



Maharaja Education Trust ®

**MIT First Grade College**



Industrial Suburb, Manandavadi Road, Mysuru -570008, [www.mitfgc.in](http://www.mitfgc.in)

*Affiliated to University of Mysore, Accredited by NAAC with "A" Grade, ISO 9001:2015 Certified Institution*

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## **LIST of Operating Committees & Manuals- 2022-2023**

### **VISION**

Empower the individuals and society at large through educational excellence; sensitize them for a life dedicated to the service of fellow human beings and mother land.

### **MISSION**

To impact holistic education that enables the students to become socially responsive and useful, with roots firm on traditional and cultural values; and to hone their skills to accept challenges and respond to opportunities in a global scenario.

### List of Operating Committees&Manuals

SI No.	Name of the Committees	Name of the Coordinator
1.	Academic Advisory Committee	Dr. Chandrajith M
2.	Internal Quality Assurance Cell	Dr. Sunitha S P
3.	Library and Information Services Committee	Mr. G S Mahadevswamy
4.	Timetable Committee	MrsDeepaPrabhu- BCom Mrs. Vasanthi-BCA Dr. Sunitha S P-MCom
5.	Examination Committee	Mrs S Supreetha- Commerce Mr. Aravind G- BCA Dr. Sunitha S P- MCom
6.	Discipline Committee	Mr. N Manohar
7.	Mentoring Cell	Mr. Sachin C A
8.	Cultural Committee	MrsHarshitha R
9.	Sports Committee	Mr. Prathap S A
10.	ERP Committee	Mr. G Aravind
11.	College Magazine Committee	Mrs. ReenaSateesh
12.	Placement Cell	Mrs S Supreetha- Commerce Mrs. Vasanthi-BCA Mr. Arun Kumar K- MCom
13.	NSS Unit	Mr. Suhas B Raj
14.	Anti-Ragging Cell	Mr. D M Mahesh
15.	Anti-Sexual Harassment Cell	Dr. Nanda T N
16.	Equal Opportunity Cell	Mr. T S RakshithKesari
17.	Grievance Redressal Cell	Mrs. Latheswari
18.	MITFGC Rotaract Club	Mr. Arun Kumar K
19.	Youth Red Cross Committee	Mr. Aravind G
20.	MIT Woman's Cell	Dr. Nanda T N
21.	Internal Complaint committee	Prof. NageGowda
22.	Innovation Cell	Dr. Chandrajith M
23.	Swadeshi Vidyarthi Brigade	Mrs. R Harshitha
24.	Electoral literary Club	Mr. S Kumar

## **Academic Advisory Committee**

*"The quality of a man's life is in direct proportion to his commitment to Excellence."*

*-Tom Landry*

### **About the College**

MIT First Grade College previously Gopaldaswamy College of Professional Studies established in the year 2009 by Maharaja Education Trust with the aim to provide quality education, culturally and academically for enthusiastic and upcoming youth. MIT First Grade College is focused to offer high quality career oriented learning environment with its excellent and dedicated management and staff. Our college has earned its strong academic reputation since its inception. Every year, a good number of students secure rank and distinction in university examination. Most of our students have become entrepreneur, joined reputed organisation, and opted for higher education.

### **Overview of Academic advisory committee:**

The committee operates in the purview of academic excellence. As the college is affiliated to the University of Mysore, it follows the academic guidelines given by the university. The committee is responsible in curriculum planning, implementation, completion and periodic review of academic activities in alignment with the regulation framed by the University of Mysore. The committee serves as a liaison between the university and the stake holders.

### **Objectives:**

- It strives to ensure the adherence to the curriculum such that student learning experience is continuously improved, enhanced and optimised.
- To ensure academic excellence along with holistic development of the students.

### **Functional procedure of Academic advisory Committee:**

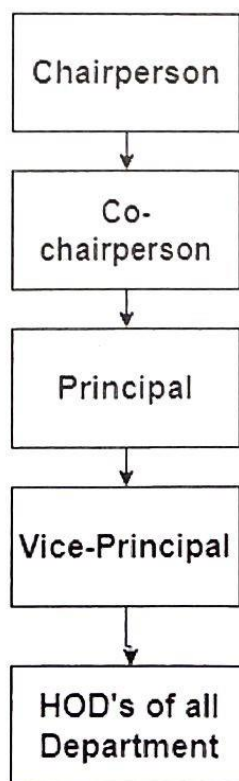
- It is supported by various sub committees such as time table committee, examination committee and office administrative committee.



## Committee Manuals

- Preparation of academic calendar every year by the heads of department.
- Finalisation of department work load, individual work load and time table.
- Framing policies and processes related to teaching –learning mechanism.
- Implementation of policies and processes that impact faculty teaching and the learning experiences.
- Curriculum design and delivery through teaching pedagogies by the respective faculties.
- Performance appraisal of faculties and infrastructure & institution at regular intervals through feedback.
- Committee conducts Orientation programmes.
- Faculty orientation and development programs
- Committee guides in conduction of IA test, preparatory examinations, remedial classes for the students.
- Committee evaluates the academic performance of the students through subject wise and faculty wise result analysis.

### Hierarchy of Positions:





### Library & Information Services

*"Every time you enter a library you might say to yourself, 'The world is quiet here,' as a sort of pledge proclaiming reading to be the greater good."*

—Lemony Snicket

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#### **Overview of Library & Information Services**

Library helps to satisfy the thirst of information by providing various kinds of books, articles and resources. They open up windows to the world and inspire us to explore and achieve and contribute to improving our quality of life. Thus a Library represents the treasure of knowledge of any college. The books determines the quality of information that is learnt and imparted in the college. As the saying goes 'All leaders are great readers', so the library enhances values, knowledge, creativity, wisdom and sense of expertise of the users.

The college has a full-fledged Library and information services for both UG and PG courses. It has created a conducive environment for academic enrichment as well as social and personal development of students, faculty and staff of the college.

Library is well built and accommodated 3,255 books related to commerce, management, computer science, languages, general knowledge, literature and ICT enabled services. There are sufficient newspapers, journals and periodicals to update with recent information.

The best features of library are:

## Committee Manuals

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- Organised and Well placed books rack
- Spacious Reading hall
- Abundant books
- Wi-Fi enabled services
- Browsing centre

### Objectives:

- To provide best teaching and learning resources to students, faculties and staff.
- To provide right information at the right time in the right form.
- To have easy access, equity and quality in information exchange.

### Library Committee and the Librarian

The Librarian is the coordinator of the committee. The library advisory committee is responsible for policy making. All the department heads are the members of the committee. While, the Librarian accepts suggestion from the members and considered to implement this by working out details which should be within the frame work.

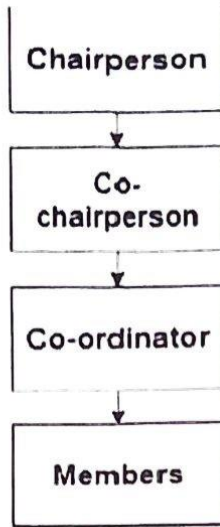
### Roles & Responsibilities:

- A meeting in the beginning of every academic year is scheduled to discuss formulate & revision of existing policies and procedures for the library operations. E.g.: Lending & Collection Service policy etc. and its effective implementation.
- To validate general rules and regulations that governs the functioning of the library services to its stakeholders.
- To device ways of improvising the library services via modern tools and techniques.
- To assess the requirements in the library from time to time and recommend procurement through budget proposals.
- Communicates to management on development plans of library.



# Committee Manuals

## Hierarchy of Position



### Members of Library Committee for the Academic Year 2022-23:

SN	Name	Designation	Department	Position	Signature
1	Prof. K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M.	Vice-Principal & HOD of CS	Computer Science	Co-Chairperson	
3	Mahadev Swamy G.S.	Librarian	Library	Coordinator	
4	Harshitha R	Head & Asst. Professor	Commerce & Management	Member	
5	Reena Sateesh	Head & Asst. Professor	English	Member	
6	Dr. Nanda T N	Head & Asst. Professor	Kannada	Member	
7	Dr. Sunitha S P	PG Coordinator	M.Com	Member	
8	Prathap S A	PED	DPE & Sports	Member	
9	Guru Prasad	Head & Asst. Professor	Sanskrit	Member	
10	Dr. Gopal S	Head & Asst. Professor	Hindi	Member	
11	Yeshmunna	Student	B.COM.	Member	
12	Vagax.S	Student	B.COM 1 <sup>st</sup> yr	Member	
13	Maheshwari, B.N	Student	BBA 2 <sup>nd</sup> yr	Member	
14	Satyavathi, .	Student	BBA 2 <sup>nd</sup> yr	Member	
15	Rahul.S		BCA 2 <sup>nd</sup> yr	Member	

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# F-29/1, 3rd Stage, Industrial Sub-  
Fort Mohalla, Mysuru-570 006



## Timetable Committee

*“A perfect timetable doesn't change itself. It changes the person according to it.”*

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### **Overview of Timetable Committee**

The committee operates under the Academic advisory council and as per with university curriculum. It aims at framing timetable class wise and individual wise as per the work load requirements and subject allocations.

### **Objectives:**

- To Smoothen and efficient management of academic program throughout the academic year.
- To prepare the class timetable in the beginning of the each semester by collecting data as per teaching work load distribution
- To communicate and publicize class timetables to principal, faculties and students.

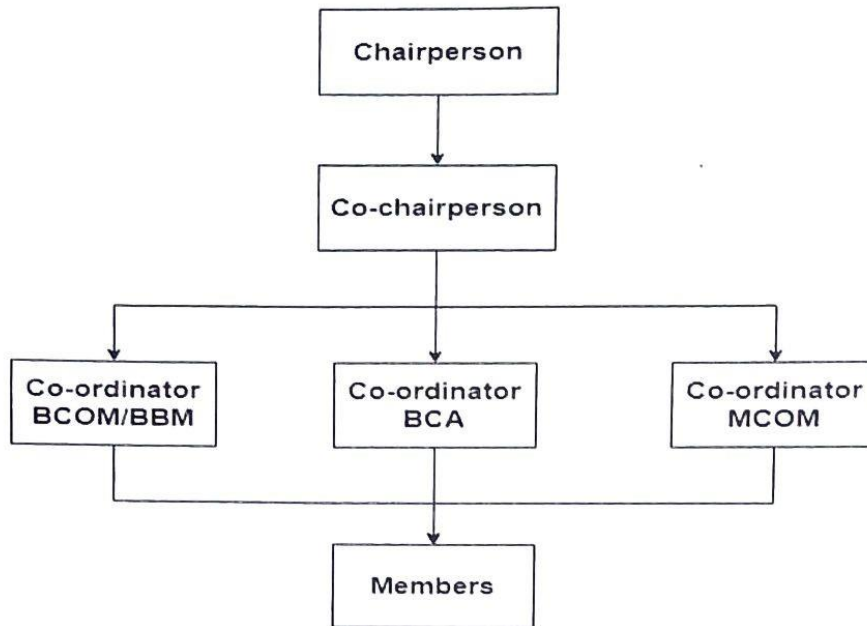
### **Roles & Responsibilities:**

- Preparation of timetable for all the classes as per the curriculum prescribed by the University of Mysore.
- Prepare the timetable of individual faculties on the basis of class time table.
- Adjustment of timetable on as and when required during the faculty absence.
- To design timetable for internal assessment.
- To allot duties for semester end examination invigilation duties for all the faculties.

### **Hierarchy of Positions:**

# Committee Manuals

## Hierarchy of Positions:



## Members of Time table Committee for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	K. Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Co-Chairperson	
3	Deepa Prabhu I.	Assistant Professor	Commerce & management	BCom & BBM Coordinator	
4	RohiniMugur	Assistant Professor	Computer Science	Member	
5	Dr. Sunitha S P	Assistant Professor	M.Com	PG Coordinator	
6	N. Kavana	Assistant Professor	Commerce & management	Member	
7	A. M. Akshatha	Assistant Professor	Commerce & Management	Member	
8	Mr. Mahesh D M	Assistant Professor	Computer Science	Member	



## Examination Committee

***“Exams test your memory, life tests your learning others will test your patience.” -Fennel Hudson***

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### **Overview of Examination Committee**

The committee is a body of institute which is headed by the coordinators under the guidance of the principal and also operates under the Academic advisory council and as per with university curriculum. It conducts one internal assessment for 40 marks in the mid of the semester and one preparatory for 80 marks in the end of the semester.

### **Objectives:**

- To ensure smooth and orderly conduct of examinations as per the guidelines of university of Mysore.
- To schedule the dates for conduction internal assessment in coordination with timetable committee and communicate to the respective stakeholders.

### **Roles & Responsibilities:**

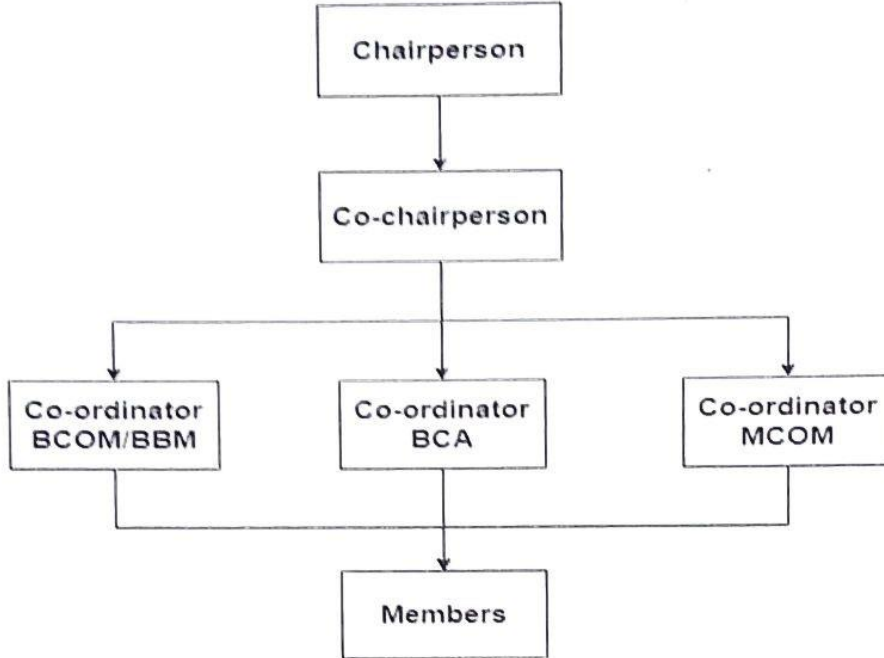
- Conduct meetings to decide on proposed dates for conducting internal assessment.
- Forward circulars for the preparation of question papers and scheme of evaluation to faculties in their respective subjects.
- Collection of scripts on the day of examination from room invigilators and delivery the same to concerned subject faculty.
- Room arrangements & seat arrangements of the students are taken care.



## Committee Manuals

- Ensuring the availability of stationary necessary for conducting the examination.

### Hierarchy of Positions:



### Members of Examination Committee for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	Prof. K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Co-Chairperson	
3	Supreetha S.	Assistant Professor	Commerce & management	BCom & BBM Coordinator	
4	Arvind G	Assistant Professor	Computer Science	BCA Coordinator	
5	Dr. Sunitha S P	Assistant Professor	M.Com	PG Coordinator	
6	Latheswari	Assistant Professor	Kannada	Member	
7	Harshitha R	Head & Asst. Professor	Commerce & management	Member	
8.	Sachin C A	Assistant Professor	Commerce & management	Member	
9	T S Rakshith Kesari	Assistant Professor	English	Member	
10	Darshan Kumar R	Assistant Professor	Computer Science	Member	

Principal  
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## Disciplinary Committee

***“Motivation keeps you going, but Discipline keeps you growing.”***

**-Tom Landry**

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### **Overview of Discipline committee:**

Presence of Discipline aids accomplishment of both personal and professional goals and objectives. Hence education should bring in moral, ethical values of well-being to learners and every educator and educating institution should strive hard to bring in the core human values in the process of learning. The College Discipline Committee is constituted for the maintenance of discipline in the college. The committee will ensure that students obey rules and remain orderly and peaceful in the pursuit of educational objectives/goals in the college community.

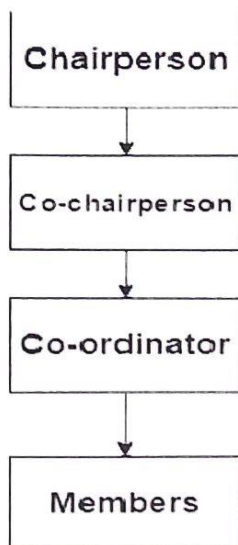
### **Objectives**

Discipline is what doing what needs to be done, even if we don't want. The objectives of the committee are

- To ensure calm and peaceful learning environment in the campus.
- To avoid physical confrontation among students.
- To inculcate ethical and socially responsible behaviour among the students.

# Committee Manuals

## Hierarchy of Positions



### Members of Disciplinary Committee of the College 2022-23:

Sl.No.	Name	Department	Position	Contact No	Signature
1	Prof. K Nage Gowda	Principal-Commerce	Chair Person	9886719065	
2	Dr. Chandrajith.M	Vice-Principal-Computer Science	Co-Chairperson	9620228110	
3	Asst. Prof. N Manohar	Commerce & Management	Coordinator	8867845839	
4	Asst. Prof. Arvind G	Computer Science	Member	8722882266	
5	Asst. Prof Harshitha R.	Commerce & Management	Member	9886043602	
6	Dr. Nanda T N	Kannada	Member	8971668777	
7	Shiva Kumar	Office	Member	9110232591	

**Principal**

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M.T. FIRST GRADE COLLEGE  
B F-29/1, 3rd Stage, Industrial Suburb  
Fort Mohalla, Mysuru-570 008



### Mentoring Cell

*"Mentoring is a brain to pick, an ear to listen and a push in the right Direction."*

*-John C Crosby*

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#### **Overview of Mentoring Cell**

The college emphasizes towards enhancing the institutional ambience to better serve the needs of an ever-changing and dynamic learning community. Effective mentoring begins with the faculty and depends on the healthy relationship between faculty and students. Some of the components that is encompassed in this cell are as follows; General Discipline, Communicative skills, General Grooming, Behaviour with Peers, Behaviour with Faculty, Co-curricular Activities, Extra Curricular activities, Behaviour in the Hostel, etc.

Counselling is a helping process which aims to facilitate the process of growth and positive well-being. Counselling emphasizes awareness and prevention along with early identification and intervention of mental health issues. It allows students to effectively deal with problems and issues before they become unmanageable. Counselling empowers students with enhanced ability to solve problems, make decisions and deal more effectively with their personal situations. It helps students to alleviate distress, enhance wellness, utilizing their best potentials and facilitate the achievements.

# Committee Manuals

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Some of the common concerns of the students may be Academic pressures (Lack of academic concentration and motivation, underachievement, backlogs, exam stress, unhealthy competition and personal difficulties in learning), Loneliness and homesickness, adjustment to difficulties of any kind, peer pressure, relationship issues, family Problems, procrastination, cyber bullying, behavioural problems (anger outbursts, disobedience, lying etc), low confidence and self-esteem, suicidal tendencies , depression ,anxiety and other mental health problems), etc.

## **Objectives:**

- To monitor the students' academic regularity & discipline.
- To enable the parents to know about the performance & regularity of their wards.
- To improve of teacher-student relationship.
- To counsel students for solving their problems and provide confidence to improve their quality of life.
- To Guide students to choose right career path, higher studies, Entrepreneurship, etc.

## **Role & Responsibilities:**

- The role of this Cell is to offer support to the students to deal with a wide range of concerns; be it academic, personal, emotional, family or peer related through counselling.
- Cell shall facilitate mentor to meet students and their parents as and when needed.
- Parents, students and teachers can also approach cell as and when required.
- The Cell shall device mechanism to oversee all the concerns of the students and faculty as well. The mechanism includes establishment of policies to enhance the quality of student performance and counselling.
- Organises meeting in the beginning of the academic year to evaluate the mentorship policy frame work and implement changes if required.
- The Cell may classify types of Mentoring to be carried out as follows.

**Professional Guidance** - regarding professional goals, selection of career, higher education.



## Committee Manuals

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**Career advancement** - regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.

**Course work specific** - regarding attendance and performance in present semester and overall performance in the previous semester.

### **Role of the Mentor:**

- Meet the group of students at least once in a month.
- Continuously monitor, counsel, guide and motivate the students in all academic matters.
- Advise students regarding choice of electives, project, summer training etc.
- Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc.
- Advise students in their career development/professional guidance.
- Keep in touch with the students even after graduation.
- Intimate HOD and suggest if any administrative action is called for.
- Maintain a detail progressive record of the student (format attached).
- Maintain a brief but clear record of all discussions with students.

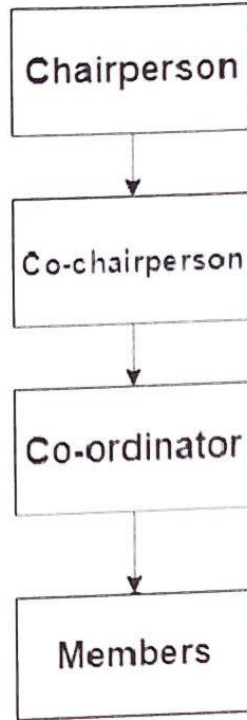
### **Benefits of effective Mentorship:**

- Improvement in attendance.
- Decreased in failures consistently.
- Building good teacher-student bondage through better and direct communication between mentor and the student.
- Encouragement towards extracurricular activities.



# Committee Manuals

## Hierarchy of Positions:



## Members of Mentoring Cell for the Academic Year 2022-23:

SN	Name	Designation	Department	Position	Signature
1	Prof. K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	
3	Sachin C A	Asst. Professor	Commerce	Coordinator	
4	Arvind G	Asst. Professor	Computer Science	Member	
5	Harshitha R	HoD Commerce	Commerce	Member	
6	Reena Sateesh	HoD of English	English	Member	
7	Latheshwari	Asst. Professor	Kannada	Member	
8	Dr. Sunitha S P	PG Coordinator	M.Com	Member	

Principal  
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## Cultural Committee

*“Culture is about performance, and making people feel good about how they contribute to the whole.” - Tracy Streckenbach,*

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### **Overview of Cultural Committee**

.The cultural committee of MITFGC strives to celebrate the cultural diversity on the campus by organizing cultural performances during various festivals & events. The committee ensures that the students experience rich cultural heritage of our nation. The committee provides enough opportunities for the students to relax & enjoy campus life amidst rigorous academics.

The students here come from diversified background. We understand the importance of cultural sensitivity in today's world & the cultural committee makes the young learners at MITFGC sensitive to each other's culture.

The committee seeks to create a platform that provides the students with an opportunities to display creative talents in a variety of fields. We add flavour to the college by planning & conducting events in collaboration with other committees.

### **Objectives:**

- To contribute in developing the artistic talents of students by giving opportunities to exhibit their talents in the form of intra & inter college cultural festivals.



## Committee Manuals

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- To provide a platform for students to go beyond their academics quest & explore their creative & autistics sensibilities
- To organize a really successful cultural festivals which help our college in terms of recognition amongst others.
- To attain maximum visibility of our college by the events we conduct.
- To encourage & promote the talent of the students in our college

### **Roles and Responsibilities:**

- To organize general body meeting.
- To plan and schedule cultural events for the academic year.
- To obtain formal permission from the College authorities to organise program.
- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participants.
- To prepare the Annual Budget for various cultural event.
- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To prepare and maintain records of all cultural activities.

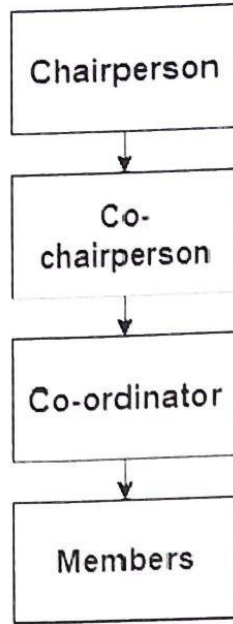
The Cultural Committee shall also be responsible for organizing the following events and other co-curricular activities such as competitions, events and felicitations:

- Freshers' Day
- Graduation Day
- Annual Day
- Talent's Day
- Inter & Intra college cultural Competitions
- National Festivals Celebration

In addition to the above any activity that is assigned from the principal shall be planned and organized by the Cultural Committee.

# Committee Manuals

## Hierarchy of Positions:



## Members of Cultural Committee for the Academic Year 2022-23:

S/I	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M.	Vice Principal	Computer Science	Co-Chair person	
3	Harshitha R	Head & Asst. Professor	Commerce & Management	Coordinator	
4	Reena Sateesh	Head & Asst. Professor	English	Member	
5	Vasanthi	Assistant Professor	Computer Science	Member	
6	Sachin C A	Assistant Professor	Commerce & Management	Member	
7	Rohini Mugur	Assistant Professor	Computer Science	Member	
8	Nagashree M D	Assistant Professor	Commerce & Management	Member	
9	Arun Kumar K	Assistant Professor	PG Commerce	Member	
10	Shravya Shree	Student	V B Com 'B'	Member	
11	Pradyumna Athreya	Student	V B Com 'B'	Member	
12	Harshitha	Student	V B Com 'B'	Member	
13	Amratha	— 1 —	III B.C.A.		

Principal

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## Sports Committee

*"It's not whether you win or lose, it's how you play the GAME"*

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### **Overview of sports committee:**

Students require both knowledge and fitness to survive and succeed in life. It enhances the competency level of the students. It is a vital activity that stimulates strength, physical growth, team spirit, decision making, rational thinking and acceptance of both failure and success. It builds confidence, discipline and strategy building skills.

Sports committee encourage students immensely to participate in various sports activities and provide platform for intercollegiate participation as well. Participating in sports activities have proven to provide not only physical but also psychological and social benefits to the students. Annual sports day and various sports events are organised every year. In a nutshell, students must participate in sports activities to derive a vigorous and healthy life.

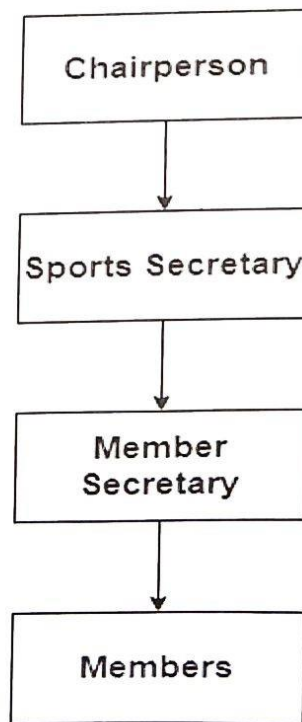
### **Objectives:**

- To enhance the interest of the participants in the field of sports.
- To inculcate qualities of sportsmanship, team spirit and physical wellbeing.
- To provide equal opportunities without any discrimination and encourage right talent.

## Functional procedure of Sports committee:

- Committee organize a general body meeting.
- Preparation of Action plan for the academic year.
- Preparation of budgets required for organising the events.
- Students are allowed to play indoor and outdoor games regularly.
- Regular purchase of sports items are taken care by the committee to avoid shortage.
- Sports day is organised for the students to encourage interest towards sports. Winners are rewarded with mementos, medals and certificates.
- Students are encouraged to participate in other intercollegiate events at university, state and national level competitions.
- Winners are recognised and felicitated along with publishing the information in the college magazine.
- Preparing circulars with regards to any sports activity taking place to reach all the students of each department.
- Committee works towards enhancing the participation of the students in various events.

## Hierarchy of positions:





## ERP Committee

*“Going digital is no longer an option, it is the default”.*

- *NatrajanChandrasekaran.*

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### **Overview of ERP Committee:-**

Our college operates through the ERP system in all its operations. Better reporting, accuracy, timely delivery of information, storage of big data, easy retrieval, reduced costs and aid in better decision making are some of the benefit from the digitalisation of all the operations in the college. The committee operates in the betterment of the students through tracking the attendance, updating the attendance on the daily basis to the parents.

### **Objectives:**

- To ensure the benefits of digitalisation in the maintenance of the student details.
- To monitor the students attendance and progression.
- To digitalise all the operations related to admission, storing and handling the big data through ERP system.

### **Roles & Responsibilities of Administration Committee:**

- Management of data related to students, employees, academics, and administration.

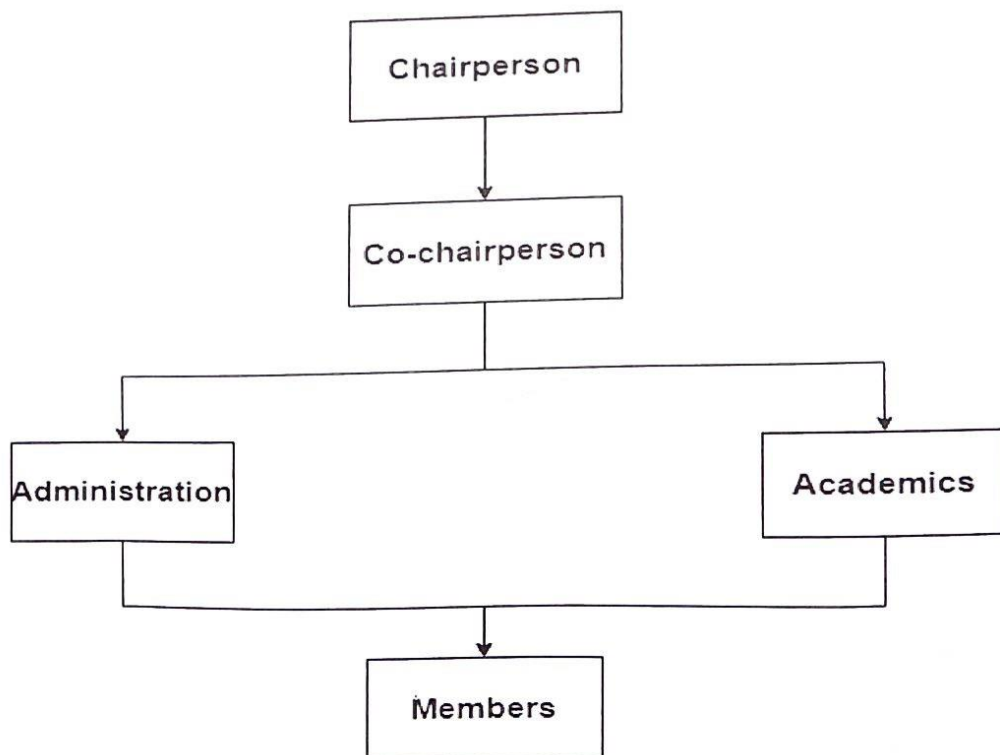
# Committee Manuals

- Fee collection and updation
- Pay roll administration & management
- Accounting & Auditing to ensure transparency and accountability
- Ensure utilisation of resource for better decision making
- Interaction & correspondence with university of Mysore and other HEI regulatory bodies.
- Disseminates information with management, trust, related institutions and stake holders.

## Roles & Responsibilities of Attendance Committee

- Service and maintenance of "Bridge parent's"- A software designed for taking online attendance.
- Providing with the list of students having attendance shortage to their respective mentor's to take disciplinary action. Like taking remedial classes, giving assignments and so on.
- Informs students, faculties about important circulars and notices through ERP system.

## Hierarchy of Positions:









## Ninaada- College Magazine

*“Writing when properly managed is but a different name of conversation.”*

**- Laurence Sterne**

### **About the College**

MIT First Grade College previously Gopaldaswamy College of Professional Studies established in the year 2009 by Maharaja Education Trust with the aim to provide quality education, culturally and academically for enthusiastic and upcoming youth. MIT First Grade College is focused to offer high quality career oriented learning environment with its excellent and dedicated management and staff. Our college has earned its strong academic reputation since its inception. Every year, a good number of students secure rank and distinction in university examination. Most of our students have become entrepreneur, joined reputed organisation, and opted for higher education.

### **Overview of College Magazine**

The college magazine '**NINAADA**' was initiated in the academic year 2013-14. It is an annual publication brought by the college showcasing the talents of the students & faculty. The magazine is a collection of articles, stories, poems, jokes, one-act plays, riddles, art, photographs and other things related to education and general knowledge. It is a platform to showcase the talent and creativity of the students as well as the faculty. It develops originality of thinking and builds confidence and motivates one to share knowledge and ability. It helps in building extra academic quality of the students. Each student gets one copy of the magazine. Complimentary copies are also sent to external entities such as peer colleges, University, etc.

### **Objectives:**

- To offer a platform for students to showcase their talents and creativity.
- To build interest among the students in literary and artistic work.
- To enhance reading habit and empower knowledge of the students.

### **Functional procedure of College Magazine Committee**



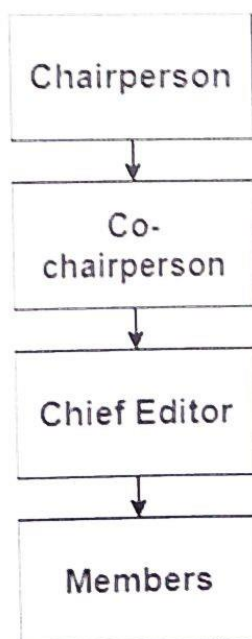
## Committee Manuals

The articles, poems, reviews, reports etc., by the students and teachers are submitted to the Magazine Secretary as per request, and edited, improvised by the committee members prior to publish in the magazine by the end of the academic year. It covers all the photographs of events held in the college, various committees, student's achievements, student batches etc.

### Roles and responsibilities:

- The team works extensively to report on all the events around the year. It motivates the students to portray their talent in literary work, art and general areas of knowledge.
- The magazine committee strives to expand its reach to achieve its vision of being a truly representative of student publication.
- The team hopes to build on its strengths and come with innovative ways to encourage and increase student's participation.
- The team meets as and when required to carry out the college magazine activities.

### Hierarchy of Positions:



# Committee Manuals

## Members of Magazine Committee for the Academic Year 2022-23:

Sn	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith.M	Vice-Principal	Computer Science	Co-Chairperson	
3	Reena Sateesh	Head & Asst. Professor	English	Chief editor	
4	Latheswari	Assistant Professor	Kannada	Member	
5	Dr. Sunitha S P	PG Coordinator	M.Com	Member	
6	Vidwan <sup>Dr</sup> Guru Prasad	Head & Asst. Professor	Sanskrit	Member	
7	Dr. Gopal S	Head & Asst. Professor	Hindi	Member	
8	Ms. Bhavya	Assistant Professor	Commerce & Management	Member	
9	Shreevathara R	Student	BCA	Member	
10	Shambhavi S	Student	BCA	Member	
11	Vijah M. Vardhini	Student	BBA	Member	
12	(MANORA SNEHA) SINGH	Student	B.COM	Member	

**Principal**  
**M.I.T. FIRST GRADE COLLEGE**  
 # F-29/1, 3rd Stage, Industrial  
 Fort Mohalla, Mysuru-575 100



## Placement Committee

***“Hire Character and Train Skills because the harder you work, the luckier you get as the future belongs to those who believe in the beauty of their dreams.”***

### **About the College**

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### **Overview of Placement Cell**

Placement cell plays a major role in locating jobs for the equipped and talented students. It builds confidence and zeal to become a competent HR to the community as well to the industry needs. The college provides a platform for the students to partake pre- Written Tests, Interviews and Group Discussions are arranged as per the requirements of the visiting companies. Pool campus interviews are organised in the college as well the training programmes arranged to equip the students to showcase their calibre and knowledge. Simulation exercises are provided to practice real interviews and improve their confidence level.

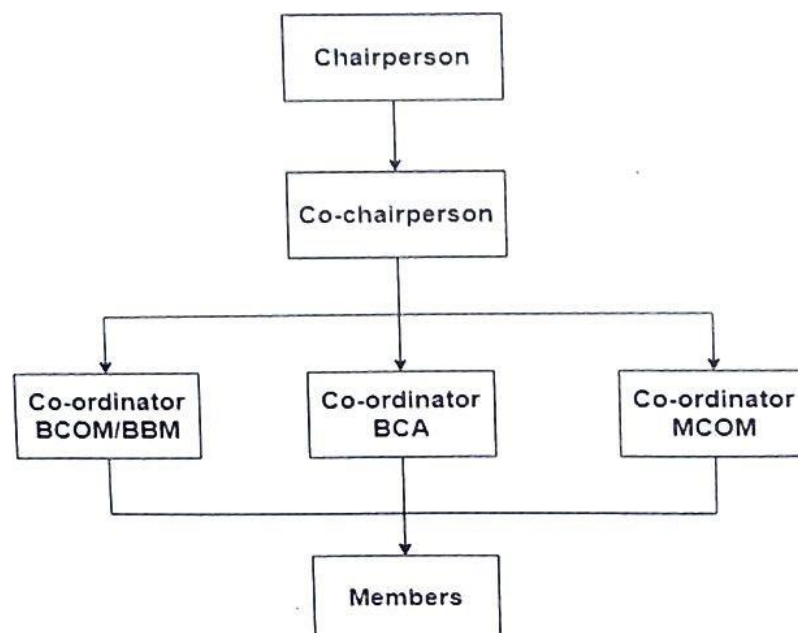
### **Objectives:**

- To provide career guidance about avenues open after graduation.
- To guide students to choose right career and give knowledge, skills, aptitude and meet the manpower requirements of the industry.
- To support and encourage young people to be active participants in shaping their future- Organisation pre-placement training.

## Roles & Responsibilities:

- Conduction of training programmes that includes aptitude, communication skills, reasoning skills, facing interview board and other related things.
- Provide insights about possible placements in the near future.
- Organisation of pool campus interview across the district annually.
- Students are motivated to attend pool campus interview in other colleges and sister concerns of MET.
- Preparation of resume and needed documents.
- Scheduled meeting regularly in presence of the principal.
- Regular Communication with the placement agencies and placement cell of our sister concerns.
- Communicate with other colleges for exchange of ideas as well students for organising placements.
- Training on soft skills are organised for the outgoing students to mould and build confidence among the students.
- Mock interviews are conducted in combination with academic events.
- What's app class groups are created to interact often with the students and placement coordinators.

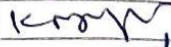


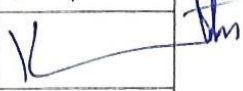
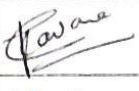


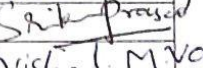
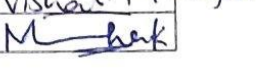

## Hierarchy of Positions:





## Committee Manuals

### Members of Placement cell for academic year 2022-23:-

S/I	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M.	Vice Principal	Computer Science	Co-Chair person	
3	S. Supreetha	Assistant Professor	Commerce	BCom & BBM Coordinator	
4	Vasanthi	Assistant Professor	Computer Science	BCA Coordinator	
5	N Kavana	Assistant Professor	Commerce	Member	
6	Arun Kumar K	Assistant Professor	PG Commerce	Member	
7	Renuka Devi	Assistant Professor	Computer Science	Member	
8	Srikanta Prasad	Student	Commerce	Member	
9	Vishal M Vagadi	Student	Commerce	Member	
10	MONISHA K	Student	COMPUTER SCIENCE	Member	

  
Principal

**PRINCIPAL**  
**M.I.T. FIRST GRADE COLLEGE**  
# F-29/1, 3rd Stage, Industrial Sub  
Fort Mohalla, Mysuru-570 002

## National Service Scheme

**Motto:** *The Motto of NSS "Not Me But You", reflects the essence of democratic living and upholds the need for self-less service.*

### **About the College**

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### **Overview of NSS**

National Service Scheme's is an Indian government- sponsored public service program conducted by the Department of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year, 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at pre-university level working for a campus-community linkage.

National Service Scheme's is a community service programme with the objective of building social consciousness among the students. NSS provides platform to the students to serve the society in the capacity of volunteers and upkeep the societal responsibilities. The unit tries to understand the community issues and find solutions to resolve.

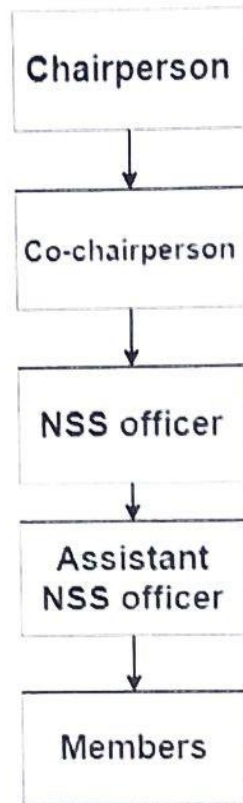
### **NSS Unit**

NSS was established in the year 2013-14, academic year and has been working full-fledged since its inception. Our college NSS unit has 100 students every year participating in both regular and special NSS activities benefiting the students, college and society at large.



# Committee Manuals

## Hierarchy of Positions:



## Members of NSS Committee for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chair Person	<i>[Signature]</i>
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Co-Chairperson	<i>[Signature]</i>
3	Suhas B Raj	Assistant Professor	Computer Science	Program Officer	<i>[Signature]</i>
4	Prathap S A	PED	Sports & PE	Assistant NSS officer	<i>[Signature]</i>
5	Arvind G	Assistant Professor	Computer Science	Member	<i>[Signature]</i>
6	RohiniMugur	Assistant Professor	<del>UG Computer Science</del> Commerce	Member	<i>[Signature]</i>
7	Rahul Dev .S	Assistant Professor	Environmental Science	Member	
8	Yamini	Asst. Professor	Commerce & Management	Member	<i>[Signature]</i>

9. Akshay.A

BBA

II yr

student

10. Rakesh

B COM

II yr

student

*[Signature]*  
Principal

### ANTI RAGGING CELL

***Ragging does not break ice. It breaks lives, career and families!***

#### **About the College**

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#### **Overview of Anti Ragging Cell**

It is the responsibility of the institute to uphold and uplift the quality of education in all aspects particularly in aspects of mental and physical health of the students. In this view, a committee is proposed to be formed by the name of "Anti Ragging Cell" that facilitates addressing issues bothering the students as well to take necessary steps in maintaining the quality of life of the students.

#### **Anti-Ragging Cell according to UGC**

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009), the University Grants Commission framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which were notified on 17th June, 2009 and are to be mandatorily followed by all universities and colleges.

The UGC has accorded top most priority to curtail the menace of ragging in Institution of higher education. The following measures have been undertaken by the UGC: -

- A nationwide 24X7X365 toll free anti ragging helpline.



- UGC has constituted Coordination Committee and Inter Council Committee for affective measures of anti-ragging in Higher Educational institutions.
- UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2009.
- UGC (Promotion of equity), Regulations, 2012.
- Circulars and public notices have been issued to stop the ragging in the institutions of Higher Education. The Higher Education institutions have been requested to organize debates etc. for ragging control.
- UGC has also developed the Anti-Ragging Mobile Application for filing the complaint on ragging, filing the affidavit and for calling the Toll Free Anti Ragging Helpline Number and same may be downloaded from Google Play Store.
- UGC has developed the Anti-Ragging website i.e. [www.antiragging.in](http://www.antiragging.in). The portal contained record of registered complaints received and the status of the action taken thereon.

Recent updates on Ragging: The 3rd Amendment of UGC Regulations on "Curbing the menace of Ragging in Higher Educational Institutions, 2016 according to this: 3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

### **Objectives:**

- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To deal promptly and stringently with the incidents of ragging brought to notice.
- To generate an atmosphere of discipline sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

### **Ragging implies the following:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness not only with student but anyone in the campus.

2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.
3. Asking any student to do any act and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student.
4. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
5. Any act of financial extortion or forceful expenditure burden put on a student by other students.
6. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, and gestures, causing bodily harm or any other danger to health or person.
7. Any act or abuse by spoken words, emails, post, and public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.

### **Punishment to those found guilty**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments:

1. Suspension from attending classes and academic privileges
2. Debarring from appearing in internal test / University Examination
3. Suspension from the college for a period of one month
4. Withdrawing scholarships and other benefits

### **Standard Operating Procedure (SOP)**

The complaint management mechanism is carried out in three levels in the institution.

1. If any Student is harassed by ragging should immediately brought to the notice of the Class teacher/Mentor/Department Head.
2. If not resolved should be brought to the notice of Anti Ragging Cell. The cell must immediately investigate the lodged complaint and take necessary disciplinary action.
3. If harassment still unresolved, Principal in consultation with management can proceed with punishment based on the complaint lodged and previous enquires.

### **Roles & Responsibilities:**

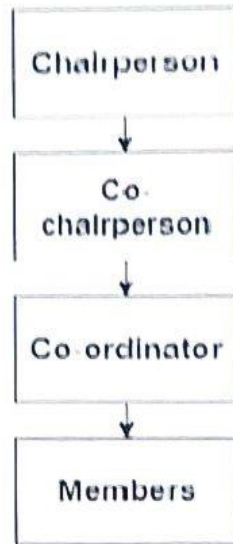
- Should meet compulsory twice every semester and as when needed.



## Committee Manuals

- Should maintain all the records related to Organising of meetings, meeting proceedings, grievance log book, maintenance of relevant documents, files and folders etc.
- Should maintain discipline in gatherings and occasions of the college to avoid unnecessary clashes.
- Make the campus ragging free.

### Hierarchy of Positions:



### Members of Anti-Ragging Cell for the Academic Year 2022-23:

Sl. No.	Name	Dept	Position	Contact No	Signature
1	K Nage Gowda	Principal-Commerce	Chair Person	9886719065	<i>[Signature]</i>
2	Dr. Chandrajith. M	Vice-Principal-Computer Science	Co-Chairperson	9620228110	<i>[Signature]</i>
3	Asst. Prof. Mahesh D M	Computer Science	Coordinator	9902290490	<i>[Signature]</i>
4	Prof. Venkob Rao	Commerce & Management	Member	9035094004	
5	Asst. Prof. Vasanthi	Computer Science	Member	9844015454	<i>[Signature]</i>
6	Dr. Nanda T N	HoD of Kannada	Member	8971668777	<i>[Signature]</i>
7	Prof. Krishna Maiya	Commerce & Management	Member	9449810226	
8	Mohammed Raifan		Student	6365963657	<i>[Signature]</i>
9	Santhosh S		Student	636230289	<i>[Signature]</i>
10	Deepika. A		Student	9902668916	<i>[Signature]</i>
11	Bhumi Ka. A. R		Student	8792815207	<i>[Signature]</i>

12. Harshitha. S. R

Student 9980697298 Harshitha

13. Sejal Setty. S

Student 9741158743 Sejal Setty

**Principal**

**Anti-Sexual Harassment Cell**

*Our lives begin to end the day we become silent about the things that matter.*

*-Martin Luther King Jr.*

**About the College**

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**Overview of Anti Sexual Harassment Cell**

In pursuance of guidelines issued by Supreme Court, UGC and as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, Anti-Sexual Harassment Cell (Internal Complaints Committee) is reconstituted to provide for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse, and to provide conducive atmosphere in the campus, to all the staff members, employees and students.

**Objectives:**

- To prevent sexual harassment by promoting gender amity among staff, students and other employees.
- To deal with cases of sexual harassment in a time bound manner, aiming at ensuring support services to the victimized, prevention and termination of the harassment.
- Recommend appropriate redressal and punitive action against the guilty to the Management.



## **Behaviours that may constitute harassment are:**

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

1. Acts amounting to Sexual Harassment
2. Unwanted physical contact and advance. Standing too close/ogling/suggestive / seductive gestures.
3. A demand or request for sexual favors / unwelcome comments / sexual epithets.
4. Exposing the victim to pornographic material: audio or visual or BOTH or print
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
6. Medium of conducting Sexual Harassment
7. Sexual harassment may also include the following:
  - Eve-teasing.
  - Unsavory remarks.
  - Jokes causing or likely to cause awkwardness or embarrassment.
  - Innuendos and taunts.
  - Gender based insults or sexist remarks.
  - Sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
  - Touching or brushing against any part of the body and the like.
  - Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
  - Forcible physical touch or molestation.
  - Physical confinement against one's will and any other act likely to violate one's privacy.

## **Standard Operating Procedure**

1. A complaint of sexual harassment may be lodged by the victim, in writing, addressed to the mentor/department head or Chairman or any member of the Committee.
2. The Committee shall meet as and when any complaint is received.

## Committee Manuals

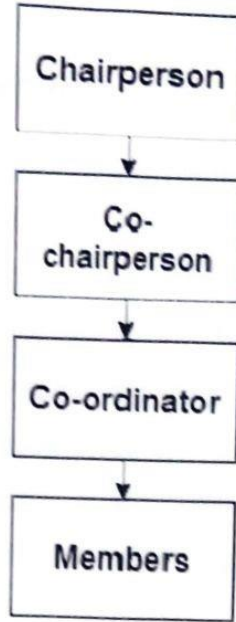
3. The Committee may direct the complainant to prepare and submit a detailed statement of incident, if the written complaint lacks exactness and required particulars, within a period of five (5) days from such direction or such other time period that the Committee may decide.
4. The Committee shall direct the accused student/employee(s) to prepare and submit a written response to the complaint / allegations within a period of five (5) days from such direction or such other time period as the Committee may decide.
5. Each party shall be provided with a copy of the written statement(s) submitted by the other.
6. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
7. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
8. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
9. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
11. The Committee shall make all endeavors to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
12. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests



# Committee Manuals

of justice, it may, on the request of the complainant or otherwise, appropriate disciplinary action will be initiated.

## Hierarchy of Positions:



## Members of Anti Sexual Harassment Cell for the Academic Year 2022-23:

SN	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chairperson	<i>K Nage Gowda</i>
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Co-Chairperson	<i>Chandrajith M.</i>
3	Dr. Nanda T N	HoD of Kannada	Kannada	Coordinator	<i>Dr. Nanda T N</i>
4	Reena Sateesh	Head & Asst. Professor	English	Member	<i>Reena Sateesh</i>
5	Pooja	Assistant Professor	Commerce & Management	Member	<i>Pooja D</i>
6	Misba Sabreen	Assistant Professor	MCom	Member	<i>Misba Sabreen</i>
7	<i>stavyashree</i>	Student	<i>B Com B.V</i>	Member	<i>stavyashree</i>
8	<i>MAMATA</i>	Student	<i>BCA II</i>	Member	<i>Mamatha S</i>
9	<i>PRERANA</i>	Student	<i>BBA IV</i>	Member	<i>Prerana</i>

*K Nage Gowda*  
**Principal**  
**M.I.T. FIRST GRADE COLLEGE**  
 # F-29/1, 3rd Stage, Industrial Suburb  
 Fort Mohalla, Mysuru-570 008

## Equal Opportunity Cell

*Until we get equality in education, we won't have an equal society.*

*-Sonia Sotomayor*

### **About the College**

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### **Overview of Equal Opportunity Cell**

India a country of diversities, is characterized by different religion, caste, creed and sect. In order to overcome social deprivation, gender inequality, imbalance in the economic status and ensure upliftment of these communities an equal opportunity cell is established. Equal Opportunity Cell of the college ensures that all students are treated as equal and attempts to address deep-seated inequalities in our system. It operated to address the issues concerning SC, ST, OBC, PwD and gender disparities in the educational system as well in society.

### **Objectives:**

- To effectively implement the policies and programmes framed for the upliftment of these weaker sections, specially challenged and women and to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.
- To create an atmosphere of Equal Opportunity through awareness generation programmes.
- To provide auxiliary support towards skill development and enhancing the employability of students.



- To tailor development and sensitization programmes to meet the distinct needs of the students.
- To expedite legal redressal in matters of violation of equal opportunity.

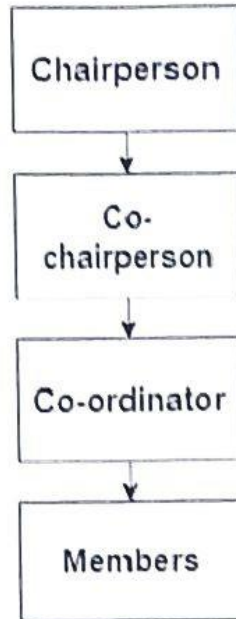
### **Roles & Responsibilities:**

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To look into the grievances of the weaker section of society and suggest an amicable solution to their problems.
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section students.
- Understand the problem of students and faculty belonging to SC/ST/OBC/PwD and take necessary action and/or render them necessary advice/help to resolve the matter that may be academic or administrative.
- Create awareness among the SC/ST/OBC students regarding the various Government and Non-Government scholarship schemes.
- Counsel the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming, etc.
- Promote higher education among the SC/ST/OBC or weaker communities that are suffering from economic, social and educational deprivations.
- Continuously monitor and evaluate the reservation policies and other programs intended for SC/ST/OBC by the GOI for their effective implementation at the institute.
- Suggest follow-up measures to the administration of the Institute for achieving the objectives and targets laid down by MHRD, GOI for the empowerment of SC/ST/OBC.
- To organize periodic meetings to monitor the progress of different schemes.

### **Hierarchy of Positions:**

# Committee Manuals

## Hierarchy of Positions:



### Members of Equal Opportunity Cell for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chair Person	<i>K Nage Gowda</i>
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Co-Chairperson	<i>Chandrajith M.</i>
3	Rakshith Kesari T S	Assistant Professor	English	Coordinator	<i>Rakshith Kesari T S</i>
4	Suhas B Raj	Assistant Professor	Computer Science	Member	<i>Suhas B Raj</i>
5	M. Shiva Kumar	Manager	Administration	Member	<i>M. Shiva Kumar</i>
6	<i>Mohammed Afnan A</i>	Student	<i>BCA</i>	Member	<i>Afnan</i>
7	<i>O.S. Sharan</i>	Student	<i>B.com</i>	Member	<i>O. S. Sharan</i>

  
**Principal**  
 MIT FIRST GRADE COLLEGE  
 # F-29/1, 3rd Stage, Industrial Suburb  
 Fort Mohalla, Mysuru-570 003



### **Grievance Redressal Cell**

***"To have grievance is to have a purpose in life".***

**-Alan Coren**

#### **About the College**

MIT First Grade College previously Gopaldaswamy College of Professional Studies established in the year 2009 by Maharaja Education Trust with the aim to provide quality education, culturally and academically for enthusiastic and upcoming youth. MIT First Grade College is focused to offer high quality career oriented learning environment with its excellent and dedicated management and staff. Our college has earned its strong academic reputation since its inception. Every year, a good number of students secure rank and distinction in university examination. Most of our students have become entrepreneur, joined reputed organisation, and opted for higher education.

#### **Overview of Grievance Redressal Cell**

The committee facilitates addressing issues of the students by taking necessary steps for solving the issues. It is one of the statutory committee to resolve the issues and difficulties faced by the students in the college premises. It attempts to address genuine problems and complaints of students regardless of the nature of problem.

#### **Objectives**

- To create a platform where students can share their problems regarding academic and non-academic matters.
- To take suggestions from the students for improvement of the college.
- To take necessary steps for improvement of the institute in the light of grievances.
- To suggest periodic amendments of all the rule books of the institute depending on the relevance.

#### **Standard Operating Procedure (SOP)**

Grievances should be brought to the notice of concerned class teachers/ Mentors and Department Heads. The Mentor and Head of the respective department

will address the issue and try to resolve it within one week of the receipt of the grievance. If there is no response within the stipulated time from the respective department or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the Institute Grievance Redressal Cell. The Cell will submit the detailed report and recommendations to the principal for the necessary actions.

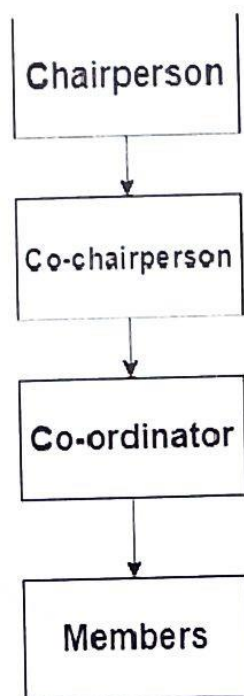
The complaint management mechanism is carried out in three levels in the institution.

## **Roles & Responsibilities:**

The cell operates through the faculty of the college at different layers to resolve the issues and concerns of the students related to college, academics, and some personal and psychological aspects.

- The departmental level grievances are attended by the concerned Mentors and Department Heads.
- The student and staff members of grievance Redressal cell act as facilitators to communicate and sort out the grievances at the department level.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution and are resolved in consultation with principal and management.

## **Hierarchy of Positions:**





Members of Grievance Redressal Cell for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chairperson	<i>K Nage Gowda</i>
2	Dr. Chandrajith M.	Vice Principal	Computer Science	Co-Chairperson	<i>Chandrajith M.</i>
3	Latheswari	Head & Asst. Professor	Kannada	Coordinator	<i>Latheswari</i>
4	Arvind G	Assistant Professor	Computer Science	Member	<i>Arvind G</i>
5	Dr. Sunitha S P	PG Coordinator	M.Com	Member	<i>S.P. Sunitha</i>
6	A. M. Akshatha	Assistant Professor	Commerce & Management	Member	<i>A. M. Akshatha</i>
7	Mallikarjun B.H	Student	III B.Com B	Member	<i>Mallikarjun B.H</i>
8	Darshanijonab	Student	III B.Com B	Member	<i>Darshanijonab</i>
9	Pavithra R.	Student	III B.Com B	Member	<i>Pavithra R.</i>
10	Shranya R	Student	III B.Com B	Member	<i>Shranya R</i>

PRINCIPAL  
M.I.T. FIRST GRADE COLLEGE  
# F-29/1, 3rd Stage, Industrial Suburb  
Fert Mohalla, Mysuru-576 008

*K Nage Gowda*  
Principal

PRINCIPAL  
M.I.T. FIRST GRADE COLLEGE  
# F-29/1, 3rd Stage, Industrial Suburb  
Fert Mohalla, Mysuru-576 008

## Rotaract Club

***“Never think that what you have to offer is insignificant. There will always be someone out there that needs what you have to give”.***

### **About the College**

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### **Overview of MITFGC Rotaract Club:-**

Rotary is where neighbours, friends and problem solvers share ideas, join leaders, and take action to create a lasting change in the society, people and planet. Rotaract works with passion, integrity and intelligence on competing projects that resolves varied societal issues. The Rotaract club started on 19<sup>th</sup> September 2019 in the college premises in collaboration with Rotary club of South-east Mysore.

### **Objectives**

- To provide opportunities for young people to address the needs and concerns of the immediate society and community.
- To develop professional and leadership skills of students by working with Rotary clubs.
- To provide an opportunity to the youth and enhance the knowledge and skills that would assist them in personal and societal development.
- To address the physical and social needs through a framework of friendship and service motive.

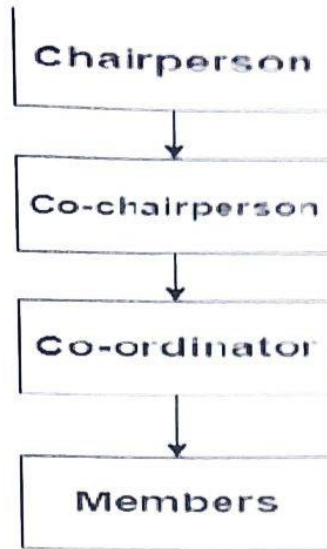
### **Mode of operation**

Every year from the time of installation of the club, elections are held to select the right and competent students to occupy the various posts of the Rotary Club of our college. This club very actively participates in varied extension activities across Mysore district in collaboration with Rotary Club of South-east Mysore. Every year a good number of events are undertaken and rendered with zeal and enthusiasm by the rotary club members. The MITFGC Rotaract wing is made up 12 designations occupied with students and other students as member of the club who voluntarily take up services activities.



# Committee Manuals

## Hierarchy of Positions:



## Members of Rotaract club for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	
3	Arun Kumar K	Assistant Professor	PG Commerce	Coordinator	
4	N. Manohar	Assistant Professor	Commerce & Management	Member	
5	Aravind G	Assistant Professor	Computer Science	Member	
6	Yamini R	Assistant Professor	Commerce & Management	Member	
7.	Nagashree M D	Assistant Professor	Commerce & Management	Member	
8.	Mamraj Kumar Singh	Student	Computer Science	President	
9.	Vishal M. Nagaraja	Student	BBA	Secretary	
10.	Abhishek K	Student	Computer Science	Member	
11.	Himanshu B Patel	Student	Management	Member	

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 MIT FIRST GRADE COLLEGE  
 # F-29/1, 3rd Stage, Industrial Sub:  
 Fort Mohalla, Mysuru-570 005

## Youth Red Cross Cell

*We make living by what we get, but we make a life by what we give.*

### **About the College**

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### **Overview of Youth Red Cross Committee:**

The International Red Cross and Red Crescent Movement is the largest humanitarian network in the world. Its mission is to alleviate human suffering, protect life and health, and uphold human dignity, especially during armed conflicts and other emergencies. The Indian Red Cross's programmes are grouped into four main core areas: Promoting humanitarian principles and values; Disaster response; Disaster preparedness; and Health and Care in the Community.

The major activities of the college Red Cross includes: hospital services, blood bank, visit to orphanage home for disabled and have plans for preparedness and prevention of communicable & infectious diseases, relief operations in fire, railway & other accidents and events.

### **Objectives:**

- To prevent human suffering by promoting and strengthening humanitarian principles and assist without any discrimination.
- To inculcate the noble thought of volunteerism as nothing stronger and greater than the heart of a volunteer.
- To maintain and promote human dignity and peace around.

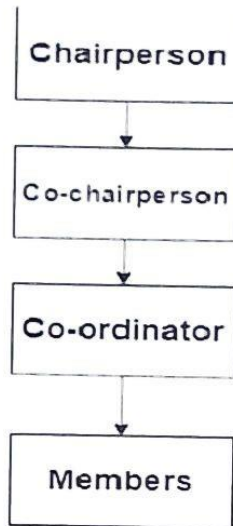


# Committee Manuals

## Roles & Responsibilities:

- A meeting is organised in the beginning of the academic year to chalk out the plans for the year ahead.
- Meetings organised to plan activities from the college as and when required.
- Discussion with management to undertake vital decisions on organisation of extension activities.
- Circulars, meeting proceedings and other documents are maintained by the committee.
- Organisation of blood donation camp in association with NSS
- Celebration of the Environment day every year.

## Hierarchy of Positions:



## Members of Youth Red Cross Committee for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Co-Chairperson	
3	Arvind G	Assistant Professor	Computer Science	Coordinator	
4	Dr. Sunitha S P	PG Coordinator	M.Com	Member	
5	Varshini P	Assistant Professor	Commerce	Member	

Principal

M.I.T. FIRST GRADE COLLEGE  
# F-29/1, 3rd Stage, Industrial Suburb  
Fort Mohalla, Mysuru-570 008

**MIT Woman's Cell**

"A woman with a voice is, by definition, a strong woman." — **Melinda Gates**

**About the College**

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**Objective**

To promote general well-being of female students and teaching and non-teaching women staff of the Institution.

To create awareness about health and hygiene among girl students.

To create social awareness about the problems of women in general and gender discrimination in particular by means of programs like lectures, workshops and seminars.

To develop skills among the girl students by means of workshops and training programmes for their overall personality development as well as for the encouragement of self-reliance among them.

To create legal awareness among women by informing about Women Welfare Laws.

To encourage participation of NGOs working in the area of women's development in the activities of the Cell.

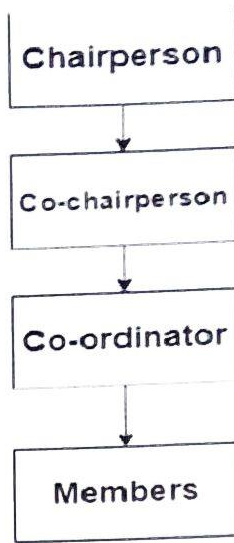
**Functions**

To organise various events, awareness programs and create occasions to train women on women empowerment, equitable opportunities and educational avenues for women.



## Committee Manuals

### Hierarchy of Positions:



### Members of Woman's Cell for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	K Nage Gowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Co-Chairperson	
3	Dr. Nanda T N	HoD of Kannada	Kannada	Coordinator	
4	Supreetha S	Assistant Professor	Commerce & Management	Member	
5	Vasanthi	Assistant Professor	Computer Science	Member	
6	ReenaSateesh	Head & Asst. Professor	English	Member	

Principal  
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## Internal Complaint Committee

### **About the College**

MIT First Grade College previously Gopaldaswamy College of Professional Studies established in the year 2009 by Maharaja Education Trust with the aim to provide quality education, culturally and academically for enthusiastic and upcoming youth. MIT First Grade College is focused to offer high quality career oriented learning environment with its excellent and dedicated management and staff. Our college has earned its strong academic reputation since its inception. Every year, a good number of students secure rank and distinction in university examination. Most of our students have become entrepreneur, joined reputed organisation, and opted for higher education.

### **Overview and Purpose**

An IC, as the name suggests, is an internal committee of a workplace to receive and redress complaints. ICC has follows the principles of natural justice. It means that in case of any complaints and issues from the faculty and students, ICC must conduct a thorough inquiry absolutely fairly, in a neutral manner and without any bias for or against anyone.

### **Functions:**

The Internal Complaints Committee has two major functions: Preventive and Remedial

### **Preventive Measures**

To strive to foster an environment that values gender sensitivity, equality, and non-discrimination.

To orient the students on the moral values and building a responsible stakeholder.

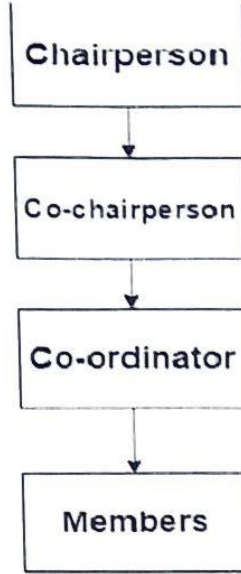
### **Remedial Measures:**

To investigate the allegations and complaints and resolving them.

To give every complaint serious consideration and resolve at the grassroots level itself.



# Committee Manuals



## Members of Internal Complaint Committee for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	N R Manjunath	Management	GS Institution	Chairperson	
2	Dr. Panduranga Vittal	Advisor Advisory	GS Institution	Co- Chairperson	
3	K Nage Gowda	Principal	Commerce	Coordinator	
4	Dr. Chandrajith M.	Vice- Principal	Computer Science	Member	
5	Dr. Sunitha S P	PG Coordinator	Kannada	Member	
6	Harshitha R	Head & Asst. Professor	Commerce & Management	Member	

Principal  
M.I.T. FIRST GRADE COLLEGE  
# F-29/1, 3rd Stage, Industrial  
Fort Mohalla, Mysuru-570 001

## Innovation Cell

*"Innovation is the unrelenting drive to break the status quo and develop a new and initiate change"*

### **About the College**

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### **Overview**

Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes.

MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs. A network of these IICs was established to promote innovation in the Institution through multitudinous modes leading to an innovation promotion ecosystem in the campuses.

Innovation Cell is thus envisaged to network people, ideas, experience and resources to motivate the innovation community in the college. This cell helps to nurture the students' ideas and encourage them to bring up business proposals. MIT Mysore, our sister concern has an incubation centre that supports both financial and technically for innovations and entrepreneurial development.



# Committee Manuals

## Objective

- To encourage creativity and innovation while learning academics.
- To accelerate innovation ecosystem for the students by offering technical and financial support.
- Start-up supporting Mechanism with the help of incubators from sister concerns.

## Functions

- To conduct various innovation and entrepreneurship-related activities through organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.

## Members of MIT Innovation Cell for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	Prof. K Nage Gowda	Principal	Commerce		
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Coordinator	
3	Mrs. S P Sunitha	PG Coordinator	Kannada	Member	
4	Mrs. Harshitha	Head & Asst. Professor	Commerce & Management	Member	
5	Mrs. Latheswari	Assistant Professor	Kannada	Member	



**Principal**

MIT, FIRST GRADE COLLEGE  
W P-20/1, 3rd Stage, Industrial St.  
Pur Mandya, Mysuru-576 001

### **MIT SwadeshiVidyarthiBrigde**

**“Be the change you wish to see in the world.”**

Mahatma Gandhi

#### **About the College[**

MIT First Grade College previously Gopaldaswamy College of Professional Studies established in the year 2009 by Maharaja Education Trust with the aim to provide quality education, culturally and academically for enthusiastic and upcoming youth. MIT First Grade College is focused to offer high quality career oriented learning environment with its excellent and dedicated management and staff. Our college has earned its strong academic reputation since its inception. Every year, a good number of students secure rank and distinction in university examination. Most of our students have become entrepreneur, joined reputed organisation, and opted for higher education.

#### **Overview**

ENTREPRENEURSHIP DEVELOPMENT CELL (EDC) in educational institutions are established to develop institutional mechanism and create entrepreneurial culture along with academics among the faculty and students. Nurturing entrepreneurship benefits in generation of wealth and employment. MIT SwadeshiVidyarthi Brigade was launched by Dr. G HemanthKumar, Vice chancellor, University of Mysore on 12th January 2022. The purpose behind the establishment of the committee is to support the concept of 'Vocal for Local' with an intention of inspiring and encouraging the entrepreneurship and self-employment.

#### **Objective**

- Its goal is to create institutional mechanisms and an entrepreneurial culture in academic institutions to encourage faculty and student innovation and entrepreneurship.
- To collaborate with other Organization's and institutions.
- To organize entrepreneurship development and awareness programs.



# Committee Manuals

MIT SwadeshiVidyarthi Brigade is categorised into ten units operating under different banners. They are

UNIT	Names of the TEAM	Areas of Initiatives
1	Chanakya	Vocal For Local
2	Swamy Vivekananda	Listing Of Successful Small Scale Entrepreneurs Of Mysuru
3	Narayan Murthy	Made In Mysuru
4	DattopantThengadi	Interview Of Successful Entrepreneurs
5	Abdul Kalam	Arranging Talks Of Successful Entrepreneurs
6	Rathan Tata	Journals
6	Rathan Tata	Journals
7	Ritesh Agarwal	Made In MitFgc
8	Sudha Murthy	Techno Hub
9	IndraNooyi	Case Study
10	Bala Gangadhar Thilak	Legal Education

## Members of MIT SwadeshiVidyarthi Brigade for the Academic Year 2022-23:

S/N	Name	Designation	Department	Position	Signature
1	N R Manjunath	Correspondent	Management	Chair-Person	
	K Nage Gowda	Principal	Commerce	Co-Chair	<i>K Nage Gowda</i>
2	Dr. Chandrajith M.	Vice-Principal	Computer Science	Member	<i>Chandrajith M.</i>
3	Harshitha R	Head & Asst. Professor	Commerce & Management	Coordinator	<i>Harshitha R.</i>
4	Arvind G	Assistant Professor	Computer Science	Member	<i>Arvind G.</i>
5	Dr. Sunitha S P	P G Coordinator	M.Com	Member	<i>S.P. Sunitha</i>

*K Nage Gowda*  
Principal  
M.I.T. FIRST GRADE COLLEGE  
# P-29/1, 3rd Stage, Industrial Subj.  
Fort Mohalla, Mysuru-576 002

### **Electoral Literacy Club-2022-23**

*"The Ballot is Stronger than the Bullet"*

*AbrahamLinchon*

#### **About the College**

MIT First Grade College previously Gopalaswamy College of Professional Studies established in the year 2009 by Maharaja Education Trust with the aim to provide quality education, culturally and academically for enthusiastic and upcoming youth. MIT First Grade College is focused to offer high quality career oriented learning environment with its excellent and dedicated management and staff. Our college has earned its strong academic reputation since its inception. Every year, a good number of students secure rank and distinction in university examination. Most of our students have become entrepreneur, joined reputed organisation, and opted for higher education.

#### **Overview of Electoral Literacy Club**

An electoral literacy club is a venue for involving college students in engaging activities and practical learning experiences that educate them about their rights as voters and familiarise them with the registration and voting processes. Activities and Games are designed to stimulate and motivate students provoking them to think and ask questions. Through ELC, Election Commission of India, aims at strengthening the culture of electoral participation among young and future voters. There are four type of ELCs.

- School Level ELCs- School Level ELCs have been established for future Voters. Students from class 9th to 12th (14-17 Year Old) become member.
- College Level ELCs- College Level ELCs have been established for New Voters who are aged between 18-21 year.
- ChunavPathshala- ChunavPathshalas have been established at Polling Station wise and BLOs are make incharge of ChunavPathshala to educate the non school gone people.
- Voter Awareness Forum- Concept of voter awareness forum (VAF) has been developed to spread voter awareness amongst employees of Govt./Pvt. Department/Organization



## Electoral Literacy Club



Election Commission of India

"I hear and I forget,  
I see and I remember,  
I do and I understand."

-Confucius



Role of District Election Officer (DEO) and Electoral Roll Officer (ERO) are crucial in establishment of ELCs and VAFs. In the ELCs, members will be part of interesting and thought-provoking, mostly classroom based activities and games. There are around 25 such activities and 6 games which have been carefully designed to impart specific learning which will help them become an **'Empowered (Prospective) Voter'**.

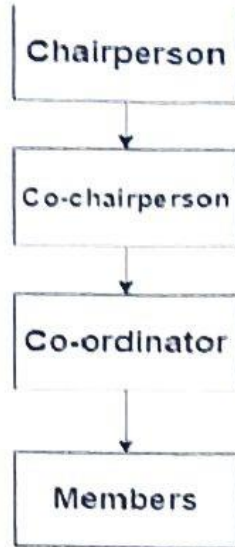
### OBJECTIVES:

The objectives of Electoral Literacy Club shall be established at our college are the following:-

- To educate the citizens about voter registration, electoral process and related matters through hands on experience
- To help the target audience understand the value of their vote and to ensure that they exercise their suffrage right in a confident, comfortable and ethical manner
- To familiarize the citizens on Electronic Voting Machine (EVM) and Voter Verifiable Paper Audit Trail (VVPAT) and integrity of the electoral process using EVMs.
- To carrying the electoral literacy in communities and maximise voting participation.

# Committee Manuals

## Hierarchy of Positions:



## Members of Electoral Literacy Club for the Academic Year 2022-23:

SN	Name	Department	Position	Signature
1	K Nage Gowda	Commerce	Chairperson	<i>K Nage Gowda</i>
2	Dr Chandrajith M	Computer Science	Co-Chairperson	<i>Chandrajith M</i>
3	S Kumar	Political Science	Coordinator	<i>S Kumar</i>
4	Dr. Gopal	Hindi	Member	<i>Dr. Gopal</i>
5	Sachin C A	Commerce	Member	<i>Sachin C A</i>
6	Darshan Kumar R	Computer Science	Member	<i>Darshan Kumar R</i>
7	Gowtham G.	Rotaract	Student	<i>Gowtham G.</i>
8	PRAITHIKHA B	Rotaract	Student	<i>PRAITHIKHA B</i>
9	Nanditha, k	Rotaract	Student	<i>Nanditha, k</i>
10	Srinema BM	NSS	Student	<i>Srinema BM</i>
11	Kowshik V.	NSS	Student	<i>Kowshik V.</i>
12	GRACIAN. H	NSS	Student	<i>GRACIAN. H</i>

*K. Nage Gowda*  
Principal  
M.I.T. FIRST GRADE COLLEGE  
# F-19/1, 3rd Stage, Indira Nagar  
Fort Mohalla, Mysore-570 002