VISHAN INFOTECH

Students Manual

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Level II, Vakabale St, Sarju Prasad Bldg, Lautoka Tel : 6640646

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Dear Students Welcome to Vishan Infotech,

The Student manual is the official statement of Institution policies and regulations, and expected standards of student conduct which are applicable to all students.

IN-HOUSE REGULATIONS

The quiet atmosphere in the institution ensures an optimal studying environment. The main house regulations that every student should follow are;

Consumption of food and beverages is only allowed in the coffee room not in the class rooms, you are allowed to take resalable bottles of water with you, smoking within the institution is not permitted, this is a nonsmoking institution, thus we do not want to promote smoking for the safety of our staffs and students, unnecessarily talking loudly is not allowed in the class rooms, you are allowed to talk in a subdued voice on galleries and stairways. The use of mobile phones is not permitted during classes students may use mobile phones in the galleries and stairways, please have your phone on vibration mode to avoid noise pollution, the Institution cannot be held responsible for your the possessions or belongings i.e. laptops, cell phones or other gadgets etc, it will be the sole responsibility of the student concerned if any item goes missing.

PLAGIARISM POLICY

Plagiarism is representing someone's work as your own, intentionally or otherwise. The student must acknowledges sources fully and appropriately this include materials from books, journals or any other printed source; the work of other student or staff, information from the internet, software programs and other electronic material, design and ideas.

To support the core function of quality teaching and learning if any breach of regulation is proved by establishing this process through which disciplinary action will be taken by the institution in this regard, such a policy would ensure that students are sent a clear message that such practices and behaviours are unacceptable.

Furthermore, it would serve to guide academic staff through the process of addressing such cases of academic dishonestly.

THE PROCESS :

When a tutor suspects a student of plagiarism that the piece of academic work be brought to the knowledge of the Academic head, when the Academic head is satisfied that the student has plagiarized, copies of the assignment task as well as sources, page numbers and copies of those sources be collated for records.

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The student would be notified with an official warning letter and at the same time asked to make a case for himself or herself.

In case if the student had engaged unknowingly in such behaviors, Academic head may implement a penalty at the particular course such as mark deduction or a lower grade for the piece of assignment, else he may choose to allow that student to present again a specially designed task If the is convinced of the offence committed, or the student has engaged in similar behavior in previous work as well, he should present a formal report with recommendations as to how to proceed with the case with appropriate action.

ALCOHOL AND OTHER DRUGS

The Institution prohibits the consumption, possession and sale of alcohol and other drugs by any persons and the supplying to any person within the institution premises. The institution recognizes both alcohol and drug abuse as potential health, safety, and security problems. The Institution expects faculty, students and staff to assist in maintaining this institution environment free from the effects of alcohol and other drugs.

ACADEMIC HONESTY AND PLAGIARISM

It is contrary to justice, to academic integrity, and to the spirit of intellectual inquiry to submit the statements or ideas of work of others as one's own. To do so is plagiarism or cheating, offenses punishable under the Institution's disciplinary system. Because these offenses undercut the distinctive moral and intellectual character of the Institution.

We at Vishan Infotech are against it and we do not support plagiarism. Proper acknowledgment of another's ideas, whether by direct quotation or paraphrase, is expected. In particular, if any written or electronic source is consulted and material is used from that source, directly or indirectly, the source should be identified by author, title, and page number, or by website and date accessed.
failure to adhere to adhere to these regulations will be taken up for disciplinary action.

SAFETY AND APPROPRIATE USE OF FACILITIES

Possession of firearms of any kind, explosives, or other dangerous objects or materials on the Institution or elsewhere on its property is prohibited. The Institution operate in a smoke-free environment therefore smoking is prohibited in entire buildings which include wash rooms & toilets, smoking is permitted outside the building but not within fifteen feet of the entrance.

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THE FEES REFUND

Fee will only be refunded in specific circumstances:

The students who has paid full fees at the start of term;
1. Where courses are cancelled by the institution, prior to   commencement – full refund.
2. Where a student advises their withdrawal in writing to institution two weeks or more before the commencement of the course a   full refund less the administration fee.
3. A 50% of the Fees will be refunded where a learner is unable to continue due to ill health or the student would be allowed to continue the course module in the next batch, supporting medical evidence is required.

The students who are paying fees in easy installments i.e Monthly   will not be liable for any refund if he/she choices to withdraw from the term But will be liable to pay the full term fees.

NON-DISCRIMINATION

The Institution considers students, employees, applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The Institution, therefore, does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status.

Persons who believe that their educational or work experience may be compromised by unlawful harassment should feel free to discuss the problem with any staff member and, if possible to speak informally to the person complained about.

RECOUNT OF MARKS

The institution does not remark examinations, however, a student may request a recount. A recount of marks entails a careful rechecking of the marks recorded by the examiner and ensures that no answer, or portion of an answer, or work done during teaching period has been overlooked, a thorough reassessment is done again.
A formal written application is required to be made to the Academic head within seven days of the release of examinations results.
There will be a fee of $50 for each module requested.
The recount results will be communicate to individual students, if any .
For more information or clarification please contact the administration office.
Change of marks for any one student will result in the issue of a new mark sheet after original results is returned to institution and refund of applicants fee of $50-00.

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RE EXAMINATION

The students who were un successful in final exams (60% assessments) can appear for re examination by paying $50—0 per Module when the exam are held at the end of the term or the students have option of repeating the entire module by paying appropriate fees for the said module. Note : 40% assessments / Course work would remain unchanged.

STUDENTS ASSESSMENT PROCEDURES

The assessment process of students is mostly done 40% of marks as course work and final 60% marks at the end of semester/term.
1. Grading System :

The Performance in a course shall be acknowledged by the awarding of a specific letter grade as follows:

Pass Grades   Marks 100 %

A+ - Pass with distinction   90 – 100 %
A   - Pass with distinction   80 – 89 %
B+ - Pass with credit   70 – 79 %
B   - Pass with credit   60 – 69 %
C   - Pass   50 – 59 %
D   - Fail   49 – 00 %

Fail Grades
D - Work below the standard required for a pass.
X - The letter 'X' when used together with a fail grade for a course indicates that a student did not sit the final examination in that course.
I - In complete.

INSTITUTE LIBRARY

All the students who enroll at the institution are eligible to borrow books from the Library. To have access to the Institution Library. You need a library card to borrow books. If you do not have a library card you can apply for one. Students are automatically registered for library membership. Your student ID card can be used as your library card. Silence shall be observed in the Library all the time. Mobile phone users are required to switch their phones to silent mode before entering the Library, and laptop sound to be muted.

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INTERNET ACCESS

The Institution provides free internet for research and study at institution computer laboratory which remain open from 8.00 am to 7.30 pm for students and faculties. watching or downloading obscure materials i.e pornographic is strictly restricted & visiting illegal website as stipulated by cyber laws of the country.

Note : Using Facebook in classroom is strictly prohibited.

AWARDING OF THE CERTIFICATES

The successfully students will be awarded the certificate & transcripts after the students have meet all financial obligations to the institution also clear all restrictions established by administration department.

Note : copy of certificate/transcripts will cost $30—00 and would be issued after receiving appropriate written application and fees.

LEAVES OF ABSENCE

Leaves of absence can be requested and may apply for a leave of absence only if temporarily incapacitated by major illness or injury. Applications for such a leave must be endorsed by Academic Head. A student may take such as a medical leave of absence for no more than 1/4 of the total course duration.

A student who has been administratively withdrawn from a course or a program and later wishes to resume study must apply for readmission.

ID CARD

The institution ID card is an official identification card and provided free of cost, it remains the property of this Institution at all times. The card identifies a person as either a student or an employee, but not both.
 The card is not transferable and must be presented upon demand to an Institution official.

A student is subject to disciplinary action if he or she fails to identify himself or herself adequately upon the request of an institution official, misuse of the card will result in its forfeiture and may be subject to disciplinary action.
The new ID card would cost $15-00.

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SEXUAL ASSAULT / INDECENT BAHAVOIUR

Indulging in any form of sexual activities is strictly prohibited in the institution or disturbing the focus of students/staff by way of any indecent activities in the institution building, sexual assault is a criminal act that violates the standards of our institution and is unacceptable, sexual assault can be devastating to the person who experiences it directly and can be traumatic to the person's family, friends, anyone who believes she or he has been sexually assaulted is encouraged to report the incident.

PRACTICAL ATTACHMENT FOR STUDENTS

Expose students to the day - to - day professional work environment.

Provide opportunities for the students to use their initiative to translate theories learnt in classrooms and perform assignments in an actual working environment. Instill in the students the right kind of work attitudes and professionalism through interaction with people in the organizations, and observations of their future roles in industry.

Lessen on - the - job training requirements so that they can become effective and productive to their respective organizations much sooner than is usual for fresh graduates. The programme will also enable the companies to assess the quality of students at the institution.

Attachment Programme :

Though Vishan infotech do not offer any trade certificate/diploma but, institution always takes steps and work for students attachment after the successful completion of course,

Due to last fifteen years of presence in Lautoka town the Vishan Infotech is well associated with business houses in the west hence, the companies like Carpenters Finance, Denam ltd, Punjas & Sons, Universal Prints, Superb Advertising, Gokul Printry and many more offices call for attaches from Vishan infotech.

It is our hope that the students will receive a meaningful experience at the end of the attachment programme. For the training to be effective, it is important that besides technical skills, students should be exposed to some, if not all, of the following:
Related field and management - including responsibilities and daily routines or as the case may be, and administrative duties.
Human Relations -working with people to get things done
Cost implications - awareness of cost effectiveness
Safety measures - awareness of importance of safety in the organizations
Quality control - awareness of quality in all work done

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Productivity - awareness of measures taken to improve the productivity at the workplace.
Marketing - awareness of methods of product promotion
Report writing : student are required to submit a written report at the end of four weeks to their respective faculties, companies are requested to review the reports for any confidential information and sign the same as token of clearance, students submit the reports to their respective faculties for continual assessment.

General Information :

The company is strongly encouraged to give some recognition or monetary award to students for their contribution. Students are to report for work punctually according to the normal working hours of the company. Students are to adhere strictly to their company's rules and regulations.

STUDENT GRIEVANCE POLICY

In accordance with the student rights and responsibilities, this policy describes the procedures by which a students of the Vishan infotech would air his or her grievances regarding academic,

administrative and instructional matters relating to students, any student who has a complaint shall make a reasonable effort to resolve the matter on an informal basis before initiating a grievance, the administrative staff member will assist the student in seeking resolution by informal means at the initial stage, grades and grading grievances are not covered by this policy, a grievance shall herein be defined as any act depriving a student of his legitimate right as an student.

Student Grievance Procedure :

STAGE 1 : The student or group of students, who believes that an injustice has been done to him or them, shall first attempt to resolve the complaint by informal discussion with the employee of Institution involved, if the problem is not solved, an informal discussion should take place with the administration department where authority exists would take corrective measures.
In the event the informal procedure fails, then the formal procedure would be implemented, if the grievant still believes the issue has not been resolved satisfactorily, they may submit a written complain letter specifying the time, place, nature of the complaint and remedy or correction requested, to the administration department addressed to Academic head.

STAGE 2 : If the grievant does not believe the grievance has been resolved, The Academic Head upon receiving the complaint Letter of the grievant shall call a meeting of the student or group of students and other parties involved, if   required the institution may also take expert advice by involving the "External Advisory Board" to redress the student grievances which should lead to the finally conclusion.

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COURSE – OVERVIEW

Programme: Diploma of Office Automation – Frontdesk Management

Level 7   **Module / Unit and Schedule**   **Duration: 1 & ½ Year**

MODULE COURSE	UNIT CODES SUBJECTS	TERM SEMESTER	DILIVERY MODE
FUNDAMENTALS OF IT	VIFIT01-VIFIT02-VIFIT03-VIFIT04-VIFIT05-VIFIT06-VIFIT07-VIFIT08-VIFIT09-VIFIT10-VIFIT11-VIFIT12-VIFIT13-VIFIT14	SEMESTER 1 First Year	Face to Face
PRODUCTIVITY PROGRAMS	VIMO001-VIMO02-VIMO03-VIMO04-VIMO05	SEMESTER 1 First Year	Face to Face
DATABASE	VIDB01-VIDB02-VIDB03-VIDB04-VIDB05	SEMESTER 1 First Year	Face to Face
FRONT DESK COMMUNICATION	VIFDC01-VIFDC02-VIFDC03-VIFDC04-VIFDC05-VIFDC06	SEMESTER 2 First Year	Face to Face
COMPUTERISED ACCOUNTING	VIAC03-VIAC05-VIAC06-VIAC07-VIAC08	SEMESTER 2 First Year	Face to Face
FRONT DESK OPERATIONS	VIFDC07-VIFDC08-VIFDC09-VIFDC10-VIFDC11-VIFDC12-VIFDC13	SEMESTER 3 Second Year	Face to Face
SALES & MARKETING	VIWM01-VISM01-VISM02-VISM03-VISM04-VISM05-VISM06-VISM07	SEMESTER 3 Second Year	Face to Face

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Programme: Advanced Certificate of Graphics Design & Website Designing

Level IV   **Module / Unit and Fees Schedule**   **Duration: 1 Year**

MODULE COURSE	UNIT CODES SUBJECTS	TERM SEMESTER	DILIVERY MODE
FUNDAMENTALS OF IT	VIFIT01-VIFIT02-VIFIT03-VIFIT04VIFIT05-VIFIT06-VIFIT07-VIFIT08VIFIT09-VIFIT10-VIFIT11-VIFIT12	SEMESTER 1 First Year	Face to Face
INTRODUCTION TO GRAPHIC DESIGN	VIWGD1 – VIWGD2	SEMESTER 1 First Year	Face to Face
HYPER TEXT MARKUP LANGUAGE	VIHTML1 – VIHTML2 – VIHTML3 – VIHTML4 – VIHTML5 – VIHTML6 – VIHTML	SEMESTER 1 First Year	Face to Face
PHOTOSHOP	VIWGPS1 – VIWGPS2 – VIWGPS3 – VIWGPS4 – VIWGPS5	SEMESTER 1 First Year	Face to Face
ILLUSTRATOR	VIWGIL1 – VIWGIL2 – VIWGIL3 – VIWGIL4	SEMESTER 2 First Year	Face to Face
CORALDRAW	VIWGCD1 – VIWGCD2 – VIWGCD3	SEMESTER 2 First Year	Face to Face
JAVASCRIPT	VIFIT033 - VIFIT034 - VIFIT035	SEMESTER 2 First Year	Face to Face

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Programme: Diploma of Information Technology – System   LEVEL –7

Module / Unit and Schedule   Duration: 1 & 1/2 Year

MODULE COURSE	UNIT CODES SUBJECTS	TERM SEMESTER	DILIVERY MODE
Fundamentals of Software & Hardware	VIFIT001- VIFIT002- VIFIT003- VIFIT004- VIFIT005- VIFIT006- VIFIT007- VIFIT008- VIFIT009- VIFIT010- VIFIT011- VIFIT012- VIFIT013- VIFIT014- VIFIT015	SEMESTER 1 First Year	Face to Face
Productivity programme	VIMO001-VIMO002-VIMO003-VIMO004-VIMO005	SEMESTER 1 First Year	Face to Face
Database	VIDB001- VIDB002- VIDB003- VIDB004- VIDB005	SEMESTER 1 First Year	Face to Face
Programming Language	VIPL01- VIPL02 - VIPL03- VIPL04- VIPL05- VIPL06	SEMESTER 2 First Year	Face to Face
Information & Communication Technology	VIPL07- VIPL08- VIPL09- VIPL10- VIPL11- VIPL12	SEMESTER 2 First Year	Face to Face
Web Technologies	VIHTML1- VIHTML7-VIWGPS1-VIWGPS2-VIFIT33-VIFIT30-VIFIT31	SEMESTER 3 Second Year	Face to Face

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Short Courses :

1) Basic Computing – 3 Weeks Minimum
   ☐ Fundamentals of it ☐ word processing ☐ power point presentation ☐ electronic spreadsheet ☐ internet

2) Adv Computing – 5 Weeks Minimum
   ☐ fundamentals of it ☐ Electronic spreadsheet(adv) ☐ Access – Database ☐ Multi media - publisher

3) Graphics Design – 5 Weeks Minimum
   ☐ fundamentals of graphics ☐ introduction to Photoshop ☐ introduction to Corel Draw ☐ introduction to Illustrator

4) Website Designing - 5 Weeks
   ☐ fundamentals of IT ☐ Introduction to html ☐ Introduction to Dreamweaver ☐ Introduction to Photoshop

5) Computerised Accounting – 5 Weeks Minimum
   ☐ Fundamentals of IT ☐ Basic accounting concepts ☐ Introduction to command center ☐ Cardfile-accounts-banking-sales ☐ Time billing-payroll-inventory

6) Business Administration – 4 Weeks Minimum
   ☐ **T**he profession of office management or administrative services. ☐ Organization and function of the office. Principles of office management. ☐ Office equipment selection and use. ☐ Office environment ☐ organizing and controlling office systems. ☐ Office communication systems—word processing, telecommunications, and electronic mail. ☐ records management, reprographics, and micrographics. ☐ Selecting and training office workers. ☐ Work ethics. ☐ Managing diversity in the workplace.

7) Travel & Tourism – 4 Weeks Minimum
   ☐ Tourism concepts ☐ linkages with key sectors ☐
   Sustainable tourism ☐ tourism product development and marketing

8) Web Marketing – 4 Weeks
   ☐ benefits of internet marketing ☐ social networking sites ☐ search engine – e-commerce- sco ☐ opportunities offered to businesses by internet marketing ☐ challenges faced by businesses using internet marketing

9) Sales & Marketing – 4 Weeks
   ☐ Principles of marketing ☐ consumer behavior ☐ professional selling skills ☐ negotiation skills ☐ sales management and forecasting ☐ contemporary management

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10) Professional and business communication skills: – 3 weeks

This program covers topics such as projecting a professional image, business etiquette and email and telephone communications

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