



Accredited By
NAAC

Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

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

Internal Quality Assurance Cell - IQAC HandBook

“Anveshane” ...
Way to Quality Destination



“ಅನ್ವೇಷಣೆ”

VOLUME - 2

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V.E.T. FIRST GRADE COLLEGE



Ten Action Points For Internal Quality Assurance Cells

Designing and implementing Annual Plans for institution - level activities for quality enhancement.

Arrange for feedback responses from students for quality - related institutional progress.

Development and application of quality benchmark / parameters for the various academic and administrative activities of the institution.

Retrieval of information on various quality parameters of higher education and best practices followed by the other institutions.

Organising of workshop and seminars on quality related themes and promotion of quality circles and institution-wide dissemination of the processings of such activities.

Development and application of innovative practices in various programmes / activities leading to quality enhancement.

Participation in the creation of a learner - centric environment conducive for quality education.

Work for the development of internalization and institutionlization of quality enhancement policies and practices.

Act as a nodal unit of the institution for augmenting quality-related activities.

Prepare focused Annual Quality Assurance Reports (AQARs)





Vasavi Educational Trust
V.E.T. FIRST GRADE COLLEGE
(Permanently Affiliated to Bengaluru City University,
Recognised U/s 2(f) & 12(B) of UGC Act), Accredited by NAAC

Mission of the Trust

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

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FOREWORD:

Dear all:

We are pleased to present to all stakeholders, VET IQAC Handbook titled “Anveshane – Way to Quality Destination” Volume 2, related to all the stakeholders detailing all the updated requirements and activities at IQAC with a vision, mission and objective of Quality Enhancement.

This handbook highlights about the detailed process, procedures, rules, regulations and activities conducted under the banner of IQAC Committee as per the instruction notified by NAAC and other initiatives volunteered by the institution. The content of this book enlightens the stakeholders namely Management, University, Faculty members, Parents, Alumni, Employers and students at large about the various quality initiatives and the quality process of the institution.

With Warm Regards,

IQAC Chairperson
IQAC Coordinator
VET First Grade College

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Anveshane – Way to Quality Destination
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Anveshane - Way to Quality Destination

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Vasavi Educational Trust:

Vasavi Educational Trust was established in the year 1979 under the dynamic leadership of Sri. B V Ratnaiah Setty, the Founder President & Belagodu Krishnaiah Setty, the Founder Secretary of the Trust. The visionaries with progressive ideals and motivated like-minded people from various fields joined hands to provide quality education to all masses of society. The activity of the trust began in late 70's with the commencement of VET nursery and primary school At V.V. Puram with just 8 students .The trust has completed more than 4 decades of glorious service in the field of education. Over the years the trust has achieved considerable growth by establishing nursery, primary and High schools, PU College, Polytechnic, First Grade College and Post-Graduation College at J.P. Nagar and a full fledge school up to 10th Standard at V.V. Puram. Thus, a child joining VET Institution at the age of 3 years can now aspire to come out as a Postgraduate or a Diploma holder with full confidence and preparedness to face the challenges of life, ready for employment.

About the College:

VET FIRST GRADE COLLEGE is one of the units of Vasavi Educational Trust established in the year 1996 and has completed 25 years of glorious service to the society in the field of education. The institution started with B.Com program affiliated to Bangalore University. It aims to promote and sustain high academic principles while retaining the strong value system and ethics and believes in the rich culture of the native country with special emphasis on practice-based learning.

VET FIRST GRADE COLLEGE branched out in several directions and has registered tremendous growth in terms of size, number and dimensions. The Institution introduced B.Sc. FAD Program in the year 2004 and BCA Program in the year 2009, apart from offering short term and value-added courses. To add feather to the cap, the college has also started Post Graduation Centre with M.Com and PG Diploma in Business Administration in 2014. In 2015, BBA Program and PG Diploma in E-Commerce was introduced.

The college has been accredited by NAAC with B+ Grade (2.69 CGPA) and recognized by UGC and is included under 2(f) in 2012 and 12(B) in 2016. The College has strength of 609 students for the academic year 2020-21 and 25 dedicated, competent, and well qualified faculties for teaching and good number of visiting faculty having expertise in their own field.

The College has maintained high quality in academic pursuits, and it has state of art campus, infrastructure, laboratories, and well-equipped lecture halls with ICT enabled learning. The institution aims at uncompromising commitment towards excellence in education. The institution aims at uncompromising commitment towards excellence in education and has the following distinguished features.

- Encouraging innovative use of latest technology.
- Offering vibrant curriculum with many co-curricular and extra-curricular activities.
- Igniting young minds and grooming students for better social and mental abilities.
- Digitally smart campus equipped with smart classrooms, computer labs, central library, boardroom, auditorium, hostel to name a few.
- Organizing regular Inter and Intra sports activities, literary and cultural events in the campus.
- NSS, Rotract Club, Faccio Club, Commerce Forums, Eco club, equal opportunities cell, which works towards sensitizing students on socially relevant issues and academic pursuits.
- Active Placement and Counseling cell to nurture the students.
- Offering scholarships and topper awards for students and centum awards to staff to recognize outstanding academic and extracurricular performance.
- Conducting Academic Conferences, Annual Fests, Fashions Shows and Inter-Collegiate Cricket Tournament on periodical basis.
- Providing hostel facility for boys.

Vision, Mission and Core Values

Vision:

VET FIRST GRADE COLLEGE in its pursuits and excellence provides a well-balanced 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 streams, all sections of the society by imbibing excellence in every aspect of teaching and learning.

Core Values:

- Imparting value-based education.
- Achieving excellence in curricular and co-curricular activities.
- Stimulating Technology based education among students.
- Inculcating research culture among Staffs & Students.
- Making students socially responsible citizens.

Accreditation and Ranking

- Received B+ with 2.69 CGPA in 2nd cycle of NAAC accreditation in 2019
- Received B Grade with 2.72 CGPA during 1st Cycle of NAAC in 2014
- College has been ranked 19th in Higher Education-Top 20 promising educational institutes in Bengaluru- 2019
- The College is recognized u/s 2(f) and 12(b) of UGC Act

Programmes Offered

Under graduation Courses

- Bachelor of Commerce
- Bachelor of Fashion and Apparel Design
- Bachelor of Computer Application
- Bachelor of Business Administration

Post-Graduation Courses

- Master of Commerce
- Post Graduate Diploma in Business Administration
- Post Graduate Diploma in E Commerce and M Commerce

Certificate and Diploma Programs

- Tally with GST
- Android
- Python using Machine Learning
- Jewelry Making
- Web Developer

About NAAC:

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) is an autonomous institution which conducts assessment and accreditation of Higher Educational Institutions (HEI) such as colleges, universities, or other recognized institutions to derive an understanding of the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organisation, governance, financial wellbeing, and student services. VET First Grade College had initiated its 1st Cycle of NAAC during 2014 and received B Grade with 2.72 CGPA and had undergone 2nd cycle of NAAC accreditation and received B+ with 2.69 CGPA as per new accreditation guidelines. It is now in the pursuit of 3rd cycle of accreditation entailing new guidelines released by NAAC.

IQAC as per NAAC Guidelines:

In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality up-gradation of institutions of higher education, NAAC 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 & work towards realization of the goals of

quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

Functions of IQAC:

Some of the functions of the IQAC are:-

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents, and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
- Conducting periodical meeting to focus on quality initiatives as directed by all stakeholders.

Benefits:

IQAC facilitates and contributes to the enhancement of the institution in the following ways:

- Ensuring heightened level of clarity and focus on institutional functioning towards quality enhancement
- Ensuring internalization of the quality culture
- Ensuring enhancement and coordination among various activities of the institution and institutionalize all good practices
- Providing a sound basis for decision-making to improve institutional functioning
- Acting as a dynamic system for quality changes in HEIs
- Building an organised methodology of documentation and internal communication

Composition:-

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers / Industrialists / stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Note: Above details of NAAC and IQAC has been noted from NAAC website <http://naac.gov.in/index.php/info-for-institutions#iqac> accessed on 27th June 2020 and 3rd Aug 2020.

About IQAC at VET:

Internal Quality Assurance Cell (IQAC) has been established in the institution as a quality sustenance measure with the prime task of to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution. IQAC at VET First Grade College works towards continuous and sustainable quality improvements through imbibing quality culture and following best practices to drive the institution forward. The IQAC initiates various programs, seminars, workshops, guest lectures on various topics like gender sensitization, intellection property rights, yoga, and other topics and plans for conducting conferences at National and International levels to ensure that adequate research culture is inculcated by all the faculty members. Also, it drives the faculty members in quality research publications in ISSN and ISBN aimed at continuous upgradation of individual faculty and the entire institution at large.

IQAC at VET in its pursuit of providing quality education was formed on 17th December 2010. The IQAC coordinator ensures and oversees that all the activities of the college have good quality and submit a report to NAAC at the end of the year.

VISION:

To develop quality systems with conscious, reliable and transparent act for attaining best results for the academic and administrative performance of the institution and to set benchmarks for periodic evaluation for improvements, significant growth and achievements.

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 & RESPONSIBILITIES:

- Upgrading the website regularly
- Collecting profiles of faculty
- Collecting, Analyzing and uploading Students feed back
- Collecting, Analyzing and uploading Staff feed back
- Collecting, Analyzing and uploading Parent and Alumni Feedback
- Feedback on each program organised
- Addressing and resolving Staff grievances
- Maintaining the records of all the committees
- Conducting Quality Assurance Programmes in the institution
- Re-Constituting the committee and guiding in conduct of programmes
- Looking after the requirements of NAAC – timely Annual submission of AQAR
- Guiding office staff regarding maintenance of records for NAAC
- Providing information of college on website as per the R I (Right to Information) Act
- AAA – Academic and Administrative Audit
- Encouraging faculty participation in Conferences
- Faculty Publications in ISSN and ISBN
- Guiding faculty in organising various seminars, workshops, guest lectures and conferences

Composition of Internal Quality Assurance Cell at VET FGC - IQAC committee members for the Academic year 2021-22

- | | | |
|---------------------------|---|--|
| 1. Chairperson | - | Dr. R. Parvathi |
| 2. Management Nominee | - | Sri. B. R. Viswanath Setty,
President
Dr Manandi N Suresh,
Honorary Secretary |
| 3. Faculty Members | - | Smt. Bharathi .P.S.
- Sri. Narayanaswamy S.G.
- Smt. Shilpa R
- Smt. Gowri Hebbar
- Smt. Lokeshwari D V
- Smt. Febina K |
| 4. Alumni Member | - | Smt. Ambily .I.P. |
| 5. Industrial expert | - | K.S. Nagendra |
| 6. Administrative Officer | - | Sri. Murali J
Smt. Deepa Jogi |
| 7. Local Society nominee | - | Smt. Anitha .B.G. |
| 8. IQAC Coordinator | - | Smt. Rammya .B. |

AQAR at VET FGC:

Annual Quality Assurance Report (**AQAR**) is prepared by IQAC which must be submitted annually which is a report prepared at the end of the academic year which caters upon planning of quality development also achievement from the planning till the execution at the end of the year is mentioned, it also includes academic activities, services and facilities provided in the HEI (Higher Educational Institution). The IQAC create it exclusive window on its

institutional website and regularly upload or report on its activities as well as for hosting the AQAR.

The link for the AQAR reports of college on annual basis is available in the website link <http://vetfgc.edu.in/aqar> From the academic year 2018-19, NAAC has made a provision to upload AQAR in the portal of NAAC from the portal assigned by it to the college. The college has submitted the AQAR for the academic year 2019-20 on 6th May 2021 and the same was approved on 8th May 2021.

The AQAR for the Academic year 2020-21 has undergone a change and needs to be submitted in same format as SSR – Self Study Report.

Roles and Duties of IQAC at VET

IQAC at VET is more than a decade old and has been rendering quality service in enhancing the quality of education that is offered by the institution keeping in mind the vision and mission of the VET- Vasavi educational Trust. IQAC has constituted the following committees for effective and quality functioning of the institution which render the following functions.

- **Examination & Equipment committee** - responsible for conducting tests, preparatory examination, submission of Internal Assessment marks to university, purchases of Equipment's for all departments depending on requirements and conducting result analysis of the University examinations after the results are announced and declared by the University.
- **Library Committee** - meets the requirements of Purchase of books & journals for all departments on semester basis and on the demand of faculty and student, conducts sock verification at the end of every academic year, promotes and inculcates the habit of visiting library and reading among students and staff, procurement of e-resources.

- **Attendance Committee** - Updating of attendance, software & Sending messages to Parents using Pupilpod platform and through regular messages after the same is approved by the TRAI – Telephone Regulatory Authority of India.
- **Sports & Discipline Committee** - Purchase of sports materials and organizing sports events which includes Inter college cricket tournament, intra college activities like track and field events to keep the students mentally and physically fit and fine and ensuring discipline in the campus.
- **Cultural committee** - Arranging cultural activities and literary activities for overall development of students – both inter college and intra college activities are given priority.
- **Placement Cell** - Arranging career orientation & placement drives for major stakeholder – Students and ensuring that the students get placed before leaving the institution
- **Health & Planning** - Arranging program on health issues & looking at overall student’s wellbeing.
- **Parents Relation Cell** – Arranging for parent teacher interactions to update their wards performance and give general instructions relating to education, University and functioning at required times.
- **Alumni** - Arranging interactions & involving students progression activity along with entertainment and arranging for guest lectures from distinguished alumnus for the benefit of the students.
- **Equal opportunities Cell** - Providing equal opportunities at workplace for employees and students at large.
- **Anti-ragging and Sexual Harassment** - Undertakes to see that there are no ragging and sexual harassment at workplace

and ensures that the campus is ragging free and providing a conducive environment for teaching and learning.

- **Counseling / Redressal / Women Grievance** - Investigates the counseling and redressal of grievance among students and conducts gender sensitization and equity issue related programmes for development of mental health among students.

Outcomes through IQAC at VET

Curricular Aspects

- College is permanently affiliated to Bengaluru Central University and follows the Choice based credit system (CBCS) as per curriculum.
- Curriculum is classified as theory & practical sessions; internal marks are awarded time to time based on semester scheme & university notification.
- College prepares Calendars of events which include curricular, co-curricular and extracurricular activities.
- CC & EC is conducted for 50 marks based on the work assigned by teachers in extra & Co curricular activities & internal marks are sent to university. It includes choice from various activities like NSS, Sports, Games, small projects, group seminars, Interaction with local community to make projects.
- Students are given choice in first language like Kannada, Sanskrit, Hindi, Tamil, Telugu & English is second language which is compulsory pursued up to 4th semester.
- In the First semester, under Commerce stream, students have option to choose Corporate Administrative/Methods & Techniques for Business Decisions as elective.
- In the final year, students are given Accounting or Finance as elective so that they can learn based on their choice of interest and industry requirement.

- Short term certificate courses like Advanced Communication, Tally ERP 9.0 Fashion Accessories, Asp.net etc. are offered to students based on course specialization
- Workshops, seminars, special lectures on communication & leadership skills, health awareness, group discussion, Human values, Mastering English Grammar, positive attitude, power of concentration etc., are given to students in association with Deccan Herald, FKCCI, Rotary and other University Subject experts for their overall personality development.
- At the time of admission students are handed out prospectus containing details of curriculum, rules & regulations to be followed by them.
- During the orientation students are familiarized with the rules & regulations to be followed during their completion of degree.
- Internals are sent to Bengaluru Central University based on student attendance, assignments & performance in unit test through online portal.
- The unit test, assignments, IA marks & results of students are maintained in separate registers since the introduction of CBCS.
- Students are made to compulsorily solve three years university question papers which have resulted in obtaining good results year after year.
- Students are also encouraged to deliver seminars on various topics pertaining to syllabus, which helps to develop their communication skills, overcome stage fear and makes them understand the concepts clearly. All these academic activities are documented.
- Important document pertaining to students right from their admission till their graduation are documented.
- Execution of calendar of events is prepared at the end of every semester & audited.
- Lesson plans are maintained by faculty to keep track of the completion of syllabus in the stipulated time.
- Preparation of Timetable, Regular meetings with staff, department & committee meetings, academic governing

council& management meeting are conducted to ensure smooth progress of the institution.

- Good collection of library books, infrastructure and e-learning facilities are provided to students for effective teaching & learning process & ICT facilities are also provided.
- For effective completion of Curriculum for students from different streams, Bridge course is conducted.
- Remedial classes are conducted for slow learners

Continuous Internal Evaluation – Process and Reforms

The teaching pattern and evaluation system in the college has been working in place with predetermined planned way of execution where any student who has been admitted in the college is monitored throughout the year by the tests conducted, assignments submitted, preparatory and practical exams attended etc., all of which is accounted for academic performance.

- The attendance, two-unit tests, 5 assignments, question paper assignment are considered to award internal marks.
- Information about tests is sent to students and parents through ERP messages.
- Regarding any discrepancy in the status of attendance and marks scored, Parents are free to clarify the doubts with the concerned faculty member.
- IA marks are displayed on notice board to keep the students well informed.
- Blue Books are maintained for the test preparatory exams are conducted compulsorily for issuing Admission tickets for Bangalore University Examination.
- The preparatory exams are conducted regularly by following the same norms as done by Bangalore University which includes paper setting, timetable announcement, evaluation of paper, declaring of result etc. In case if a student is unable to score the require marks/percentage the student is counseled directed to do better in the Bangalore University Exam.
- Faculty members have given centum result in many subjects which is well appreciated by the management with memento cash prize every year.

- Students have been performing well in the academic front and have 2 ranks, many exemplary and distinctions too.
- Along with academics, co-curricular Extra-curricular activities are also given due importance throughout the year. Cultural, literary activities, sports activities, NSS activities are conducted. Students need to enroll in any said activity for which their involvement, attendance, participation is noted, monitored evaluated for award of CC EC marks at Bangalore University and Bengaluru central University level. Exams are conducted following the rules regulations framed by Bangalore University Bengaluru Central University. By BOS through Academic council Syndicate.
- As per directions of Bangalore University, BOS BOE, examinations are conducted based on theory practical which is approved by Bangalore University.
- Exams are conducted according to the timetable notified by Bangalore University.
- The college is an examination Centre and colleges which are tagged to the College.
- University exams are conducted by making seating arrangements, provision for providing stationary required, procurement of question papers, submission of answer scripts from 2004 to till date.
- University forms the examination panel under the leadership of custodians senior Principals of college.
- Professors from various colleges listed under BOE are invited for evaluation by Bangalore University under one roof. The college proudly states that 80 of faculty members are paper setters, Reviewers. Evaluators actively participate in other examination duty pertaining to Bangalore University.
- Exams Evaluation are conducted semester wise - odd even semester.
- After the Evaluation University publishes the result through its website also to the colleges. Any discrepancies in results are entertained by the Bangalore University, which is represented by the Principal, which is usually a challenge faced by college.

- University issues the semester marks statement from time to time at the end of three years degree convocation, graduation certificate is issued. However, in case of urgency, students are given Provisional degree certificate issued by the college duly signed by Principal counter signed by University Registrar.
- There is lot of discrepancy in announcing of results, marks obtained, processing and procuring of degree certificate, marks card etc., by Bangalore University. In such instances, Institution leaves no stone unturned and has dedicated a faculty looking into all the discrepancies and clearing any problem arising in due course of time.

Initiatives towards Research & Development:

Various quality parameters and benchmarks are defined for staff and students by IQAC to promote research culture in the institutions. Academic progress is the motive of research and development wing of Internal Quality Assurance Cell. Few of the initiatives are listed as under

- Staff are encouraged to pursue Ph. D, NET, K-SET
- Presentation of Research articles at various National and International Platforms.
- Publish research articles National and International Journals.
- Management provides financial support for publishing research articles by staff and students.
- Organising qualitative and subject oriented seminars based on current trends in industry.
- Deputation of staff and students to National & International conference with financial support towards conveyances and registration fee.
- MOUs with National and International Corporates for the academic and overall development of the students.
- Making 100% computer literacy among staff and students including Class IV employees
- Eco friendly campus by providing parking space to staff and students separately, carpooling, plastic free zones, commutation of students by bi-cycles, paperless office, proper segregation of wastes, usage of LED bulbs to conserve electricity

- Utilization of ICT in academic and administrative endeavors
- Up-gradation of physical infrastructure at regular intervals
- Organising holistic programme to inculcate ethical values among students.
- Conducting sponsored and self-financed workshops/seminars of varied interest & topics.

Learning Resource:

Library Committee is formed to support IQAC in academic endeavors. Though VET First Grade College is self-financing institution, due importance is given by the management in allocation of funds every year for procuring required number of book according to the changes in syllabus Encouraging students to use library and given access to the e-library so that they can study wherever and whenever 24/7. Library is opened from 8.00am to 5.00pm for student's accessibility. College gives due importance for the demand made by the students and faculties; librarian purchase the books required by the staff and students every semester.

- The library has 5 computer systems with internet facility and e-books for students and staff reference anytime anywhere.
- There are good number of subscribed newspapers in various languages and even Hindi is also given due importance. Journals of national and international repute, magazine and many educational CDs to support students' knowledge other than defined curriculum by the University.
- The library is automated using computer system. Students enter with bio metric, having OPAC system at the entrance of the library to guide them in finding the availability of the books, issuing and receiving of the books by the Librarian is with the support of Bar Code Reader.
- The library is a member of INFLIBNET-NLIST & NDL (National Digital Library) which provides a web access to e-journals & E-Books to all students & Staffs to access 24/7 anytime anywhere.
- E-resource – DELNET was subscribed for the benefit of faculty and students.

- Library provides e-books to all students & staffs from Himalaya publishing house.
- Availability of books subject wise and author wise is available in the system which can be viewed through OPAC System.
- Assistance in downloading e-content is also provided with the help of the technical support, whereas one staff will be available to help the students in the library as well as Laboratory.
- There is a good collection of University question papers in all programmes and courses based on years. Student Repository and take away question paper is also available.
- Syllabus copy of all programmes /courses is made available in the library for student and staff reference.
- Projects reports of Under Graduation and Post-Graduation Programmes are available for students and staff future reference
- Old is Gold – the college proudly has collection of rare books of many years preserved in good condition for reference of students and staff.
- Book bank facility is separately made available to SC/ST students where such students are permitted to borrow additional books other than general number of books available for all students.
- Donated books are separately stacked and available for students & staff perusal. Students also donate books after completion of course, which is one of the best practices in library.
- Annual magazine “Drushti”, Newsletter of various departments like “Faccio news”, “Com-Tech News”, “Wrap up“ and “Tech-Trinity”, souvenir, Handbook on committees is displayed at the entrance of the library to encourage the students to have creative corner.
- Faculty publications in national and international journals are displayed for citation in research for staff and students’ projects.
- Other than central library, to quench the thirst of knowledge departmental library has also been maintained in each

department which is taken care by the head of the Department with the support of faculty.

Strategic Development and Deployment

Admission of students

The College follows transparent mechanism giving importance to admission and follows the reservation policy of Government of Karnataka. College issues the applications for admission, after the scrutiny and verification of required documents provision admission will be given and allowed to attend the classes. However, the final admission approval is vest with the Bengaluru Central University. University verifies the documents once again and approves the admission of students both under graduation and post-graduation and register number will be assigned by it, register number assigned to student will be applicable till the completion of the programme. In case of PG 50% of the Intake sanctioned with will admitted by the Management under management quota and remaining 50% of the intake by the BCU as per the roster system.

The college has open door policy in the admission process with a mission to provide quality education to all the streams of society, as most of the students are first generation learners. It is a challenge for the institution to achieve the best. At the time of admission students are handed out prospectus containing details of curriculum, rules & regulations to be followed by them. During the orientation students are familiarized with the scholarships available, rules & regulations to be followed during their completion of degree. The college communicates through various means like prospectus, leaflets and websites vetfgc.edu.in. It has also made provision for online enquiries and admission through official website of the college. Online fee payment is also encouraged.

E- Governance:

Planning and Development

There is perfect administrative planning at the beginning of the academic year followed with execution i.e., calendar of events is

charted out as per Bengaluru Central University notification and Institution calendar of events are planned and executed periodically which includes arranging of Curricular, extracurricular activities, Seminars, Workshops, Competitions, Tests, Camp, Cultural Program etc.,

Administration

There is a Board of management which is headed by President and Secretary, who look after the managerial activities like admissions, providing infrastructure, financial aspects etc. At the next level, Principal/Vice principal/ HODs/Faculty members/non-teaching staffs are Delegated with powers to run the college smoothly. Principal looks after the administrative function like verifying admission documentation and sending the required documents to Bangalore university time to time, conducting examination, declaring the results, calling for convocation as per Bangalore university along with other curricular/co-curricular activities. Head of the department and other faculties support the Principal in all the activities chalked out by the Principal for the execution. To materialize smooth conduction of various functions, various committees were formed with the composition of chairperson, head of the committee and other faculty members. ERP system is in place to support the defined administration.

Finance and Accounts

Management has its own budget based on the fee collected from the students. Management releases the petty cash for the day-to-day expenses and for every event or program organized by the head of the institution, which has proposal including the estimated expenses, accounts are maintained using Tally ERP.9 (Sun I.T Solution). The internal audit and external audit are carried out by the official auditor of the Trust. However, University also audits the financial payments received by the university and if any dues / objections it will be intimated over the mail and the same will be addressed by the institution within the due date. Students were also given option of Fee remittance through the bank and institution is having understanding with the Paytm.

Student admission and Support

Value point thought net Pvt Ltd supports for student admission online and various modules of the ERP provided like attendance, internal marks, sending message to students, timetable, subject allotment, finding out the attendance status of the students, sharing same with parents and students. Most of the information are shared through the electronic mode. Data base of the students are stored in the cloud. College has its own websitevetfgc.edu.in, in which all the information with respect to institution is available like calendar of events, upcoming events, events conducted in the college, teacher with experience, about the management and the university affiliated, Various academic programmes available and PO,PSO and Co.

Examination

The examination system is supported by the college with transparency. University Notification with respect to payment of examination will be issued directly to the students mobile, where students can make online payment of examination fees, students will receive admission ticket, timetable, and room allotment directly to their mobile from the university. College sends the question paper indent, prepares the invigilation diary, sending the absentee statement from the college portal to the university portal through online. University releases the results on its website to the college portal and the same is shared to the students online. Now NADA is an online platform in which students register to receive their convocation directly.

Best Practices at VET

“Vanijya Dhara and Vanijya Milana – Excellence through knowledge”

Vanijya Dhara and Vanijya Milana is a commerce forum initiated through IQAC and for Post-Graduation and Under Graduation commerce and management students respectively. This forum helps in overall development of a commerce graduate by conducting activities like Poster presentation, activities on communication and overall personality development

“Prakashnam” – Publish or Perish

The institution has published Wall magazines – Biz news, Fashion Buzz, Techno news, Newsletters – Faccio News, Com Tech news, Wrap Up, Tech Trinity and VET Disha, Annual magazine – Drusthi, 4 ISBN books and through this forum, the faculty members contribute the research articles to UCG Care List journal and Scopus Indexed Journal with ISSN.

“Help us to help others” - funding the needy

The institution through this best practice helps the needy students by remitting their admission fees or examination fees.

Beginning the day with prayer to the almighty

“Donate old books” – The faculty and students donate their books to the institution that can be utilized by the students in their further advancements.

Management sponsors partial amount for conducting Certificate programs for all streams for the benefit of students.

Feedback system:

Students, Parents, Teachers & Alumni structure feedbacks are designed, received with manual mechanism as well as online through Google forms to support both educated & otherwise stakeholders. Students are being considered to give feedback on curriculum developed by the University, delivery of the curriculum by the teachers to the students, any difficulties are communicated to the university through Principal, BOS, BOE and Vice Chancellor.

VET FGC catering more to more to first generation learners have been successful in achieving its vision & mission statements. Our feedback system for students’ monitors’ progress of Institution, facilitates cognitive, social and emotional growth, identifies students and teachers’ relationship by identifying their strength and encourages by providing right level of challenges. Overall quality of teaching & learning process at institute and improvisation if any is also obtained analyzed, evaluated and inference drawn.

The feedback form for parents includes about the conducive atmosphere for learning whether due importance is given for co-curricular and extracurricular activities employability, NSS, infrastructure, clubs and forums concluding with overall development of student and quality of teaching and learning which gives us immense opportunity to build ourselves potentially.

The feedback system addressing every stakeholder issues & compliance based on the sensitivity are utilized, analysed, reported and action taken from time to time and posted to various bodies like University, Academic Council members, Governing Council members or management representatives, Head of the department, mentor or mentee for necessary action and implementation. All these feedbacks are collected through Google forms, analysed and uploaded in the official website of the college.

Calendar of events 2020-21

The IQAC Coordinator in consultation with the IQAC Chairperson prepares the calendar of events for the cell for the entire academic year. The Academic calendar for the year 2020-21 is as under

Sl. No	Activities	odd/ even	Week and month / action taken / remarks
1	Principal's Meeting with HODs/Coordinators for planning the semester	Odd	1st day of reopening
2	Orientation to First year degree students	Odd	1st week of reopening
3	Preparation of timetable	Both	Within 1 week of reopening
4	Calendar of events for college and committees	Both	within 2 weeks of reopening
5	Short term courses	Both	First 3 months of semester
6	Result analysis of previous semester and action plan	Both	within 1 week from release of results
7	National Seminar Webinar - Hindi Divas	Both	Sep 14- 24th, 2020

8	Special lectures on ethics, human values, environment and other issues	Both	Odd-Aug/Sep/Oct 2020 Even - Jan/Feb/Mar 2021
9	Feedback from stakeholders - students, parents, teachers, alumni and management	Both	Last month of the semester
10	Unit test	Both	Odd - Oct / Nov 2020 Even- Feb/Mar 2021
11	Preparatory Examination	Both	Odd - Nov 2020 Even - April 2021
12	Guest Lectures	Both	Odd-Aug/Sep/Oct 2020 Even - Jan/Feb/Mar 2021
13	Workshops	Both	Odd-Aug/Sep/Oct 2020 Even - Jan/Feb/Mar 2021
14	Conferences	Both	Odd-Aug/Sep/Oct 2020 Even - Jan/Feb/Mar 2021
15	Extension Activities - Rrotract	Both	odd - Sep/Oct 2020 Even - Jan/Feb/Mar 2021
16	Extension Activities - NSS	Both	Odd-Oct/Nov 2020 Even - Jan/Feb/Mar 2021
17	Programmes relating to Gender sensitization and anti-sexual harassment	Both	odd - Sep 2020 Even - Jan 2021
18	Programmes on counselling	Both	odd - Aug 2020 Even - Feb 2021
19	Programmes on Competition Examinations	Odd	Oct 2020
20	Preplacement and Job training, guidance and counseling	Even	Feb 2021
21	Placement Drives	Even	Mar 2021
22	Sports - Inter collegiate cricket tournament	Odd	Sep 2020
23	Sports - Intra activities	Even	Dec 2020 and Jan 2021
24	Cultural Activities	Both	Oct 2020 and Jan 2021
25	Cultural Fest	Even	Jan 2021
26	Graduation day	Even	April/May 2021

27	Fashion Fest or show	Even	Mar 2021
28	Alumni Meet	Both	Aug 2020 & Dec 2020
29	Talk by Alumni	Both	Odd-Aug/Sep/Oct 2020 Even - Jan/Feb/Mar 2021
30	LIC visit by the committee from the university	As per University Norms	
31	IQAC meeting	Both	July 2020, Oct 2020, Jan 2021 and April 2021
32	Committee meeting	Both	July 2020 and Dec 2020
33	Parent teacher interaction	Both	Nov 2020 and Mar 2021
34	Preparation and upload of AQAR reports	As per NAAC guidelines	
35	Academic Governing Council Meeting	Both	Aug 2020 & Dec 2020
36	Procurement of library books and other e-resources	Both	May 2020 and Dec 2020
37	Stock Verification	Even	Jun 2021
38	IA marks display and submission to the University	Both semester - As per University Guidelines	
39	Project Submission	Even	May/June 2021
40	University Examination - Practical Theory	Both	Dec2020 and May 2021 Dec 2020 and June 2021
41	Industry Visit	Odd	Sep 2020
42	NGO visit	Odd	Oct 2020
43	Rally	Odd	Nov 2020
44	Conferences / Seminars Attended by staff	2 in a year (min 1) State/National/International	
45	Publication by staff	2 in a year (min 1) State/National/International	

Structure of Academic Calendar

Academic Calendar for YEAR.....

Month	Week	Activities	
		List of Activities and Dates	Action Taken / Remarks
XXXX	First		
	Second		
	Third		
	Fourth		
XXXX	First		
	Second		
	Third		
	Fourth		
XXXX	First		
	Second		
	Third		
	Fourth		
XXXX	First		
	Second		
	Third		
	Fourth		

This structure is maintained by the IQAC Coordinator, and the record of all events conducted throughout the year is maintained in that format.

Quality Performance Assessment

IQAC plays a prominent role in performance assessment by

- Undertaking AAA- Academic and Administrative Audit
- Collecting API – Academic Performance Indicator at the end of the academic year
- Collecting information on faculty publications in ISSN/UGC Care List Journals/Scopus Indexed Journals and ISBN proceedings book
- Analysis of feedback received from various stakeholders

- Result analysis in collaboration with Examination and Equipment committee

Meetings

IQAC committee conducts 4 meetings in a year with all the members including the management representatives, Industry expert, Local society member, Alumni member, and other teaching and administrative representatives to deliberate on various quality initiatives to be undertaken for the Academic year. Also, the coordinator presents the action taken report for the previous meeting to the members present. The meeting minutes are maintained in printed and handwritten format and the same is uploaded to official website of the institution along with Action taken report.

Milestones of IQAC at VET for 2020-21

The worldwide pandemic COVID – 19 did not deter the spirits of IQAC at VET FGC in offering and ensuring quality education to all. The following are the achievements of IQAC during 2020-21.

- Successful submission of AQAR with minimum queries for 2019-20 on 8th May 2021
- Organising seminars, webinars, conferences and guest lectures by renowned experts for the academic and scholastic improvement of students either offline or online based on the prevailing rules.
- Smooth conduct of online classes using ZOOM platforms and Microsoft platforms by uploading learning material in the platforms
- Organising 4 meetings with complete involvement of all the members presenting the action taken report each time
- Faculty members attending MOOC courses and getting certificates for the same.
- AAA – Academic and Administrative Audit conducted successfully for 2019 -20 by individual departments assessing their strengths and the areas needed for improvement to improve the NAAC scores in the third cycle of accreditation

- Successfully conducted Energy Audit by Mahatma Gandhi Institute of Rural Energy and Development (MGIRED) on 16th April 2021
- Successfully coordinated with Government and BBMP in organising Vaccination drives for faculty and students during this time of pandemic – 3 drives conducted
- Faculty members participating in various orientation programs, refresher courses, seminars, and conferences.
- Faculty members published research articles in UGC Care listed and Scopus Indexed journals
- Diploma program on Research practice and Certificate program on communication – Empower communication organised for MCOM and BCOM, BCA and BSC FAD students
- ISBN book titled Samshodana Samapanam – Multi disciplinary Research article book published containing research articles of faculty and PG and UG students.
- Placements strengthened with many placement initiatives in association with Basket option and many more
- Feedback collected through google forms, analysed and action taken with respect to all stakeholders – students, faculty, parents, and alumni and for all the programs organised and the same been uploaded in the official website of the college.
- Literacy program organised and successfully completed for Class IV workers in the institution.

Future Plans:

VET First Grade College with its vision, mission and objective has always been progressive in providing quality initiatives for the overall development of the students. In this direction, it presents the future plans of the institution for all the stakeholders as under

- Introducing more Programs at Under graduation level, professional Courses and Certificate Courses based on employability skills for the students.
- Encouraging teaching staff to take up research activities involving online FDP courses offered by UGC and Central Government Platforms and involving more in Research publications in UGC Care List Journals, organizing National &

International Conferences and deputation of faculties for the same in other institutions.

- Driving faculty towards pursuing NET, KSET, Ph.D. and MOOC Swayam Courses.
- Strengthening training and placement drives in the institution.
- Encouraging Parents to involve more in the institutional activities.
- Strengthening Alumni - Alma mater interface.

Condolence

The institution would like to place on record our heartfelt condolence to Dr Ganesh Hegde, Adviser NAAC who lost his battle to the prevailing pandemic – COVID 19. His excellent personality and remarkable contribution to NAAC Bangalore and NAAC in general is highly appreciable and would be always remembered. He had been extremely resourceful during the last two rounds of accreditation at the institution.

Peroration

College has created a benchmark by completing first 2 cycles of NAAC with B and B+ grades respectively without compromising on the quality parameters of education. The Institution has always uplifted the vision and mission of the Trust by introducing more Under Graduation and Post-Graduation courses as per the prevailing trend and by supplementing add-on courses based on the programmes opted by the students. VET Alumni has been an asset to the society and contributed to the overall development of society in various spheres. The institution is in the way of going for 3rd cycle of accreditation focusing more on effective learning and teaching mechanisms and emphasizing on overall development of students.

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V.E.T. 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