



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	V.E.T. FIRST GRADE COLLEGE
• Name of the Head of the institution	DR. R. PARVATHI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08026586808
• Mobile no	9844232545
• Registered e-mail	vetfgc@rediffmail.com
• Alternate e-mail	parvathi3838@gmail.com
• Address	NO 18 14TH MAIN 2ND PHASE J P NAGAR
• City/Town	BENGALURU
• State/UT	KARNATAKA
• Pin Code	560078
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	BENGALURU CITY UNIVERSITY				
• Name of the IQAC Coordinator	B RAMMYA				
• Phone No.	08026586808				
• Alternate phone No.	9513704800				
• Mobile	9972688446				
• IQAC e-mail address	vetiqac@gmail.com				
• Alternate Email address	rammyakarthik@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://vetfgc.edu.in/downloads/aqar/AQAR_2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://vetfgc.edu.in/downloads/UG_PG_Calendar_of_events_for_Odd_Even_Semesters_2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.72	2014	21/02/2014	20/02/2019
Cycle 2	B+	2.69	2019	21/02/2019	20/02/2024
6.Date of Establishment of IQAC			17/12/2010		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
<ul style="list-style-type: none"> • If yes, mention the amount 	50000	
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Organized International Conference, 3 books released during the conference, UGC our Heritage ISSN Number :04749030, ISBN number 978-81-941390-5-8 , Conference souvenir has been released • 65 research articles were published by staff in UGC care list & ISBN. 35 articles in UGC care list & 30 Articles in ISBN. • Short term courses like Advanced Excel, Tally with GST, Python, Web developer & Fashion Accessories were conducted • Faculties were encouraged as resource person at various platform • 49 seminar, workshops, career orientation & placement training program 34 extension & outreach program & 19 collaborative activities were organised 		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
To improve quality of teaching	Various Faculty development programmes, workshops, seminars, special lectures were organized on virtual platform due to pandemic. Staff were also encouraged to attend at various institutions. For students Various forums like Vanijya Dhara, Vanijya milana, Faccio, Students Representative forums have been active inspite of pandemic to enhance all around development.
To counsel students	Various career counselling and placement programmes were organized . College also gave equal importance to health counselling, covid testing, vaccination derives to students, staff and parents in association with BBMP. Counselors from Inner wheel supported to organize women health issues and various gender sensitizing programs, campaigns, workshops are conducted. Grievance redressal cell and ant ragging cells also help students to post any queries.
ICT facility	online teaching and organizing meetings, webinar were the quality challenges to make use of ICT was 100 %. LCD projectors with speakers are fixed in classrooms & 3 movable LCD Projectors in computer lab. Broad band connectivity is 150 mbps, 11 laptops , 5 computer systems with internet facility in library which is fully automated are facilitated. Inflibnet / Nlist subscription done costing Rs. 5900 for the

	benefit of students and staff to avail the books and journals any time any where. This year DELNET membership also supported to students and staff
Library updation	Total books purchased are 820 with the cost of Rs. 2,19,723/- and newspapers 13, Magazines 8, Journals 12 costing 16134. Apart from paper bags, students were also supported with inflibnet membership and DELNET, National Digital library to Facilitate online learning.
Short Term Certificate Course	TALLY ERP 9 with GST, FASHION Accessories, empower communication, Android Development, Vb.Net Using IOT and Python Using Machine Learning, web development, advance Fashion Illustration were extended to students
Placement Details	Due to COVID 19 Pandemic, Campus placement drives was a challenge, inspite of it 14 companies were invited for placement drive. Good number of students were placed in the campus drive and also with reference, pool campus and faculty contacts . College has formed whatapp group for placement, alumni also can make use of this group. College has decided to invite the students who are looking for the better job opportunities to up coming job mela's
Publication Details by Staff	13 UGC Publication and 36 ISBN publication by Staff Members. 1 book published - ISBN Book No.978-81-941390-1-0 and has published 4 hand books like

	Anubandha, Anveshana, Mitra, and Step forward. Annual Magazine Drushti
Research & Publication Details	1 book published - ISBN Book No.978-81-941390-1-0 and has published 4 hand books like Anubandha, Anveshana, Mitra, and Step forward. Annual Magazine Drushti
Knowledge Enrichment	Faculty under took NPTEL Certification Course for Enhancing their knowledge and skills
Introduction of new courses	College has initiated to start 3 new Under Graduation courses - BA in Journalism Psychology and Optional Kannada, BA in Journalism Psychology and Optional English and B.Com Business Data Analytics. LIC Committee from BCU has visited and inspected the institution to start new courses

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Management & Academic Governing Council,	31/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	11/01/2022

Extended Profile

1. Programme

1.1	7
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	594
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	215
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	225
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	25
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	25
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	31
4.2 Total expenditure excluding salary during the year (INR in lakhs)	33.47388
4.3 Total number of computers on campus for academic purposes	85

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- College is permanently affiliated to Bengaluru City University and follows the Choice based credit system (CBCS) as per curriculum.
- Preparation of Calendar of events encompassing Curricular, Co-curricular and extracurricular activities and the same is uploaded in the website.
- Short term certificate courses like, Tally ERP 9.0 with GST, Fashion Accessories, Python, Web Developer offered for academic improvement.
- Seminars and webinars are conducted for overall personality development in association with Rotary, Inner Wheel Club, Skilling India, ISKCON and other University Subject experts. Documentation maintained with photographs.
- CC & EC is conducted based on Extra & Co curricular activities & internal marks are sent to University and includes various activities like NSS, Sports, Games, small projects, group seminars, Interaction with local community to make projects
- Execution of calendar of events is prepared at the end of every semester & audited.
- Lesson plans are maintained by faculty to keep track of the completion of syllabus in the stipulated time.

- Preparation of Timetable, Regular meetings with staff, department & committees, academic governing council & management are conducted to ensure smooth progress of the institution.
- The institution enables ICT based teaching and learning, conducts bridge course and remedial classes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vetfgc.edu.in/downloads/Effective-Curriculum-Delivery-2020-2021.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

VET First Grade College is permanently affiliated to Bengaluru City University. The college prepares the calendar of events in accordance with the University Calendars. The calendar includes date of reporting of faculty, reopening of classes, orientation to first year students, affiliation process, admission approval, seminars, workshops, conferences, cultural activities, sports activities, unit tests, assignment submission, attendance publication, parent teacher interaction, internal marks submission, theory and practical examination and so on.

At the Institutional level, the Examination and equipment committee frames the calendar for exams considering the University Calendar. The Institution conducts orientation, bridge course remedial, 2 Unit tests, preparatory exam (at discretion) assigns 5 assignments, and makes the students attempt 3 previous year University papers on periodic basis for continuous improvement of the students. The students are given presentations to prepared and executed; various activities conducted under the commerce forums like Vanijya Dhara and Vanijya Milana for practical exposure of the theoretical concepts to commerce and management students. Faccio is encouraged for fashion technology student, tech trinity for BCA students. Final odd and even semester Examinations are conducted as per the directions issued by the Universities from time to time.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vetfgc.edu.in/latest-news

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

299

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The University has integrated subjects like Environmental Public health, Personality development, Science & Society, Culture Diversity & Society, Value Education, Entrepreneurship Soft skills, Computer, Information Technology, Indian constitution & Human rights Banking & Finance with regular curriculum. These courses taught to the students on semester basis from first to final semester inculcating these values which are necessary for life.

The institution arranges various seminars, guest lectures, talks and webinars in association with Rotary, Inner wheel club, Skilling India, ISKCON to ensure overall personality development and imbibe ethical and professional values among students. To teach human values institution has associated with NGOs like Rotary & Kavacha Foundation which works to address various social issues. The institution observes various National importance days like Independence Day, Republic Day, Martyrs Day, Environment Day, Vivekananda Jayanthi, Gandhi Jayanthi, Kannada Rajyostava, Hindi

Diwas and many others to promote unity, integrity and love towards nation. During environment day, students cleaned the campus and planted saplings to ensure protection to environment at the campus and nearby surrounding areas. Regarding gender equity, the institution has an Equal opportunity Cell that arranges programs for students and issues like Menstruation, emotional balance and others are organized.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

353

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://vetfgc.edu.in/downloads/FEEDBACK-COLLECTED-ANALYSIS-REPORT-FOR-THE-YEAR-2020-2021.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vetfgc.edu.in/downloads/FEEDBACK-COLLECTED-ANALYSIS-REPORT-FOR-THE-YEAR-2020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

242

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

204

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

During admission, emphasis is given to students with higher grades, but preference is also given for first generation learners as the institution mission is to provide quality education to all strata of society. The institution assesses the performance of the students through various activities like class performance, internal tests, preparatory exams and other means like giving assignments and undertaking skill development exercises. After evaluation, student's doubts and difficulties are addressed normally after their regular class hours or during free hours of faculty. For advanced learners, Orientation to CA, CMA, CS and other professional courses are organized to match their learning capabilities. Slow learners and advanced learners are given equal opportunity in library facility where desktop is provided to browse extra questions from various professional student portals. For slow learners, remedial classes are conducted to bridge their doubts and separate attendance register is maintained. Special programmes for students in this direction includes organizing guest lectures by eminent University Professors which helps both advanced and slow learners to score high marks and clear exams respectively, participation in various

activities like business labs, wall magazines, club and forum activities of the institution. Also, solving 5 previous University Question papers have helped the students in coming out with flying colours.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/value-added-courses
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
594	25

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The experiential learning happens in the institution through various methods like academic activities conducted under various clubs and forums like Vanijya Dhara, Vanijya Milana, Faccio Club and Spotlight club. Cultural programmes like Culrav and Faccio, sports event like inter collegiate cricket tournament, outdoor and indoor sports makes students more participative. Certificate courses conducted in-house like Empower Communication has imbibed good communication skill among students. Diploma Program on Research Practice conducted for post-graduation imbibed research skills like writing a paper for ISBN publication and preparation of dissertation report. Placement orientation and training imparted by organizing placement drives and conducting aptitude tests made the students industry ready. Short term courses on Tally with GST, Advanced excel, Python, Fashion Accessories, Web developer made the students learn the trending technologies to enhance their learning outcomes. In Participative learning, usage of chalk talk, ICT tools like Zoom and Microsoft, Power point presentation, excel sheet usage enhanced their technology savvy mindset. Internship, project preparation & presentation, assignments, Industrial and NGO visits, fashion show, windows display & exhibitions also enhance student's skill. Apart

from this students are provided with various opportunities and platforms to exhibit their talents, creativity, intellectual leadership, team work, and sense of responsibility through various programs both within and outside the institution through participation NSS activities and camp and VET Retract activities. Students are the members of various committees like IQAC, Ant ragging, students' welfare, students' alumni association and class representatives and so on.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://vetfgc.edu.in/photo-gallery

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculties are encouraged to use ICT enabled teaching method. Some Lecture halls have been mounted with LCD projectors and faculties are provided laptops that can be used for preparing PPT, various workshops, seminars are conducted based on skill development programs. Faculty members enrolled for SWAYAM NPTEL courses to upgrade their knowledge through video lectures uploaded in the website and attempting assignments and undertaking examinations. Encouraging all students and staff to make use of Digital library through N-list and DELNET

Online teaching and learning has become the need of 2020-21 due to CIVID 19 Pandemic and the institution used two platforms - Zoom and Microsoft teams for the Academic year to ensure continuity in teaching and learning without any hindrances. Initially classes were conducted in Zoom and later the institution shifted to Microsoft Teams. Teams was used to conduct classes, notes were uploaded for the benefit of students and assignments and tests were also conducted using the same. Recordings were made which students could access for a limited period. Apart from all these, faculty members used PPTs, Excel sheets, white boards available for teaching practical subjects. Google forms were designed for Multiple Choice Questions for students. Whatsapp was also used medium to share notes to students who could not access Microsoft teams due to data constraints.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

171

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The conduct of internal test is planned during the beginning of each semester in accordance with college and Bengaluru City University calendar of events. The dates are chalked out by the examination committee with Principal and announced 15 days prior for the convenience of students. It is written by students in blue books issued by college. This time, due to pandemic, tests were uploaded in Microsoft teams and students were given 1 hour to write and 10 minutes to upload the same in PDF format and turn it back in the test portal of Microsoft teams. After tests, the papers are evaluated by faculty members digitally and turned back to students and also entered in IA marks register on reopening. At the end of the semester IA marks are uploaded in Bangalore City University examination portal and print out is taken and displayed in notice board for the knowledge of students. Any queries and grievances from students are addressed amicably to the benefit of students. 2 internals are conducted at periodical intervals, 5 assignments on subject and skill development is given and students are given presentations (wherever possible) and are made to solve 3 years

previous University Question papers to evaluate their performance and submit internal marks.

File Description	Documents
Any additional information	View File
Link for additional information	https://vetfgc.edu.in/examination-equipment-committee

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal assessment is done on a transparent basis in the institution. After each internal test, the papers are evaluated and marks given are discussed with the students in the class. In case of any discrepancy, the faculty corrects the marks then and there and the same corrected copy is submitted to office for entry in the Internal Assessment Register. The final Internal assessment marks are awarded on basis of attendance, internal test marks, submission of assignments on time, participation of students in co-curricular & extra-curricular activities, NSS, and participation in various competitions conducted in other colleges, participation in sports, literary activities along with submission of answers to 3 years question paper. The final IA marks on entry into the University portal is published on the notice board for students notice and in case of any queries, students have liberty to approach the class mentor, HOD/Coordinator and Principal in the order of authority for any corrections. After corrections, the marks are finally uploaded to the portal and freezed. All these takes place within the time framed set by the institution and University. However final semester examination is conducted as per the BCU guidelines followed by evaluation, declaration of results, issue of marks card and promotion and at the end of program, convocation is issued by the BCU. Any grievances with respect to University, examination, college liaisons on behalf of the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://vetfgc.edu.in/examination-equipment-committee

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Different programs like B.Com, B.SC FAD, BCA, BBA and M.Com are offered to students aimed at making them Commerce and Management Professionals, Fashion experts, Programming and Testing professionals, Management experts and Teaching professionals and also individual with research bent of mind respectively. In order to achieve these program outcomes, many courses are pursued by the students in each of the semesters for 3 years with a total of 48 courses in each of the programs in addition to practical aspect of the course. The program wise outcome, program specific outcome and course outcomes are drafted by the faculty members teaching the courses, approved and signed by Principal and the same is uploaded in the official website of the institutions under various programs offered tab. This is done to enable the existing students to be aware of the program that they are pursuing and also the prospective students to help in decision making regarding the programs to be pursued based on their aspirations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vetfgc.edu.in/downloads/DEPT_PO_PSO_CO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Program outcome followed in institution pertains to teaching the relevant course with the syllabus framed by Bengaluru City University. Knowledge and skill that students acquire in each course and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, End Semester Examination, personal interaction, assignments given, participation in commerce forums like Vanijya Dhara, Vanijya Milana, Faccio and many other clubs formulated in the institution. Attainment of these outcomes is excellent, with pass percentage ranging between 70-100% in various program offered by the institution. Dropout rate is low. In 30% programmes pass percentage is 100%. Majority students graduate the program with outstanding and exemplary results across programs. Students results, opting for higher studies and placements are the results of the programme outcome. All departments organize seminars,

guest lectures and internship training initiatives which are assessed by taking feedback from students after each program. Vibrant NSS and VET Rotract Club also helps in evaluation of the outcomes by inculcating a sense of ethical and responsible behaviour among future citizens. The Syllabus revision by the University was undertaken in 2014 and recently in 2019 to integrate current topics relevant to all programs. The institution has introduced several self-financing programmes which centre on topics of gender, environment, human values and skill development.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vetfgc.edu.in/downloads/DEPT_PO_PSO_CO.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

211

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://vetfgc.edu.in/downloads/Annual_Report_2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://vetfgc.edu.in/downloads/STUDENT_SATISFACTION_SURVEY_2020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

295000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://vetfgc.edu.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an ecosystem for all students in exploration of their new ideas and sharing of knowledge with other likeminded in their areas of interest by creating Vanijya Dhara and Vanijya Milana platform for Commerce students, Faccio Club for B.Sc FAD students and Spotlight club for all students. Opportunity is given to post graduation Students in writing research papers jointly with the faculty members and the same is published in ISBN book in association with Primax Foundation.

The Research and Development activities are initiated by enabling the faculty in presenting and publishing papers in Conferences and UGC and Scopus Indexed journals. Faculty members are encouraged to attend Faculty development program and seminars and workshops and enroll in SWAYAM NPTEL courses to enhance their knowledge in their respective domain and transfer the same to students. The institution provides the following infrastructure for the same.

- Wi-Fi facility throughout the campus
- Desktops and laptops are available to support research works
- Delnet - E resource for assisting faculty in undertaking review of literature
- Conducted an FDP for faculty and M.Com students on Sample calculation and writing research proposal

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/library

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://vetfgc.edu.in/research-cell
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our Institution's Vision basically focuses on pursuing excellence, providing a well-balanced quality education to all streams & all sections of society by imbibing excellence in every aspect of teaching & learning. The college provides value based education to the students in discharging one's social & professional responsibility by having active NSS, Rotract wing, Red Cross and association with NGOs. The college through various extension clubs throughout the year conducts rallies on various issues to create awareness amongst students & neighborhood by walking down the neighborhood by showcasing placards, Banners, Slogans etc., to educate the public about the issues which we are facing in the society. In the backdrop of COVID 19 protocols, Traffic awareness rally was taken and the institution created awareness about COVID 19 and vaccination through drives and short videos created by them. NSS activities included cleaning the campus, planting saplings to create green environment and Rotract activities included I Ryla-leadership program and many more. Approaching exams with confidence was conducted to school and PU students during pandemic boosting their morale and confidence. The impact of these initiatives is that students develop a sense of responsibility and become more sensitized towards local community and society at large.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/latest-events
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

32

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

594

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

40

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The infrastructure provided is as per the BCU norms based on 1:1 ratio with respect to classroom and laboratory. Class rooms are naturally ventilated with a capacity of 80-100 students. Each lecture rooms have basic requirement of tube lights & fans, raised platform and podium provided for delivering lectures, having complete and better focus on students. All classrooms have notice board, green board and big windows for natural air and ventilation with sound proof mechanism. 31 rooms are available for regular conducting of classes, a library, 1 reading room, & 7 labs, well-equipped auditorium with 400-500 capacity illuminated with 2 bays, good sound system and 2 green rooms with rest room facility. The college has lift facility. 16 classrooms are ICT enabled. LCD projectors with speakers are fixed in classrooms and three mobile . Well-equipped computer lab with 70 computer systems and 15 laptops, internet facility, a separate UPS room with 7.5 KVA of 2 numbers, Broad Brand connectivity of 300Mbps and the entire campus is Wi-Fi enabled. The library has 5 computer systems with internet facility and approximately 11000 books, 13 subscribed newspapers, 15 journals of national and international repute 12 magazine and 100 educational CDs. Memberships with N-list and Delnet for e-resources, NSS room, Business Lab, Counseling room, Health centre, Cafeteria, girls common room, boys common room, waiting lobby, Placement cell, IQAC office, HODs and Coordinator's cabin, Principal and Administrative office along with board room

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=20

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has adequate facility for sports, game (indoor, outdoor, yoga) and cultural activities. Adequate infrastructure in the form of indoor sports room, yoga room, Outdoor and Indoor Auditorium are provided. Indoor games include carom, chess, table tennis and badminton etc., which can be availed by students whenever they are free or after classes. The room allocated for sports has storage facility where all the sports equipment's like volleyball,

throw ball, cricket bat, ball, wickets, net, poles, javelin, short put, winner stand are kept. Also LCD facility is provided which enables the room to be converted as indoor sports room, yoga room, extension activity room etc. Intercollege cricket tournament has been a regular feature for past 10 years and Culrav - cultural fest, a regular feature from past 5 years, could not be planned due to Covid-19 pandemic. However, the institution organized field events like Kabbadi-Boys and Girls, Volley ball for Boys, Throw ball for girls, Kho-Kho for girls. NSS room has been provided with equipment like trowel, Jamkanas, shovel, gloves, fork, axe, Kitchen utensils including Thalys, glasses, spoons for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=19

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=20
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

171488

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System and the institution uses Pupilpod software version 4 for online library management. The library is a member of INFLIBNET-NLIST & NDL (National Digital Library) which provides a web access to e-journals & E-Books to all students & faculty. The institution has subscribed to the E-resource - DELNET (Developing Library Network) for a period of one year from Oct 2020 and 100 educational CDs are available for use. Library is well equipped with Five Computers having internet facility and can be used during college hours by the students. Assistance in downloading e-content is also provided. The library has a good collection of 11146 books, 6 national journals, 1 international journal, 13 newspapers and good collection of magazines across disciplines. Biometric and register attendance is kept for both faculty and students using the library and owing to pandemic, biometric attendance was discontinued on the advice of Government. The bar code scanning is enabled for books and student library cards and the lending and circulation of books is entirely digitized and register is also maintained as a safety measure. The open access system is followed and library is a store house of updated syllabus copies, University question papers, project reports, newsletters, ISBN books and handbooks.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vetfgc.edu.in/library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e- A. Any 4 or more of the above

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.8025

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

308

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Computer labs are well connected to the internet to help students and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty in their

queries. The institution has a total of 85 computers and laptops with a configuration of 2GB-4GB RAM with all required software of latest version to benefit the faculty and students at large.

A dedicated internet connectivity of bandwidth 300Mbps is provided by Act Fibernet. The campus is Wi-Fi enabled to promote digital flow. Faculty and Students can avail the Wi-Fi facilities 24/7, 365 days with different user-Ids and passwords provided floor wise. Internet facility is provided in all the classrooms, laboratories, the offices through Wi-Fi. Wherever high speed connectivity is required wired connection through optical cable LAN services is provided. Immunity is provided against cyber-attacks using licensed K7 Antivirus software. The Computer Science Department extends complete support to the students and faculty in setting and installing the Wi-Fi zones at various locations such as Reading halls, Classrooms, Department and corridors. Faculty and Students can access this facility on their Laptops or phones by requesting and getting permission from the concerned HODs/Coordinators and Principal. The campus is well connected with a well-planned Telecom Network with intercom facilities available at Principal, Vice Principal, HODs, and Coordinators, PG centre cabins, Library and Administrative office.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=20

4.3.2 - Number of Computers

85

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

34.31593

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by Housekeeping staff assigned for each floor. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected on periodical basis. Wash rooms and rest rooms are well maintained. Dustbins are placed in every classroom. Greenery is maintained by the gardeners of the institution giving an ambience of Green environment. Laboratories are regularly maintained by the Laboratory attendant. Equipment are maintained properly, calibrated and serviced periodically and any major breakdown maintenance if required is carried out by external agencies. Clean and hygienic drinking water is available in the Institution and the purifiers are maintained in proper working condition with regular servicing. The Computer

systems, UPS, Software and Servers are maintained by in-house technical support and Lab-In Charge and also we have AMC with agency. The entire institution is covered under Generator for uninterrupted electricity. The college website is also under AMC with Swaragh Technology. The books and journals are maintained against disfiguring. Stock verification is done as a part of regular monitoring and control. Parking facility is well organized and efficiently maintained by housekeeping staff of the institution. The civil and electrical work is adequately monitored and maintained by the Trust office whenever required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=20

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

140

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

50

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://vetfgc.edu.in/downloads/Annual_Report_2020-21.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

594

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

594

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

37

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution has constituted various committees and some of the committees like IQAC committee , Equal Opportunity Cell, Counseling and redressal cell, NSS and Rotract, Student Welfare Association and Alumni Welfare association. The student representatives are assigned various roles to fulfill their responsibilities. This is instituted to inculcate leadership qualities among students and make them future leaders. Opportunities are provided to students to represent their fellow students and their views during the meetings of these committees. The students take active responsibility and schedule various programs for the betterment of the fellow students and also making the college environment enjoyable to all. The activities that are organised by students taking key role include - fresher's day, ethnic day, teachers' day, and other prominent days. They are actively involved in planning, organising and implementing various curricular and co-curricular activities in the college. Apart from these, there are class representatives (male and female) who help the mentors and teachers in the day-to-day conduct of activities in the college. Students also play a major role in various clubs and forums at the college and participate in the publication of newsletters and magazine.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/latest-events
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni association is the backbone of the institution in shaping the future and in helping the institute grow to greater heights by representing the views of its members and contributing in building and engaging supportive alumni community. VET FGC Alumni association of VET First Grade College is registered society with registration number 212 on 13th Dec-2017. The objective of this association is to build a strong and engaging alumnus for the institution. Though the association has been registered in 2017 it was active since from the inception of the college. The evidence could be seen in the fact that that many of the alumni admit their younger kith and kin to their own institution for various courses. The institution has also appointed & given opportunity to alumni as staff member of VET First Grade College and the same have been contributing to the institutional advancement and growth. Alumni plays an important role as mentors in various activities organized by college and they also help in placement and career guidance programme. The Alumni organized lectures on Taxation, GST and many more. Minimum of one meeting is organized by the institution and the meet is followed by cultural event, interaction & refreshments. The institution also maintains the database of the alumni.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VET First Grade College is one of the branches of Vasavi Educational Trust. The vision of the institution is to provide a well-balanced quality education to students in construction of mind that explodes creativity, innovation with multiple perspectives, intellectuality, morality and spirituality through committed distinction in teaching and service to the society. The Mission is to achieve the founding objectives of the trust, to impart quality education to all streams, also section of the society by imbibing excellence in every aspect of teaching and learning. The reflection can be seen in fact that the management and Principal actively participate in formulations and implementations of the same and action plans are aligned for attaining the mission of institution. The Principal ensure that all stakeholders are involved in different activities of the institution and constant feedback is taken for the betterment of the institution. And for this purpose, the College has constituted various academic bodies and committees in which faculty participation plays an important role. In the academic governing council teachers of various departments are included in the governing body along with the university nominees. The admissions are given to students irrespective of the cutoff which rightly reflects on the vision of educating all masses of the society.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/vision-mission
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college inculcates the culture of decentralization and participative management in the institution which has in turn helped the institution in climbing to greater heights and ensuring holistic and overall development of all. Vasavi Educational Trust has Governing Council who makes all statutory decisions with respect to appointments, finance, infrastructure and all basic amenities required to run the institution. President and Secretary of the Trust look after the day to day affairs of the institution and delegates implementation authority and responsibility to the Principal. Principal has power to delegate work to Vice Principal, Heads of the department, and Coordinators of various departments. The heads and coordinators may organize workshop, Seminars, Special lecture Paper presentation, bridge courses and remedial classes as required for the students in the respective departments. Every department is given freedom to publish e-newsletter and plan for wall magazines. The Principal has formed various committees and each of them functions actively based on the objective of the committee formed. Short Term course coordinators are assigned the responsibility of coming up with the required latest short term course that can be offered for various courses to make the students industry ready. Student Representatives are been given importance in various committees to match their needs of the academics. A general student welfare association and alumni association comprising of students is constituted, which plans activities for the year in collaboration with faculty and finally approved by the Principal. Class representatives represent the entire class and support the teachers in organizing activities.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The management, governing body, academic governing council, Principal, IQAC, teaching faculty, administration, students, parents & other stakeholders jointly contribute towards the development of the institution in extending education to society at large. It involves giving choice for Open for B.Com & M.Com courses and language choice for all in curricular aspect. Short term certificate courses are offered to all the courses based on current / providing trends in industry. Calendar of events, time table, lesson plans are planned in advance to ensure smooth conduct of the academic year. Periodic tests, assignments, career orientations are conducted to assess the students and improve results. Cash award & mementoes for the deserving students and staff are awarded for motivating the students. Industrial visit and expert visits to campus to enrich knowledge staff and students in various journals. Online and manual feedback system from various stakeholders is collected, analyzed and action taken report prepared and uploaded to website. Remedial and bridge courses for the needy students are collected to bridge the gap. Faculty are encourage to pursue Ph.D., Present Research articles for which Management sponsors, Organizing qualitative and subject oriented seminars, Deputing staff and students to National & International conference with OOD, Conveyances and registration fee etc,.The institution has membership for students and faculty with Delnet and INFLIBNET to make use of e-platform.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://vetfgc.edu.in/about-vetfgc
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is governed by Board of management which includes the President and Hon. Secretary of the Vasavi Educational Trust. Further powers are entrusted to the Principal/HOD'S/faculties/Non-teaching faculty to run the college smoothly in day to day activities. All academic activities are handled through periodic meetings with the departments. The departments take up all relevant academic matters in the meeting and forward the recommendation through Principal to the Management. Institution has a governing

body in the name of managing committee consisting of President, 3 Vice- President, Hon. Secretary, Joint Secretary, Treasurer and Mentor. The team is elected once in 3 years by the trustees at the Annual general body meeting. It has brought out the HR policy which explains the appointments, employee statutory benefits, increments, termination and others. Under the management, there is Academic Director and Principal followed by Vice Principal, HODs and Coordinators, teaching and non-teaching faculty and support staff. College has various committees like IQAC, Grievance redressal cell, Anti ragging Cell, Student welfare, Sexual harassment cell, counseling cell, Rotract, NSS & others to maintain healthy environment in the Institution headed by the Chairperson, head and members. The institution follows the service rules, policies and procedures for effective functioning of the Trust, recruitment, appointment, promotion and appraisal happening as per the mentioned guidelines.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/about-vetfgc
Link to Organogram of the institution webpage	https://vetfgc.edu.in/management-desk
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare schemes like Provident Fund, ESI, and Zero balance account in Karur Vysya bank are available for teaching and non-teaching staff. PF is available for all faculties, ESI is provided to those whose salary is less than Rs. 22,000 per month. Gratuity is available for faculties who have completed 5 years of continuous service in the institution. Scholarship is provided to children of faculty studying in the institution. Maternity leave, Medical Leave, Casual Leave, Duty Leave facility are also applicable to teaching and Non-teaching staff equally. Insurance policy for faculty for COVID-19 was made available to staff to cope with the pandemic where in the premium contribution was made by management and the faculty and family were covered. Free Vaccination drives were organized for faculty and their dependents. Newly appointed staff works on probationary basis of 1 year after which they are made permanent on the basis of feedback and performance of individual staff. Staffs are motivated to attend workshop, seminars, encouraged to pursue higher studies and financial support is extended to faculty in the form of payment of registration fees, conveyance and publications. Teaching Staff are also rewarded for producing centum results at Bangalore University semester examination by College.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/downloads/final-vet-manual.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

20

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

24

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Principal collects the view of the students directly and also indirectly. Every faculty is given a chance for self-appraisal through API forms - Academic Performance Indicator prepared by the faculty on annual basis, reviewed by Principal with a personal report to the management on the same, University examination results, Staff involvement in the activities of the college both physically and also morally, involvement in administrative activities, involvement in University academic activities, attending conferences, publishing papers in UGC Care List Journals, Scopus Indexed Journals, paper presentations in conferences, staff attending FDPs - offline and also through NPTEL Swayam Platforms are considered as basis for appraisal. Appraisal is also based on a professional relationship a faculty builds with student and feedback received from students. At the end of each academic year, API forms duly completed by faculty is collected at the end of each academic year, the same is consolidated by the HODs and Coordinators of concerned department with report submitted to principal which is evaluated by Principal and forwarded to management which forms the basis for annual increments, promotions and career advancements. The non-teaching staff is evaluated on the basis of activities assigned to them as against the actual performance by them which form the basis for increments and promotions.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

At the beginning of the academic year, Head of the institution plans the required office stationary, equipment, library books etc. required for the academic year, including appointment of staff, salary and other requirements and places the same before the management in the form of proposed budget. Management also has its own budget based on the fee collected from the students. Management releases the petty cash for the day to day expenses and also for every event or program organized by the head of the institution, which has proposal including the estimated expenses. The internal audit is done on a periodic basis by the office staff in charge of petty cash along with principal in respect of all revenue expenditure and external audit is carried out by the official auditor of the Trust at the end of each academic year. The audit team also audits stock registers, and conducts audit of Library, audit of labs of department of the College and audit of all Plan Expenditures of the college. Also, The Affiliating University audits the financial payments received by the university from the institution and in case of any dues / objections, it will be intimated over the mail and the same will be addressed by the institution within the due date.

File Description	Documents
Paste link for additional information	vetfgc.edu.in
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2.74667

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution mobilizes its funds mainly from Fee Collection from students as the institution is a private college and self-financing institution affiliated to Bengaluru City University. The reserved funds which are generated through fees, any kind of capital expenditure, trusts will raise the fund through trustees who are from business background. Funds are also mobilized through interest on corpus fund and funding from alumni and small donations from students. Students receive scholarship from Government of Karnataka for SC, ST, Minority and OBC. Trustees and Philanthropists sponsor scholarship for students. Adequate funds are allocated for effective teaching-learning practices that include Orientation Programmes, Workshops, and Inter-disciplinary activities, training programmes, Refresher Courses and publications that ensure quality education. Some funds are allocated for social service activities as part of social responsibilities through NSS and Rotract. Optimal utilization of funds is ensured through preparing budget at various levels and all the receipts and payments are duly audited by external auditors as well. Funds are released for the day to day expenses in the form of petty cash. Infrastructure enhancement and maintenance is given due importance to create the necessary ambience of learning to students in the form of new and improved ICT based learning. The main objective of resource mobilization and its optimal utilization is to the institution on bench mark in tune with quality teaching and learning opportunities for students.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college was established in 2010 as per the guidelines of the NAAC. The Internal Quality Assurance Cell of the college chalks out the quality policies for teaching, learning, planning, and implementation of curriculum, innovation, research and development and students extension activities both cultural and sports. VET First Grade College has institutionalized the following two quality initiatives of IQAC. (a) Prakashanam - Publications which motivates the faculty and students (PG and few interested UG students) to publish their research articles in UGC Care List and Scopus Indexed Journals, participate and present papers in National and International Conferences, publish the abstract and full paper in ISBN and Conference proceedings, in-house publications including - Drushti-Annual magazine, Newsletters of various Departments and Handbooks pertaining to various stakeholders. This inculcates a rich research culture among faculty and students at large. (b) Online Feedback system for various stakeholders - The IQAC has designed feedback forms in Google form for students, parents, faculty and alumni. The feedback forms are available in the official website of the college and the data collected from the stakeholders are analyzed, report prepared and uploaded in the website. The other contributions include organizing FDPs, seminars workshops for students, periodic meetings of various committees and promulgating the ICT method of learning and teaching in the institution.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The various activities of IQAC post accreditation are many. Out of which, two major initiatives are AAA - Academic and Administrative audit of all the departments of the institution and has briefed the heads and the concerned faculty members the various areas to concentrate on so as to improve the overall development of the institution. For this purpose, committee was constituted, process and procedures briefed to all and then the final report was submitted to the management for awarding the certificate for the

institution.

Another initiative done by IQAC towards sustainable use of energy is the Energy Audit by the Mahatma Gandhi Institute of Rural Energy and Development (MGIRED) which briefed about the various sustainable practices to be followed for sustainable development.

Apart from using virtual platform for teaching and learning during pandemic, online feedback was collected from students, faculty, parents and alumni for the continuous improvement of the institution. The feedback is collected, analyzed and report prepared and uploaded in the website. Also, the institution has made it a practice to collect feedback from students regarding the various programmes organized immediately after the program to know the interest and other requirement of the students. The Institution maintains an effective internal examination and evaluation system for students concentrating on improvement of results, the result of which is that 2 ranks were bagged by our students from Bangalore University.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://vetfgc.edu.in/downloads/Annual_Report_2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity is ensured by providing equal opportunities right from admission to Graduation. Special programs on gender sensitization like Positive period Promise regarding menstrual hygiene and various health talks are conducted by specialized Gynecologist and Counselors. 24 hour CCTV surveillance is maintained in the college. Institution has been provided with natural ventilation & fire extinguishers are installed in case of any emergency at prime places on all the floors The institution keeps visitor log register to record the details of any person entering the college premise thus ensuring complete safety and security of the students. The institution has a ladies room for the benefit of the girl students and also has a lounge where they can relax themselves. Various facilities are available for them to keep themselves physically fit. Sanitary napkin dispensing machine is also available for use for girl students. College also has security provisions to attend to any emergency conditions. Fire extinguishers are placed at different blocks inside the campus for providing the security. There is a Discipline and Anti Ragging and Anti Sexual Committee in the institution to take care of safety and security of the students wherein Anti Ragging squads are appointed to monitor the activities floor wise. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution. VET First Grade College believes in zero tolerance against eve teasing/ragging with wide publicity which is maintained by the Discipline Committee and we proudly state that there have be no such incidences in the institution.

Annual gender sensitization action plan

Specific facilities provided for women :

- Safety and security:<https://vetfgc.edu.in/anti-ragging-cell>
- <https://vetfgc.edu.in/women-grievance-redressal-cell>
- Common Rooms:<https://vetfgc.edu.in/other-facilities>
- Any other relevant information<https://vetfgc.edu.in/parents-relation-cell>

File Description	Documents
Annual gender sensitization action plan	https://vetfgc.edu.in/downloads/Annual_Report_2020-21.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://vetfgc.edu.in/album?album_id=18

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Regarding solid waste management, Arrangements are made to collect

wet waste and dry waste separately by BBMP as per the direction of the government. All support staff has been given the instruction to segregate the dry and wet waste separately, so that it can be converted to fertilizer or manure easily. The institution has a separate Vermicomposting where dry leaves are converted into manure and used for gardening. We have separate facility to collect E-waste if any. As far as liquid waste management is concerned, RO UV drinking water and aqua guard drinking water are provided at various points for the convenience of the students and the cartridges are changed periodically and disposed off properly. Wastage of drinking water is restricted and monitored by the staff in every floor. Rain water harvesting is done for the proper utilization of the rain water. Proper drainage is arranged for all buildings in the campus. Biomedical waste management is not applicable as the institution does not have medical courses. There is an instruction to all the support staff to segregate E-waste separately and in efficient manner, and the materials are disposed accordingly. The cartridges of various printers are refilled from the vendor outside the campus. UPS Batteries are recharged/repaired/exchanged by the suppliers directly. Also the institution arranges for E-waste collection drives for the nearby vicinity in association with Rotary Spandana.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and

B. Any 3 of the above

facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as this is evident from the fact that students belonging to different caste, religion, regions are admitted and studying without any discrimination. The institution celebrates and observes all National and regional festivals with great fervor and this includes festivals like Independence day, Gandhi Jayanthi, Ambedkar Jayanthi, Teachers day celebrated on the occasion of Dr Radhakrishnan's birthday, Martyrs day wherein faculty and students pay tribute to the martyrs by offering candles and flowers, Vijay Kargil diwas by offering tribute to the departed sacrificing souls, Kannada Rajyostava promulgating the importance of Kannada. The students of our institution organize cultural programme depicting State and National culture during intra and inter collegiate events. Various departments organize field study and tours to visit industries within and outside Bangalore. Faculty and students are exposed to the different cultures through programmes like Ethnic day. Motivational talks from eminent persons of the field are arranged for all-round personality development of the students and to make them responsible citizens following the national values of social and communal harmony and national integration. All these activities promote the feeling of oneness and social harmony among students. The institution jointly with faculty and students also celebrates many cultural and regional festivals, like New-year's day, Fresher

Party ,teacher's day, orientation and farewell program, Induction program, rally, plantation, Youth day, Women's day, Yoga day by organizing talks and activities in the campus

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution takes all measures to equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. The students are motivated by enabling them to participate in various programs on culture, traditions and values. The institution follows the curriculum as designed and given by Bengaluru City University wherein subjects like Value Education, Indian constitution, Culture Diversity and Society and Science and Society are taught to students to imbibe the constitutional values and make them responsible individuals. The institution has organized Green day and Environment day imbibing the importance of environment among students. Also the institution has conducted awareness programmes on Traffic awareness to students and a rally was undertaken to propagate the same in and around J P Nagar which imbibed the duties and responsibilities as citizens among students. A Kannada debate was organized on International Tigers day to create awareness about the importance of tigers in the ecosystem.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://vetfgc.edu.in/downloads/DEPT_PO_PSO_CO.pdf
Any other relevant information	https://vetfgc.edu.in/album?album_id=34

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code A. All of the above

of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year, the institution commemorates several festivals which are of regional, national and international importance. It is an integral part of learning for students and building and imbibing in them, a strong cultural belief. Students are also made to understand the importance of birth and death anniversaries of great Indian personalities by celebrating birth or observing death anniversaries in a unique way. The various days that are observed in the institution are Teacher's Day, Children's Day, International Women's Day, Yoga Day, Independence Day, Republic Day, Kannada Rajyothsava, Martyr's Day, Vivekananda Jayanthi, Gandhi Jayanthi, Environmental day, Ambedkar Jayanthi and so on. On all these occasion, activities are planned to imbibe a kind of patriotism and a sense of social responsibility amongst students. The various activities include speech, cultural activities like songs, dances, skits, aerobic activities depicting the importance of celebrating these important days. The college also celebrates events Ayudha Pooja and many more

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1

Title: "Prakashnam - Light of knowledge"

Objectives: The objectives of the initiative are

- To develop a research culture among staff and students.
- To inculcate the habit of writing among students and staff

With the above objectives, a best practice was implemented by the institution titled Prakashnam.

Context: Since many students are first generation learners, it becomes mandatory to inculcate writing habits in students. This has been a big challenge, but still teachers were able to encourage them to come up with small articles or write-ups from newspaper or magazine. what basically started with student's wall magazine for each stream gradually developed into publishing of books every year at the institute irrespective of the specialization.

Practice: Initially it started in the name of "Biz news" for B.Com students, "Fashion Buzz" for B.Sc FAD Students and "Techno News" for BCA Students. Slowly students found it interesting and started volunteering to present more and more. This was a small initiative which has been taken by the IQAC to inculcate writing skills among the students in the form of wall magazine. It has created a healthy competition among the students of inter disciplinary course. After this, annual Magazine Drusthi was published including articles from the students from all streams. Teachers had observed that only meritorious students were coming up with articles and academically

weak students were lagging behind. Hence college organized good number of soft skill program, communication skill workshops and few of the students were also given short-term certificate course to develop the communication and writing skills. Again, in spite of all these efforts, students had an inferiority complex to come up with the original articles. Hence newspaper wall magazine was introduced, where they could collect the important news content from the newspaper and make it as collage that was published in the notice board. Apart from this, college also encourages the publication of e-newsletters department wise namely Comtech, Faccio news and Wrap-up. Students enjoy in writing, printing, reading and sharing with others. College continued publication of conference souvenir, ISBN book and college has come up with various human values and professional ethics code of conduct for various stake holders like parents- Anubandha, students - Parichay, committee book and Prospectus, alumni- Mitra, teachers - HR Policies and Anveshane.

Problems encountered and resources required:

- Problems encountered in rectification of grammatical errors.
- Problem of motivating the students to write articles.
- Time adjustment of students and staff for discussion on articles which is generally after college hours.
- New idea generation for writing articles is also a great challenge.

Evidence of success: Publication of Wall magazine, Notice board magazine, e-newsletter, annual magazine, souvenir, ISBN books and various hand books to stake holders.

Best Practice 2

Title: "Help Us To Help Others - Student's Financial Aid"

Objectives:

- To support the students in paying admission and examination fees or any expenses during their examination
- To ensure minimum dropout of students owing to financial problems.
- To help the economically weaker section of students.

Context: The College has open door policy in admissions as per the vision and mission of the trust. It caters to financially and economically weaker sections of the society and ensures affordability of education to all. Many students who get admitted to

general course offered by the institution either belong to below average income group or BPL families. Only few percentages of students come from average income group. This made the Trust to think of affordable fees and scholarships for deserving students apart from fee concession. In spite of these management efforts, student's dropouts were increasing due to family financial position. "Help Us To Help

Others - Students' Financial Aid" has been initiated in the year 2016-17 by the faculty of the institution giving a ray of hope to ensure continuity of students' education. Slowly the financial support i.e. the amount of contribution was also extended by parents, visitors, alumnus and students

Practice:

Initially the contributors were one or two - either the Principal or few interested faculty members. Since the amount was very less, there was a concern about the success of the said scheme. But with the dedicated efforts of the faculty members, many parents, visitors, alumnus and financially strong students felt motivated and started to support the practice. Initially, financial aid was given to those students who approached the Principal or faculty with their helplessness to continue the admission or write the examination. Later, the practice has been formalized by inviting student's details through the Head of the Department which helped in identifying the needy students and financing them at right time. The institution has also formalized the process by maintaining a register of Contribution and a register of Disbursements containing details of amount of contribution received during the year, Name of the student, amount given and total number of students benefitted during the year.

Problems encountered and resources required:

- Fixing of amount to be distributed to individual students is a challenge considering the differences in financial status and admission fees
- Selection of student beneficiary is a challenge
- Collection of fund is difficult as the contribution is totally voluntary.

Evidence of success:

The year, in which this scheme was initiated, help was extended for 21 students with Rs. 43167. During 2017-18, again 21 students got

benefitted with the amount of Rs. 28278. During 2018-19, the collection amounted to Rs 45550 and 31 students were supported financially. In spite of Covid 19 Pandemic, the initiative was continued even for 2019-20 which witnessed a collection of Rs. 12375 which was utilized to support 7 students and for 2020-21, 9 students were extended support to pay their admission fees and exam fees to the extent of Rs 24930. The financial aid can be given to continue admissions and make payment of examination fees.

File Description	Documents
Best practices in the Institutional website	https://vetfgc.edu.in/publications
Any other relevant information	https://vetfgc.edu.in/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

VET First Grade College is one of the branches of Vasavi Educational Trust started in 1996 with just B.Com course. As on date it offers B.Com along with various other courses like B.Sc. FAD, BCA, BBA, M.Com, PG Diploma in E-Commerce and PG Diploma in Business Administration at very affordable fees. VET is completely charitable Trust started by few Vysya Business Philanthropist, with an objective to cater to all sections of the society. The College, keeping vision and mission of the Trust runs with the objectives and its own vision and mission to support the trust. As a result, admissions are with open door policy considering the rules and regulations of State Government and Affiliating University supporting UGC Guidelines. Most of the time, to maintain the standard of education, the admission fees charged by the college is not sufficient and hence trust and trustees support the institution to maintain the quality of education, never letting down the objective of the Trust. In spite of this, the Trust has never thought of increasing the admission fee drastically. Covid 19 pandemic created a great challenge for teaching fraternity as most of the students are first generation learners and also from economically underprivileged sections of society. In spite of this challenge, teaching and learning continue progressively in the institution on online platform using various virtual platforms. During this time, many faculty members supported the online learning by sharing knowledge platform through University. The Principal and team has undertaken the responsibility of evaluation at the

University and supported to release the results by the University on time.

The college extends other extracurricular and co-curricular activities apart from the curriculum available in the syllabi like Encouraging short-term certificate courses to develop the skills, deputation of students to National and International seminars to various colleges at inter-collegiate platform, apart from organized seminars, workshops, guest lectures and conferences in the institution, organizing career orientation and placements, organizing remedial and bridge courses. Sports and Cultural activities, extension activities, personality development programs are given equal importance. The college maintains the gender equity which is presented in the statistics given below.

- Total Admission out of 594 during 2020-21, 53% are boys and 47% are girl students.
- Out total students, 79 % graduated, out of which 60% are girls and 40% are boys indicating women progress in the field of education at the institution.
- Considering the Government regulations, of the total, 14% belong to SC/ST, 14% belong to General and 72% belong to OBC category.
- Out of SC/ST students, 54% are boys and 46% are girls
- Out of General category students, 60% are boys and 40% are girls
- Among the OBC category, 51% are boys and 49% are girls
- The scholarships from various Government Departments account for 22.22% , of which 47% of beneficiaries are boys and 53% are girls with the total scholarship amount of Rs.1827124.00

The statistics above shows the distinctive feature of college giving equal opportunity for girl students and their education. The institution proudly states that, in spite of open door policy of admission and without any cut-off rate for admission, it has secured 2 ranks at Bangalore University namely 1st and 9th Rank in addition to getting centum in individual courses, exemplary, outstanding and distinction results in University examinations.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- College is permanently affiliated to Bengaluru City University and follows the Choice based credit system (CBCS) as per curriculum.
- Preparation of Calendar of events encompassing Curricular, Co-curricular and extracurricular activities and the same is uploaded in the website.
- Short term certificate courses like, Tally ERP 9.0 with GST, Fashion Accessories, Python, Web Developer offered for academic improvement.
- Seminars and webinars are conducted for overall personality development in association with Rotary, Inner Wheel Club, Skilling India, ISKCON and other University Subject experts. Documentation maintained with photographs.
- CC & EC is conducted based on Extra & Co curricular activities & internal marks are sent to University and includes various activities like NSS, Sports, Games, small projects, group seminars, Interaction with local community to make projects
- Execution of calendar of events is prepared at the end of every semester & audited.
- Lesson plans are maintained by faculty to keep track of the completion of syllabus in the stipulated time.
- Preparation of Timetable, Regular meetings with staff, department & committees, academic governing council & management are conducted to ensure smooth progress of the institution.
- The institution enables ICT based teaching and learning, conducts bridge course and remedial classes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vetfgc.edu.in/downloads/Effective-Curriculum-Delivery-2020-2021.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

VET First Grade College is permanently affiliated to Bengaluru City University. The college prepares the calendar of events in accordance with the University Calendars. The calendar includes date of reporting of faculty, reopening of classes, orientation to first year students, affiliation process, admission approval, seminars, workshops, conferences, cultural activities, sports activities, unit tests, assignment submission, attendance publication, parent teacher interaction, internal marks submission, theory and practical examination and so on.

At the Institutional level, the Examination and equipment committee frames the calendar for exams considering the University Calendar. The Institution conducts orientation, bridge course remedial, 2 Unit tests, preparatory exam (at discretion) assigns 5 assignments, and makes the students attempt 3 previous year University papers on periodic basis for continuous improvement of the students. The students are given presentations to prepared and executed; various activities conducted under the commerce forums like Vanijya Dhara and Vanijya Milana for practical exposure of the theoretical concepts to commerce and management students. Faccio is encouraged for fashion technology student, tech trinity for BCA students. Final odd and even semester Examinations are conducted as per the directions issued by the Universities from time to time.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vetfgc.edu.in/latest-news

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation

A. All of the above

process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
7	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
7	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
299	

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The University has integrated subjects like Environmental Public health, Personality development, Science & Society, Culture Diversity & Society, Value Education, Entrepreneurship Soft skills, Computer, Information Technology, Indian constitution & Human rights Banking & Finance with regular curriculum. These courses taught to the students on semester basis from first to final semester inculcating these values which are necessary for life.</p> <p>The institution arranges various seminars, guest lectures, talks and webinars in association with Rotary, Inner wheel club, Skilling India, ISKCON to ensure overall personality development and imbibe ethical and professional values among students. To teach human values institution has associated with NGOs like Rotary & Kavacha Foundation which works to address various social issues. The institution observes various National importance days like Independence Day, Republic Day, Martyrs Day, Environment Day, Vivekananda Jayanthi, Gandhi Jayanthi, Kannada Rajyostava, Hindi Diwas and many others to promote unity, integrity and love towards nation. During environment day, students cleaned the campus and planted saplings to ensure protection to environment at the campus and nearby surrounding areas. Regarding gender equity, the institution has an Equal opportunity Cell that arranges programs for students and issues like Menstruation, emotional balance and others are organized.</p>	
File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**14**

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships**353**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://vetfgc.edu.in/downloads/FEEDBACK-COLLECTED-ANALYSIS-REPORT-FOR-THE-YEAR-2020-2021.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vetfgc.edu.in/downloads/FEEDBACK-COLLECTED-ANALYSIS-REPORT-FOR-THE-YEAR-2020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

242

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

204	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>During admission, emphasis is given to students with higher grades, but preference is also given for first generation learners as the institution mission is to provide quality education to all strata of society. The institution assesses the performance of the students through various activities like class performance, internal tests, preparatory exams and other means like giving assignments and undertaking skill development exercises. After evaluation, student's doubts and difficulties are addressed normally after their regular class hours or during free hours of faculty. For advanced learners, Orientation to CA, CMA, CS and other professional courses are organized to match their learning capabilities. Slow learners and advanced learners are given equal opportunity in library facility where desktop is provided to browse extra questions from various professional student portals. For slow learners, remedial classes are conducted to bridge their doubts and separate attendance register is maintained. Special programmes for students in this direction includes organizing guest lectures by eminent University Professors which helps both advanced and slow learners to score high marks and clear exams respectively, participation in various activities like business labs, wall magazines, club and forum activities of the institution. Also, solving 5 previous University Question papers have helped the students in coming out with flying colours.</p>	
File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/value-added-courses
Upload any additional information	View File
2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)	

Number of Students	Number of Teachers
594	25

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The experiential learning happens in the institution through various methods like academic activities conducted under various clubs and forums like Vanijya Dhara, Vanijya Milana, Faccio Club and Spotlight club. Cultural programmes like Culrav and Faccio, sports event like inter collegiate cricket tournament, outdoor and indoor sports makes students more participative. Certificate courses conducted in-house like Empower Communication has imbibed good communication skill among students. Diploma Program on Research Practice conducted for post-graduation imbibed research skills like writing a paper for ISBN publication and preparation of dissertation report. Placement orientation and training imparted by organizing placement drives and conducting aptitude tests made the students industry ready. Short term courses on Tally with GST, Advanced excel, Python, Fashion Accessories, Web developer made the students learn the trending technologies to enhance their learning outcomes. In Participative learning, usage of chalk talk, ICT tools like Zoom and Microsoft, Power point presentation, excel sheet usage enhanced their technology savvy mindset. Internship, project preparation & presentation, assignments, Industrial and NGO visits, fashion show, windows display & exhibitions also enhance student's skill. Apart from this students are provided with various opportunities and platforms to exhibit their talents, creativity, intellectual leadership, team work, and sense of responsibility through various programs both within and outside the institution through participation NSS activities and camp and VET Retract activities. Students are the members of various committees like IQAC, Ant ragging, students' welfare, students' alumni association and class representatives and so on.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://vetfgc.edu.in/photo-gallery

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculties are encouraged to use ICT enabled teaching method. Some Lecture halls have been mounted with LCD projectors and faculties are provided laptops that can be used for preparing PPT, various workshops, seminars are conducted based on skill development programs. Faculty members enrolled for SWAYAM NPTEL courses to upgrade their knowledge through video lectures uploaded in the website and attempting assignments and undertaking examinations. Encouraging all students and staff to make use of Digital library through N-list and DELNET

Online teaching and learning has become the need of 2020-21 due to CIVID 19 Pandemic and the institution used two platforms - Zoom and Microsoft teams for the Academic year to ensure continuity in teaching and learning without any hindrances. Initially classes were conducted in Zoom and later the institution shifted to Microsoft Teams. Teams was used to conduct classes, notes were uploaded for the benefit of students and assignments and tests were also conducted using the same. Recordings were made which students could access for a limited period. Apart from all these, faculty members used PPTs, Excel sheets, white boards available for teaching practical subjects. Google forms were designed for Multiple Choice Questions for students. Whatsapp was also used medium to share notes to students who could not access Microsoft teams due to data constraints.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest

completed academic year)

2.3.3.1 - Number of mentors

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

171

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The conduct of internal test is planned during the beginning of each semester in accordance with college and Bengaluru City University calendar of events. The dates are chalked out by the examination committee with Principal and announced 15 days prior for the convenience of students. It is written by students in blue books issued by college. This time, due to pandemic, tests were uploaded in Microsoft teams and students were given 1 hour to write and 10 minutes to upload the same in PDF format and turn it back in the test portal of Microsoft teams. After tests, the papers are evaluated by faculty members digitally and turned back to students and also entered in IA marks register on reopening. At the end of the semester IA marks are uploaded in Bangalore City University examination portal and print out is taken and displayed in notice board for the knowledge of students. Any queries and grievances from students are addressed amicably to the benefit of students. 2 internals are conducted at periodical intervals, 5 assignments on subject and skill development is given and students are given presentations (wherever possible) and are made to solve 3 years previous University Question papers to evaluate their performance and submit internal marks.

File Description	Documents
Any additional information	View File
Link for additional information	https://vetfgc.edu.in/examination-equipment-committee

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal assessment is done on a transparent basis in the institution. After each internal test, the papers are evaluated and marks given are discussed with the students in the class. In case of any discrepancy, the faculty corrects the marks then and there and the same corrected copy is submitted to office for entry in the Internal Assessment Register. The final Internal assessment marks are awarded on basis of attendance, internal test marks, submission of assignments on time, participation of students in co-curricular & extra-curricular activities, NSS, and participation in various competitions conducted in other colleges, participation in sports, literary activities along with submission of answers to 3 years question paper. The final IA marks on entry into the University portal is published on the notice board for students notice and in case of any queries, students have liberty to approach the class mentor, HOD/Coordinator and Principal in the order of authority for any corrections. After corrections, the marks are finally uploaded to the portal and frozen. All these takes place within the time framed set by the institution and University. However final semester examination is conducted as per the BCU guidelines followed by evaluation, declaration of results, issue of marks card and promotion and at the end of program, convocation is issued by the BCU. Any grievances with respect to University, examination, college liaisons on behalf of the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://vetfgc.edu.in/examination-equipment-committee

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Different programs like B.Com, B.SC FAD, BCA, BBA and M.Com are offered to students aimed at making them Commerce and Management Professionals, Fashion experts, Programming and Testing professionals, Management experts and Teaching professionals and also individual with research bent of mind respectively. In order to achieve these program outcomes, many courses are pursued by the students in each of the semesters for 3 years with a total of

48 courses in each of the programs in addition to practical aspect of the course. The program wise outcome, program specific outcome and course outcomes are drafted by the faculty members teaching the courses, approved and signed by Principal and the same is uploaded in the official website of the institutions under various programs offered tab. This is done to enable the existing students to be aware of the program that they are pursuing and also the prospective students to help in decision making regarding the programs to be pursued based on their aspirations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vetfgc.edu.in/downloads/DEPT_PO_PS_O_CO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Program outcome followed in institution pertains to teaching the relevant course with the syllabus framed by Bengaluru City University. Knowledge and skill that students acquire in each course and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, End Semester Examination, personal interaction, assignments given, participation in commerce forums like Vanijya Dhara, Vanijya Milana, Faccio and many other clubs formulated in the institution. Attainment of these outcomes is excellent, with pass percentage ranging between 70-100% in various program offered by the institution. Dropout rate is low. In 30% programmes pass percentage is 100%. Majority students graduate the program with outstanding and exemplary results across programs. Students results, opting for higher studies and placements are the results of the programme outcome. All departments organize seminars, guest lectures and internship training initiatives which are assessed by taking feedback from students after each program. Vibrant NSS and VET Roctract Club also helps in evaluation of the outcomes by inculcating a sense of ethical and responsible behaviour among future citizens. The Syllabus revision by the University was undertaken in 2014 and recently in 2019 to integrate current topics relevant to all programs. The institution has introduced several self-financing

programmes which centre on topics of gender, environment, human values and skill development.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vetfgc.edu.in/downloads/DEPT_PO_PS_O_CO.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

211

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://vetfgc.edu.in/downloads/Annual_Report_2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://vetfgc.edu.in/downloads/STUDENT_SATISFACTION_SURVEY_2020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

295000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://vetfgc.edu.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an ecosystem for all students in

exploration of their new ideas and sharing of knowledge with other likeminded in their areas of interest by creating Vanijya Dhara and Vanijya Milana platform for Commerce students, Faccio Club for B.Sc FAD students and Spotlight club for all students. Opportunity is given to post graduation Students in writing research papers jointly with the faculty members and the same is published in ISBN book in association with Primax Foundation.

The Research and Development activities are initiated by enabling the faculty in presenting and publishing papers in Conferences and UGC and Scopus Indexed journals. Faculty members are encouraged to attend Faculty development program and seminars and workshops and enroll in SWAYAM NPTEL courses to enhance their knowledge in their respective domain and transfer the same to students. The institution provides the following infrastructure for the same.

- Wi-Fi facility throughout the campus
- Desktops and laptops are available to support research works
- Delnet - E resource for assisting faculty in undertaking review of literature
- Conducted an FDP for faculty and M.Com students on Sample calculation and writing research proposal

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/library

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

13

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://vetfgc.edu.in/research-cell
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

36	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our Institution's Vision basically focuses on pursuing excellence, providing a well-balanced quality education to all streams & all sections of society by imbibing excellence in every aspect of teaching & learning. The college provides value based education to the students in discharging one's social & professional responsibility by having active NSS, Rotract wing, Red Cross and association with NGOs. The college through various extension clubs throughout the year conducts rallies on various issues to create awareness amongst students & neighborhood by walking down the neighborhood by showcasing placards, Banners, Slogans etc., to educate the public about the issues which we are facing in the society. In the backdrop of COVID 19 protocols, Traffic awareness rally was taken and the institution created awareness about COVID 19 and vaccination through drives and short videos created by them. NSS activities included cleaning the campus, planting saplings to create green environment and Rotract activities included I Ryla-leadership program and many more. Approaching exams with confidence was conducted to school and PU students during pandemic boosting their morale and confidence. The impact of these initiatives is that students develop a sense of responsibility and become more sensitized towards local community and society at large.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/latest-events
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

32

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

594

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

40

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The infrastructure provided is as per the BCU norms based on 1:1 ratio with respect to classroom and laboratory. Class rooms are naturally ventilated with a capacity of 80-100 students. Each lecture rooms have basic requirement of tube lights & fans, raised platform and podium provided for delivering lectures, having complete and better focus on students. All classrooms have notice board, green board and big windows for natural air and ventilation with sound proof mechanism. 31 rooms are available for regular conducting of classes, a library, 1 reading room, & 7 labs, well-equipped auditorium with 400-500 capacity illuminated with 2 bays, good sound system and 2 green rooms with rest room facility. The college has lift facility. 16 classrooms are ICT enabled. LCD projectors with speakers are fixed in classrooms and three mobile . Well-equipped computer lab with 70 computer systems and 15 laptops, internet facility, a separate UPS room with 7.5 KVA of 2 numbers, Broad Brand connectivity of 300Mbps and the entire campus is Wi-Fi enabled. The library has 5 computer systems with internet facility and approximately 11000 books, 13 subscribed newspapers, 15 journals of national and international repute 12 magazine and 100 educational CDs. Memberships with N-list and Delnet for e-resources, NSS room, Business Lab, Counseling room, Health centre, Cafeteria, girls common room, boys common room, waiting lobby, Placement cell, IQAC office, HODs and Coordinator's cabin, Principal and Administrative office along with board room

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=20

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has adequate facility for sports, game (indoor, outdoor, yoga) and cultural activities. Adequate infrastructure in the form of indoor sports room, yoga room, Outdoor and Indoor Auditorium are provided. Indoor games include carom, chess, table

tennis and badminton etc., which can be availed by students whenever they are free or after classes. The room allocated for sports has storage facility where all the sports equipment's like volleyball, throw ball, cricket bat, ball, wickets, net, poles, javelin, short put, winner stand are kept. Also LCD facility is provided which enables the room to be converted as indoor sports room, yoga room, extension activity room etc. Intercollege cricket tournament has been a regular feature for past 10 years and Culrav - cultural fest, a regular feature from past 5 years, could not be planned due to Covid-19 pandemic. However, the institution organized field events like Kabbadi-Boys and Girls, Volley ball for Boys, Throw ball for girls, Kho-Kho for girls. NSS room has been provided with equipment like trowel, Jamkanas, shovel, gloves, fork, axe, Kitchen utensils including Thalys, glasses, spoons for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=19

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=20
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

171488

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System and the institution uses Pupilpod software version 4 for online library management. The library is a member of INFLIBNET-NLIST & NDL (National Digital Library) which provides a web access to e-journals & E-Books to all students & faculty. The institution has subscribed to the E-resource - DELNET (Developing Library Network) for a period of one year from Oct 2020 and 100 educational CDs are available for use. Library is well equipped with Five Computers having internet facility and can be used during college hours by the students. Assistance in downloading e-content is also provided. The library has a good collection of 11146 books, 6 national journals, 1 international journal, 13 newspapers and good collection of magazines across disciplines. Biometric and register attendance is kept for both faculty and students using the library and owing to pandemic, biometric attendance was discontinued on the advice of Government. The bar code scanning is enabled for books and student library cards and the lending and circulation of books is entirely digitized and register is also maintained as a safety measure. The open access system is followed and library is a store house of updated syllabus copies, University question papers, project reports, newsletters, ISBN books and handbooks.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vetfgc.edu.in/library

4.2.2 - The institution has subscription for the following e-resources e-journals e-

A. Any 4 or more of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.8025

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
4.2.4.1 - Number of teachers and students using library per day over last one year

308

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Computer labs are well connected to the internet to help students

and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty in their queries. The institution has a total of 85 computers and laptops with a configuration of 2GB-4GB RAM with all required software of latest version to benefit the faculty and students at large.

A dedicated internet connectivity of bandwidth 300Mbps is provided by Act Fibernet. The campus is Wi-Fi enabled to promote digital flow. Faculty and Students can avail the Wi-Fi facilities 24/7, 365 days with different user-Ids and passwords provided floor wise. Internet facility is provided in all the classrooms, laboratories, the offices through Wi-Fi. Wherever high speed connectivity is required wired connection through optical cable LAN services is provided. Immunity is provided against cyber-attacks using licensed K7 Antivirus software. The Computer Science Department extends complete support to the students and faculty in setting and installing the Wi-Fi zones at various locations such as Reading halls, Classrooms, Department and corridors. Faculty and Students can access this facility on their Laptops or phones by requesting and getting permission from the concerned HODs/Coordinators and Principal. The campus is well connected with a well-planned Telecom Network with intercom facilities available at Principal, Vice Principal, HODs, and Coordinators, PG centre cabins, Library and Administrative office.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=20

4.3.2 - Number of Computers

85

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

34.31593

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by Housekeeping staff assigned for each floor. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected on periodical basis. Wash rooms and rest rooms are well maintained. Dustbins are placed in every classroom. Greenery is maintained by the gardeners of the institution giving an ambience of Green environment. Laboratories are regularly maintained by the Laboratory attendant. Equipment are maintained properly, calibrated and serviced periodically and any major breakdown maintenance if required is carried out by external agencies. Clean and hygienic drinking water is available in the Institution and the purifiers are maintained in proper working condition with

regular servicing. The Computer systems, UPS, Software and Servers are maintained by in-house technical support and Lab-In Charge and also we have AMC with agency. The entire institution is covered under Generator for uninterrupted electricity. The college website is also under AMC with Swaragh Technology. The books and journals are maintained against disfiguring. Stock verification is done as a part of regular monitoring and control. Parking facility is well organized and efficiently maintained by housekeeping staff of the institution. The civil and electrical work is adequately monitored and maintained by the Trust office whenever required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vetfgc.edu.in/album?album_id=20

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

140

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

50	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://vetfgc.edu.in/downloads/Annual_Report_2020-21.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
594	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
594	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>A. All of the above</p>
File Description	Documents
<p>Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee</p>	<p>View File</p>
<p>Upload any additional information</p>	<p>View File</p>
<p>Details of student grievances including sexual harassment and ragging cases</p>	<p>View File</p>
<p>5.2 - Student Progression</p>	
<p>5.2.1 - Number of placement of outgoing students during the year</p>	
<p>5.2.1.1 - Number of outgoing students placed during the year</p>	
<p>37</p>	
File Description	Documents
<p>Self-attested list of students placed</p>	<p>View File</p>
<p>Upload any additional information</p>	<p>View File</p>
<p>Details of student placement during the year (Data Template)</p>	<p>View File</p>
<p>5.2.2 - Number of students progressing to higher education during the year</p>	
<p>5.2.2.1 - Number of outgoing student progression to higher education</p>	
<p>11</p>	

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution has constituted various committees and some of the committees like IQAC committee , Equal Opportunity Cell, Counseling and redressal cell, NSS and Rotract, Student Welfare Association and Alumni Welfare association. The student representatives are assigned various roles to fulfill their responsibilities. This is instituted to inculcate leadership qualities among students and make them future leaders. Opportunities are provided to students to represent their fellow students and their views during the meetings of these committees. The students take active responsibility and schedule various programs for the betterment of the fellow students and also making the college environment enjoyable to all. The activities that are organised by students taking key role include - fresher's day, ethnic day, teachers' day, and other prominent days. They are actively involved in planning, organising and implementing various curricular and co-curricular activities in the college. Apart from these, there are class representatives (male and female) who help the mentors and teachers in the day-to-day conduct of activities in the college. Students also play a major role in various clubs and forums at the college and participate in the publication of newsletters and magazine.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/latest-events
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

21

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni association is the backbone of the institution in shaping the future and in helping the institute grow to greater heights by representing the views of its members and contributing in building and engaging supportive alumni community. VET FGC Alumni association of VET First Grade College is registered society with registration number 212 on 13th Dec-2017. The objective of this association is to build a strong and engaging alumnus for the institution. Though the association has been registered in 2017 it was active since from the inception of the college. The evidence could be seen in the fact that that many of the alumni admit their younger kith and kin to their own institution for various courses. The institution has also appointed & given opportunity to alumni as staff member of VET First Grade College and the same have been contributing to the institutional advancement and growth. Alumni plays an important role as mentors in various activities organized by college and they also help in placement and career guidance programme. The Alumni organized lectures on Taxation, GST and many more. Minimum of one meeting is organized by the institution and the meet is followed by cultural event, interaction & refreshments. The institution also maintains the database of the alumni.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/alumni
Upload any additional information	View File
5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>VET First Grade College is one of the branches of Vasavi Educational Trust. The vision of the institution is to provide a well-balanced quality education to students in construction of mind that explodes creativity, innovation with multiple perspectives, intellectuality, morality and spirituality through committed distinction in teaching and service to the society. The Mission is to achieve the founding objectives of the trust, to impart quality education to all streams, also section of the society by imbibing excellence in every aspect of teaching and learning. The reflection can be seen in fact that the management and Principal actively participate in formulations and implementations of the same and action plans are aligned for attaining the mission of institution. The Principal ensure that all stakeholders are involved in different activities of the institution and constant feedback is taken for the betterment of the institution. And for this purpose, the College has constituted various academic bodies and committees in which faculty participation plays an important role. In the academic governing council teachers of various departments are included in the governing body along with the university nominees. The admissions are given to students irrespective of the cutoff which rightly reflects on the vision of educating all masses of the society.</p>	

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/vision-mission
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college inculcates the culture of decentralization and participative management in the institution which has in turn helped the institution in climbing to greater heights and ensuring holistic and overall development of all. Vasavi Educational Trust has Governing Council who makes all statutory decisions with respect to appointments, finance, infrastructure and all basic amenities required to run the institution. President and Secretary of the Trust look after the day to day affairs of the institution and delegates implementation authority and responsibility to the Principal. Principal has power to delegate work to Vice Principal, Heads of the department, and Coordinators of various departments. The heads and coordinators may organize workshop, Seminars, Special lecture Paper presentation, bridge courses and remedial classes as required for the students in the respective departments. Every department is given freedom to publish e-newsletter and plan for wall magazines. The Principal has formed various committees and each of them functions actively based on the objective of the committee formed. Short Term course coordinators are assigned the responsibility of coming up with the required latest short term course that can be offered for various courses to make the students industry ready. Student Representatives are been given importance in various committees to match their needs of the academics. A general student welfare association and alumni association comprising of students is constituted, which plans activities for the year in collaboration with faculty and finally approved by the Principal. Class representatives represent the entire class and support the teachers in organizing activities.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The management, governing body, academic governing council, Principal, IQAC, teaching faculty, administration, students, parents & other stakeholders jointly contribute towards the development of the institution in extending education to society at large. It involves giving choice for Open for B.Com & M.Com courses and language choice for all in curricular aspect. Short term certificate courses are offered to all the courses based on current / providing trends in industry. Calendar of events, time table, lesson plans are planned in advance to ensure smooth conduct of the academic year. Periodic tests, assignments, career orientations are conducted to assess the students and improve results. Cash award & mementoes for the deserving students and staff are awarded for motivating the students. Industrial visit and expert visits to campus to enrich knowledge staff and students in various journals. Online and manual feedback system from various stakeholders is collected, analyzed and action taken report prepared and uploaded to website. Remedial and bridge courses for the needy students are collected to bridge the gap. Faculty are encourage to pursue Ph.D., Present Research articles for which Management sponsors, Organizing qualitative and subject oriented seminars, Deputing staff and students to National & International conference with OOD, Conveyances and registration fee etc,.The institution has membership for students and faculty with Delnet and INFLIBNET to make use of e-platform.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://vetfgc.edu.in/about-vetfgc
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is governed by Board of management which includes the President and Hon. Secretary of the Vasavi Educational Trust. Further powers are entrusted to the Principal/HOD'S/faculties/Non- teaching faculty to run the college smoothly in day to day activities. All academic

activities are handled through periodic meetings with the departments. The departments take up all relevant academic matters in the meeting and forward the recommendation through Principal to the Management. Institution has a governing body in the name of managing committee consisting of President, 3 Vice-President, Hon. Secretary, Joint Secretary, Treasurer and Mentor. The team is elected once in 3 years by the trustees at the Annual general body meeting. It has brought out the HR policy which explains the appointments, employee statutory benefits, increments, termination and others. Under the management, there is Academic Director and Principal followed by Vice Principal, HODs and Coordinators, teaching and non-teaching faculty and support staff. College has various committees like IQAC, Grievance redressal cell, Anti ragging Cell, Student welfare, Sexual harassment cell, counseling cell, Rotract, NSS & others to maintain healthy environment in the Institution headed by the Chairperson, head and members. The institution follows the service rules, policies and procedures for effective functioning of the Trust, recruitment, appointment, promotion and appraisal happening as per the mentioned guidelines.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/about-vetfgc
Link to Organogram of the institution webpage	https://vetfgc.edu.in/management-desk
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare schemes like Provident Fund, ESI, and Zero balance account in Karur Vysya bank are available for teaching and non-teaching staff. PF is available for all faculties, ESI is provided to those whose salary is less than Rs. 22,000 per month. Gratuity is available for faculties who have completed 5 years of continuous service in the institution. Scholarship is provided to children of faculty studying in the institution. Maternity leave, Medical Leave, Casual Leave, Duty Leave facility are also applicable to teaching and Non-teaching staff equally. Insurance policy for faculty for COVID-19 was made available to staff to cope with the pandemic where in the premium contribution was made by management and the faculty and family were covered. Free Vaccination derives were organized for faculty and their dependents. Newly appointed staff works on probationary basis of 1 year after which they are made permanent on the basis of feedback and performance of individual staff. Staffs are motivated to attend workshop, seminars, encouraged to pursue higher studies and financial support is extended to faculty in the form of payment of registration fees, conveyance and publications. Teaching Staff are also rewarded for producing centum results at Bangalore University semester examination by College.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/downloads/final-vet-manual.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

20

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

24

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Principal collects the view of the students directly and also indirectly. Every faculty is given a Chance for self-appraisal through API forms - Academic Performance Indicator prepared by the faculty on annual basis , reviewed by Principal with a personal report to the management on the same, University examination results, Staff involvement in the activities of the college both physically and also morally, involvement in administrative activities, involvement in University academic activities, attending conferences, publishing papers in UGC Care List Journals, Scopus Indexed Journals, paper presentations in conferences, staff attending FDPs - offline and also through NPTEL Swayam Platforms are considered as basis for appraisal. Appraisal is also based on a professional relationship a faculty builds with student and feedback received from students. At the end of each academic year, API forms duly completed by faculty is collected at the end of each academic year, the same is consolidated by the HODs and Coordinators of concerned department with report submitted to principal which is evaluated by Principal and forwarded to management which forms the basis for annual increments, promotions and career advancements. The non-teaching staff is evaluated on the basis of activities assigned to them as against the actual performance by them which form the basis for increments and promotions.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

At the beginning of the academic year, Head of the institution plans the required office stationary, equipment, library books etc. required for the academic year, including appointment of staff, salary and other requirements and places the same before the management in the form of proposed budget. Management also has its own budget based on the fee collected from the students. Management releases the petty cash for the day to day expenses and also for every event or program organized by the head of the institution, which has proposal including the estimated expenses. The internal audit is done on a periodic basis by the office staff in charge of petty cash along with principal in respect of all revenue expenditure and external audit is carried out by the official auditor of the Trust at the end of each academic year. The audit team also audits stock registers, and conducts audit of Library, audit of labs of department of the College and audit of all Plan Expenditures of the college. Also, The Affiliating University audits the financial payments received by the university from the institution and in case of any dues / objections, it will be intimated over the mail and the same will be addressed by the institution within the due date.

File Description	Documents
Paste link for additional information	vetfgc.edu.in
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2.74667	
File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File
6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources	
<p>The institution mobilizes its funds mainly from Fee Collection from students as the institution is a private college and self-financing institution affiliated to Bengaluru City University. The reserved funds which are generated through fees, any kind of capital expenditure, trusts will raise the fund through trustees who are from business background. Funds are also mobilized through interest on corpus fund and funding from alumni and small donations from students. Students receive scholarship from Government of Karnataka for SC, ST, Minority and OBC. Trustees and Philanthropists sponsor scholarship for students. Adequate funds are allocated for effective teaching-learning practices that include Orientation Programmes, Workshops, and Inter-disciplinary activities, training programmes, Refresher Courses and publications that ensure quality education. Some funds are allocated for social service activities as part of social responsibilities through NSS and Rotract. Optimal utilization of funds is ensured through preparing budget at various levels and all the receipts and payments are duly audited by external auditors as well. Funds are released for the day to day expenses in the form of petty cash. Infrastructure enhancement and maintenance is given due importance to create the necessary ambience of learning to students in the form of new and improved ICT based learning. The main objective of resource mobilization and its optimal utilization is to the institution on bench mark in tune with quality teaching and learning opportunities for students.</p>	

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college was established in 2010 as per the guidelines of the NAAC. The Internal Quality Assurance Cell of the college chalks out the quality policies for teaching, learning, planning, and implementation of curriculum, innovation, research and development and students extension activities both cultural and sports. VET First Grade College has institutionalized the following two quality initiatives of IQAC. (a) Prakashanam - Publications which motivates the faculty and students (PG and few interested UG students) to publish their research articles in UGC Care List and Scopus Indexed Journals, participate and present papers in National and International Conferences, publish the abstract and full paper in ISBN and Conference proceedings, in-house publications including - Drushti-Annual magazine, Newsletters of various Departments and Handbooks pertaining to various stakeholders. This inculcates a rich research culture among faculty and students at large. (b) Online Feedback system for various stakeholders - The IQAC has designed feedback forms in Google form for students, parents, faculty and alumni. The feedback forms are available in the official website of the college and the data collected from the stakeholders are analyzed, report prepared and uploaded in the website. The other contributions include organizing FDPs, seminars workshops for students, periodic meetings of various committees and promulgating the ICT method of learning and teaching in the institution.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The various activities of IQAC post accreditation are many. Out of which, two major initiatives are AAA - Academic and Administrative audit of all the departments of the institution and has briefed the heads and the concerned faculty members the various areas to concentrate on so as to improve the overall development of the institution. For this purpose, committee was constituted, process and procedures briefed to all and then the final report was submitted to the management for awarding the certificate for the institution.

Another initiative done by IQAC towards sustainable use of energy is the Energy Audit by the Mahatma Gandhi Institute of Rural Energy and Development (MGIRED) which briefed about the various sustainable practices to be followed for sustainable development.

Apart from using virtual platform for teaching and learning during pandemic, online feedback was collected from students, faculty, parents and alumni for the continuous improvement of the institution. The feedback is collected, analyzed and report prepared and uploaded in the website. Also, the institution has made it a practice to collect feedback from students regarding the various programmes organized immediately after the program to know the interest and other requirement of the students. The Institution maintains an effective internal examination and evaluation system for students concentrating on improvement of results, the result of which is that 2 ranks were bagged by our students from Bangalore University.

File Description	Documents
Paste link for additional information	https://vetfgc.edu.in/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or

A. All of the above

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://vetfgc.edu.in/downloads/Annual_Report_2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Gender equity is ensured by providing equal opportunities right from admission to Graduation. Special programs on gender sensitization like Positive period Promise regarding menstrual hygiene and various health talks are conducted by specialized Gynecologist and Counselors. 24 hour CCTV surveillance is maintained in the college. Institution has been provided with natural ventilation & fire extinguishers are installed in case of any emergency at prime places on all the floors The institution keeps visitor log register to record the details of any person entering the college premise thus ensuring complete safety and security of the students. The institution has a ladies room for the benefit of the girl students and also has a lounge where they can relax themselves. Various facilities are available for them to keep themselves physically fit. Sanitary napkin dispensing machine is also available for use for girl students. College also has security provisions to attend to any emergency conditions. Fire extinguishers are placed at different blocks inside the campus for providing the security. There is a Discipline and Anti Ragging and Anti Sexual Committee in the institution to take care of safety and security of the students wherein Anti Ragging squads are appointed to monitor the activities floor wise. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution. VET First Grade College believes in zero tolerance against eve

teasing/ragging with wide publicity which is maintained by the Discipline Committee and we proudly state that there have be no such incidences in the institution.

Annual gender sensitization action plan

Specific facilities provided for women :

- Safety and security:<https://vetfgc.edu.in/anti-ragging-cell>
- <https://vetfgc.edu.in/women-grievance-redressal-cell>
- Common Rooms:<https://vetfgc.edu.in/other-facilities>
- Any other relevant information<https://vetfgc.edu.in/parents-relation-cell>

File Description	Documents
Annual gender sensitization action plan	https://vetfgc.edu.in/downloads/Annual_Report_2020-21.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://vetfgc.edu.in/album?album_id=18

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Regarding solid waste management, Arrangements are made to collect wet waste and dry waste separately by BBMP as per the direction of the government. All support staff has been given the instruction to segregate the dry and wet waste separately, so that it can be converted to fertilizer or manure easily. The institution has a separate Vermicomposting where dry leaves are converted into manure and used for gardening. We have separate facility to collect E-waste if any. As far as liquid waste management is concerned, RO UV drinking water and aqua guard drinking water are provided at various points for the convenience of the students and the cartridges are changed periodically and disposed off properly. Wastage of drinking water is restricted and monitored by the staff in every floor. Rain water harvesting is done for the proper utilization of the rain water. Proper drainage is arranged for all buildings in the campus. Biomedical waste management is not applicable as the institution does not have medical courses. There is an instruction to all the support staff to segregate E-waste separately and in efficient manner, and the materials are disposed accordingly. The cartridges of various printers are refilled from the vendor outside the campus. UPS Batteries are recharged/repaired/exchanged by the suppliers directly. Also the institution arranges for E-waste collection drives for the nearby vicinity in association with Rotary Spandana.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as this is evident from the fact that students belonging to different caste, religion, regions are admitted and studying without any discrimination. The institution celebrates and observes all National and regional festivals with great

fervor and this includes festivals like Independence day, Gandhi Jayanthi, Ambedkar Jayanthi, Teachers day celebrated on the occasion of Dr Radhakrishnan's birthday, Martyrs day wherein faculty and students pay tribute to the martyrs by offering candles and flowers, Vijay Kargil diwas by offering tribute to the departed sacrificing souls, Kannada Rajoystava promulgating the importance of Kannada. The students of our institution organize cultural programme depicting State and National culture during intra and inter collegiate events. Various departments organize field study and tours to visit industries within and outside Bangalore. Faculty and students are exposed to the different cultures through programmes like Ethnic day. Motivational talks from eminent persons of the field are arranged for all-round personality development of the students and to make them responsible citizens following the national values of social and communal harmony and national integration. All these activities promote the feeling of oneness and social harmony among students. The institution jointly with faculty and students also celebrates many cultural and regional festivals, like New-year's day, Fresher Party ,teacher's day, orientation and farewell program, Induction program, rally, plantation, Youth day, Women's day, Yoga day by organizing talks and activities in the campus

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution takes all measures to equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. The students are motivated by enabling them to participate in various programs on culture, traditions and values. The institution follows the curriculum as designed and given by Bengaluru City University wherein subjects like Value Education, Indian constitution, Culture Diversity and Society and Science and Society are taught to students to imbibe the constitutional values and make them responsible individuals. The

institution has organized Green day and Environment day imbibing the importance of environment among students. Also the institution has conducted awareness programmes on Traffic awareness to students and a rally was undertaken to propagate the same in and around J P Nagar which imbibed the duties and responsibilities as citizens among students. A Kannada debate was organized on International Tigers day to create awareness about the importance of tigers in the ecosystem.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://vetfgc.edu.in/downloads/DEPT_PO_PS_O_CO.pdf
Any other relevant information	https://vetfgc.edu.in/album?album_id=34

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year, the institution commemorates several festivals which are of regional, national and international importance. It is an integral part of learning for students and building and imbibing in them, a strong cultural belief. Students are also made to understand the importance of birth and death anniversaries of great Indian personalities by celebrating birth or observing death anniversaries in a unique way. The various days that are observed in the institution are Teacher's Day, Children's Day, International Women's Day, Yoga Day, Independence Day, Republic Day, Kannada Rajyothsava, Martyr's Day, Vivekananda Jayanthi, Gandhi Jayanthi, Environmental day, Ambedkar Jayanthi and so on. On all these occasion, activities are planned to imbibe a kind of patriotism and a sense of social responsibility amongst students. The various activities include speech, cultural activities like songs, dances, skits, aerobic activities depicting the importance of celebrating these important days. The college also celebrates events Ayudha Pooja and many more

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1

Title: "Prakashnam - Light of knowledge"

Objectives: The objectives of the initiative are

- To develop a research culture among staff and students.
- To inculcate the habit of writing among students and staff

With the above objectives, a best practice was implemented by the institution titled Prakashnam.

Context: Since many students are first generation learners, it becomes mandatory to inculcate writing habits in students. This has been a big challenge, but still teachers were able to encourage them to come up with small articles or write-ups from newspaper or magazine. what basically started with student's wall magazine for each stream gradually developed into publishing of books every year at the institute irrespective of the specialization.

Practice: Initially it started in the name of "Biz news" for B.Com students, "Fashion Buzz" for B.Sc FAD Students and "Techno News" for BCA Students. Slowly students found it interesting and started volunteering to present more and more. This was a small initiative which has been taken by the IQAC to inculcate writing skills among the students in the form of wall magazine. It has created a healthy competition among the students of inter disciplinary course. After this, annual Magazine Drusthi was published including articles from the students from all streams. Teachers had observed that only meritorious students were coming up with articles and academically weak students were lagging behind. Hence college organized good number of soft skill program, communication skill workshops and few of the students were also given short-term certificate course to develop the communication and writing skills. Again, in spite of all these efforts, students had an inferiority complex to come up with the original articles. Hence newspaper wall magazine was introduced, where they could collect the important news content from the newspaper and make it as collage that was published in the notice board. Apart from this, college also encourages the publication of e-newsletters department wise namely Comtech, Faccio news and Wrap-up. Students enjoy in writing, printing, reading and sharing with others. College continued publication of conference souvenir, ISBN book and college has come up with various human values and professional ethics code of conduct for various stake holders like parents- Anubandha, students - Parichay, committee book and Prospectus, alumni- Mitra, teachers - HR Policies and Anveshane.

Problems encountered and resources required:

- Problems encountered in rectification of grammatical errors.
- Problem of motivating the students to write articles.
- Time adjustment of students and staff for discussion on articles which is generally after college hours.
- New idea generation for writing articles is also a great

challenge.

Evidence of success: Publication of Wall magazine, Notice board magazine, e-newsletter, annual magazine, souvenir, ISBN books and various hand books to stake holders.

Best Practice 2

Title: "Help Us To Help Others - Student's Financial Aid"

Objectives:

- To support the students in paying admission and examination fees or any expenses during their examination
- To ensure minimum dropout of students owing to financial problems.
- To help the economically weaker section of students.

Context: The College has open door policy in admissions as per the vision and mission of the trust. It caters to financially and economically weaker sections of the society and ensures affordability of education to all. Many students who get admitted to general course offered by the institution either belong to below average income group or BPL families. Only few percentages of students come from average income group. This made the Trust to think of affordable fees and scholarships for deserving students apart from fee concession. In spite of these management efforts, student's dropouts were increasing due to family financial position. "Help Us To Help

Others - Students' Financial Aid" has been initiated in the year 2016-17 by the faculty of the institution giving a ray of hope to ensure continuity of students' education. Slowly the financial support i.e. the amount of contribution was also extended by parents, visitors, alumnus and students

Practice:

Initially the contributors were one or two - either the Principal or few interested faculty members. Since the amount was very less, there was a concern about the success of the said scheme. But with the dedicated efforts of the faculty members, many parents, visitors, alumnus and financially strong students felt motivated and started to support the practice. Initially, financial aid was given to those students who approached the Principal or faculty with their helplessness to continue the

admission or write the examination. Later, the practice has been formalized by inviting student's details through the Head of the Department which helped in identifying the needy students and financing them at right time. The institution has also formalized the process by maintaining a register of Contribution and a register of Disbursements containing details of amount of contribution received during the year, Name of the student, amount given and total number of students benefitted during the year.

Problems encountered and resources required:

- Fixing of amount to be distributed to individual students is a challenge considering the differences in financial status and admission fees
- Selection of student beneficiary is a challenge
- Collection of fund is difficult as the contribution is totally voluntary.

Evidence of success:

The year, in which this scheme was initiated, help was extended for 21 students with Rs. 43167. During 2017-18, again 21 students got benefitted with the amount of Rs. 28278. During 2018-19, the collection amounted to Rs 45550 and 31 students were supported financially. In spite of Covid 19 Pandemic, the initiative was continued even for 2019-20 which witnessed a collection of Rs. 12375 which was utilized to support 7 students and for 2020-21, 9 students were extended support to pay their admission fees and exam fees to the extent of Rs 24930. The financial aid can be given to continue admissions and make payment of examination fees.

File Description	Documents
Best practices in the Institutional website	https://vetfgc.edu.in/publications
Any other relevant information	https://vetfgc.edu.in/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

VET First Grade College is one of the branches of Vasavi

Educational Trust started in 1996 with just B.Com course. As on date it offers B.Com along with various other courses like B.Sc. FAD, BCA, BBA, M.Com, PG Diploma in E-Commerce and PG Diploma in Business Administration at very affordable fees. VET is completely charitable Trust started by few Vysya Business Philanthropist, with an objective to cater to all sections of the society. The College, keeping vision and mission of the Trust runs with the objectives and its own vision and mission to support the trust. As a result, admissions are with open door policy considering the rules and regulations of State Government and Affiliating University supporting UGC Guidelines. Most of the time, to maintain the standard of education, the admission fees charged by the college is not sufficient and hence trust and trustees support the institution to maintain the quality of education, never letting down the objective of the Trust. In spite of this, the Trust has never thought of increasing the admission fee drastically. Covid 19 pandemic created a great challenge for teaching fraternity as most of the students are first generation learners and also from economically underprivileged sections of society. In spite of this challenge, teaching and learning continue progressively in the institution on online platform using various virtual platforms. During this time, many faculty members supported the online learning by sharing knowledge platform through University. The Principal and team has undertaken the responsibility of evaluation at the University and supported to release the results by the University on time.

The college extends other extracurricular and co-curricular activities apart from the curriculum available in the syllabi like Encouraging short-term certificate courses to develop the skills, deputation of students to National and International seminars to various colleges at inter-collegiate platform, apart from organized seminars, workshops, guest lectures and conferences in the institution, organizing career orientation and placements, organizing remedial and bridge courses. Sports and Cultural activities, extension activities, personality development programs are given equal importance. The college maintains the gender equity which is presented in the statistics given below.

- Total Admission out of 594 during 2020-21, 53% are boys and 47% are girl students.
- Out total students, 79 % graduated, out of which 60% are girls and 40% are boys indicating women progress in the field of education at the institution.

- Considering the Government regulations, of the total, 14% belong to SC/ST, 14% belong to General and 72% belong to OBC category.
- Out of SC/ST students, 54% are boys and 46% are girls
- Out of General category students, 60% are boys and 40% are girls
- Among the OBC category, 51% are boys and 49% are girls
- The scholarships from various Government Departments account for 22.22% , of which 47% of beneficiaries are boys and 53% are girls with the total scholarship amount of Rs.1827124.00

The statistics above shows the distinctive feature of college giving equal opportunity for girl students and their education. The institution proudly states that, in spite of open door policy of admission and without any cut-off rate for admission, it has secured 2 ranks at Bangalore University namely 1st and 9th Rank in addition to getting centum in individual courses, exemplary, outstanding and distinction results in University examinations.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plans

- Introduction of new courses like B.Com Business Data Analytics and BA in Psychology Journalism and Additional English and BA in Psychology Journalism and Additional English
- Publishing ISBN book containing research articles of faculty and staff
- Formation of various clubs for students in addition to existing forums.
- Awareness programs on National Education Policy 2020.
- Improvement in admissions and initiation for autonomous status.
- Participation in NIRF.
- Inviting Alumnus for sharing and caring scheme.
- Encouraging faculty members improvising their publication level to UGC Care list and Scopus Indeed Journals.
- Strengthening Placement Cell.

- Publishing New Editions of Handbooks for all stake holders.

NAAC