



Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

(Permanently Affiliated to Bengaluru Central University,
Recognised U/s 2(f) & 12(B) of UGC Act)

Accredited By
NAAC

Committee Guidelines Code of Conduct HandBook

Volume : 3

#18, 14th Main, 2nd Phase J.P. Nagar,
Bengaluru - 560078

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MISSION OF THE TRUST

To achieve the founding objective of the impact quality education in all streams to all sections of the society by imbibing excellence in every aspect of teaching and learning



Late B.V. Rathnaiah Setty
Founder President



Late Belagodu Krishnaiah Setty
Founder Secretary



B.R. Viswanath Setty
President



Manandi Nanjunda Setty
Mentor



AVS Murthy
Vice President



Pathi Sampath Kumar
Vice President



T.N Umesh
Vice President



Dr. Manandi N. Suresh
Hon. Secretary



R.A. Varadaraj
Joint Secretary



B.S. Arun Kumar
Trasurer

Dr. R. Parvathi
Principal
Academic Director VET Colleges





Vasavi Educational Trust
V.E.T. FIRST GRADE COLLEGE

(Permanently Affiliated to Bengaluru Central University,
Recognised U/s 2(f) & 12(B) of UGC Act)

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VET First Grade College in its pursuits and excellence provides a well balance quality education for students in construction of mind that explores creativity, innovation with multiple perspective, intellectuality, morality and spirituality through committed and distinction in teaching and service to society.

Vision

To achieve the founding objective of the trust to impart quality education for students in construction of mind that explores creativity, innovation with multiple perspective, intellectuality, morality and spirituality through committed and distinction in teaching and service to society.

Mission

To achieve the founding objective of the trust to impart quality education to all stream, all sections of the society by imbibing excellence in every aspect of teaching and learning.

Goals and objectives

- Imparting value added education to the students of all communication
- Expand awareness to become a wisher, disciplined and accountable citizen.
- To achieve excellence in curricular and co-curricular activities.
- To provide value based education in discharging one's social and professional responsibilities

Chief Editor's Message

VET First Grade College has initiated the publishing of hand book (**Committee Code of Conduct Hand book Volume - 3**) for the reference and functioning of various committees formed at various committees for overall development of students. I am sure staffs involved in the committees are excellent enough in bringing out and providing best among the management, staff and students.

Dr. R. Parvathi

Principal & Academic Director
V.E.T First Grade College

Editorial Board

Chief Editor:-

Dr. R. Parvathi

Principal and Academic Director,
VET First Grade College,

Syndicate and Academic Council member of BCU,
General Secretary, Bangalore University Private College Principal's Association

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2. Narayanaswamy S.G

Vice Principal

3. Rajath. H.S

BBA – Coordinator

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Murali. J

BCA Department

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V.E.T. FIRST GRADE COLLEGE

VET FIRST GRADE COLLEGE is one of the units of Vasavi Educational Trust established in the year 1996, offering Under Graduation and Post-Graduation Courses Permanently Affiliated to Bengaluru Central University. It aims to promote and sustain high academic principles while retaining the strong value system and ethics. The college has been Re - Accredited by NAAC and also recognized by UGC and is included under 2(f) in 2012 and 12(B) in 2016.

UG FACULTY DETAILS 2020-2021

Dr. R Parvathi
Principal
Academic Director

Dept. of Commerce & Management

- Prathima B J
- GowriHebbar
- Rajath H S
- Lokeshwari.D.V
- Arpitha. S
- Madhu. L
- Ashwini.M
- Bhargavi. T R

Dept. of Fashion & Apparel Design

- Bharathi. P.S
- Shilpa. R
- Jayalakashmi. B
- Ambily. I.P.

Dept. of Computer Science

- Venkatesan. R
- Febina. K.S
- Nagaveni
- Swapna. R
- Tanuja Hemchand
- Murali. J

Dept. of Languages

- Narayana Swamy. S G
- Rangaswamy. H T
- Mamatha Subraya
- Abharana
- Narendra. M
- Indrani.S.K.

P.G Faculty Details 2020 – 21

- Dr. R. Parvathi
- B. Rammya
- Meera. K
- Dr. Sathyabhama. B N
- Dr. G. Sreelatha
- Dr. Harish. S

Office & Administrative Staff

- Selvi. S
- VijayaKumari
- Nagendra. G N
- Chaitra.S.R
- Thayamma V.R
- Manikanta . D

Supporting Staff

- Rathanamma
- Suma
- Gowramma
- Vasanthamma
- Lakshmi
- Muniswamy

IQAC COMMITTEE

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence. We are proud to state VET Degree has one of its best committee which works for the academic development of the institution.

A senior lecturer with special awareness of quality is coordinator of this committee. The coordinator will work and see to it that all the academic activities of the college will have good quality and submit a report to NAAC at the end of the year in the form of AQAR.

Vision

To develop quality systems with conscious effort to attain best results in the academic and administrative performance and to set benchmarks for periodic evaluation for improvements.

Mission

- To establish student Learning-centric environment, using ICT tools for teaching and learning process and to inculcate value-based education system.
- To encourage Departments to organize seminars, workshops, orientation and faculty development program
- To promote research culture among staff and students.

- To assess the annual progress of departments and the Institution through timely reporting.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Development of Institutional data base and documentation of the various activates leading to quality improvement.
- To build association with stakeholders and to stir social responsibility.

Duties and responsibilities:-

- Upgrading the website regularly and Providing information of College on website as per the RTI (Right to Information) Act
- Feedback will be collected from the stake holders, analyzed and action taken both offline and online.
- Encouraging staff and students in publication and also to take up research. In house publication has been given due importance.
- Conducting Quality Assurance Programmes to students and staff
- Looking after the requirements of NAAC time to time and upgrading and updating staff and students.
- Guiding office staff regarding maintenance of records to statutory bodies and NAAC

<u>IQAC COMMITTEE MEMBERS</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	MANAGEMENT NOMINEE	B. R. Viswanath Setty
3	HEAD OF THE COMMITTEE	Shilpa. R.
4	FACULTY MEMBERS	<ul style="list-style-type: none"> • Narayanaswamy.S.G. • Bharathi.P.S. • Prathima.B.J. • Rammya.B. • Venkatesan. R. • Rajath. H. S. • Lokeshwari D.V
5	ALUMNI MEMBER	Ambily I.P
6	INDUSTRIAL EXPERT	K.S. Nagendra
7	ADMINISTRATIVE OFFICER	<ul style="list-style-type: none"> • Bhanuprakash M.S • Murali. J
8	LOCAL SOCIETY NOMINEE	Anitha B.G

THE ANNUAL QUALITY ASSURANCE REPORT – [AQAR]

The IQAC has to submit annual quality assurance report at the end of every academic year to NAAC office. From this academic year it has been made online submission, just equal to SSR only difference is to provide data of only one previous completed academic year. This report will have three parts as follows-

Part – A

This part contains planning of quality development at the beginning of the year. Also the achievement from the planning at the end of the year has to be mentioned.

Part – B

Criterion – I Curricular Aspects

- ✓ Curriculum Planning & Implementation
- ✓ Academic Flexibility
- ✓ Curriculum Enrichment
- ✓ Feedback System

Criterion – II Teaching – Learning and Evaluation

- ✓ Student Enrolment and profile
- ✓ Catering to Student Diversity
- ✓ Teaching – Learning Process
- ✓ Teaching Profile Quality
- ✓ Evaluation Process and Reforms.
- ✓ Student Performance & Learning outcomes
- ✓ Student Satisfaction Survey

Criterion – III Research, Innovations and Extension

- ✓ Resource Mobilization for research
- ✓ Innovation Ecosystem
- ✓ Research Publication and Awards
- ✓ Extension Activities
- ✓ Collaborations

Criterion – IV Infrastructure and Learning Resources

- ✓ Physical Facilities
- ✓ Library as a learning Resource
- ✓ IT Infrastructure
- ✓ Maintenance of Campus Infrastructure

Criterion – V Student Support and Progression

- ✓ Student Support
- ✓ Student Progression
- ✓ Students Participation and Activities

Criterion – VI Governance, Leadership and Management

- ✓ Institutional Vision and Leadership
- ✓ Strategy Development and deployment.
- ✓ Faculty Empowerment Strategies
- ✓ Financial Management and Resource Mobilization.
- ✓ Internal Quality Assurance System

Criterion – VII Institutional Values and Best Practices

- ✓ Institutional values and Social responsibilities
- ✓ Best Practices
- ✓ Institutional Distinctiveness.

EQUAL OPPORTUNITIES CELL

The Equal Opportunity Cell of the college ensures that all students and faculties are treated equally. Our college has always ensured that differently abled students do not get left behind in the learning process. Teachers pay more attention to their special needs and provide them more encouragement and support by conducting special classes for them after college hours. Also, the staff and management make it their prerogative to provide scribes for these students during tests and exams.

Vision

To achieve / promote excellence in higher education for the realization of vibrant and inclusive of growth in all sections of the society through equal opportunity, knowledge creation and dissemination.

Mission

- To eliminate the inhabitations association with SC/ST/OBC Minorities and PWDs to provide access to all of section the society to enjoy equal opportunity in Education.
- To promote leadership qualities among the above sections of the society

Duties and responsibilities

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.

- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- To prepare barrier free formalities/procedures for admission/registration of students belonging to the disadvantaged groups of society.
- To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.

<u>EQUAL OPPORTUNITY CELL MEMBERS</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Narayanaswamy.S.G
3	MEMBERS	<ul style="list-style-type: none"> • Meera.K. • Rajath. H. S. • Febina.K.S.
4	STUDENTS	<ul style="list-style-type: none"> • Manoj • Adnan Shaikh • Raju • BibiHazeera • Noorain

LIBRARY COMMITTEE

The library of the college is a storehouse of knowledge, which consists of well stacked books, journals, newspapers, etc. The college proudly has over 8500 books, 11 journals, 12-15 newspapers in various languages to enhance the intellectual capital of the students. Also the library is computerized with biometric login and logout and has many e-books as well.

Vision

The Libraries are essential partners in the creative exploration, intellectual growth, and scholarly pursuits of the University.

Mission

- Leadership for the selection, organization, access, and preservation of sources of knowledge in all formats;
- Exemplary information services designed to fulfill the needs of a great public research university;
- Inspirational environments for collaborative and individual discovery, study, and learning.

The following facilities are also available in the Library:

- UGC Book Bank
- SC/ST Book Bank
- Internet Facility
- Reference Services
- Each Student can borrow 3 books at a time
- OPAC Services
- E-Resources
- Question Paper Bank

<u>LIBRARY COMMITTEE MEMBERS</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Prathima.B.J.
3	MEMBERS	<ul style="list-style-type: none"> • Bharathi.P.S. • Shilpa. R. • Rammya. B • Rangaswamy.H.T • Venkatesan. R. • Abharana
4	LIBRARIAN	Thayamma V.R

Rules to be followed in library

- Books are the means to increase our information and knowledge without the help of anybody therefore; children should develop a liking for books and should be habituated to reading. Reading develops a person and he is better equipped to express what he wants to say.
- The weekly time table should have time allotted for the exchange of books from the library.
- The students who love reading should be free to read and exchange books at any convenient time.
- The librarian should make subject-wise list of all the books and the teachers and students should have free access to it.
- If demand slip is filled up, the book must be made available to the person at least on next day.
- If some new books are bought, the list should be displayed prominently on the notice board. Books on students should be coaxed to read good books.

- Books on personality development, biographies, health, moral values, novels, poetry, historical personalities, books by famous authors and magazines on science and other subjects should be displayed.
- Lectures should be arranged to give information about good books and importance of books.
- The books should be classified and exhibited in a systematic way.
- The students should display the books and surprise when the students visit.
- The students should go there empty handed but with a pen and pencil.
- The students will get to know the books that are available in the library. The aim is that they should develop a liking for books and should also know what all is available for them in their library.

EXAMINATION & EQUIPMENT COMMITTEE

The Examination committee is an apex body of the Institute which is headed by the Examination Coordinator and a few faculty members and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

Mission

- To design proper exam profile
- To evaluate that the ultimate objectives of the courses have been achieved
- To set exams in order to assess whether students have been benefited or not from the courses as expected and plan out strategies accordingly

Vision

- The College regularly conducts tests, assignments are given and teachers guide the students.
- As a part of skill development, students are given practical exercises in concerned subjects.
- Parents are advised to contact the class teachers, subject teachers, and the principal to enquire about the performance of their wards.
- To keep encouraging students in getting academic excellence

Duties and Responsibilities

- Conducting regular tests (Two tests or one test and preparatory exams), evaluation and declaration of results.
- Awarding internal marks of BCU to students based on the above.
- Student Preparation to semester Examinations
- Maintenance of test registers
- Conducting BCU practical and theory examinations.
- Deputation of staff as member of BOE, paper setter and evaluator.

EXAMINATION & EQUIPMENT COMMITTEE MEMBERS		
1	CHAIRPERSON	Dr. R. Parvathi
2	HEAD OF THE COMMITTEE	Bharathi.P.S
3	MEMBERS	<ul style="list-style-type: none"> • Prathima .B J • Shilpa. R. • Rammya. B. • Venkatesan.R.

ATTENDANCE COMMITTEE

Attendance Committee keeps track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree. The college has online software – Pupilpod for recording attendance on daily basis and also communicating the same with the parents.

- Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.

Duties and Responsibilities

- Emphasizing the importance of 75% attendance for appearing for University Examination
- Maintaining Class timetable, course timetable and master timetable.
- Communicating student's attendance to parents.
- Publishing attendance on the Notice Board.
- Maintenance of Staff bio metric attendance, Acquaintance, Staff attendance registers.
- Maintenance of service registers.
- Maintenance of manual attendance registers and lesson plan for the semesters and academic year.

<u>ATTENDANCE COMMITTEE MEMBERS</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Rammya.B.
3	MEMBERS	<ul style="list-style-type: none"> • Venkatesan.R. • Jayalakshmi.B.

SPORTS AND DISCIPLINE COMMITTEE

As a part of the all-round development of students, the college encourages all students to actively take part in sports & games. VET first Grade College has a well-maintained playground and in-door games facility. The college also conducts annual inter-collegiate cricket tournaments. The committee also takes care of discipline in the college campus.

Duties and Responsibilities

- Getting sanctioned funds for sports related activities
- Conducting Annual Sports meet
- Deputing students to Inter College Sports Competition
- Purchase of Sports Materials and maintaining Sports register
- Conducting Inter Collegiate Tournaments and inter class tournaments.
- Purchase of prizes and maintaining the winner's records.

<u>SPORTS & DISCIPLINE COMMITTEE MEMBERS</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Narayanaswamy.S.G.
3	MEMBERS	<ul style="list-style-type: none"> • Rangaswamy.H.T . • Venkatesan.R . • Indrani.S .K. • Lokeshwari.D.V.

CULTURAL COMMITTEE

Culture is the social behavior and norms found in human societies. Culture is considered a central concept in anthropology, encompassing the range of phenomena that are transmitted through social learning in human society. The cultural committee takes care of co-curricular aspects in the college and gives platform for the students to exhibit their talents.

Duties and Responsibilities

- Conducting Talents Hunt
- Conducting various activities
- Encourages students to participate in Inter Collegiate Cultural contests
- Undertakes Training programmes sponsored by Government & other associations
- Conducting Co-curricular activities, Culrav – Inter collegiate cultural fest, Intra departmental events
- Organizing Fashion Show as per Bangalore University requirements
- Photo clippings and album maintenance

<u>CULTURAL COMMITTEE MEMBERS</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Narayanaswamy.S.G.
3	MEMBERS	<ul style="list-style-type: none"> • Rangaswamy.H.T. • Ashwini.M. • Abarana

ANTI RAGGING AND ANTI SEXUAL HARASSMENT COMMITTEE

Ragging includes any conduct by any students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, indulging in indiscipline activities by students causing annoyance, hardship, physical or psychological harm or raising fear or apprehension in any fresher or student.

Sexual Harassment has been defined as, “An act of sexual harassment includes any one or more of the unwelcome acts or behavior, whether directly or by implication”

- Physical contact and advances
- A demand or request for sexual favours
- Making sexual coloured remarks
- Showing pornography
- Any unwelcome physical, verbal or nonverbal conduct of sexual nature.

Duties and responsibilities

- Taking affidavit from students at the time of admission.
- Displaying no-ragging posters in the college notice board in all floors.
- Call for a discussion of members with the concerned student in case of any incidence.
- Taking written complaint from the aggrieved person.
- Taking necessary action through counseling and re-conciliations within 10 days from the date of complaint.
- Being vigilant and ensure no such incident takes place in campus.

- Creating awareness and having an open dialogue with all the students by conducting programmes

ANTI RAGGING/ ANTI SEXUAL HARASSMENT CELL/INTERNAL COMPLAINT CELL		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Ambily.I.P.
3	MEMBERS	<ul style="list-style-type: none"> • Manandi. N Suresh • Prathima.B.J • Bharathi.P.S • Police Inspector • Narayanaswamy.S.G

COUNSELING / REDRESSAL / WOMEN GRIEVANCE

The Cell takes care of Counseling and redressal of issues relating to counseling among students. It also ensures that the college is free from sexual harassments, especially concerned with faculty members, students. The committee gives special attention towards the safety and security of all, especially girls and women

Duties and Responsibilities

- Helping solve discrimination issues, either gender or otherwise, abuse, loneliness, peer pressure, home sickness, insecurity and/or inferiority complex in terms of physical appearance, adjusting and adopting to the new environment, etc.
- Receiving student's complaints through online and complaint box.
- Investigate reasons for complaint and arriving at amicable solution.
- Upholding the dignity of the college by promoting cordial students, peer, and teacher's relationships.
- Conducting career guidance, counseling, women empowerment programs
- Ensuring right approach and attitude towards peer students and faculty.

<u>COUNSELING/ REDRESSAL /WOMENS GRIEVANCE CELL</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Jayalakshmi.B.
3	MEMBERS	<ul style="list-style-type: none"> • Narayanaswamy.S.G • Bharathi.P.S • Prathima.B.J • Shilpa.R • Venkatesan.R

PLACEMENT CELL

The placement cell works to enhance quality and employability skills in students through various programs to move ahead in career path by competing at various levels, thus producing productive, cultured and skilled human resource. It ensures that the right student with right skill gets placed in the right job.

Duties and Responsibilities

- Maintaining student's data base.
- Conducting campus selections and placing the students.
- Providing data to the authenticated consultancy firms with proper procedures
- Guiding students to different companies
- Giving information about competitive examinations
- Enhancing the quality of students through various career counseling and training programmes.

PLACEMENT CELL MEMBERS		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Lokeshwari.D.V.
3	MEMBERS	<ul style="list-style-type: none"> • Swapna. R • Dr. Sathyabama

HEALTH AND PLANNING COMMITTEE

Health is wealth. Health and planning committee creates awareness and educates the students regarding good health, hygiene and its importance. It also takes care of arranging health related programs, health camps, lectures, yoga classes etc.

Duties and Responsibilities

- Maintaining First Aid (basic minimum) in the campus
- Conducting Blood Donation Camp
- Health Scheme to the students and employees
- Maintaining blood group data base of students
- Conducting workshop and guest lecture with reference to health
- Create general awareness about healthy habits and healthy environment by issuing circulars on periodical basis.

HEALTH & PLANNING COMMITTEE		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Mabhu. L
3	MEMBERS	MamathaSubbaraya

PARENT & RELATION CELL

Students, teachers and parents are the three important parts of the process of education. Parents' cooperation is needed to deepen the impression made by the teachers. This cell serves as a liaison between the parents and the college. It strives hard to maintain healthy and cordial relations with parents who are the important stakeholder of the institution.

Vision

- To maintain cordial relations with the parents and involve them in the growth of the institution.

Duties and Responsibilities

- Built strong relationship among parents-teachers and college.
- Keeping accurate record of students and encouraging parents to keep track of their ward.
- Organise 2 meetings / interactions in the year.
- Invite suggestions regarding the students overall performance
- Entertain the complaints of students and take the help of extra counselors if necessary and suggest various academic programmes for the progress of their ward.

<u>PARENT & RELATION CELL</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	HEAD OF THE COMMITTEE	Gowri Hebbar
3	MEMBERS	<ul style="list-style-type: none"> • Narayanaswamy.S.G • Bharathi.P.S • Arpitha. S

SC/ST/OBC/MINORITY CELL

College has been providing facilities and services for SC/ST students since the inception of the college. But a special cell was in formed in June 2013 to assist the students from Scheduled Caste (SC) and Scheduled Tribe (ST) communities to enable them in improving their academic performance and in optimizing their development in their personal and social life as per the guidelines of UGC for strict implementation of reservation policy in Colleges.

Duties and Responsibilities

- To implement the reservation policy for SC's/ST's in the College.
- To collect data regarding the implementation of policies in respect of admissions, appointments, promotions, to take such follow up measures for achieving the objectives and targets laid down for the purpose by the State Government and the UGC, to guide the SC/ST students of the college, to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and UGC
- To Circulate GOI and Commission's decisions and to collect information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College
- To maintain information on admissions, education, training and employment of SC's and ST's and prepare reports for transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required and to promote higher education among these two communities suffering economic, social and educational deprivations.

<u>SC/ST/OBC/MINORITY CELL</u>		
1	CHAIRPERSON	Dr. R.Parvathi
2	MEMBERS	<ul style="list-style-type: none"> • Nagaveni • Madhu.L • Selvi.S

ALUMNI ASSOCIATION

The Alumni association promotes and encourages interaction between the alumni and present students to share and upgrade knowledge and expertise in the chosen field, this committee also provides information about how the society and individual students are benefited from their education.

Vision:

To foster, maintain and support a mutually beneficial relationship between alumni and the College

Duties and Responsibilities

- Forming Alumni Association

- Organizing functions and programmes for ex-students at least once in a year

- Inviting Ex-students to the function

- Maintaining records of Alumni with their personal and professional achievements

- Organize programs to help the student develop all-round personality

- Recognize academic, professional and cultural interaction programme for the students

- Organize seminar meetings and conferences periodically

- Organize and establish scholarship funds to help needy and deserving students

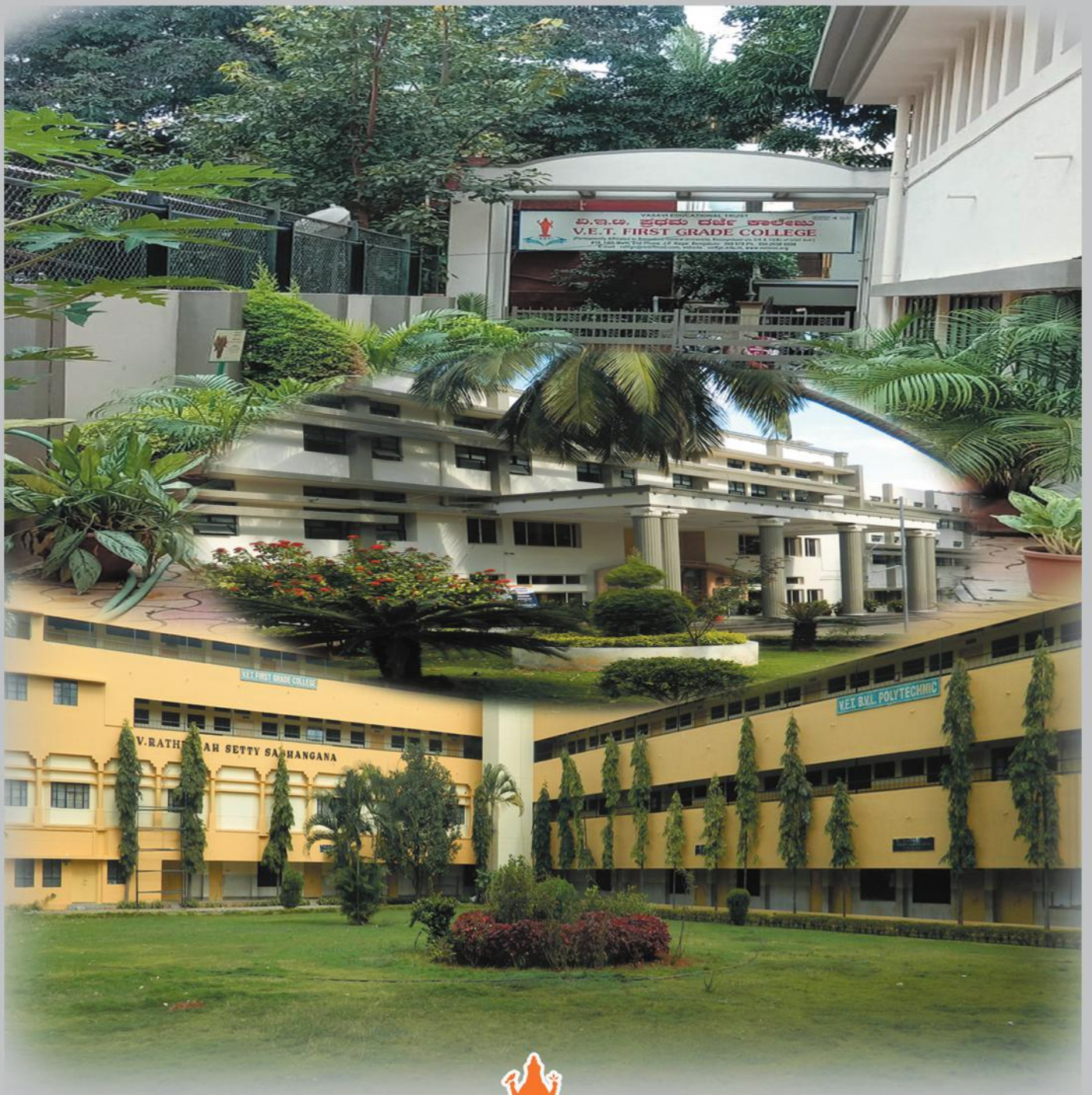
- Note any specific Special Excellency by any alumni

Maintaining files with the following details

- Names of the members
- Names of special alumni achievers
- Files for accounts and documents achievements for the same
- Minutes of the meeting
- Record of the elections for office bearers

<u>ALUMNI ASSOCIATION</u>		
1	PRESIDENT	Ambily I. P
2	VICE PRESIDENT	Sathish. S
3	SECRETARY	Jayalakshmi. B
4	TREASURER	Nazeer Pasha
5	DIRECTORS	<ul style="list-style-type: none"> • Nikith • Gunapriya M • ChintanRaj MV





VET GROUP OF INSTITUTIONS

V.E.T. Schools - V.V. Puram & J.P.Nagar

V.E.T. B.V.L. Polytechnic

V.E.T. FIRST GRADE COLLEGE

V.E.T. Manandi Composite P.U. College - J.P. Nagar

V.E.T. Composite P.U. College - V.V. Puram