looking forward to the day when our lives would return to some semblance of what we have been used to taking for granted in the past. The hardships that you have experienced owing to the pandemic are totally imaginable. It equally pains us with the fact that we are not available in person to welcome you to our sprawling campus.

Since academics is the priority at VIPS, we have a dedicated Learning Management System to keep all the stakeholders of the specific programmes, connected. Our teaching and learning is outcome based and this has earned us accreditations/ certifications like NAAC, NBA and the like.

Given the current scenario, we have created an interactive online classroom with Microsoft Teams and have adopted a blended pedagogy with asynchronous and synchronous tools to enable our students to receive the best.

In addition to the prescribed curriculum delivery, VIPS has collaborated with International and National Learning Platforms to enhance the skills of our students to the fullest. For this VIPS has a Local Chapter at National Programme on Technology Enhanced Learning (NPTEL), which is a project of MHRD (under SWAYAM), initiated by 7 IITs (Bombay, Delhi, Kanpur, Kharagpur, Madras, Guwahati and Roorkee) along with IISc, Bangalore. It is one of the largest online repository in the world and offers MOOCs with proctored assessments and E-verified certificates.

We also have collaborated with Coursera for Campus which is an international Learning Platform, offering certified courses free of cost to all those who have an ID with VIPS verified domain name.

Along with our sincere efforts at striving towards academic excellence, we emphasize on character education by socializing our students through direct instruction and example. We have dedicated space for inner engineering where spirituality has no religion, colour or shape. This space is a pathway to silence enabling us to delve into inner self and polish it with altruism, as envisioned by our Founder Chairman.

Every office/department at VIPS, strives to foster excellence not just in academics but holistic wellbeing which is nurtured through societies/clubs such as NSS, Gender Champions, Magnum Concilium (which is an amalgamation of Model United Nations/ Youth Parliament), in addition to many more under the ambit of students' welfare.

I encourage you to explore our website https://vips.edu/ and welcome you to become a part of our wholesomely nurtured teaching and learning with a mission of "Man-making, Character building and Nation building".

Best Wishes

Prof. Dr Shilpa Khatri Babbar
Director, (Academics Excellence, PR, Protocol)

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. Though it has been a long wait, especially in these unprecedented times of Covid-19 and 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 (VIPS) has always believed in Swami Vivekanandji'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 has always imparted to its students. Driven with the principle thought, 'In Pursuit of Perfection', VIPS 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 Student Welfare ensures the overall growth of students by providing various centralised platforms such as

- Antrakshar (Music Society)
- Aflatoon (Street Play and Theatre Society)
- 3.14 Crew (Dance Society)
- Elysian (Art and Craft Society)
- Vivekalokan (Literary e-Corner)

With the teachings and philosophy of Swami Vivekananda embedded deep in the roots of VIPS, Man Making, Character Building and Nation Building have always been its unfailing mission. It is a monumental task to train young brains and make them good human beings, responsible citizens, ideal members of a society and inspiration for others and we at VIPS strive for it. Education is definitely not just about earning a great living; it means living a great life.

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

Explore new horizons at VIPS in your quest of knowledge!

Best Wishes,

Dr. Salonee Priya
Dean (Students Welfare)

Message from the Office of Principal, VIPS

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 two Sections: Section A contains conduct and discipline, guidelines, rules, and Section B provides rules regarding Examination and Evaluation and also the Teaching scheme. We sincerely believe that students should follow these rules and regulations throughout their stay in VIPS 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 for any grievance redressal and any assistance at any time.

Prof. (Dr.) Anuradha Jain
Principal, VIPS

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*VLS – Vivekananda School of Law & Legal Studies

*VSIT – Vivekananda School of Information Technology

*VSJMC – Vivekananda School of Journalism & Mass Communication

*VSBS – Vivekananda School of Business Studies

*VSE – Vivekananda School of Economics

*VSES – Vivekananda School of English Studies

Section A

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 endeavour of every student at VIPS 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.

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.

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 strives to foster amongst students the camaraderie and espirit-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 Anti-Ragging Committee.

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

- Prof. Anuradha Jain — Chairperson
  Principal & Dean, VSE and Statutory Compliances
- Dr. Pawan Whig — Member
  Dean, Research and Publication
- Dr. Deepali Vashisth — sMember
  Associate Professor, VSLLS
- Dr. Renu Vashisth — Member
  Associate Professor, VSBS
- Dr. Amit Channa — Member
  Associate Professor, VSJMC
- Dean of concerned Department — Member
- Mr. Ayush Mittal — Member
  Student representative
- Mr. Rajan Mittal — Member
  Parent representative

Student or Students can lodge a complaint regarding ragging in the office of Principal, VIPS, Block-B, Ground Floor.

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

As per the guidelines of UGC and the Supreme Court of India, an Internal Complaint Committee has been established at VIPS 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 functions from Room No. 405, Fourth Floor, B - Block.

Member of ICC (SH):

Prof. Dr. Neeru Nakra	**Chairperson**
Dr. Renu Vashisth	**Faculty Member**
Dr. Pooja Sehgal	**Faculty Member**
Mr. Sahil Koul	**Faculty Member**
Ms. Neha Mangla	**Faculty Member**
Dr. Hardeep Kaur	**Faculty Member**
Dr. Navjeet Sidhu Kundal	**Convener, Faculty Member**
Ms. Vanita Chopra	**Admn. Rep. Member**
Ms. Rachna Jain	**Admn. Rep. Member**

(NGO) External Member

(If the matter involves students)

Mr. Rahul Tanwar, **MCA3rd Year Student**	**Student Member**
Ms. Aastha Shrivastava **BBA LLB 9th Semester Student**	**Student Member**

Staff/Students can lodge a complaint regarding sexual harassment in the Room No. 405, 4th Floor, B-Block or through E-mail neeru.nakra@vips.edu or on Phone

No. 9313631127.

(III) Grievance Redressal and Welfare Office

VIPS 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 publicised 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.

Grievance Redressal Committee

VIPS has constituted a "Grievance Redressal Committee" of following members to address the grievance of students, parents, faculty and staff.

- Prof. Dr. Anuradha Jain
  Principal, VIPS — Chairperson
- Dr. Shalini Bhartiya
  Assistant Professor, VSIT — Member
- Mr. Amarnath Kumar
  Assistant Professor, VSES — Member
- Mr. Sant Kumar
  Assistant Professor, VSBS — Member
- Dr. Bidyarani Asem
  Assistant Professor, VSJMC — Member
- Mr. Jyotika
  Assistant Professor, VSE — Member
- Ms. Rachna Jain
  Administrative Officer (Acad) — Member

- Ms. Shivani (Student Representative)
  40617703516 (BBA LLB – 8th Semester) Member
- Mr. Abhinav Singh
  Assistant Professor, VSLLS Convener

The students "Grievance Redressal and Welfare Office" will function from the office of Principal, Room No. 01, Ground Floor, Block-B.

Disciplinary Committee

- Dr. Indira Bhardwaj
  Dean, VSBS Chairperson
- Ms. Richa Srivastava
  Assistant Professor, VSLLS Member
- Ms. Amita
  Assistant Professor, VSLLS Member
- Dr. Dheeraj Malhotra
  Associate Professor Member
- Mr. Sachin Gupta Member
- Dr. Aanchal Aggarwal Member
- Dr. Ruchi Kansil Member
- Dr. Vaishali Billa Member
- Dr. Aneela Tahilramani Member
- Ms. Neha Anand Member
- Ms. Shiva Jain Member
- Dr. Anshu Gagal Member
- Dr. Bhawna Vij Arora Member

(IV) 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 takere-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.

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.

(V) 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. Absenting from university exam without any valid reason (like sickness/ hospitalization etc.).
4. Found inappropriately indecently dressed.
5. Moral turpitude or misbehavior and misconduct of any kind with associates, staff, faculty and outsiders.
6. Use of criminal force with fellow students or any other person.
7. VIPS is an alcohol/tobacco free campus. Consumption of alcohol or any form of tobacco inside 100 meter radius of VIPS is a punishable offence. It might even lead to suspension.

8. Possession, use and/or distribution of substances of abuse are prohibited on VIPS premises.

9. Noncompliance of any order/instruction of the competent authority of VIPS as displayed on notice boards from time to time.

10. Use of Crackers or Holi Colors in the Campus.

11. Eve teasing & creating nuisance in the class or during events/functions.

12. Failing to pay the prescribed fee within the time schedule notified by the Institute.

13. Unauthorized communication/association with foreign nationals, press, undesirable persons and political parties in India and abroad.

14. Entry into areas declared 'Out of Bound' by the Institute authorities.

15. Socially unacceptable behavior including the style of dressing.

16. Not carrying Institute ID Card inside the Campus.

17. Collection of funds for any purpose, unless authorized by the Institute authorities.

18. Cell Phones shall be on "Switch Off" mode in the class/laboratory/ library or during any other academic activity, like Seminar, etc.

19. Damage of any building, trees, plants or property belonging to the Institute.

20. Defacement of desks, tables, seats or any other furniture of the Institute.

21. Putting information/poster without permission of the Dean/Registrar on Notice Boards.

22. Cheating in any form during examination, class test, or written reports including case analysis, experiments or assignments.

23. Unauthorized possession of notes or any material related to the examination or test, whether the student actually uses them or not.

24. Copying or allowing another to copy from one's examination papers. In the latter case, both parties shall be held liable.

25. Vandalism or the deliberate destruction of property belonging to the Institute and visitors on campus.

26. Carrying or possession of a deadly weapon inside the Institute's premise or outside the Institute during an academic function or school activity.

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

(VI) 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 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.

(VII) 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 USE OF SOCIAL MEDIA

Guidelines are hereby issued to all students of Vivekananda Institute of Professional Studies (VIPS) 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) 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 (VIPS) 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 (VIPS), 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 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 cannot be mentioned in any such account even if the account holder belongs to VIPS.

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.

Guidelines for Students for Online Learning Process

To ensure seamless and enriched learning through the Pandemic of COVID 19, VIPS has crafted a Blended Learning Program with both synchronous and asynchronous elements of teaching.

Asynchronous learning includes activities which students can pursue beyond their class hours/schedule. This helps build content knowledge and allows students to apply learning in creative ways. Pre Recorded Lectures, for example, are particularly well-suited for asynchronous learning as students can watch pre-recorded sessions in their own free time, thus ensuring maximum and effective utilization of the time marked for live classes in face-to-face interactions and discussions.

Synchronous learning happens during real time Live face-to-face class. Here the students can interact, discuss, share and develop perspectives to all the content that they have studied and absorbed during the asynchronous mode.

It is important that the students read and understand the content at their individual level before they come to the class. In the class they then try to develop on their individual understanding about the concepts by listening to diverse perspectives from other students and develop an evolved thinking on it. It allows an enriched and evolved learning experience for both students and faculty member.

Blended instructional format has few other advantages:

- Convenience of access to a wide variety of study material
- Students can engage with content in a variety of formats — video, text, audio — and can choose the format that suits them best.
- Students can watch videos and read the content multiple times to help absorb content.
- Wide variety and range of materials can be presented to increase learner choice.
- Opportunity for Collaborative learning
- Students can collaborate with each other for enhanced and enriched

peer learning like shared documents and message boards that act as supports in and out of class.

- Inclusive learning through diversity of perspectives
- Guest speakers from around the world can be invited much more conveniently in online sessions to share their experiences.
- Self-Regulated Learning
- Self-regulated learning helps students to maintain journals of their daily learning and thus keep track of how their thinking has evolved during the course of study.

VIPS plans to use its own customized Learning Management System, Creatrix along with Microsoft Teams as the technology facilitating Online Learning for students. Students will be provided with MS Teams Log in Ids to access their Teams.

Students must follow the following steps to gain access to Online Classes.

- Download Teams on Personal Computing machines. Go to Settings and change your passwords.
- Students will be able to see all Teams that they are a part of, as faculty members must have added them already. All subjects will be in the form of Separate Teams which will have their own class sessions respectively.
- Faculty Member may also share Team invites/codes/links separately to allow students to join their classes, students must accept all such invites received on their emails. All MS Teams Emails are accessible on Outlook emails. Students must configure their outlook with their MS Teams IDs.
- All students will be part of Teams and Channels as directed by their respective course faculty member. Students will have to abide by the faculty member completely for all their class teams activities. In case a student misses out on any Notification of Activity or Post on their Teams, it will be entirely the responsibility of the student.
- Students may Download MS Teams on their Mobile Phones and they will be able to access everything exactly in the same way as on their

computers.

- Students must keep the Notifications ON for all messages from Teams and Channels that they are a part of, both on their computers and their phones. This will allow them to receive Notifications prior to their classes.

- Detailed Schedules will be shared by Faculty Class Coordinators/ Mentors/Class Incharge before the commencement of classes. All students will have a Trial session before the Institute commences the actual classes.

To ensure that this learning is an enjoyable experience for everyone including students and faculty member a few issues need to be considered carefully and adhered to strictly by the students. These issues center around few key Value drivers of the Institution • Class Protocols • Internet Etiquette • Academic Integrity

Class Protocols

Though there will be specific instructions from every faculty member related to the conduct of the classes, there are a few basic guidelines that need to be adhered to strictly for Online Classes.

- Be on time for your classes. Wait for the faculty member to start the class.

- Please be dressed professionally and be seated in a place where there is minimal Background Noise and preferably a plain background. Keep your notepads/notebooks handy when you are taking a class, to allow you to take notes during the class.

- Please PIN the faculty member and the screen shared by the faculty member to your class screen throughout the class.

- Do not leave the class without the permission of the Faculty Member, you may not be allowed to re-enter.

- Attendance could be taken anytime during the class and if you are not present you will lose the attendance for that class. Attendance data once recorded on the LMS is not editable and the electronic records will

always be referred to in future.

- There will be In-class assessments as a part of Synchronous learning. Please be attentive and attempt all assessments as they will all carry marks.
- Please Raise your Hands during Online classes, before you wish to speak in class. Do not disturb and try to speak/intervene when other students are speaking or presenting.
- Do not write personal/unofficial/unrelated messages in Chat Boxes. DO NOT Unmute yourself unless the faculty member asks you to speak.
- Please keep your videos ON whenever the faculty member asks you to do so.
- If a student DOES NOT respond to the faculty member's requests and follow faculty member's instructions completely and carefully, the faculty member may REMOVE the student from the class or the Teams. If done so by the faculty member, it will be difficult for the student to get enrolled back to the Class or Teams unless the faculty member allows the student to do so.
- If a student fails to respond to faculty member's queries or questions the student may be marked absent for the class.
- Students should submit their assignments on time to avoid late submission penalties, which could be a Zero Mark.
- If you have a query or concern, please send a personal message to faculty member, rather than disturbing the entire class.
- Most of the classes will be recorded by faculty member hence, in case a student misses a class, the recording can be made available on a request made by the student to the faculty member for the same.
- Please inform the faculty member through a personal message if you are not able to view or hear the lecture. Please do not disturb the entire class for a personal problem of online accessibility.

Internet Etiquette

Students need to adhere to common principles of digital citizenship and acceptable network etiquette (netiquette) which will help make their online learning more rewarding. Without the aid of facial expression or tone of voice, online communications are more easily misunderstood. Your faculty shall provide guidelines for specific class protocol for effective class conduct, focusing on principles of safety, respect and clear, focused communication.

Basic guidelines for communication on Internet include the following:

- Be safe—never share your personal information online, especially your user IDs and passwords for any website/portal
- Be polite—always use an appropriate salutation and the person's name to personalize your message; always use a digital signature at the end of an email to validate the message. Your digital signature must include your full name, Enrolment Number, Program, Semester and Section
- Be clear—always use a descriptive subject header or title for your emails and messages so that recipients can easily identify the focus of your email.
- Be courteous – never use derogatory words or send insulting messages to anyone amongst students or faculty member. Even responding to these types of messages or emails is unacceptable.
- Be Ethical - Please do not forward SPAM, chain letters, or other unsolicited advertising or messages.
- Be focused and precise in your words—if your email needs to be longer than several paragraphs, identify that in the opening lines so the recipient can be prepared to read a longer email, or save the email for later.
- Be good writer through an essential Spell Check – represent yourself intelligently by proofreading and checking your spelling and grammar before sending your message.
- Be appropriate—do not use foul or inappropriate language; do not send

personal and emotional messages.

- Be compliant—obey copyright laws, and don't use other's content or images without permission.

Academic Integrity

Academic Integrity is the most essential value for anyone to succeed in an academic environment. What constitutes Academic Integrity includes but is not limited to the following:

- Students must not submit any work of any kind which is not their own work.
- Students must not plagiarize in any document prepared by them (written, multimedia, oral, creative, etc.).
- Students must not post any component of content, assessments, assignments or any reading material used for their classes, on any media that is visible to students or individuals outside the Institution.
- Students must not refer to or use unauthorized or incredible sources as assistance for their submissions.
- Students must not submit any forged/false/fake, document/file as a part of their own work

Plagiarism

Plagiarism is a serious breach of academic honesty and may result in a failing grade or other disciplinary action.

What is Plagiarism? According to the Merriam-Webster's online dictionary, to plagiarize means: • to steal and pass off (the ideas or words of another) as one's own • to use (another's production) without crediting the source • to commit literary theft • to present as new and original an idea or product derived from an existing source. Given the gravity of legal implications of plagiarism, it is important for students to understand that they must give appropriate credit and duly acknowledge when they use other people's ideas, words or results.

To avoid plagiarism, students must quote using quotation marks when they are using someone else's words verbatim, and then also cite the source from where the information was accessed, using accepted citation standards for their respective academic discipline. Students must also acknowledge when they are paraphrasing or summarizing someone else's words or ideas.

Plagiarism.org lists the following examples of plagiarism: • Turning in someone else's work as your own • Copying words or ideas from someone else without giving credit • Failing to put a quotation in quotation marks • Giving incorrect information about the source of a quotation • Changing words by copying the sentence structure of a source without giving credit • Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Citation standards are outlined in various guidelines, like the Modern Language Association (MLA) citation style, which is commonly used in humanities-based disciplines, or the American Psychological Association Publication Manual (APA), Blubook 19 (for Law), IEEE (for IT) or as per the Instructions of Faculty Members which is usually used in scientific fields. Course instructors will indicate their preferred citation method, and can help students incorporate the correct citation style. Teachers and students shall use plagiarism checking tools, some of which are freely available online to check the academic originality of all written work submitted.

Use of Copyrighted Materials

It is important to understand that Lesson plans for curriculum and course material prepared by Faculty Member at VIPS are copyrighted works. Downloading, copying, reproducing, distributing or modifying copyrighted content in any way without written consent is copyright infringement.

Complaints and Redressal

In case a student faces any problem related to their logins or access to any Class or Team please contact your faculty class coordinator/Mentor/ Class In charge.

Student may send an email to the faculty member with all details related to the problem immediately as soon as you face a problem to avoid missing classes.

Training and Placement Policy, Process & Rules

Objectives – These rules shall be called the **VIPS 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 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 participating in the Placement Process of VIPS 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 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% 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 Committeeis responsible for collecting Undertaking and Registration Forms from all students of the final 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 visits the institute for Interviews, the 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. Final Year student members of the Placement Committee will ensure students attend the required selection process in proper turnout and on time. Final Year student members of the Placement Committee will receive and coordinate the Selection Process conducted by the company executives by escorting them to the venue and facilitate in meeting all their requirements. 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 they would like to apply for.

Placement Guidelines

Note - Eligibility to participate in the Placement Programme is not automatic. Only such students who meet the eligibility criteria for participation in placement by fulfilling the academic and disciplinary standards laid down by the Academic Council will be allowed to participate, subject to signing the required undertaking.

Students who wish to be part of the Placement Process will need to declare their willingness at the beginning of the final 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. **Students missing the interview/campus drive twice will be debarred from further placement assistance.**

Maximum number of interview attempts for placement shall be five for each student. If he or she fail since clearing the interviews, the priority of placing them shall be moderated in favour of those who have not got chances of appearing in interviews. Further such cases shall be subject to review by the college authorities.

The first offer of Summer Internship / Final Placement has to be accepted by the student. It is therefore subject to conditions described subsequently means an overall policy guideline of one student one job offer.

If a student has been recruited by a company, he / she will not be allowed to appear for any other interview for placement arranged by the college unless there is minimum 30% difference of package in terms of job CTC.

However, in respect of final placement once all students participating in the Placement Process of the Institute are placed, students will have the opportunity of applying or being considered for two organizations coming subsequently which will be considered as the students dream organization. The students' selection in any one of them or rejection by both will make the student ineligible for any further participation in the Placement Process.

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

Students are not allowed to communicate directly with the recruiting companies. 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 be to 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. Business Suit of dark colour – black/blue/deep grey
5. White / Light coloured shirt full sleeve
6. Laced shoes – black – near round toes.

(b) Female Students

1. Business Suits / Sarees
2. No ear danglers
3. No hair streaking

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 department**.

Placement Rules

Students expressing their intent to be part of VIPS 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. Non participation in the activities for preparation for GDs and PIs

6. 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.

COMMITTEES / SOCIETIES FOR STUDENTS

(I) Departmental Committees/Societies

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) ***Vivekananda School of Law & Legal Studies (VSLLS) - BALLB, BBALLB, LLM (Corporate Law), LLM (ADR)***

- Moot Court Society "Advocates Legion"
- Research Committee "Lex Questor"
- Legal Aid Committee
- Clinical Law Committee
- Dispute Resolution & Client Counselling
- Debate Committee

(ii) ***Vivekananda School of Information Technology (VSIT) – BCA, MCA***
There are different committees/societies functioning in the IT department.

- Literary
- Technology
- Cultural
- Placement
- Training and Placement
- Computer Society - VSIT

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

- Entrepreneurship Development Society
- Marketing Society
- Finance & Economics Society
- Information Technology Society
- Human Resource Society

- Placement Committee
- Fine Arts Society (like. Music, Dance, Drama and Debate etc.)

(iv) ***Vivekananda School of Journalism and Mass Communication(VSJMC) - BA(JMC)***

- Photography Society
- Radio Society
- TV Society
- Research Committee
- Film Society
- Debate Society
- Quiz Society

(v) ***Vivekananda School of Economics (VSE) – BA (Honours) Economics***

- Academic Research Committee
- Industry Connect Committee
- Arthvidya – Academic Society
- Vyom – Cultural Society
- Kalaa- Art & Craft Society and Fotology- Photography Society
- Placement Committee

(vi) ***Vivekananda School of English Studies (VSES) – BA (Honours) English***

- Literary Society: Vivekalam
- Rangeet: Translation and Adaptation Club

(II) Centralized Committees/Societies of the Institute

In addition to above departmental committees/societies Office of Director (Acad. Excellence & PR) offers participation of students in the following activities:

1. **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 (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.

2. **VIPS Magnum Concilium:** It is an amalgamation of Model United Nations (MUN) and Youth Parliament (YP), both of which act as platforms to instill amongst the participants, the art of diplomacy, conflict resolution and peace keeping. Dynamism of the global change which is continuous and is both positive as well as negative, demands an urgent need to unite and collectively face the challenges posed. MUN and YP, as a simulation, empower the student fraternity to equip themselves with decisions/choices, which might be tough but unavoidable.

3. **VIPS Gender Champions Club:** As per the directives of the Ministry of Women and Child Development and UGC, VIPS productively engages students as Gender Champions. Under this club, students are envisaged as responsible leaders who will facilitate an enabling environment where members of all genders are treated with dignity and respect. Gender Champions strengthen the potential of youth to advocate for gender equality and monitor progress towards gender justice. The broad mandate of Gender Champions is to provide an integrated and interdisciplinary approach to understanding the social and cultural constructs of gender that shape the experiences of people of all genders in society. The aim is to make the youth gender sensitive and create positive social norms that value humanity.

4. **Centre for Spiritual Culture:** It has been decided to create a centre for spiritual culture at VIPS from this Academic Session for better health and environmental balance.

Following Centralized Committees/Societies of the Institute will function under the supervision of Dean, Students Welfare

1. **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.

2. **Antrakshar (VIPS Music (instrumental and vocal) society) and 3.14 Crew (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.

3. **VIPS Art and Craft society:** Having extra-curricular clubs in which young artists can pursue their hobby, engages and augments their cognitive and critical thinking abilities immensely. Pursing Arts and Crafts has the inherent benefits of encouraging the students to exercise flexible thinking, de-stress and explore her/his individual creativity. We encourage the students to display their artwork on the walls, motivating them to rejoice their hobby with increased vigour and enthusiasm.

4. **Vivekalokan (Students' e-corner):** Vivekalokan is a student initiative under the office of the Director (Acad.) & Students' Welfare. The purpose behind it is to provide students of the institute a centralized platform where they can exhibit their literary and artistic creativity.

Sports Committee:

The 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 tocontact Sports Officer.

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 issue 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 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 ofRs.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.5,000/- is payable by the students which is 100% 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.

CODE OF CONDUCT SPECIFIC TO Vivekananda School of Law & Legal Studies (VSLLS) (BALLB, BBALLB, LLM)

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*.

1. Rules for the conduct of Moot Court selection of team to participate in various competitions:

VIPS has a Moot Court Society and its office bearers nominated by the Institute, select student team to participate in various competitions. 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 competition.

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.

a) Only those students who have participated in the Intra Moot Court activities will be given the opportunity to participate in the National Moot Court Competitions.

b) The teams have to undergo a three tier-screening process for getting selected in the national moots.

c) Selected teams shall be provided with one faculty, who will guide them in preparing the memorials for the competitions.

d) A team, once selected is not allowed to back out from the competition. In case a team or any member of the team does so, without any reasonable cause, will not be allowed to participate in any other national moot 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 allowance.

g) In case a team wins the National Competition, it can apply for re-imbursement of Registration Charges.

h) Teams have to submit winning trophy to the Institute.

iii. Participation in International Moot Activities outside India.

a) There shall be separate selection process for the competitions held outside India.

b) All selected teams have to bear the charges of registration fee and travel allowance.

c) In case a team wins the competition, it can apply for partial re-imbursement of travel allowance.

d) Teams have to submit the winning trophy to the Institute.

iv. 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 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.

2. Legal Aid Clinic

The institute has set up a permanent Legal Aid Clinic to provide free legal services to the needy and persons belonging to Economically Weaker Section of the society. Law students visit nearby villages and Jhuggi Clusters to disseminate knowledge about the purpose and activities of the clinic set up at VIPS.

The basic Code of Conduct specific to Legal Aid Clinic to be followed by the students is as under:

- 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.
- Only students registered in Legal Aid Clinic will be allowed to participate in the Para-Legal session.
- It is mandatory for IX and X Semester students to do one week Legal Aid duty.
- Students are expected to maintain dignity and decorum in the Legal Aid Clinic.

3. Dispute Resolution & Client Counselling Committee - Clinical Legal Centre

The theoretical knowledge of law cannot be divorced from practical application thereof. In fact, to know the alternative dispute resolution procedures it

is imperative to be informed of adjudication method. Alternative Dispute Resolution (ADR), though still in its nascent stage, is the future of adjudication. The Clinical Legal Centre 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;
- Make budding lawyers, who are generally trained with the art of fighting in the battlefield of court; understand that court driven adjudication is not the only mode of settlement of disputes.

To acquaint students with practical aspects of law, Clinical Law Centre undertakes the activities under the following three wings:

(i) **Client Counselling -** Students are imparted the art of counselling the client. Students are trained 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,** to make students understand ways to bring conflicting parties at a comfortable level on a negotiation table and to protect their 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,** whereby the 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").

Dress Code

The dress code for the ADR competitions will be business formals. 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 level ADR Competitions

VIPS Dispute Resolution and Client Counselling Competition is a platform exclusively dedicated for creating awareness about various alternatives and expeditious ways of resolving disputes. The event aims at bringing together students, academicians and scholars from across the country to explore new facets in the field of dispute resolution. The event is scheduled to be organised in the even semester each year.

- The Organising Team of the said national event comprises of the Core Team, Committee heads- Coordinators and volunteers.
- The Student Organising team is constituted by adhering to a streamlined procedure comprising of nominations, screening and interview meeting with the Faculty Organising Team and the Past Year Student Organising Team.
- 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 Organising 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 organised by or outside the college are also given preference in the screening process.

PS: No student whether participant in the Intra-competitions and/or member of the Organising 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.

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

The MCA and BCA programmes at VIPS 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, 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.

Skill Enhancement Workshops on emerging technologies

- *IoT (Internet of Things)*
- *Python*
- *Machine Learning*
- *Artificial Intelligence*
- *R Programming*
- *Web Designing*

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

"Activity is the only road to knowledge." — George Bernard Shaw

Due care on overall Personality Development and Attitude Building is given at VIPS.

- 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. The Institute encourages students to come in close contact with teachers.

Labs

The Institute provides ample up to date technical resources allowing its students to develop, practice and apply their technical proficiency. VIPS 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 WiMax radio link from Tata Communications.

Digital Systems Lab

- To allow students to understand digital system hardware components and designs, VIPS has a separate Digital Systems Lab which is equipped with PAL/ GAL trainer, 8085 microprocessor 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)
BA (JMC)

VIPS Studio Network

VIPS 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 equipments 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 endeavour at VIPS 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 equipments 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 penalised.

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) AND 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)
BA (H) Economics

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. 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 and Fridays.

(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, students will be permitted to write their end-term exam at 75% attendance for each subject.

(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)
BA (H) English

The School of English Studies (VSES) stimulates, enhances and nurtures the interpretative, expressive and critical skills of the students within a rigorous English Honours course that takes them through the best in world literatures. The faculty at VSES engages the students in identifying, analysing, 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 of BA English (H) should observe the following Code of Conduct specific to VSES.

(i) **Dress Code**

Students of VSES are expected to be in decent formal dress.

(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.

Section B

CONDUCT AND EVALUATION OF EXAMINATION

Academic Year

(i) An academic year has two semesters. Each of the two semesters has 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.

The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

(ii) The break-up of the academic semester devoted to instructional work is as under: -

Imparting of instruction and/or laboratory work (including class tests)	-	15 weeks
Preparatory Leave	-	About 1 week
Term and examination, including Practical/ Laboratory examination	-	About 5 weeks

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

Academic Programme Committee

(i) The Committee headed by School Dean and all regular teachers will coordinate the implementation of the courses for optimum utilization of resources and will also coordinate with Programme Coordination Committee of the University.

(ii) The Academic Programme Committee shall coordinate the conduct of class tests, there shall be one class test in a theory course.

Programme Content and Duration

The period allowed for completion of a programme shall be the duration as specified in the Syllabi and Scheme of Teaching and Examination for the concerned programme. All the programme requirements shall have to be completed in the specified duration.

Evaluation and Examination

The evaluation of students in a course shall have two components as stated in the Scheme of Teaching & Examination and Syllabi:

(i) Continuous evaluation by the teacher(s) of the course and

(ii) Evaluation through a semester term-end-examination

The distribution of weightage for various components of evaluation shall be as below:

			Bachelor Degree/Master Degree Out of 100 marks
A.	**Theory Courses**		
	(i)	Continuous evaluation by the teacher(s)	25 marks**
	(ii)	Semester Term-end-examination	75 marks
B.	**Practicals/Laboratory**		
	(i)	Continuous evaluation by the teacher(s)	40 marks*
	(ii)	Semester Term-end-examination	60 marks*

*Applicable for MCA only.

Conduct of continuous evaluation by teachers

**The proposed break-up of 25 marks for internal assessment:

S. No.	Course Components	Apportioned Marks
i.	Internal Examination	10
ii.	Faculty evaluation using assignment, projects, presentation, cases, class test etc.	10
iii.	Attendance	05

The mechanism of conduct of continuous evaluation by teachers shall be decided by the Academic Programme Committee.

Criteria for passing courses, marks, promotion and division

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 the course.

2. A student may apply within two weeks from the date of declaration of the result, for re-checking of examination script(s) of a specific course(s) on the payment of prescribed fees in the University through the Institution. 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.

3.(i) 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 subsequent years when the course is offered.

(ii) A student who has to re-appear in a semester term end examination in terms of clause 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.

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

(iv) The re-appearing student who secured marks less than the passing percentage (as defined in 1(b) above) of maximum marks of teacher's continuous evaluation also has the option to repeat and improve the internal examination/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 of the Institute. The revised marks, received from the 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 student opts to improve the classtest 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.

Promotion Policy to the Next Academic Year

(i) 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.

(ii) 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 shall not be promoted to the next academic year. Such a student shall not be required to repeat any course that the student has already completed successfully.

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. Students who want to drop the acquired credits of an academic year and repeat the full academic year (that is, appear in all academic components), shall be required to apply to University through the Director of the Institute. This break shall be deemed as an academic break.

Only two academic breaks are permissible for a student for the completion of academic programme. No student will be allowed to take more than two academic breaks, for any reason whatsoever.

Final Year Supplementary Term End Examination

A supplementary examination shall be conducted by the University 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 end examinations shall be allowed only to students who have 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.

Grading System

After adding the teacher's 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.

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

1. Performance in a semester will be expressed as Semester Grade Point Average (SGPA) and shall be rounded to two decimal digits.

2. 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.

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

3. The formula for calculation $\mathbf{CGPA} = \frac{\sum\sum C_{ni} G_{ni}}{\sum\sum C_{ni}}$ of SGPA and CGPA is given below:

   Where

   Ci - number of credits for the ith course. Gi - grade point obtained in the ith course.

   Cni – number of credit of the ith course of the nth semester. Mni – marks of the ith course of the nth semester

   Gni – grade points of the ith course of the nth semester.

4. The successful candidates 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 x 10 shall be deemed equivalent to percentage of marks obtained by the Student for the purpose of equivalence to percentage of marks.

Award of Degree

A student shall be awarded a degree if:

(i) 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.

(ii) There are no dues outstanding in his/her name in the Institution; and

(iii) No disciplinary action is pending against him/her.

(iv) 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.

Notwithstanding anything stated in this Code of Conduct, for any unforeseen issues arising, and not covered by this Code or in the event of differences of interpretation the Principal Director of the Institute may take a final decision, after obtaining, if necessary the advice of the Committee consisting of Principal Director, Dean concerned, Registrar and selected faculty members. The decision of the Principal Director shall be fin

SUBJECTS AND CREDITS SEMESTER-WISE
BALLB Programme

FIRST YEAR (with effect from 2014 Batch)

First Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 101	Legal Method	4	3	5
LLB 103	Law of Contract-I	4	3	5
LLB 105	Legal English and Communication Skills	4	3	5
BA LLB 107	History-I	4	3	5
BA LLB 109	Sociology-I	4	3	5
LLB 151*	Comprehensive Viva			2

Second Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 102	Law of Contract –II	4	3	5
LLB 104	Law of Torts and Consumer Protection	4	3	5
BA LLB 106	History-II	4	3	5
BA LLB 108	Sociology-II	4	3	5
BA LLB 110	Political Science-I	4	3	5
LLB 152*	Comprehensive Viva			2

SECOND YEAR

Third Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 201	Family Law-I	4	3	5
LLB 203	Constitutional Law-I	4	3	5
LLB 205	Law of Crimes-I	4	3	5
BA LLB 207	Economics-I	4	3	5
BA LLB 209	Political Science-II	4	3	5
LLB 251*	Comprehensive Viva			2

Fourth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 202	Family Law-II	4	3	5
LLB 204	Constitutional Law-II	4	3	5
LLB 206	Law of Crimes-II	4	3	5
LLB 208	Administrative Law	4	3	5
BA LLB 210	Economics-II	4	3	5
LLB 252*	Comprehensive Viva			2

THIRD YEAR

Fifth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 301	Environmental Studies and Environmental Laws	4	3	5
LLB 303	Law of Evidence	4	3	5
LLB 305	Corporate Law	4	3	5
LLB 307	Code of Civil Procedure	4	3	5
LLB 309	Alternative Dispute Resolution (ADR)	4	3	5
LLB 351*	Comprehensive Viva and Summer **Internship Assessment****			5

Sixth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 302	Jurisprudence	4	3	5
LLB 304	International Law	4	3	5
LLB 306	Property Law	4	3	5
LLB 308	Investment and Competition Law	4	3	5
LLB 310	Code of Criminal Procedure	4	3	5
LLB 352*	Comprehensive Viva			2

FOURTH YEAR

Seventh Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 401	Labour Law-I	4	3	5
LLB 403	Tax Law	4	3	5
LLB 405	Law and Emerging Technologies	4	3	5
LLB 407	Human Rights	4	3	5
LLB 409	Seminar Paper-I	4	3	5
LLB 451*	Comprehensive Viva and Summer Internship Assessment**			5

Eight Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 402	Intellectual Property Rights	4	3	5
LLB 404	Labour Law-II	4	3	5
LLB 406	Interpretation of Statutes	4	3	5
LLB 408	International Trade Law	4	3	5
LLB 410	Seminar Paper-II	4	3	5
LLB 452*	Comprehensive Viva			2

FIFTH YEAR

Ninth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 501	Legal Ethics and Court Crafts	4	3	5
LLB 503	Drafting, Pleading and Conveyancing	4	3	5
LLB 505	Land and Real Estate Laws	4	3	5
LLB 507	Seminar Paper-III	4	3	5
LLB 509	Seminar Paper-IV	4	3	5
LLB 551*	Comprehensive Viva and Summer Internship Assessment**			5

Tenth Semester

Paper Code	Subjects	L	Credit
LLB 502*	Dissertation	-	20
LLB 504*	Internship (Lawyers / Law firms)	-	08

Seminar Papers from Seventh to Ninth Semester

These shall be the elective courses to be taught with the purpose of developing specializations. These papers are to cover upcoming and specialized subjects of law which will offer a choice to the students to develop expertise in the areas of their interest/choice. The following papers will be offered as seminar papers as may be decided by the APC for each batch.

Seventh Semester

1. Banking and Insurance Law
2. Telecommunication Law
3. Women and Law
4. Criminology

Eighth Semester

1. International Commercial Law
2. Election Law
3. International Humanitarian Law
4. Indirect Taxes

Ninth Semester

1. International Refugee Law
2. Socio Economic Offences
3. International Economic Law
4. Law of International Organizations
5. Private International Law
6. Health Care Law
7. Security Law
8. Forensic Sciences
9. Comparative Laws
10. Socio-Legal Dimensions of Gender
11. Law, Poverty and Development

Explanations:

PSDA - Professional Skill Development Activities

* - NUES – Non University Evaluative Subject

**- After 4th, 6th and 8th Semester, students have to undergo a Compulsory Summer Internship for one month and on that a report has to be submitted by each student separately. The same shall be evaluated by a board of examiners constituted by the Academic Program Committee of the USLLS. In case of Affiliated Colleges, the board of examiners shall be constituted by a committee comprising of all faculty members of respective institutions involved in teaching LLB Students. The same board shall conduct the comprehensive viva of this semester.

Mode of Evaluation and Distribution of Marks:

Each course shall carry total of 100 marks. There shall be semester end written examination for all the courses conducted by Examination Division of the University for 75 Marks. In each course in each semester there shall be Internal-examinations of 10 marks and 15 marks through written and PSDA evaluation respectively as continuous assessment by the subject teacher concerned.

Note:

1. The total number of Credits of the BA LLB (H) / BBA LLB (H) Programme is 280Credits.
2. Each student shall be required to appear for examination in all the papers of the course for the award of a degree.

Evaluation of Tenth Semester Dissertation (Internal)

The tenth semester dissertation shall carry 100 (75+25 Viva) marks. They shall be evaluated by the Board of Examiners consisting of Dean, an External Examiner, one faculty member nominated by APC and the supervisor concerned.

Evaluation of Tenth Semester Internship (Internal)

After the completion of internship by the students, the work done by the candidate as recorded in his/her daily diary along with a consolidated internship report would be evaluated by a Board of examiners consisting of Dean, an External Examiner, one faculty member nominated by APC and the supervisor concerned.

Programme Outcomes (POs) for BALLB

After the program the students will be able to:

1. Develop enhanced clarity on evolution, significance and implications of legal concepts in substantive law, legal theory, and procedure
2. Gain proficiency in the general approaches to the study of law and legal reasoning from a personal and social context
3. Think critically on legal issues and learn models of planning and decision-making for a range of situations, including those in which facts are currently unknown and not subject to confident prediction, and in which options involve differing and uncertain degrees of risk.
4. Adopt a research aptitude to identify core issues and collect, analyze and interpret data
5. Gain proficiency in drafting that displays deep understanding on the interaction of legal analysis with human behavior, including interpersonal dynamics.
6. Hone their core communication and presentation skills as interviewing, counseling, mooting, debating, negotiating and mediating
7. Gain insights into the role of various institutions of law and experts in law and allied subjects.
8. Develop self confidence and understand the demands, constraints, and methods of thinking in their role as lawyers
9. Understand the interdisciplinary nature of law and the contributions that other disciplines can make to the study of law.

Inculcate professional ethics and values and learn to collaborate effectively across diverse experiences, perspectives, and identities

BBALLB Programme

FIRST YEAR (with effect from 2014 Batch)

First Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 101	Legal Method	4	3	5
LLB 103	Law of Contract-I	4	3	5
LLB 105	Legal English and Communication Skills	4	3	5
BBA LLB113	Principles of Management	4	3	5
BBA LLB115	Managerial Economics	4	3	5
LLB 151*	Comprehensive Viva			2

Second Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 102	Law of Contract –II	4	3	5
LLB 104	Law of Torts and Consumer Protection	4	3	5
BBA LLB 114	Financial Management	4	3	5
BBA LLB 116	Organizational behavior	4	3	5
BBA LLB 118	Marketing Management	4	3	5
LLB 152*	Comprehensive Viva			2

SECOND YEAR

Third Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 201	Family Law-I	4	3	5
LLB 203	Constitutional Law-I	4	3	5
LLB 205	Law of Crimes-I	4	3	5
BBA LLB 213	Business Environment & Ethical Practices	4	3	5
BBA LLB 215	Human Resource Management	4	3	5
LLB 251*	Comprehensive Viva			2

Fourth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 202	Family Law-II	4	3	5
LLB 204	Constitutional Law-II	4	3	5
LLB 206	Law of Crimes-II	4	3	5
LLB 208	Administrative Law	4	3	5
BBA LLB 214	Strategic Management	4	3	5
LLB 252*	Comprehensive Viva			2

THIRD YEAR

Fifth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 301	Environmental Studies and Environmental Laws	4	3	5
LLB 303	Law of Evidence	4	3	5
LLB 305	Corporate Law	4	3	5
LLB 307	Code of Civil Procedure	4	3	5
LLB 309	Alternative Dispute Resolution (ADR)	4	3	5
LLB 351*	Comprehensive Viva and Summer Internship Assessment**			5

Sixth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 302	Jurisprudence	4	3	5
LLB 304	International Law	4	3	5
LLB 306	Property Law	4	3	5
LLB 308	Investment and Competition Law	4	3	5
LLB 310	Code of Criminal Procedure	4	3	5
LLB 352*	Comprehensive Viva			2

FOURTH YEAR

Seventh Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 401	Labour Law-I	4	3	5
LLB 403	Tax Law	4	3	5
LLB 405	Law and Emerging Technologies	4	3	5
LLB 407	Human Rights	4	3	5
LLB 409	Seminar Paper-I	4	3	5
LLB 451*	Comprehensive Viva and Summer Internship Assessment**			5

Eight Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 402	Intellectual Property Rights	4	3	5
LLB 404	Labour Law-II	4	3	5
LLB 406	Interpretation of Statutes	4	3	5
LLB 408	International Trade Law	4	3	5
LLB 410	Seminar Paper-II	4	3	5
LLB 452*	Comprehensive Viva			2

FIFTH YEAR

Ninth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 501	Legal Ethics and Court Crafts	4	3	5
LLB 503	Drafting, Pleading and Conveyancing	4	3	5
LLB 505	Land and Real Estate Laws	4	3	5
LLB 507	Seminar Paper-III	4	3	5
LLB 509	Seminar Paper - IV	4	3	5
LLB 551*	Comprehensive Viva and Summer Training Internship Assessment**			5

Tenth Semester

Paper Code	Subjects	L	Credit
LLB 502*	Dissertation	-	20
LLB 504*	Internship (Lawyers / Law firms)	-	08

Seminar Papers from Seventh to Ninth Semester:

These shall be the elective courses to be taught with the purpose of developing specializations. These papers are to cover upcoming and specialized subjects of law which will offer a choice to the students to develop expertise in the areas of their interest/choice. The following papers will be offered as seminar papers as may be decided by the APC for each batch.

Seventh Semester:

1. Banking and Insurance Law
2. Telecommunication Law
3. Women and Law
4. Criminology

Eighth Semester:

1. International Commercial Law
2. Election Law
3. International Humanitarian Law
4. Indirect Taxes

Ninth Semester:

1. International Refugee Law
2. Socio Economic Offences
3. International Economic Law
4. Law of International Organizations
5. Private International Law
6. Health Care Law
7. Security Law
8. Forensic Sciences
9. Comparative Laws
10. Socio-Legal Dimensions of Gender
11. Law, Poverty and Development

Explanations:

PSDA - Professional Skill Development Activities

* - NUES – Non University Evaluative Subject

**-After 4th, 6th and 8th Semester, students have to undergo a Compulsory Summer Internship for one month and on that a report has to be submitted by each student separately. The same shall be evaluated by a board of examiners constituted by the Academic Program Committee of the USLLS. In case of Affiliated Colleges, the board of examiners shall be constituted by a Committee comprising of all faculty members of respective institutions involved in teaching LL. B students. The same board shall conduct the comprehensive viva of this semester.

Mode of Evaluation and Distribution of Marks:

Each course shall carry total of 100 marks. There shall be semester end written examination for all the courses conducted by Examination Division of the University for 75 Marks. In each course in each semester there shall be Internal-examinations of 10 marks and 15 marks through written and PSDA evaluation respectively as continuous assessment by the subject teacher concerned.

Note:

1. The total number of Credits of the BA LLB (H) / BBA LLB (H) Programme is 280Credits.

2. Each student shall be required to appear for examination in all the papers of the course for the award of a degree.

Evaluation of Tenth Semester Dissertation (Internal)

The tenth semester dissertation shall carry 100 (75+25 Viva) marks. They shall be evaluated by the Board of Examiners consisting of Dean, an External Examiner, one faculty member nominated by APC and the supervisor concerned.

Evaluation of Tenth Semester Internship (Internal)

After the completion of internship by the students, the work done by the candidate as recorded in his/her daily diary along with a consolidated internship report would be evaluated by a Board of examiners consisting of Dean, an External Examiner, one faculty member nominated by APC and the supervisor concerned.

Programme Outcomes (POs) for BBALLB

After the program the students will be able to:

1. Develop enhanced clarity on evolution, significance and implications of legal concepts in substantive law, legal theory, and procedure
2. Gain proficiency in the general approaches to the study of law and legal reasoning from a personal and social context
3. Think critically on legal issues and learn models of planning and decision-making for a range of situations, including those in which facts are currently unknown and not subject to confident prediction, and in which options involve differing and uncertain degrees of risk.
4. Adopt a research aptitude to identify core issues and collect, analyze and interpret data
5. Gain proficiency in drafting that displays deep understanding on the interaction of legal analysis with human behavior, including interpersonal dynamics.
6. Hone their core communication and presentation skills as interviewing, counseling, mooting, debating, negotiating and mediating
7. Gain insights into the role of various institutions of law and experts in law and allied subjects.
8. Develop self confidence and understand the demands, constraints, and methods of thinking in their role as lawyers
9. Understand the interdisciplinary nature of law and the contributions that other disciplines can make to the study of law.
10. Inculcate professional ethics and values and learn to collaborate effectively across diverse experiences, perspectives, and identities

LLM (One Year) Programme – Corporate Law

With effect from 2015 Batch onwards

First Semester

Paper Code	Subjects	L	RTDA*	Credit
GEN 101	Research Methods and Legal Writing	4	2	5
GEN 103	System of Governance	4	2	5
GEN 105	Law and Justice in a Globalised World	4	2	5
CRL 111	Law of Corporate Management and Governance	4	2	5
CRL 113	Competition Law & Consumer Protection Laws	4	2	5

Second Semester

Paper Code	Subjects	L	RTDA*	Credit
CRL 112	Regulation of Capital Market and Foreign Investment	4	2	5
CRL 114	Corporate Taxation	4	2	5
CRL 116	Banking and Insurance Laws	4	2	5
CRL 118	Law of Corporate Finance and Securities Regulation	4	2	5
GEN 110	Dissertation**	-	-	10

Explanations

***RTDA – Research and Teaching Development Activities**

** NUES

Mode of Evaluation and Distribution of Marks

Each course shall carry total of 100 marks. There shall be semester end written examination for all the courses conducted by Examination Division of the University for 60 marks. In each course in each semester there shall be Internal Examinations of 15 marks and 25 marks through written and RTDA evaluation respectively as continuous

assessment by the subject teacher concerned.

Note:

The total number of Credits of the LLM Programme is 55 (Fifty-Five).

1. Each student shall be required to appear for examination in all the papers of the course and secure 55 credits for the award of a degree.

2. A student shall be given 06 grace marks in any paper wherever required for the final award of degree.

Programme Outcome (PO) for LLM Corporate Law

- Develop a basic understanding of business incorporation, management and liquidation
- Analyze the social responsibility of business and role of corporate governance
- Analyze Competition law and consumer protection in India
- Understand the regulation of Capital markets and Foreign Investment
- Understand laws governing corporate taxation, banking and insurance sector with legal implications of Corporate Finance and Regulations of Financial

LLM (One Year)Programme – ADR

First Semester

Paper Code	Subjects	L	RTDA*	Credit
GEN 101	Research Methods and Legal Writing	4	2	5
GEN 103	System of Governance	4	2	5
GEN 105	Law and Justice in a Globalised World	4	2	5
ADR 115	Evolution and Concept of ADR	4	2	5
ADR 117	Law of Arbitration	4	2	5

Second Semester

Paper Code	Subjects	L	RTDA*	Credit
IPR 120	Mediation, Conciliation and Negotiation	4	2	5
IPR 122	International Commercial Arbitration	4	2	5

IPR 124	International Investment Arbitration	4	2	5
IPR 126	Practical Training in ADR Skills/ Practical Applications of ADR Methods	4	2	5
GEN 110	Dissertation**	-	-	10

Explanations

L- Lecture

C- Credits

*RTDA – Research and Teaching Development Activities

**NUES

Mode of Evaluation and Distribution of Marks

Each course shall carry total of 100 marks. There shall be semester end written examination for all the courses conducted by Examination Division of the University for 60 Marks. In each course in each semester there shall be Internal-examinations of 15marks and 25 marks through written and RTDA evaluation respectively as continuous assessment by the subject teacher concerned.

Note:

1. The total number of Credits of the LL.M. Programme is 55 (Fifty Five).
2. Each student shall be required to appear for examination in all the papers of the course and secure 55 credits for the award of a degree.

Programme Outcome (PO) for LLM ADR

- Understanding the substantive and procedural law related to arbitration and dispute resolution, including the rules of evidence, oral and written advocacy;
- Understand the intricacies of Mediation, conciliation and negotiation both in India and abroad
- Analyze the issues in International commercial and investment arbitration

BCA Programme

FIRST YEAR

First Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BCA 101	Mathematics – I	3	1	4
BCA 103	Technical Communication	3	0	3
BCA 105	Introduction to Programming Language using C	3	1	4
BCA 107	Introduction to Computer & IT	3	1	4
BCA 109	Physics	3	1	4
Practicals				
BCA 151	Practical – I C Prog. Lab	0	6	3
BCA 153	Practical – II IT Lab	0	6	3
BCA 155*	Communication Skills	2	0	2
Total		17	16	27

*NUES

Second Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BCA 102	Mathematics – II	3	1	4
BCA 104	Principles of Management	3	0	3
BCA 106	Digital Electronics	3	1	4
BCA 108	Data Structure Using C	3	1	4
BCA 110	Database Management System	3	1	4
Practicals				
BCA 152	Practical – III DS Lab	0	6	3
BCA 154	Practical – IV DBMS Lab	0	6	3
BCA 156*	Cyber Ethics	2	0	2
Total		17	16	27

*NUES

SECOND YEAR

Third Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BCA 201	Mathematics – III	3	1	4
BCA 203	Computer Architecture	3	1	4
BCA 205	Front End Design Tool VB.Net	3	1	4
BCA 207	Principles of Accounting	3	0	3
BCA 209	Object Oriented Programming using C++	3	1	4
Practicals				
BCA 251	Practical – V .Net Lab	0	6	3
BCA 253	Practical – VI C++ Lab	0	6	3
BCA 255*	Software Development Skills	2	0	2
Total		17	16	27

*NUES

Fourth Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BCA 202	Mathematics – IV	3	1	4
BCA 204	Web Technologies	3	1	4
BCA 206	Java Programming	3	1	4
BCA 208	Software Engineering	3	1	4
BCA 210	Computer Networks	3	1	4
Practicals				
BCA 252	Practical – VII Java Lab	0	6	3
BCA 254	Practical – VIII Web Tech Lab	0	6	3
BCA 256*	Personality Development Skills	2	0	2
Total		17	13	28

*NUES

THIRD YEAR

Fifth Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BCA 301	Operating System	3	1	4
BCA 303	Computer Graphics	3	1	4
BCA 305	E-Commerce	3	1	4
***Electives (Select any one)				
BCA 307	Software Testing	3	1	4
BCA 309	Microprocessor	3	1	4
BCA 311	Advance Computer Networks	3	1	4
BCA 313	Web Based Programming	3	1	4
BCA 315	Business Economics	3	1	4
Practicals				
BCA 351	Practical – IX CG Lab	0	8	4
BCA 352	Summer Training Project/Training	0	0	2
BCA 357*	Minor Project	-	8	4
Total		12	20	26

*Evaluation will be based on Summer Training held after fourth semester and will be conducted by the college committee only.

***Any Elective Subject will be offered if minimum 1/3rd of the total strength of students in the class opt for it.

**NUES

Sixth Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BCA 302	Data Ware Housing & Data Mining	3	1	4
BCA 304	Mobile Computing	3	1	4
BCA 306	Linux Environment	3	1	4

*****Electives (Select any one)**				
BCA 308	Multimedia & its Applications	3	1	4
BCA 310	Bio Informatics	3	1	4
BCA 312	Artificial Intelligence	3	1	4
BCA 314	Network Security	3	1	4
BCA 316	Network Programming	3	1	4
Practicals				
BCA 352	Practical – X Linux Lab	0	4	2
BCA 356	Major Project	-	10	5
BCA 358**	Seminar	2	0	2
Total		14	18	25

Every semester BCA students have to study a course of Non University Examination System (NUES). The contents and mode of evaluation is decreed upon by the concerned faculty. However, the broad parameters to determine the final marks are attendance, presentation and response to queries by faculty and peer students. Students should follow the instructions and guidelines provided by the concerned faculty and assignments should be submitted on scheduled time. Students must attend the classes regularly.

Seminar

The student will submit a synopsis at the beginning of the semester for approval from the department committee in a specified format. The student will have to present the progress of the work through seminars and progress reports.

Major Project

The report should be in the format prescribed by the university. After completion of which, the students have to submit a report in the university prescribed format which will be evaluated by the external examiner and internal supervisor.

**Any Elective Subject will be offered if minimum 1/3rd of the total strength of students in the class opts for it.

NOTE:

1. The total number of the credits of the BCA Programme = 160.

2. Each student shall be required to appear for examinations in all courses. However, for the award of the degree a student shall be required to earn the minimum of 150 credits.

Programme Outcomes (POs) for BCA

1. Develop and apply acquired knowledge of mathematics and computer science to solve complex computational problems in real life

2. Acquire knowledge of algorithmic principles with excellent programming, analytical, logical and problem-solving skills for efficient application development

3. Identify and utilize modern computing tools-techniques and implement innovative solutions with dexterity to solve real world problem

4. Review literature, build design and conduct algorithmic experiments, so as to develop research, interpretation and inference skills in the domain of computer science and its applications

5. Communicate effectively with the corporate world as well as society by being able to document and deliver presentations effectively

6. Function professionally with ethical responsibility as an individual and in multidisciplinary team with positive attitude

7. Engage and carry out independent learning for continuous development with proactive measures to progress as a computer professional

8. Inculcate entrepreneurial values and vision to create assets for the betterment of individual and society

Master of Computer Application
MCA (Two Years Programme)

**Draft Teaching / Examination Scheme with effect from the year 2020-2021

FIRST YEAR

First Semester

Paper ID	Paper Code	Paper	L	T/P	Credit
	MCA-101	Discrete Structures	3	1	4
	MCA-103	Computer Networks	3	1	4
	MCA-105	Operating Systems with Linux	3	1	4
	MCA-107	Database Management Systems	3	1	4
	MCA 109	Object Oriented Programming and JAVA	3	1	4
Practical & Project					
	MCA-161	Computer Networks Lab.	0	2	1
	MCA-163	Operating Systems with Linux Lab.	0	2	1
	MCA-165	Database Management Systems Lab.	0	2	1
	MCA-167	Object Oriented Programming and JAVA	0	2	1
		Lab.			
	MCA-169	Minor Project – I	0	6	3
NUES*					
	MCA-171	Professional Proficiency – I	0	2	1
		(It is suggested to have Personality			
		Development and Communication Skills			
		Course)			
		Total	15	21	28

*** Non-University Examination System (NUES)**

Second Semester

Paper ID	Paper Code	Paper	L	T/P	Credit
	MCA-102	Data and File Structures	3	1	4
	MCA-104	Object Oriented Software Engineering	3	1	4
	MCA-106	Python Programming	3	1	4
Core Elective - I ***(Choose any One)***					
	MCA-108	Advanced Database Management Systems	3	1	4
	MCA-110	Data Warehousing and Data Mining			
	MCA-112	Mobile Applications Design and Development			
	MCA-114	Full Stack Development			
	MCA-116	Web Technologies			
	MCA-118	Theory of Computations			
	MCA-120	Software Testing			
	MCA-122	Microprocessors			
	MCA-124	Embedded System			
	MCA-126	Information Security			
Open Elective - I ***(Choose any One)***					
	MCA-128	Digital Marketing	**3**	**1**	**4**
	MCA-130	Management Information System			
	MCA-132	Principles and Practices of Management & Organizational Behavior			
	MCA-134	Financial Accounting			
Practical & Project					
	MCA-162	Data and File Structures Lab.	0	2	1
	MCA-164	Object Oriented Software Engineering	0	2	1
		Lab.			
	MCA-166	Python Programming Lab.	0	2	1
	MCA-168	Lab. based on Core Elective - I	0	2	1
	MCA-170	Minor Project – II	0	6	3
NUES*					

	MCA-172	Professional Proficiency – II	0	2	1
		(It is suggested to have Technical Paper			
		Writing Course)			
Total			**15**	**21**	**28**

*** Non-University Examination System (NUES)**

SECOND YEAR

Third Semester

Paper ID	**Paper Code**	**Paper**	**L**	**T/P**	**Credit**
	MCA-201	Design and Analysis of Algorithms	3	1	4
	MCA-203	Artificial Intelligence and Machine Learning	3	1	4
Core Elective - II ***(Choose any One)***					
	MCA-205	Statistics and Data Analytics	3	1	4
	MCA-207	Enterprise Computing with JAVA			
	MCA-209	Natural Language Processing			
	MCA-211	Computer Graphics			
	MCA-213	Wireless Sensor Networks			
	MCA-215	Software Project Management			
	MCA-217	Advanced Computer Architecture			
	MCA-219	Distributed Systems			
	MCA-221	Applied Cryptography			
	MCA-223	Cloud Computing			
	MCA-225	e-Business Systems			
Core Elective - III ***(Choose any One)***					
	MCA-227	Web Intelligence and Big Data	3	1	4
	MCA-229	Flutter and Dart			
	MCA-231	Service Oriented Architecture			
	MCA-233	Multimedia Technologies			
	MCA-235	Internet of Things			
	MCA-237	Soft Computing			
	MCA-239	Software Quality Management			
	MCA-241	Digital Image Processing			

	MCA-243	Compiler Design			
	MCA-245	Parallel Computing			
	MCA-247	Numerical and Scientific Computing			
Open Elective - II *(Choose any One)*					
	MCA-249	Research Methodology	3	1	4
	MCA-251	Operational Research			
	MCA-253	Cyber Security, Cyber Warfare, IT Act and Cyber Laws			
	MCA-255	e-Content Development			
Practical & Project					
	MCA-261	Design and Analysis of Algorithms Lab.	0	2	1
	MCA-263	Artificial Intelligence and Machine Learning Lab.	0	2	1
	MCA-265	Lab. based on Core Elective - II	0	2	1
	MCA-267	Lab. based on Core Elective - III	0	2	1
	MCA-269	Minor Project – III	0	6	3
NUES*					
	MCA-271	Professional Proficiency – III	0	2	1
		(It is suggested to have IPR, Human			
		Values and Professional Ethics Course)			
		Total	**15**	**21**	**28**

*** Non-University Examination System (NUES)**

Fourth Semester

Paper ID	**Paper Code**	**Paper**	**L**	**T/P**	**Credit**
	MCA-202	Dissertation	-	-	26
NUES*					
	MCA-272	One MOOC Course (from SWAYAM Platform)	-	-	2
	MCA-274	Professional Proficiency – IV (Seminar and Progress Report)	-	-	4
		Total	-	-	32

*** Non-University Examination System (NUES)**

Important Notes:

1. As mandated by the statutory bodies, every student shall be given 03 weeks induction training in the beginning of the first semester. Detailed guidelines for the same shall be finalized through Programme Co-ordination Committee.

2. Institutions shall also be required to facilitate the non-computer science students for successfully completing the Bridge Courses from MOOC platform. If required, Institution may also conduct make-up classes or tutorial sessions for such students.

3. In order to conduct classes for Electives (Core or Open), there must be a minimum of 20 students in that Elective. However, if the numbers of students are less than 20 in any of the Electives (Core or Open), the elective course may still be offered but no classes will be held and the students shall be required to successfully complete that course from the MOOC using SAWAYAM or other similar platforms. In that case, students shall be required to obtain prior approval of the Programme Co-ordination Committee for undertaking any course(s) from the MOOC platforms. Requirement of attendance, to such students, shall be waived off based upon the document of having completed the course from MOOC platforms. However, students shall be required to appear for the examinations conducted by the Institution / University to earn these credits. No direct credit transfer shall be allowed based upon the Certificate of having completed these electives courses from the MOOC platforms.

4. Detailed modalities of all the NUES Papers and MCA-202 (Dissertation) related guidelines for assessment and evaluation shall be followed as approved by the Programme Co-ordination Committee.

5. The total number of the credits of the MCA programme = **116**.

6. Each student shall be required to appear for examinations in all courses. However, for the award of the degree a student shall be required to earn the minimum of **110** credits.

7. Evaluation of Bridge Courses shall be based upon NUES mechanism. Institutions shall send these marks to the University as NUES Course, based upon the final MOOC Certificate. Detailed guidelines shall be approved by the Programme Co-ordination Committee.

**The Teaching / Examination Scheme is subject to approved of BOS & AC of the GGSIP University.

Master of Computer Applications

BRIDGE COURSE DETAILS FOR NON-COMPUTER SCIENCE STUDENTS JOINING THE MCA PROGRAMME

Students from the non-computer Science background joining the MCA Programme will have to pass the following 05 papers from the MOOC using SWAYAM platform, in semester-wise order, as defined by the Programme Co-ordination Committee (considering the pre -requisites of different courses in different semesters) but, not later than the end of the 04th Semester. Final Degree shall be awarded only after completion of the following 05 papers:-

Paper Code	Paper Name	Reference of MOOC (on SAWAYAM) Course
BCMCA-001	Fundamentals of	**Course Title:** CIT-001: Fundamentals of Computer Systems
	Computer	**By:** Shri. Mangala Prasad Mishra
	Systems	**Coordinated By:** IGNOU
		Course Duration: 08 Weeks
		Link: https://swayam.gov.in/nd2_nou20_cs03/preview
BCMCA-002	Computer	**Course Title:** Computer Architecture and Organization
	Architecture and	**By:** Prof. Indranil Sengupta, Prof. Kamalika Datta
	Organization	**Coordinated By:** IIT, Kharagpur
		Course Duration: 12 Weeks
Link: https://swayam.gov.in/nd1_noc20_cs64/preview		
BCMCA-003	Introduction to	**Course Title:** Introduction to Programming in C
	Programming in	(106104128)
	C	**By:** Prof. Satyadev Nandakumar
		Coordinated By: IIT, Kanpur
		Course Duration: 08 Weeks

		Link: https://swayam.gov.in/nd1_noc20_cs91/preview
BCMCA-004	An Introduction	**Course Title:** An Introduction to Programming through C++
	to Programming	(106101208)
	through C++	**By:** Prof. Abhiram Ranade
		Coordinated By: IIT, Bombay
		Course Duration: 12 Weeks
		Link: https://nptel.ac.in/content/syllabus_pdf/106101208.pdf
BCMCA-005	Software	**Course Title:** Software Engineering
	Engineering	**By:** Prof. Rajib Mall
		Coordinated By: IIT, Kharagpur
		Course Duration: 12 Weeks
s		**Link:** https://swayam.gov.in/nd1_noc20_cs68/preview

Note: In case of un-availability of any of the above mentioned courses from the MOOC (on SWAYAM platform), the same course(s) may be completed from any other Govt. approved platform, with prior approval from the Programme Co-ordination Committee.

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Programme Outcomes (POs) for MCA

1. Develop and apply acquired knowledge of mathematics and computer science and applications to solve complex computational problems in real life
2. Acquire knowledge of algorithmic principles with excellent programming skills for application development when employed in industry
3. Identify and utilize modern computing tools and techniques and implement them with dexterity to solve real world problems
4. Model and design computer based solutions with innovative ideas and practices
5. Review literature, build design and conduct algorithmic experiments, so as to develop research, interpretation and inference skills in the domain of computer science and its applications
6. Acquisition of analytical, logical and problem-solving skills
7. Communicate effectively with the corporate world as well as society by being able to document and deliver presentations effectively
8. Function professionally with ethical responsibility as an individual and in multidisciplinary team with positive attitude to design and develop a project
9. Design optimal system solutions with appropriate considerations to understand its impact in a contemporary, global, economic, environmental and social context
10. Engage and carry out independent learning for continuous development with proactive measures to progress as a computer professional
11. Inculcate entrepreneurial values and vision to create assets for the betterment of individual and society

BA(JMC) Programme

FIRST YEAR

First Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BA (JMC) 101	Communication: Concepts & Processes	4	-	4
BA (JMC) 103	Contemporary India: An Overview	4	-	4
BA (JMC) 105	Basics of Design and Graphics	4	-	4
Practical/Seminars/Viva Voce				
BA (JMC) 151	Communication Skills Lab	-	2	2
BA (JMC) 153	Contemporary India: Issues and Debates (Seminars/ Presentations)	-	2	2
BA (JMC) 155	Design & Graphics Lab – I	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 107	Personality Development	4	-	4
BA (JMC) 109	Writing Skills	4	-	4
BA (JMC) 111	Indian Culture (For Foreign Students Only)*	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 157	Personality Development Lab	-	2	2
BA (JMC) 159	Writing Skills Lab	-	2	2
	Total	16	8*2=16**	24***

*Foreign students will study Course Code BA (JMC) 111, Course Title- Indian Culture as Elective Course along with Course Code BA (JMC) 157, Course Title- Personality Development Lab as Practical Course.

**In practical courses, one credit equals two hours of teaching/ training/ learning.

***Total number of credits include credits of compulsory three Core Courses along with credits of their respective labs and credits of one Elective Course along with credits of corresponding lab/ seminars/ presentations/ workshops.

Second Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BA (JMC) 102	Print Journalism	4	-	4
BA (JMC) 104	Media Laws and Ethics	4	-	4
BA (JMC) 106	Still Photography	4	-	4
Practical/Seminars/Viva Voce				
BA (JMC) 152	Print Journalism Lab	-	2	2
BA (JMC) 154	Still Photography Lab	-	2	2
BA (JMC) 156	Design and Graphics Lab – II	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 108	Health Communication	4	-	4
BA (JMC) 110	Sports Journalism	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 158	Health Communication Lab	-	2	2
BA (JMC) 160	Sports Journalism Lab	-	2	2
Total		**16**	**8*2=16**	**24**

Soon after the End-Term Examination of the Second Semester, the student shall undergo training/internship in Print Media for a period of four weeks. She/he shall submit in duplicate hard copy and a soft copy of Summer Training Report (STR) along with the DVD of multi-media presentation incorporating the work done during the training/ internship, at least four weeks before the commencement of End Term Examination of the Third Semester. The Summer Training Report shall be supervised by the internal faculty appointed by the Director/ Principal of the institute/ college.

SECOND YEAR

Third Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BA (JMC) 201	Development Communication	4	-	4
BA (JMC) 203	Basics of Radio Programming and Production	4	-	4
BA (JMC) 205	Basics of Video Camera, Lights and Sound	4	-	4

Practical/Seminars/Viva Voce				
BA (JMC) 251	Radio Production Lab	-	2	2
BA (JMC) 253	Video Production Lab	-	2	2
BA (JMC) 255	Summer Training Report****	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 207	Radio Jockeying and News Reading	4	-	4
BA (JMC) 209	Video Editing	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 257	Radio Jockeying and News Reading Lab	-	2	2
BA (JMC) 259	Video Editing Lab	-	2	2
	Total	16	6*2=12	26

****The Summer Training Report carries 100 marks and shall be evaluated by the Board of Examiners comprising of an Internal Examiner and one External Examiner separately out of 50 marks each. The External Examiner shall be appointed by the Competent Authority.

Fourth Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BA (JMC) 202	Basics of Advertising	4	-	4
BA (JMC) 204	Basics of Public Relations	4	-	4
BA (JMC) 206	Television Programming and Production	4	-	4
Practical/Seminars/Viva Voce				
BA (JMC) 252	Advertising Lab	-	2	2
BA (JMC) 254	Public Relations Lab	-	2	2
BA (JMC) 256	TV Production Lab	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 208	Television News: Reporting and Anchoring	4	-	4
BA (JMC) 210	Corporate Communication	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 258	Television News: Reporting and Anchoring Lab	-	2	2
BA (JMC) 260	Corporate Communication Lab	-	2	2
	Total	16	8*2=16	24

Soon after the End Term Examination of the Fourth Semester, each student shall undergo a Functional Exposure Training/ Internship for four weeks in Radio/ TV/ Advertising / Public Relations/NGO. She/ he shall submit in duplicate hard copy and a soft copy of Functional Exposure Report [FER] along with the DVD of multi-media presentation containing the actual experiential learning, at least 4 weeks before the commencement of End Term Examination of the Fifth Semester. The Functional Exposure Report shall be supervised by the internal faculty appointed by the Director/ Principal of the Institute/ College.

THIRD YEAR

Fifth Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BA (JMC) 301	Basics of New Media	4	-	4
BA (JMC) 303	Media Research	4	-	4
BA (JMC) 305	Event Management	4	-	4
Practical/Seminars/Viva Voce				
BA (JMC) 351	New Media Lab	-	2	2
BA (JMC) 353	Media Research Lab	-	2	2
BA (JMC) 355	Event Management Lab	-	2	2
BA (JMC) 357	Functional Exposure Report*****	-	-	4
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 307	Digital Media Marketing	4	-	4
BA (JMC) 309	Film Appreciation	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 359	Digital Media Marketing Lab	-	2	2
BA (JMC) 361	Film Appreciation Lab	-	2	2
	Total	16	8*2=16	28

*****The Functional Exposure Report [FER] carries 100 marks. The report shall be evaluated out of 50 marks each by a Board of Examiners comprising of Director/ Principal or her/his nominee and one External Examiner separately out of 50 marks each. The External Examiner shall be appointed by the Competent Authority.

Each student shall be assigned the Final Project at the end of the Fifth Semester. The

Final Project shall be pursued by her/him under the supervision of internal faculty in the Sixth Semester. The student shall make her/his Final Project on the theme/topic approved by the Director of the Institute/Principal in the Fifth Semester. She/ he shall submit in duplicate the hard copy and a soft copy in duplicate of the Final Project along with multi-media presentation at least four weeks before the date of commencement of the End-Term Examination of the Sixth Semester.

The Comprehensive Viva shall be based on all the courses of the programme and future projections of Media & Entertainment industry.

Sixth Semester

Paper Code	Subjects	L	T/P	Credits
Theory Papers				
BA (JMC) 302	Media Management and Entrepreneurship	4	-	4
BA (JMC) 304	Global Media: An Overview	4	-	4
BA (JMC) 306	Environment Communication	4	-	4
Practical/Viva Voce				
BA (JMC) 352	Final Project and Comprehensive Viva******	-	-	16
	Total	12	-	28

******The Final Project and Comprehensive Viva carries 100 Marks. It shall be evaluated by the Board of Examiners comprising of the Internal Examiner and External Examiner.

Note: The Board of Examiners shall comprise of the Director/ Principal or her/his nominee and two External Experts out of which one would preferably be from the corporate world i.e. media organisation operating in the country. The quorum shall be deemed to have met if two out of three members are present. The External Examiners shall be appointed by the Competent Authority.

Note: Total number of credits for the BACHELOR OF ARTS IN JOURNALISM & MASS COMMUNICATION - BA (JMC) = 154. For the award of degree a student must secure 150 credits.

Programme Outcomes (POs) for BA (JMC)

1. Acquire knowledge about the role of media in society and understanding its critical application in various aspects related to the industry and the society.

2. Gain conceptual, theoretical and practical knowledge of Journalism and Mass Communication field and learn to think critically and analytically about the issues, ethics & laws and apply their knowledge in day to day issues in the society.

3. Identity and engage with the society to improve various socio economic issues for development.

4. Identify, formulate, review literature and analyze issues & problems in relation to global and environmental issues and various other subjects of study.

5. Acquire knowledge about, what news is all about, having an insight into the working of journalistic field. The students would identify and utilize the nuances of writing for various formats and develop knowledge to write thought provoking content.

6. Develop skills of photography and photojournalism which helps students to apply the knowledge in the field.

7. Define & design advertising, public relations, corporate communications and digital media marketing concepts and campaigns.

8. Develop skills to conceptualize, write, shoot and edit various audio-visual content for radio, television and web.

9. Acquire knowledge about films. Identify various genres, editing styles, concepts behind storytelling, Miseen Scène, cinematography and the impact of films on society at large.

10. Develop event organizing and management skills.

11. Acquire hands on training and employability skills to develop the overall personalities as media professionals.

12. Apply research- based knowledge and research methods including research design, survey analysis and interpretation of data and synthesis of the information collected to provide valid and logical conclusions.

13. Acquire and develop overall communication skills to improve personality enabling them to interact effectively in the industry as well as the society. Also to develop their entrepreneurial skills to start their own ventures as media managers.

14. Enroll for higher studies as well as ready to get absorbed as skilled media professionals in the industry.

BBA Programme

FIRST YEAR

First Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
BBA 101	Management Process and Organizational Behaviour	Generic Elective/ Interdisciplinary course	4	-	4
BBA 103	Business Mathematics	Core Discipline	4	-	4
BBA 105	Financial Accounting & Analysis	Core Discipline	4	-	4
BBA 107	Business Economics	Core Discipline	4	-	4
BBA 109	Computer Applications	Skill Enhancement Course	4	-	4
BBA 111	Computer Applications Lab	Skill Enhancement Course	-	4	2
Total			**20**	**4**	**22**

Second Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
BBA 102	Cost Accounting	Core Discipline	4	-	4

BBA 104	Quantitative Techniques	Core Discipline	4	-	4
BBA 106	E-Commerce	Core Discipline	4	-	4
BBA 108	E-Commerce Lab	Skill Enhancement Course	-	4	2
BBA 110	Business Communication	Ability Enhancement Compulsory	4	-	4
BBA 112	Business Environment	Core Discipline	4	-	4
Total			**18**	**4**	**22**

SECOND YEAR

Third Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
BBA 201	Business Laws	Core Discipline	4	-	4
BBA 203	Marketing Management	Core Discipline	4	-	4
BBA 205	Business Ethics and Corporate Social Responsibility	Generic Elective/ Interdisciplinary course	4	-	4
BBA 207	Management Accounting	Core Discipline	4	-	4
BBA 209	Indian Economy	Core Discipline	4	-	4
BBA 211	Environmental Science* (NUES)	Ability Enhancement Compulsory	2	-	2
Total			**22**	**-**	**22**

Fourth Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
BBA 202	Human Resource Management	Core Discipline	4	-	4
BBA 204	Financial Management	Core Discipline	4	-	4
BBA 206	Research Methodology	Generic Elective/ Interdisciplinary Course	4	-	4

BBA 208	Research Methodology Lab	Skill Enhancement Course	-	4	2
BBA 210	Information Systems Management	Core Discipline	4	-	4
BBA 212	Information Systems Management Lab	Skill Enhancement Course	-	4	2
BBA 214	Managerial Skill Development (NUES)*	Skill Enhancement Course	2	-	2
Total			**18**	**8**	**22**

Note: At the end of the Fourth Semester all the students shall have to undergo Summer Training for Six to Eight Weeks.

*NUES: Non University Examination System.

THIRD YEAR

Fifth Semester

Paper Code	**Subjects**	**Discipline**	**L**	**T/P**	**Credits**
BBA 301	Income Tax Law and Practice	Core Discipline	4	-	4
BBA 303	Production & Operations Management	Generic Elective/ Interdisciplinary Course	4	-	4
BBA 305	Services Marketing	Core Discipline	4	-	4
BBA 307	Entrepreneurship Development	Generic Elective/ Interdisciplinary Course	4	-	4
BBA 309	Goods & Services Tax (GST)	Core Discipline	4	-	4
BBA 311	Summer Training Report	Skill Enhancement Course	-	-	6
Total			**24**	**-**	**26**

Sixth Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
BBA 302	Project Management	Core Discipline	4	-	4
BBA 304	Digital Marketing	Core Discipline	4	-	4
BBA 306	International Business Management	Core Discipline	4	-	4
BBA 308	Business Policy & Strategy	Core Discipline	4	-	2
BBA 310	Sales & Distribution Management	Core Discipline	4	-	4
BBA 312	Project Report	Skill Enhancement Course	-	-	6
Total			**16**	**4**	**22**

Criteria for Internal Assessment

All theory Courses have internal assessment of 25 marks and 75 marks for external examination. For the courses related to projects, internal assessment is 50 marks and external examination is 50 marks. The courses related to Lab have 40 marks as internal assessment and 60 marks for external examination.

Maximum and Minimum Credits of the Program

The total number of the credits of the BBA Program is 140.

Each student shall be required to appear for examination in all courses. However, for the award of the degree a student should secure at least 132 credits.

Programme Outcomes (POs) for BBA

1. Increase cognizance about overall functioning of local and global business environment and society
2. Develop effective oral and written communication to enable and effectuate local, global and Cross Cultural business
3. Develop comprehensive understanding and problem solving abilities in functional areas - marketing, human resources, finance, operations etc.

4. Develop critical thinking skills and reasoning abilities to analyze the business data using various techniques and tools and take well informed business decisions

5. Demonstrate awareness of ethical issues; ability to distinguish ethical and unethical behaviors and take ethical stands

6. Collaborate and lead teams across organizational boundaries and demonstrate leadership qualities to maximize the usage of diverse skills of team members

B.Com (H)

FIRST YEAR

First Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
B.Com 101	Management Process & Organizational Behaviour	Core Discipline	4	-	4
B.Com 103	Financial Accounting	Core Discipline	4	-	4
B.Com 105	Micro Economics	Generic Elective	4	-	4
B.Com 107	Business Communication	Ability Enhancement Course	4	-	4
B.Com 109	Computer Applications	Skill Enhancement Elective Course	4	-	4
B.Com 111	Computer Applications Lab	Skill Enhancement Elective Course	-	4	4
Total			**20**	**4**	**22**

Second Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
B.Com 102	Business Mathematics	Core Discipline	4	-	4
B.Com 104	Business Laws	Core Discipline	4	-	4
B.Com 106	Macro Economics	Generic Elective	4	-	4

B.Com 108	Cost Accounting	Core Discipline	4	-	4
B.Com 110	Business Studies	Core Discipline	4	-	4
B.Com 112	Minor Project Report	Skill Enhancement Elective Course	-	-	4
Total			**20**	**-**	**24**

SECOND YEAR

Third Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
B.Com201	Marketing Management	Core Discipline	4	-	4
B.Com203	Management Accounting	Core Discipline	4	-	4
B.Com205	Human Resource Management	Core Discipline	4	-	4
B.Com207	Business Ethics and Corporate Social Responsibility	Ability Enhancement Compulsory Course	4	-	4
B.Com209	Business Statistics	Generic Elective	4	-	4
B.Com211	Computerized Accounting Software (Computer Lab)	Skill Enhancement Elective Course	-	4	2
B.Com213	Managerial Personality Development (NUES)*	Skill Enhancement Elective Course	2	-	2
Total			**20**	**4**	**24**

Fourth Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
B.Com 202	Fundamentals of Financial Management	Core Discipline	4	-	4
B.Com204	Auditing	Core Discipline	4	-	4
B.Com206	Corporate Accounting	Core Discipline	4	-	4
B.Com208	Indian Economy	Generic Elective	4	-	4
B.Com210	Financial Modeling	Core Discipline	4	-	4

B.Com212	Financial Modeling Lab	Skill Enhancement Course	-	4	2
B.Com 214	Research Methodology	Skill Enhancement Elective Courses	4	-	4
B.Com 216	Research Methodology Lab	Skill Enhancement Courses	-	4	2
Total			**24**	**8**	**28**

Note: At the end of the Fourth Semester all the students shall have to undergo Summer Training for Six to Eight Weeks.

THIRD YEAR

Fifth Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
B.Com301	Income Tax Law and Practice	Core Discipline	4	-	4
B.Com303	Entrepreneurship Development	Skill Enhancement Elective	4	-	4
B.Com305	Information Systems Management	Core Discipline	4	-	4
B.Com307	Information System Management Lab	Skill Enhancement Course	-	4	2
B.Com309	Summer Training Report	Skill Enhancement Course	-	-	6
B.Com	Elective 1 (Any one of the following)	Discipline Specific Elective (DSE)	4	-	4
Total			**16**	**4**	**24**

The Student will choose one elective paper from given electives.

Elective I

B.Com 311: Investment Management
B.Com 313: Financial Markets and Institutions
B.Com 315: Sales and Distribution Management
B.Com 317: Advertising and Brand Management

B.Com 319: Industrial Relations and Labour Laws
B.com 321: Training and Development

Sixth Semester

Paper Code	Subjects	Discipline	L	T/P	Credits
B.Com302	Project Management	Core Discipline	4	-	4
B.Com304	Goods & Services Tax (GST)	Generic Elective	4	-	4
B.Com306	E-Commerce	Skill Enhancement Elective Course	4	-	4
B.Com308	E-Commerce Lab	Skill Enhancement Course	-	4	2
B.Com310	Environmental Science (NUES)*	Skill Enhancement Course	2	-	2
B.Com312	Research Project	Skill Enhancement Course	-	-	6
B.Com	Elective II (Any one of the following)	Discipline Specific Elective (DSE)	4	-	4
Total			**18**	**4**	**26**

*NUES – Non University Examination System

One elective should be chosen from the given electives in sixth semester.

Elective II
B.Com 314: Introduction to Derivatives
B.Com 316: Principles of Insurance
B.Com 318: Services Marketing
B.Com 320: International Business Management
B.Com 322: Compensation Management
B.Com 324: Organizational Development

Criteria for Internal Assessment

All theory Courses have internal assessment of 25 marks and 75 marks for external examination. For the courses related to projects, internal assessment is 50 marks and external examination is 50 marks. The courses related to Lab have 40 marks as internal assessment and 60 marks for external examination.

Maximum and Minimum Credits of the Program

The total number of the credits of the B.Com(Hons.) Program is 148.

Each student shall be required to appear for examination in all courses. However, for the award of the degree a student should secure at least 140 credits.

The elective shall be floated if minimum number of students opting for it is 20 percent of the intake in the course.

Programme Outcomes (POs) for B.COM (H)

1. Increase cognizance about overall functioning of a business enterprise
2. Develop effective oral and written communication to enable and effectuate reporting and valuation of business
3. Develop comprehensive understanding and problem solving abilities in functional areas - marketing, human resources, finance, operations etc.
4. Develop critical thinking skills and reasoning abilities to analyze the business data using various techniques and tools and take well informed business decisions.
5. Demonstrate awareness of ethical issues; ability to distinguish ethical and unethical behaviors and take ethical stands.
6. Collaborate and lead teams across organizational boundaries and demonstrate leadership qualities to maximize the usage of diverse skills of team members.

B.A. (Honours) – Economics

First Year

First Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
BAECO 101	Principles of Micro Economics	4+1	5
BAECO 103	Statistical Method – I	4+1	5
BAECO 105	Mathematics for Economics – I	4+1	5
BAECO 107	Business English – I	3+1	4

Second Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
BAECO 102	Principles of Macro Economics	4+1	5
BAECO 104	Statistical Method - II	4+1	5
BAECO 106	Mathematics for Economics – II	4+1	5
BAECO 108	Business English – II	3+1	4

SECOND YEAR

Third Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
BAECO 201	Intermediate Micro Economics – I	4+1	5
BAECO 203	Intermediate Macro Economics – I	4+1	5
BAECO 205	History of Economic Thought	4+1	5
BAECO 207	Introduction of Econometrics	4+1	5
BAECO 209	Functional Hindi – I (or any other language other than English)	3+1	4

Fourth Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
BAECO 202	Intermediate Micro Economics – II	4+1	5

BAECO 204	Intermediate Macro Economics – II	4+1	5
BAECO 206	Introduction to Development Economics	4+1	5
BAECO 208	Monetary Economics	4+1	5
BAECO 210	Functional Hindi – II (or any other language other than English)	3+1	4

THIRD YEAR

Fifth Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
BAECO 301	International Economics	4+1	5
BAECO 303	Public Economics – I	4+1	5
BAECO 305	Economic Development of India – I	4+1	5
Optional Paper (One paper to be offered)			
BAECO 307	Topics in Micro Economics	4+1	5
BAECO 309	Applied Economics	4+1	5
BAECO 311	Economics of Micro Finance	4+1	5
BAECO 313	Agricultural Economics	4+1	5

Sixth Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
BAECO 302	Introduction to Environmental Economics	4+1	5
BAECO 304	Public Economics – II	4+1	5
BAECO 306	Economic Development of India - II	4+1	5
Optional Paper (One paper to be offered)			
BAECO 308	Topics in Macro Economics	4+1	5
BAECO 310	International Trade and Multilateral Trade Organizations	4+1	5

BAECO 312	Introduction to Financial Economics	4+1	5
BAECO 314	Demography		

Note: (i) L (Lecture per week) & T (Tutorial per week), (ii)* (to be issued by the Examination Branch).

Distribution of Credits

Semester - I	Semester - II	Semester - III	Semester – IV	Semester – V	Semester - VI	Total Credit
19	19	24	24	20	20	126

Note: For the award of B.A. (H) Degree in Economics the student shall have to earn all the 126 credits.

Examination Scheme:

1. The student shall be evaluated for each paper on continuous basis through Internal and External examinations respectively.
2. The internal evaluation for each paper shall be for 25 marks.
3. The external evaluation for each paper shall be based on end-term theory examinations (as outlined in the detailed course scheme) carrying 75 marks.
4. Minimum credits required for the award of degree shall be 126.

Program Outcomes (POs) of BA (H) Economics

1. Critical Thinking Skills - Apply economic analysis to everyday problems in real world situations
2. Critical Thinking Skills - Analyze current events and evaluate specific policy proposals
3. Critical Thinking Skills - Evaluate assumptions in arguments to analyze a specific economic or policy problem
4. Analytical Skills - Use empirical evidence to evaluate the validity of an economic

argument

5. Analytical Skills - Conduct appropriate statistical analysis of data and interpret results accurately

6. Problem-Solving Skills - Solve and address problems that may not have clear solutions

7. Problem-Solving Skills - Apply microeconomic and macroeconomic theory to real life issues in fields of economics

8. Problem-Solving Skills - Estimate economic models using real data, forecast, and interpret estimates

9. Communication Skills - Gain proficiency in oral and written communication for professional purposes

10. Develop a deep understanding of the basic theoretical framework underlying the field of macro and micro economics

11. Develop a clear understanding of the operations of money and banking and their interaction with the rest of the economy

12. Apply theories and interrelations of international trade and development with domestic macro policies

13. Apply mathematical and statistical models on econometrics to decipher the micro and macro-economic phenomena

14. Articulate strategies related to sustainable development

B.A. (Honours) - English

FIRST YEAR

First Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
Compulsory Course			
BAENGH 101	Social and Literary History of England	4+1	5
BAENGH 103	English Poetry: From Chaucer to Pope	4+1	5
BAENGH 105	English Drama-I	4+1	5
Ability Enhancement Course (any one)			
BAENGH 107	General Hindi	4+1	5
BAENGH 109	General Punjabi	4+1	5
BAENGH 111	General Urdu	4+1	5
BAENGH 113	Communication Skills**	4+1	5

**Only for those who have not studied Hindi/Punjabi/Urdu upto Class 10th.

Second Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
Compulsory Course			
BAENGH 102	Shakespearean Drama	4+1	5
BAENGH 104	English Novel-I	4+1	5
BAENGH 106	Environmental Ethics, Human Values and Literature	4+1	5
Subsidiary Elective Course (any one)*			
BAENGH 108	Introduction to Sociology	4+1	5
BAENGH 110	Introduction to Economics	4+1	5

SECOND YEAR

Third Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
Compulsory Course			
BAENGH 201	Romantic and Victorian Poetry	4+1	5
BAENGH 203	English Novel – II	4+1	5
BAENGH 205	Modern British Drama	4+1	5
Subsidiary Elective Course (any one)*			
BAENGH 207	Introduction to Philosophy	4+1	5
BAENGH 209	Introduction to History	4+1	5
BAENGH 211	Introduction to Psychology	4+1	5

Fourth Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
Compulsory Course			
BAENGH 202	Literary Criticism (From Aristotle to T.S. Eliot)	4+1	5
BAENGH 204	Indian Writing in English	4+1	5
BAENGH 206	Indian Literature in English Translation	4+1	5
Subsidiary Elective Course (any one)*			
BAENGH 208	Popular Literature	4+1	5
BAENGH 210	Introduction to Film Studies	4+1	5

THIRD YEAR

Fifth Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
Compulsory Course			
BAENGH 301	Twentieth Century British Poetry	4+1	5
BAENGH 303	American Novel	4+1	5

Elective (any one)*			
BAENGH 305	Modern European Drama	4+1	5
BAENGH 307	Modern Indian Drama	4+1	5
Ability Enhancement Course			
BAENGH 309	Language and Communication	4+1	5

Sixth Semester

Course Code	Title of the Course	Teaching Hours (L&T)	Credits
Compulsory Course			
BAENGH 302	Contemporary Literary Criticism and Theory	4+1	5
BAENGH 304	American Poetry and Drama	4+1	5
Elective – I (any one)*			
BAENGH 308	English Prose	4+1	5
BAENGH 310	Short Story and Novella	4+1	5
Elective – II (any one)*			
BAENGH 312	Dalit Literature	4+1	5
BAENGH 314	Postcolonial Literature	4+1	5
BAENGH 316	Women's Writing	4+1	5

*Elective subject will be offered if sufficient number of students opt for it.

Note: (i) L (Lecture per week) & T (Tutorial per week), (ii) The Course Code and Paper ID are tentative and would be finalized/issued by the Examination Branch.

Details of Credit

Semester – I	Semester – II	Semester – III	Semester – IV	Semester – V	Semester - VI	Total Credit
20	20	20	20	20	20	120

Examination Scheme

1. The student shall be evaluated for each paper on continuous basis through internal and external examinations respectively.

2. The internal evaluation for each paper, if otherwise stated for specific paper, shall be for 25 marks.

3. The external evaluation for each paper, unless otherwise stated for specific paper, shall be based on end-term theory examinations (as outlined in the detailed course scheme) carrying 75 marks.

4. Minimum credits required for the award of degree in Bachelor of Arts (Honours) (English) shall be 120.

5. Minimum marks required to pass each paper = 40%

6. The Bachelor of Arts (Honours) (English) programme would be governed by the University's Ordinance 11.

Programme Outcomes (POs) for BA (Hons) English

This programme intends to equip the students with the ability to:

1. Critical Thinking

Critically appreciate major literary works of the world through enhanced thinking ability familiarized with traditional and cultural criticism.

2. Language Skills: LSRW

Develop strong linguistic capabilities through a wide variety of literary works including theoretical and practical sessions.

Develop their English Language skills for employment and further study, both discipline related and transferable to other contexts.

Hone their writing skills and learning the conventions of creative and academic writing.

3. Literary Terminology: General and Genre Specific

Gain understanding and application of literary terms.

Develop an inclusive understanding of different literary periods and trends.

4. Imaginative, Independent Thinking and Idea Generation

Respond imaginatively, intellectually and independently and carry this quality of response into future reading experiences.

Explore their own individual sympathetic/empathetic imagination

5. Contextual Understanding through Various Epistemologies

Critically analyze the works written by different sections of people (gender, racial and ethnic minorities)

Assess the complex nature of literary studies from social, economic, historical, philosophical and psychological perspective

6. Comprehending Cross Cultural Nuances of Literatures in English

Analyze American, European and Indian literature in English and explore the cultural dimensions of various literary texts in English.

7. Inculcation of Human Values, Ethics and Environmental Consciousness

Sensitize and nurture young minds towards the environmental concerns and global challenges.

8. Interface of Literature with Life and Holistic Human Development

Impart holistic education through literature to help them develop competencies in practical conducts of life**.**

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
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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 है हमारा ... यह VIPS हमारा

चलो उठो जागो रुकना नहीं है
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Written and composed by Antrakshar:
VIPS Music Society



VIPS

योगः कर्मसु कौशलम्

IN PURSUIT OF PERFECTION

Vivekananda Institute of Professional Studies

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