

# VIVEKANANDA INSTITUTE OF ADVANCED STUDIES

MB-637, Saltlake, Sector- V, Mahishbathan, West Bengal, Kolkata 700102

CONTACT: 70044040459/7605033925/7605033929

E-Mail - [admissions@vias.in](mailto:admissions@vias.in) Website – [www.vias.in](http://www.vias.in)



## RULES AND REGULATIONS

### **List of Rules and Regulations to be Followed**

1. Once money paid it cannot be refundable. It may be adjusted with some other courses.
2. VIAS will ensure degree courses or Post Graduation courses under the University / Board and shall provide theoretical and practical exposure for the betterment of student's career.
3. Conducting of examination and certification will be directly taken care by University's end.
4. Any Graduation or Post Graduation course will offer admission under any UGC approved University.
5. Institute may provide practical exposure as per the request of the student for their future benefit.
6. Conducting of examination, Certification will be directly university's end.
7. All students have to secure 80% and above attendance per month, failing which he/she would not be permitted to sit for the examinations; thus promotion would not be granted.
8. Students having attendance less than 75% will have to pay Rs. 5000; and in case of less than 50% will have to pay additional fine of Rs. 5000 to apply for their internship. Students will not be allowed to appear for their internship if the attendance falls below 40% under any circumstance.
9. Admission needs to be completed within 30 days of seat booking, or the application will stand canceled.
10. The Institute reserves the right to dismiss, terminate or suspend any enrolled students if he/she misbehaves with any teaching or non teaching staffs of the Institute, found intoxicated or using any intoxication, such as, alcohol, cigarettes, tobacco, non-medicated drugs, supplying documents to person not belonging to the Institute.
11. Fees must be paid in form of Cash / Cheque / Demand Draft in favor of "Vivekananda Institute of Advanced Studies", payable at Kolkata. Receipt for every payment should be collected from office by payee and preserved. All fees must be cleared within specific date as per the schedule. Institute is not responsible for any postal delays. Fee once paid

will not be refunded under any circumstance. Institute reserves the right to amend any rules and regulations except course fee (without prior notice). Paying by Credit / Debit Card may levy service charges.

12. For cheque bounce Rs. 150 should be paid as fine in addition with the original amount.
13. Students should be required to buy their own copy and journals for different subjects.
14. Absence from final exams is equivalent to complete failure and under no circumstances the candidate will be allowed to sit for supplementary exams. Absent in any supplementary exams will be equivalent to a complete failure.
15. Student can change from Degree to Diploma, Diploma to Degree within 15 days from the date of admission by paying the prescribed course transfer fee.
16. Industrial placement and job placement will be offered on sole discretion of the authority
17. Installment course fee should be paid within the due date failing which there will be a fine of Rs. 100 per day.
18. Student not wearing the correct uniform for a particular class would not be allowed to join the class.
19. If any of the certificates given by the student is found false, he/she would be terminated immediately.
20. SC/ST/OBC candidates should provide their certificate during application submission.
21. Students are advised to be present in all college events for their development and generation of teamwork.
22. Students carrying any contaminated diseases would be required to stay at home till cleared and certified by a registered doctor. Any deliberate disclosure would lead to strict action.
23. Any (Hotel and Hospitality management) student coming back from the hotel during their 6months/22weeks industrial training will be dismissed from the course.
24. Students have to hold their Institute image high in the industry by working well, good coordination, good behavior, punctuality etc. during their training.
25. Students must give special emphasis on personal grooming and personality for their own development.
26. Student found speaking in any languages other than English in the institute premises would be punished.
27. Students failing up to four subjects would be allowed to sit for supplementary examinations with the payment of supplementary examination fee of Rs. 250/- per paper. Student failing in the supplementary exam not be promoted to the subsequent year.

28. Students absent continuously for two months (including holiday's) without any written application for the same would be considered that the students had left the course thus his/her registration in the institute will be permanently cancelled / deleted.
29. The Institute is not responsible for any problem caused by the student outside the institute premises in terms of legal prosecution, public grievance or any such action where the institute is not associated with.
30. Students joined as appeared 12<sup>th</sup> or graduation examination, candidates has to submit their mark sheets and pass certificates within one month from the date of result declaration. However, if any candidate fails to qualify the Higher Secondary and Graduation examination then they have to leave their present course and apply as fresh candidate next year and the money paid to the Institute whatsoever will not be refunded.

**I have read all Rules and Regulations of the Institute and hereby agree to abide by them.**

---

Signature of the Candidate  
Date:

Signature of the Guardian  
Date:

**AUTHORITY SIGNATORY**  
**VIVEKANANDA INSTITUTE**  
**OF ADVANCED STUDIES**