Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

[Permanently Affiliated to Bengaluru City University,
Listed U/s 2(f) & 12(B) of UGC] & Accredited By NAAC

#18, 14th Main, 2nd Phase J.P. Nagar, Bengaluru – 560078
Ph.:080-26586808, E-Mail: vetfgc@rediffmail.com,
URL: www.vetfgc.edu.in

POLICY DOCUMENT

Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

[Permanently Affiliated to Bengaluru City University, Listed U/s 2(f) & 12(B) of UGC] &
Accredited By NAAC
#18, 14th Main, 2nd Phase J.P. Nagar, Bengaluru – 560078

I N D E X

Vasavi Educational Trust

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UGC] & Accredited By NAAC
#18, 14th Main, 2nd Phase J.P. Nagar, Bengaluru – 560078

CURRICULUM POLICY

Document No: 01

Version No: 1.0

Original / Revised Document - Original

Year of release: 2021-22

Prepared by

Dr. B. Rammya, IQAC Co-Ordinator

Reviewed by

Dr. R. Parvathi, Principal

Mrs. Bharathi P S, HOD B.Sc FAD

Approved by

Governing Council

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

CURRICULUM POLICY

Introduction:

The college is affiliated to Bengaluru City University and follows the curriculum designed by the university across all programs of under graduation and Post-graduation. The institution has autonomy and opportunity to understand the industry requirements and prepare the students accordingly through designing courses at the institution level with a multidisciplinary approach aligning with the NEP 2020 framework. In this process it is essential for the institution to explore possibilities in bridging the industry-academia gap and enable them to be global citizens with local perspective. The involvement updated for the college level courses to be offered.

Purpose:

The primary purpose of the Curriculum policy is to design standard-based sequence of planned experiences where students get an opportunity to practice and achieve proficiency in content and application of skill set. The focus must be on effectiveness in terms of university curriculum delivery including the college level courses delivery and end to end management.

CO

1. To design institution level curriculum for various courses in alignment with the hard and soft skills expectations of the industry from time to time in the form of Value-Added Programs, Certificate courses, Add -on courses, Certification programs, Massive Open Online Courses and other forms of Training and Development.

2. To strengthen Internal Board of Studies with various stakeholder representation to design appropriate curriculum.

3. To integrate teaching and learning practices in alignment with the skill development prospect.

4. To provide required reference materials and books for enhancing the learning process.

5. To integrate appropriate evaluation process to ensure effective learning,

Policy Statement:

- The college will design appropriate and relevant curriculum in alignment with the industry and market requirement in a rationalistic, sequential, and systematic manner with effective curriculum delivery ensuring consistent and immersive teaching and learning, achieving the defined outcomes. The curriculum must be reviewed intermittently to map relevant and significant changes with an objective of overcoming obsolescence

- The Internal Board of Studies must be constituted with stakeholder representation from Industry and academia
- The Internal Board of Studies must meet every semester to discuss and design the curriculum for Value Added programs, Certificate courses, Add-on courses, and other relevant training. Workshops and capacity building programs focusing on the 21" century skills required.
- The meeting minutes must be translated to syllabi and ensure effective delivery across all programs the content
- -The institution must identify potential resource persons to deliver the content and ensure skill development and employability quotient.
- The college must revise the curriculum continuously to be abreast of the changes in the industry.
- The programs delivered beyond the university curriculum must be evaluated regularly through a structured assessment process
- The program delivery feedback must be collected every semester and the same must be discussed with IQAC and implement the necessary changes.
- The College must provide Academic Scholarship to students to ensure no student is left behind in the process of learning
- The institution must collaborate with organizations through MoUs, collaborations and linkages in the curriculum designing and the entire process.

Responsibilities:

1. The Internal Board of Studies must call for meetings, coordinate with the IQAC and design courses and deliver them effectively and ensure the defined outcomes are achieved.
2. The department beads must coordinate with the committees responsible for implementation of the courses
3. Compliance, Monitoring & Review

Compliance:

The Head of Institution will nominate members of the Internal Board of Studies and ensure the policy framework is followed across all levels with the support of the IQAC, Office Superintendent, Heads of Department, and the concerned conveners to manage all the activities.

Monitoring:

The Principal and IQAC must ensure transparency in complete process of curriculum of the University and the college

Review:

The Head of the Institution, Director, Office Superintendent and IQAC must review the policy within the stipulated period.

Reporting:

The Head of the Institution must present the course collected from students after completion of the courses and objectives with its implementation process and feedback report at the Governing Council meeting (once in three months).
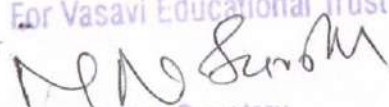
Feedback
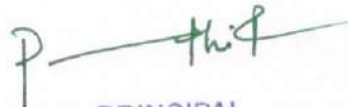
The IQAC must ensure feedback is collected from students after completion of courses and incorporate the improvement aspects

Approval and Review Details:

Approve and review	Details
Approval Authority	Governing Council
Advisory Committee and Approval Committee	Principal
	IQAC Coordinator
Administrator	Head of the Departments
Next review date	2 years from the date of approval

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Original Approval , Authority and Date	02-06-2021

For Vasavi Educational Trust

Hon.Secretary

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

Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

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#18, 14th Main, 2nd Phase J.P. Nagar, Bengaluru – 560078

TEACHING, LEARNING AND EVALUATION POLICY

Document No: 02

Version No: 1.0

Original / Revised Document - Original

Year of release: 2021-22

Prepared by

Mrs. Bharathi P S, HOD B.Sc FAD

Reviewed by

Dr. R. Parvathi, Principal

Mrs. Shilpa, Asst. Prof

Approved by

Governing Council

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

TEACHING, LEARNING AND EVALUATION POLICY

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Purpose:

This policy is to monitor the process of continuous improvement in teaching, learning and assessment at the college.

Scope:

This policy applies to stakeholders – Faculty, student, management at the College who are engaged in the teaching learning process.

Policy statement:

The college is committed to improving the quality of teaching learning process and delivery on periodic basis and aims

- To constantly seek to raise standards and assist students' academic and personal development, by supporting them in becoming more independent and resilient
- That all staff understand the importance of varied teaching, learning and assessment strategies and how best to implement them in lessons
- To ensure that teaching at the college has a positive impact on students

Responsibilities

Teaching and Learning

- The faculty shall use Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences
- The institution shall nurture critical thinking, creativity and scientific temperament through planned activities brought out by innovative student-centric activities like the college magazine, newsletters, club activities, internships and projects and co-curricular/extra-curricular events
- The co-curricular and extra-curricular activities shall give the students an insight on learning organizational and leadership skills which prepare them to work in a multi-cultural & global scenario.
- The faculty shall use various innovative approaches to enhance the teaching-learning processes such as mentoring by teachers, appointing students as mentors, peer teaching/learning, collaborative learning, flipped classrooms, use of Open Educational Resources (OERs), preparation of in-house laboratory manuals, tutorial journals, visits to other institutions, screening movies, attending public lectures, discussions and debates, research paper writing, paper/poster presentations and projects.

- Programme and course outcomes for all programmes offered by the institution shall be stated and displayed on website and communicated to teachers and students.

Evaluation Process

- The evaluative process shall be made transparent by orienting the students and other stakeholders about the process during orientation
- The orientation by the Principal, HODs on the examination pattern, evaluation methods and passing standards at the start of the academic year, shall make these clear to students
- Internal evaluation criteria shall be based on conduct of classroom exercise, notes maintenance, behaviour and participation in class, attendance, 2 unit tests, preparatory examination, submission of assignments on skill development and answering the past university question papers
- Of the 30 / 40 marks of Internal Assessment of Theory Papers, 20 marks shall be based on two tests. Each test shall be of at least 30 Minutes duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance.
- The marks based on attendance shall be awarded as given below:
    - 76% to 80% = 04 marks.
    - 81% to 85% = 06 marks.
    - 86% to 90% = 08 marks.
    - 91% to 100% = 10 marks.
- Internal Assessment Marks for Practicals shall be awarded by the faculty concerned based on Syllabus for Practicals provided in each Semester
- External evaluation shall be done through end semester examination conducted by the University for 70 / 60 marks.
- The Mechanism to deal with internal/external examination related grievances shall be transparent, time-bound and efficient
- Examination related grievance shall be handled by Liaison office appointed for the purpose.
- The examinations shall be held centrally and coordinated by the Examination and Equipment Committee..

Monitoring and Review

The Monitoring and review would be done by Principal, HODs and Coordinators and Examination Committee

Documents

The documents relating to students shall be safely preserved in office until returned to the students. All other documents shall be maintained in due and diligent manner.

Feedback

The IQAC must ensure feedback is collected from students and faculty after completion of courses and incorporate the improvement aspects

Approval and Review Details

Approve and review	Details
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Administrator	Head of Examination Committee
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For Vasavi Educational Trust

Hon. Secretary

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J.P. Nagar, Bangalore-560 078,

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FEEDBACK POLICY

Document No: 03

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Year of release: 2021-22

Prepared by:

- Mrs. Lokeshwari D V

Reviewed by:

- Dr. R Parvathi, Principal
- Mrs. B Rammya, IQAC Coordinator

Approved by: Governing Council

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

Feedback Policy

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FEEDBACK POLICY

Introduction

Performance of college is increasingly analyzed on the basis of effective learning outcomes. Feedback Mechanism is essential to know whether the college is reforming good performance and imparting quality education. Hence, the College imparts policy to make feedback forms available for different stakeholders to analyze the performance on different aspects.

Purpose and Scope

To maintain a current consciousness of the desires and forecast of students and stakeholders of the College

Provides space for continuous enhancement of curriculum, Evaluation, infrastructure, teaching and learning methods

Audit and enhance the aspects of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment;

Providing students and stakeholders with the scope to actively participate in the continual improvement of programs of study by feedback collected on timely bases.

Responsibilities

Internal Quality Assurance Cell (IQAC) has flourished Feedback Mechanism and

structure for its analysis. IQAC coordinator and the other faculty members from different departments will be jointly responsible for the collection, analysis and reporting of student and stakeholder feedback relating to academic and other activities at college.

Stakeholders

Stakeholders are any person/persons or organization that has associated with the College. Stakeholders include, but are not limited to:

➤ Students
➤ Alumni
➤ Teaching & Non-Teaching staff
➤ Professional Bodies
➤ Suppliers/Vendors, Trainers
➤ Parents

Feedback Mechanism

IQAC shall prepare structured Feedback forms for respective stakeholders. The feedback shall be collected through both online and offline methods. Filled feedback forms shall be analyzed by IQAC. Feedbacks are to be collected under following broad head -

➤ Feedback from students -   End of Semester
➤ Feedback from Alumni   -   Once/Twice in a year
➤ Feedback from employer-   Placement/after joining job
➤ Feedback from staff   -   Annually
➤ Feedback from parents -   Annually

V.E.T. First Grade College

Feedback on curriculum shall be taken from all the Stakeholders to analyze the success of existing curriculum and to suggest valuable suggestions in other aspects related to teaching, learning and research processes.

After the feedback analysis, it shall be forwarded to the competent authority for further process and action. Based on feedback analysis, action taken report shall be generated and necessary remedial measures taken on timely basis.

> College collects the feedback from all stakeholders
> Analyses the feedbacks of stakeholders
> Discussed and action taken
> Report will be published in the College Website for stake holders reference

ANNEXURE - I

STUDENT FEEDBACK FORM

Program - ....   Semester: .... No. of student participants: ......

6	5	4	3	2	1
Excellent	Very Good	Good	Fair	Poor	Very Poor

Faculty

Subject	Name of the Faculty	A Knowledge	B Comm Skill	C Giving Assignments	D Interactive Approach	E Control over the class	F Overall Rating

Coordinator

Name of the Coordinator	A Interaction	B Cooperation	C Control of Students	D Query Handling	E Behavior

Any Problem related to Faculty/ Coordinator:

Overall Facilities (Academic, Infrastructure, Co-Curricular of VET (on 6 point scale)

Library

Subjects & Books Availability ☐

Reference books availability ☐

Library Timings ☐

Computer Lab ☐

Proper functioning of PCs ☐

Speed of Internet ☐

Infrastructure ☐

Cleanliness of the class room ☐

Cleanliness of toilets ☐

Canteen ☐

Quality of food at canteen ☐

Variety of food available in the canteen ☐

Co-Curricular Activities ☐

Sports ☐

Cultural Activities ☐

Complaints/ Suggestions:

ANNEXURE-II

ALUMNI FEEDBACK FORM

We are happy to receive your valuable feedback about your experience in the college during your stay as students. We shall be thankful if you can spare some of your valuable time to fill up this feedback form and give your valuable suggestions for further improvement of the College. Your inputs will be of great use to improve and enhance the quality of your Alma Mater.

Name: .... Year of Passing: ....

Degree Program/s: ....

E-Mail Id: ....

Current Position & Company Name: ....

S. No.	Attributes	Always (5)	Most of the Times (4)	Sometimes (3)	Rarely (2)	Never (1)
1.	You feel proud to be associated with VET College as Alumni.					
2.	Education imparted at VET College is useful and relevant in your present job					
3.	College is having adequate infrastructure i.e. laboratories, equipment, library etc. for relevant academic exposure and experiences.					
4.	College/Department organizes various kinds of activities for overall development of students and makes them employment ready.					
5.	Did you get Faculty members' support and facilitation for academic and overall development					
6.	Has the Placement Cell provided adequate On Campus and Off Campus					
	Placement opportunities?					

7.	College/Department handles student's grievance properly.					
8.	Is College providing good services as Alumni after passing out?					
9.	Are you willing to contribute in the development of the College /Faculty?					
10.	Do you receive regular updates from the College through Mails/Calls/SMS etc.?					

As per industry requirements is there a need for any change in curriculum and syllabi?

_____

Would you suggest any improvements in Teaching and Learning Process?

_____

_____

Is there a need to improve alumni involvement in the development of the College ? YES/NO If Yes, How?

_____

_____

Signature of the Alumni

ANNEXURE - III
INDUSTRY/EMPLOYER FEEDBACK FORM

Dear Sir/Madam

As our students have been associated with you for either internships or placements so we would seek your feedback for their overall assessment and also it will help us update our teaching learning processes to generate better learning outcomes. The following questions need your consideration, so request you to spare out your valued time and share your feedback. We assure you the confidentiality of this report.

Company Name: .... Email id: ....

Name/Designation: .... Year: ....

S. No.		Excellent (5)	Very Good (4)	Good (3)	Satisfactory (2)	Poor (1)
1.	Feedback about Students					
1.1	General Knowledge & Awareness of domain					
1.2	Knowledge application					
1.3	Communication Skills					
1.4	Technical skills					
1.5	Moral and Ethical Values					
2.	Feedback about Curriculum & Teaching					
2.1	Curriculum with respect to the Industry/Businesses					
2.2	Students with respect to being open to new ideas and learning new technologies					
2.3	Student aptitude with respect to domain					

3.	Feedback about College					
3.1	Infrastructure					
3.2	Hospitality					
3.3	Interaction with Staff and Faculty members					
3.4	Overall satisfaction with the support received from the College during placement drive					

I would definitely consider visiting again for placements   YES/NO   I   will recommend VET First Grade College to other recruitersYES/NO   Any Suggestion –

Thanks for sharing your valuable inputs !!

ANNEXURE IV
TEACHERS' FEEDBACK FORM

This questionnaire is intended to collect information relating to your satisfaction towards the curriculum, teaching, learning and evaluation and overall environment and facilities in the College. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the program and College.

For each item please indicate your level of satisfaction with the following statement by choosing a score between 1 and 5.

5 – strongly agree, 4 – agree, 3 – neither agree nor disagree, 2 - disagree, 1 – strongly disagree

Statements	5	4	3	2	1
1. Syllabus is suitable to the course.					
2. Aims and objectives of the syllabi are well defined and clear to teachers and students.					
3. The course/syllabus has good balance between theory and application.					
4. Sufficient number of prescribed books are available in the Library					
5. Infrastructural facilities, such as teacher's rooms, class rooms, reading rooms and toilets are available in the Department.					
6. Tests and examinations are conducted well in time with proper coverage of all units in the syllabus					
7. I have the freedom to propose, modify, suggest and incorporate new topics in the syllabus.					
8. I have the freedom to adopt new techniques/strategies of teaching for learners' participation.					

9. The environment in the department is conducive to teaching and research.				
10. The administration is teacher friendly.				
11. The College provides adequate and smooth support for projects and research facilities.				
12. The College provides adequate funding and support to faculty members for upgrading their skills and qualifications.				
13. Provisions for professional development are non-discriminatory and fair.				
14. College provides adequate facility to staff i.e. canteen, ATM, stationary and photocopier outlet, basic health care unit etc.				

15. Any other comments/suggestions:

Signature of the Teacher

ANNEXURE – V

PARENTS FEEDBACK FORM

NAME: Mr. /Mrs. /Ms...................................... Age:.................................. Sex (M/F):

Occupation: ....

Student Name:...........................

Sl. No.	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Admission in this institution for my ward is Right decision					
2	Improving his/her knowledge after joining this institutions					
3	The atmosphere in the Institution is conducive for learning					
4	Apart from curricular college also given importance to co-curricular & extracurricular activities					
5	Employability is given importance in the college					
6	Extra credit courses are available for Advanced Learners.					
7	Efforts taken towards for Slow learners in the form of Remedial Classes					
8	Importance is given to students discipline					
9	Positive change in the behavior of my ward					
10	Importance are given to (NSS, NCC, Sports, etc ., & cultural activities)					
11	Cells/ Clubs/ Forums helps the students for his/her leadership qualities					
12	Parents are informed about this ward					
13	VET website is very informative					
14	The staff of the VET are cooperative					
15	The Canteen facility is good					

Suggestion if any:

_____
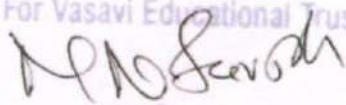
Signature of the Parent _____

Approval and Review Details

Approve and review	Details
Approval Authority	Principal
Advisory Committee and Approval Committee	IQAC Coordinator
Administrator	Head of Feedback Committee
Next review date	2 years from the date of approval

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

For Vasavi Educational Trust

Hon. Secretary

RESEARCH POLICY

Preamble

VET First Grade College aims at fostering Research Culture by balancing it with teaching – learning in which freedom of investigation, thought, expression and publication are conferred the maximum protection.

Research Policy of the College

The Research policy document presents broad principles that guide the research activities – presentations, publications in UGC Care List Journals and ISBN upholding the integrity of scholarly inquiry which helps the faculty and students in achieving excellence in research and contributing to the individual and societal development.

Aims and Objectives

Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the vision and mission of the institution. The aims and objectives are

- To create and promote a culture of research among the faculty and students
- To organize seminars/conferences/workshops on research topics and training programmes in research methodology.
- To ensure quality, integrity and ethics in research.

The Management of VET First Grade College hereby affirms the following principles concerning research:

- Individual research scholars are free to select the title / topic of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.

- Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- The Management would create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if required on case to case basis, based on the educational merit of the proposed research.
- The Principal along with research committee would initiate, promote and monitor the research activities in the institution

Research Committee

- Chairperson : Dr R Parvathi
- Head of the committee : Dr B Rammya
- Members: Dr Rangaswamy H T
- Mr Narayanaswamy S G
- Mrs Bharathi P S
- Mrs Gowri Hebbar
- Mrs Febina K S
- Mrs Preethi Inampudi
- Mrs Lokeshwari D V

Quality of Publications

VET First Grade College promotes research aptitude by encouraging publications in Peer Reviewed Journals, UGC Care listed journals – both online and print version and in Scopus Indexed Journals and ISBN book. The quality is ensured by emphasizing on Originality, genuine and plagiarism checks. The committee has rights to publish the articles in ISBN book and may also come with ISBN book under institution name.

Research Facilities

The facilities provided by the institution includes provision of infrastructural facilities like space, state of art library facility, Lab facilities with access to INFLIBNET, DELNET, SPSS software, professional and financial support

VASAVI EDUCATIONAL TRUST

President

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

For Vasavi Educational Trust

Hon. Secretary

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#18, 14th Main, 2nd Phase J.P. Nagar, Bengaluru – 560078

INNOVATION AND CREATIVE POLICY

Document No: 05

Version No: 1.0

Original / Revised Document - Original

Year of release: 2021-22

Prepared by: Mrs. Shilpa, Asst. Prof

Reviewed by: Dr. R. Parvathi, Principal

Approved by: Governing Council

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

Innovation and creative policy

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Introduction:

Innovation policy is the interface between research and technological development policy and industrial policy and aims to create a conducive framework for bringing ideas to Business market. This policy also covers Entrepreneurship development activities, incubation and Intellectual Property Rights.

Purpose

Igniting creative thinking and nurturing entrepreneurial instincts in students to provide clear guidelines for the functioning of the Committee and thus enable it to be effective in realizing its objective of promoting entrepreneurship and nurturing potential entrepreneurs The main purpose of innovation in education is to encourage students and teachers on research, explore and use all the tools to find out something new. The policy is to ensure to look at the problems and solving them.

Objectives

1. The main objective is to create and integrated, state wide university based innovation eco system to support innovations and ideas of young minds and provide a conducive environment for optimum harnessing of their creative pursuit

2. To create a common platform to show case support and upscale innovation for motivating stake holders towards creating quality based education.

3. To make students solve a specific innovation challenge and apply their knowledge that creates value for others

OLICY STATEMENT

The Institution continuously aspires to provide a stable and predictable environment for innovation.

Compliance, Monitoring & Review

Compliance:

As per the policy of the institution all resolutions should be made as per the Standard Operating Procedure

Monitoring:

The Principal who is the Head of the Institution and IQAC has to ensure transparency in the complete process of performance appraisal of faculties.

Review:

Principal, Management representative, Office Superintendent and IQAC has to review the policy within the stipulated period.

Reporting-

Principal will present a report of the performance appraisal policy at the Governing Council meeting periodically.
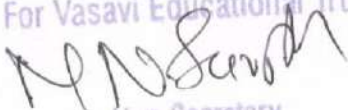
The IQAC Coordinator along with the Office Superintendent, Administrative Office will report the effective implementation of the policy.

Feedback

College staff, students, parents; other relevant stakeholders may provide feedback about this document at vetfgc.edu.in or vetfgc@rediffmail.com

Approve and review	Details
Approval Authority	Governing Council
Advisory Committee and Approval Committee	Principal Management representative IQAC Coordinator
Administrator	Convener research Cell
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For Vasavi Educational Trust

Hon.Secretary

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COLLABORATION POLICY

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Reviewed by: Dr. R. Parvathi, Principal

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Approved by: Governing Council

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COLLABORATION POLICY

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Purpose:

The main purpose is increased exposure to understanding of diverse perspectives It is for the preparation of real life social and employment situation.

Scope:

The parties involved in an MOU can be educational institutions, corporate people, and training centers and can be extended to government sectors also. MOUs communicate the mutually accepted expectations of the parties involved.

Policy statement:

First and foremost, it is important to determine the intent of parties who need to enter into an agreement and there should be at least two parties to enter into an MOU. In an MOU, a specific date and time should be mentioned on which it is started and ended. There should be a clear understanding between the parties regarding the duties and responsibilities. All information regarding payment and finance should be defined clearly. MOU should contain a clause which talks about the termination of an agreement wherein under certain circumstances, any of the parties' courts terminate their agreement at a given point of time. The parties must clearly state all of their objectives and goals and what they expect from one another. The parties must also state a timeframe for delivering the desired outcomes, details of exactly how each party will collaborate (regular in-person meeting, conference calls, written approval of all activities by both parties), and how the parties will authorize and pay for any costs incurred in delivering the desired outcomes. Collaborative activities may also be taking up through exchange of mail with the said details.

Responsibilities:

The Principal of the college will take the responsibility of getting approval from the Management. The approval draft of an MOU includes details about the collaborating party. Timeline of MOU and a point of consent of each party

Monitoring and Reporting

The HOI and the IQAC Coordinator will monitor and report the same in the governing council meeting.

Documentation of Records

The MOU committee will submit the details.

The IQAC will maintain the documents of record after reviewed by Principal of the college

Approve and review	Details
Approval Authority	Governing Council
Advisory Committee and Approval Committee	Principal Management representative IQAC Coordinator
Administrator	MOU committee
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	21-06-21

For Vasavi Educational Trust

Hon.Secretary

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

Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

[Permanently Affiliated to Bengaluru City University, Listed U/s 2(f) & 12(B) of UGC] &
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MAINTENANCE POLICY

Document No: 07

Version No: 1.0

Original / Revised Document - Original

Year of release: 2022-23

Prepared by: Mr. Narayanaswamy S G, Vice Principal

Reviewed by: Dr. R. Parvathi, Principal

       Mr. Ashok Kumar, Administrative Officer

Approved by: Governing Council

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

Maintenance Policy

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Policy Statement:

The Maintenance policy of the College aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc.

Objectives:

- To maintain equipment and amenities in laboratories in proper order
- To maintain the print and digital resources of the Central Library in proper order.
- To maintain ICT-enabled classrooms, seminar halls and faculty rooms in proper order and necessary up gradation.
- To ensure regular maintenance of buildings with minimum disturbance to the stakeholders.
- To ensure proper maintenance of IT Network and CCTV cameras within the campus.

Administration:

- The maintenance supervisor shall be appointed by the principal through the management to look after all the maintenance related activities of the institute with assistance from other staff.
- The systems maintenance section is headed by a technical head of the college who shall be responsible for maintaining computer and ICT facilities.

Maintenance Procedure:

- Any problem that occurs in a department is represented to the maintenance supervisor through a letter/mail.
- The supervisor deputes a skilled person/technician to attend to the specific problem.
- The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the maintenance section or central store through proper request.
- If the material needs to be procured from outside, permission must be obtained from the purchase committee on recommendation of maintenance supervisor.
- Annual stock verification is conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained.

- While purchasing any new equipment, the terms of Annual Maintenance Contract (AMC) are also taken into consideration before deciding the purchase.

Areas Covered under Maintenance

ACADEMIC FACILITIES:

Laboratories:

- The maintenance and repair of equipment is done by the respective departments with the help of technical assistants as well as external agencies, if required.
- Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

Class Rooms:

- Every department has a faculty in-charge who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The in-charge will resolve the problem through the Head of the Department following the internal operating procedure.

Library:

- The maintenance of library is taken care by Librarian and his supporting staff. Internal periodic audits are done in the library for maintaining wellness of the books. Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.
- Library committee is vested with responsibility of scheduling and coordinating all the maintenance activities of the library.

Computer and ICT Facilities:

- All computers in the institute premises have been connected by LAN. The systems section maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.

- Maintenance of computer systems is carried out by technical assistants of the respective Computer department. If the department is not able to resolve the issue, the problem is referred to technician. In case the problem persists, the same is referred to the outside vendor.

- The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with Network administrator.

- Fiber Optic cable issues are maintained with the support from vendor.

- Any upgradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.

Maintenance of Infrastructure (Building):

- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for structures.

- AO will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.

- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.

- Annual inspection is done for Fire Safety by Karnataka state Disaster Response, and Fire Service Department and issues fire safety certificate.

Electrical Systems Maintenance:

- Monthly monitoring of electrical systems such as solar PV system, generator, UPS, and batteries is done and its status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any major fault.

- Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.

- Adequate number of UPS is installed in each department to ensure uninterrupted power supply for all computers.

- Technicians are available as part of maintenance section to maintain refrigeration and air conditioning systems.

Furniture Maintenance:

- Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and concerned supporting staff attends to all repairs and maintenance.
- The internal operating procedures are followed for maintaining the furniture in the institution.

Sports and Games Facilities:

- The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.

Other Facilities:

- The RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water by the Admin office
- One faculty member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.
- Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.
- The Green Cover of the campus is well maintained by full time gardeners as well as contractual labour.
- The campus security is monitored through surveillance Cameras and is maintained by a supplier under AMC.
- The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of AO of the college.
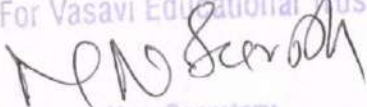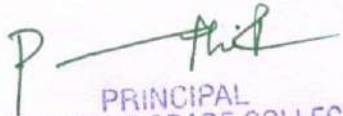
Feedback system

College staff, students, parents; other relevant stakeholders may provide feedback about this document at vetfgc.edu.in or vetfgc@rediffmail.com

The Institute shall continuously review and update the approved policyand is committed to its implementation.

Approve and review	Details
Approval Authority	Governing Council
Advisory Committee and Approval Committee	Principal Vice principal Management representative IQAC Coordinator
Administrator	Office superintendent and Administrative officer
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	05-08-2022

For Vasavi Educational Trust

Hon.Secretary

PRINCIPAL
V.E.T. FIRST GRADE COLLEGE
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Vasavi Educational Trust

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#18, 14th Main, 2nd Phase J.P. Nagar, Bengaluru – 560078

Internal Complaint Cell "Sabale"

Anti-Ragging and Grievance Policy

Document No: 08

Version No: 2.0

Original / Revised Document - Revised

Year of release: 2021-22

Prepared by: Mrs. Ambily I P, Asst. Prof.

Reviewed by: Dr. R. Parvathi, Principal

        Mr. Narayanaswamy S G, Vice Principal

        Mrs. Gowri Hebbar, HOD Commerce

Approved by: Governing Council

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Anti-Ragging and Grievance policy

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Internal complaint cell

Internal complaint cell is a body envision to received complaints on sexual harassment at the College from an aggrieved Girl or women staff, as well as inquire into and the recommendation to the Management on the action required pursuant to its inquiry of such complaint made.

VET First Grade College has zero tolerance against disrespect and exploitation of women. Sabale-internal complaint Cell has been established according with provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013".

Objective:

- To create a secure physical and social environment for women.
- To develop guidelines against women harassment.
- To organize women sensitization awareness program.
- To provide a safe environment that is free from sexual harassment.
- To promote social and psychological environment that will raise awareness about sexual harassment.
- Recommend appropriate punitive action against the guilty.
- Prevention of discrimination and sexual harassment against women.

Scope and functions

The Internal Compliant cell applies to all teaching and non-teaching staff and students and all others who are involved in the college directly or indirectly.

Functions of the Cell

- Implementation of policy for the protection of Women
- Recommend appropriate punitive action against the guilty.
- Prevention of discrimination and sexual harassment against women

Definitions of sexual harassment

Sexual harassment is any unwanted sexual behavior that makes someone feel upset, scared, offended or humiliated, or is meant to make them feel that way. Sexual harassment is a type of sexual violence – the phrase we use to describe any sexual activity or act that happened without consent. Other definitions includes like

- sexually suggestive comments or jokes
- unwelcome touching, hugging or kissing
- making or distributing a sexually explicit audio recording or photo-shopped image of another person

- displaying, sending or requesting sexually explicit pictures or posters
- repeated or inappropriate invitations to go out or hook up
- Intrusive questions about a person's private life or physical appearance.
- Sexual harassment can also occur through email, text, messaging, social media posts and other forms of electronic communication. For more information see the eSafety Commissioner website.

Policy statement

VET First Grade College has zero tolerance against disrespect and exploitation of women. The College is committed for the safe and secure environment. Policy is available in the college website. Students have provision for sharing their compliant both online and offline. Many gender sensitization programme are organized for the benefit of the women.

Composition of Internal Compliant Cell

Cell Consist of the head of the institution principal as chairperson, senior staff as head of the cell, HODs of each department as members, management representative, students for different combination, Local Police. Each member of the cell hold position for a period of 3 years. Closer or Termination of membership either by the death or resignation or course completion of the member is considered.

Duties of Internal Compliant Cell

- Implementation of Anti Ragging and Anti Sexual Harassment policy in the institution
- Publishing the police framework
- Organizing awareness programme
- Stick to principles of natural justices
- Whenever required forward the compliant to Local police
- Submission of inquiry report along with recommendations.
- Maintaining confidentiality regarding the proceedings of the committee.

Compliance, Monitor and Review

This policy has to compel with the UGC guidelines and instruction issued by the regulatory authorities. Sabale – Committee members will monitor and review the condition and environment time to time.

Records and Documentation

- Plan of action for the academic year
- Minutes of the meeting
- Any complaints need to be recorded in record book
- Registration form in case of filling compliant
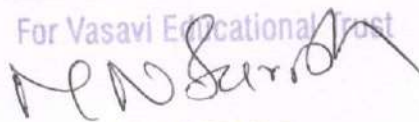- Awareness programme to be organized.
- Annual report to be maintained

Feed back

College staff, students, parents; other relevant stakeholders may provide feedback about this document at vetfgc.edu.in or vetfgc@rediffmail.com

The Institute shall continuously review and update the approved policyand is committed to its implementation.

Approve and review	Details
Approval Authority	Governing Council
Administrator	Principal chairperson of the Cell
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	15-05-2021

For Vasavi Educational Trust

Hon. Secretary

PRINCIPAL
V.E.T. FIRST GRADE COLLEGE
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Resource Mobilization Policy

Document No: 09

Version No: 1.0

Original / Revised Document - Original

Year of release: 2021-22

Prepared by: Mr. Narayanaswamy S G, Vice Principal

Reviewed by: Dr. R. Parvathi, Principal

　　　　　Shilpa R, Asst. Prof.

Approved by: Governing Council

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

Resource Mobilization Policy

Purpose

The purpose of this policy is to devise strategies and measures to mobilise funds from various sources ensuring its disposal for enhancing academic activities and realizing its objectives.

Scope and functions - The scope includes

- Collection of Admission fees
- The nominal rent from general public and other institutions for usage of campus, conference halls, and the auditorium is a source of income without any commercial motive.
- Rent from hostel, canteen, stationery shop, promotional campaigns.
- May generate Interest income from bank deposits.
- Alumni Association is encouraged to contribute financially and sponsor students in financial straits.
- Endowments from trustees, Governing Council and their family members
- Philanthropist Contribution from individuals, corporates and NGOs

Policy Statement

- While tuition and other fees from students of VET First Grade College constitute the core component of the resources mobilised, it is prudent that the college adopts objective and transparent methodology in fixation of fee structure that is coherent with vision. In doing so all the regulation of the various monitoring authorities shall be adhered to.

- VET First Grade College shall identify platforms and opportunities for getting grants from various governmental agencies and working in the direction of making institute eligible for optimum level of these grants.

- The college shall identify opportunities for getting grants from various Non-governmental agencies including fund-giving organizations, corporations and individuals including philanthropists and Alumni, and working in the direction of entering into suitable agreements and MoUs.

- The college shall build good rapport with Non-governmental agencies for fund raising.

- The college shall attempt to adopt a strong Industry-Academia interface to develop a sustained relationship with corporates by providing them opportunities to meet their Corporate Social Responsibilities (CSR) thereby opening up new avenues for mobilizing resources

- The annual budgeting of the college shall be planned in a way to create a sufficient room for meeting its infrastructural and physical developmental needs

- The college shall focus on Sponsored Projects, Research grants and Consultancy opportunities of the Government, Governmental agencies and Private organizations
- Idle laboratories slots shall be put to use for Certificate courses, beyond syllabus activities, Innovation activities, Research activities, conducting Online Exams, etc., to generate additional revenue.
- Endowment funds encouraged in order to support/recognize meritorious candidates by gold medals and cash prizes.
- Mobilisation of Corpus Fund to award merit cum means scholarships to students out of the interest earned.

OPTIMAL UTILIZATION OF RESOURCES

- At the beginning of academic year, Principal would propose the budget containing planned expenses such as lab equipment, furniture, books and other development Expenses for the year to Governing council, Academic Governing Council and IQAC.
- The Management shall have different committees responsible for budgeting for various expenditures.
- Payment of salary shall be major item of expenditure.
- The maintenance of the campus, infrastructure, classrooms, laboratories, etc. shall be priority-costs resources.
- The library stocks shall be constantly updated with the latest books, journals, and magazines.
- Funds shall be earmarked for conducting orientation programs, workshops, training sessions, national and international conferences, to encourage research and publication.
- Budget allotment shall be made for constant up-gradation of ICT hardware and software.
- In Governing Council meetings, requirements of funds are discussed and decided.
- All purchases are made and works are undertaken as per the norms of the Trust with complete transparency.

Responsibilities

Internal audit of the institution shall be conducted by management and day to day accounts shall be maintained by Accountant in Tally ERP. The institutional mechanism for internal audit shall be

- Vouching of receipts and postings to ledger
- TDS deductions and payments.
- Scrutiny of scholarship disbursement registers.
- Preparation of receipts and payment statement.
- Audit of Bank reconciliation statement, fee reconciliation statement & vouchers

External Audit

- Statutory auditors are appointed by the trust, who certify the financial statements in every financial year. Proper bills/receipts/vouchers are to be submitted for all expenditure.
- University verifies the financial dues of the college at the time of Affiliation and same is addressed.

Compliance, Monitoring and Review

The implementation and deviations from the policy shall be monitored at the level of Management and Principal. All matter of concern shall be brought to the knowledge of President and Secretary and Governing Council for corrective measures if required.

Reporting

Finance Committee headed by President and Hon Secretary with members Treasurer, Vice President and Joint Secretary are the members of Finance Committee. They would be looking into internal and external audit – pros and cons.

Records and Documentation

- Student fee receipts, University and Other Statutory payment done shall be maintained at the college office level
- Donations, Endowments and other financial support received shall be maintained at the trust by issuing 80G certificate to the concerned
- Receipts and Payments shall be initiated through cheque, bank transfers
- Proper records shall be kept at college office to ensure transparency and accountability
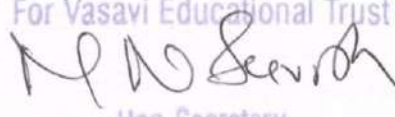
Feedback

The IQAC must ensure feedback is collected from students after completion of courses and incorporate the improvement aspects

Approval and Review Details

Approve and review	Details
Approval Authority	Treasurer, Hon Secretary and President
Advisory Committee and Approval Committee	Governing Council
Administrator	Principal
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	27-12-2021

For Vasavi Educational Trust

Hon.Secretary

Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

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CODE OF ETHICS POLICY

Document No: 10

Version No: 4.0

Original / Revised Document - Revised

Year of release: 2021-22

Prepared by: Mrs. Gowri Hebbar, HOD, Commerce

Reviewed by: Dr. R. Parvathi, Principal

                  Mrs. B Rammya, IQAC Coordinator

Approved by: Governing Council

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

Code of Ethics Policy

The core values of the institution are

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

Purpose:

The purpose of the policy is to

- Ensure proper student conduct in the campus at all times
- Ensure cultured and dignified behavior of faculty at all times in the campus
- To promote and ensure fair and honest work ethics in the institution
- To ensure conductive learning environment in the institution
- To understand the importance of maintaining ethical standards in research activities VET first Grade College through its IQAC cell sets the following objectives to faculties and students to maintain the code of ethics in research activities.
- To be Honest and uphold the integrity.
- To maintain the accuracy in collection of data and report writing.
- To acknowledge the sources of data collected.
- To be clear with the information and the researcher contribution to society.
- To safeguard the integrity of the profession.
- To do justice to the profession and not to violate any ethics of research.
- To extend the support to your fellow researchers.
- To extend credit of others contribution in research.
- To be more transparent in collection of resources and utilization of materials in research.

Scope
It covers research and other teaching learning pedagogy in the institution

Policy Statement
The college strongly believes in following ethics and honesty in every aspect of academic, curricular and co-curricular activities. Teaching and research are noble professions which requires morally and social obligations. Therefore, certain measures are established for prevention of malpractices and plagiarism failing which would evoke disciplinary actions at various levels.

Responsibilities

A code of ethics for faculty members defines the primary responsibilities of a teacher to their students and the role of the teacher in the student's life. Teachers are required to show impartiality, integrity, and ethical behavior in the classroom and all supporting staff shall ensure the same with respect to administrative, admission and documentation process.

Compliance, Monitor and Review

The implementation and deviations from the policy shall be monitored at the level of Management, Principal, HODs and Coordinators and Office. All matter of concern shall be brought to the knowledge of Management and Principal for corrective measures if required.

Reporting

The reporting would be managed by Management and Principal with support from HODs and Coordinators.

Records and Documentation

The code of ethics shall be displayed in the college website
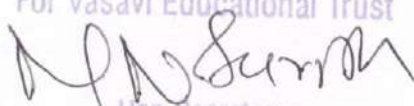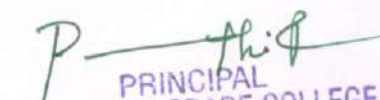
Feed back

Required feedback shall be collected for undertaking improvements and additions

Approval and review

Approve and review	Details
Approval Authority	Management Members
Advisory Committee and Approval Committee	Governing Council Principal
Administrator	HODs and Coordinators
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	18-10-2021

For Vasavi Educational Trust

Hon.Secretary

PRINCIPAL
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Code of Conduct Policy

Document No: 11

Version No: 4.0

Original / Revised Document - Revised

Year of release: 2021-22

Prepared by: Mrs. Shilpa R, Asst. Prof

Reviewed by: Dr. R. Parvathi, Principal

Approved by: Governing Council

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

Code of Conduct Policy

Purpose

The purpose of the policy is to provide staff with a clear outline of expected behavior, and instructions on what is and isn't considered good practices by the institution.

Scope

The scope of this policy includes code of conduct for students, faculty, support staff, Principal, Management and institution as a whole

Policy Statement

All stakeholders shall maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

Responsibilities

Code of conduct for students

- Students should maintain discipline and decorum in the college campus.
- Undesirable behaviour like being inattentive, indifferent to lessons, discourtesy to the staff members, tampering the Notice Board, damaging property, littering the campus and any undisciplined act which affect the prestige and reputation of the institution will be viewed strictly and such students will be suspended from the institution during the academic year without any notice.
- A student should not leave the class without the permission or until the lecturer has left the room or asked the class to disperse.
- Waiting in groups and talking are strictly prohibited in the corridors, verandah, and staircase or anywhere in the campus.
- Students shall not take part in any anti-social activities or be a member of any political party. A student violating the conditions is liable to be suspended or dismissed from college.
- Students shall handle the furniture, books and any property of the organization with great care and consideration. Any loss or damage of the property will be chargeable individually or collectively.
- Students will not hold any meetings or collect funds without the permission of the management.
- Students are expected to adopt modest style of dressing failing which the students will be discharged from the institution at any time.
- Use of mobile phones in college is strictly prohibited.

➤ As per the orders of Hon'ble Supreme Court, New Delhi and further guidelines issued by the State Government, ragging is banned and any one indulging in such acts shall be punished approximately which could include apart from criminal prosecution, expulsion from the college, suspension from the classes for a limited period or fine with public apology. The punishment may be also in the form of:

- Withholding of scholarships or other benefits
- Debarring from representation in College events
- With holding results
- Suspension or expulsion from the hostel.

Code of conduct for Faculty

➤ Respect the right and dignity of the student in expressing his / her opinion.

➤ Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

➤ Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

➤ Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

➤ Inculcate among students scientific outlook and respect for physical labour and ideas of democracy, patriotism and peace. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

Code of conduct for Non-teaching and support staff

➤ The administrative staff should maintain the decorum, dignity and curtsy in their speech and behavior.

➤ They should imbibe skill of tactful communication.

➤ They should follow the maxims of cooperation and politeness in their verbal and non -verbal communication

➤ Loyalty to the College by being punctual and reliable in all duties.

➤ Integrity by being honest in words and actions.

➤ Creating and maintaining strong relationships with students and staff:

1. Proper interactions with students.
2. Maintaining professional boundaries with students and staff.

- Maintaining dignity by treating students with care and kindness.
- Being supportive and cooperate with other staff members.

- Fulfilling responsibilities by meeting the required standards for every assigned task.
- Practice mutual respect, trust and confidentiality.
- Practice justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- Must respect and maintain the hierarchy in the Administration.
- Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
- Must not use unauthorized persons to perform official duties.

Code of conduct for parents

➢ At V.E.T. First Grade College, we are extremely fortunate to have a supportive and friendly parent body. Our parents recognize that educating children effectively is a process that involves partnership between parents, staff and the wider college community.

➢ V.E.T. First Grade College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College. All members of the College community have a right to an environment free from harassment and to converse comfortably in a positive and co-operative manner.

➢ V.E.T. First Grade College Parent Code of Conduct provides clear guidelines to all parents and visitors regarding the conduct expected of them whilst on the College premises, engaging in College related activities or representing the College. This policy applies to all adults including parents, guardians, grandparents, extended family members and caregivers.

➢ At V.E.T. First Grade College we provide a stimulating, nurturing and challenging environment where the teachings are central to the life of the College. Our students, regardless of their talent, ability or background are challenged to pursue their passions and develop their strengths. Our focus is on the development of the whole person: academic, emotional, social, creative, physical and spiritual, with personal achievements across all areas of endeavor being acknowledged and celebrated.

➢ Parents must ensure they abide by the law and the College's expectations of parents. When using social media, online forums or other platforms, parents must:

> ➢ not discuss or mention the College, its staff or any members of the College community in a negative or defamatory way

> ➢ be respectful to staff, contractors, volunteers, other parents, and/or students

> ➢ not use it as a means to voice grievances about the College

> ➢ make reasonable efforts to ensure that their children comply with the College's policies not post a photo or video recording of another student or parent on social media without consent

> ➢ Not post photographs of students in V. E. T. First Grade College uniform representing the College and its students if they have the potential to bring negative connotations. towards the College and its staff and students.

Code of conduct for Principal

> ➢ To participate in the administration, planning and development activities at the department level as well as at the Institute and University level.
> ➢ To inculcate the culture of research and development.
> ➢ To participate and guide in research work.
> ➢ To bring in projects and consulting assignments to the institute.
> ➢ To collaborate with industry and other academic institutions.
> ➢ To setup laboratories, develop new curriculum or upgrade the existing one.
> ➢ To guide Faculty for the improvement of their teaching and research ability.
> ➢ Principals should involve and commit themselves for the college.

Code of conduct for management

> ➢ Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
> ➢ Refrain from undertaking any other employment and Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

➢ Co-operate with the authorities for the betterment of the College keeping in view the interest and in conformity with dignity of the profession.

➢ Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided

➢ Work to improve education in the community and strengthen the community's moral and intellectual life.

➢ Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

➢ Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

➢ Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

➢ Appointment, commitments, staff welfare, rules and regulation laid by the statutory boards are updated time to time

Code of conduct for the institution

- Approval of course content and manner of instruction
- Establishment of requirements for degrees
- Appointment and promotion of faculty
- Discipline of members of the faculty, and the formulation of rules and procedures for discipline of students and
- Establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement.
- Maintaining academic environment
- Maintaining students and staff welfare
- Follow the set standard by the management, university and government.

Compliance, Monitor and Review

Reporting

Principal will be presenting the report to management and Governing Council about the staff, students and others every month by producing the written report

Records and Documentation

Records are updated and documented by the office administrative staff. Originals and major documents will be preserved in the trust office by the trust administrative officer.
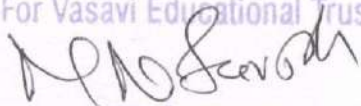
Feed back

Feedback from students, staff, and parents shall be collected for through mail vetfgc@rediffmail.com

Approval and review

Approve and review	Details
Approval Authority	Governing Council And Management Members
Advisory Committee and Approval Committee	Principal and IQAC coordinator
Administrator	Head of discipline committee and code of conduct monitoring committed
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	25-05-2021

For Vasavi Educational Trust

Hon.Secretary

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

Vasavi Educational Trust

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Environment and Energy Policy

Document No: 12

Version No: 1.0

Original / Revised Document - Original

Year of release: 2022-23

Prepared by: Mr. Ashok Kumar, Administrative Officer

Reviewed by: Dr. R Parvathi, Principal

Approved by: Governing Council

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

Environment and Energy Policy

Purpose

The College is committed to sustainable development in all its endeavors. Within its ambit it envisages to streamline ways of energy conservation and utilization through socially responsible ways.

College is committed to preparing its students to become engaged environmental citizens on campus, in their own communities and throughout their lives. The College will educate the students and implement the best practices to improve the environmental footprint of the campus and its operations. College will strive for meeting the India's sustainable development goals.

Scope

The College envisions a clean and Green Campus to promote sustainable and eco-friendly green practices within the campus and beyond. It focuses to streamline responsible waste management practices and on water management and conservation initiatives in its daily practices. It strives to explore the renewable energy resources and to find out substitute natural resources as solutions to the energy crisis. This will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage. The environment and energy policy will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage.

- ➤ Solar power plant
- ➤ Waste Management processes
- ➤ Solid Waste Management
- ➤ Liquid Waste Management
- ➤ E-Waste Management
- ➤ Green Audit
- ➤ Energy Audit
- ➤ Plastic-Free Campus
- ➤ Clean and green campus
- ➤ Activities to protect the environment

Policy statement

Environment and Energy usage Policy of the College is to manage energy in such a systematic way to minimize its impact on the environment. This policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution.

Green Audit/Environment Audit

The college conducts Green Audits and Environment Audits yearly to assess our assets and weaknesses to target our goals of long-term sustainability. A Green Audit, well known as an Environment Audit is a complete assessment of an organization's environmental performance as well as the impact. It involves estimating the organization's day to day policies, practices, and procedures to identify areas where environmental improvements can be taken into consideration. The main purpose of a Green Audit is to promote the environmental sustainability by identifying potential risks, and ensuring compliance with relevant environmental laws and regulations. A green audit is a beneficial tool to determine the utilization of energy or water resources. The college plans to implement and works on the cost cutting and saving strategy.

The internal audits are conducted by the Internal Quality Assurance Cell (IQAC) cell members under the guidance of IQAC Head Cell and Principal every year. The college may also invites and plans to implement an ISO certification

Energy Audit

Energy audits play a vital role in helping organizational development by preparing the individuals improve their energy efficacy rate, lessen energy consumption, and achieve overall various targets related to economic, environmental, and social benefits. By realizing the importance of evaluating our energy usage, an Energy Audit is conducted every year in the college campus. The statistical values are evaluated and different saving techniques are planned and implemented in the campus. The college is dedicated to further reduce its carbon footprint. The energy audit, uses specialized tools that helps to identify wastage of energy. The flaws that are detected during the inspection often have easy and affordable solutions thereby providing significant savings.

Clean and Green Campus initiatives

Awareness

Under National Service Scheme the college takes initiatives to inculcate mass awareness about cleanliness as well as hygiene among the students, staff, and faculty members by holding regular cleanliness drives in campus as well as beyond campus. The college displays environmental policies on campus and is very active with its maintenance department wherein the supervisor gives a detailed report of all the maintenance activities undertaken daily. The college arranges various events in collaboration with

ministries, NSS as well as NGOs to ensure an eco-friendly and hygienic environment on campus.

Plastic free campus

VET First Grade College has been observing most of its duties in terms of solid waste management since its inception. In view of the Government of India's resolution to ban all single use plastics due to the hazardous impact of plastic use and pollution, the college administration strictly bans the use of single use plastics in its premise to make it "Plastic Free Campus."

Responsibilities

Principal, Staff students and management will be responsible to take care of the environment through various incentives like

- To develop awareness about environmental issues.
- To understand one's responsibility towards energy conservation.
- To implement responsible procedures for waste management.
- To reduce waste production on campus for all activities and programs.
- To initiate water management and conservation practices.
- To encourage green practices within the campus and beyond
- To provide pollution free healthy environment.

Compliance, Monitor and Review

Principal, vice principal, HODs, staff are organizing various activities and same will be updated time to time. Principal will monitor day today activities and review for any changes required with the consent of the management.

Reporting

Principal will be reporting President and Honorary secretary every month and presenting the governing council once in a year through the management representative.

Records and Documentation

- UGC circulars on green campus.
- MHRD circulars on Swachata Abhiyan
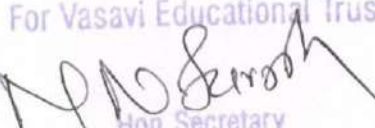- NAAC guidelines on green campus.
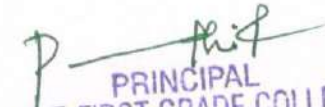- Relevant Circular numbers to be added

Feed back

Feedback from students, staff, and parents shall be collected for through mail vetfgc@rediffmail.com and vetiqac@gmail.com

Approval and review

Approve and review	Details
Approval Authority	Board of management
Advisory Committee and Approval Committee	Principal and IQAC coordinator
Administrator	Administrative officer
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	05 - 01 - 2023

For Vasavi Educational Trust

Hon.Secretary

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

Vasavi Educational Trust

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Gender Sensitization Policy

Document No: 13

Version No: 1.0

Original / Revised Document - Original

Year of release: 2021-22

Prepared by:

- Mrs Chandrakala, Asst. Prof.

Reviewed by:

- Dr R Parvathi, Principal
- Mrs Bharathi P S, HOD B.Sc FAD
- Mrs Ambily, Asst. Prof.

Approved by: Governing Council

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

Gender sensitization Policy

Purpose

Gender sensitization refers to the raising sensitization of gender equality concerns. Its main aim is to address the issues related to gender equality and encourage people to find various solutions.

Scope

- To cover the students, staff and all other involved in the institution directly or indirectly
- To provide an integrated and interdisciplinary approach to know the social and cultural constructions of gender that shapes the experiences of girls and men in society.
- To provide awareness in reference to equality in law, in society and in democratic activities
- The policy of our institute aims in developing a sustainable and inclusive environment by empowering the women and men so that they can contribute to the development of the community.

Policy statement

This policy is used for developing the sense of gender equality among all the male and female students of the college. Developing skills and self-confidence among women is a necessary step for the participation in the development process of the nation. Maintaining a favorable and dignified atmosphere for women staff and girl students in the college by disallowing any act of harassment or exploitation. During admission women candidates are given preference Building a conducive environment to ensure equal opportunities for women to take up leadership positions in both Administrative and Academic areas. Promoting gender parity in various decision-making capacities. To develop and enhance leadership skills and organizational competence of female students and faculties. Extension services are conducted to create awareness on women related issues. Counseling, guidance and life skill education is provided to females. Various seminar/ workshops and lectures are organized to create consciousness and motivation for gender equality in several sections of the society. Raising awareness towards women's role in socio-economic development of the society and nation. Engaging various stakeholders from school, college and society in various gender mainstreaming activities.

Responsibilities

Principal, Head of the committee and members of the committee are responsible for Preside over all the meetings, Assign work and coordinate with members, Appoint members for committee Represent the committee to the management and act and take up the responsibilities of the equal treatment status in the entire campus. Principal has to Act according to the directions of the university and UGC with any changes and amendment time to time.

Compliance, Monitor and Review

Setting up of Committees is a mandatory requirement under this Policy of the college and University. 2. Annual Reports of the College Committees should be displayed on the website 3. A minimum of 2 meetings per year is mandatory for the College Committees 4. Names and email details of all the College Committee members should be displayed on the College website and in prominent places on the campus. Committee will review based on the case and maintains the confidentiality of the reports.

Reporting

Principal and head of the committee will prepare the report and present it to management once in 3 month and final report is submitted once in a year to governing council meeting.

Records and Documentation

Principal is responsible for conducting Meeting and serving notice and documents related proceeding of the meeting and any complaint received records are maintained in the office by the office admin.
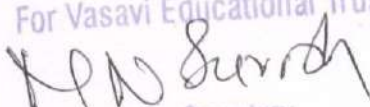
Feed back

Feedback from students, staff, and parents shall be collected for through mail vetfgc@rediffmail.com and vetiqac@gmail.com

Approval and review

Approve and review	Details
Approval Authority	Board of management
Advisory Committee and Approval Committee	Principal and IQAC coordinator
Administrator	Coordinator Women empowerment cell
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	10 08 2021

For Vasavi Educational Trust

Hon.Secretary

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V.E.T. FIRST GRADE COLLEGE
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Divyangian Policy

Document No: 14

Version No: 1.0

Original / Revised Document - Original

Year of release: 2022-23

Prepared by:

- Mr. Narayanaswamy S G, Vice Principal

Reviewed by:

- Dr. R. Parvathi, Principal

Approved by: Governing Council

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

Divyangian Policy

Purpose

Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. VET First Grade College is against all kinds of discrimination on any grounds including disability. VET First Grade College intend to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students and employees are not distraught or treated unfavorably. The College aims to design its programs, administrations, and activities accessible to the students. All the authorities of the institute are striving in order to extending a helping hand towards the differently abled so as to make sure about the Benefits of grounds programs, administrations, and activities. These guidelines apply to all the Institute Faculty and staff.

Scope

- To create Inclusive Culture to avoid discrimination, exploitation and exclusion of Disable Students and Staff from all spheres of work and education.
- To create suitable regulatory mechanism for effective delivery of services to Disable Students and Staff of the institute.
- To ensure implementation of all legislations with respect to persons with disabilities.
- To provide accessible and inclusive education at the institute.
- To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
- To provide necessary budget allocation to achieve above objectives.
- The terms used in the policy have meaning mentioned in chapter I of the rights of the persons with disability Act

Responsibilities

Management, principal, HOD and staff are responsible for taking care of the students and staff in the campus having any kind of different ability and are also responsible to provide the following comfort to them lead life safe and secured

- Barrier-free and accessible to all college building.
- Aspiring students of the Differently Able category to get enrolled in the institution.
- An environment of equity in which every member is well aware of never exercising discriminatory behavior.
- Inclusion and effectiveness in the participation of differently able students in different institutional activities.
- Adopt suitable medium and method of teaching (such as individual teaching) for the students of this category
- Provide assistance to the students in the learning process apart from regular class hours.

- Provide education and training resources/ materials in an accessible format. 6. To provide assistance or facility needed in taking up examinations.
- Provide information brochure on the facilities available in the campus.
- Permit such learners to use their own personal assistive devices in the campus.
- Update the facilities available for differently able in the campus.
- Allot certain number of seats for the students of this category.
  Providing facilities like Ramps, Lifts and special toilets, Wheel chair, railings, scribes, reserved place and assistance are provided in required locations also college provides Facilities are provided as per government rules time to time.

Reporting

Students and staff may report to principal about the requirement, same is placed in front of the management by the principal once in a month to secretary and president and once in a year to governing council members at the annual general body meeting.

Records and Documentation

Principal is responsible for Providing facilities at the time of admission and examination as per the orders of university and state government . office of the degree college is responsible for Maintaining records with the support of the administrative office of the trust.
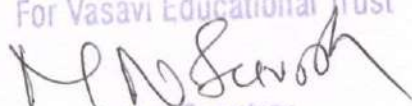
Feed back
Feedback from students, staff, and parents shall be collected for through mail vetfgc@rediffmail.com and vetiqac@gmail.com

Approval and review

Approve and review	Details
Approval Authority	Board of management
Advisory Committee and Approval Committee	Principal and IQAC coordinator
Administrator	Vice principal and Administrative officer
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	18-07-2022

For Vasavi Educational Trust

Hon.Secretary

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V.E.T. FIRST GRADE COLLEGE
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Performance Appraisal Policy

Document No: 15

Version No: 2.0

Original / Revised Document - Revised

Year of release: 2022-23

Prepared by:

- Dr. B Rammya, IQAC Coordinator

Reviewed by:

- Dr. R Parvathi, Principal

President:

- Sri B R Viswanath Setty

Approved by:

Governing Council

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

Performance Appraisal Policy

Purpose

This policy provides a direction to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly. It is an initiative taken by the College to know about the capability, potential, and ambitions of the employees.

Scope

This policy is applicable to all the faculty, non-faculty members and support staff of the institution. Appraisal is initiated using API- Academic Performance Indicators on annual basis

Policy Statement

The performance appraisal provides opportunity for supervisors to develop, encourage, and recognize positive performance and work place behaviours, and to proactively identify and apply appropriate corrective measures to address any concerns impacting the employee's ability to meet the established performance expectations.

Procedure

The procedure include filling of API forms by the faculty and others. The filled form is scrutinized by the Principal. Principal shall discuss the contributions done by each one in a meeting. The best performers are awarded during annual appraisal and the average to below average performers are counseled and told to improve their contribution. Principal shall take feedback from students confidentially for the performance appraisal.

Reporting

The Principal shall report the performance appraisal filled by faculty to the management and also in the Academic Governing Council meeting.

Compliance Monitoring and review

The Principal ensures complete transparency and confidentiality in the completion of Performance appraisal process. The policy shall be reviewed as and when required
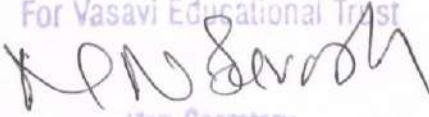
Feedback

Feedback from students, staff, and parents shall be collected for through mail vetfgc@rediffmail.com and vetiqac@gmail.com

Approval and review

Approve and review	Details
Approval Authority	President and Hon Secretary
Advisory Committee and Approval Committee	Principal
Administrator	IQAC coordinator
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	11/07/2022

For Vasavi Educational Trust

Hon.Secretary

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E-Governance Policy

Document No: 16

Version No: 1.0

Original / Revised Document - Original

Year of release: 2021-22

Prepared by: Mrs. Febina K S, Coordinator BCA

Reviewed by: Dr. R. Parvathi, Principal

Approved by: Governing Council

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

E-Governance Policy

Table of content

Purpose

Technology has been a boon to academic institutions in the field of education, which helps to streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and need of the current situation. E-Governance policy of an institution is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. It aims at planning and enabling any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the institute. Keeping in view the need of the day VET First Grade College has designed an e-governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability.

Scope

Admission, Examination, e-library, college website, quality enhancement, e-waste, general administration, ICT infrastructure, accounts and finance, fee payment, results and so on. Few are been listed below

- The college priorities to adopt paperless administration as a green initiative.
- To ensure green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities.
- All stakeholders are oriented and encouraged to practice e-governance.
- This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute.
- An e - governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process.
- The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning. It will aid in the integration of all of the institution's stakeholders as well as the automation of many functions.
- Policy adds a layer of transparency to the academic and administrative process.

Policy statement

VET First Grade College is working towards implementation of E-governance in effective functioning of the institution and reduces the usage of paper in administration of the institution. To make institution transparency and accountability students will have online internal and external communication between various executive bodies. College the aim of being an environmental and user-friendly institution.

Area of implementation

- Website & Social Media
- Student Administration including Hostels
- Academics & Office
- Cell/ committees
- Communication System
- Finance & Accounts
- Library
- Placements
- Alumni
- Feedback
- Online Video Lectures and E Content
- E-Waste Management

Website & Social Media:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. The website of the college to be continuously updated taking into account the new changes

Academics:

Admin Staff (Teaching as well as non-teaching Staff) to be provided with adequate training and development to keep them abreast with the new technology in regular intervals

Communication:

Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters by uploading notices on website, campus element, college ERP system other than whatsapp group made by Professors.

Finance & Accounts:

For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented. The College also uses Public Financial Management System which is used to manage the funds received from Students and parents. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. Students can make fee payment through both online and offline option making use payTm, phone pay, Google pay and other online platform. Staff salaries are transferred directly to bank account. Accounts are maintained using Tally software.

Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Professors can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface,
- Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus
- In future original writing among students and teachers, the Library should provide access to fully automated software for plagiarism check.
- The central library computerized through Campus element, INFLIBNET, DELNET, NDL, OPAC module of software provides

facilities of search books by different approach of user. Users search a library catalog principally to locate books and other material available at a library. Users reserve books by this facility.

- Campus element Library Management is also available in the college.
- E-library is also available for e-books and other literature.
- E-public library is also available. Anyone can read books, magazine and newspapers by clicking on the link vetfgc.edu.in
- The library is linked with NLIST consortiums for online books and journals. Access to e-journals & E resources to be provided within the campus by using N-list. Consortium of e-Resources in different subjects of college for teaching, reading, self-study and research. Users click www.nlist.inflibnet.ac.in and login by their user name and password.
- The Library maintains around more than fourteen thousand collections of books, reference book,, back volumes, journals, audio-visuals and e-resources.

Placements:

Placement to maintain student info & provide access to placement information on their fingertips by placement cell. All information's related with placement cell is uploaded on website and also circulated in Whatsapp

Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

Feedback

Feedback form students, parents and alumni of our college is taken online. Google forms are circulated on academic, non-academic and over all development of the students are invited, analyzed, and after action taken published in website. The students can also give feedback to our faculty members. The link of feedback is given link in vetfgc.edu.in

Online Video Lectures

E Content: The sudden outbreak of a deadly disease called Covid-I9 caused by a Corona Virus shook the entire world. The World Health Organization declared it as a pandemic. The COVID-I9 pandemic has wreaked havoc on everyone's lives, and seniors were profoundly affected. Online classes are conducted using zoom and team's platform ever after pandemic classes, meeting, webinar continues on team's platform to encourage the e learning

E-Waste Management: Our College ensures that usage of technology organizes e waste drive to protect environment too.

Expected Outcomes:

> The outcomes expected from this policy include:
> The overall improvement in the productivity of the college through simplification and
> Digitization of the various processes across various functions.
> Ensuring transparency and accountability in all the functioning bodies of the college.
> Providing speedy response to student centric queries or problems
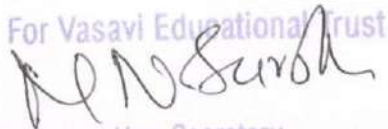
Feedback
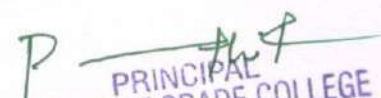
Feedback from students, staff, and parents shall be collected for through mail vetfgc@rediffmail.com and vetiqac@gmail.com

Approval and review

Approve and review	Details
Approval Authority	President and Hon Secretary
Advisory Committee and Approval Committee	Principal
Administrator	IQAC coordinator
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	07 – 09 – 2021

For Vasavi Educational Trust

Hon.Secretary

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

Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

[Permanently Affiliated to Bengaluru City University, Listed U/s 2(f) & 12(B)
of UGC] & Accredited By NAAC

#18, 14th Main, 2nd Phase J.P. Nagar, Bengaluru – 560078

Ph.:080 – 26586808 / email: vetfgc@rediffmail.com / www.vetfgc.edu.in

Scholarship Policy – Vidhwath – Help Us to Help Others

Document No: 17

Version No: 3.0

Original / Revised Document - Revised

Year of release: 2022-23

Prepared by:

- Mrs. Gowri Hebbar, HOD Commerce

Reviewed by:

- Dr. R Parvathi, Principal

Approved by: Governing Council

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

Scholarship Policy – Vidhwath – Help Us to Help Others

Aim and Objective

To ensure students do not discontinue their education due to shortage of funds and ensure minimum dropouts in the institution

Rules and Guidelines

- Scholarships is given based on merit and economic and financial background of students
- Application is invited for the scholarship and students applying for the same are considered
- Students can apply for government scholarships based on their caste and income status
- Students are eligible to apply for multiple scholarships
- Students to follow the deadline for submission of scholarship forms.
- Students should have paid minimum admission fee and continued admission for the academic year are eligible for applying for scholarship
- Mere application for scholarship is not the eligibility for sanction of scholarship
- Students must fulfill required conditions to sanction the scholarship
- Enclose the copy of Marks statement , Income statement / certificate , Caste certificate, Single parent proof , Self attested letter for parent occupation (Mandatory)

Scholarship Committee and Selection procedure

All management and private sponsored scholarship applications received shall be scrutinized based on defined criteria by the scholarship selection committee. The committee includes Management Representatives, Principal, Vice Principal, HODs and Coordinators of various Departments and SC/ST Committee members. The scholarship committee explores the various avenues available for scholarships. The committee informs the procedure to be followed for application of scholarship, various scholarships students can apply, calls for applications, and scrutinizes and shortlists the eligible beneficiaries. The selection is based on marks secured in previous semesters and economic status of the students. Award of scholarship also depends on availability of funds during that particular academic year.

Eligibility Criteria

- Merit
- Economic and financial status of students
- Reservation
- Government eligibility criteria
- Single parent / Orphans

Award notification

The committee meets once the application formality is completed and scrutinizes the applications received in that particular academic year. The consideration may be based on merit, merit cum means, and eligibility as per rules mentioned above, single parent, orphans, special talents, sports and the like. The scholarship award clearly mentions the amount and is distributed during Vidhwath – Scholarship distribution ceremony organized annually for Management and private sponsored scholarship. However, various types of Government scholarships amount (Government invites application through online portal, students who apply with necessary documents are eligible to get the scholarship) get credited directly to the student account..

Tuition Fee Concession

The Management of the College as a mandate of its philanthropic initiatives has provided the facility of fee concession for meritorious, under privileged and deserving students in each academic year. The number of beneficiaries and the amount so disbursed may vary from year to year. The percentage of concession also varies and depends on various factors as decided by the management from time to time.

Meritorious Scholarship

At the time of admission, especially for the first year students to support their education continuation, scholarship ranging from 10% to 60% is awarded based on merit.

Endowment Scholarships

Endowment scholarships shall be instituted in the name of the Donors/ philanthropist/ family donations and the like. However, these scholarships depend on various factors like availability of funds, donors and the like.

Help us to Help Others

Help us to help others is one of the best practices of VET First Grade College where faculty, students, visitors and others contribute to help students in paying their admission and examination fees.

Academic / Non Academic Sponsorships

- Short term / value added courses
- Fashion Show
- Extension Activity
- Class toppers

Scholarship and Financial Support Categories

The categories include Government and Non-Government scholarships which are as under

Government Scholarship

- Department of Social welfare - price money
- Social Welfare Department(SC)
- Department of Agriculture(KSDA)
- Backward Classes Welfare Department (OBC)
- Social Welfare Department(ST)
- Karnataka Arya Vysya Community Development Corporation
- Department of Handlooms and Textiles
- Department of Minority welfare
- Karnataka Labour Welfare Board

Non-Government Scholarships

- Vasavi educational Trust Scholarship
- Veranda Race Scholarship
- Help Us to Help Others
- Sri Jiheshwara VidhyabiVridhi Trust Scholarship
- Sansera Foundation Scholarship
- Sarthaka Foundation Scholarship
- Al-Ameem Scholarship Trust
- V E T Merit Scholarship
- Samarthanam Trust for the Disabled Scholarship
- Chowdeshwari Devenga Educational and Charitable Trust Scholarship
- AAHWAHAN Foundation Scholarship
- Sri Kshethra Dharamstala Gramabhi vridhi Yojane BC Trust Scholarship
- Amrutha Shishu Niwasa Scholarship
- Nirmaan Organisation Scholarship
- VET Appreciation Cash Award (Offered by the Management to Class toppers and centum in subjects of university exams)
- Academic Scholarship to Students for Value Added program
- NSS students Sponsorship - 7 days village adoption
- Sponsorship for Fashion Technology students-Fashion Show

The Non-Government scholarship list is just for reference as the same will vary year on year based on donors.
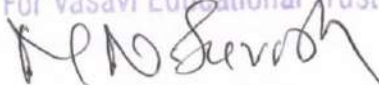
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Approval and review

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Approval Authority	President and Hon Secretary
Advisory Committee and Approval Committee	Principal
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Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	06|06|2022

For Vasavi Educational Trust

Hon.Secretary

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Sports and Cultural Policy

Document No: 18

Version No: 2.0

Original / Revised Document - Revised

Year of release: 2022-23

Prepared by:

- Mr. Koushik, H B Physical Education Director

Reviewed by:

- Dr. R Parvathi, Principal
- Mr. Narayanaswamy S.G, Vice Principal
- Dr. Rangaswamy H.T, Assoc. Prof.

Approved by: Governing Council

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

Sports and Cultural Policy

Purpose

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

Cultural policy aims to keep the cultural team responsible for keeping the spirits alive on the campus by organizing multitude of cultural activities round the year. Cultural Festival shall be conducted to identify the best talents in students through various activities; Students shall be deputed to participate in various inter-collegiate competitions.

Scope

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

Cultural and sports events include inter and intra activities and University, State, National and International Events as well.

Policy Statement

To bring out the talents of students by promoting and arranging extracurricular activities in the college as to keep them physically and mentally fit and young.

Duties and Responsibilities

- Conducting annual sports, conducting Inter Collegiate tournaments and promoting sports activities to develop team spirit.
- To organize regular sports events to train students for State and National level competitions.
- Proper maintenance of sports accessories and purchases.
- Maintaining Sports register, sports related field records and prize distribution records.
- Conducting Talents Hunt
- Conducting various activities
- Sending students to Inter Collegiate Cultural contests
- Any training sponsored by Govt., & any Associations
- Conducting Annual Day
- Organizing Fashion Show as per University requirements
- Photo Album Maintenance

- To bring to light the hidden talents and among the students and provide social, cultural and recreational activities for the college community.
- To strengthen the communal bonds, promote a community spirit among all members of staff
- To encourage students to exhibit their talents in Technical activities like documentation, debate, easy writing, quiz, paper presentation, singing acting, fine arts etc.
- To responsible for all intra and inter collegiate cultural events in the college

Procedure

- Prepare the Annual Budget for various cultural and sports events.
- Getting quotation for purchase of equipment for sports and cultural events.
- Obtain formal permission from the College authorities to arrange programs.
- Decide the date, time and agenda of the programs.
- Inform members of staff and students about the events.
- Arrange the venue and logistics.
- Invite the Chief Guest and other guests of honour.
- Arrange mementos for guests and Trophies Medals and certificates for the participants.
- Ensure safety and security of the students
- Maintain first aid kit
- Give instruction to students before every event
- Every student should be given equal opportunity

Documents and Reports

Physical Director shall be responsible for preparing reports, purchase of equipment, producing the bill and getting sanction, initiating payments to the concerned vendors. Records shall be maintained in the college office with Office Superintendent

Monitoring and review

Principal, Head of the Sports and Cultura committee and members of the committee shall monitor the activities month on month, review and report to the management every semester.

Feedback

Students, parents, faculty shall give their feedbacks to vetfgc@rediffmail.com or vetiqac@gmail.com

Approval and Review Details

Approve and review	Details
Approval Authority	Governing Council
Advisory Committee and Approval Committee	Principal
Administrator	Physical Director Head of Cultural and Sports Committee
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	15 05 2023

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

VET HR POLICIES

FOREWORD

Dear Colleague:

We are pleased to present to you a VET Policies Handbook related to the staff detailing all the updated policies of Vasavi Educational Trust.

We request you to read and get familiar with the policies.

You may feel free to contact the undersigned for any clarifications.

We wish you a very fulfilling association with VET.

With Warm Regards,
Management
VET group of Institutions

Editorial Board

BR Viswanath Setty – President
Dr. Manandi N Suresh – Honorary Secretary
Dr. R. Parvathi – Academic Director

Volume – 1
Date: 13th September, 2019
Year: 2019 – 20

From the Desk of Management

Vasavi Educational Trust came into existence under the dynamic leadership of B.V. Rathnainah Setty, the Founder President of the Trust in the year 1979. His Visionary, innovative and progressive ideals motivated likeminded people from various field to join hands with to put forward to provide quality education and enrichment of our cultural heritage to the students from all walks of life.

VET HR POLICIES INDEX

DESIGNATIONS

The Designation Structure for Teaching and Non-teaching are as under:

- ➢ Academic Director
- ➢ Principal
- ➢ Head of the Department
- ➢ Coordinator
- ➢ Professor
- ➢ Associate Professor
- ➢ Assistant Professor
- ➢ Head minister
- ➢ Teacher
- ➢ Librarian
- ➢ Physical director
- ➢ Executive officer
- ➢ Office Superintendent
- ➢ Office Assistant
- ➢ Accountant
- ➢ Cashier
- ➢ Receptionist
- ➢ System Administrator
- ➢ House keeping
- ➢ Outdoor keeping
- ➢ Warden – Boys Hostel
- ➢ Training & Placement Officer
- ➢ Purchase Officer
- ➢ Security Officer
- ➢ Security Guards

CHAPTER – I

RECRUITMENT POLICY

Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions in teaching and non-teaching.

Applicability

➢ All new recruits in all grades

Policy & Procedure

➢ The approved recruitment policy will be a pre-requisite for all recruitment in the institution.

➢ Any departure from the Recruitment policy will need special approval from the appropriate approving authority. The concerned HOD is to get in touch with principal with the details of the staff required. Principal will then seek approval of the management, and only then proceed with the process of recruitment. Principal shall prepare a detailed job description for the position to be filled up, in consultation with the concerned Head of the department.

➢ Principal shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc., with the permission of the management.

➢ Principal shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD after approval of the management.

➢ Principal will coordinate the entire process of conducting the interviews.

➢ Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the management, concerned principal, department HOD. The selection panel evaluates the candidate based on a set of predefined criteria. Acceptance or rejection of candidates is at the sole discretion of the management.

➢ At the time of appointment, the selected candidates are required to submit all relevant academic certificates and testimonials in original. They will be in the safe custody of the institution and will be returned to them when they leave the institution.

CHAPTER – 2
PROBATION POLICY

Objective

To assess the potential and suitability of the candidate selected and hired for the vacant post

Eligibility & Coverage

➢ All new recruits of the institution on regular rolls.

➢ Policy & Procedural Formalities for Completion of Probation.

➢ All new employees will be on probation for a period of 12 months from the date of joining.

➢ While the formal probation appraisal shall be at the end of 11months, the concerned Director /Principal / HOD will review the performance of the probationer on completion of 1st month, 3rd month, 6th month and 11th month. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The final role fitment report will be submitted to management by the principal.

➢ The Director /Principal / HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee and same has to be reflected in Service register.

➢ Duly completed Probationary Role Fitment report with the recommendations of the Principal will be sent to management at least two weeks before the completion of the probation period.

- During the period of probation, an employee shall be liable to be discharged from the service without assigning any reason, at the sole discretion of the Management without giving any notice.

- During probation, no request for resignation will be entertained. In case, the probationary staff leaves the job then the notice period pay will be applicable.
- The management may, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.

Extension of Probation Period

- Instances where an employee does not meet the required standards of performance, the Director / Principal / HOD may recommend extension of the probation for a maximum of six months.

- Probation period may be extended under any of the following circumstances:

- Performance of the probationer is not up to expectations, but showing interest in improving

- The role and the skills of the probationer are not aligned

- A mutually agreed and detailed Role Fitment Report involving counselling and training will be documented and areas of improvement clearly communicated to the employee.

- The probation may be extended only once. When probation is extended for an employee, the Director / Principal / HOD shall send the Probationary Role Fitment report to management at least 15 days before the expiry of probation, clearly stating the reasons for extension. Management will send necessary reminders in time.

- Based on the recommendation of the Director / Principal / HOD management will formally communicate the extension of the probation through a letter to the employee through the Principal.

➢ The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.

➢ If the probationer's performance remains unsatisfactory after the extended probation, his or her services may be summarily terminated, without assigning any reason.

Confirmation of services

➢ On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.

➢ Upon confirmation, the notice period on either side will be two months for teaching, non-teaching, library and technical staff, three months for Director /Principal /Heads of the Department. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The Management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee.

➢ In case, any permanent faculty wishes to resign / desire to get relieved, he / she shall give two months advance notice, for Principal in such a way it is coinciding with the end of the semester or academic year.

➢ If any staff member resigns within two months of semester beginning and wants to get relieved immediately, he / she needs to pay notice period gross salary to the institution and also has to pay the equal amount of salary drawn during semester or annual break.

➢ The working hours of the staff members shall be eight hours from Monday to Friday. Saturdays four hours. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the institution.

➢ In case, the work or conduct of a staff member is found to be unsatisfactory or if he / she absents himself / herself without prior intimation or disobeys the rules and regulations of the institution or violates the instructions issued by the Principal / Management, he / she is liable to be terminated from the service, without any prior notice.

CHAPTER 3

INDUCTION POLICY

Objective

To facilitate smooth assimilation of new employees into the institution and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institution.

Applicability

➢ All new employees of the institution

Policy

➢ The principal shall ensure that every employee, irrespective of grade, goes through an Orientation Program, which will be mandatory for the employee to attend beginning of the academic year.

➢ The duration and scope of Orientation program may vary with the grade of the employee and the depth of information that needs to be shared during induction.

➢ The Orientation program shall include the following:

➢ Introduction to the Institution

➢ Institution Vision, Mission, Values and Quality Policy

➢ Introduction to HR Policies

➢ Introduction to key officials

➢ Welfare measures

➢ Meeting to introduce about the Work culture

CHAPTER - 4

PROVIDENT FUND POLICY

Objective

Provident fund scheme is extended by VET to all his teaching and non-teaching Staff member. Provident fund is a retirement plan for the private and public sectors in Malaysia, enacted by the Employees **Provident Fund** (**EPF**) Act of 1991, intended to help employees save a portion of their salary in the event of retirement, disability, sickness or unemployment. Same has been extended by VET to all the employees.

Conditions

- EPF includes Employer and employee contribution at the rate of 12% on Basic salary and Dearness Allowance.

- All the employees are covered under provident fund scheme.

- Employees Provident fund Act of central government is followed at VET

- Amount including Basic and DA up to 15000 are covered, above 15,000 are freeze to the same.

- At the consent of the employees the employees contribution may exceed the employer contribution

.

- Employer contribution is 12% which includes family pension of 3.67% .

- Employee provident Fund scheme is applicable till the superannuation or 58 years whichever is earlier.

- Employee may withdraw the Employer and employee contributions along with accrued interest at the time of retirement.

- At the attainment of 58 years employee are eligible for the monthly family pension as fixed by the government.

- Employees may avail the loan facility on accumulated EPF during the employment for medical, marriage, sickness etc.

CHAPTER – 5

ESI BENEFIT

Objective

All Employees who are drawing a gross salary of INR 21000 and below, covered under ESI Act are entitled for the benefits as mentioned below, administered by ESI Corporation:

Policy

- ➢ Medical Benefit
- ➢ Sickness Benefit
- ➢ Extended Sickness Benefit
- ➢ Temporary and Permanent Disablement Benefit
- ➢ Dependents Benefit
- ➢ Maternity benefit

CHAPTER – 6

GRATUTITY BENEFIT POLICY

Objective

Gratuity is a monetary benefit given by the employer to his employee at the time of retirement or resignation of an employee by fulfilling the norms of the institution. An employee's eligibility to receive gratuity starts only if he/she has served in an organisation for at least five years. Therefore, if any employee teaching or non-teaching decides to leave VET after working for five years, are eligible to receive the gratuity.

VET extends the gratuity benefit to all the employees teaching or non-teaching at various institutions by fulfilling the norms of the institutions

It is a defined benefit plan where no contributions are made by the employee of VET, it is sole the benefit extended by VET for the staff for serving quality service.

- ➢ Staff must have good academic records for period of 5 years

- ➢ They must service the institution with good intention for at least 5 years

- ➢ Retirement or death of the employee, gratuity applies only if they have served for 5 years from the date of gratuity implementation.

- ➢ Resignation must be for the progress of the employee but not less than 5 years of service.

CHAPTER – 7

TUITION FEE CONCESSION AT VET

Objective

To provide employee welfare through tuition fee concession to the dependent children of employees who opt for admission into the Institution.

Eligibility & Applicability

All regular employees who have completed two years of service in VET are eligible for fee concession for one child.

Policy & Procedure

➢ The child will be entitled for 20% concession in the tuition fees for all the years.

➢ Those seeking this concession shall apply in the prescribed format with requisite details and supporting documents to principal to Management– Accounts and Finance.

➢ Accounts Department will check all the relevant documents for processing and approval and will arrange for the disbursement of the amount. The reimbursement shall be made annually with the consent of the Management.

➢ In the event of separation of an employee from the institution, the fee concession will be stopped with immediate effect. However, the Financial Assistance already extended shall be waived, provided the separation is not on disciplinary grounds.

CHAPTER – 8

TELEPHONE EXPENSES

Objective

To facilitate communication for head of the institution where such facilitation is considered necessary for greater effectiveness in one's official role
To provide Mobile facility / expenses.

Eligibility & Applicability

- ➢ Director / Principal of VET institutions are provided with mobile / telephone facility with the special approval of Management.

- ➢ The eligibility limits shall be decided by the Management from time to time and is subject to changes at the sole discretion of the management.

Policy & Procedure

- ➢ The mobile allowance is provided strictly on need basis with special approval of the Management.

- ➢ All mobile phone bills shall be settled directly by the Management directly through accounts department on actual or based on eligibility, whichever is lower.

- ➢ Any exception to the reimbursement limit would be approved only upon proper justification and will be done as an exception and not resorted to as a routine practice.

- ➢ Office shall settle their phone bill on a monthly basis & claim not eligible for accumulation from the Accounts Department.

- ➢ This facility is provided to a few employees, based on their need and nature of work.

CHAPTER – 9

INCENTIVE POLICY FOR RESEARCH AND PUBLICATIONS

Preamble

The policy is to promote research activities in the institution is developed to give extra fillip to research, publication and other related activities.

Objective

To give special thrust to research culture in the Institution, and thus improve the profile of the Institution in the country.

Policy and Guidelines

➢ Incentive for completing Ph.D. Degree when in service of VET standard.

➢ For the purposes of incentive under this clause, ordinarily, the degree will be awarded by the University or an Institution of national standing. The faculty undertaking their PhD pursuit is advised to check with the Institution about the University they are registered under, to ascertain the credibility of such University.

➢ For the purposes of the award, a Ph.D. will be deemed to have been completed when a Certificate of Successful Thesis Defense is formally issued by the University awarding the degree.

➢ On receiving Ph.D. degree, increments shall be given to the faculty member in the VET pay scale.

➢ In case a faculty is promoted along with completion of Ph. D, additional increments over the minimum basic salary applicable to the new position will be payable.

Incentive for Paper Publication

➢ It is expected that in an academic year, every faculty member should publish minimum two papers in UGC approved list of journals. In case papers are published in UGC listed Journals, they are entitled for 600 per paper towards publication expenses by producing the publication proof.

Incentive for participation in Workshop / Seminar / Conference

➢ The faculty members are expected to participate in minimum of two workshop / seminar / conference in an academic year, conducted by External Agencies. Registration charges up to Rs.2000/-Per Annum (Rupees Two Thousand only) shall be paid towards it Paper presentation and publications is must from the regular staff at seminars or conferences. Also they can utilize OODs for attending the same.

➢ OOD will be provided for meeting / presentation to the concerned agencies towards the sanction of any research projects with permission of the Management through the principal.

Faculty Development Programme (FDP)/Staff Development Programme (SDP)

➢ Members of the staff are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institution from time to time.

➢ Faculty members attending a program of more than three days duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs organized by reputed institutions.

➢ Eligibility for such programs shall be restricted to two staff members per semester from a department. In general, programmes sponsored by UGC/AICTE/ and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave (OOD) for the period.

CHAPTER – 10

LAPTOP POLICY

Objective

To provide a more technology-enabled work culture, and move towards a paperless work environment.

Eligibility & Applicability

Director /Principal/ HOD / senior teaching faculty, with a service VET. All key positions from Non-teaching staff on special approval of Management.

- ➢ Management will provide laptop to defined staff.
- ➢ Laptop expenses will be borne by the Management.
- ➢ Staff have right to use as long as they are in service at VET.
- ➢ At the time staff retirement/resignation laptop need to be handed over to concern principal.
- ➢ Laptop must be properly maintained by the concern staff.
- ➢ Any negligence in maintenance / handling of laptop will be liable for penalty.
- ➢ Any natural maintenance, expenses will be borne by the VET management.
- ➢ Management has every right to withdraw the service provided in case of misuse or any other reasons.

CHAPTER – 11

LOCAL CONVEYANCE REIMBURSEMENT

Objective

To govern the reimbursement of local conveyance expenses

Eligibility & Applicability

All employees on regular rolls of VET

Policy & Procedure

➢ Employees using taxis/Auto/ own vehicle/bus fare for official purpose are entitled to claim reimbursement at actual with permission of the management..

➢ Reimbursement should be claimed on a weekly/ monthly basis.

CHAPTER – 12

LEAVE POLICY

Objective
To communicate the leave entitlements and provide guidelines for availing these leave.

Eligibility & Applicability
All employees on regular rolls of the Institution.

Policy & Procedure

➢ Categories of leave available to the employees are: Casual Leave, Maternity Leave, Vacation and Leave without Pay.

➢ For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st January and ending 31st December.

➢ Unused Casual leave may be carry forward for next academic year.

➢ Employees shall apply for leave on prescribed formats with the permission of concerned authority of the institution.

- Holidays and weekly-offs between the leaves will be treated as a part of leave only.
- Entitlement & Procedure for availing Leaves:

Casual Leave (CL)

- All Employees are eligible for 12 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis, until the completion of one year of service.

- Employees may avail CL for half-day also.

- CL may be prefixed or suffixed to intervening holidays or weekends but not on both the sides.

- All permanent teaching, technical and non-teaching staff members are entitled to twelve days of Casual leave (C.L.) in a calendar year.

- Six days of CLs will be credited in advance on Jan1st and remaining Six CLs will be credited in advance on July 1st of each calendar year.

- Part - time employees are not entitled for any kinds of leave.

- The permanent employee can avail Casual leaves up to 3 days at a time.

- The Competent Authority can sanction up to 3 days of casual leave to staff members. The casual leaves beyond 3 days shall be the approved by the management in case of extreme emergency.

- C.L. shall not be availed without prior sanction of the sanctioning authority. The sanctioning authority may refuse to grant C.L., if he/she feels that the work cannot be managed due to functional reasons. In exceptional cases such as, an emergency caused due to sudden illness or death in the family, information shall be sent to the respective leave sanctioning authority in time enabling them to arrange a substitute.

- Casual leave availed on Saturday will be considered as one full casual leave.

- If the casual leave is both prefixed and suffixed to general holidays, then one side of the holiday is included as a casual leave. If a casual leave is not available, then the leave will be considered as leave without pay.

➢ Leave without pay shall be granted in continuation of casual leave on special Occasions / Emergencies.

➢ Staying away from duty without prior permission in the normal circumstances will be construed as absence without leave, resulting in loss of pay. Each day of unauthorized shall be liable to two days of pay deduction.

➢ No leave of any kind can be availed without prior sanctions. Absence without prior permission will be treated as Loss of Pay (L.O.P). Such absence may subsequently be regularized as C.L. if the competent authorities are satisfied with the given circumstances. Repeated absence without prior permission will be viewed as an act of indiscipline and suitable action will be initiated. If the leave application is not submitted properly and in time, the leave will be rejected and for two days of unauthorized leave, one day salary will be deducted and necessary entries shall be made to record the same.

➢ In the event that one does not have C.L. to his/her credit, the absence with prior permission will be treated as leave without pay.

➢ Staff members frequently applying for leave due to sickness will have to produce medical and physical fitness certificates from a registered medical practitioner.

➢ 10 minutes grace time is allowed for reporting to duty. If the employee reports beyond the grace time, is considered as ½ CL or ½ LOP. If institution starts at 8.30 Am, staff as to report by 8.15 am, max grace may be 8.25 am, not beyond 8.25am.

Maternity Leave (ML)

➢ The Institution permits ML of one semester break for teaching staff, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays. All permanent female employees who have put in not less than two years of service in VET are eligible for Maternity leave. Maternity leave shall be limited to an employee's one child. The employee shall inform the Director /Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate. ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave. Teaching women employee may report back at the commencement of the next semester.

➢ Non-teaching and technical female employees may avail Maternity leave up to 90 days, both pre-natal and post –natal.

➢ Maternity leave shall be granted on the condition that such employee shall serve or shall have served any of the institutions belonging to the Vasavi Educational Trust for a period not less than two continuous years, failing which service will not be considered.

➢ Maternity Leave benefits will be given on returning to work. Woman employee returned back after maternity period, if resigns within one academic year, shall pay the benefits received during maternity period and will be liable as per the Exit policy.

➢ If any teaching / non- teaching / technical women employee while on maternity leave wishes to resign from the post are required to pay the notice period (as per the institution's exit policy) pay to the institution.

Leave without Pay (LWP)

➢ If an employee has exhausted all types of leave, exceptionally, she/he may be allowed to take leave without pay up to a maximum of 05 days in a year.
➢ In case, if the employees crosses 5 days of LOP, then the leave shall be approved by Management subject to proper supporting documents.

On Official Duty (OOD)

➢ Employees are eligible for 10 days of OOD in a calendar year.

➢ The Head of the Institution deputes / permits the staff member to attend the work outside the institution, it will be considered as On Official Duty.

➢ The employee is entitled for OOD, if he / she is deputed for any kind of workshop / seminar / conference by the Head of the Institution.

➢ Attendance Certificate from the concerned institute / association is compulsory for considering OOD.

On Examination Duty (OED)

➢ The faculty is entitled for 14 days of OED in a calendar year.

➢ Affiliated University/the concerned Board/the University, with whom Vasavi Educational Trust Institutions are having collaboration, may ask faculty members for their examination work. Faculty members may take up the same work up to 14 days in a year and it will be considered as On Examination Duty Leave. Attendance Certificate from the University / Board is compulsory for considering OED.

CHAPTER – 13

PROMOTION POLICY

Preamble

This policy governs the promotions for the faculty so as to encourage them through high quality teaching, research and Institutional commitment.

Eligibility

- ➢ From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines
- ➢ PhD Qualification
- ➢ Required number of years of experience
- ➢ Prescribed research output
- ➢ Acceptable teaching feedback
- ➢ Demonstrated academic administration
- ➢ Performance / Self-Appraisal system
- ➢ The Eligibility shall stand modified in the following cases:
- ➢ For those whose probation may have been extended.
- ➢ The Eligibility conditions may be extended at the discretion of the Management, in the following cases:
- ➢ Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitment
- ➢ Faculty with track record of misconduct

Policy and Procedure:

- ➢ When PhD is just completed, completion shall mean possessing certificate of completion of PhD from the degree awarding Institution (or provisional degree certificate).

CHAPTER – 14

PROMOTION POLICY FOR NON TEACHING STAFF

Objective

To provide a detailed framework for advancement of career for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts

Eligibility
- All non-teaching, library and technical staff.

Policy & Procedure

Pre-requisites for promotion

- Promotions shall always be subject to appropriate vacancy in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade.

- A promotion must always lead to an enhanced responsibility in the institution.

- The Employee shall have the potential, beyond mere eligibility, to take up higher role / responsibility.

Eligibility for promotion

- Requisite performance rating in the previous years.

- No adverse remarks/reprimand in the personal file in the preceding three years.

- Requisite educational qualifications as per Job Description

- No. of years of experience in the existing grade

- However, mere eligibility is not a criterion for promotion.

Approving Authority:

➤ The president/secretary of management will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the Management, after approval, promotion will be insatiate.

Implementation

➤ Promotions shall be taken up only once in a year.

➤ As a rule, all promotions shall be effective from beginning of academic year August 1st. Exceptions, if any, shall be approved by the management. Promotion letter along with job description will be issued.

➤ All promotions letters shall be handed over to the employee by the respective principal.

CHAPTER – 15

TIME AND ATTENDANCE MANAGEMENT POLICY

Objective:

To communicate the general office / college timings of the Institute.

To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

Applicability

All employees on regular rolls are covered under this policy

Procedure

➢ The timings of the institute are from 8.15 AM to 3.00 PM on all working days (Monday to Friday) of the week, and 8.15 AM to 11.30 Am on Saturday.

➢ Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register and/or in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.

Grace Period

➢ Up to 10 minutes after the designated starting time is considered as "grace period". After the grace period every late arrival to the workplace, half day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of any other type of leave to the credit will be debited. In case there is no leave available at credit, then half day salary will be debited from the employee.

CHAPTER – 16

STAFF WELFARE POLICY

Statement

➢ The Institution recognizes all their employees to be the most valuable resource and that the health and welfare of all employees is essential in achieving the Institution's mission.

➢ The well-being of all employees is of a primary concern by investing in the health and welfare of employees, the Management is investing in the efficiency and effectiveness of the Institution.

➢ The Institution is committed to producing a caring and supportive working environment which is conducive to the welfare of all employees, and which enables them to develop towards their full potential.

➢ Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the salary. Welfare helps in keeping the morale and motivation of the employees high so as to retain the employees for longer duration. The welfare measures need not be in monetary terms only but in any kind/forms. Employee welfare includes monitoring of working conditions, creation of institution harmony through infrastructure for health, institution relations and insurance against disease and accident.

Aim

To provide a framework for the provision of staff welfare support.

Roles of Responsibility

➢ All staff members have a role to play with regards to their own health and well-being at work and are advised to raise any matters of concern. The staff members have a responsibility to be sensitive and responsive to the welfare of other colleagues at work.

➢ A staff member who has a concern regarding their welfare should address this initially to their HOD / Principal or directly to HR-Head.

➢ The Staff members also have a responsibility to co-operate as far as possible with any initiatives, recommendations, introduced in relation to their welfare and to follow any guidance provided by principal.

➢ The Institution recognises the importance of the professional relationship between HODs and staff members, they have primary responsibility for the welfare at work of the staff under their supervision. They should respond to staff in a supportive manner taking into account their feelings and difficulties, in an atmosphere of trust and confidentiality. They should provide support and ensure all staff members are treated in a fair, sensitive and confidential manner, at all times they are to be aware of Institution welfare policy.

➢ Human Resource has a responsibility to Management and individual members of staff. Confidential advice and support will be provided to staff that have personal, family, medical or work related problems with a view to assisting them to identify solutions.

➢ It is not the role of the Human Resources - Head to provide ongoing counseling for staff, the role is to:

➢ Provide quality listening and helping service, offering support and information

➢ Intervene and facilitate where appropriate in assisting to resolve welfare problems

Monitoring, evaluation and review

➢ The implantation of the policy will be subject to regular monitoring, evaluation, and using effective indicator tools and will be strategically reviewed or modified to as required in the light of changing circumstances.

Staff Welfare Measures

➢ Recreational Trip for staff members.
➢ Gifts for staff members during Teacher's Day / Dussehra / Diwali.
➢ Concession in tuition fee for staff children studying in New Horizon.
➢ Uniform for class 4 employees.
➢ Maternity leave
➢ Free Health checkup

CHAPTER – 17

GRIEVANCE MANAGEMENT POLICY

Introduction

Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to, may affect morale and productivity. There is a need for formal grievance process to address such matters.

Objectives:

➢ The objectives of the grievances process is to settle/redress:

➢ Grievances of the employees in the shortest possible time

➢ At the lowest possible management level

➢ With appellate stages so that it is fair, transparent and reasonable.

Eligibility & Applicability

➢ All employees on regular rolls of the institution including part time employees

Scope and Coverage

➢ Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.

Grievances for the purpose of this policy will cover individual grievances such as:

➢ Payment of Salary

➢ Recoveries of dues etc.

➢ Increment

➢ Working conditions/Health & Safety

➢ Leave and Reimbursements

➢ Compensation & Benefits

➢ Related to Appraisals

➢ Interpersonal Conflicts/Issues with the HOD or team members

CHAPTER – 18

CODE OF CONDUCT

Preamble

Vasavi Educational Trust believes that for an institution to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.

➢ The Code of Conduct and Ethics, articulated below, embodies the Institution's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.

➢ All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institution's objectives.

➢ The Institution's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

Objective

➢ The Institution's prides itself on the high standards embodied in its working principles. The institution expects its employees to adhere to these in their day to day activities.

➢ The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behaviour that the institution expects from its employees.

Applicability

➢ All employees on regular rolls of the institution including employees on Part time are governed by this Policy.

➢ Employees are the representatives of the institution and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

➢ Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institution, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institution and its Values.

Policy Guidelines of Conduct

National Interest:
Vasavi Educational Trust is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

Use of the VET Brand:
The use of VET name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institution. No employee, third party or joint venture shall use the VET for any purpose without specific authorization.

Quality of Services:
VET is committed to deliver services of world class quality based on the requirement of its stakeholders and built to National and International standards.

Equal Opportunities:
VET shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

Protection of Intellectual Property:
Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the Institution.

Collaboration within VET Institutions:
All VET Group f institutions shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its stakeholder value.

Confidentiality and Non-disclosure:
Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institution.

Falsification or Destruction of information-
No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

Using equipment and consumable resources:
Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

Using the Internet, Intranet, and Electronic mail:

➢ Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.
➢ Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

➢ Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused.

➢ The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

Protecting Institute's asset

➢ Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

➢ Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institution.

➢ Unethical Transaction: No employee shall assist in the misuse of Institution's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.

➢ All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority

Gifts and Entertainment:

➢ Except in connection with and specifically pursuant to programs officially authorized by the institution, no employee shall accept, directly or indirectly take any money, objects of value, or favors / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institution. All employees must disclose authorized transactions of this nature to the higher authorities.

➢ All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institution's books and records.

Relationship with Government and Public officials:

➢ An employee of VET may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / he should also be familiar with specific rules set by individual agencies or other governmental bodies.

➢ Public Representation: No employee shall, without the express consent of the/Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institution.

➢ Charitable Contributions: Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institution's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institution.

➢ Political Activity: No employee shall involve in any political activity directly or indirectly.

➢ Regulatory Compliance: Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

➢ Third Party Representation: Third Parties which have business dealings with VET but are not members of the VET Group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent a VET Group without the written permission.

➢ Sexual Harassment and other harassment policy: VET Group of Institutions recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the Group's policy against Sexual Harassment.

➢ Other Harassment: The Group prohibits harassment of one employee by another employee or group of employees or supervisor on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age.

➢ The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.

➢ Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

➢ Whistle Blower policy: VET Group provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institution without fear of reprisal or victimization.

➢ Ethical Conduct: VET Group expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. A GMR employee is supposed to inform in case, if he deviates from the above standard.

➢ No VET employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with New Horizon Group, he must disclose the nature of such relationships and transactions beforehand.

➢ Dress Code: VET Group's expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

➢ Substance Abuse- To meet our responsibilities to Employees, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.

➢ Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

➢ The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

➢ Causing physical injury

➢ Making threatening remarks

➢ Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress

➢ Intentionally damaging employer property or property of another employee

➢ Committing acts motivated by or related to sexual harassment or domestic violence.

➢ **No Smoking-** Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.

➢ **Disciplinary Actions:** All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.

➢ Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institution will recover any loss suffered by it due to violation of the provisions of this code by any employee.

➢ Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

CHAPTER – 19

RETIREMENT

➢ The date of compulsory retirement of a College employee shall be the afternoon of the last day of the month in which he/she attains the age of superannuation of 60 years for teaching and non-teaching.

➢ Provided further that where the date of compulsory retirement of a College employee is a general holiday or the date of compulsory retirement and the days preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holidays.

➢ College may grant re employment to any college employee beyond the date of his/her compulsory retirement if he/she is physically fit such that reemployment can be granted, except in very special circumstances, with the prior and specific sanction of college. They will be appointed on contract basis.

➢ Notwithstanding anything contained in sub- rule a competent authority may remove or dismiss any college employee or may require him/her to retire compulsorily, on the ground of misconduct or insolvency or inefficiency.

➢ Notwithstanding anything to the contrary contained in this rule or any other rule made or in the contract, or the terms and conditions of retention of any college employee in service after the date of compulsory retirement, the services of a college employee so retained shall be liable for termination at any time by a notice in writing given either by the college employee to the appointing authority or the appointing authority to the college employee and the period of such notice shall be one month.

➢ Management is empower to exercise its right, over and above the conditions stipulated in the matter of retirement age and / or appointing such retired personnel on contract basis the rules and regulations will vary from time to time for such entrant appointments or as the case may be, for the period by which such notice falls short of one month.

➢ The authority Competent to sanction terminal benefits shall prepare every six months i.e. on the 1st January and 1st July of each year a list indicating the names, designations, date of birth and date of retirement of all employees of

college employees who are due to retire within the next 12 to 18 months. He/she shall send the list to Principal's office not later than 31 January and 31st July respectively.

➢ Note: In the case of a college employee retiring for reasons other than superannuating, the Management shall promptly inform the college office as soon as the impending retirement becomes known to him / her.

CHAPTER – 20
R&D CELL

Operational Guidelines for a Sponsored Research Projects Principal Investigator (PI):

➢ PI of a sanctioned project is considered to be the prime interface between the funding agency and R &D Cell and is operational head of the project. The PI is advised to keep the whole project team (including the respective HoDs) aware about the progress of the project and involve the Co- PIs in all related project activities. In his/her absence, the PI may request any of the Co-PI to take-over the responsibility of running the project and inform the change to R&D Cell using prescribed form. However, if the responsibility is being handed over to another faculty member other than Co-PI, prior approval of Research & Development Committee (RDC) consists of HODs/Dean (R&D)/ Principal is required.

➢ (In case of other than PI, originates/writes the Proposal for any Project, if submitted by other than the person who have generated/written the proposal for various reasons (limitations of handling more than 1 or 2 projects at a time etc as PI), then financial/non-financial incentives will be shared between them as decided by the HOD/Dean (R&D)/Principal as per the norms of NHC)

➢ The primary objective of Vasavi Educational Trust and R&D Cell is to encourage and nurture an environment to carry out research activities in the chosen professional fields/areas of interest. Accordingly, the members take initiative to work on local, regional, national and global challenges and to try to find logical/harmonious solutions to mitigate them by using efficient tools or techniques or methodologies.

Research & Development Committee (RDC):

- RDC has been constituted with approved mandate and responsibilities of providing impetus to the College research and development activities and to provide support, advice and assist Research and Development. It has representation from all departments and inter-disciplinary programs. The body has become a vibrant entity to discuss policy issues and the NHC receives the first level feedback from the faculty. RDC members

Highlight shortcomings in procedural matters and thus sharpen the performance of the R&D Cell

- The VET's R&D activity aims at innovation and technological progress/growth through academic and research collaborations with various Universities, Ministries of Central/State Governments, R&D Establishments and Industries to meet the immediate as well as futuristic needs of the society and industry. The scope and scale of research has been envisaged from the era of student projects/theses and academic researches to sponsored research/funded research projects to interdisciplinary and multi-disciplinary research programs.

- The VET faculty members, research staff and students conduct research with goals and objectives ranging from intellectual curiosity/creative exploration addressing contemporary challenges, developing technology, or writing scholarly publications. The VET gains enormously from these activities and in fact, flourishes on faculty member quest. The VET wishes to position itself in the world in near future as one of reputed and prestigious Institution known for its academic pursuit along with performance in the research domain.

- **Research Idea:** Generate a list of best ideas from your research area (topics which are closest to your heart) in which you are really interested. As a Principal Investigator (PI), you should take into account your professional interest/passion in identifying new and important research questions. Organisation of brainstorming with a group (among peer at department) helps in terms of idea mapping. Moreover, identifying ideas that are innovative in which you will be comfortable requires refinement of your research idea in terms of its implement ability within the availability of scarce resources. One could establish an internal review panel as a team to discuss the efficacy of the proposed study. The team will concentrate on the improvement of scientific content of the proposal

Funding Agency

One needs to learn about the funding agency in terms of its mission, research priorities, available financial resources, recent awards and current announcements. Faculty should initiate interaction with the programme manager and seek required information on matching of the research Idea and objectives of the agency. Faculty should visit the funding agency, if necessary and volunteer to serve on the review panel. Faculty needs to read and analyze the solicitation of the agency's grant application.

A General Format for Sponsored Research Project Proposal is provided below:

Proposal Description:

Title: It is the summary of the proposed study. It shall be a good match to the proposed themes of the funding agency. Moreover, it should be easily remembered by the reader cum reviewer.

Summary of the Proposal:

- ➢ One needs to highlight the aims and overview of the research plan. It should demonstrate the importance of the study and generate interest to the reviewer.
- ➢ Research Statement: Faculty should incorporate the relevance of the proposed study, the focus of the study and a rational plan to achieve the study goal(s).

Objectives:

- ➢ The proposal should establish the overall direction of the proposed study. In the case of several objectives faculty should state the action, the behavior and the standard against which it will be measured.

- ➢ **Literature Review**: Faculty needs to incorporate important work in a concise manner in the proposed study. In addition, faculty should try to advance the knowledge.

- ➢ **Study Design**: It shall be simple and clear. Moreover, the design should be based on the study objectives. You may need to discuss with the expert in research methods, if necessary, to obtain suggestions on sample design, data measurement, collection and analysis.

➢ **Ethics/IPRs:** Funding agencies are concerned with ethical issues of the scientific experimentation on humans, animals, etc. PIs are responsible for upholding academic integrity.

Viable Research Budget and Term:

➢ It consists of direct and indirect costs of the proposed study. Moreover, provide rationale for each budget item within the lines of the objectives of the study. It is advisable to seek assistance from the concerned department staff of the VET, in case of interdisciplinary/multi-disciplinary studies. It is necessary to check your calculations before you submit it to the funding agency.

Benefits to the Academia and the Society:

➢ The proposed study should contribute to the knowledge base and find solutions to the society's problems. The relevant design and finding of the study should be disseminated to the targeted groups of the society. The information sharing strategy could be worked out in consultation with stakeholders. The funding agencies provide incentives (in such a way to attend conference/seminar/ publications etc.) to the PIs to share the findings of the study.

➢ Thus, the investigator could incorporate the cost of the dissemination in proposed budget of the study.

Type of Research Projects
Initiation Grant for Innovative Projects of Students/Faculty Members:

➢ To encourage Innovative Projects which will have scope for incubation and lead to potential enterprises, the R&D Cell will provide financial support to students funding will be for a maximum of ₹. 1 Lakh per project. No major equipment can be purchased or staff appointed out of this grant. Every year, the R&D Cell will issue circular inviting project proposals from students/faculty members through the Guide and concerned HODs for financial support of R&D Cell through management.

➢ The VET funds grant to interested faculty member(s)/student(s) for initiating sensible research project(s). The proposal should include a description of research that he/she wishes to conduct over the next 1-2 years. It is a platform meant to help interested faculty member(s)/student(s) to prepare for subsequent proposal submissions.

Guiding Notes

➢ The initiation grant is for an amount of ₹. 50,000/- to ₹. 1 Lakh at present to procure components, consumables, testing/hiring research equipment's / facilities, reference books, miscellaneous items and domestic travel for the purpose of initiating projects. It does not include:

➢ Appointing Staff;

➢ Conference Travel (for which other sources are available).

➢ Proposal is presented by the interested faculty member(s)/student(s) before an RDC, consisting of HODs/Dean (R&D), Experts and Principal.

Sponsored Research Projects

➢ Sponsored project refers to one in which the PI does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PIs as approved in the respective budget head by the funding agency.

Individual Projects

➢ The VET encourages investigation of basic and applied areas of science, social science and technology, high end technology development in the form of sponsored projects. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

Collaborative Projects

➢ Faculty may also participate in collaborative projects with other domestic (individuals/institutions/ professional bodies) or foreign partners (individuals/ institutions). In such projects, even though there may be an overall project, there must be a separate budget and scope of work statement to be done by the faculty and staff of the VET. The summary statement provided to the VET should be based primarily on the portion to be done by the VET. The VET will treat this like any other sponsored project.

> The VET soon after receiving the sanction letter from the Sponsoring Agency allows the Project Investigators to initiate the project work by duly hires the personnel, spending on consumables, using the infrastructure and resources of the VET, in anticipation of the release of the Funds.

> The money received through Grants is parked in the Current Account held by the VET and the VET does not earn any interest on the Grants received. Neither the VET charges any interest from the Funding agencies in case of delay in reimbursement of expenditure or transfer of the Funds pledged by the agency towards the execution of the Projects by the PIs of VET.

Guiding Notes

Project Responsibility:

> These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (Co-PIs)/administrative PI (to operate the project, in case PI is out of station) and the deliverables are the responsibility of the PIs.

> For each sponsored project, the entire expenditure for the operation of the project is required to be met out of funds provided by the sponsoring agency.

> The responsibility for operation of the project lies with the PI.

MoU/Agreement Preparation:

> VET has approved guidelines for drafting MoU /Agreement of any Departments of NHC. For preparation of MoU /agreement, please contact: R&D Cell/HODs of each Department / R&D Coordinators at each Department. Some template/model MoUs of different types are available with them.

> When MoU is clear from all angles and acceptable to both the parties, it is sent to the Principal and management.

> After approval, PI/OD/Principal as the case may be along with witness sign the MoU.

Project Responsibility:

➢ These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (Co-PIs). The VET provides the PIs necessary support.

➢ After the project is sanctioned, for registration, operation of the Project, Contact: R&D Cell/HODs of each Department/R&D Coordinators at each Department.

➢ After completion of the project, final report should be submitted to the funding agency.

➢ A completion certificate should be obtained from the funding agency for successful completion of the project based on which project account will be closed.

➢ Payment of honorarium to all those associated with the assignment is made through, after deduction of service tax, and meeting other expenditures as envisaged in the project, the balance receipt of consultancy is distributed as: 34% to VET Corpus, 33% to Department Development Fund 33% to Personal Contingency Fund for Professional Development of PI.

Incentives (Financial & Non-financial) to the PIs

➢ The Project Investigators (PIs) can attend Conferences/ Seminars workshops in related areas utilizing the project grants. There is no ceiling for registration fee for attending National or International Conference held in India or abroad. Specific approval of the funding agency is required to utilize the travel grant for foreign trip.

➢ Membership (life or annual) of a professional body and subscription to journals is permitted from projects. The ceiling 200 USD (Approx. ₹.12, 000/- to ₹.13, 000/-) in a year /per project with permission of the Management.

➢ The investigators of the projects shall be reimbursed from the contingency grants of the project (subject to availability of funds under this head) expenditure incurred for use of telephone for project activities. No reimbursement from projects funded by UGC/CSIR, AICTE and MHRD.

The above telephone reimbursements can include expenses incurred through cell phones (subject to production of certified bills) and to be claimed by submitting written request. The consultants / investigators can be permitted to purchase cell phones only from their "PCF for Professional Development" account with permission of management.

PIs can incur, from project funds, expenditure of ₹.1000/- per bill as refreshment expenses towards meetings, interviews, connected with the projects subject to a ceiling of ₹.5000/- per year per project. For amounts exceeding this limit, approval of the management has to be obtained.

Organising Seminars/Workshops/Inviting Visitors

➢ The project may require arrange/organize Seminars/Workshops/Meetings etc. PIs are empowered for staging such events where such provision exists and the expenses are within the approved budget from Funding Agency. In case no specific provision exists in the project, expenses within a limit of ₹. 15,000/- may still be sanctioned by HoDs in consultation with principal and PI, however, expenses beyond ₹. 15,000/- require prior approval of Principal and management.

➢ Visitors from within country: You can invite outside scientist/expert to the VET under a project for short duration (up to one week) for project related work with expenses limited to their entitlement. For visits exceeding one week and for any relaxation in entitlement, prior approval of the management is required using online form.

➢ Air travel requires the approval of management using online form.

➢ Visitors from abroad: You may also invite Students/Researchers/Visitors for project activities from abroad that will require the approval of Management using online form. In some cases, prior approval of MHRD/Ministry of External Affairs, Government of India is also required and the PI is required to submit additional details as required.

OODs
➢ You are permitted to go outside the VET on OODs, as per VET norms, for work related to Projects, but without affecting your classes or other academic work in the VET. The detailed guidelines can be referred.

Revision of Budget/Extension of duration:

➢ Revision of Budget: The expenses under the project are booked under specific budget heads sanctioned by the funding agency in their sanction letter. At times, due to change in nature of activities, reallocation of funds may become necessary. Such changes are possible only after written sanction/approval of funding agency, management and Govt. funded projects.

➢ Extension: The extension of duration of a project is possible only with the concurrence of concerned Funding Agency and Management.

Do's And Don'ts

➢ PI is the prime interface between the Funding Agency and Principal/R&D Cell. All correspondences from Principal/R&D Cell regarding the project are routed /approved through Management.

➢ The sanctions in a project and spending norms of management and funding agency are considered supreme.

References:

➢ http://ird.iitd.ac.in/content/intellectual-property-rights-ipr

➢ http://ird.iitd.ac.in/policy/IPRPolicy-IITD.pdf

➢ http://ird.iitd.ac.in/fulltext/OperationalGuidelines_RP_05122014.pdf

➢ http://www.iitk.ac.in/olddord/R&D_%20manual.pdf

➢ http://www.iitmandi.ac.in/administration/files/officialdocs/Rules_Regulati ons_SRIC_IITMandi.pdf

➢ https://www.iitm.ac.in/icsrhttps://icsr.iitm.ac.in/project hp#box7

CHAPTER – 21

BUSINESS INCUBATION GUIDELINES AND POLICY

Preamble: The need to support business incubation activities

In tune with the global trends in higher education, Vasavi Educational Trust encourages entrepreneurship among the Faculty, Staff, Research Scholars, and Students. VET will directly and actively support the incubation of VET Incubated Companies" by its Faculty/ Staff/Research Scholars/Students. Some of these companies may be founded based in part or in full on marketing/finance/technology developed by the College, or jointly with it in collaborative mode. VET may also provide incubation support to external Start-ups with which Faculty/Staff/Research Scholars/Students are associated as consultants or mentors.

Definitions
VET Member(s) (Henceforth called MEMBER):

Any permanent faculty/staff on duty or on short/long leave, research scholars and students having live registration.

Incubator:

A physical and/or virtual unit that extends various forms of support for Start-ups and engages in specified relationships with them on behalf of VET.

Types of Start-ups with VET involvement

SOCIETY may be actively involved in pre-incubation and incubation of a Start-up company promoted by one or more MEMBER, or by others.

MEMBER may promote an VET

MEMBER can be involved with an External Start up.

VET Incubation center Governance Structure

It will have a Governing Council (GC). The GC may have the following composition:
  ➢ Principal, VET college- Chairperson.

➢ Professor-in-charge - an VET Professor to be nominated by the Principal, VET college

➢ Senior assistant professors two to be nominated by the principal VET college

➢ An external Expert having a good track record in incubating companies.

➢ An external Expert with experience in IPR and Licensing.

➢ An external Expert with experience in Venture Capital/Private Equity.

➢ A VET faculty member, preferably below the age of 40 and with familiarity of Start-ups and intellectual property legal and commercial transactions including Patenting, Technology Transfer, Licensing.

➢ Except the ex- officio members, the remaining members will serve for a period of up to three years, and can be re-appointed for further periods. The Principal, VET College will nominate the initial GC, which will make subsequent appointments.

➢ In addition to its above members, the GC may invite experts in finance, audit, IPR, and other such areas, to its meetings as needed. It may also constitute sub-committees including such outside experts for specific tasks when needed.

CHAPTER – 22

DRESS CODE INSTITUTION POLICY

Dress code Institution policy
- Outlines how we expect our employees to dress at work.
- Employees should note that their appearance matters when representing our Institution in front of students, parents or other visitors. An employee's appearance can create a positive or negative impression that reflects on our institution culture.

These dress code rules always apply:

- All teaching and non-teaching staff must be clean and well-groomed.

- All clothes must be work-appropriate. Clothes that are worn in workouts and outdoor activities aren't allowed.

- All clothes must be professional. Clothes that are too revealing or inappropriate aren't allowed.

- All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed and avoid clothes with stamps that are offensive or inappropriate. Institution ID card must be worn at all times.

For male members:
- Must wear formal attire and shoes.
- Should be neatly shaved at all times.
- Formal Pants and Shirts
- Wearing Tie is optional.

For female members:

- Formal western / Indian wear.

- The saris must be formal and sober and suited to the working environment.

- Salwar Kameez and Chuddar with dupatta

- When an employee disregards the Institution's dress code, they may face severe consequences if they repeatedly violate the Institution's dress code.

The above policy is with immediate effect.