



# VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)  
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)  
ACCREDITED BY NAAC WITH 'A' GRADE



# CALENDAR

2023 - 24



## **Dr. Ishari K. Ganesh**

M.Com., M.B.A., M.L., Ph.D.  
Founder-Chancellor, VISTAS  
Chairman, VELS Group of Institutions

### **OUR VISION**

To make the Institute an epitome of excellence in higher education by effectively providing high quality education and rigorous training to students in multiple streams of choice with ample scope for all round development to enable them excel in their profession for betterment of the society.

### **OUR MISSION**

Effectively imparting knowledge and inculcating innovative thinking.  
Facilitating skill enhancement through add on courses and hands on training.  
Performing original, socially relevant, high quality research.  
Facilitating appropriate co - curricular, extracurricular and extension activities.  
Instilling the spirit of integrity, equity, professional ethics and social harmony.

### **QUALITY ASSURANCE**

The Institute has established a system of Quality Assurance to enhance and monitor the quality of education. Quality Advisory Committee and Internal Quality Assurance Cell are working towards this goal.



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INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)  
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)  
PALLAVARAM - CHENNAI

## PALLAVARAM CAMPUS

Velan Nagar, P.V.Vaithiyalingam Road,  
Pallavaram, Chennai - 600 117.  
Tel : + 91 44 2266 2500 / 01 / 02 / 03.  
email : [vistas@velsuniv.ac.in](mailto:vistas@velsuniv.ac.in)  
website : [www.vistas.ac.in](http://www.vistas.ac.in)

## THALAMBUR CAMPUS

Thalambur (off IT Highway, OMR),  
Near Navalur, Chennai - 603 103.  
Tel : +91 44 32000500 / 501

## CALENDAR 2023-2024

## ADMINISTRATIVE OFFICE

521/2, Anna Salai (Opp. to G.R. Complex)  
Nandanam, Chennai - 600 035.  
Tel : +91 44 24315541/ 42



**SRI VIDYA GANAPATHI**  
**VISTAS CAMPUS**

## Personal Memoranda

1. Name : .....
2. Sex : .....
3. Date of Birth : .....
4. Class & Year of Study : .....
5. Department : .....
6. School : .....
7. Hostel / Block / Room No.: .....
8. Day Scholar (Bus/Train Pass No.): .....
9. University Reg. No.: .....
10. Identity Card No.: .....
11. Aadhaar Card No.: .....
12. Blood Group : .....
13. Contact Address : .....
14. Permanent Address : .....
- .....
- .....
15. Telephone No. .... Mobile No.....
16. E-Mail : .....
17. Local Guardian (to contact in case of emergency)  
Name .....
- Relationship : ..... Mobile No.....

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமிதில்  
தெக்கணமும் அதிர்சிறந்த தீராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து  
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

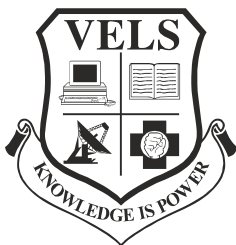
- மனோன்மணியம் பெ. சுந்தரனார்

## National Anthem

Jana-gana-mana-adhinayaka jaya he  
Bharata-bhagya-vidhata  
Panjaba-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
uchchala-jaladhi-taranga  
Tava shubha name jage, tava shubha asisa mage,  
gahe tava jaya-gatha.  
Jana-gana-mangala-dayaka jaya he  
Bharata-bhagya-vidhata.  
Jaya he, Jaya he, Jaya he,  
jaya jaya jaya, jaya he.

- Rabindranath Tagore

# VISTAS CREST



The Crest of VISTAS has the motto "Knowledge is Power" and has adopted the dictum in letter and spirit, generating a wealth of knowledge in the young minds. Students are taught to imbue the message and spirit of the eternal nature of the imperishable wealth of knowledge.

The emblem indicates a computer which is a path to knowledge. The open book of wisdom stands for the inexhaustible information resources available awaiting to be explored. The technological improvements through basic sciences in a satellite age are indicated by the dish antenna in the emblem. The fourth figure in the crest stands for expertise in medical, paramedical courses like, Dentistry, Nursing, Physiotherapy and Pharmacy. Strongly believing that Knowledge is power, **VISTAS** invests in education providing the best facilities, infrastructure and state-of-the-art laboratories to make our students attain the wealth of knowledge through teaching, training, innovation and research.

# **Vels Institute of Science, Technology, and Advanced Studies (VISTAS)**

## **Introduction**

The Vaels Educational Trust was established in 1992 by Dr. Ishari K.Ganesh, M.B.A., M.Com., M.L., Ph.D., in the fond memory of his late father, Shri Isari Velan, former Deputy Minister in the cabinet of the then Chief Minister of Tamilnadu Dr. M.G. Ramachandran, one of the greatest Statesmen of India.

The Vaels Trust was founded with a mission to transform every student into a responsible citizen with character and ability, committed to self-development and national service. The objective of the Trust is to promote self-reliance and discipline in the youth and provide quality higher education to the younger generation for a better future by improving their capabilities to face the challenges of today's competitive world successfully. The Trust also aims to provide social justice to the socially and economically needy by extending moral and financial support to pursue their higher education.

Under the dynamic leadership of Dr.Ishari K.Ganesh, the Vels Group runs 30 educational institutions at five locations. The Pallavaram Campus houses VISTAS and Vels Vidyashram (CBSE). Thalambur Campus accommodates the School of Maritime Studies, School of Physiotherapy, Sri Venkateswara Dental College & Hospital, Venkateswara Nursing College, and Vels School of Nursing. Vaels Billabong High International School and Vaels International School are located at Neelankarai and Injambakkam respectively. The Mahavir Institute of Medical Sciences is located at Vikarabad, Ranga Reddy District and Meghna Institute of Dental Sciences is at



Nizamabad, both in Telangana State. Vels Medical College & Hospital and Vel Nursing College is located at Periyapalayam Road, Manjankaranai Village, Tiruvallur District.

Deemed to be University status was conferred to the Vels group of Institutions by the Ministry of Human Resource Development, Government of India, through its Notification No.F.9-56/2004- U.3 dated 04.06.2008. The Institution was formally inaugurated by His Excellency Dr.Surjit Singh Barnala, the Governor of Tamil Nadu on 24.09.2008.

As a logical development to these notifications, the Founder - Chairman, Dr. Ishari K. Ganesh is at the helm of affairs as Chancellor/President and leads the implementation of a strategic plan that aims at shaping the future growth of the Institution on par with the finest Institutions in the World.

The admission policy aims to ensure that students from all parts of the country are enabled to join the Institution so that the national character of the Institution is maintained in its true sense. Further, to ensure that an adequate number of students from under-privileged and socially weaker sections of society are admitted to the VISTAS, a uniform All India policy of reservation is followed. Admission is made based on merit, and the merit list is drawn by provisions of the admission policy of VISTAS. The norms and guidelines are laid down by the University Grants Commission.

In addition to the existing Job-Oriented and socially and contemporarily relevant courses, VISTAS always strives hard to introduce innovative courses in all disciplines, and the curriculum is revised as a continuous process.

## PARADING AFAR THREE ERAS...

Dear all,

Thirty years of VISTAS have been well-regarded and many beautiful memories animate our soul. On this jubilant juncture, I am reminded of my dad late Shri Isari Velan ambition to establish a school that would deliver great schooling together with an ongoing drive to promote society. My beloved father sparked the notion of establishing colleges, and he advised me to think on developing universities, he urged me to focus immediately after my studies on establishing educational institutions.

It may not have been an easy endeavor to make our vision come true. 6<sup>th</sup> June 1992 is indelibly inscribed into my mind on the day we registered the Vaels Education Trust. Vels College of Pharmacy was established in 1992, followed by the Colleges of Physiotherapy and Arts & Sciences the following year. With each passing year, we took a step closer to establishing educational institutions that offered a variety of subjects such as Business Administration, Maritime Studies, Hotel Management, and Engineering.

In Chennai, Vels has also set up several schools on various campuses in Chennai, including Vels Vidyashram, Vels International, Pre School, Vels Kids and Vaels International School.

Two new entrants in the state of Telangana are the Mahavir Institute of Medical Sciences and the Meghna Institute of Dental Sciences.

In Chennai, Sri Venkateswara Dental College and Hospital and Venkateswara Nursing College are two of the most prestigious institutes for dentistry and nursing education.

Vels Medical College & Hospital and Vel Nursing College are located at Periyapalayam Road, Manjankaranai Village, Tiruvallur District.

Nonetheless, as we engrossed on offering new courses, we seldom lost prospect of the objective of obtaining autonomy, which may potentially empower us to begin preliminary, in-demand, vocational courses.

In 2008, the Vels Group's colleges were granted 'Deemed-to-be-University' status by the Ministry of Human Resource Development (MHRD), Government of India, and University Grants Commission, resulting in the establishment of Vels Institute of Science, Technology, and Advanced Studies (VISTAS), also known as Vels University.

With the stature of Deemed to be University came a significant share of accountability and a plethora of challenges, all of which were successfully resolved.

Our priority has always been to bring together skilled and competent faculty, absorb state-of-the-art teaching and research approaches, and to develop curriculum that suit the industry's current expectations. Our Board of Management, Academic Council, and Board of Studies have the best from academia and industry constantly encouraging us to innovate on curricula in order to empower our students to not only discover amazing job prospects, but also to instill entrepreneurial capabilities. VISTAS, is celebrating its 15th year as a Deemed-to-be-University this year. So far, it's been an exciting adventure, and we've been running carefully selected professional courses to prepare students for careers after they graduate.

These 30 years deserve to be reminisced for their unrivalled prominence.

Best Wishes Always,

**Dr. Ishari K. Ganesh**  
Founder-Chancellor

## வேல்ஸ் பல்கலைக்கழக வாழ்த்துப் பாடல்

ஆர்த்தும் அலைகடல் ஞானத் திருக்கோயில் வாழிய வாழியவே !  
கீர்த்தமிகு நம் வேல்ஸ் பல்கலைக்கழகம் வாழிய வாழியவே!

ஆயிரம் ஆயிரம் பல்திசை மாணவர் நாடி  
ஆளுமை பெற்றிடும் சங்கமச் சமுத்திரம் !  
பாயிரப் புகழ் மைந்தர் கணேச வள்ளல்தம்  
தந்தை வேலனார் நினைவில் நிமிர்ந்த கல்வி இமயம்  
வாழிய வாழியவே !

பன்னோக்கில் மின்னேர் பொறியியல் மருத்துவம்  
சட்டம் வணிகம் அறிவியல் ஆய்வு எனவளர்  
கல்வி நூறென அணிசெயப் புதுமை கனிந்தும்  
வேல்ஸ் பல்கலைக்கழகம் !  
பன்னாடும் பாரதமும் தமிழ்நாடும் இருபால் மாணவத்தால்  
இணைந்து நிற்க மண்ணில் தெரியுது வேல்ஸ் வானம் !  
வாழிய வாழியவே !

சமநீதி சமூகநீதி மன்தம் போற்றும் மூச்சுக் காற்றால்  
சாதனை படைக்கும் நம்பிக்கைப் பூஞ்சோலை !  
வாழிய வாழியவே !

அன்னை வேல்ஸ் வளர்த்த மாணவச் செல்வங்கள்  
சமுதாய வானமெங்கும் மின்னும் நட்சத்திரங்கள் !  
மேன்மை விளைத்தும் வேல்ஸ் எனும் பல்கலைக் குடும்பம்  
கால்கொண்டதுவோ சென்னைப் பல்லாவரத்தல் !  
புத்தொழில் தாழம்பூரில் மணம் பரப்பிப் புது உதயத் தெலுங்கானாவில்  
படர்ந்தோங்கி,  
நானிலம் போற்றிட இந்தியமாக வளர்க் காண்போம் !  
வளரக் காண்போம் !

நத்தமும் புத்தாய்ப் பிறந்தும்  
நத்தமும் புத்தாய் வளர்ந்தும்  
வித்தக மாணவர் அறிவு எழுச்சியின்

ஒப்பிலா வேல்ஸ் கலைக்கூடம் !  
ஒப்பிலா வேல்ஸ் கலைக்கூடம் !!  
ஒப்பிலா வேல்ஸ் கலைக்கூடம் !!!

# PROGRAMMES OFFERED - 2023-2024

## I. SCHOOL OF MEDICINE

### Department of Medicine

1. M.B.B.S ... 4.5 years + 1 year compulsory rotating  
medical internship

## II. SCHOOL OF NURSING

### Department of Nursing

1. B.Sc. Nursing ... 4 years (8 semesters)

## III. SCHOOL OF PHARMACEUTICAL SCIENCES

### Department of Pharmaceutical Sciences

1. B.Pharmacy. ... 4 years (8 semesters)
2. B.Pharmacy (Practice) ... 2 years (Non-semester)
3. M.Pharmacy (Pharmaceutics) ... 2 years (4 semesters)
4. M.Pharmacy (Pharmaceutical Analysis) ... 2 years (4 semesters)
5. M.Pharmacy (Pharmacy Practice) ... 2 years (4 semesters)
6. Pharm. D. (Doctor of Pharmacy) ... 6 years (Non-semester)
7. Pharm. D. (Post-Baccalaureate) ... 3 years (Non-semester)

## IV. SCHOOL OF PHYSIOTHERAPY

### Department of Physiotherapy

1. B.P.T. ... 4½ years (8 semesters +  
6 months compulsory Internship Programme)
2. M.P.T. Sports ... 2 years (4 semesters)
3. M.P.T. Orthopaedics ... 2 years (4 semesters)
4. M.P.T. Hand Conditions ... 2 years (4 semesters)
5. M.P.T. Pediatric Neurology ... 2 years (4 semesters)
6. M.P.T. Cardio-Respiratory diseases ... 2 years (4 semesters)

## V. SCHOOL OF LIFE SCIENCES

### Department of Biochemistry

1. B.Sc. Biochemistry ... 3 years (6 semesters)
2. M.Sc. Biochemistry ... 2 years (4 semesters)

### Department of Microbiology

1. B.Sc. Microbiology ... 3 years (6 semesters)
2. M.Sc. Immunology & Microbiology ... 2 years (4 semesters)

### Department of Biotechnology

1. B.Sc. Biotechnology ... 3 years (6 semesters)
2. M.Sc. Biotechnology ... 2 years (4 semesters)
3. M.Sc. Applied Medical Biotechnology  
and Clinical Research ... 2 years (4 semesters)

### Department of Bioinformatics

1. B.Sc. Bio-computing ... 3 years (6 semesters)
2. M.Sc. Bioinformatics ... 2 years (4 semesters)

**Department of Agriculture**

1. B.Sc. Hons. Agriculture ... 4 years (8 semesters)

**VI. SCHOOL OF HEALTH SCIENCES****Department of Allied Health Sciences**

1. B.Sc. Radiology and Imaging Technology ... 3 years (6 semesters)
2. B.Sc. Optometry ... 3 years (6 semesters)
3. B.Sc. Operation Theatre and Anaesthesia Technology ... 3 years (6 semesters)
4. B.Sc. Cardiac Care Technology ... 3 years (6 semesters)
5. B.Sc. Physician Assistant ... 3 years (6 semesters)
6. B.Sc. Medical Laboratory Technology ... 3 years (6 semesters)

**Department of Yoga & Naturopathy**

1. M.Sc. Yoga ... 2 years (4 semesters)
2. PG Diploma in Yoga Therapy ... 1 years (2 semesters)
3. PG Diploma in Naturopathy ... 1 years (2 semesters)

**VII. SCHOOL OF ENGINEERING & TECHNOLOGY****Department of Computer Science and Engineering**

1. B.Tech. Computer Science Engineering ... 4 years (8 semesters)
2. B.Tech. CSE Artificial Intelligence and Machine Learning ... 4 years (8 semesters)
3. B.Tech. CSE Artificial Intelligence ... 4 years (8 semesters)
4. B.Tech. CSE Artificial Intelligence and Data Science ... 4 years (8 semesters)
5. B.Tech.IT (Cloud and Mobile based Application Development) ... 4 years (8 semesters)
6. M.Tech. Computer Science Engineering ... 2 years (4 semesters)

**Department of Electronics & Communication Engineering**

1. B.Tech. Electronics & Communication Engineering ... 4 years (8 semesters)
2. B.Tech. Electronics & Computer Engineering ... 4 years (8 semesters)
3. B.Tech. Biomedical Engineering ... 4 years (8 semesters)

**Department of Mechanical Engineering**

1. B. Tech. Mechanical Engineering ... 4 years (8 semesters)
2. B.Tech. Automation and Robotics ... 4 years (8 semesters)
3. B.Tech. Automobile Engineering ... 4 years (8 semesters)
4. M.Tech. Computer Integrated Manufacturing ... 2 years (4 semesters)
5. M.Tech. Automobile Engineering ... 2 years (4 semesters)

**Department of Electrical and Electronics Engineering**

1. B.Tech. Electrical and Electronics Engineering ... 4 years (8 semesters)

**Department of Civil Engineering**

1. B.Tech. Civil Engineering ... 4 years (8 semesters)
2. M.Tech. Construction Engineering and Management ... 2 years (4 semesters)

**Department of Bio-Engineering**

1. B.Tech. Biotechnology ... 4 years (8 semesters)

### **Department of Marine Engineering**

1. B.Tech. Marine Engineering ... 4 years (8 semesters)
2. B.Tech. Naval Architecture and Offshore Engineering ... 4 years (8 semesters)
3. B.Sc. Nautical Science ... 3 years (6 semesters)
4. B.Sc. Maritime Operations ... 3 years (6 semesters)

## **VIII. SCHOOL OF MANAGEMENT STUDIES & COMMERCE**

### **Department of Business Administration**

1. B.B.A. ... 3 years (6 semesters)
2. B.B.A. Aviation Management ... 3 years (6 semesters)
3. B.B.A. Logistics and Shipping ... 3 years (6 semesters)
4. B.B.A. Digital Marketing ... 3 years (6 semesters)
5. M.B.A. Specializations in HR, Marketing,  
Systems, Finance, Production) ... 2 years (4 semesters)
6. M.B.A. Logistics and Shipping Management ... 2 years (4 semesters)
7. M.B.A. Logistics and Supply Chain Management ... 2 years (4 semesters)
8. M.B.A. Business Analytics ... 2 years (4 semesters)
9. M.B.A. Sports Management ... 2 years (4 semesters)
10. M.B.A. Innovation Entrepreneurship and Venture  
Development (IEV) ... 2 years (4 semesters)

### **Department of Commerce**

1. B.Com. Accounts & Finance ... 3 years (6 semesters)
2. B.Com. General ... 3 years (6 semesters)
3. B.Com. Computer Applications ... 3 years (6 semesters)
4. B.Com. Corporate Secretaryship ... 3 years (6 semesters)
5. B.A. Economics ... 3 years (6 semesters)
6. M.A. Economics ... 2 years (4 semesters)

## **IX. SCHOOL OF SCIENCE & HUMANITIES**

### **Department of Chemistry**

1. B.Sc. Chemistry ... 3 years (6 semesters)
2. M.Sc Chemistry ... 2 years (4 semesters)
3. M.Sc. Pharmaceutical Analytical Chemistry ... 2 years (4 semesters)

### **Department of Computer Science**

1. B.Sc. Computer Science ... 3 years (6 semesters)
2. B.Sc. Computer Science in Cyber Security ... 3 years (6 semesters)
3. B.Sc. Computer Science in Artificial Intelligence  
and Machine Learning ... 3 years (6 semesters)
4. M.Sc Computer Science ... 2 years (4 semesters)

### **Department of Information Technology**

1. B.C.A. ... 3 years (6 semesters)
2. B.C.A. Cloud Technology & Information Security ... 3 years (6 semesters)
3. B.C.A. Data Science ... 3 years (6 semesters)
4. B.Sc. Information Technology ... 3 years (6 semesters)
5. M.Sc. Information Technology ... 2 years (4 semesters)
6. M.Sc. Data Science & Business Analytics ... 2 years (4 semesters)

**Department of Computer Applications**

1. B.C.A. Block Chain Technology ... 3 years (6 semesters)
2. M.C.A. ... 2 years (4 semesters)

**Department of Aviation**

1. B.Sc. Aviation ... 3 years (6 semesters)
2. B.Sc. Aeronautical Science ... 3 years (6 semesters)
3. PG Diploma in Aircraft Maintenance ... 1 years (2 semesters)

**Department of Astrology**

1. M.A. Astrology ... 2 years (4 semesters)
2. PG Diploma in Astrology ... 1 years (2 semesters)

**Department of Music & Fine Arts**

1. B.A. Bharatanatyam ... 3 years (6 semesters)
2. B.A. Western Classical Music ... 3 years (6 semesters)
3. M.A. Bharata Natyam ... 2 years (4 semesters)

**Department of Visual Communication**

1. B.Sc. Visual Communication ... 3 years (6 semesters)
2. B.Sc. Animation ... 3 years (6 semesters)
3. M.Sc Visual Communication ... 2 years (4 semesters)

**Department of Hotel & Catering Management**

1. B.Sc. Hotel & Catering Management ... 3 years (6 semesters)
2. M.Sc. Hotel & Catering Management ... 2 years (4 semesters)

**Department of Languages**

1. B.A. English ... 3 years (6 semesters)
2. M.A English ... 2 years (4 semesters)

**Department of Education**

1. B.Ed. ... 2 years (4 semesters)

**X. SCHOOL OF LEGAL STUDIES****Department of Legal Studies**

1. B.A. L.L.B.(Hons) ... 5 years (10 semesters)
2. B.B.A. L.L.B.(Hons) ... 5 years (10 semesters)
3. B.Com. L.L.B.(Hons) ... 5 years (10 semesters)
4. L.L.B. ... 3 years (6 semesters)
5. LL.M. Constitutional Law and  
Administrative Law ... 1 year (2 semesters)
6. LL.M. Corporate and Commercial Law ... 1 year (2 semesters)
7. LL.M. Labour and Administration Law ... 2 years (4 semesters)
8. LL.M. Criminal Law & Criminal Justice  
Administration ... 2 years(4 semesters)
9. LL.M. Law Relating to Intellectual Property Rights ... 2 years (4 semesters)

**XI. RESEARCH**

1. Ph.D



## General Information

VISTAS Timings:

1. All Engineering Courses, Pharmacy, MBA and MCA.  
Working hours : 9.30 am to 4.30 pm
2. Life Sciences, Basic Sciences, Computing Sciences and 5 years Integrated Law Programmes  
Working hours: 9.30 am to 3.00 pm
3. All Commerce, Economics, LLB & LLM, BBA, Languages, Mass Communication, HCM and Aviation  
Working hours: 9.30 am to 2.10 pm
4. B.Com General, BCA, BCA (Cloud Technology), BCA (Data Science)  
Working hours: 2.15 pm to 6.15 pm (Shift II)

The administration reserves the right to modify the class timings and schedule.

### Research

All the schools have qualified and experienced Research Supervisors, Research Programmes leading to Ph.D., (Full- time and part-time) are offered by all the Schools.

### Infrastructure

The academic infrastructure available with various departments has registered an astounding growth over the years. Around 2760 desktop & Laptop computers are available for the students belonging to Departments of Computing Sciences, Engineering and management Studies. Laboratories and classrooms are Wi-Fi enabled and thus provide the facility for self-learning. A "Full Mission Bridge Simulator" simulating real sea-going conditions has been installed in the University to facilitate hands-on training for Nautical Science students. The Thalambur Campus has a SHIP-IN-CAMPUS for Marine Engineering, which is a unique facility for training Marine Engineering students.

Classrooms are equipped with LCD projectors. The VISTAS has facility for video conferencing in the auditoriums. Most of the classrooms are provided with audio-visual facilities.

### ERP

The Vels Group has implemented enterprise ERP solution and e-iversity software for its entire group of Institutions. The ERP facilitates a paperless environment and encompasses all aspects governing the VISTAS right from admissions, academics, examinations, hostel management, fee managements and accounts, stores and purchase, library, HR & workforce

activities.

The student information right from his pre-admission stage to his performance, curricular and co-curricular activities can be viewed by any authorized person instantly, which aids in the process of conveying important information to both students and parents. E-mail/SMS integration is on the cards, whereby information is disseminated instantly to the respective stakeholders. This enables speedy and efficient functioning of various departments. The ERP which has been in use for about Ten years has effectively raised the administrative status in terms of efficiency, speed and accuracy in all aspects of governance of the VISTAS.

### **ERP-SAP**

A certificate course in EPR SAP is being conducted in collaboration with Victoria University, Melbourne, Australia under University Alliances Programme for the students of Engineering, management Studies, Computing Science and Commerce.

### **LIBRARY (2023-2024)**

The VISTAS Library building spans over an area of 20000 sq. ft. It has a seating capacity of 500 users and follows an open-access system blended with state-of-the-art facilities. The library houses a collection of 134693 Books, 205025 e-books, 13055 Back Volumes, 4961 Dissertations, and 5317 Audio Visual Resources. The library subscribes to more than 350 Print Periodicals (National & International) and 12535 e-journals. To facilitate quality teaching and research effectively, an electronic information service is provided to ensure the information needs of our students and faculty.

Staff and Students can access e-books from ProQuest, e-journals from IEEE, EBSCO (Business Source Elite & Academic Search Premier), ProQuest, J-Gate, ASME, INVENTI Online, and other e-resources like Micromedex's Clinical Knowledge, SCC Online, All India Reporter (AIR) and NPTEL.

We aim to provide world-class knowledge resources that not only cater to curricular requirements but also inspire intellectual inquiry and research.

There are separate stack areas for books, reference materials, periodicals, AV materials, Theses, and Dissertations. The library is attached with e-Knowledge Resource Centre, Virtual Learning Centre, Research Scholar Carrels, SWAYAM Prabha 34 DTH Channels by MoE, Wi-Fi Connectivity, Touch Screen-Interactive User Interface, and Reprographic Section.

There is a fully automated Library Information System using LIBGENIE, an Integrated Library Management Software package with all

the modules of library housekeeping operations, including bar-coding of books, non-book materials, and ID cards that enable laser scanning of issues and returns.

Using the Online Public Access Catalogue (OPAC), users can search the library resources by author, title, keywords, etc. Also, the users get to know the latest addition of books, periodicals, and the status of a document (whether on a shelf or the issue).

Our library is an Institutional Member of the British Council Library, MALIBNET (Madras Library Network), DELNET (Developing Library Network), Current Science Association, and is an Associate Member of INFLIBNET (Shodhganga: Indian ETD Repository & e-ShodhSindhu), VIDWAN/IRINS (Indian Research Information Network System), INFED (Indian Access Management Federation), and NDLI (National Digital Library of India).

The library and reading rooms are kept open to students and staff from 8.00 am to 8.00 pm on all working days.

The Thalambur campus has a separate library meant exclusively for Physiotherapy and Maritime Studies. The library has 8,492 volumes with a total area of 3,000 sq. ft.

### **Department of Career Development and Placement**

The Department of Career Development and Placement acts as a facilitator for training and placement. This department aims to place a maximum number of students in lucrative jobs.

The Department of Career Development and Placement arranges aptitude and soft skills training, mock interviews, group discussions, seminars workshops, and conferences. It also creates awareness among the students to take up entrepreneurship, higher education (abroad), Government Jobs, banking jobs, etc. The department guides the students through counseling and mentoring towards, their personality development, confidence building, time management, and team building skills. The final year students were trained through expert trainers from KINGS Learning, TIME, SMART, and SIX PHRASE.

Apart from visiting corporations and inviting them to the

campus for Recruitment, it also encourages departments to send the students to the industry on Industrial visits to develop the Industry Institute Interaction. Further, to enhance the confidence of the students, the Placement and Career Development Department has also taken the initiative to train students who are weak in communication skills. Tie-ups with various industries are also carried out for project training and internship. Most of the reputed corporations in India are conducting interviews at our campus.

Overall placement of 92% has been achieved during the last academic year. Our Mission is that once a student joins our VISTAS, he/she should not merely get a degree but also with at least one Offer Letter from a reputed organization. Our Motto is Degree with a Designation.

### Scholarship

VISTAS offers Entry level scholarships in order to attract and encourage meritorious students besides State and Central Governments scholarships. Outstanding students are given Scholarships by the Institution to motivate them during their course of studies. Regulations governing these scholarships / awards are as follows:

Sl. No.	Nature of Scholarship	Programme	Eligibility	Scholarship equivalent to percentage of fees	Remarks
1	Vels Scholarship Admission Test (VSAT)	For all UG Programmes except Pharmacy, Maritime Studies	Eligibility +2	-Scholarship upto 100% Awarded to Top 500 VSAT Rank holders	-100%, 75%, 50%, 25% and 10% Scholarship in tuition fee - valid for the entire duration of the course
2	Rank holders in Competitive Examinations	Management	Percentile/percentage CAT/MAT		Only for first year Note : The entire fees should be paid at the time of admission.
			More than 98%	50% of Tuition fees	
			96% - 97%	30% of Tuition fees	
			90% - 95%	20% of Tuition fees	

3	Merit Scholarships	For all programmes	First Rank holders in the previous SE Examination and for Pharm D courses in the previous annual Examination	1st rank - 25% of Tuition fees in that semester no cash will be paid and it will be adjusted in Tuition Fee.	The class strength should not be less than 25
4	Sports	For all programmes	Students admitted in sports quota are given 100% tuition fee concession and free hostel accommodation		
5	Economically Backward	For all programmes	Recommended by the University authorities	25% of Tuition fee	It will continue only if the student get pass in all the subjects

**Merit Scholarship Worth over Rs. 10 Crores\***

**Dr. SARVAPALLI RADHAKRISHNAN SCHOLARSHIP**  
For Engineering Programmes only :

**SCHEME 1**

**Vels Entrance Exam**  
**Scholarship Range - Engineering**

VEE Marks Obtained	Waiver in Tuition Fee (For I year)
90 - 100	100%
80 - 89.99	75%
70 - 79.99	50%
60 - 69.99	30%
50 - 59.99	25%
40 - 49.99	20%
Less than 40	10%

**SCHEME 2**

**Marks in the qualifying Exam (any board)**

Aggregate in PCM	Waiver in Tuition Fees (For I year)
Above 95%	50%
90% - 94.99%	40%
80% - 89.99%	25%
70% - 79.99%	10%

### **SCHEME 3**

A 10% Fee concession will be given for First Graduate in UG Engineering courses for every year.

### **ALUMNUS**

UG Students of VISTAS to PG Courses - 20% Scholarship in the Tuition fee  
From Vels Group of Schools to UG Courses - 10% Scholarship in the Tuition fee

### **EX-SERVICEMEN SCHOLARSHIP**

10% Scholarship in the Tuition fee to the wards of Ex-Service men

### **ENDOWMENT AWARDS**

1. Ishari Velan Memorial Endowment Prize - Rs.10,000 + Medal
2. Dr.MGR Birth Centenary Endowment Prize - Rs.10,000 + Medal
3. Vels Alumni Endowment Prize - Rs.10,000 + Medal
4. Dr.APJ Abdul Kalam Memorial Endowment Prize - Rs.10,000 + Medal

### **EXTRA -CURRICULARACTIVITIES**

#### **1. National Service Scheme (NSS)**

Students of undergraduate classes are eligible to become members of the NSS. VISTAS have five Units of NSS. These units undertake activities like adoption of villages, work for the betterment of environment, conducting adult literacy programmes, educational programmes and Blood Donation Camps in the adopted villages.

#### **2. Youth Red Cross (YRC)**

The Youth Red Cross is another extra-curricular activity of VISTAS. The unit provides Social Services to motivate the students of VISTAS.

#### **3. Rotaract Club**

The Rotaract Club of VISTAS brings together students and staff with the aim to enhance leadership qualities and organizational skills focusing on the development of students as leader in communities and workplaces. The Rotaract Club also takes part in community service activities such as conducting eye camps, screening for infectious diseases and creating health awareness camps by holding regular interactive sessions with the participation of eminent medical professionals.

## **CO-CURRICULARACTIVITIES**

Symposia, Seminars, Workshops, Conference and Guest Lectures are organized periodically by all departments for the benefit of students. Students are encouraged to take part in inter-collegiate, inter-university competitions, seminars and workshops.

## **FACILITYAVAILABLE IN VISTAS**

### **Canteen Facility**

The Institution canteen provides good quality food and refreshments for students & faculty at scheduled timings and reasonable price.

### **Transport Facility**

The Institution provides regular transportation services from Pallavaram Railway Station to the campus at a concessional rate. VISTAS Bus facility is also available from selected points of Chennai Metropolitan areas at a moderate fee.

### **Medical Facility**

Medical Facility is available in the campus to provide necessary and immediate medical care to day-scholars and inmates of hostels. In the event of emergency, VISTAS offers 24 hours transport facility to the sick students to reach the nearby hospitals for further medical treatment. Apollo Shine maintains a clinic in Pallavaram Campus.

### **Accident Insurance**

All students, teaching and non-teaching staff of the Institution are covered under accident insurance by Apollo Shine.

### **Banking Facility**

ATM facility is available in the Institution Campus for the benefit of staff and students.

### **Hostels**

The hostels have been a home away from home providing accommodation for boys and girls students separately. Hygienic foods, both vegetarian and non-vegetarian are provided for the inmates. Laundry facility is also available to the students on chargeable basis. There are totally six hostels, one earmarked for P.G. Students, three for U.G.Students of Arts, Science and Engineering and one for girl Students. The sixth and a separate hostel is at Thalambur for Maritime Students.

### **Sports, Games & Cultural Activities**

The Institution has vast and well laid out tracks for the athletics, Excellent facilities are available for all the indoor and outdoor games. The students get excellent training by a qualified Physical Director and his team of assistants. The students are encouraged to participate in various inter collegiate competitions to exhibit their talents. Vels Sports Academy is functioning to promote sports and games. Inter-University Tournaments are held periodically in various games.

Facilities are provided to get proper training in game and sports at Velan Play grounds and courts are available for these sports. Indoor games including Carom, Chess and Table Tennis are available. In addition, extensive training for swimming is also given at the Aquatic Complex.

"Vels Nakshatra" an inter-collegiate cultural programme is conducted on a grand scale every year.

# 1. GENERAL CODE OF CONDUCT

## RULES AND REGULATIONS FOR STUDENTS:

- 1.1 All students should be dressed in formal attire. T-shirts, Jeans, leggings and sleeveless dresses **are not permitted**. Students are advised to adhere to the respective department's dress code. Observance of dress code is compulsory for academic and allied activities in the campus.
- 1.2 Students should display their Identity Card prominently when they are within the campus and while traveling in the Institution bus. The security staff will not permit any student inside the campus without the identity card.
- 1.3 Students should be punctual in attending classes and other co-curricular and extra-curricular activities. Late comers will not be allowed to attend the classes and disciplinary action will be taken.
- 1.4 Students should not leave the Institution premises during the class hours without the permission of the HOD / Competent Authority.
- 1.5 Students will be responsible for all the equipment's entrusted to them. They should not cause any damage to any property, equipment, instruments, tools etc., of the Institution. An amount of Rs.500 towards General maintenance, is payable by each Student at the end of the Academic year, prior to the Examinations. Apart from this in case any damage, the actual cost will be recovered from the student along with a fine. Students should take note VISTAS will not be responsible for any loss of such belongings.
- 1.6 Use of Mobile Phones, Camera or any other electronic gadgets is prohibited inside the campus and if found they will be confiscated.
- 1.7 Pasting of any pictures, posters, smoking, chewing pan, gutka, gambling, consumption of alcoholic drinks and use of hallucinogenic drugs and other illegal substances or the



- possession of such substances anywhere in or in the vicinity of the Campus is strictly forbidden and will lead to immediate dismissal of the student from VISTAS.
- 1.8 Students should not hold any meetings or collect any money from other students without prior permission from the HOD.
  - 1.9 Students should not involve themselves in any political or religious activities inside the Campus.
  - 1.10 Carrying any explosive / Fire arms and / or Weapons inside the campus is strictly prohibited.
  - 1.11 The following acts of misconduct will result in immediate dismissal from the Institution :
    - (i) Assault of any person
    - (ii) Willful damage to Institution property
    - (iii) Intimidation, coercion and/or interference with other students
    - (vi) Misbehavior with other students and/or Staff
    - (v) Any anti-national activity.
  - 1.12 The decision of the Registrar is final and binding on all the students in all matters of conduct of classes and students discipline.
  - 1.13 Legal disputes, if any, are subject to the jurisdiction of Courts at Chennai. All other rules, regulations and guidelines prescribed by the Government and appropriate agencies will be implemented.
  - 1.14 The Institution shall not be liable for any compensation / claim whatsoever under circumstances, in case of any casualty / injury or otherwise to any student during his / her academic activities inside or outside the Institution campus.
  - 1.15 National spirit, social responsibility, human values and equality shall be the prime objective of any students.
  - 1.16 Disobeying National Anthem, National Flag and the elders will be liable for punishment.
  - 1.17 Parent corner is created in our ERP through which parents can access the information of their wards.

## 2. RAGGING

### **RAGGING IN ANY FORM IS A CRIME**

Ragging is totally banned and punishable as per the Government Order. If any student is found indulging in any sort of ragging or harassment to juniors or other fellow students, inside or outside the campus, bus, hostel, he/she will be dismissed immediately from the University and criminal action will be taken against them as per the rules.

Excerpts of TAMIL NADU PROHIBITION OF RAGGING ACT 1997 for general information.

This Act is called the Tamil Nadu Prohibition of Ragging Act, 1997. It extends to the whole of the State of Tamil Nadu.

#### **Definition**

In this act, unless the context otherwise requires, "ragging" means display of noisy, disorderly conduct doing any which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.

a) Tearing, abusing or playing practical jokes on, or causing hurt to such student.

or

b) Asking the students to do any act or perform something which such student will not in the ordinary course willingly do.

#### **Prohibition of Ragging**

Ragging within or outside educational institution is prohibited.

#### **Penalty for Ragging**

Whoever directly or indirectly commits, participates, in abets or propagates "ragging" inside or outside educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

#### **Dismissal of Student**

Any Student convicted of an offence under Section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

#### **Suspension of Student**

- (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an Educational Institution, or to any other person responsible for the management of the educational institution he/she shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.
- (2) The decision of the Head of the Educational institution or the person responsible for the management of the Educational Institution that any student has indulged in ragging under sub-section (1) shall be final.

# FORMAT OF DECLARATION

(To be given by the Parent)

The Registrar  
VISTAS

Sir,

I hereby declare that I have read "The ACT No. 7 OF 1997 TAMILNADU GOVERNMENT GAZETTE EXTRA ORDINARY –THE TAMIL NADU PROHIBITION OF RAGGING ACT 1997" I am fully aware of the consequences and punishments that are stipulated in the above Act I undertake to make sure that my son / daughter / .....studying in ..... in the Institution will not indulge in any form of ragging directly or indirectly within the campus or outside.

**Signature of the Parent / Guardian**

## VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED STUDIES (VISTAS)

### STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

S.No.	Name of the faculty	Designation	Position in the SGRC
1	Dr. A.Subramanian Ph: <a href="tel:9840641410">9840641410</a> Email: <a href="mailto:dean.studentaffairs@velsuniv.ac.in">dean.studentaffairs@velsuniv.ac.in</a>	Professor & Dean Student Affairs	Chairman
2	Dr.P.R. Ramakrishnan Ph : 9444298316 Email id: <a href="mailto:dean.sms@velsuniv.ac.in">dean.sms@velsuniv.ac.in</a>	Professor & Dean School of Management Studies	Member
3	Dr.C.Dhanasekaran Ph: 9962506202 Email: <a href="mailto:hodmech@velsuniv.ac.in">hodmech@velsuniv.ac.in</a>	Professor & HOD, Dept. of Mechanical School of Engineering	Member

4	Dr.Malarkodi Velraj Mobile:98842 42196 Email:malarkodiv.sps@velsuniv.ac.in	Professor, Dept. of Pharmacognosy School of Pharmaceutical Sciences.	Member
5	Dr P Sujatha Ph : 8828250758 Email : <a href="mailto:sujatha.scs@velsuniv.ac.in">sujatha.scs@velsuniv.ac.in</a>	Professor & Head Department of BCA & IT School of Computing Sciences	Member
6	Ms.C. Duwaita Ph: 9629086519 Email: jenorri@gmail.com	MCA Batch – 2022-2024	Special Invitee

### OMBUDSMAN

<b>Name of the Committee Member</b>	<b>Profession</b>	<b>Address, Mobile No. and E.mail. ID</b>	<b>Associate d with</b>	<b>Designation (not below the rank of District Retired judge or a retd. Professor</b>	<b>Department</b>
Dr.R.Sivakumar	Professor (Retd.)	No.62, Ritherdan Road, Vepery, Chennai-600 007 Mobile : 9444367697 E.Mail : ombudsman@vistas.ac.in	VISTAS	Professor (Retd.)	Dept. of English, Presidency College, Chennai.

# ANTI-RAGGING COMMITTEE

S.No.	Name	Designation
<b>CHAIRMAN</b>		
1	Dr.P.Saravanan Ph :9962506245 Email: registrar@velsuniv.ac.in	Registrar
<b>CIVIL &amp; POLICE ADMINISTRATION</b>		
2	Mr. Suresh Antony Mobile : 9003012925	Intelligent Services-S5 Pallavaram Police Station Pallavaram, Chennai – 600 043
<b>LOCAL MEDIA</b>		
3	Mr. Sheldon Mark Jarrett Mobile : 9962236774 Email: jarrett.sylvester@gmail.com	Media Artist Sterio Scopic Division L.V.Prasad Studio Saligramam,Chennai – 600 093
<b>NGO'S</b>		
4	Mr.Rangarajan.AL Country Manager India Literacy Project Mobile: 9444971268 E.Mail : alrangarajan@ilpnet.org	India Literacy Project Website : www.ilpnet.org Email id: alrangarajan@ilpnet.org
5	Mr.Panchaksharam.K Ph:044-2248 6791/92/93 E.Mail: sipapanchu@gmail.com sipa@vsnl.com	Secretary & CEO Federation of South India Producer Associations (SIPA) No.21,Anna Street Sathya Nagar Extension Anakaputhur,Chennai- 600070
<b>MEMBERS</b>		
6	Dr. A.Subramanian Ph: 9840641410 Email: dean.studentaffairs@velsuniv.ac.in	Dean Student Affairs
7	Capt.N.Kumar Ph. : 9361852531 Email: director.smts@velsuniv.ac.in	Director School of Maritime Studies
8	Dr.C.Dhanasekaran Ph: 9962506202 Email: hodmech@velsuniv.ac.in	Professor & HOD, Dept. of Mechanical School of Engineering

9	Dr.T.S.Shanmugarajan, Ph : 9566049808 Email : smrajan.sps@velsuniv.ac.in	Professor & Head, Department of Pharmaceutics School of Pharmaceutical Sciences
10	Mr.S.Thambusami Ph : 8825911653 Email: director.discipline@velsuniv.ac.in	Director Discipline & Safety, VISTAS

**PARENTS**

11	Mr. M.SELVAKUMAR Ph : 86829 13266	F/o. S. Selva meena (II Year MBA General) No 5, Venkatapathy street, Near 18 mc road, Old Washermentpet, Chennai 21.
12	Mr. N S Srinivashulu Ph : 9025854445	F/o . N S Yogeshwar (III Year B.E. (CSE)) No. 50B Dhargah Rd, Zamin Pallavaram, Chennai - - 600034

**SENIOR STUDENTS**

13	Ms. Varshini S Ph: 9789013337	II Year – MBA BA 1,SSB Sudharsan Apartment Palavanthangal Chennai 600114
14	Mr V R Siva Ph: 8056172731	II.M.Sc Computer Science 1.Narayana Swamy Street, Pallavaram, Chennai 600043

**JUNIOR STUDENTS**

15	Mr.K.P.Jeeva Ph:9345510742	II Year – B.TECH – CSE AI &ML No 3 Bajana Koil Street Akkarambedu , Devadanam, Tiruvallur , Tamilnadu 601 203
16	Mr. V. Jayavarsha Ph: 8754557035	II Year – Pharm.D No. AS1/1, South Reddy Street, Ambattur, Athipet, Chennai- 600058.
17	Ms. Hemaalaya RA Ph.9962181461	III BA LLB (Hons) No.51,Seniamman Koil Street, Tondirapet Chennai – 600081

**NON – TEACHING STAFF**

18	Ms.S. Bhuvaneshwari Ph: 9840740412 Email: ar.admission@velsuniv.ac.in	Assistant Registrar Admission
19	Ms. A.K. Pushpa Ph: 9003163174 Email : ar-exams@velsuniv.ac.in	Assistant Registrar Controller Of Examinations

## **ANTI-RAGGING SQUAD**

20	Dr.R.A.Kalaivani Ph: 9962506223 Email:director.sbs@velsuniv.ac.in	Dean School of Basic Sciences
21	Dr.P.Jagadeesan Mobile No.9962177879 Email: hodcommerce.general@velsuniv.ac.in	Professor & Head Dept. of Commerce (General) School of Management Studies & Commerce
22	Dr.S.Perumal Ph: 9941155023 Email : perumal.scs@velsuniv.ac.in	Professor & Head Dept. of Computer Science, School of Computing Sciences
23	Dr.C.Ronald Darwin Ph: 9444428759 Email : hodpcology@velsuniv.ac.in	Professor and Head Dept. of Pharmacology, School of Pharmaceutical sciences,
24	Mr. Rohan Kumar.D Ph : 6380764289 Email : hodlaw.integrated@velsuniv.ac.in	Assistant Professor and Head (i/c) School of Law
25	Gunasekaran. P Ph : 6379861511 Email : residentialdirector@velsuniv.ac.in	Residential Director VISTAS

### **3. ADMISSION AND WITHDRAWAL**

- 3.1 All Candidates seeking admission should submit the original Mark sheets, Transfer and Conduct Certificates from the school or college last studied
- 3.2 Candidates with qualification of other universities or bodies should produce an eligibility certificate issued by VISTAS while applying for admission.
- 3.3 All original certificates submitted at the time of admission will be retained by the Institution for Verification Purposes.
- 3.4 No student will be permitted to attend classes until the fee due from him/her have been paid.
- 3.5 A student who leaves in the middle of the academic year will be issued a Transfer Certificate and shall be required to pay the tuition fee for the remaining period of the programme.
- 3.6 Re-admission cannot be claimed as a matter of right. It is entirely at the discretion of the Board of Management.



- 3.7 The Institution Authorities reserve the right to cancel the admission of a student at any time for unlawful activities without refunding the fee paid.
- 3.8 Students who have obtained admission by giving false information will be dismissed and they have to forfeit the fee paid.

#### **4. FEE**

- 4.1 Tuition fee and other fee applicable are payable on or before the due date mentioned in the Institution Calendar.
  - 4.1.1 Students will be levied a fine of Rs.500/- if the tuition fee is not paid within 15 days from the commencement of the respective semester.
  - 4.1.2 For students failing to pay the tuition fees within 30 days from the commencement of the respective semesters, a fine of Rs.1000/- will be levied.
  - 4.1.3 The failure of students to pay the tuition fee within the stipulated time may lead to removal of their names from the Nominal Roll. Such students will not be permitted to attend the classes or attend the CIA Test and Institution Practical / Theory Examination.

Re-admission of such students will be considered, after the student pays the tuition fees with the applicable fine and with a re-admission fee of Rs.500/- This is subject to the approval of HOD / Director of the concerned Department and the Authorities of the Institution.

#### **4.2 Refund of Fee**

- 4.2.1. Registration and Admission fees are non-refundable.
- 4.2.2. If a student is admitted and has not attended even a single class, the tuition fee paid by him/her alone will be refunded after 30 days.
- 4.2.3. If a student withdraws from the programme after the date of commencement of classes, he / she shall be required to pay the programme fee payable for the remaining period of the programme as well.

## 5. ATTENDANCE

- 5.1. Students coming late will not be given attendance. Attendance is recorded for each hour separately. One hour of absence for each session is considered as being absent for the entire session.
- 5.2. VISTAS assigns first priority to regular attendance (100%) for theory and practical classes.
- 5.3. No student is permitted to absent himself/herself without prior sanction of leave. The leave application must be submitted to the HOD concerned through the mentor-in-charge.
- 5.4. Absence due to illness:- The request for leave must be supported by a detailed medical report from a Registered Medical Practitioner.
- 5.5. Leave application of hostel students should be counter-signed by the Hostel Warden and HOD.
- 5.6. Absence due to participation in Institution Programmes:-  
The request for leave must be duly authorized by the concerned Programme Co-ordinator and submitted in advance.
- 5.7. If a student absents himself / herself for a week without obtaining leave, his / her name will be removed from the rolls. He / she has to get permission for re-admission after furnishing valid reasons.
- 5.8. Absence without submission of leave letter for a day will be treated as absent for 2 days.
- 5.9. Re-admission after removal of name shall be decided by the management. If re-admitted on medical grounds, his/her attendance will be considered proportionately based on the period of leave.
- 5.10. Students appearing for the University Examinations must have a minimum of 75% attendance, failing which they will not be permitted to write the examinations.
- 5.11. However, VISTAS may condone the attendance shortage of 10% after collecting a condonation fee from the students who have secured 65 to 74% of attendance.
- 5.12. Students who have secured less than 65% of attendance are not eligible to write the respective semester examination. He/she has to rejoin and re-do the respective semester course in the next academic year by paying the prescribed tuition fee.
- 5.13. Condonation for shortage of attendance will not be granted as a matter of routine / right.

- 5.14. The Transfer Certificate, Conduct Certificate, Bonafide Certificate etc., will be issued on written request to the Registrar. The Certificates may be collected within a week from the date of request. Those who apply for such certificates after the lapse of one year from the date on which they left the Institution will have to pay a penalty prescribed by VISTAS. The fee must be paid and the receipt should be attached with the application. Fees once paid, will not be refunded under any circumstances.

## **6. HOSTEL RULES AND REGULATIONS**

- 6.1. All bonafide students of VISTAS Departments are eligible to get admission to the Hostels. A separate application should be made to the authorities for Hostel admission.
- 6.2. Parents / Guardians should comply strictly with the hostel rules and formalities of admission. They shall accompany the students seeking admission in the Institution. Authorities shall make all possible efforts to provide accommodation to all the students seeking hostel accommodation.
- 6.3. Every student admitted to the hostel shall pay a caution deposit, which will be refunded at the end of the program. The mess charges, room rent and establishment charges will be notified from time to time.
- 6.4. Admission to the hostel is made only for one year with no right to admission for the subsequent year. The warden has every right to refuse admission or expel anyone without assigning any reason. Detained students will not be provided accommodation in the Hostel.
- 6.5. No student is allowed to stay in the hostel without the prior approval of the Institution Authorities.
- 6.6. The allotment of room shall not be changed without the prior written approval of the Warden.
- 6.7. No student is allowed to vacate the hostel in the middle of an academic year. If any student vacates in the middle of an academic year, the room rent and charges for amenities will not be refunded.
- 6.8. The inmates of the hostels should not stay in their rooms during the working hours of VISTAS. In case they do, they should take prior permission from the hostel Warden and HOD indicating clearly the reasons for their absence from classes.
- 6.9. Inmates of the Girls hostel should be in their rooms by 6 p.m. and those of the Boys hostel by 7 p.m. Inmates will not be permitted to enter or leave the hostels after this time. Attendance / Roll Call

will be taken at 8.30 p.m. Those who would like to be away for any specific reason should obtain prior permission of the HOD and the Warden.

- 6.10. Students who absent themselves should take prior permission from the Warden or else if they are absent for ten days or more from the hostel they would be removed from the hostel. Leave of absence will be normally granted only with the permission of parent or guardian. Absence from the hostel at night without the Warden's prior permission will be viewed very seriously and dealt with accordingly.
- 6.11. The furniture, fixtures, and other equipment's in the rooms are the responsibility of the inmate(s). If there are any damages, the cost of repair or replacement will be collected from the inmates concerned. If the damages are irreparable, the cost will be recovered collectively from all the inmates. In addition to the cost of damage, an equal amount of fine will be levied.
- 6.12. Defacing the walls inside and outside of the room by writing slogans, damaging the hostel property and such other anti-social activities will be viewed seriously and dealt with accordingly.
- 6.13. **RAGGING IN ANY FORM IS STRICTLY PROHIBITED.** It is also clearly underscored that ragging is banned by the Government of Tamil Nadu. As such, any student involved in ragging will be expelled immediately not only from the hostel but also from the Institution. Further, the students involved will be handed over to the Police for appropriate action.
- 6.14. Hostel inmates are strictly prohibited from engaging themselves in any of the following activities: smoking, drinking, gambling, consuming drugs, etc., within the hostel premises. Any such activity will be viewed very seriously and will result in the immediate expulsion of the student from the hostel as well as from the Institution.
- 6.15. Hostellers should pay the mess dues on or before the due date as notified by the Institution Authorities.

## **7. LIBRARY**

- 7.1 Students may enter the library and access the books only on the basis of schedule given by the Institution Authorities.
- 7.2 Silence should be maintained in the library
- 7.3 Students should leave their personal book and note books on the shelf outside before they enter the library.
- 7.4 On receiving a book, students should examine the condition of the book. If there is any damage, it should be brought to the notice of the Librarian. Otherwise the student will be held responsible for the damage.
- 7.5 Students will be allowed to keep a book for 10 days from the date of issue. It may be renewed for a further period of 10 days only.
- 7.6 If the book is retained beyond the due date without renewal, a fine of Rs.5/- per day will be collected.
- 7.7 Reference books are not meant for circulation.
- 7.8 In the case of books being lost, either by the staff or students, they should be replaced by them at once with the latest editions of such books. If such books are not available with the book sellers or publishers or are out of print, double the cost of the latest edition of the book will be collected.
- 7.9 All Library users are expected to handle the books and magazines of the Library with care.
- 7.10 Users should not make any markings, scribbling or underlining in the library books. Severe action will be taken against the students who mutilate the books, newspapers or magazine.
- 7.11 The librarian is empowered to send out any student who misbehaves in the library.
- 7.12 Students will not be allowed to borrow books from the library till the fine (if any) is paid or replacements (if any) are made as the case may be.
- 7.13 Chatting, gossiping, disturbing others in the library is strictly prohibited.
- 7.14 Students should use their Identity card to borrow books from the library.
- 7.15 The students are advised to keep the ID cards safely.
- 7.16 The ID cards should not be tampered with.
- 7.17 In case of loss of ID card, the same should be immediately brought to the notice of the librarian.
- 7.18 Duplicate ID card can be obtained against a payment of Rs.300/-

- 7.19 Duplicate ID card will be normally issued only after 30 days from the day on which the loss is reported.
- 7.20 Only the ID card holders are entitled to borrow books from the library.
- 7.21 ID cards are not transferrable.
- 7.22 The student who holds his / her ID card is entirely responsible for the borrowed book from Library.
- 7.23 Students are expected to surrender the ID card to the librarian at the time of getting No Due Certificate.

## **8. EXAMINATION SYSTEM**

As per the UGC guidelines, VISTAS has introduced Choice Based Credit System (CBCS) from the academic year 2015-16. The undergraduate courses are for 6 semesters except for Engineering, B.Pharmacy and BPT which will have 8 semesters and postgraduate courses are for a normal duration of 4 semesters. Both Pharm.D. and Pharm.D. (Post Baccalaureate) are non - semester pattern as per Pharmacy Council of India norms and duration of the courses are 6 years and 3 years respectively. Every semester will have 90 working days or 540 contact hours. Each subject is assigned a specific number of credits and the number of credits to be assigned to the subject is determined by the concerned Board of Studies.

- 8.1 Students have to earn minimum credits assigned by the Board of Studies to become eligible for the award of the degree. Students of all Undergraduate and Post-graduate courses are to undergo a course in Communication Skill, Environmental Studies and students of M.B.A./B.E./ B.Tech. shall undergo 4 to 6 weeks internship during the summer vacation to earn 2 credits. All the PG students will have a Project work in their final semester and students have to earn the number of credits prescribed by the Boards of Studies of the respective Schools. For students admitted from 2014-15, no minimum marks is prescribed for a pass in continuous assessment. The student has to secure a minimum 40% for UG and 50% for PG degree courses in the Semester end Examination and a total of 40% (40 marks out of 100) for UG and 50% (50 marks out of 100) for PG degree courses.

- 8.2 The Statement of Marks for UG, PG and Professional Courses will be issued to the students on par with the International Standard incorporating Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)
- 8.3 Revaluation of answer scripts for the current semester is permissible for all UG, PG and Professional Courses. Students can apply for revaluation in the prescribed format within 10 days from the date of publication of results along with prescribed fees. Photocopy of the answer paper will be given on demand and on payment of prescribed fees.
- 8.4 A special supplementary examination will be conducted during the month of July/ August for the final semester students who have failed not more than two subjects so as to enable the students to get their degrees.
- 8.5 **Split up of Continuous Assessment Marks**

S.No	Component	UG	PG
1	CIA Test - I	1X5=5	1X5=5
2	CIA Test -II	1X5=5	1X5=5
3	Field Visit / Internship	-	1X5=5
4	Assignment	1X5=5	1X5=5
5	Class Seminar / Tech. Talks / Group Activities/ Group Discussion	1X5=5	1X5=5
6	Model Examinations	1X10=10	1X10=10
7	Multiple Choice Quizzes (MCQ)/ Surprise Tests	1X5=5	-
8	Attendance	1X5=5	1X5=5
	<b>Total</b>	<b>40</b>	<b>40</b>

8.6 **Distribution of Marks for Attendance:**

Percentage	Marks
91% to 100%	05
75% to 90%	04
65% to 74%	03
Less than 65%	00

**EXAMINATION DETAILS**

**Odd Semester – Schedule for Continuous Assessment Test, Practical Examination and University Theory Examination**

Particulars	Starting Date	Ending Date	Starting Date	Ending Date
	(For II, III and IV Years)		For I Year	
<b>CIA Test 1</b>	21-08-2023	25-08-2023	11-09-2023	15-09-2023
<b>CIA Test 2</b>	26-09-2023	30-09-2023	30-10-2023	03-11-2023
<b>Model Exam (Theory)</b>	18-10-2023	24-10-2023	22-11-2023	28-11-2023
<b>University Practical Exam</b>	30-10-2023	06-11-2023	30-11-2023	07-12-2023
<b>University Theory Exam</b>	17-11-2023	20-12-2023	13-12-2023	30-12-2023

**Even Semester – Schedule for Continuous Assessment Test, Practical Examination and University Theory Examination**

Particulars	Starting Date	Ending Date
	(For I, II, III and IV Years)	
<b>CIA Test 1</b>	14-02-2024	21-02-2024
<b>CIA Test 2</b>	18-03-2024	23-03-2024
<b>Model Exam (Theory)</b>	15-04-2024	22-04-2024
<b>University Practical Exam</b>	25-04-2024	02-05-2024
<b>University Theory Exam</b>	09-05-2024	29-05-2024









September 2023				
Date	Day	Activities	No. of Working Days	1 Year
01	Friday	Submission of Monthly Report for Aug 2022	44	23
02	Saturday		-	-
03	Sunday		-	-
04	Monday	Entry of CAT 1 Marks in ERP	45	24
05	Tuesday		46	25
06	Wednesday	<b>Krishna Jayanthi</b>	-	-
07	Thursday	Last Date for payment of odd semester Tuition Fees with penalty of Rs.2000/- (Except first year) Intimation of Cumulative Student Attendance to the students	47	26
08	Friday		48	27
09	Saturday	<b>Working Day -Monday Timetable</b>	49	28
10	Sunday		-	-
11	Monday	I Continuous Assessment Test for First Year UG & PG Programmes	50	29
12	Tuesday		51	30
13	Wednesday		52	31
14	Thursday		53	32
15	Friday		54	33
16	Saturday		-	-
17	Sunday		-	-
18	Monday	<b>Vinyakar Chaturthi</b>	-	-
19	Tuesday	Commencement of payment of Examination Fee Except first year	55	34
20	Wednesday	Conduct of Class Committee Meetings for Sep 2023	56	35
21	Thursday	Verification of Syllabus Completion	57	36
22	Friday	Verification of Mentor Notebooks	58	37
23	Saturday	Working Day - Tuesday Timetable	59	38
24	Sunday		-	-
25	Monday	<b>Submission of Monthly Report for Sept 2023</b> <b>Display of Cummulative Student Attendance</b>	60	39
26	Tuesday	II Continuous Assessment Test for all UG & PG Programmes except First Year	61	40
27	Wednesday	Last Date for payment of Examination Fee without penalty except First year Submission of Class Committee Meetings for Sept 2023 Verification of Syllabus Completion	62	41
28	Thursday	<b>Miladi E Nabi - Holiday</b>	-	-
29	Friday		63	42
30	Saturday	Working Day - Wednesday Timetable	64	43
<b>No. of Working Days</b>			<b>21</b>	<b>21</b>

October 2023				
Date	Day	Activities	No. of Working Days	I Year
01	Sunday		-	-
02	Monday	Gandhi Jayanthi - Holiday	-	-
03	Tuesday		65	44
04	Wednesday		66	45
05	Thursday		67	46
06	Friday	Last Date for payment of Examination Fee with a penalty of Rs.100/- (Except I year)	68	47
07	Saturday	Vels Family day - Birthday of our Founder - Chancellor of VISTAS	-	-
08	Sunday		-	-
09	Monday		69	48
10	Tuesday		70	49
11	Wednesday		71	50
12	Thursday	Last Date for payment of Examination Fee with a penalty of Rs.500/- (Except I year)	72	51
13	Friday		73	52
14	Saturday	Working day	74	53
15	Sunday		-	-
16	Monday		75	54
17	Tuesday		76	55
18	Wednesday	Commencement of Model Examinations for UG & PG Programmes, except First year	77	56
19	Thursday	Mentor Parents Meeting except first year	78	57
20	Friday	Verification of Mentor Notebooks	79	58
21	Saturday		-	-
22	Sunday		-	-
23	Monday	Pooja Holiday	-	-
24	Tuesday	Holiday	-	-
25	Wednesday	Holiday	-	-
26	Thursday	Conduct of Class Committee Meetings for Oct 2023	80	59
27	Friday		81	60
28	Saturday		-	-
29	Sunday		-	-
30	Monday	Commencement of University Practical Examinations for UG & PG Programmes except First year II Continuous Assessment Test for First Year UG & PG Courses Submission of Class Committee Meetings for Oct 2023 Last date for Submission of SWAYAM/NPTEL Credit Transfer Applications Verification of Syllabus Completion	82	61
31	Tuesday		83	62
<b>No. of Working Days</b>			<b>19</b>	<b>19</b>

		<b>November 2023</b>		
<b>Date</b>	<b>Day</b>	<b>Activities</b>	<b>No. of Working Days</b>	<b>I Year</b>
01	Wednesday	Submission of Monthly Report for Oct 2023 Display of Cumulative Student Attendance	84	63
02	Thursday		85	64
03	Friday		86	65
04	Saturday		-	-
05	Sunday		-	-
06	Monday	Submission of Internships completed by Students Submission of e-content developed by teachers	87	66
07	Tuesday	<b>Commencement of Generic Elective Exams, except for First Year</b> Verification of First Year Syllabus Completion	88	67
08	Wednesday		89	68
09	Thursday		90	69
10	Friday		91	70
11	Saturday		-	-
12	Sunday	<b>Deepavali Holiday</b>	-	-
13	Monday	<b>Holiday</b>	-	-
14	Tuesday	<b>Holiday</b>	-	-
15	Wednesday		92	71
16	Thursday		93	72
17	Friday	<b>Commencement of University Theory Examinations for UG &amp; PG Programmes except First year</b> Verification of Mentor Notebooks and Remedial Reports	94	73
18	Saturday	Completion of Internal Marks in ERP for all UG and PG Programmes except first Year Last date for submission of FDP completed by faculty in the SWAYAM/NPTEL platform Submission of Report of Value Added Courses	-	-
19	Sunday		-	-
20	Monday		95	74
21	Tuesday		96	75
22	Wednesday	<b>Commencement of Model Exam for First Year UG&amp;PG courses</b>	97	76
23	Thursday	Entry of CAT II Marks in ERP for First years	98	77
24	Friday		99	78
25	Saturday	Mentor Parent meeting - First Year	100	79
26	Sunday		-	-
27	Monday		101	80
28	Tuesday		102	81
29	Wednesday		103	82

30	Thursday	Commencement of University Practical Examinations for First year UG & PG Programmes	104	83
<b>No. of Working Days</b>			<b>21</b>	<b>21</b>
		<b>December 2023</b>		
<b>Date</b>	<b>Day</b>	<b>Activities</b>	<b>No. of Working Days</b>	<b>I Year</b>
01	Friday	Verification of Syllabus Completion for first years	-	82
02	Saturday		-	-
03	Sunday		-	-
04	Monday		-	83
05	Tuesday		-	84
06	Wednesday		-	85
07	Thursday		-	86
08	Friday		-	87
09	Saturday		-	-
10	Sunday		-	-
11	Monday		-	88
12	Tuesday	Entry of Model Exam Marks for first years. Completion of Internal Marks in ERP for first years	-	89
13	Wednesday	Commencement of University Theory Examinations for First Year UG & PG Programmes	-	90
14	Thursday		-	-
15	Friday		-	-
16	Saturday		-	-
17	Sunday		-	-
18	Monday		-	-
19	Tuesday		-	-
20	Wednesday		-	-
21	Thursday		-	-
22	Friday		-	-
23	Saturday		-	-
24	Sunday		-	-
25	Monday	Christmas - Holiday	-	-
26	Tuesday		-	-
27	Wednesday		-	-
28	Thursday		-	-
29	Friday		-	-
30	Saturday		-	-
31	Sunday		-	-
<b>No. of Working Days</b>			<b>-</b>	<b>9</b>













<b>May 2024</b>				
<b>Date</b>	<b>Day</b>	<b>Activities</b>	<b>No. of Working Days</b>	
01	Wednesday	<b>May Day- Holiday</b>	-	
02	Thursday	Intimation of Cumulative Student Attendance to the Students	86	
03	Friday	Submission of Monthly Report for April 2024 Commencement of GE Examinations	87	
04	Saturday		-	
05	Sunday		-	
06	Monday	Verification of Mentor Notebooks.	88	
07	Tuesday		89	
08	Wednesday	Last date for Submission of FDP Completed by faculty in the SWAYAM/NPTEL Platform. Last date for Submission of SWAYAM/NPTEL Credit Transfer Applications.	90	
09	Thursday	<b>Commencement of University Theory Examination for UG &amp; PG Programmes</b>	91	
10	Friday		-	
11	Saturday		-	
12	Sunday		-	
13	Monday		-	
14	Tuesday		-	
15	Wednesday		-	
16	Thursday		-	
17	Friday		-	
18	Saturday		-	
19	Sunday		-	
20	Monday		-	
21	Tuesday		-	
22	Wednesday		-	
23	Thursday		-	
24	Friday		-	
25	Saturday		-	
26	Sunday		-	
27	Monday		-	
28	Tuesday		-	
29	Wednesday		-	
30	Thursday		-	
31	Friday		-	
<b>No. of Working Days</b>			<b>6</b>	

June 2024				
Date	Day	Activities	No. of Working Days	
01	Saturday		-	
02	Sunday		-	
03	Monday	Submission of Monthly Report for May 2024	-	
04	Tuesday		-	
05	Wednesday		-	
06	Thursday		-	
07	Friday		-	
08	Saturday		-	
09	Sunday		-	
10	Monday		-	
11	Tuesday		-	
12	Wednesday		-	
13	Thursday		-	
14	Friday		-	
15	Saturday		-	
16	Sunday		-	
17	Monday	Bakrid / Eid al Adha	-	
18	Tuesday		-	
19	Wednesday		-	
20	Thursday		-	
21	Friday		-	
22	Saturday		-	
23	Sunday		-	
24	Monday		-	
25	Tuesday		-	
26	Wednesday		-	
27	Thursday		-	
28	Friday		-	
29	Saturday		-	
30	Sunday		-	
<b>No. of Working Days</b>			-	



# Our Source of Inspiration



**SHRI ISARI VELAN**

1941 - 1986

## TIME TABLE

	1	2	3		4	5	6
Mon				Lunch Break			
Tue							
Wed							
Thu							
Fri							



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- 1993 Vels College of Physiotherapy
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- 1999 Vels Academy of Maritime Studies
- 2003 Vels Srinivasa College of Engineering and Technology
- 2003 Vels Higher Secondary School
- 2004 Vels International Preschool
- 2004 Vels Teacher Training Institute
- 2006 Venkateswara Nursing College
- 2006 Vinayaga College of Education
- 2007 Sri Venkateswara Dental College
- 2008 Vaels International School
- 2008 Shri Isari Velan Mission Hospital
- 2008 Vels University
- 2013 Vels Vidyashram CBSE International
- 2014 Vels Vidyashram CBSE - Thalambur Campus
- 2014 Vels Vidyashram CBSE - Cantonment Campus
- 2014 Meghna Institute of Dental Sciences (in Nizamabad)
- 2015 Mahavir Institute of Medical Sciences and Hospital (in Hyderabad)
- 2015 MDIS VELS (in Singapore)
- 2015 Vels Kinder Kids
- 2015 Vels Vidyashram CBSE - OMR Campus
- 2018 Kindle Kids International School (in Singapore)
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- 2020 Vels Medical College and Hospital
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