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V.E.T. FIRST GRADE COLLEGE

Permanently Affiliated to Bengaluru City University . Recognised Under 2(f) & 12(B) of UGC Act . 2nd Cycle NAAC Accredited

*Dr. R. Parvathi* M.Com, M.Phil, Ph.D-Finance, Ph.D-Commerce  
Director (Academic) & Principal  
email: parvathi3838@gmail.com

College Code: 2413

Ref. No. VET/FGC-879A/2023-24

Date: 26/08/2023

**IQAC MEETING NOTICE**

The first IQAC meeting for the Academic Year 2023-24 is scheduled on 12<sup>th</sup> September -2023 at 3.00 P.M. in the Board Room. All the IQAC members are hereby invited to attend the meeting and constructively discuss and deliberate during the meeting. The agenda for the meeting is enclosed herewith

**Agenda**

1. Welcome
2. Proceedings of previous meeting and action taken report
3. Reconstitution ~~and~~ Committee
4. Closure of academic year 2022- 2023
5. Admission 2023-2024
6. Calendar of Events
7. Academic Programs 2023-2024
8. IQAC Calendar of Events 2023-2024
9. Budget 2023-2024
10. Submission of AQAR
11. Submission of IIQA
12. 3<sup>rd</sup> Cycle NAAC Timeline
13. Any other topic
14. Vote of thanks.

  
PRINCIPAL  
V.E.T. FIRST GRADE COLLEGE  
J.P. Nagar, Bangalore-560 078

VET FIRST GRADE COLLEGE  
J P NAGAR, BANGALORE-78

**IQAC committee members for the Academic year 2023-2024**

1. Chairperson - Dr. R. Parvathi
2. Management Nominee - Sri. B. R. Viswanath Setty  
Dr. Manandi N Suresh *Man N Suresh*
3. Faculty Members - Smt. Bharathi .P.S. *Bharathi .P.S*  
- Sri. Narayanswamy .S.G. *S.G.*  
- Smt. Gowri Hebbar  
- Smt. Shilpa.R *Shilpa.R*  
- Smt. Febina.K.S. *Febina.K.S.*  
- Smt. Lokeshwari .D. V. *D.V. Lokeshwari*
4. Students - Ameena Bibi - V Sem BCA  
- Usharani -V Sem B.Com  
- Vishwajeeth.V -V Sem B.Com  
- Sindhu.C.B. -V Sem B.Com  
- Poojitha.V -V Sem BBA  
- Niveditha -III Sem M.Com *Niveditha*  
Mandara - V Sem BSc FAD
5. Alumni Member - Smt. Ambily .I.P.
6. Industrial expert - K.S. Nagendra
7. Administrative Officer - Smt. Deepa Jogi  
- Sri. Murali .J. *Murali .J.*
8. Local Society nominee -
9. IQAC Coordinator - Smt. B. Rammya *B.Rammya*
10. Physical Education Director - Sri. Koushik.H.B. *Koushik.H.B.*

*P. H. S.*  
PRINCIPAL  
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J.P. Nagar, Bangalore-560 078.

## IQAC MEETING PROCEEDINGS

Date: 12<sup>th</sup> September 2023

Day: Tuesday, Time: 10.30 am -12.30pm

Venue: – VET FGC Board Room

### AGENDA:

1. Welcome
2. Approval of Previous meeting minutes and Action taken report presentation.
3. Reconstitution of the Committee
4. Closure of Academic year 2022-23
5. Admissions 2023-24
6. Calendar of events 2023-24
7. IQAC Calendar of events -2023-24
8. Budget 2023-24
9. Submission of AQAR-22-23
10. Submission of IQA-Institutional Information on Quality Assurance
11. 3<sup>rd</sup> Cycle NAAC timeline
12. Any other subject
13. Vote of thanks

### MEMBERS PRESENT

1. Dr. R. Parvathi
2. Sri. B R Viswanath Setty
3. Dr Manandi N Suresh
4. Narayanaswamy S G
5. Bharathi P S
6. Shilpa R
7. Febina K S
8. Ambily
9. Murali J
10. Deepa Jogi
11. Lokeshwari D V
12. Dr. B Rammya

Student Representative – Ms. Nivedita (M.Com) and Ms. Usharani (B.Com).  
Other students couldn't join due to University Examinations

## PROCEEDINGS

The 1<sup>st</sup> IQAC meeting for the Academic year 2023-24 was held in the VET Management Board Room on 12th Sep 2023. The agenda and the action taken report were circulated and shared to all members for effective and better deliberations.

### WELCOME:

Dr Rammys, IQAC Coordinator extended a formal welcome to Sri K S Nagendra in absentia-Industry expert, Sri Viswanath Setty, President, Dr Manandi N Suresh, Honorary Secretary; Dr R Parvathi, IQAC Chairperson and all other members present to the first meeting for the academic year 2023-24. She also welcomed the new student representative for the academic year. She requested all the members to deliberate constructively and offer suggestions for the benefit and improvement of the institution as has been the tradition in all meetings at the institution.

### APPROVAL OF MINUTES OF PREVIOUS MEETING and ACTION TAKEN REPORT:

Dr. Rammya B started the agenda highlighting that the minutes of previous meeting was circulated to all the members seeking their opinion and further sought the approval of the same in the meeting. The approval was given by all the members present.

She also briefly presented the action taken for the previous meeting and the same was approved by the members present in the meeting. Dr. Rammya then sought approval for the same and it was readily given by all the members present.

This agenda was proposed by Dr R Parvathi and seconded by Dr Manandi N Suresh.

### RECONSTITUTION OF THE COMMITTEE

This agenda of reconstitution was discussed by the IQAC Chairperson. Dr Parvathi read out the entire team and mentioned that Industry expert, management representatives, and faculty representatives remain the same as last academic year 2022-23. She mentioned that Mr. Koushik H B, Physical Educator, Director is a new addition to the IQAC committee for this Academic year 2023-24. A new Alumni representative Mr. Deepak Singh – Batch of 1998-2001 was also added. She mentioned that new student representative have been

added in consultation with the HODs and Coordinators of various Programs of the institution. The reconstituted committee with respect to students is as under

1. Niveditha – M.Com
2. Usharani – B.Com
3. Viswajeeth – B.Com
4. Sindhu C B – B.Com
5. Mandara -- B.Sc. FAD
6. Ameena Bibi – BCA
7. Poojitha – BBA

Mr Narayanaswamy suggested to include one student from BCom Business Data Analytics and Dr Parvathi instructed Dr Rammya to take the opinion of Mrs Gowri Hebbar, HOD of Commerce and do the needful.

Dr R Parvathi welcomed the new members – Niveditha and Usharani were present as other students had University examination. She explained about the IQAC to the new incumbents and told them to be the voice of all students of the institution. For the local society member post, the following options were proposed – Mr Srinivas – Ex Police personnel, Ms Sunitha from Inner Wheel Club among others. The agenda was proposed by Dr Parvathi and seconded by Dr B Rammya

#### CLOSURE OF ACADEMIC YEAR 2022-23

Dr R Parvathi discussed on this agenda and mentioned that 14<sup>th</sup> Aug 2023 was the last working day for II and IV semester UG classes for the Academic year 2022-23 and for PG, it is in the 3<sup>rd</sup> week of September 2023. She also highlighted that for NAAC purposes, the year ends on 31<sup>st</sup> May 2023. She also mentioned that New calendar of events have been presented to Bengaluru City University. Mrs. Bharathi PS expressed concern that the same needs to be set right and also for aligning with other State and Private Deemed to be Universities. Dr Parvathi mentioned that because of this mis alignment, admissions are also getting affected. Mr. Narayanaswamy suggested that the alignment can start by starting the classes for 23-24 for the final year students at least 20-30 days prior. Dr Parvathi mentioned that the same has already been suggested to BCU. She mentioned that the examination for II and IV semester would commence from end of Aug 2023 or first week of Sep 2023. The agenda was proposed by Dr Parvathi and seconded by Mrs. Bharathi PS.

### ADMISSIONS 2023-24

The next agenda for discussion was Admissions 2023-24. The Principal presented the status of admissions for 23-24 and mentioned that the total admissions excluding PG and super supplementary students is 755.

She presented the details as under

Sl.No.	Program	Total Seats	Admitted
1	B.Com	200	134
2	B.Sc. FAD	30	09 + 16 lateral entry to III semester
3	BCA	60	60
4	BBA	40	40
5	B.Com BDA	30	19
6	BA	200	05

Dr Parvathi mentioned that admissions could increase as super supplementary results are expected for II PUC very shortly and also M.Com admissions would start only after the results of final year UG students are declared.

This agenda was proposed by Dr Parvathi and seconded by Mr. Narayanaswamy S G.

### CALENDAR OF EVENTS 2023-24

The next agenda was Calendar of events for the year 2023-24. This was circulated by Dr Rammya to all members present before the commencement of the meeting. Dr Parvathi briefed out the calendar and mentioned that the year commences with Orientation and Induction and ends with Graduation Day. She mentioned that workshops, seminars, special lectures on Entrepreneurship, research and intellectual property rights have been drafted in the calendar along with short term courses-program wise, internal test, University examinations - theory and practical. She mentioned that the ensuing 2023-23 - I semester classes have commenced already from August and that for III and V semester - 4<sup>th</sup> week of September 2023 would be the reopening date after their previous semester University examinations are over. This was seconded by Sri B R Viswanath Setty.

### IQAC CALENDAR OF EVENTS 2023-24

The next agenda was on IQAC Calendar of events. This was presented in detail by Dr Rammya and also hard copy circulated to all members. It included all

activities curricular and co-curricular for the entire academic year 2023-24. She also mentioned the inclusion of the upcoming NAAC 3<sup>rd</sup> cycle of accreditation and related timeline as well, which is also one of the agenda of the meeting. She also mentioned about the short-term courses program wise – which needs to be planned by the HODs in consultation with students, publications in UGC and IBSN books, FDP to be attended by faculty members for upgrading their knowledge, Seminars workshops and conferences with respect to quality, entrepreneurship, research and IPRs among others. All the members presented agreed to the same. The agenda was proposed by Dr Rammya and seconded by Mrs. Shilpa R

### **BUDGET 2023-24**

The next important agenda for discussion was budget allocation for the year 2023-24. This was presented and discussed in detail by Dr Parvathi. The budget on physical facility was estimated at Rs 21.30 Lakhs, Academic facility was estimated at Rs 1.85 crores, library amount estimated at 3.53 Lakhs, the total expenditure totaling to 2.11 crores approximately. She also added that apart from tuition fees, income is from sources like scholarships among others.

She mentioned that President Sri B R Viswanath Setty has approached an organisation for scholarship, Samarthanam Trust has sponsored 28 students in the last year and similar numbers are expected this year 2023-24 as well. Dr Parvathi also mentioned about the scholarship that has been already sanctioned from Mrs. Seema Sibal wherein 100 girl child would be sponsored Rs 5000 each. She told that applications will be invited shortly, and the scholarship would be distributed accordingly. She then mentioned endowments from management and trust, Help us to Help others scheme (which supported over 50 students in the previous year) among others.

She added that 5-10 systems would be added to computer lab and also software would be upgraded. Mrs. Febina mentioned about the original software available in the institution – namely Norton, Microsoft, Tally and Mrs. Bharathi P S requested for addition of FAD software like Coral draw or Adobe photoshop. Dr Parvathi asked them to come with quotations by next meeting.

Mrs. Bharathi P S requested Dr Parvathi that Fashion journals be taken to department for issue to students and Dr Parvathi agreed for the same with respect to the old issues. Mrs. Febina, Coordinator BCA Department requested for one projector to be installed in BCA lecture room (Room No 206). Mr. Murali mentioned that 3 new projectors are available and same could be used. Dr Parvathi asked them to do the needful and also added that Business Lab and Hardware Lab can also be fitted with one projector each.

The agenda was proposed by Dr Parvathi and seconded by Sri B R Viswanath Setty and Dr Manandi N Suresh.

### **SUBMISSION OF AQAR 2022-23**

The next agenda was submission of AQAR 2022-23. Dr Parvathi mentioned that the preparation has started, and criteria wise information has been filled except the placement, higher education, results and financial information. Dr Rammya added that the last date for submission has still not be announced by NAAC. The agenda was proposed by Dr Parvathi and seconded by Dr Rammya.

### **SUBMISSION OF IIQA**

The submission of IIQA was the next agenda for discussion. IIQA is the initial stage for assessment and accreditation process. Dr R Parvathi mentioned that IIQA has been filled 90% and only payment for the same is pending. It was mentioned that same is planned to be submitted in the first week of Oct 2023 after verifying all the details again. She sought the approval of the members for submission of IIQA and the same was readily given by all. The agenda was proposed by Dr Parvathi and seconded by both the Management representatives.

### **3<sup>RD</sup> CYCLE NAAC TIMELINE**

Dr R Parvathi, IQAC Chairperson discussed this agenda and highlighted the members present about the timeline for the 3<sup>rd</sup> cycle of accreditation. The timeline mentioned is follows

IIQA Submission -1<sup>st</sup> week of Oct 2023

Expected IIQA approval- 3<sup>rd</sup> week of Oct 2023 (15 days from IIQA submission)

Submission of SSR – Last week of Nov 2023 (45 days from IIQA approval)

Expected DVV and SSS – Dec 2023 (1 month)

Expected visit – Feb 2023

Dr Rammya mentioned that once DVV is clarified, the institution would be asked to give 3 preferred days for the peer team visit. Dr Parvathi sought the approval for submission of IIQA so that the process could be initiated. The members approved the same.

### **ANY OTHER SUBJECT**

The following points were discussed under any other subject.

Dr R Parvathi mentioned about the submission of AQAR for the 3<sup>rd</sup> cycle of accreditation. It was also discussed that students should be taking the lead in



welcoming NAAC peer team members right from day 1 to the day of exit meeting. She also placed on record appreciation and a great sense of gratitude to the management for the current year increments.

The next discussion was on purchase of library books and Principal mentioned that Rs 2Lakhs is earmarked for Commerce Department, Rs 50000 each for Management, Fashion Design and Computer Science and she also instructed the Language department to purchase books as required up to Rs 20000. She mentioned that same has been sanctioned for this academic year from the management.

Next Dr R Parvathi roughly estimated the expenses for NAAC as under

IIQA submission – Rs 25000

SSR – Rs 200000

Logistics – Rs 200000

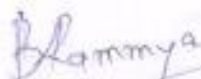
Hospitality – Rs 300000

The total of Rs 725000 was estimated for NAAC purpose.

She also mentioned about Ph.D. allowance that has been awarded for faculty members pursuing Ph.D. The agenda was proposed by Dr Parvathi and seconded by Sri B R Viswanath Setty.

### VOTE OF THANKS

The meeting ended with vote of thanks by Dr. Rammya who thanked all the members for very fruitful deliberations of one and half hours. She thanked Sri B R Viswanath Setty for his valuable and innumerable insights and Dr Manandi N Suresh for his valuable suggestions. She also thanked them for their continuous support, motivation, and advice for the advancement of the institution. She also thanked Dr. R Parvathi who has been the backbone for the institution and all other members and student representatives for their active participation and deliberations during the first meeting for the Academic Year 2023-24. The meeting ended with snacks and tea/coffee served to the attendees.

  
Dr. B Rammya

IQAC Coordinator

  
Dr. R Parvathi

IQAC Chairperson  
V.E.T. FIRST GRADE COLLEGE  
J.P. Nagar, Bangalore-560 078

**VET First Grade College**  
**14<sup>th</sup> Main, J P Nagar, 2<sup>nd</sup> Phase, Bengaluru – 560078**  
**Action Taken – Meeting dated 30<sup>th</sup> May 2023 Presented on 12<sup>th</sup> Sep 2023**

SL. NO	AGENDA	PROCEEDINGS OF THE MEETING	ACTION TAKEN
1	Welcome	<ul style="list-style-type: none"> <li>Welcome by Dr R Parvathi</li> </ul>	-
2	Approval of proceedings of previous meeting and action taken report	<ul style="list-style-type: none"> <li>Proceedings of the previous meeting circulated to all members through mail</li> <li>Action Taken report discussed</li> </ul>	<ul style="list-style-type: none"> <li>No queries reported and proceedings unanimously accepted by all members</li> </ul>
3	Conference 2023	<ul style="list-style-type: none"> <li>Contemporary Evolution in General Education and Industry 5.0 – 19<sup>th</sup> May 2023</li> </ul>	<ul style="list-style-type: none"> <li>ISBN book published – ISBN number taken from Rajaram Mohun Roy National Agency for ISBN</li> <li>UGC care list articles published in July-Dec 2023 edition of Humanities and Social Science Studies journal : ISSN 2319-829X – UGC Care List Group I journal</li> <li>Congratulated by all</li> </ul>
4	Feedback 2023	<ul style="list-style-type: none"> <li>Faculty Feedback 22-23</li> <li>Student Satisfaction Survey 22-23</li> </ul>	<ul style="list-style-type: none"> <li>Analysed and action taken</li> <li>Collected, Analysed and action taken</li> <li>Published all feedback analysis and action taken reports in the website <a href="http://www.vetfgc.edu.in">www.vetfgc.edu.in</a></li> </ul>
5	Academic programs 2022-23	<ul style="list-style-type: none"> <li>Even Semester -VI sem commenced from April 2023</li> <li>Even semester – II and IV semester commenced from – May 2023</li> <li>Even sem for Mcom – commenced from</li> </ul>	<ul style="list-style-type: none"> <li>Business Lab Activity-Story behind success of business</li> <li>Orientation on College drive - 2/6/23</li> <li>PG even semester classes commence – 05/06/23</li> <li>I internals for UG programs</li> <li>World environment day –</li> </ul>

June 2023

- Sports activities conducted for holistic development

5/6/2023 celebrated

- 21/6/23 – International Yoga Day celebrated
- Webinar on Sustainable Online Shopping – Management department – 23/6/2023
- International Illicit Trafficking & Drug Abuse Day observed in association with J P Nagar Police – 26/5/23
- Webinar on Digital Transformation in Finance – Commerce Dept – 27/6/23
- Throwball for girls – Interclass – 27/6/23
- Volleyball for boys interclass – 28/6/23
- Webinar on Sustainable Fashion – B.Sc FAD – 30/6/23
- Webinar on Prompt Engineering in Chat GPT – Computer Science Department – 03/7/2023
- Webinar on English – Creative Writing Converting experiences – 4/7/2023
- Webinar by Kannada department – 5/7/2023
- 5/7/23 – Role play by Vanijya Dhara Club
- Faccio 2023 – Fashion Show – 7/7/23
- Culrav 2023 – Cultural fest – 11/7/2023
- Interclass cricket tournament – 12/7/23
- Graduation Day – 2023 – 15/7/2023
- Mock Personal Interview – BBA – 21/7/23
- Last working day for VI semester UG programs – 24/7/23

			<ul style="list-style-type: none"> <li>• 1 sem UG Program – orientation for Batch 2023-24 – 27/7/2023 and followed by Induction for 2 days</li> <li>• 1 sem UG classes – 2023-24 batch commences from 1/8/23</li> <li>• Personality Development Grooming Menstrual Hygiene and Body Language – 17/8/23</li> </ul>
6	Admissions 2023-24	<ul style="list-style-type: none"> <li>• Admission Status</li> </ul>	<ul style="list-style-type: none"> <li>• BCom – 127+5 lateral entry</li> <li>• B.Sc FAD – 08 + 13 lateral entry</li> <li>• BCA-60</li> <li>• BBA-38</li> <li>• B.Com Data Analytics -19</li> <li>• BA - 5</li> <li>• Mcom : After VI semester results – Oct 2023</li> </ul>
7	Calendar of events 2023-24	<ul style="list-style-type: none"> <li>• To be presented in 1<sup>st</sup> meeting of 2023-24 due to delayed calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Presented and Approved by all</li> </ul>
8	Preparation for 3 <sup>rd</sup> Cycle NAAC	<ul style="list-style-type: none"> <li>• Time Line discussed</li> </ul>	<ul style="list-style-type: none"> <li>• AQAR 2022-23 to be submitted – in progress</li> <li>• IIQA – started from 7-9-23</li> <li>• SSR – Quantitative and Qualitative metrics ready and in progress</li> </ul>
9	Placement	<ul style="list-style-type: none"> <li>• RSJ Inspection Service Pvt Ltd</li> <li>• IOTA</li> </ul>	<ul style="list-style-type: none"> <li>• Big Hatt – off campus drive - 29<sup>th</sup> and 30<sup>th</sup> May 2023</li> <li>• Placement Drive -13/7/23</li> <li>• Campus Drive by Trident Automobiles and Nivara Home Finance Ltd – 20/7/2023</li> <li>• Campus Drive Westside – 16/8/2023</li> <li>• 29 Students placed in RSJ Inspection Services Pvt Ltd, Trident Automobiles, Samsung Dost and others</li> <li>• IOTA – 41 students enrolled for training with assured placement</li> </ul>

			<ul style="list-style-type: none"> <li>• 11<sup>th</sup> Sep – Placement drive planned</li> </ul>
10	Any other subject	<ul style="list-style-type: none"> <li>• Budget</li> <li>• Gym inauguration</li> <li>• Resignations</li> <li>• Alumni Meet</li> <li>• Felicitation to Rank Holders</li> <li>• Physical Director – proposed as member for 23-24</li> </ul>	<ul style="list-style-type: none"> <li>• Budget proposed</li> <li>• Gym used by students and teachers</li> <li>• Aishwarya M, Commerce Dept</li> <li>• Planned and executed</li> <li>• Felicitated during Graduation Day 2023-15/7/23</li> <li>• Invited for the meeting</li> </ul>
11	Vote of Thanks	Proposed by IQAC Coordinator Dr. B Rammya	-----

  
 Dr. B. Rammya

IQAC coordinator

  
 Dr. Parvathi

Principal & Academic Director

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Director (Academic) & Principal  
email: parvathi3838@gmail.com

Ref. No. VET/FGC-1052/2023-24

Date: 16/11/2023

**IQAC MEETING NOTICE**

The Second IQAC meeting for the Academic Year 2023-24 is scheduled on 28<sup>th</sup> November -2023 at 3.00 P.M. in the Board Room. All the IQAC members are hereby invited to attend the meeting and constructively discuss and deliberate during the meeting. The agenda for the meeting is enclosed herewith

**Agenda**

1. Welcome
2. Approval of proceedings of previous meeting and action taken report
3. Preparation for 3<sup>rd</sup> Cycle NAAC
4. Submission of SSR *2/Dec/2023 last date*
5. Suggestion on tentative dates for Peer Team Committee Visit *Feb/March 2024*
6. Any other subject
7. Vote of thanks.

*P. Parvathi*  
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**IQAC Committee Members for the Academic year 2023-2024**

1. Chairperson - Dr. R. Parvathi
2. Management Nominee - Sri. B. R. Viswanath Setty  
Dr. Manandi N Suresh
3. Faculty Members - Smt. Bharathi .P.S.  
- Sri. Narayanswamy .S.G.  
- Smt. Gowri Hebbar  
- Smt. Shilpa.R  
- Smt. Febina.K.S.  
- Smt. Lokeshwari .D. V.
4. Students - Ameena Bibi - V Sem BCA  
- Usharani -V Sem B.Com  
- Vishwajeeth.V -V Sem B.Com  
- Sindhu.C.B. -V Sem B.Com  
- Poojitha.V -V Sem BBA  
- Niveditha -III Sem M.Com
5. Alumni Member - Smt. Ambily .I.P.
6. Industrial expert - K.S. Nagendra
7. Administrative Officer - Smt. Deepa Jogi  
- Sri. Murali .J.
8. Local Society nominee -
9. IQAC Coordinator - Smt. B. Rammya

  
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J.P. Nagar, Bangalore-560 078.

## IQAC MEETING PROCEEDINGS

Date: 28<sup>th</sup> November 2023

Day: Tuesday, Time: 3.30 pm – 5.30pm

Venue: – VET Board Room

### AGENDA:

1. Welcome
2. Approval of Previous meeting minutes and Action taken report presentation.
3. Preparation for 3<sup>rd</sup> Cycle NAAC
4. Submission of SSR
5. Suggestion on tentative dates for Peer Team committee visit
6. Any other subject
7. Vote of thanks

### MEMBERS PRESENT

1. Dr. R. Parvathi
2. Sri Nagendra
3. Sri. B R Viswanath Setty
4. Dr Manandi N Suresh
5. Narayanaswamy S G
6. Bharathi P S
7. Shilpa R
8. Febina K S
9. Lokeshwari D V
10. Deepak Singh
11. Murali J
12. Deepa Jogi
13. Dr. B Rammya

Student Representative – Ms. Nivedita (M.Com), Ms. Usharani (B.Com). Ms. Sindhu B.Com, Ms. Mandara B.Sc, FAD, Ms. Saima Sanaulla B.Com Data Analytics, Ms. Poojitha BBA



## PROCEEDINGS

The 2<sup>nd</sup> IQAC meeting for the Academic year 2023-24 was held in the VET Management Board Room on 28<sup>th</sup> November 2023. The agenda and the action taken report were circulated and shared to all members through e-mail for effective and better deliberations. Dr Rammya, IQAC Coordinator welcomed all the members present and invited Dr R Parvathi, IQAC Chairperson to welcome the members.

### WELCOME:

Dr R Parvathi extended a formal welcome to Sri K S Nagendra Industry expert, Sri Viswanath Setty, President, Dr Manandi N Suresh, Honorary Secretary; Alumni Representative Mr Deepak Singh from 1998-2001 batch and all other members present to the second meeting for the academic year 2023-24. She also welcomed the new student representative for the academic year. She stated that the AQAR for the year 2022-23 has been submitted on 28<sup>th</sup> Nov 2023, just before the meeting. She requested all the members to deliberate constructively and offer suggestions for the benefit and improvement of the institution as has been the tradition in all meetings at the institution.

### APPROVAL OF MINUTES OF PREVIOUS MEETING and ACTION TAKEN REPORT:

Dr. Rammya B started the agenda highlighting that the minutes of previous meeting was circulated to all the members seeking their opinion and further sought the approval of the same in the meeting. The approval was given by all the members present.

She also briefly presented the action taken report for the previous meeting and the same was approved by the members present in the meeting. Dr. Rammya then sought approval for the same and it was readily given by all the members present. Mr. Nagendra asked for clarification on the number of admissions for the academic year 2023-24 in comparison with the previous year and Dr Parvathi mentioned that it is totally 777 students this year and last year statistics was 764. She stated that BCA and BBA is fully filled and B.Com Data Analytics has seen a tremendous improvement as compared to last year (19 this academic year as compared to 6 last year). She also mentioned that the M.Com admissions have further dropped this year and also highlighted the industry expert that it is the same in many colleges this academic year.

Mr. Nagendra appreciated and mentioned that action taken report presented in the meeting has actually enhanced the value of the meeting and has made the

meeting more meaningful. He commended Dr R Parvathi and Dr Rammya for the same.

This agenda was proposed by Dr B Rammya and seconded by Mr. Nagendra.

### **PREPARATION FOR 3<sup>RD</sup> CYCLE NAAC AND SSR SUBMISSION**

The next two agendas, namely the Preparation for 3<sup>rd</sup> cycle NAAC and approval for submission of SSR was dealt together by Dr R Parvathi.

Dr R Parvathi started by saying that the preparations started many months back and that we are in the culmination stage of preparations. She presented in detail the SSR report prepared and also mentioned that the same was shared to Mr. Nagendra for his valuable suggestion. Dr Rammya projected the same for the benefit of all members present.

Dr Parvathi started the report by highlighting the basic information, followed by executive summary – comprising introduction, vision, mission, SWOC of the institution, followed by Criteria wise summary for 7 criterion of the NAAC. She then explained the report criteria wise namely – Curriculum planning and delivery, Teaching Learning and evaluation, Research Innovation and Extensions, Infrastructure and Learning resources, Student support and progression, Governance Leadership and Management and finished with Institutional values and Best Practices of the institution. She explained all the quantitative metrics in detail and the presentation lasted for 1 hour.

Mr. Nagendra appreciated the efforts put in by Dr Parvathi, Dr Rammya and other team members directly and indirectly in coming out with such comprehensive Self Study Report. Dr Parvathi placed on record the extended hours put in by herself along with Dr Rammya, Murali and Vijaya to complete this mammoth task and also mentioned about all faculty members support regarding the same.

Mr. Nagendra suggested to include a brief note about management and ESG compliance of the institution in the introductory note and Dr Parvathi mentioned that it would be added taking into account the character restrictions of 5000 words in total and 350 words each for each section. Dr Parvathi mentioned that the website has been updated and requested the industry expert to suggest any additions or changes to be made. Dr Rammya opened the website and showed an overview of the updated website.

Dr Parvathi also mentioned that the management have been kind enough in taking up a web page for uploading all the documents required for NAAC purpose. She mentioned that a separate page was required because if all the

documents were uploaded in official website, it would reduce the speed of the website. Dr Rammya opened the new page and showed to all the members. Dr Parvathi added that certain statutory documents need to be uploaded in the official website of the college only and same has been taken care of.

Mr. Nagendra lauded the efforts put in by each and every member of the institution. Dr Parvathi sought the approval to submit the same on 1<sup>st</sup> Dec 2023 as the deadline of 45 days gets completed on 2<sup>nd</sup> Dec 2023. Mr. Nagendra readily gave the approval, and all other members also granted their approval.

The agenda was proposed by Dr Parvathi and seconded by Mr. Nagendra

### **SUGGESTION ON TENTATIVE DATES FOR PEER TEAM VISIT**

The next agenda for discussion was on Timeline and tentative dates for Peer Team visit. Dr Parvathi mentioned that once the SSR is submitted on 1<sup>st</sup> Dec 2023, the institution will get 1 month time to address DVV – Data Validation and Verification if any as and when required by NAAC. She also mentioned that SSS – Student satisfaction survey would be sent to random students from NAAC to know their satisfaction on various parameters of the institution during this period of 1 month itself. Hence the institution expects to complete all these processes by 1<sup>st</sup> week of Jan 2024.

After this she highlighted that the institution would be required to give three sets of dates for the peer team visit. Mr. Narendra added that the dates can be given as per the convenience of the institution and that he would be present as and when required. Dr Parvathi mentioned about 3 sets of dates as – 21<sup>st</sup> and 22<sup>nd</sup> Feb 2024, 28<sup>th</sup> and 29<sup>th</sup> Feb 2024 and 6<sup>th</sup> and 7<sup>th</sup> March 2024.

The agenda was proposed by Dr Parvathi and seconded by Dr Manandi N Suresh .

### **ANY OTHER SUBJECT**

The following points were discussed under any other subject.

Dr Parvathi mentioned that 30 systems were added as part of infrastructure augmentation to the computer Lab. She mentioned that the I semester M.Com classes have commenced from 22<sup>nd</sup> Nov 2023 with an orientation to 4 students. She also mentioned that Solar panels has been added and the entire campus is working on solar energy and excess if any would be transferred to the grid.

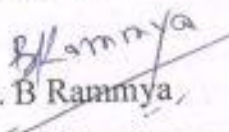
Principal then highlighted on the admission approval for the year 2023-24 and said that same has been received. She also raised concern over BA Psychology, Journalism, Optional English and Option Kannada program and said that 100

students were sanctioned each for psychology and journalism section. But it is actually 50 each for the four courses mentioned. She instructed the Vice Principal Sri Narayanaswamy S G to get a clear picture on the same.

The agenda was proposed by Dr Parvathi and seconded by Sri B R Viswanath Setty.

### VOTE OF THANKS

The meeting ended with vote of thanks by Dr. Rammya who thanked all the members for very fruitful deliberations of one and half hours. First, she thanked Sri Nagendra for taking time off his busy schedule and giving a lot of insights on enhancing the SSR. She thanked Sri B R Viswanath Setty for his valuable and innumerable insights and Dr Manandi N Suresh for his valuable suggestions. She also thanked them for their continuous support, motivation, and advice for the advancement of the institution. She also thanked Dr. R Parvathi without whom the institution would not have completed 2 cycles of NAAC and all other members and student representatives for their active participation and deliberations during the second meeting for the Academic Year 2023-24. The meeting ended with snacks and tea/coffee served to the attendees.

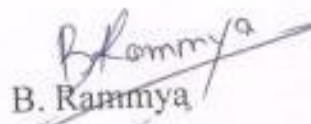
  
Dr. B Rammya,  
IQAC Coordinator


  
Dr. R Parvathi  
PRINCIPAL  
IQAC Chairperson  
V.E.K. FIRST GRADE COLLEGE  
J.P. Nagar, Bangalore - 560 073

**VET First Grade College**  
**14<sup>th</sup> Main, J P Nagar, 2<sup>nd</sup> Phase, Bengaluru – 560078**  
**Action Taken – Meeting dated 12<sup>th</sup> Sep 2023 Presented on 28<sup>th</sup> Nov 2023**

SL. NO	AGENDA	PROCEEDINGS OF THE MEETING	ACTION TAKEN
1	Welcome	<ul style="list-style-type: none"> <li>Welcome by Dr R Parvathi</li> </ul>	-
2	Approval of proceedings of previous meeting and action taken report	<ul style="list-style-type: none"> <li>Proceedings of the previous meeting circulated to all members through mail</li> <li>Action Taken report discussed</li> </ul>	<ul style="list-style-type: none"> <li>No queries reported and proceedings unanimously accepted by all members</li> </ul>
3	Reconstitution of the Committee	<ul style="list-style-type: none"> <li>Committee Reconstituted</li> <li>Mr Narayanaswamy suggested to add 1 student from B.Com BDA</li> </ul>	<ul style="list-style-type: none"> <li>Physical Education Director-Mr Koushik added</li> <li>Mr Deepak Singh added as Alumni representative</li> <li>Student representatives from all programs added</li> <li>Added Saima Sanaula. from B.Com BDA</li> </ul>
4	Closure of Academic year 2022-23	<ul style="list-style-type: none"> <li>Examinations of VI semester UG-Non NEP</li> <li>Examination of IV and II semester UG-NEP</li> <li>Examination of II and IV semester M.Com</li> </ul>	<ul style="list-style-type: none"> <li>1-Aug-2023 – 25-Aug-2023</li> <li>21 Aug-2023 – 11-Sep-2023</li> <li>09-Oct-2023 – 21-Oct-2023</li> <li>28<sup>th</sup> and 29<sup>th</sup> Oct – Practical examination for II semester M.Com</li> </ul>
5	Admissions 2023-24	<ul style="list-style-type: none"> <li>Total admissions (excluding PG)</li> </ul>	<ul style="list-style-type: none"> <li>PG -4 students admitted</li> <li>Total admissions 2023-24 - <del>777</del></li> </ul>
6	Calendar of events 2023-24	<ul style="list-style-type: none"> <li>Calendar of events - 23-24</li> </ul>	<ul style="list-style-type: none"> <li>Received and uploaded in website</li> </ul>
7	IQAC Calendar of events -2023-24	<ul style="list-style-type: none"> <li>Circulated to all</li> </ul>	<ul style="list-style-type: none"> <li>Approved by all members and is in line with institution calendar of events</li> </ul>

8	Budget 2023-24	<ul style="list-style-type: none"> <li>Budget presented</li> <li>Scholarship for 100 girl children (Rs 5000 each)-Mrs Seema Sibel</li> <li>Infrastructure Augmentation - Addition of computer systems</li> </ul>	<ul style="list-style-type: none"> <li>Approved by all</li> <li>Applications invited. List to be finalized</li> <li>30 systems added</li> </ul>
9	Submission of AQAR-22-23	<ul style="list-style-type: none"> <li>AQAR 23-24 – completed</li> </ul>	<ul style="list-style-type: none"> <li>Planned to be submitted before submission of SSR</li> </ul>
10	Submission of IIQA	<ul style="list-style-type: none"> <li>IIQA submitted</li> <li>Approval received</li> </ul>	<ul style="list-style-type: none"> <li>04/Oct/2023</li> <li>19/Oct/2023</li> </ul>
11	3 <sup>rd</sup> Cycle NAAC timeline	<ul style="list-style-type: none"> <li>SSR submission deadline</li> <li>DVV and SSS</li> <li>Expected Peer Team visit</li> </ul>	<ul style="list-style-type: none"> <li>02-Dec-2023</li> <li>Dec 2023-Jan 2023</li> <li>Feb 2024</li> </ul>
12	Any other subject	<ul style="list-style-type: none"> <li>Submission of AQAR 2022-23</li> <li>Library</li> </ul>	<ul style="list-style-type: none"> <li>Completed. To be submitted</li> <li>Books procured – department wise</li> </ul>
13	Vote of Thanks	Proposed by IQAC Coordinator Dr. B Rammya	-----

  
 B. Rammya  
 IQAC coordinator

  
 Dr. Parvathi  
 Principal & Academic Director  
 V.E.T. FIRST GRADE COLLEGE  
 J.P. Nagar, Bangalore-560 078.



*Dr. R. Parvathi* M.Com, M.Phil, Ph.D-Finance, Ph.D-Commerce  
 Director (Academic) & Principal  
 email: parvathi3338@gmail.com

Ref. No. VET/FGC-1165A/2023-24

Date: 25/01/2024

### **IQAC MEETING NOTICE**

The Third IQAC meeting for the Academic Year 2023-24 is scheduled on 9<sup>th</sup> February - 2024 at 11.00 A.M. in the Board Room. All the IQAC members are hereby invited to attend the meeting and constructively discuss and deliberate during the meeting. The agenda for the meeting is enclosed herewith.

#### **Agenda**

1. Welcome
2. Approval of previous meeting minutes & action taken report
3. AQAR – 2023-24
4. Status of SSR submitted
5. DVV (Data Validation & Verification)
6. Preparation for Peer Team Visit
7. Examination -Feb/March-2024 (UG Programs)
8. Workshops/Seminars for 2023-24
9. Extension activities
10. Feedback
11. Any other subject
12. Vote of thanks.

VET FIRST GRADE COLLEGE  
J P NAGAR, BANGALORE-78

**IQAC Committee Members for the Academic year 2023-2024**

1. Chairperson - Dr. R. Parvathi
2. Management Nominee - Sri. B. R. Viswanath Setty  
Dr. Manandi N Suresh
3. Faculty Members - Smt. Bharathi .P.S. *Bharathi . P.S.*  
- Sri. Narayanswamy .S.G. *S.G.*  
- Smt. Gowri Hebbar *Gowri Hebbar*  
- Smt. Shilpa.R *Shilpa R.*  
- Smt. Febina.K.S. *Febina K.S.*  
- Smt. Lokeshwari .D. V. *D.V. Lokeshwari*  
- Sri. Koushik.H.B. *K.H.B.*
4. Students - Ameena Bibi - V Sem BCA *Ameena*  
- Usharani -V Sem B.Com *Usharani*  
- Vishwajeeth.V -V Sem B.Com *Vishwajeeth V*  
- Sindhu.C.B. -V Sem B.Com *Sindhu C.B.*  
- Poojitha.V -V Sem BBA *Poojitha V*  
- Niveditha -III Sem M.Com *Niveditha V.B.*  
- Mandara -V Sem B.Sc FAD *Mandara*  
- Saima Sanaula -I Sem B.Com BDA *Saima*
5. Alumni Member - Sri. Deepak Singh
6. Industrial expert - Sri. K.S. Nagendra
7. Administrative Officer - Smt. Deepa Jogi  
- Sri. Murali .J. *Murali J.*
8. Local Society nominee -
9. IQAC Coordinator - Dr.Rammya.B *Rammya*



## IQAC MEETING PROCEEDINGS

Date: 09<sup>th</sup> February 2024

Day: Friday, Time: 11.00am-12.45pm

Venue: – VET Board Room

### AGENDA:

1. Welcome
2. Approval of Previous meeting minutes and Action taken report presentation.
3. AQAR 2023-24
4. Status of SSR submitted
5. DVV- Data Validation and Verification
6. Preparation for Peer Team Visit
7. Examination – Feb / Mar 2024 (UG Program)
8. Workshops / Seminars – 2023-24
9. Extension Activities
10. Feedback
11. Any other subject
12. Vote of thanks

### MEMBERS PRESENT

1. Dr. R. Parvathi
2. Sri. B R Viswanath Setty
3. Dr Manandi N Suresh
4. Narayanaswamy S G
5. Bharathi P S
6. Shilpa R
7. Febina K S
8. Lokeshwari D V
9. Deepak Singh
10. Murali J
11. Deepa Jogi
12. Dr. B Rammya

Student Representative – Ms. Nivedita (M.Com), Ms. Usharani (B.Com), Ms. Sindhu B.Com, Mr. Vishwajeet (B.Com), Ms. Mandara B.Sc. FAD, Ms. Saima Sanaula B.Cofn Data Analytics, Ms. Poojitha BBA

## PROCEEDINGS

The 3<sup>rd</sup> IQAC meeting for the Academic year 2023-24 was held in the VET Management Board Room on 09<sup>th</sup> February 2024. The agenda and the action taken report were circulated and shared to all members through e-mail for effective and better deliberations. Dr Rammya, IQAC Coordinator welcomed all the members present and invited Dr R Parvathi, IQAC Chairperson to welcome the members.

### WELCOME:

Dr R Parvathi extended a formal welcome to Sri Viswanath Setty, President, Dr Manandi N Suresh, Honorary Secretary; Alumni Representative Mr Deepak Singh and all other members present to the third meeting for the academic year 2023-24. She also welcomed the student representatives for the meeting. She requested all the members to deliberate constructively and offer suggestions for the benefit and improvement of the institution as has been the tradition in all meetings at the institution.

### APPROVAL OF MINUTES OF PREVIOUS MEETING and ACTION TAKEN REPORT:

Dr Rammya circulated the hard copy of the proceedings of the previous meeting along with action taken report to all the members present. She also explained the action taken with respect to previous meeting in brief to all present and the same was approved by all.

### AQAR 2023-24

Dr R Parvathi took up this agenda and mentioned that the AQAR for the year 2023-24 would be submitted after June 2024 as per the guidelines prescribed by NAAC as it encompasses data from June 2023 to May 2024. Also she added that the AQAR 2022-23 which was submitted on the date of last meeting on 28<sup>th</sup> November 2023 has been accepted by the NAAC without any queries. The agenda was proposed by Dr Parvathi and seconded by Mrs. Shilpa

### STATUS OF SSR SUBMITTED, DVV – DATA VALIDATION AND VERIFICATION and PREPARATION FOR NAAC PEER TEAM

The next agenda for discussion was on Status of SSR Submitted, DVV received and Preparation for the NAAC Peer Team visit. All these were dealt by Dr Parvathi together. She highlighted to the team that SSR was submitted on 1<sup>st</sup> December 2023. Data Validation and Verification was received on 7<sup>th</sup> Dec 2023 with respect to all criterion with the institution given 15 days' time to clarify the same. The institution submitted replies for all the verification queries raised by

the NAAC well within the stipulated time frame given. She also mentioned that SSS Student Satisfaction Survey was also completed and that 22% of the students out of 30% of students to whom it was sent filled the same.

She mentioned to the members that after submitting DVV reply, the institution has not received any further queries and it is already 30 days since the replies were submitted. She also mentioned that the institution is expecting to receive acceptance from NAAC anytime now.

Regarding the preparation for the Peer Team visit, she mentioned that the institution has to choose 3 set dates for the proposed upcoming 2 days Peer team visit. Dr Rammya added that the students have already started with training on Folk dances of Karnataka from a professional trainer. Dr Parvathi added that the institution has shortlisted two Hotels for the peer team members – Hotel La Marvella and Hotel Lalith Ashok. Sri B R Viswanath Setty suggested to check the hotel The Chancery Pavilion located in Residency Road as well and Dr R Parvathi assigned the task of enquiring regarding the same to Vice Principal Narayanaswamy S G. Dr Parvathi also requested the members present to be ready with departmental PPT for the visit along with IQAC presentation as well.

This agenda was proposed by Dr Parvathi and seconded by Sri B R Viswanath Setty.

#### **EXAMINATION – FEB / MARCH 2023-24**

The next agenda for discussion was on the upcoming Under-Graduate Program examination for the odd semester I, III and V for the academic year 2023-24 with respect to NEP and Non-NEP syllabi. Dr Parvathi mentioned that due to upcoming Teacher Constituency Elections and due to which many colleges were converted to Mustering Centers for election, the exam date previously planned was postponed. She mentioned that the odd semester examination stands postponed from 6<sup>th</sup> Feb 2024 to tentatively 26<sup>th</sup> Feb 2024.

She further highlighted that as all major examinations for most of the Programs except BA would conclude by 20<sup>th</sup> March 2024. Hence, she proposed to commence the even semester from 23<sup>rd</sup> March 2024 which was readily agreed by all. Also she suggested to consider and giving dates for Peer Team visit in the month of April 2024. Dr Manandi N Suresh agreed with Dr Parvathi on dates of reopening and peer team visit as it would give sufficient time for the institution to prepare for the visit.

She also mentioned that the work allotment for examination would be shared as always by the office shortly. This agenda was proposed by Dr Parvathi and seconded by Dr Manandi N Suresh.

## WORKSHOPS / SEMINARS – 2023-24

The next agenda for discussion was on the Workshops and Seminars to be planned for the upcoming even semester for the academic year 2023-24. The Principal instructed the HODs and Coordinators of various programs to plan for at least 3 workshops and seminars department wise before 15<sup>th</sup> May 2024. She also insisted that departments can plan for the same considering the topics – Research Methodology, Entrepreneurship, Business Plan and IPR related topics. She instructed the Department Heads to plan for the seminar titles in advance and submit to the same to her.

Mrs. Bharathi P S, HOD of B.Sc. FAD mentioned that the final year students of FAD would have to undergo Internship – In-plant training for a period of 1 month and that their classes could be commenced only after a month-tentatively in the end of April 2024. Dr Parvathi agreed to the same and mentioned that all students would be required to be in the campus on the two dates of NAAC visit. Dr Rammya and Mrs. Gowri added that BBA and B.Com students are also required to undergo 4 weeks of Internship in any organisation and would be required to submit a report for the same. Dr Rammya added that 45 students have already undergone internship at Tanishq, Bannerghatta Road, Bangalore.

Mrs. Gowri added that Advanced Excel workshop was extended to M.Com and B.Com BDA students on 27<sup>th</sup> Jan 2024. Ms. Mandara from B.Sc. FAD requested for purchase of Industrial Sewing machines and Mrs. Bharathi added that one machine would approximately cost Rs 80000. Mandara mentioned that it is required so that they can upgrade themselves on par with the requirements of the industry. The Principal asked the HOD to draft a proposal for the same mentioning the number of machines required along with the approximate cost. Mrs. Bharathi P S also requested for few more Dress Forms mentioning that each would approximately cost Rs 10000 - Rs12000 and the management sanctioned 4 dress forms for this academic year generously.

This agenda was proposed by Dr Parvathi and seconded by Mrs. Bharathi P S

## EXTENSION ACTIVITIES

The next agenda for discussion was on extension activities for the academic year 2023-24. She mentioned that Police examination was conducted in the campus for which the faculty of the institution volunteered. She instructed Narayanaswamy S G, Vice Principal and NSS Officer to arrange for 7 days NSS camp and also directed Sri Koushik – Physical Education Director to look into organisation of Inter Collegiate Cricket and throwball tournament for boys and girls respectively as is the tradition at VET First Grade College. Also she mentioned about the upcoming Constable examination and Eye camp that are

is planned for the upcoming semester in the month of April/May 2024. She also mentioned that Annual Fashion Show would also be scheduled in April / May 2024.

BCA students of III years are undergoing short term course on Python, I year students have completed IIT Bombay course on C, C++ and HTML. Mrs. Febina added that II years are doing Infosys Springboard Course and informed that III-year students would also be given Infosys Springboard Course

Dr Rammya mentioned that M.Com students have been given IIT Bombay course on Research and evaluation is pending, in addition to Data Analytics course from AISECT. Apart from these, she also mentioned that 1<sup>st</sup> year students have enrolled for SWAYAM MOOC course on Marketing Management as well. She also mentioned that BBA students have also undergone Data Analytics course. Mrs. Gowri Hebbar mentioned that B.Com nearly 250 students have enrolled for IIT Bombay Courses from 1<sup>st</sup> year and almost 200 have cleared and got certificates. All the efforts of faculty were appreciated by the members in making the students Industry ready.

Mrs. Shilpa, VET Potential Coordinator enquired whether visit to Printing Press of Times of India could be planned after the upcoming examinations and the same was agreed by all. She also added that educational trip of B.Sc. FAD students to various clusters like Kalamkari, Pochampalli could be planned to give students experiential learning.

Dr Parvathi stated that 8 smart boards are in the process of installation in the institution making the teaching learning process smarter and more digital. She also added that going forward – for next cycle of accreditation, the process and procedure might change and the grading system would be replaced with binary accreditation system with just Accredited or Not Accredited.

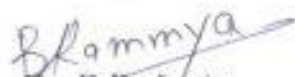
Ms. Sindhu from B.Com mentioned that the grievance system in the institution is good and spoke about examination grievances and how they are resolved within the stipulated time with the support of Principal and Liaison officer of the institution.

The agenda was proposed by Dr Parvathi and seconded by Sri B R Viswanath Setty.

### **VOTE OF THANKS**

The meeting ended with vote of thanks by Dr. Rammya who thanked all the members for very fruitful deliberations of one and half hours. She thanked Sri B R Viswanath Setty for his valuable and innumerable insights and Dr Manandi N Suresh for his valuable suggestions. She also thanked them for their continuous

support, motivation, and advice for the advancement of the institution. She also thanked Dr. R Parvathi for all the inputs and for smooth conduct of the meeting, all other members and student representatives for their active participation and deliberations during the third meeting for the Academic Year 2023-24. The meeting ended with snacks and tea/coffee served to the attendees.

  
Dr. B Rammya  
IQAC Coordinator

  
Dr. R Parvathi  
PRINCIPAL  
IQAC Chairperson  
V.E.P. FIRST COLLEGE  
J.P. Nagar, Bangalore-560 078

**VET First Grade College**  
**14<sup>th</sup> Main, J P Nagar, 2<sup>nd</sup> Phase, Bengaluru – 560078**  
**Action Taken – Meeting dated 28<sup>th</sup> Nov 2023 Presented on 09<sup>th</sup> Feb 2024**

SL. NO	AGENDA	PROCEEDINGS OF THE MEETING	ACTION TAKEN
1	Welcome	<ul style="list-style-type: none"> <li>Welcome by Dr R Parvathi</li> </ul>	-
2	Approval of proceedings of previous meeting and action taken report	<ul style="list-style-type: none"> <li>Proceedings of the previous meeting circulated to all members through mail</li> <li>Action Taken report discussed</li> </ul>	<ul style="list-style-type: none"> <li>Approved by all Unanimously</li> <li>Approved by all</li> </ul>
3	Preparation for 3 <sup>rd</sup> Cycle NAAC	<ul style="list-style-type: none"> <li>Dr Parvathi presented the SSR to the committee</li> <li>Mr Nagendra suggested to include a note on management and ESG in SSR</li> </ul>	<ul style="list-style-type: none"> <li>Mr Nagendra along with President and Secretary appreciated the efforts of IQAC Chairperson, IQAC Coordinator and entire team</li> <li>Included as suggested</li> </ul>
4	Submission of SSR	<ul style="list-style-type: none"> <li>SSR submitted</li> </ul>	<ul style="list-style-type: none"> <li>SSR Submitted on 1<sup>st</sup> Dec 2023</li> <li>DVV received on 7<sup>th</sup> Dec 2023</li> <li>DVV clarified on 22<sup>nd</sup> Dec 2023</li> <li>SSS received and completed between 4<sup>th</sup> Dec 2023 and 3<sup>rd</sup> Jan 2024</li> </ul>
5	Suggestions on Tentative dates for Peer Team Visit	<ul style="list-style-type: none"> <li>Dates Suggested</li> </ul>	<ul style="list-style-type: none"> <li>Feb 21<sup>st</sup> and 22<sup>nd</sup> 2024</li> <li>Feb 28<sup>th</sup> and 29<sup>th</sup> 2024</li> <li>March 6<sup>th</sup> and 7<sup>th</sup> 2024</li> </ul>

6	Any other subject	<ul style="list-style-type: none"> <li>• Augmentation of Computer Lab</li> <li>• Commencement of I sem M.Com classes</li> </ul>	<ul style="list-style-type: none"> <li>• 30 systems added</li> <li>• Commenced from 22<sup>nd</sup> Nov 2023. Totally 12 students admitted</li> </ul>
7	Vote of Thanks	Proposed by IQAC Coordinator Dr. B Rammya	-

*B. Rammya*  
B. Rammya

IQAC coordinator

*P. Parvathi*  
Dr. Parvathi

Principal & Academic Director  
V.E.T. FIRST GRADE COLLEGE  
J.P. Nagar, Bangalore-560 078





VASAVI EDUCATIONAL TRUST  
 ವಿ.ಇ.ಟಿ. ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು  
 V.E.T. FIRST GRADE COLLEGE



Permanently Affiliated to Bengaluru City University . Recognised Under 2(f) & 12(B) of UGC Act . 2nd Cycle NAAC Accredited

*Dr. R. Parvathi* M.Com, M.Phil, Ph.D-Finance, Ph.D-Commerce

Director (Academic) & Principal

email: parvathi3838@gmail.com

Ref.No.VET/FGC-1359/2023-24

Date:15/05/2024

**IQAC MEETING NOTICE**

The Fourth IQAC meeting for the Academic Year 2023-24 is scheduled on 30<sup>th</sup> May - 2024 at 3.00 P.M. in the Board Room. All the IQAC members are hereby invited to attend the meeting and constructively discuss and deliberate during the meeting. The agenda for the meeting is enclosed herewith.

**Agenda**

1. Welcome
2. Minutes of previous meeting & action taken report
3. Reconstitution of the Committee
4. III Cycle NAAC Grading - sharing of experience and Results
5. Feedback 2023-24
6. Short Term Courses 2023-24
7. Academic & Extension Activities for 2023-24
8. Introduction of New programs
9. Any other subject
10. Vote of thanks.

  
 PRINCIPAL  
 V.E.T. FIRST GRADE COLLEGE  
 J.P. Nagar, Bangalore-560 078

VET FIRST GRADE COLLEGE  
J P NAGAR, BANGALORE-78

**IQAC Committee Members for the Academic year 2023-2024**

1. Chairperson - Dr. R. Parvathi
2. Management Nominee - Sri. B. R. Viswanath Setty  
Dr. Manandi N Suresh
3. Faculty Members - Smt. Bharathi .P.S. *Bharathi*  
- Sri. Narayanswamy .S.G. *Narayanswamy*  
- Smt. Gowri Hebbar *Gowri*  
- Smt. Shilpa.R *Shilpa*  
- Smt. Febina.K.S. *Febina*  
- Smt. Lokeshwari .D. V. *Lokeshwari*  
- Sri. Koushik.H.B. *Koushik*
4. Students - Ameena Bibi - V Sem BCA *Ameena*  
- Usharani -V Sem B.Com *Usharani*  
- Vishwajeeth.V -V Sem B.Com *Vishwajeeth*  
- Sindhu.C.B. -V Sem B.Com *Sindhu*  
- Poojitha.V -V Sem BBA *Poojitha*  
- Niveditha -III Sem M.Com *Niveditha*  
- Mandara -V Sem B.Sc FAD *Mandara*  
- Saima Sanaulla -I Sem B.Com BDA *Saima*
5. Alumni Member - Sri. Deepak Singh
6. Industrial expert - Sri. K.S. Nagendra
7. Administrative Officer - Smt. Deepa Jogi  
- Sri. Murali .J. *Murali*
8. Local Society nominee -
9. IQAC Coordinator - Dr.Rammya.B *Rammya*

## IQAC MEETING PROCEEDINGS

Date: 30<sup>th</sup> May 2024

Day: Thursday, Time: 3.00 pm – 4.30pm

Venue: – VET Board Room

### AGENDA:

1. Welcome
2. Approval of Previous meeting minutes and Action taken report presentation.
3. Reconstitution of Committee
4. III Cycle NAAC Grading – sharing of experience and results
5. Feedback 2023-24
6. Short term courses – 2023-24
7. Academic and Extension Activities -2023-24
8. Introduction of new programs
9. Any other subject
10. Vote of thanks

### MEMBERS PRESENT

1. Dr. R. Parvathi
2. Sri. B R Viswanath Setty
3. Dr Manandi N Suresh
4. Narayanaswamy S G
5. Bharathi P S
6. Shilpa R
7. Febina K S
8. Lokeshwari D V
9. Deepak Singh
10. Murali J
11. Deepa Jogi
12. Dr. B Rammya

Student Representative – Ms. Usharani (B.Com), Ms. Sindhu B.Com, Mr. Vishwajeet (B.Com), Ms. Mandara B.Sc, FAD, Ms. Saima Sanaulla B.Com Data Analytics, Ms. Poojitha BBA

## PROCEEDINGS

The 4<sup>th</sup> IQAC meeting for the Academic year 2023-24 was held in the VET Management Board Room on 30<sup>th</sup> May 2024. The agenda and the action taken report were circulated and shared to all members for effective and better deliberations. Dr Rammya, IQAC Coordinator welcomed all the members present and invited Dr R Parvathi, IQAC Chairperson to welcome the members.

### WELCOME:

Dr R Parvathi extended a formal welcome to Sri Viswanath Setty, President, Dr Manandi N Suresh, Honorary Secretary; and all other members present to the ~~third~~ meeting for the academic year 2023-24. She also welcomed the student representatives for the meeting. She requested all the members to deliberate constructively and offer suggestions for the benefit and improvement of the institution as has been the tradition in all meetings at the institution.

### APPROVAL OF MINUTES OF PREVIOUS MEETING and ACTION TAKEN REPORT:

Dr Rammya circulated the hard copy of the proceedings of the previous meeting along with action taken report to all the members present. She also explained the action taken with respect to previous meeting in brief to all present and the same was approved by all. Mrs. Bharathi P S, HOD of B.Sc. FAD requested to add 4 dress forms that were added to the infrastructure of the department. Dr Rammya added the same to the existing list.

Dr Manandi N Suresh raised a question on usage of Smart Board and the actual impact it had on the students. He suggested to collect feedback from students on the same. Also he wanted to know how many teachers are using the smart board and how they are using the same. Dr Parvathi added that teachers are adding our content and the same is being projected using smart board. She added that almost all faculty are using smart board.

The agenda was proposed by Dr. Rammy and seconded by Dr Manandi N Suresh.

### Reconstitution of Committee

The next agenda was on reconstitution of committee as the Industry expert Mr. Nagendra had tendered his resignation from his position and the same was accepted by all. Dr Suresh placed on record the wonderful and valuable contribution by Mr. Nagendra in the last 5 years. He nominated Mr. Muralidhar,

with Commerce and Accounts background for the post of Industry expert for the upcoming year 2024-25. Dr Parvathi and Dr. Rammya added that a mail has been sent to Mr. Muralidhar and a reply is awaited from his end. Dr Suresh confirmed that he had accepted the position and assured that his inclusion would lead to positive contribution to the quality initiatives of the institution.

Dr. Suresh asked whether the existing student representatives would continue for the upcoming year also and this Dr Rammya mentioned that all student representative would join except Saima Sanualla as they are all from final year students who would be passing out of the institution. Dr Parvathi added that HODs and Coordinators are required to nominate student representatives for the upcoming 2024-25. It was suggested to invite all the new members to the first meeting of the next academic year 2024-25. The agenda was proposed by Dr Parvathi and seconded by Dr Manandi N Suresh.

### **III Cycle NAAC grading – Sharing of experience and Results**

The agenda for discussion was on the recently concluded III cycle of NAAC visit. The management representative Dr Manandi N Suresh applauded the enormous feat of achieving A grade in the third cycle of accreditation and mentioned that Dr Parvathi and her entire team have done a wonderful job for the same, along with students. Dr Parvathi also added that the faculty team along with students have managed the Peer team very well and pointed out that the Peer team were impressed with all the aspects of institution. She and Dr Rammya mentioned that Dr Priyamvada S was very appreciative of the infrastructure of the institution, Dr Ramteke was impressed with students' knowledge and the cultural feat showcased by them in the evening and mentioned that he has never witnessed such a spectacle during his previous visits to other institutions in Karnataka and Dr Joshi was very impressed with the alumni base of the institution. Overall, the visit was a huge success. This agenda was proposed by Dr Parvathi and seconded by Dr Manandi N Suresh.

### **Feedback 2023-24**

Collecting feedback from various stakeholders have been one of the activities of IQAC that leads to overall development of the institution. Dr Rammya mentioned that Alumni Feedback and Parent Feedback has been already collected through google forms and needs to be analysed. Dr Parvathi added that analysis has been

assigned to Ms Lokeshwari and Ms Preethi, supervised by the IQAC Coordinator. Dr. Rammya added that Faculty feedback is also collected but needs to be analysed. Student feedback on curriculum and SSS-student Satisfaction Survey have been initiated and all these reports would be analysed, and action taken to be presented in the first meeting for the upcoming academic year 2024-25.

This agenda was proposed by Dr Rammya and seconded by Mrs Shilpa R

#### **Short term Courses – 2023-24**

The short term courses add to the resume of the students and make them industry ready with necessary skill set. This agenda was discussed by the respective HODs and Coordinators of various departments. Mrs Bharathi P S mentioned about various short term courses offered including Basic Painting Techniques, Advanced Draping, Advanced Illustration and how it benefitted the students. Dr Rammya mentioned about NPTEL courses undertaken by M.Com students which included CSR, Marketing Management, Consumer Behaviour, Data Analytics and Diploma in research practice to match their skill set in contemporary world. She added that BBA students have also undergone Data Analytics, Moodle Learning and Front Line Accounting. Mrs Gowri Hebbar mentioned that B.Com students have taken up Data Analytics, Attitude with Aptitude, Moodle Learning management and advanced excel were offered to make them industry ready. Mrs Febina pointed out that BCA students were offered Python using machine learning from Glovish, Machine Learning from IIT Mandi, Python 3.0, Microcontrollers and Robotics, Python from NASSCOM and all these courses are in line with the current trends in computer science . Mrs Lokeshwari added that IIT Bombay courses are being taken up by all UG and PG students and students are receiving certificates on completion of the same.

The agenda was proposed by Dr R Parvathi and seconded by Mrs Febina .

#### **Academic and Extension Activities – 2023-24**

The next agenda for discussion was on Academic and extension activities conducted during 2023-24. It was discussed that sufficient number of activities have been conducted both in academic and extension areas with students over all and holistic growth and development. It was suggested by Dr Parvathi that each department would be conducting 2 seminars / workshops / guest lectures in a semester in the domain of entrepreneurship, business plan, research methodology

and IPR for the benefit of students. This was proposed by Dr Parvathi and seconded by Mrs Lokeshwari D V

### Introduction of New Programs

The next agenda was on introduction of new program – BVA Bachelor of Visual Arts. Dr Parvathi mentioned that all the necessary ground work has been done including sourcing of faculty, identifying necessary infrastructure, applying for all approvals. She also mentioned that the Local Inquiry Committee would be visiting anytime to review and approve the same. Mrs Shilpa added that all necessary documentation has been maintained by the institution regarding the same. This agenda was proposed by Dr Parvathi and seconded by Mrs Shilpa.

### Any other subject

Mr Narayanaswamy S G spoke about the Staff Trip and expressed gratitude to the management for fully sponsoring the trip and mentioned that all the staff members enjoyed the same. Dr Parvathi added that its one of the kind of non-financial incentive provided by the institution and all the faculty members present requested to make it an annual feature in the institution.

### Vote of Thanks

The meeting ended with vote of thanks by Dr. Rammya who thanked all the members for very fruitful deliberations of one and half hours. She thanked Sri B R Viswanath Setty for his valuable and innumerable insights and Dr Manandi N Suresh for his valuable suggestions. She also thanked them for their continuous support, motivation, and advice for the advancement of the institution. She also thanked Dr. R Parvathi for all the inputs and for smooth conduct of the meeting, all other members and student representatives for their active participation and deliberations during the fourth and last meeting for the Academic Year 2023-24. The meeting ended with snacks and tea/coffee served to the attendees.

  
Dr. B Rammya  
IQAC Coordinator

  
Dr. R Parvathi  
PRINCIPAL  
V.E.T. FIRST GRADE COLLEGE  
IQAC Chairperson  
J.P. Nagar, Bangalore - 560 079

**VET First Grade College**  
**14<sup>th</sup> Main, J P Nagar, 2<sup>nd</sup> Phase, Bengaluru – 560078**  
**Action Taken – Meeting dated 09<sup>th</sup> Feb 2024 Presented on 30<sup>th</sup> May 2024**

SL. NO	AGENDA	PROCEEDINGS OF THE MEETING	ACTION TAKEN
1	Welcome	<ul style="list-style-type: none"> <li>Welcome by Dr R Parvathi</li> </ul>	-
2	Approval of proceedings of previous meeting and action taken report	<ul style="list-style-type: none"> <li>Proceedings of the previous meeting circulated to all members through mail</li> <li>Action Taken report discussed</li> </ul>	<ul style="list-style-type: none"> <li>Approved by all Unanimously</li> <li>Approved by all</li> </ul>
3	AQAR 2023-24	<ul style="list-style-type: none"> <li>Submission after June 2024</li> </ul>	<ul style="list-style-type: none"> <li>Preparation in progress</li> </ul>
4,5 and 6	Status of SSR Submitted, DVV – Data Validation and Verification, Peer Team Visit	<ul style="list-style-type: none"> <li>Student satisfaction survey</li> <li>Peer Team Visit</li> </ul>	<ul style="list-style-type: none"> <li>Received a grading of 3.94 out of 4 point rating scale</li> <li>Concluded on 16<sup>th</sup> and 17<sup>th</sup> April 2024</li> <li>Team members – Dr Priyamvada Srivatsava, Dr Rakesh Ramteke, Dr Savitha Joshi</li> </ul>
7	Examinations – Feb / March 2024	<ul style="list-style-type: none"> <li>UG</li> <li>PG</li> </ul>	<ul style="list-style-type: none"> <li>Concluded between 26<sup>th</sup> Feb 2024 and 25<sup>th</sup> March 2024</li> <li>Concluded – from 05<sup>th</sup> April 2024 – 23<sup>rd</sup> April 2024</li> </ul>
8	Workshops / Seminars 23-24	<ul style="list-style-type: none"> <li>In plant Training for B.Sc FAD final year</li> <li>Internship for B.Com and BBA</li> <li>Workshops and Seminars conducted</li> </ul>	<ul style="list-style-type: none"> <li>Between 20<sup>th</sup> April to 20<sup>th</sup> May 2024</li> <li>Students deputed to Tanishq between May 01<sup>st</sup> -12<sup>th</sup>, 2024</li> <li>Skill Based Training Program for III sem MCOM-11/03/24</li> <li>Employability Skills –14/3/24</li> <li>Project Development -28/3/24</li> <li>Internship Report writing – 15-5-2024</li> </ul>



9	Extension Activities	<ul style="list-style-type: none"> <li>• NSS Special camp</li> <li>• Regular Activities</li> </ul>	<ul style="list-style-type: none"> <li>• 7 days camp planned tentatively in the month of June 2024</li> <li>• Pulse Polio Drive – 3<sup>rd</sup> -6<sup>th</sup> March 2024</li> <li>• Police examination</li> <li>• Eye Camp</li> <li>• Blood Donation Camp</li> <li>• Earth Day : Art for Cause – Rotaract event -20/4/2024 250 participants</li> <li>• Other National importance days observed</li> </ul>
10	Feedback	<ul style="list-style-type: none"> <li>• Alumni &amp; Parent</li> <li>• Faculty and Student Curriculum</li> <li>• SSS</li> </ul>	<ul style="list-style-type: none"> <li>• Collected, needs to be analysed</li> <li>• Collected, needs to be analysed</li> <li>• Collection in progress</li> </ul>
11	Any other subject	<ul style="list-style-type: none"> <li>• Campus Drive</li> <li>• STEM education program – Graduation Day</li> <li>• New Program on BVA Animation</li> <li>• AICTE process for BBA and BCA</li> <li>• Infrastructure - ICT</li> </ul>	<ul style="list-style-type: none"> <li>• 19<sup>th</sup> March 2024 – 7 companies and 7 colleges participated AISECT</li> <li>• 21<sup>st</sup> March 2024 – 3 colleges participated AISECT</li> <li>• Initiated</li> <li>• Meeting attended by staff, online applications filled, IIC formed and meeting held</li> <li>• Installed smart boards in lecture / classrooms</li> <li>• 4 dressforms added</li> </ul>
12	Vote of Thanks	Proposed by IQAC Coordinator Dr. B Rammya	-

*B. Rammya*  
B. Rammya

IQAC coordinator

*Dr. Parvathi*  
Dr. Parvathi  
Principal & Academic Director  
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