

Vasavi Educational Trust

Accredited By
NAAC

V.E.T. FIRST GRADE COLLEGE

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

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ANUBANDHA

Parents' Code of Conduct - HandBook

Volume : 2



MISSION OF THE TRUST

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



Late B.V. Rathnaiah Setty
Founder President



Late Belagodu Krishnaiah Setty
Founder Secretary



B.R. Viswanath Setty
President



Manandi Nanjunda Setty
Mentor



AVS Murthy
Vice President



Pathi Sampath Kumar
Vice President



T.N Umesh
Vice President



Dr. Manandi N. Suresh
Hon. Secretary



R.A. Varadaraj
Joint Secretary



B.S. Arun Kumar
Trasurer





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This Handbook indicates the parents’ code of conduct for all those students who are enrolling with the Institution for pursuing varied courses. The parents’ of all students must know that it is incumbent upon them to abide by this Code of Ethics, code of conduct, the rights, responsibilities including the restrictions flowing from it. The Institution endeavor by means of enforcing this Code is to pioneer and administer a parent discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes students’ growth through individual and collective responsibility. Parents’ of all students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

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Manandi Nanjunda setty

FOREWORD

Dear Parents

VET First Grade college looks after the each students enrolled to its institution as a family member. The growth of your wards is one of the objectives of the institution which could be fulfilled together. With this note, we are pleased to present to your parents’ code of conduct - hand book containing rules, dos and don’ts by parents.

These values are fostered by our professional, passionate and highly capable staffs with genuine love of learning and an interest in our students and their personal pursuit of excellence. We believe that parents are valuable contributors in our community and we aim to work in partnership with parents in the care and growth of each student. We request you to read and get familiar with **“ANUBANDHA” - PARENTS’ CODE OF CONDUCT - HAND BOOK** and you may feel free to contact the undersigned for any clarifications.

We wish you a very fulfilling association with Vasavi Educational Trust through VET First Grade College.

With Warm Regards,
Management
VET Group of Institutions

Volume – II
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ABOUT THE VASAVI EDUCATIONAL TRUST

Vasavi Educational Trust came into existence under the dynamic leadership of B.V. Rathnaiah Setty, the Founder President of the Trust in the year 1979. His visionary, innovative and progressive ideas motivated like - minded people from various fields to join hands with him to put forward to provide quality education. The goal of VET is to provide quality education and enrichment of our cultural heritage, to the students from all walks of life.

The activities of the Trust began in late 70’s by starting VET Nursery and Primary School at Visveshwarapuram with just 8 students is enshrined in the Trust’s success story of last 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 Graduate at J. P. Nagar and full- fledged school up to 10th standard at Visveshwarapuram. Thus a child joining VET Institutions at the age of three years can now aspire to come out as a post graduate or a diploma holder with full confidence and preparedness to face the challenges of life, ready for employment.

The VET Schools, Colleges and the Polytechnic, Campus situated at south Bengaluru with its beautiful landscaped garden, harmoniously combined building and open spaces is widely acknowledged as one of the most beautiful place in the Bengaluru City. Campus is provided with good infrastructure, well equipped laboratories, adequately stacked library, excellent dedicated faculty further supplement the infrastructure.

Editorial

“Education is the most Powerful Weapon which you can use to change the world.”- APJ Abdul Kalam

Graduation is a stage of life in which many will have bag of feeling proudness, achievement, satisfaction where one fulfill our vision to “Educate enlighten & empower” successfully because, I believe with my experience that success comes to those who work hard and stays with those, who do not rest on the laurels of the past.

Yet another successful year with great academic learning with progressive results with wide spectrum of creative skills of each student bringing out their best in various field such as curricular activities, NSS activities, National & state level seminar, intercollegiate competitions, sports activities, literary activities for overall development of our students.

The continuing Covid-19 pandemic has not affected the academic in any way and the college has organized International webinar, various in-house workshops, guest lectures, career orientation programmes, short term certificate courses in all streams that our college offers keeping in mind the overall development of students. Students have successfully enjoyed learning. Learning goes with an achieving good results and this year students have bagged exemplary, outstanding ,distinctions and also rank by B. Sc - FAD at University level in addition with **NAAC–B+ Grade**.

VET First Grade College has initiated in publishing hand book (**“ANUBANDHA” – PARENTS’ CODE OF CONDUCT - HANDBOOK**) for the reference of Parents’ dos and don’ts.

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ABOUT THE COLLEGE

V.E.T. FIRST GRADE COLLEGE is one of the units of Vasavi Education Trust established in the year 1996, offering B.Com course affiliated to Bangalore Central University. It aims to promote and sustain high academic principles while retaining the strong value system and ethics, belief in the rich culture of the motherland with emphasis on academic scholarship and theoretical knowledge with a frame work of 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 began B.Sc. FAD in the year 2004 and BCA in the year 2009, apart from this offers enrichment and value-added courses. To add feather in the cap, the college has also started Post Graduation Centre with M.Com and PG Dip in Business Administration in 2014. In 2015 BBA and PG Dip in E-Commerce was introduced.

The college has been accredited by NAAC B+ Grade (2.69 CGPA) and also recognized by UGC and is included under 2(f) in 2012 and 12(B) in 2016. College has strength of **609** students for the academic year 2020-2021 and 25 dedicated, competent and well qualified faculties for teaching and 5 visiting faculty, expertise in their own field.

COURSES OFFERED

- Undergraduate
 - ✓ Bachelor of Commerce [B. Com]
 - ✓ Bachelor of Science – Fashion & Apparel Design [B. Sc – FAD]
 - ✓ Bachelor of Computer Application [B. C. A.]
 - ✓ Bachelor of Business Administration [B. B. A.]

- Postgraduate
 - ✓ Master of Commerce [M. Com]
 - ✓ Post Graduate Diploma in Business Administration
 - ✓ Post Graduate Diploma in e-Commerce

- Value added courses
 - ✓ TALLY / GST
 - ✓ VB.NET Using IOT
 - ✓ Fashion Accessories
 - ✓ Android Development
 - ✓ Advance Excel
 - ✓ Career Orientation and Personality Skill
 - ✓ Web Development

FACULTY

With the objective of providing the best in teaching, the teaching staff is selected with emphasis on aptitude, experience and excellence in their fields. They are continuously trained in advanced teaching techniques by motivation and encouraging their regular participation in teaching, related seminars, symposia and workshops. Constantly, they are equipped with latest techniques in teaching specific subjects through access to specialized information. In essence, they form the most dedicated lot, committed to their profession of teaching and aim fulfillment in the success of their students.

FACILITIES

- Activity Hall
- Library
- Laboratories
- Indoor / Outdoor Games Centre
- Other Facilities

STUDENT WELFARE

- Sports Committee
- Clubs & Forums
- Safety Cell
 - ✓ Anti-Ragging Cell
 - ✓ Sexual Harassment Redressal Cell
 - ✓ Women Grievance & Redressal Cell
 - ✓ Parents Relation Cell
 - ✓ Equal Opportunity Cell
 - ✓ SC / ST / OBC / Minority Cell
 - ✓ Internal Complaint Cell
- Learning Zone
 - ✓ Counseling & Mentoring
 - ✓ Examinations & Equipment committee
 - ✓ Placement Cell
 - ✓ Research Cell
 - ✓ ICT- learning
- Alumni
- Testimonials
- Publications

ACTIVITIES

- ✓ Cultural Events
- ✓ Sports Events
- ✓ NSS
- ✓ Retract
- ✓ Other Activities

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

- Encourages innovative use of latest technology.
- Provides hostel facility.
- Offers vibrant curricula which includes wide array of extra and co-curricular activities.
- Ignites young minds and groom students for higher social and mental skills.
- Digitally smart campus equipped with smart classrooms, computer labs, central library, boardroom, auditorium, hostel to name a few.
- Regular inter and intra sports activities, literary and cultural events in the campus.
- NSS, eco club, equal opportunities cell, which works towards sensitizing students on socially relevant issues.
- Active placement and counseling cell to provide guidance to students and to serve as center for employment.
- A number of scholarships, centum awards to staff, topper awards for students, have been instituted to recognize outstanding academic and extracurricular performance of its staff and students.

PARENT CODE OF CONDUCT

All students, parents, teachers and support staff have the right to be safe and secure in our College. This Parents’ Code of Conduct provides parents and guardians with guidelines for developing positive relationships within the college and assists in promoting our core values and reinforcement of our mission and vision.

OBJECTIVES

- The College aims to provide an open, welcoming and safe environment for all. We believe that all community members play a valuable role in the functioning of the College.
- This Code provides guidelines to promote desirable and appropriate behavior to ensure that all interaction with students, staff, parents and guardians is respectful, courteous and sensitive.
- This Code also outlines the consequences for any stakeholder who does not comply with these standards of behavior.
- This code of conduct is applicable to parents and guardians of students who are admitted in the college. This Code of Conduct is a guide for them about expected standards of behavior.

GENERAL CONDUCT

Communication

- Parents and guardians are expected to deal with our teaching and non-teaching staff in a way that is courteous and respectful at all times.
- Use courteous and acceptable language in written and verbal communication.
- Give encouraging and constructive feedback rather than negative criticism.
- Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature.

- Parents and guardians are not to create social media pages that can be associated with the College in any way, without the permission of the Principal. Your actions should not bring the College’s name, image and/or reputation into disrepute.

Interaction

- Show an active but non-invasive interest in their ward’s work and progress.
- Work with the teaching staff to deal promptly with areas of concern.
- Treat all members of the College community with respect and courtesy.
- Work with the College in dealing with disciplinary issues involving their ward.
- Not behave in ways that would be considered to be offensive, intimidating, humiliating, aggressive, threatening or abusive.
- Refrain from public criticism of College activities, events, students and staff at the College.
- Refrain from actions and behavior that constitutes harassment or discrimination, including inappropriate use of social media such as emails and Face book within the College Community.
- The College has developed a complaints policy to ensure that all concerns are dealt with by the College in the appropriate manner.
- Should a parent or guardian be unable to resolve an issue informally, they may lodge a complaint with the College.
- We commit to dealing with this complaint according to our Complaints Handling Policy.

BREACH OF CODE OF CONDUCT

The consequences for breaching this Code of Conduct will be determined by the Principal in consultation with the concerned teacher and Head of the Department. The College may take such other steps as it may in its reasonable discretion, determined appropriate, according to the nature of the breach.

PARENT RELATION CELL

Parent teacher association should hold meeting at least twice a year. Students, teachers and parents are the three important parts of the process of education. Parents’ cooperation is needed to deepen the impression made by the teachers. The students are with the teacher for six hours and remain 18 hours with parents and society. Parents have to understand the minds of their ward in understanding the individual characteristics and judge their capacity which are gauged by teachers, are intimated by the teachers in these meeting. Thus, parent teacher association exists to provide bond between home and college in a unique mode in a cohesively bringing teachers, parents and students together socially in support towards an institution working towards the upcoming generation who will lead our Nation.

DUTIES AND RESPONSIBILITIES

- The main role of parent teacher cell is to build strong relationship among parent-teachers and college in development of our students,
- To keeping accurate records of students and encouraging parents to keep track of their wards,
- To update minutes of meetings,
- Suggestions regarding the students overall performance,
- Based on issues, respective faculties are suggested with suitable action and to maintain confidential report,

- Parents may discuss personal issues of the students, if interested to build a strong relationship between the college, parents and students,
- To entrain the complaints of students and also taking the help of external counselors, if necessary and suggesting various academic programmes for the progress of their ward.

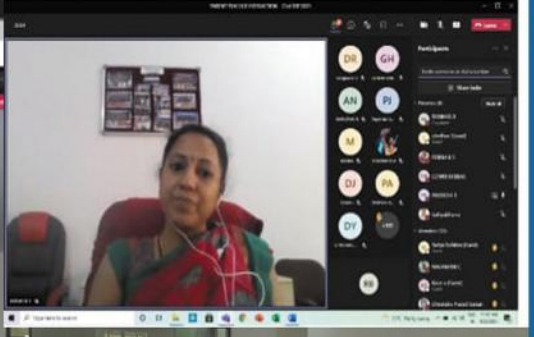
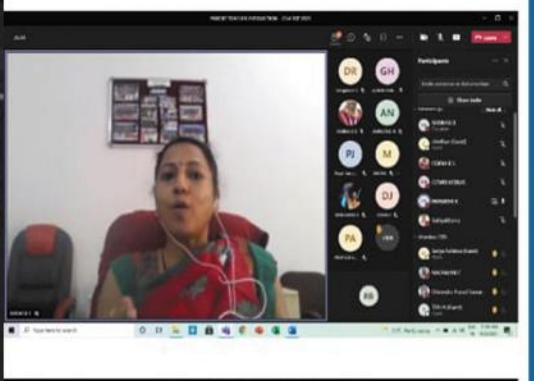
PARENT – TEACHER MEETING

At least two parent – teacher meeting shall be conducted and common agenda would be:

- Attendance
- Equipment
- Progress
- Health
- Participation in activities
- Expectations of the parents from the college
- The standard of education, facilities and equipment
- Moral character of teachers
- Monetary help to the college from the parents
- Self-study without attending coaching classes
- Parents may be invited for celebration of national festivals, the annual social and parents’ day for which contact details of all parents are maintained.
- Any complaints from the parents.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents, caregivers and visitors connected to our college students only. Parents are advised to abide by the rules and regulations of the institution parallel with the Bengaluru Central University and Government of Karnataka at large.

Parents Teacher Meeting





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