



VASAVI EDUCATIONAL TRUST

Accredited By
NAAC

V.E.T. FIRST GRADE COLLEGE

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

PARICHAY

STEP FORWARD - STUDENT & PARENT HANDBOOK

Volume: 2

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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



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Founder President



Late Belagodu Krishnaiah Setty
Founder Secretary



B.R. Viswanath Setty
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Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

(Permanently Affiliated to Bengaluru City University,
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This revised Handbook indicates the standard procedures and practices of the VET First grade college for all students enrolling with the Institution for pursuing varied courses. The 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 student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute. Time to time guidelines revised based on guidelines issued by Govt. of Karnataka & Bengaluru City University at large.

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FOREWORD

Dear Students and parents

Extending an helping hand, giving and touching others lives, expanding the circle of concern which include others, being open to receiving and giving, having a positive mind, room for compassion brings as benefit and happiness. Step forward is a hand book containing rules, regulation and facilities provided at VET First Grade College for students and parents. We request you to read and get familiar with the rules, regulations and facilities provided. Kindly login to website to understand more information regarding institution.

Wishing you all a fulfilling association with the Vasavi Educational Trust through VET First Grade College.

With Warm Regards,
Management
VET Group of Institutions

About the Trust

Vasavi Educational Trust Came into existence 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, motivated like-minded people from various fields to join hands with him to provide quality education.

Vasavi Educational Trust began in late 70's by starting VET nursery and primary school At V.V. Puram with just 8 students his enshrined in the trust's success story of the last 3 decades. 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 Std. at VV Puram. Thus a child joining VET Institution at the age of 3 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.

Editorial

We are committed to develop graduating students to make their experiences at VET meaning and learning to make a difference in their communities. A student life is challenging and unique where each individual is respected and valued by giving accessible programs to provide value centered education. The co-curriculum programs, clubs facilitate students' development of competencies to reflect a shared responsibility for student learning.

This hand book Step-Forward-Student Parent handbook includes information about campus services, policies, rules, regulations and procedures. I wish you all a productive and rewarding years and look forward to engage with you during our time together at VET First Grade College.

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ABOUT THE COLLEGE

VET College is a private multidisciplinary college, offering academics and co-curricular activities in an urban setting that promote student growth and success.

VET FIRST GRADE COLLEGE is one of the units of Vasavi Education Trust established in the year 1996, offering Under graduation and post-graduation courses 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.

College has been accredited by NAAC grade B and also recognized and listed under UGC 2(f) in 2012 and 12(B) The institution aims at uncompromising commitment towards excellence in education and providing wide variety of cultural and recreational opportunities.

- ✓ 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, board room, 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

PROGRAM OFFERED

Under Graduation

- ✓ Bachelor of Commerce (B.Com)
- ✓ B.Sc in Fashion & Apparel Design (FAD)
- ✓ Bachelor of Business Application (BBA)
- ✓ Bachelor of Computer Application (BCA)

Eligibility

Pass in PU or 12th or Equivalent examination. ITI and Diploma students are eligible for lateral entry to III Semester Courses (applicable for B.Sc-FAD course only)

Post-Graduation

- ✓ Master of Commerce

Eligibility

Candidates with 40% marks in aggregate in Bachelor's/Master's Degree of a recognized university. Preference will be given to candidates sponsored by a business or industrial concern. Candidates studying in a regular course of study in any discipline are not eligible for admission.

**PROGRAM OUTCOME (PO),
PROGRAM SPECIFIC OUTCOME (PSO),
COURSE OUTCOME (CO)**

B.COM

Course Outcome

After completion of their graduation they can opt for jobs like banking sector ,auditing corporate sector, industries they can be an entrepreneurs or they can perceive their higher education like M.Com, MBA, MFA, MTTA and they can also do their professional courses like Chartered Accountancy, Cost and Management Accountancy, Company Secretary, Professions in Capital and Commodity Markets.

Program Specific Outcome

- ✓ To cater the manpower needs of companies in Accounting, Taxation, Auditing, Financial analysis and Management.
- ✓ To develop human resources to act as think tank for Business Development related issues.
- ✓ To develop business philosophers with a focus on social responsibility and ecological sustainability.
- ✓ To develop IT enabled global middle level managers for solving real life business problems and addressing business development issues with a passion for quality competency and holistic approach.

Program Outcome

Semester I

- ✓ Language - I: Kannada/Sanskrit/Urdu/Tamil/
Telugu/Malayalam/Additional English / Marathi/ Hindi
- ✓ Language-II: English
- ✓ Financial Accounting
- ✓ Business Dynamics & Entrepreneurship
- ✓ Indian Financial Institutions & Markets
- ✓ Corporate Structure & Administration
- ✓ Practicals on Skill Development*
- ✓ Foundation Course ICHR
- ✓ CC & EA

Semester II

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu /Additional English
- ✓ Language-II: English
- ✓ Advanced Financial Accounting
- ✓ Banking Operations & Innovations
- ✓ Modern Marketing
- ✓ Methods & Techniques for Business Data Analysis
- ✓ Practical on Skill Development
- ✓ Foundation Course
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester III

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu /Additional English
- ✓ Language-II: English
- ✓ Corporate Accounting
- ✓ Financial Management
- ✓ Business Regulations
- ✓ Business Data Analysis
- ✓ Practical on Skill Development
- ✓ Foundation Course
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester IV

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu /Additional English
- ✓ Language-II: English
- ✓ Advanced Corporate Accounting
- ✓ Goods & Services Tax
- ✓ Cost Accounting
- ✓ E - Business & Accounting
- ✓ Practical on Skill Development
- ✓ Foundation Course
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester V

- ✓ Income Tax - I
- ✓ Auditing & Corporate Governance
- ✓ ELECTIVE PAPER – 5.3 (From First Elective Group)
- ✓ ELECTIVE PAPER – 5.4 (From First Elective Group)
- ✓ ELECTIVE PAPER – 5.3 (From Second Elective Group)
- ✓ ELECTIVE PAPER – 5.4 (From Second Elective Group)
- ✓ Practical on Skill Development
- ✓ Ability Enhancement Compulsory Course

Semester VI

- ✓ Income Tax – II
- ✓ Indian Accounting Standards and IFRS
- ✓ ELECTIVE PAPER – 6.3 (From First Elective Group)
- ✓ ELECTIVE PAPER – 6.4 (From First Elective Group)
- ✓ ELECTIVE PAPER – 6.3 (From Second Elective Group)
- ✓ ELECTIVE PAPER – 6.4 (From Second Elective Group)
- ✓ Practicals on Skill Development*
- ✓ SDC/SEC: Internship Programme
- ✓ Ability Enhancement Compulsory Course

B.Sc [Fashion & Apparel Design]

Course Outcome

It aims at providing students with knowledge of fashion designing and apparel industry, which focuses to learn elements & principles of design, creating art of out fashion, to understand the working of machines for fabric formation; clothing origins & skills required for working and acquiring knowledge of apparel industry and Students attain B.Sc - FAD degree and find future in the field of Fashion Marketing, retailing, designing, merchandising, entrepreneurs, fashion consultants and many more.

Program Specific Outcome

Students learn elements and principles, pattern making, fashion illustration, designing, documentation, Apparel production, Garment Detailing, Visual Merchandising, History of Costumes and Traditional Textiles, Fashion Styling and Communication and Fashion Portfolio and Design Collection.

Program Outcome

Semester – I

- ✓ Language-I: Kannada / Sanskrit/ Urdu /Tamil /Telugu /Malayalam /Additional English/Marathi/Hindi
- ✓ Language-II: English
- ✓ Fibre & Yarn Science
- ✓ Elements of Fashion & Design
- ✓ Pattern Making & Garment Construction-I
- ✓ Constitution of India & Human Rights
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester II

- ✓ Language-I:
Kannada/Sanskrit/Urdu/Tamil/Telugu/Malayalam/Additional English/Marathi/Hindi
- ✓ Language-II: English
- ✓ Fabric Science & Analysis
- ✓ Fashion Illustration & Design
- ✓ Pattern Making & Garment Construction-II
- ✓ Environment and Public Health
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester III

- ✓ Language Kannada / Sanskrit / Urdu /Tamil/ Telugu / Malayalam / Additional English/Marathi/Hindi
- ✓ Language-II: English
- ✓ Textile Wet Processing
- ✓ Fashion Art & Design
- ✓ Pattern Making & Garment Construction-III
- ✓ Computer Applications and Information Technology
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester IV

- ✓ Language-I:
Kannada/Sanskrit/Urdu/Tamil/Telugu/Malayalam/Additional English/Marathi/Hindi
- ✓ Language-II: English
- ✓ History of Textiles & Costumes
- ✓ Textile & Apparel Testing
- ✓ Apparel Production
- ✓ Communication Skills
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester V

- ✓ Fashion Retail, Marketing & Merchandising
- ✓ Apparel Computer Aided Design
- ✓ Fashion Accessories
- ✓ Draping
- ✓ Needle Craft
- ✓ Internship Training/craft documentation
- ✓ Foundation Course

Semester VI

- ✓ Entrepreneurship Development
- ✓ Apparel Computer Aided Design II
- ✓ Garment Surface Ornamentation
- ✓ Apparel Total Quality Management
- ✓ Clothing culture & communication
- ✓ Fashion Portfolio & Design Collection
- ✓ Foundation Course

Bachelor of Computer Application [BCA]

Course Outcome

Bachelor of Computer Application is obtained and they enter computer related fields in Software Programmer, Software Engineer, Analyst, Technical Support, etc. Departmental Activities the department organizes various short term courses and workshops like Android Development ASP.NET VB.NET, Hardware and Networking, J2EE, AWS.

Program Specific Outcome

Students learn in detail about DBMS, Software Engineering, and System Programming which are of great relevance in today's scenario. Program specific outcome is aimed after completion of teaching, examination & procuring results. The students are awarded with the degree of Bachelor of Computer Application

Program Outcome

Semester I

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu / Additional English
- ✓ Language-II: English
- ✓ Problem Solving Techniques using C
- ✓ Computer Organizations
- ✓ Discrete Mathematics
- ✓ C Programming Lab
- ✓ Office Automation Lab
- ✓ Foundation Course: Environmental Studies - AECC
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester II

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu / Additional English
- ✓ Language-II: English
- ✓ Data Structures (Theory & Practical)
- ✓ Database Management System (Theory & Practical)
- ✓ Numerical & Statistical Methods
- ✓ Foundation Course - Constitution of India & Human Rights
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester III

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu / Additional English
- ✓ Language-II: English
- ✓ Object Oriented Programming using C++
- ✓ Financial Accounting & Management
- ✓ Operating System
- ✓ Oops Using C++ Lab
- ✓ Tally Lab
- ✓ Foundation Course
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester IV

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu
- ✓ Language-II: English
- ✓ VB.NET Programming (Theory & Practical)
- ✓ Unix Shell Programming (Theory & Practical)
- ✓ Software Engineering
- ✓ Skill Development Course
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester V

- ✓ Data Communication and Networks
- ✓ Artificial Intelligence
- ✓ Java Programming
- ✓ Analysis and Design of Algorithm
- ✓ Elective 1
- ✓ Java Programming Lab
- ✓ Analysis and Design of Algorithm Lab
- ✓ Project
- ✓ Skill Development Course

Semester VI

- ✓ System Programming
- ✓ Professional and Business Communication
- ✓ Web Programming
- ✓ Elective 2
- ✓ Web Programming Lab
- ✓ Project
- ✓ Skill Development Course

Bachelor of Business Administration – BBA

Programme Outcome

To prepare students to pursue careers in Finance function of a company with special reference to SME sector, To prepare students to pursue careers in marketing function of a company with special reference to SME sector, To prepare students to pursue careers in Human Resource function of a company with special reference to SME sector, To develop ethical managers with inter disciplinary knowledge, To develop entrepreneurs, To develop IT enabled global middle level managers for solving business problems, To develop business analysts for companies, capital markets and commodity markets, To prepare students to take up higher education to become business scientists, researchers, consultants and teachers, with core competencies, To develop the students for competitive examinations of UPSC, KPSC, BSRB, Staff Selection Commission, etc.

Course Outcome

- ✓ Higher Education- MBA, M.Com, MFA
- ✓ Professional Courses – CA, CMA, CS
- ✓ Employment in Corporates, Banks, Financial Institutions, BPO's
- ✓ Seek entrepreneurial Ventures

Program Outcome

Semester I

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu / Additional English
- ✓ Language II: English
- ✓ Financial Accounting
- ✓ Principles of Management
- ✓ Corporate Administration
- ✓ Production and Operations Management
- ✓ Business Skill Development Course (BSDC) Industrial Visits
- ✓ Foundation Course IC/HR
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester II

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu
- ✓ Language II: English
- ✓ Corporate Accounting
- ✓ Quantitative Analytics
- ✓ Organizational Behavior
- ✓ Marketing Management
- ✓ BSDC – Community Service
- ✓ Foundation Course – Environmental Studies
- ✓ CC & EC (Co-Curricular and Extra-Curricular Activities)

Semester III

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu / Additional English
- ✓ Corporate Communication Skills - I
- ✓ Cost Accounting
- ✓ Human Resource Management
- ✓ Financial Markets and Services
- ✓ Business Data Analysis
- ✓ Corporate Financial Management
- ✓ Business Skill Development Course (BSDC)* Case Study Analysis
- ✓ Foundation Course
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester IV

- ✓ Language-I: Kannada / Hindi / Sanskrit / Tamil / Telugu
- ✓ Corporate Communication Skills - II
- ✓ Business Research Methods
- ✓ Banking Law and Operations
- ✓ Entrepreneurship Development
- ✓ Management Accounting
- ✓ Customer Relationship Management
- ✓ Business Skill Development Course (BSDC)* Preparation of Business Plan for Start Ups
- ✓ Foundation Course
- ✓ CC & EC(Co-Curricular and Extra-Curricular Activities)

Semester V

- ✓ Income Tax - I
- ✓ Business Regulations
- ✓ Indirect Taxes
- ✓ Information Technology for Business - I
- ✓ Elective I
- ✓ Elective II
- ✓ Business Skill Development Course(BSDC)*
- ✓ Field Study
- ✓ Skill Enhancement Course (SEC)** Employability Skills Training
(Aptitude and GD Training)
- ✓ Ability Enhancement Compulsory Course (AECC)

Semester VI

- ✓ Income Tax – II
- ✓ Strategic Management
- ✓ International Business
- ✓ Information Technology for Business – II
- ✓ Elective III
- ✓ Elective IV
- ✓ Business Skill Development Course(BSDC)*
- ✓ Internship with Business Organization
- ✓ Skill Enhancement Course (SEC)** Placement Training
- ✓ Ability Enhancement Compulsory Course (AECC)

Master of Commerce

Course Outcome

To impart professional education and training in various aspects of commerce and provide them with opportunities to develop managerial and analytical skills to meet the challenges of business at the national and global level

Programme Specific Outcome

After completion of the course, the students would be well acquainted with business concepts and could take up entrepreneurship or work in the areas of banking, insurance, accounting and taxation or can pursue research in terms of M.Phil and Ph.D.

Program Outcome

Semester I

- ✓ Monetary System
- ✓ International Business
- ✓ Macro Economics for Business Decisions
- ✓ Information Systems and Computers
- ✓ Advanced Financial Management
- ✓ Human Resource Management
- ✓ Soft Core-Communication skills

Semester II

- ✓ Indian Banking
- ✓ Risk Management
- ✓ Advanced E-commerce & Mobile Commerce
- ✓ Business Research Methods
- ✓ Operation Research & Quantitative Techniques
- ✓ Business Marketing
- ✓ Soft Core-Micro Finance

Semester III

Elective I – Accounting & Taxation

- ✓ Business Ethics & Corporate Governance
- ✓ Corporate Financial Reporting
- ✓ Accounting for Managerial Decision

- ✓ Strategic Cost Management
- ✓ Strategic Cost Management
- ✓ Open Elective

Elective II - FINANCE AND BANKING

- ✓ Business Ethics & Corporate Governance
- ✓ Financial Markets
- ✓ Financial Services
- ✓ Security Analysis
- ✓ Portfolio Management
- ✓ Open Elective

ELECTIVE – III SYSTEM MANAGEMENT

- ✓ Business Ethics & Corporate Governance
- ✓ Relational Database Management Systems
- ✓ Data Communications and Networking
- ✓ Enterprise Resource Planning
- ✓ Systems Analysis and Design
- ✓ Open Elective

Semester IV

ELECTIVE – I ACCOUNTING & TAXATION

- ✓ Commodity Market
- ✓ Corporate reporting practices and Ind AS
- ✓ Strategic Cost Management - II
- ✓ Goods and Service Taxes
- ✓ Dissertation

ELECTIVE – II FINANCE AND BANKING

- ✓ Commodity Markets
- ✓ Forex Management
- ✓ International Financial Institutions & Markets
- ✓ Banking Operations and Management
- ✓ Dissertation

ELECTIVE – III SYSTEM MANAGEMENT

- ✓ Commodity Markets
- ✓ Artificial Intelligence
- ✓ Distributed Computing and Applications
- ✓ Data Mining and Data Warehousing
- ✓ Dissertation

GENERAL CODE OF CONDUCT

- Students should maintain discipline and decorum in the college campus.
- Undesirable behavior like being inattentive, indifferent to lessons, discourtesy to the staff members, tampering the Notice Board, damaging property, littering the campus and any undisciplined act which affect the prestige and reputation of the institution will be viewed strictly and such students will be suspended from the institution during the academic year without any notice.
- A student should not leave the class without the permission or until the lecturer has left the room or asked the class to disperse.
- Waiting in groups and talking are strictly prohibited in the corridors, verandah, and staircase or anywhere in the campus.
- Students shall not take part in any anti-social activities or be a member of any political party. A student violating the conditions is liable to be suspended or dismissed from college.
- Students shall handle the furniture, books and any property of the organization with great care and consideration. Any loss or damage of the property will be chargeable individually or collectively.
- Students will not hold any meetings or collect funds without the permission of the management.
- Students are expected to adopt modest style of dressing failing which the students will be discharged from the institution at any time.
- Use of mobile phones in college is strictly prohibited.
- As per the orders of Hon'ble Supreme Court, New Delhi and further guidelines issued by the State Government, ragging is banned and any one indulging in such acts shall be punished approximately which could include apart from criminal prosecution, expulsion from the college, suspension from the classes for a limited period or fine with public apology. The punishment may be also in the form of:
 - ✓ Withholding of scholarships or other benefits
 - ✓ Debarring from representation in College events

- ✓ With holding results
- ✓ Suspension or expulsion from the hostel.

IMPORTANCE OF ATTENDANCE

- ✓ For the purpose of calculating attendance, each semester shall be taken as a Unit.
- ✓ A student shall be considered to have satisfied the requirement of attendance for the semester, if he/she has attended not less than 75% in aggregate of the number of working periods in each of the subjects compulsorily.
- ✓ A student who fails to complete the course in the manner stated above shall not be permitted to take the University examination.

UNIVERSITY EXAMINATION PATTERN

- ✓ There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be 70.
- ✓ Of the 30 marks of Internal Assessment of Theory Papers, 20 marks shall be based on two tests. Each test shall be of at least 30 Minutes duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance.
- ✓ The marks based on attendance shall be awarded as given below:
 - 76% to 80% = 04 marks.
 - 81% to 85% = 06 marks.
 - 86% to 90% = 08 marks.
 - 91% to 100% = 10 marks.
- ✓ Internal Assessment Marks for Practical's shall be awarded by the faculty concerned based on Syllabus for Practical's provided in each Semester.
- ✓ A candidate shall apply for all the parts in each examination when he/she appears for the first time. A candidate shall be considered to have appeared for the examination only if

he/she has submitted the prescribed application for the examination along with the required fees to the university.

- ✓ A candidate who has passed any language under Part-I shall be eligible to claim exemption from the study of the language if he/she has studied and passed the language at the corresponding level.
- ✓ Further, candidates shall also be eligible to claim exemption from studying and passing in those commerce subjects which he/she has studied and passed at the corresponding level, subject to the conditions stipulated by the university.
- ✓ A candidate who is permitted to seek admission to this degree course on transfer from any other University shall have to study and pass the subjects which are prescribed by the University. Such candidates shall not however, be eligible for the award of ranks.

FEES PAYMENT METHOD

Student can pay their fees through online and offline methods

Offline fees payment

Students can visit the college and take application form ,pay fees directly to administrative office

Online fees payment

Candidates must follow steps

- ✓ After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.
- ✓ The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the candidates.
- ✓ On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record.
- ✓ If the online transaction is not successfully completed, the candidate will be required to register again and make payment online.

- ✓ The candidates are not required to send the application form to the Bank.

CLUBS AND FORUMS

VET offers numerous student seen clubs to get themselves involved from academics, to recreation social interest to developing leadership qualities to broaden their knowledge, understand others, challenge themselves, expand their network of connections and have fun.

Personality development of the students are done by framing various committees like Student Academic Clubs, Management Club, Commerce Forum, Commerce Club, Computer Club, Language Laboratory, Workshops and Short term Training Programs, Commerce & Business Management Laboratory, Industrial Tours/Exhibitions/Fairs, Health Care and Sports & Games

Student Academic Clubs

The students of Vasavi educational trust undertake a multitude of curricular and extracurricular activities beyond their syllabus to enrich their knowledge base as well as skills. we form different clubs/forums to interact and harness their lateral talents and strengths through group discussions, student seminars, special lecture programs, etc.,

Management Club

The Management club is a platform for management students to explore and develop the right form of skills through their participation in inter-collegiate management meets or fests organized by various management Institutes in the country. The awards and rewards students receive are testimony of how effectively the clubs are managed by the students.

Commerce Forum

The Commerce Forum is an association of students and teachers of the PG and UG Department of Commerce. It is a wonderful learning initiative for students to showcase their talents. Its regular activities include Business Quiz, Mock Court, Student Seminars, Special

Lecture Programs on personality development and other topics of contemporary importance, etc.

Commerce Club

The commerce club, popularly known as VANIJAYA DHARA for PG students and VANIJAYA MILLANA for UG students organizes regular events like corporate Dumb charades, Mock Stock Market trading, Business Quiz, Sell out, etc. By participating in these events the students of commerce are able to explore and showcase their talents and skills.

Computer Club

The Computer club provides a platform for the students of computer science to upgrade and update their knowledge and skills in computing and information technology. A multitude of co-curricular activities are conducted on a weekly basis to challenge the young technical minds.

Language Laboratory

The VET College has also got a Language Laboratory equipped with computers that are loaded with licensed and latest software for English language. It mainly caters to the needs of students who desire to improve their language skills. This facility being maintained by Vasavi educational trust is of much help especially to the students of other countries as well as students who have come from rural backgrounds. After undergoing some sessions, a student can communicate in English language with clarity and confidence. The focus areas are: speech sounds, pronunciation, grammar, speech fluency, etc.

Workshops and Short Term Training Programs

Your education is an investment in your future that will sow valuable returns over a lifetime. Your entry to VET is a three way partnership between college, students and parents. VET is committed to make undergraduate education affordable to each individual with access to big opportunities.

Organizing workshops for a day or two in every subject is a regular feature in VET First Grade College. Both students and faculty

participate in the workshops to upgrade their skill sets in the subject. Since external experts are usually involved in the workshops, the participants get exposed to external expertise as well as latest developments in the field. The confidence levels of faculty will also get enhanced when they have a close interaction with external experts. Besides, short term training programs in subjects like MS Excel, Stock market trading (National Stock Exchange Certified Capital Market Professional), etc are conducted as value-added programs to increase employability and skills in the students.

Commerce & Business Management Laboratory

A separate laboratory equipped with information & communication technology hardware & software is established for the benefit of students pursuing commerce and management courses. The students would get additional training in the areas of accounting and finance in the laboratory environment. Stock market simulation and Tally are the main software packages which support the students to have exposure to some facts in business.

Industrial Tours/Exhibitions/Fairs

As an extension of classroom learning, industrial tours, exhibitions, fairs etc., are organized on a regular basis. They throw open ample opportunities to the students to relate theory with practice. Students and faculty are also encouraged to participate in such programs organized by other institutions.

Health Care

Health care is setup to seek maximum well being of students while teaching and promote healthy living sessions on counseling, meditation, nutritional talks, fitness and yoga programs are conducted to promote growth across all dimensions of wellness. Wellness is much more than merely physical exercise or nutrition. It is an integration of physical, mental and spiritual well being.

VET First Grade College has tied-up with some health care units located around the campus to provide medical facilities to the students as well as faculty. The college has also established a medical room equipped with First Aid. The college also encourages specialty health care units to organize medical camps on free of cost

to the students and faculty. Every year, a thorough medical checkup is provided to all the students to ensure that they are physically fit to cope up with the stress and strain of their academic journey.

ANTI-RAGGING POLICY

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

It also includes any act affecting the mental health and self-confidence of a fresher or any other student with or without intent to derive sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, and all such incidents.

The committee has to ensure enough steps are taken to create Awareness on the topic.

- ✓ If in case any person approaches any of the committee member, the member is immediately required to inform others and call for the meeting
- ✓ A written complaint is required to be taken from the aggrieved person, necessary action to be taken, preferably to settle the matter through counseling and conciliations soon as possible in case the matter is not sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint.
- ✓ The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.
- ✓ The committee is expected to be vigilant and to ensure that the students open up and discuss their major issues with the members. It is their duty to take initiative and indulge into a

dialogue with those students who are observed to be silent, non-participative and/or show any kind of unusual behaviour.

- ✓ It is most important to ensure that the students interact and come out of their personal problems so that they succeed in their efforts, and this would prevent suicidal instincts in them.

CULTURAL AND SPORTS COMMITTEE

SPORTS COMMITTEE

The motive of this committee is to prepare conducive environment for eminence in sports to organize tournaments for active participation of the students, thereby giving them an arena to develop mentally as well as physically.

DUTIES & RESPONSIBILITIES

- ✓ Conducting annual sports, conducting Inter Collegiate tournaments and promoting sports activities to develop team spirit.
- ✓ To organize regular sports events to train students for State and National level competitions.
- ✓ Proper maintenance of sports accessories and purchases.
- ✓ Maintaining Sports register, sports related field records and prize distribution records.

The sports committee brings together students with similar interests to develop students as active members who have the opportunities to compete in local, regional and intra and inter collegiate competitions. The committee encourages to join a team and stay active throughout their time at VET.

CULTURAL COMMITTEE

Cultural committee is one of the crucial committees responsible for the jazz factor during the students’ college life. We as a cultural team are responsible for keeping the spirits alive on the campus by organizing multitude of cultural activities round the year. Be it celebration of almost every festival or frequent open air jamming sessions we make sure that every event last in your memory for a lifetime.

Cultural Festival is conducted to identify the best talents in students through various activities; Students are deputed to participate in various inter-collegiate competitions.

The College believes in all round development of personality of the students as goal of education. It aims to provide rich cultural experiences and innovative technical taste so that student appreciates the multicultural diversity of the society.

The main objective of cultural committee is to bring out the talents of students by promoting and arranging extracurricular activities in the college.

Procedure to organize cultural events:

- ✓ To prepare the Annual Budget for various cultural events.
- ✓ To obtain formal permission from the College authorities to arrange programs.
- ✓ To decide the date, time and agenda of the programs.
- ✓ To inform members of staff and students about the events.
- ✓ To arrange the venue and logistics.
- ✓ To invite the Chief Guest and other guests of honour.
- ✓ To arrange mementos for guests and Trophies Medals and certificates for the participants.

DUTIES AND RESPONSIBILITIES

- ✓ Conducting Talents Hunt
- ✓ Conducting various activities
- ✓ Sending students to Inter Collegiate Cultural contests
- ✓ Any training sponsored by Govt., & any Associations
- ✓ Conducting Annual Day
- ✓ Organizing Fashion Show as per Bangalore University requirements
- ✓ Photo Album Maintenance
- ✓ To bring to light the hidden talents and among the students and provide social, cultural and recreational activities for the college community.
- ✓ To strengthen the communal bonds, promote a community spirit among all members of staff

- ✓ To encourage students to exhibit their talents in Technical activities like documentation, debate, easy writing, quiz, paper presentation, singing acting, fine arts etc.
- ✓ To responsible for all intra and inter collegiate cultural events in the college

CONNECTION BETWEEN INTERNAL ASSESSMENT MARKS AND ACADEMIC ACTIVITIES

Of the 30 marks of Internal Assessment of Theory Papers, 20 marks shall be based on two tests. Each test shall be of at least 30 Minutes duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance.

The marks based on attendance shall be awarded as given below:

76% to 80% = 04 marks.

81% to 85% = 06 marks.

86% to 90% = 08 marks.

91% to 100% = 10 marks.

Internal Assessment Marks for Practicals shall be awarded by the faculty concerned based on Syllabus for Practicals provided in each Semester.

ETHICAL VALUES AND BEHAVIORAL POLICY

Its our goal to see that each student at VET is successful, such are a byproduct of faculty, staff and to maintain an intellectual challenging environment and to mould a better citizen to the nation the ethical values and behavioural policy are drafted.

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

- ✓ The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute

campus or in connection with the Institute related activities and functions.

- ✓ Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include
- ✓ Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- ✓ Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- ✓ Possession or use of weapons, explosives, or destructive devices off campus
- ✓ Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- ✓ Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
- ✓ The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.
- ✓ At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
- ✓ He/she shall be regular and must complete his/her studies in the Institute.
- ✓ In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the principal.
- ✓ As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- ✓ Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold

academic integrity, respect all persons and their rights and property and safety of others; etc.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute’s interests and reputation substantially. The various forms of misconduct include:

- a) Any act of discrimination (physical or verbal conduct) based on an individual’s gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - b) Intentionally damaging or destroying Institute property or property of other students and/or faculty members.
 - c) Any disruptive activity in a class room or in an event sponsored by the Institute
 - d) Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- ✓ Organizing meetings and processions without permission from the Institute.
 - ✓ Unauthorized possession or use of harmful chemicals and banned drugs
 - ✓ Smoking on the campus of the Institute
 - ✓ Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
 - ✓ Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - ✓ Rash driving on the campus that may cause any inconvenience to others
 - ✓ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - ✓ Theft or unauthorized access to others resources
 - ✓ Misbehavior at the time of student body elections or during any activity of the Institute.

- ✓ Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- ✓ Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- ✓ Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- ✓ Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- ✓ Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
- ✓ Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person’s knowledge and express consent.

LIBRARY POLICY

“Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life”- Sindy Shaldon

Library is fully automated.

Duties and Responsibilities

- ✓ Consolidating requirements of books
- ✓ Fund sanction and purchasing books.
- ✓ Supervising library records, book banks, e-library.
- ✓ Stock verification and computerization of library.
- ✓ Verifying accession register.

Library Rules & Regulations

- ✓ The weekly timetable has time allotted for the exchange of books from the library.
- ✓ The students who love reading are free to read and exchange books at any convenient time.
- ✓ 2 books for student will be issued for 15 days
- ✓ once in 15 days student must renew the books else nominal penalty will be charged
- ✓ Student must maintain silence and are free to read and refer any books.
- ✓ Journals, Magazine, Competitive books are available to read and note.
- ✓ Keep in the designated place after reading newspaper, journals, magazines and textbook.
- ✓ New arrivals are displayed in the library for student reference.
- ✓ I D card is compulsory to enter into library

Library Information

OPAC

The online public access catalogue has been facilitated to students, faculty and library staff.

E- Resource management Pages for E-journals

Remote access to E-Journals N-list, Directory of Open Access Journal [DOAJ], Academic, Journals, DOAT, DELNET.N-list(INFLIBNET)and database may be accessed through the internet

Library Collections

Sl. No	Books	Total Number of volumes
1	Total no of Books	11,123
2	No of UG Books	7,688
3	No of PG Books	691
4	No of Reference Books	815
5	No of Donated books UG and PG	1,129
6	No of SC/ST Books	82
7	Department Library Books	718
8	No of Newspapers	13
9	No of Journals and Periodicals	12
10	No of SC/ST Books	08

List of National and International Journals & Periodicals

Sl. No	Name of the Journal & periodicals
1	Indian Journals of Marketing
2	Prabandhan: Indian Journal Of Management
3	Indian Journal of Research In Capital Markets
4	AMC Indian Journal of Entrepreneurship
5	Arthashastra: Indian Journals of Economics & Research
6	Indian Journal of Finance
7	Colourage
8	Stitch world
9	New Cloth Markets

10	Apparel Online
11	Digit
12	Bhavan’s Journal

List of Magazines & Newspapers

Sl. No	Newspapers
1	Times of India
2	Indian Express
3	The Hindu
4	Business Standard
5	Bangalore Mirror
6	Deccan Chronicle
7	Economics Times
8	Deccan Herald
9	Business Line
10	Vijaya Karnataka
11	Kannada Prabha
12	Prajavani
13	Vijayavani

Sl. No	Magazine
1	Times
2	Business Today
3	Business World
4	Vogue
5	Sparda Jagattu
6	Competition Success Review
7	P C Quest
8	Mentor

PARENTS TEACHERS RELATION

Once a parent supports son or daughter in their search for and college to pursue studies and after joining VET you will realize that students here are happy, they do succeed and definitely world id their playground and each student is given ample opportunity, support and encouragement to aim high and are given necessary

tools to live a successful life. Your ward is in good hands, feel free and relax.

Parent teacher association meeting is held 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 6 hours and with the rest of the society and with parents for 18 hours. Parents and the society have a close relation to the student. To let the meeting of the minds, to understand the individual characteristics of a student and to judge their capacity, the cooperation of the parents is very important. Therefore parent teacher association exists to provide closure links between home and college an excellent way to bring staff, parents and students together socially in support towards an institution working towards a common goal.

The need for parent relation cell

- ✓ To give information about the students.
- ✓ To get the cooperation of the parents for regular attendance of the students.
- ✓ To inform parents about assignments, activities conducted.
- ✓ To emphasize the need to supply the students with books, notebooks and other essential equipment.
- ✓ To insist students to follow the rules framed by the college.
- ✓ To give personal attention to specially challenged students if any in consultation with parents.
- ✓ The parent teacher meeting:
 - ✓ Attendance
 - ✓ Progress
 - ✓ Academic growth of Students
 - ✓ Performance of Students
 - ✓ Health
 - ✓ Participation in activities
 - ✓ Expectations of the parents from the colleges
 - ✓ The standard of education, facilities and equipment
 - ✓ Any complaints of the parents

Parents and teachers

The contact between parents and teachers are according to need for the same. The teacher may visit the parents, if there is a need or the parents may be required to visit the college. Alternatively a letter may be written to visit the college. Parents are invited for celebrations of national festivals, the annual day.

Duties and Responsibilities

- ✓ The main role of Parent Relation Cell is to build strong relationship among parents-teachers and college in support of students.
- ✓ To keep an accurate record of students and also to encourage parents to keep track of their ward.
- ✓ 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, parent and students.
- ✓ To entertain the complaints of students and also taking the help of extra counselors if necessary and suggesting various academic programmes for the progress of their ward.

SOCIAL RESPONSIBILITY

Social Responsibility Students are expected to develop social skills and relations which are mutually beneficial and which lead to personal maturity. Social conduct is therefore to be based upon concern for others. For example, students have the obligation to avoid any action which might impair the well-being or reputation of guests. Residence hall units, fraternities, and other social organizations have a special responsibility to promote these standards of conduct.

Respecting Community Space and Property of Others It is the responsibility of students to respect the property and rights of others. Therefore, students will not engage in any form of activity which results in or might naturally result in

- ✓ Damage to property
- ✓ Interference with the rights of members of the community or visitors
- ✓ Interference with the normal activities of the College. Damage to information on computers will be viewed in the same manner as damage to property. Since a person keeping information on computers has the right to assume its privacy, students will thus not engage in unauthorized review, transfer, or alteration of information on computers.

College Alumni Association:

College Alumni Association is setup with a purpose to promote the welfare and influence of VET college and to establish a mutually benefitting relationship between college and its alumni, raising the spirit of loyalty among its members, encouraging support of college and providing members with news of current activities at the college through Alumni meet. The association meets twice a year to help and promote VET wherever they can.

Lifetime Membership-1000/-

Annual Fee -100/-

Publication:-

Annual Magazine “Drushti” is published covering various academic events, programs, news launch, staff publication, curriculum and co curriculum activities, competitions and campus developments.

E-newsletter-“Faccio” - B.Sc-FAD, “Wrapup” – M.Com, “Comtech”- B.Com, “Tech-Trinity” – BCA, “Disha” – BBA Dept. are the annual updates of news, events, programs in respective departments as VET college believes student achievement is vital for academic and social success. Research articles of faculty & PG Students are published annually in ISBN Book.



V.E.T. FIRST GRADE COLLEGE

(Permanently Affiliated to Bengaluru City University, Recognised U/s 2(f) & 12(B) of UGC Act)
#18, 14th Main, II Phase, J.P. Nagar, Bengaluru - 560078
Ph: 080-26586808 E-mail: vetfgc@rediffmail.com Website: www.vetfgc.edu.in

CONGRATULATIONS !!!!



Congratulations to **V Sem B.Com** Students for Securing
EXEMPLARY & DISTINCTION in APR-2021 Examinations.



.....Best Wishes From Management, Director, Principal, HOD & Staff



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CONGRATULATIONS !!!!



Congratulations to **V Sem B.B.A** Students for Securing
EXEMPLARY & DISTINCTION in APR-2021 Examinations.



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Ph: 080-26586808 / 26584760, E-Mail: vetfgc@rediffmail.com, Website: www.vetfgc.edu.in

Congratulations

For Bagging Rank in **B.Sc Fashion & Apparel Design**
Bangalore University Examination 2019-2020



Ms. KEERTHI HEGDE
1st Rank



Ms. SHALINI. P
9th Rank

Best Wishes from Management, Principal, HOD & Staff

Bharathi. P.S
HOD - B.Sc - FAD

Dr. R. Parvathi
Academic Director & Principal

Dr. Manandi N. Suresh
Hon. Secretary

B.R. Viswanath Setty
President

Class Toppers ODD & EVEN Sem - 2020 Examination **BCA Department**



Aswathi
9.31 CGPA

Yashaswini
9.0 CGPA

Bindushree
8.80 CGPA

Vittal D S
8.31 CGPA

Priyadarshani
8.9 CGPA

Chandu
8.15 CGPA





VET GROUP OF INSTITUTIONS

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

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

V.E.T. FIRST GRADE COLLEGE

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

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

