

The Institution has a prescribed code of conduct for students, teachers, administrators, and other staff and conducts periodic programmes in this regard.

## Code of Conduct

### Code of Conduct for Teachers

This code of conduct should serve as a guiding principle about ethical and professional conduct for teachers affiliated within the institute. This code understands limitations of teachers which are beyond control of teachers and this code emphasizes dissemination of duties as per the code of conduct within these constraints and to the best ability of a teacher.

- Code of conduct with respect to Academic Responsibilities:
  1. Teachers shall exercise integrity, fairness, openness through their professional commitments, responsibilities, and actions. Teacher shall be committed to the best interests of students and promote their holistic development by his/her treatment of students in the classroom as well as with such interactions elsewhere.
  2. Teachers shall make use of all ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful.
  3. Teacher shall help as a subject knowledge expert in enhancing subject skills and also act as mentor to guide their students in planning and furthering their future career goals.
  4. Teacher shall help in development of personal, ethical, moral, and overall character of the students.
  5. Teacher shall be responsible for developing learning resource material for classroom and lab instruction.
  6. Teacher shall carry out and assist in carrying out other academic, co-curricular and extra-curricular activities that may be assigned to them.
  7. Teacher shall carry out student assessment & evaluation including examination work impartially.
  8. Teacher shall keep abreast of new knowledge & skills, help generate new knowledge and disseminate such knowledge through books, publications etc.
  9. Teacher shall focus on self-development through upgrading qualification, experience & professional activities such as participation in various refresher/orientation courses, conferences, and symposiums. These activities are encouraged and supported, through all possible avenues, as this engagement leads in strengthening the institution.
  10. We at our Institute believe in student centric approach. Student being our 'Customer', the Institute aims for 'Customer delight' in each and every activity. Hence student feedback becomes integral part of the process. The Institute has designed student feedback form which is based on different aspects like Subject knowledge, depth with update, Teaching delivery methodology - modern tools used, Activities undertaken - its completion with clarity and quality, Punctuality,

#### **Criterion 1 – Curricular Aspects**

effective communication and support/mentoring.

- Code of conduct with respect to Research and Development activities:
  1. Teacher shall be encouraged to take part in various Research & Development activities and timely guidance shall be provided.
  2. Teacher shall take Industry Sponsored Projects.
  3. Teacher shall provide Consultancy and Testing Services.

4. Teacher shall carry out promotional activity of Industry -institution interaction and R&D.
  5. Teacher shall participate in one or more activities of Technical Paper / Book publications / Poster making / survey / Product design / development / Creation of laboratory / Incubation laboratory in future technology / Final year projects / mini projects / Participation/collaboration with external professional body activities and also inculcate the same in every student of the Institute.
- Code of conduct with respect to Academic Administration:
    1. Teacher shall develop Policy, shall undertake Monitoring & evaluation and promotional activities both at Departmental and institutional level.
    2. Teacher shall Design and develop new modules.
    3. Teacher shall be responsible for preparing project proposals for funding in areas of R&D work, Laboratory development, Modernization, Expansion etc.
    4. Teacher shall do Administration work both at Departmental & Institutional level.
    5. Teacher shall be responsible for monitoring and evaluating both Academic and research activities.
    6. Teacher shall participate in policy planning at the Regional/ National level for development of technical education.
    7. Teacher shall plan and implement staff development activities.
    8. Teacher performance shall be evaluated every semester on various aspect stated in Staff Diary designed by the Institute.
  - Code of conduct with respect to Extension Services
    1. Teacher shall interact with industry and society.
    2. Teacher shall provide Non-R&D support and consultancy services to industry and other User agencies.
    3. Teacher shall provide non-formal modes of education for the benefit of the community.
    4. Teacher shall Promote entrepreneurship and job creation.
    5. Teacher shall Disseminate knowledge to anyone seeking knowledge.
    6. Teacher shall provide technical support in areas of social relevance.
  - Code of conduct with respect to Teaching Hours

Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless they are assigned duties elsewhere. If, for any unavoidable reason, one has to leave the workplace, prior written permission should be obtained from the Principal through their HoD. Teachers must always wear their identity badge during working hours.
  - Code of conduct with respect to Faculty Development
    1. Teacher shall be given highest importance for updating of knowledge.
    2. The Principal shall draw up plans for development of individual faculty members and groups of faculty members. The plans may include deputation of the faculty members for short / long term programs outside the institute, enrolment for online certification programs, participation in seminars and workshops both domestic and international, publication of articles in indexed journals, deputation for faculty development programs inside and outside the

institute, Conduct of seminars and workshops in the college, Conduct of faculty development programs at college.

- Code of conduct with respect to Deputation / Sponsorship

We at our institute recognizes need of all along and continuous staff development. This is important considering rapid changes in technology and industry expectations. The Institute believes that a teacher who is well versed with and practices latest technology can only produce graduates suitable for industry. Our institute encourages and supports its staff members in acquiring the latest skills through various modes.

Teaching staff members who have completed one year of continuous service as on 1st April shall be eligible for seeking benefits to pursue further study / teaching / research / industry training, etc.

Teacher pursuing PhD shall be deputed with leave. Teacher attending STTPs / Conferences / Workshops / Training, etc. shall be deputed with sponsorship & leave. Teacher publishing Paper shall be given sponsorship. Teachers visit to Institute / organization / Industry of National / International repute shall be deputed with sponsorship & leave. The teacher seeking for membership of Professional Institutions or Filing patent or enrolling for any online certification programs shall be given with Sponsorships.

- Code of conduct with respect to Technical Consulting / Training Activities – Revenue Generation Activities

We at our institute encourage all staff members to pursue technical consulting / training activities with the Industry / society / government bodies, etc. with primary motive of revenue generation to support Institute expenditure to lower student fee component.

- Code of conduct with respect to Institute Committees

Teacher shall have various committee activities for academic, administrative, co-curricular and extra-curricular activities. One can contribute in committee activities for enrichment, as per his/her interest/taste.

- Code of conduct with respect to Payments

Salary

Teacher shall be paid salary as per the 6th Pay Commission recommendations adopted by the State Government.

Income Tax deductions shall be done in accordance with as per IT considering investment plan declaration by the employee. Last date for investment plan declaration in the prescribed form would be 31st October and last date for submission of investment proofs to the Institute authorities would be 31st January. Institute shall provide form 16 certificate as applicable to all concerned staff members by 15th June.

Profession Tax shall be deducted every month as per prevailing rules.

No loan facility shall be available. Facility for deduction of EMIs from salary is not available.

Provident Fund

Teacher shall be covered as per Employees Provident Fund benefits.

Gratuity

Teacher who shall complete continuous service of minimum 5 years in the Institute are eligible for Gratuity under the Gratuity Act, 1972 scheme.

Medical Insurance & Medical Assistance in Emergency

Teacher who shall have completed 2 years of service are covered with medical insurance. This facilitates reimbursement of charges of hospitalization and medicine expenses incurred during hospitalization up to Rs. 1,00,000/- in a year.  
Leave Travel Concession

Teacher who shall have completed 2 years of service eligible for leave travel concession for visiting his/her native place once in two years.

Book Allowance

Teacher who shall have completed 2 years of service eligible for book allowance Rs. 1000/- for purchase of books once in a year.

• Code of conduct with respect to Leave

1. Teacher shall have to apply for grant of leave in the prescribed e-form and shall proceed on leave only on due sanction. However, if the emergencies exists and employee is required to proceed on leave for the reasons beyond his control, the leave sanctioning authority may, on satisfying itself sanction leave on application which is submitted later. Leave may be granted in combination with or in continuation of any other kind of leave except Casual Leave.
2. If the Teacher overstays the sanctioned period of his leave, without prior permission or intimation, he shall not be entitled to any leave salary for such period and such absence may be treated as misconduct.
3. If any Teacher of the Institute resigns, he/she shall not be granted leave either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Principal may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Principal, the circumstances of the case justify such grant of leave.
4. The Principal reserves right to revoke or curtail any kind of leave as deemed necessary.
5. Absence after expiry of sanctioned leave shall be viewed very seriously.
6. Teacher shall be entitled to 8# days of casual leave in a calendar year. Casual leave in continuation for more than 3 days shall be treated as mass casual leave. Mass casual shall not be treated as casual leave and shall be treated as unauthorized absence and may be treated as mis-conduct. Unused casual leaves shall not be carried to the following calendar year.
7. Teacher shall be entitled for 10# days of leave for calendar year to cover absence due to medical reasons. Credit of 5 leaves shall be given on 1st Jan and 1st Jul of each year. Staff member availing leave on medical ground may need to submit medical certificate issued by medical practitioner. The Institute reserves right to verify the same. If demanded, the teacher may need to submit fitness certificate before joining the duties. Unused sick leaves shall be carried to the following calendar year.
8. Teacher who is not entitled to vacation shall be entitled to earned leave at the rate of one eleventh of the period spent on duty, subject to maximum of 30 days in a calendar year and subject to the accumulation of maximum of 240 days of earned leave. The Teacher may not be granted more than 120 days of earned leave at a time. Earned leave shall be calculated, twice a year, for the period 6 months, Jan to Jun and Jul to Dec, and shall be credited to employee on 1st January and 1st July of each year. Teachers who have completed 1 year of service on 1st Jan or on 1st July shall be considered for credit of earned leave on respective dates. Surrender of earned leave is not allowed.
9. Female teacher who has put in more than two years of service shall be eligible for maternity leave of 90 days. Maternity leave can also be granted in case of miscarriage including abortion subject to maximum number of 45 days for a period of entire service. In any case, application for maternity leave shall be supported by a certificate by a medical practitioner. The Institute reserves right to verify the same as deemed fit. During maternity leave, leave salary equal to

last pay drawn is admissible.

10. A teacher shall be granted study leave at the discretion of the governing body of the college subject to a maximum of 6 months. The teacher who is granted study



- leave shall enter into an agreement / bond with the institute for a period as deemed fit by the authorities.
11. Extra ordinary leave (leave without pay and allowances) may be granted to a teacher in special circumstances. Nature and period of leave may be decided by the Principal.
  12. Teacher asked to work on Saturdays / Sundays / Public Holidays by the competent authority in writing will be entitled to compensatory leave for the same. Only those employees whose gross salary is less than Rs. 20,000/- shall be eligible for compensatory leave. This leave shall not be carried to the next calendar year.
  13. We at our Institute seriously view Leave without Pay. Following, criteria shall be applicable with respect to LWP.
    - There shall not be ½ day LWP. It will be treated as full day LWP.
    - Holidays and weekly offs, suffixed and prefixed to LWP shall be treated as leave without pay.
    - If number of leaves without pay in a month are more than 5, all holidays, weekly offs in that month shall be treated as LWP.
- Code of conduct with respect to Dress Code:

We at our Institute believe that in an educational environment, the standard of dressing for men is neatly ironed, formal light coloured full sleeves shirt and dark trousers and for women a saree, shirt or blouse with skirt or a dress paired with appropriate accessories. For official functions, men shall wear suit and women shall either wear suit or formal western dress or a very formal saree. Accessories for men are formal shoes, ties, belts and for women, scarves, belts and jewelry. Jewelry should be worn in good taste, with limited visible body piercing. Hats are not appropriate. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

A professional appearance is encouraged and excessive makeup is discouraged. Excessive use of perfume, may be disturbing to others, so use these substances with restraint. If uniform is issued, use of uniform shall be mandatory. Cost of uniform shall be borne by the Institute. Not wearing uniform shall be strictly dealt with.

### **Code of Conduct for Students**

The Student Code of Conduct supports the College's mission by outlining students' rights and responsibilities in addition to defining acceptable behaviours. Conduct certificate will not be issued as a matter of course. It has to be earned by students' good conduct. In order to help ensure a safe and secure campus environment we ask all visitors, and students to refrain from the following:

- Using obscene language, obscene gestures, racial, and religious slurs.
- Engage in political activities, unofficial meetings, strikes, demonstrations, agitations, and fund collection
- Use of any banner, flag, board, notice, pamphlet or other such materials for purpose of any political activity of student organizations
- Casual dressing/specially designed / extra colour/special dressing and hair style will not be permitted.
- Use and Possession of alcoholic drinks or drugs. Using/keeping of these items will lead to immediate expulsion of the student from the college and hostels.
- The parking of students' vehicles in the campus is restricted only to the specially

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allotted parking spaces at their own risk.

- Taking or acquiring possession of any academic material from a college employee or fellow student without permission; receiving or giving help during tests or other assessments of learning.

- Students shall always wear identity cards issued by the college with tag and show them as and when demanded by the Principal, teachers and office staff/security staff.
- The students should be in proper dress code and hair groom otherwise they are not allowed to attend the class
- Students are expected to maintain discipline inside the college premises.
- The students are advised to use the library, net lab during their free hours
- Students are advised to utilize the college resources and facilities properly
- Student should have at least 75% attendance, the students who have lack of attendance are not eligible for appearing in university examination
- Student are responsible to make the campus clean and green.
- Student should not involve in any illegal and anti-social activities.
- Students are advised to participate in all the curricular, co-curricular and extra-curricular activities without fail.
- Students are responsible to protect the college properties.

FYBAMMC

## Internal Complaint Committee

- 1) To resolve the issues pertaining to female students or sexual harassment.
- 2) To equip the female students, faculty and staff members with knowledge of their legal rights.
- 3) To safeguard the rights of female students, faculty and staff members.
- 4) To provide a platform for listening to complaints and redressal of grievances.
- 5) To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.

### Members of the Internal Complaint Committee

S.No	Position	Name
1	Presiding officer	Dr. Rohini Kelkar
2	Teaching Member	Vijay Gawde
3	Teaching Member	Akshatha Jain
4	Non-teaching member	Dipika Keluskar
5	Non-teaching member	Sanjivani Mohite

## FIRST YEAR ORIENTATION PROGRAMME- “THE NEW NORMAL-2020”

Day & Date	Course	Time
Thursday, 3/9/2020	BAF	5p.m. to 6 p.m.
Friday, 4/9/2020	BMM/BBI/BFM	5 p.m. to 6 p.m.
Saturday, 5/9/2020	B.Sc. IT	10.30 a.m. to 11.30 a.m.
	BMS	12 noon to 1 p.m.



The Parent Interaction Committee of VSIT had organized an Orientation Program for the first year students of all courses. The program was scheduled separately as mentioned in the above table.

The main objective of Orientation Program for Fresher’s is to equip them with all the necessary information to dispel their doubts and lingering questions, apprehensions. It aims to provide answers to unasked questions. The students and parents were formally welcomed VSIT used Zoom online platform for the convenience of parents and students. The Orientation was conducted into two parts – General Orientation and Departmental Presentation.

The program was kick started with a video, which encompassed the entire infrastructure of the college. The General presentation included points that introduced the information about the history of the College, its founders, Members of the Vidyalankar Dnyanapeet Trust, Principal, Vice Principals and CAO’s of VSIT.

The hosts of the Program enlightened the audience with the uniqueness of VSIT- Its robust Infra structure, Anticipating students and parents apprehensions regarding the online teaching – detailed information was provided. It explained the Online Platform used its rigorous training for students to equip them for smooth functioning of the lectures. The anchors emphasized the fact that it has been very smooth for VSIT to transit from offline to online teaching as VSIT has strong technical background. The various teaching tools used for teaching. Apart from this the academic facilities, Co-curricular activities. Extra- Curricular activities, digital campus and its benefits for the students were explained to gain confidence of the students and their parents.

After this presentation the Principal, VSIT, Dr. Rohini Kelkar, addressed the parents and students. At the outset she welcomed all the parents and students cordially and also thanked them for taking admission at VSIT. She assured all the parents that they have entrusted their wards at a very safe hands and now it is

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the responsibility of the college to take care of them –professionally as well as personally. She also affirmed that the online teaching has not restricted VSIT to continue with the activities that are regularly carried out in an offline Mode of teaching.

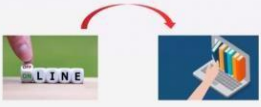



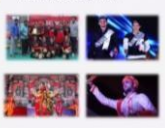
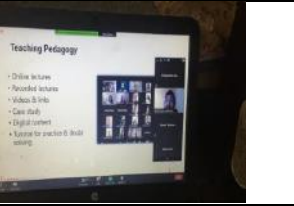

It was Vice Principal, Prof. Vijay Gawde, who addressed after Principal Madam. He began his address by quoting 'We never stop come what may.' In a nut shell he meant that VSIT has not compromised on any activities even in the online mode of Teaching, which has been introduced recently. He emphasized on the importance of recorded lectures in an online mode for enhancing students' learning process.

The Department presentations were presented by the respective Heads of the Departments, and First Year In –charges. It included introduction of the respective Chief Academic Officers, faculty members who teach first year classes. This presentation was department specific. It emphasized the regular department activities and special features of the departments, for the overall development of the students and to make them more employable. The BAF department highlighted the activities of the Commerce Association, BMM department highlighted its activities- Film Festival, V-Talkies, Madhya, - a media conclave etc. The department of Banking and Insurance elaborated on the events that were organized and also announced the Future Flagship events of the department. The BFM department emphasized its activities of Mock Equity Trading, Financial Clubs, etc. The IT department which is the biggest department of VSIT spoke of the importance of IT in every field of our life and explained about its special events – BIZCON-20, V-Search, and Tantra-Vihar. Finally, the BMS department highlighted its activities- Avishakar – an Inter- Collegiate Research paper competition, Case Study Workshop.

At the end of the department presentation, Prof. Asif Rampurawala, Vice Principal, VSIT, explained about VIIE program of the VSIT. He explained about the VSIT's collaboration with the reputed American and Canadian Universities and its benefits to the students to get degree from the Foreign Universities,

The session was kept open for the queries of the parents as well as that of students, which were answered by the Vice Principals and Faculty members.

A feedback form was posted on the chat box for parents and students suggestions.

<p><b>Transition from Offline to Online</b></p>  <p>VSIT</p>		<p><b>Teaching Methodology</b></p> <ul style="list-style-type: none"> <li>• On-At Lecture</li> <li>• On-At Zoom</li> <li>• On-At Assignments</li> <li>• On-At Guest Lecture</li> <li>• Lecture Recording</li> </ul>  <p>VSIT</p>	<p><b>Cognitive Approach</b></p> <ul style="list-style-type: none"> <li>• Making the students industry-ready: Holistic Approach</li> <li>• Virtual Tours</li> <li>• Beyond Syllabus Activities</li> <li>• Guest Lectures</li> <li>• Networking with Industry experts</li> </ul>  <p>VSIT</p>
<p><b>Holistic Development</b></p> <p><b>Extra-Curricular</b></p> <ul style="list-style-type: none"> <li>• Verve</li> <li>• Vigour</li> <li>• Maay Marathi</li> <li>• Shanivar Manch</li> <li>• Sports – Inter &amp; Intra Collegiate</li> <li>• NSS</li> <li>• DLLL (Lifelong Learning and Extension)</li> <li>• Swaralankar</li> </ul>  <p>VSIT</p>	<p><b>Teaching Pedagogy</b></p> <ul style="list-style-type: none"> <li>• On-At Lecture</li> <li>• Recorded Lecture</li> <li>• Video &amp; Info</li> <li>• Case Study</li> <li>• Digital Content</li> <li>• Support for practice &amp; skill setting</li> </ul> 	<p><b>Glimpses of our activities</b></p> <p>Bombay Stock Exchange Lecture series by Broker Forum</p> <p>Guest Lecture on "How to become a good leader" by Mr. Shikha Dubey, HOD, CRM Wing, Star TV</p> <p>Guidance Lecture on Research Methodology by Dr. Ashwini Joshi</p>  <p>VSIT</p>	

**Criterion 1 – Curricular Aspects**

## FYBScIT Induction of Semester I

Date of activity	7 Sept to 11 Sept 2020
Time	10.00 am – 12.00 noon
Platform	Microsoft Teams
Organised by	Dept. of IT
Faculty in charge	Prachi Mahajan
No. of Students	300
Speaker	Subject Teachers

## Day 1:

FYBScIT Sem I Induction for ‘Imperative Programming’ was organized for first year Sem I Students on 07th September 2020. The objective of this event was to:

- Make students understand about programming.
- Make them aware of Imperative Programming subject.
- Help students identify the need to learn Imperative programming.
- Encourage them to perform activity scheduled for them like quiz, polls.
- Encourage students to ask doubts during online lectures.

Dr. Amita Jain started with the session by congratulating them for taking admission in B.Sc. (IT) course. Then she explained them what programming is, why it is important to learn programming and what are the prerequisite of learning any kind of programming language. She also explained about Imperative programming with C as a mother of all languages, different applications of it and its linkage with all the semester of B.Sc. (IT). In between she made them involved by the activity puzzle game. She also provided knowledge of different job roles that could be offered to them after completing this B.Sc. (IT) course. At the end of her session she conducted an activity named “Spin the wheel game”. After Dr. Amita Jain, Akshatha Jain took over the session by explaining them about syllabus prescribed by the University for B.Sc. (IT) course for first year. She explained unit wise distribution of the syllabus in detail. Also, she told them about practical described in the syllabus. She conducted small poll through strawpoll.com. She gave a clear picture of examination scheme, continuous evaluation activities and beyond syllabus activities. At the end of the session she conducted last quiz, which most of the students liked and performed. Many students took part in the activities conducted by both the teacher and enjoyed the session thoroughly.

## Day 2:

The second day’s session started with presentation on topic “Learning management system: MS Teams” . The training session was conducted by Chief Academic Officer of IT department Dr. Sarika Chouhan. In her session she imparted hands on training on assignment submission. She has created a demo assignment of Imperative Programming subject. She explained how to submit online assignment. She also explained how to access class materials folder of MS Teams. In class materials folder is present under Files tab of FYBScIT team. In class materials folder all first year’s subjects’ folder has been created. She explained how to refer lecture PPTs, Assignments, Lecture plans for those subject folders. She explained How to use MS Streams. MS streams is a video sharing platform. On this platform all lectures and other sessions of various subjects are captured and shared with students. She also explained the “My Watchlist” feature of MS streams to students.

**Criterion 1 – Curricular Aspects**

In later part of Induction First year In-Charge of BSc IT department Ms. Prachi Mahajan delivered a presentation on the topic “Know Your Department”. In this presentation she introduced HoD and Vice Principal of Vidyalankar School of Technology, Mr. Asif Rampurawala. She also introduced Chief Academic Officer of IT department Dr. Sarika Chouhan. Afterwards she introduced three cluster mentors and three year Incharges of IT department.

#### Day 3:

It was Day 3 of induction & the session started with a topic “Nurturing creativity & Intuitive awareness” amongst the students. Sir explained about the why it’s important to have an idea & its successful implementation. Further, Sir explained about the hobbies & interests of students and how Vidyalankar will nurture that? Sir also explained about all the co-curricular, extra-curricular activities conducted in the college under Student Council, Maay Marathi, Verve, Vigour, Marathi Vangmay, e-Cell, IEEE, CSI & to connect more with the students, a student from each committee was asked to talk about their committee and give glimpse of activities which have happened earlier. Sir concluded the session by inviting students to join these committees & Professional bodies of their interests. Prachi Madam shared the link with students to join above listed committee. She also concluded the session by thanking the Speaker & students for their support.

The second session of induction was on operating systems started at 11:00AM and got over by 12:00 noon. It was a subject induction conducted by Ms. Seema Vishwakarma and Ms. Madhavi Amondkar. The main purpose of the session was to introduce the students to the new subject of operating systems. The session started with the introduction of the teachers who will be teaching the subjects. It went ahead with the real life examples of operating systems, its applications, the content inside the syllabus and the practical content. students were very interactive during the session. They enjoyed the activities like polls, quiz, watching videos and were eager to answer all questions that was asked.

#### Day 4:

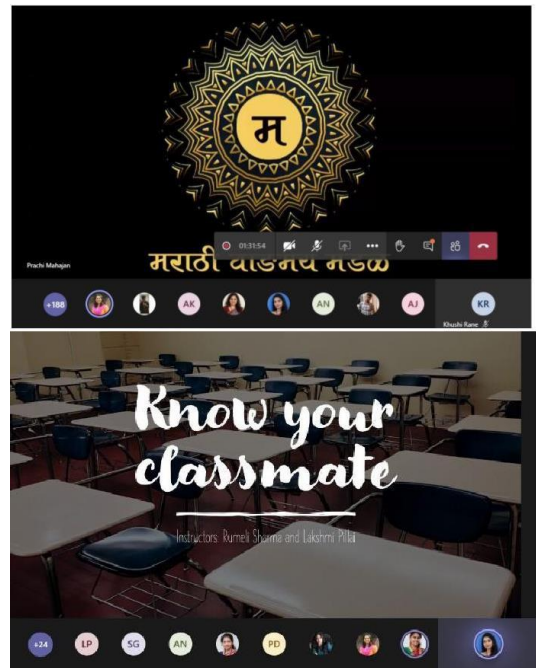
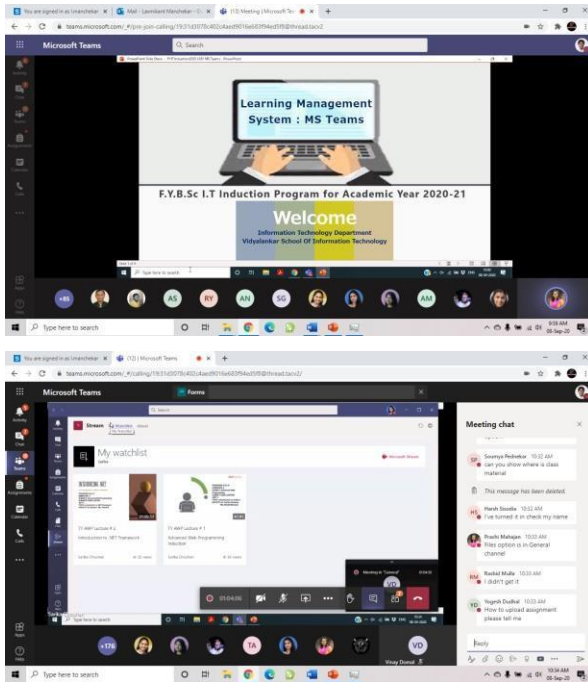
The session was organised by Prof. Rumeli Sharma and Prof. Lakshmi Pillai for the students so that they can share there thoughts among themselves and would also able to know each other. The title of the session was ‘Know your Classmates’. Initially Prof. Rumeli Sharma encouraged students by introducing herself in a very simple words and asked Prof. Lakshmi Pillai mam too to introduce herself. After the introduction, students were asked to share there views on similarities in both the faculties according to there introduction. The same activity was repeated among the stuentns as well to enable the interaction among the students. There were other activities being conducted by the faculties like to mention who is the favourite Super-hero in which many students mentions there father, family and our Indian Soldiers.

#### Day 5:

An Induction lecture was conducted about Communication Skills for the students of FYBScIT, Semester I, 2020-21. The instructors of the session, Ms. Rumeli Sharma and Ms. Lakshmi Pillai introduced the subject and explained the importance and relevance of communication skills. The instructors first introduced themselves and proceeded to discuss the advantage communication skills offers to professionals and those in search of apt job prospects. Ms. Rumeli Sharma revealed that communication skills and soft skills are closely tied to the corporate journey to success and rewarding professional career. Ms. Lakshmi Pillai presented the skills most in-demand by employers and inferred that Communication Skills continues to rank as the most sought-after skill. The instructors also demonstrated, through examples, communication gone wrong. The syllabus and the modules of the subject were also explained. No subject at VSIT is taught without exploring its practical application and thus, the instructors also discussed the practical curriculum and the



beyond syllabus activities that will be conducted for the students. Additionally, the examination scheme and assessment pattern were shared with the students.

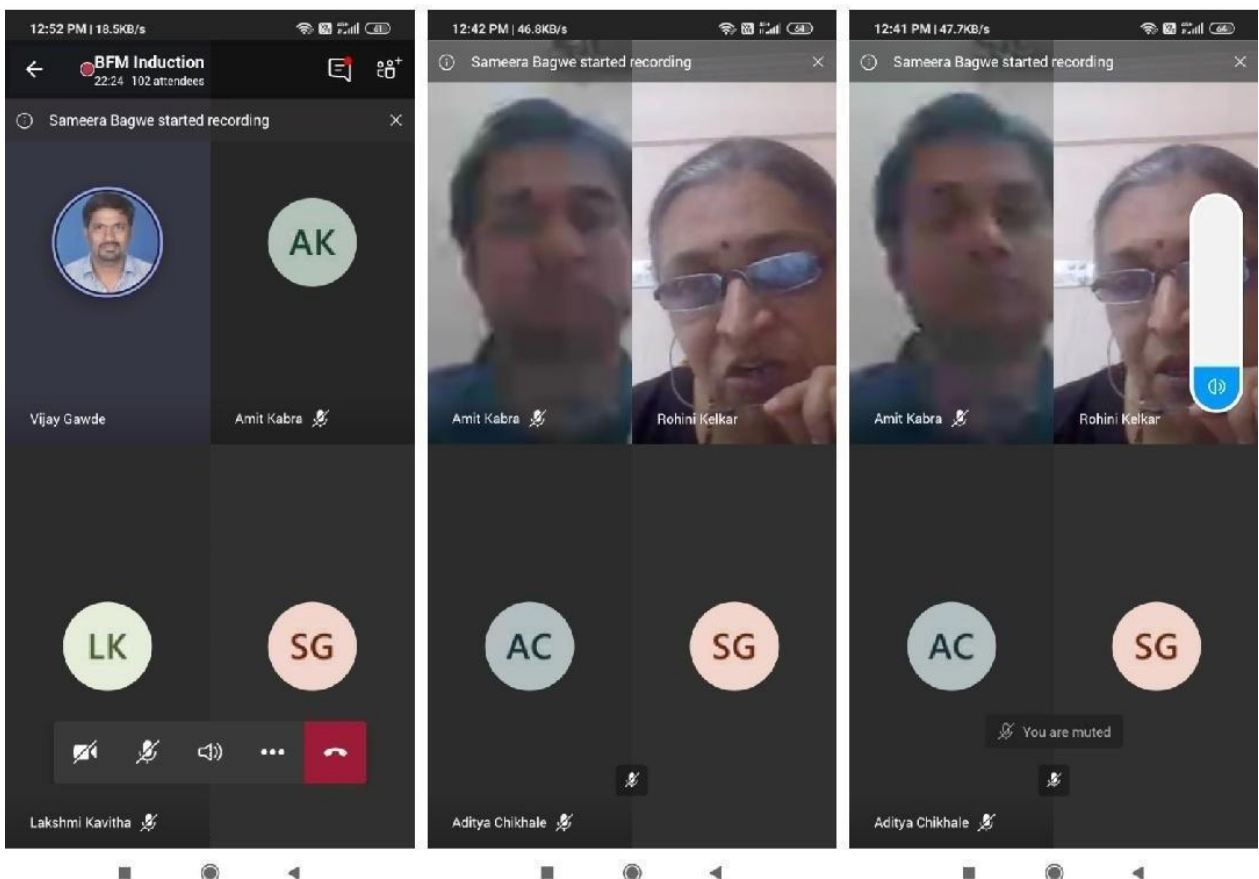


**Criterion 1 – Curricular Aspects**

**SYBFM & TYBFM Induction**

Date of activity	15 <sup>th</sup> June, 2020
Timing	12:30 PM to 1:30 PM
Platform	Microsoft Teams
Conducted by	BFM Department
Faculty -In Charge	BFM Department Faculty

BFM Department organised induction session for SYBFM Students and TYBFM Students. Session started with HOD's speech followed by Principal Madam and Vijay Sir speech. Then students were given information about subjects for coming semester and their practical life applications. This was followed by Motivational video and general discussion with students. Session ended with BFM Department journey video and discussion with parents. Total no of attendees - 112

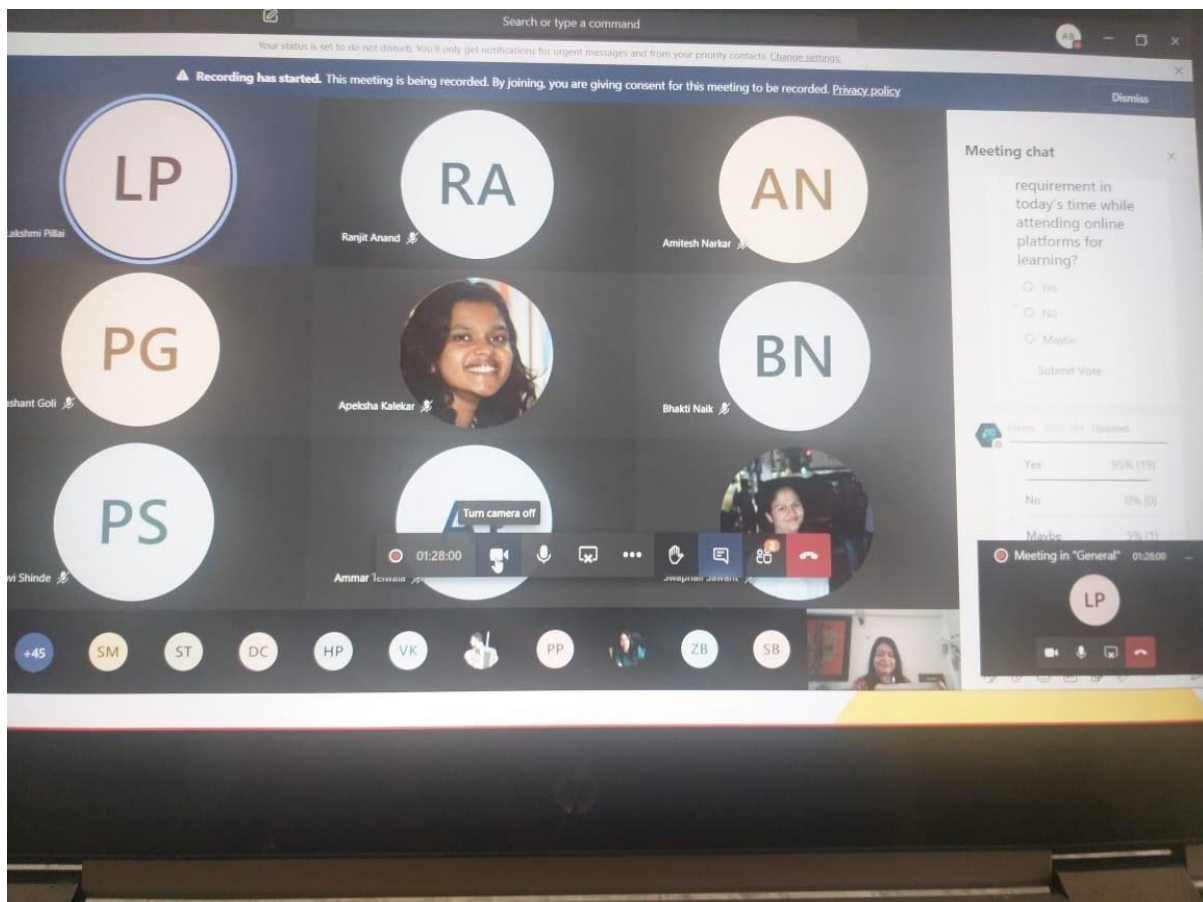


## Induction Report-Odd Semester 2020-21

### Course:

Class	Division	Day & Date	Time Slot	Venue	Conducted By (Faculty Name)	No of Students Attended	Photo
TYBMM	A	22 June	9:30-10:30 AM	Ms Teams	ABB, RSS,LP,RA	63	Yes
SYBAMMC	A	15 June	9:30-10:30 AM	Ms Teams	ABB, RSS,LP,RA	66	Yes

**Note: You can include the row as required.**

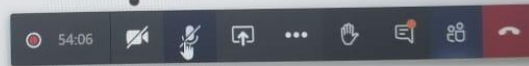


### Criterion 1 – Curricular Aspects

## Skillset required as per course track for company related job

Department	Course Track	Required Skillset			Additional Skillset
		Hardware Skill	Software Skill	Management Skill	
BMM	Communication				Communication skills literature
	Advertising		Photoshop, Corel Draw	Agency Mgmt.	Public rel. presentation Ad design
	Journalism		Quark Express	Newspaper agency Mgmt.	News presentation Public rel. Magazine making

Slide 3 of 10 Take control



Sumit Kishor

+57



Rumeli Sharma

SA

Soham Advirkar



Ashni Methe

KG



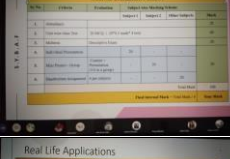



Karan Gechand



Ranjit Anand

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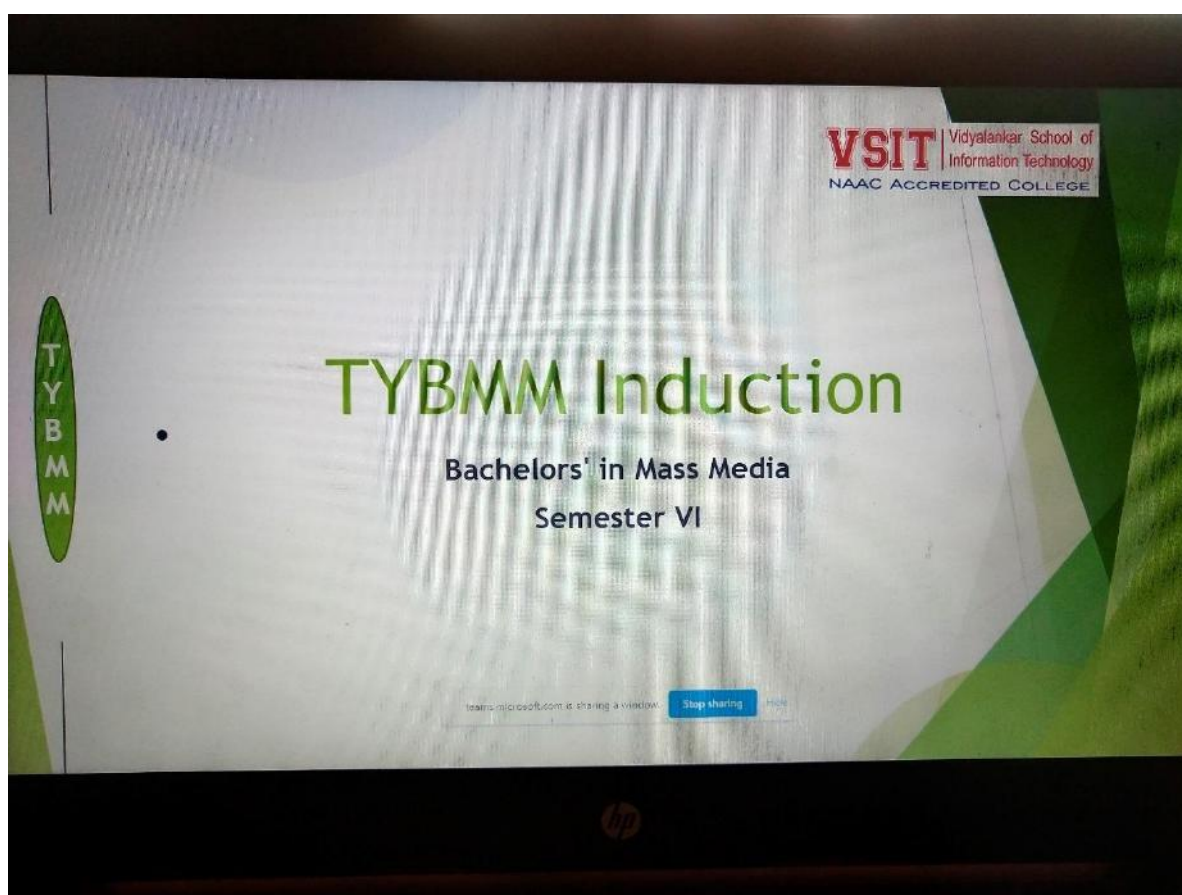
**Report of Induction Programme (BAF)**
**Induction Schedule -Even Semester 2020-21**
**Date: 11-01-2021/ 18-01-2021**

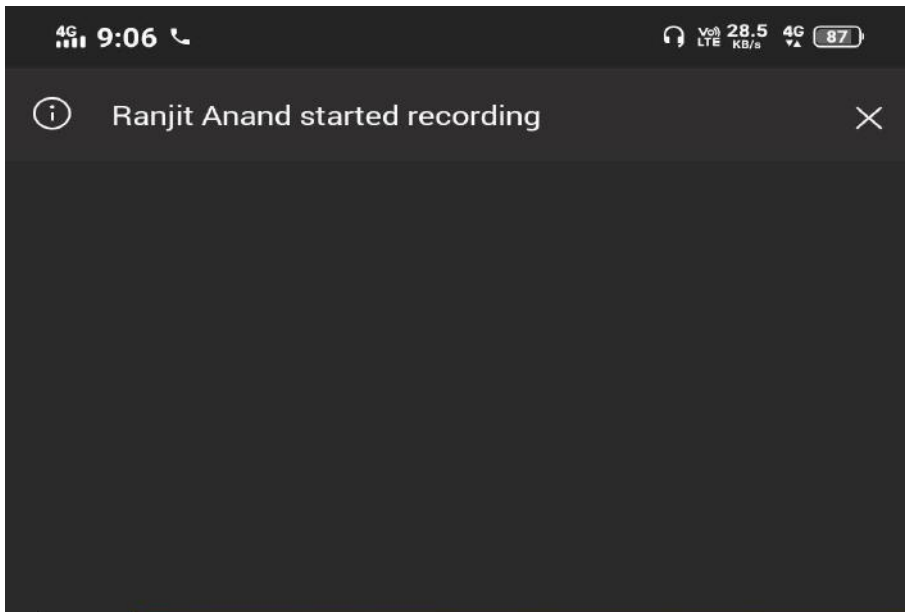
Class	Batch	Day & Date	Time Slot	Venue	To be Conducted by (Faculty Name)	Attendance	Photo
FYBAF	I	18/01/2021	9.00 AM to 10.00 AM	Online (Microsoft Teams)	SSK	89	
FYBAF	II	18/01/2021	9.00 AM to 10.00 AM	Online (Microsoft Teams)	AJP	86	
SYBAF	I	11/01/2021	9.00 AM to 10.00 AM	Online (Microsoft Teams)	SGN	57	
SYBAF	II	11/01/2021	9.00 AM to 10.00 AM	Online (Microsoft Teams)	PAN	58	
TYBAF	I	11/01/2021	9.00 AM to 10.00 AM	Online (Microsoft Teams)	SSK/MAA	65	
TYBAF	II	11/01/2021	9.00 AM to 10.00 AM	Online (Microsoft Teams)	SSK/SSB	60	

# TYBMM & SYBAMMC Induction Report-Even Semester 2020-21

## Course: BAMMC/BMM

Class	Division	Day & Date	Time Slot	Venue	Conducted By (Faculty Name)	No of Students Attended	Photo
SYBAMMC	A	Monday, 11 <sup>th</sup> Jan, 20	9-10AM	Ms Teams	Prof Ranjit Anand	37	
TYBMM	A	Monday, 11 <sup>th</sup> Jan, 20	10:15-11:15 AM	Ms Teams	Prof Sidra Usmani	27	

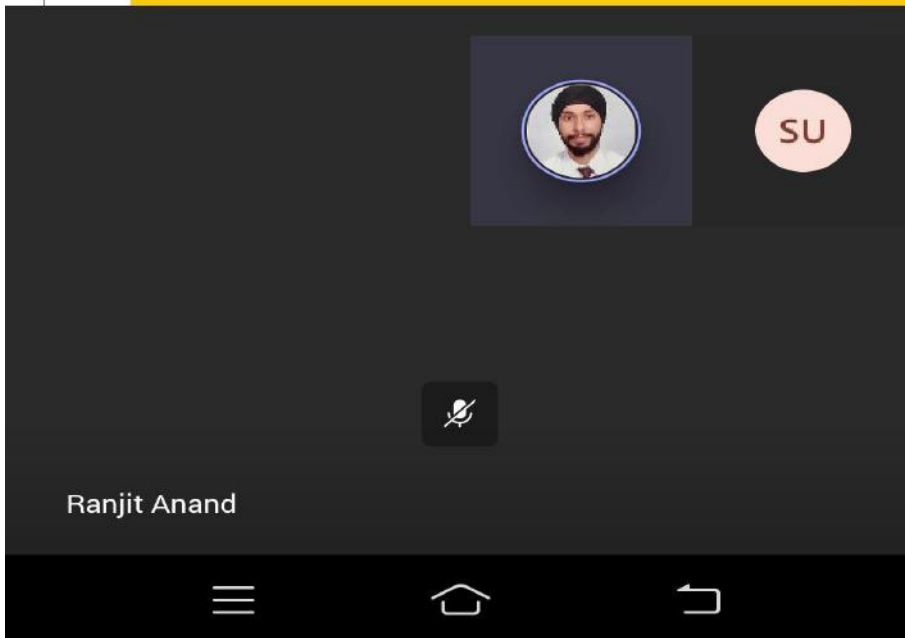




SY BA.M.M.C



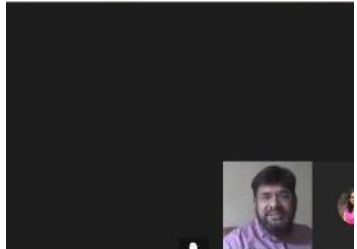
1. Electronic Media –II
2. Writing and Editing for Media
3. Media Laws and Ethics
4. Mass Media Research
5. Film Communication II
6. Computer Multimedia II



Ranjit Anand

# Induction Report-Even Semester 2020-21

## Course: FYBScIT

Class	Division	Day & Date	Time Slot	Venue	Conducted By (Faculty Name)	No of Students Attended	Photo																																
FYBScIT	All divisions (A to F)	Sat 18 Jan 2021	9.00 a.m to 10.00 a.m	Online over MS Teams	Asif R, Dr. Sarika C, Prachi M, Dr. Amita J, Ashwini K, Dr. Rajendra P, Amraja S, Laxmikant M, Sabir S, Prabal D, Pallavi T, Shajil K, Akshatha J, Leena J	208	<p>Continuous Evaluation</p> <p>Marking Scheme for Internal and Practical component in Semester - 2 with online Teaching and Learning</p> <table border="1"> <thead> <tr> <th>Exam Type</th> <th>Details</th> <th>Marks</th> <th>Scale</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Internal Marks</td> <td>IA-1 (Discriptive)</td> <td>20</td> <td>15</td> </tr> <tr> <td>IA-2 (MCQ - Viva)</td> <td>20</td> <td>20</td> </tr> <tr> <td>Attendance/Scholarship/Attendance/Attendance</td> <td>10</td> <td>10</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>50</b></td> <td><b>25</b></td> </tr> <tr> <td rowspan="3">Practical Marks</td> <td>Practical Assessment (a-b) (20/20/20/20)</td> <td>20</td> <td>20</td> </tr> <tr> <td>Practical Assessment (c)</td> <td>30</td> <td>30</td> </tr> <tr> <td>Final Practical Exam (Viva-Project presentation - Viva)</td> <td>20</td> <td>20</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>100</b></td> <td><b>50</b></td> </tr> </tbody> </table> 	Exam Type	Details	Marks	Scale	Internal Marks	IA-1 (Discriptive)	20	15	IA-2 (MCQ - Viva)	20	20	Attendance/Scholarship/Attendance/Attendance	10	10	<b>Total</b>		<b>50</b>	<b>25</b>	Practical Marks	Practical Assessment (a-b) (20/20/20/20)	20	20	Practical Assessment (c)	30	30	Final Practical Exam (Viva-Project presentation - Viva)	20	20	<b>Total</b>		<b>100</b>	<b>50</b>
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