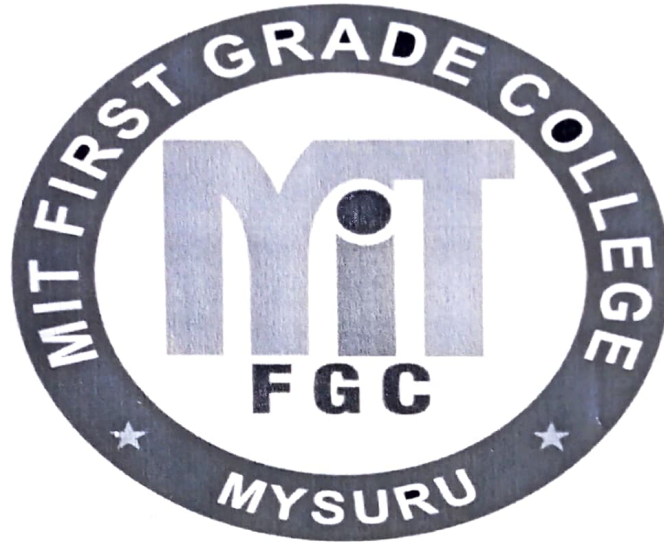


Maharaja Education Trust

MIT First Grade College

Manandavadi Road, Industrial Suburb, Mysore-570008



Vision

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

Mission

To impart 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 their challenges and respond to opportunities in a global scenario.


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

Committee Manuals

List of Operating Committees & Manuals

SI No.	Name of the Committees
1.	Academic Advisory Committee
2.	Internal Quality Assurance Cell
3.	Library and Information Services Committee
4.	Mentoring Cell
5.	Timetable Committee
6.	Examination Committee
7.	Sports Committee
8.	Cultural Committee
9.	College Magazine Committee
10.	ERP Committee
11.	Placement Cell
12.	NSS Unit
13.	Grievance Redressal Cell
14.	Anti-Ragging Cell
15.	Anti-Sexual Harassment Cell
16.	Equal Opportunity Cell
17.	MITFGC Rotaract Club
18.	Youth Red Cross Committee

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.

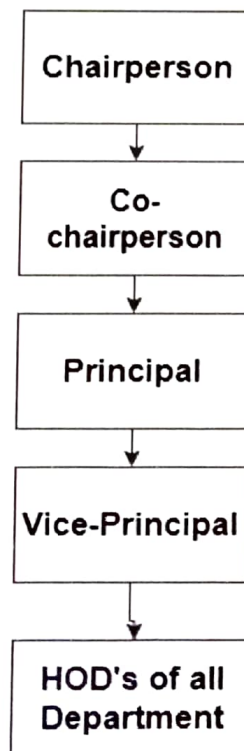
Functional procedure of Academic advisory Committee:

- 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:



Mentoring Cell

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

-John C Crosby

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 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.

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.

Committee Manuals

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

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.

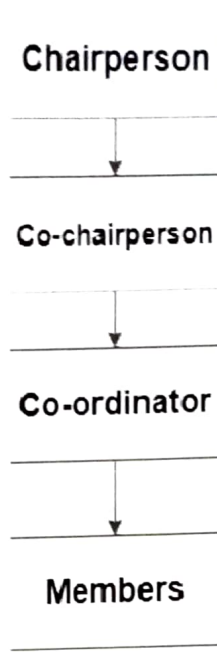
Role of the Mentor:

- 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.

Hierarchy of Positions:



Staff Advisory members of Mentoring Cell for the Academic Year 2020-21:

SN	Name	Designation	Department	Position	Signature
1	Prof. K NageGowda	Principal	Commerce	Chairperson	<i>K. Nage Gowda</i>
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	<i>Chandrajith M</i>
3	Mrs. ReenaSateesh	HoD of English	English	Coordinator	<i>Reena Sateesh</i>
4	Mrs. B S Shylaja	HoD of Commerce	Commerce	Member	<i>B. S. Shylaja</i>
5	Mrs. S P Sunitha	PG Coordinator	MCom	Member	<i>S. P. Sunitha</i>
6	Mrs. Latheswari	HoD of Kannada	Kannada	Member	<i>Latheswari</i>
7	Dr. Ravi Shankar	HoD of Hindi	Hindi	Member	<i>Ravi Shankar</i>
8	Mr. Prathap	PED	DPE & Sports	Member	<i>P. Prathap</i>

K. Nage Gowda

Principal

PRINCIPAL

M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 006

Timetable Committee

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

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 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.

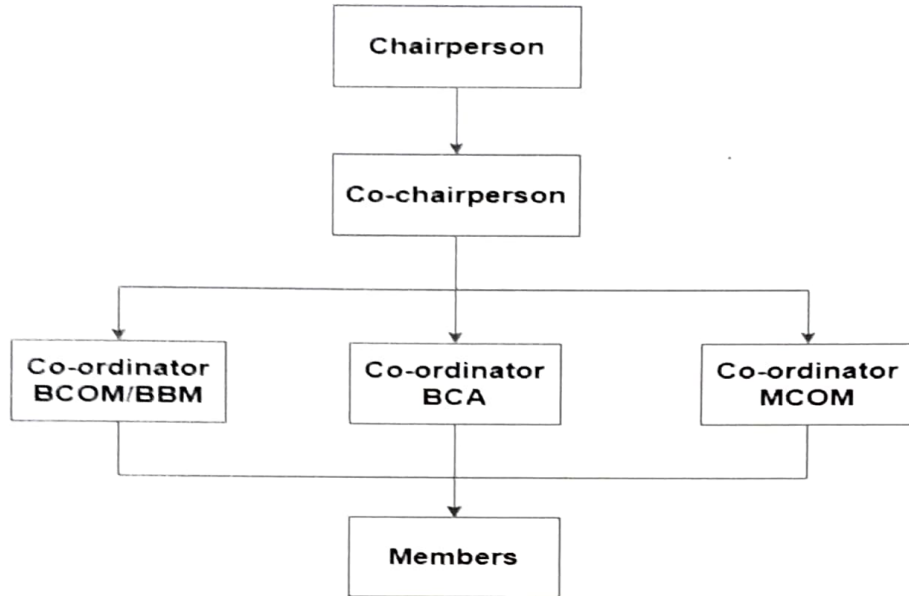
Roles & Responsibilities:

- 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.

Committee Manuals

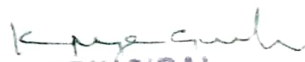
- To allot duties for semester end examination invigilation duties for all the faculties.

Hierarchy of Positions:



Staff Advisory members of Time table Committee for the Academic Year 2020-21:

S/N	Name	Designation	Department	Position	Signature
1	Prof. K NageGowda	Principal	Commerce	Chairperson	<i>K. Nage Gowda</i>
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	<i>Chandrajith M</i>
3	Mrs. DeepaPrabhu	Assistant Professor	UG Commerce	BCom & BBM Coordinator	<i>Deepa Prabhu</i>
4	Mr. Kiran J	Assistant Professor	Computer Science	BCA Coordinator	<i>Kiran J</i>
5	Mrs. S P Sunitha	PG Coordinator	MCom	MCom Coordinator	<i>S.P. Sunitha</i>
6	Mrs. Kavana N	Assistant Professor	UG Commerce	Member	<i>Kavana N</i>
7	Ms. Akshatha	Assistant Professor	UG Commerce	Member	<i>Ms. Akshatha</i>
8	Mrs. Meghana	Assistant Professor	Computer Science	Member	<i>Meghana</i>


PRINCIPAL
Principal
 M.I.T. FIRST COLLEGE
 Fort Mohalla, Page 18

Examination Committee

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

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 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.

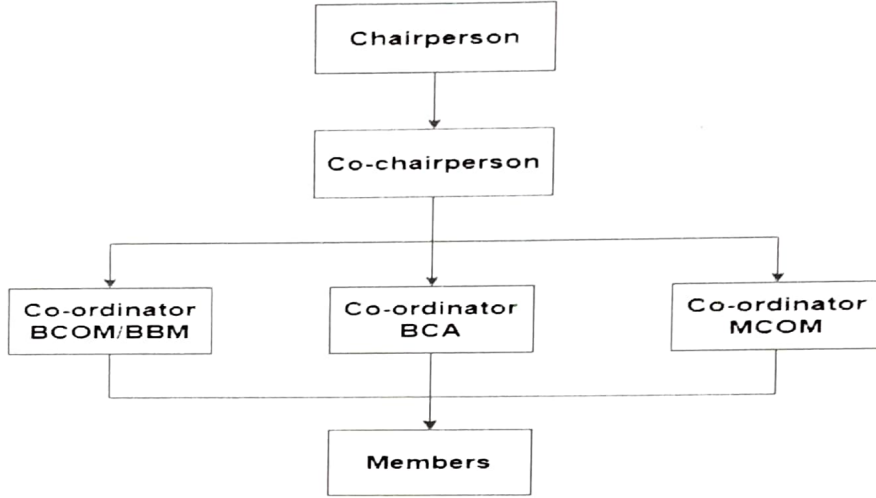
Roles & Responsibilities:

- 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.

Committee Manuals

- Room arrangements & seat arrangements of the students are taken care.
- Ensuring the availability of stationary necessary for conducting the examination.

Hierarchy of Positions:



Staff Advisory members of Examination Committee for the Academic Year 2020-21:

S/N	Name	Designation	Department	Position	Signature
1	Prof. K NageGowda	Principal	Commerce	Chairperson	<i>K. Nage Gowda</i>
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	<i>Chandrajith M</i>
3	Mrs. Supreetha	Assistant Professor	Commerce	BCom & BBM Coordinator	<i>Supreetha</i>
4	Mr. Muralimanohar. M.R	Assistant Professor	Computer Science	BCA Coordinator	<i>M.R. Muralimanohar</i>
5	Mrs. S P Sunitha	Assistant Professor	PG Commerce	PG Coordinator	<i>S.P. Sunitha</i>
6	Mr. Kiran .J	Assistant Professor	Computer Science	Member	<i>Kiran J</i>
7	Mrs. Harshitha	Assistant Professor	Commerce	Member	<i>Harshitha</i>
8	Mrs. Latheswari	Assistant Professor	Kannada	Member	<i>Latheswari</i>
9	Mr. Sachin	Assistant Professor	Commerce	Member	<i>Sachin</i>
10	Mr. RakshithKesari	Assistant Professor	English	Member	<i>Rakshith Kesari</i>

Principal

PRINCIPAL

Examination Committee

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

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 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.

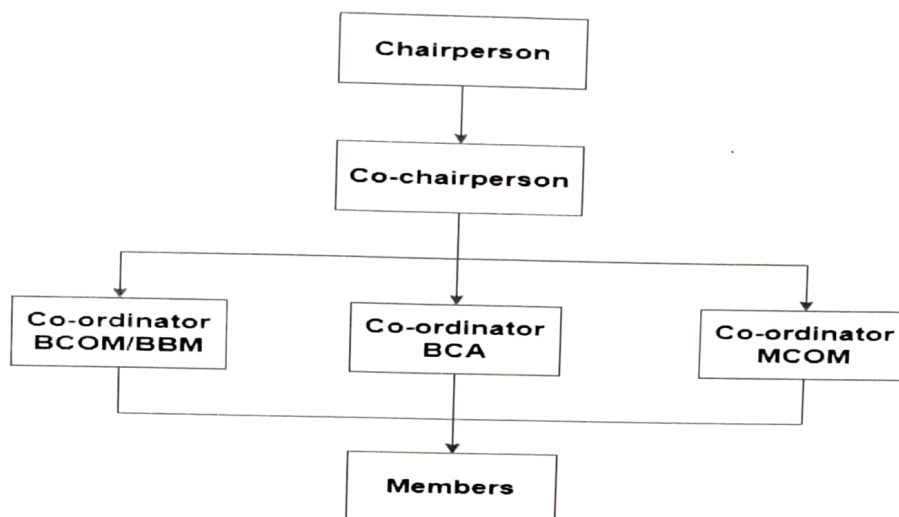
Roles & Responsibilities:

- 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:



Staff Advisory members of Examination Committee for the Academic Year 2020-21:

S/N	Name	Designation	Department	Position	Signature
1	Prof. K NageGowda	Principal	Commerce	Chairperson	<i>K. Nage Gowda</i>
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	<i>Chandrajith M</i>
3	Mrs. Supreetha	Assistant Professor	Commerce	BCom & BBM Coordinator	<i>Supreetha</i>
4	Mr. Muralimanohar .M.P	Assistant Professor	Computer Science	BCA Coordinator	<i>M.P. Muralimanohar</i>
5	Mrs. S P Sunitha	PG Coordinator	MCom	MCom Coordinator	<i>S.P. Sunitha</i>
6	Mr. Kiran . J	Assistant Professor	Computer Science	Member	<i>Kiran J</i>
7	Mrs. Harshitha	Assistant Professor	Commerce	Member	<i>Harshitha</i>
8.	Mrs. Latheswari	HoD of Kannada	Kannada	Member	<i>Latheswari</i>
9	Mr. Sachin	Assistant Professor	Commerce	Member	<i>Sachin</i>
10	Mr. Rakshith Kesari	Assistant Professor	English	Member	<i>Rakshith Kesari</i>
11	Ms. Chaithra	Assistant Professor	Computer Science	Member	<i>Chaithra</i>

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

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 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.

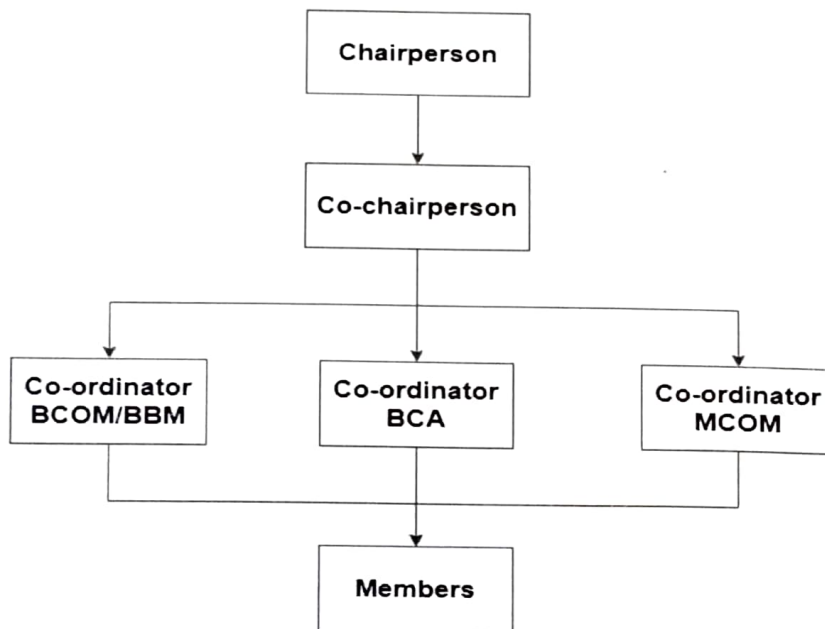
Objectives:

- 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

Staff advisory committee for the placement cell for academic year 2020-21:-

S/I	Name	Designation	Department	Position	Signature
1	Prof. K Nagegowda	Principal	Commerce	Chairperson	<i>K Nagegowda</i>
2	Dr. Chandrajith M	Vice Principal	Computer Science	Co-Chair person	<i>Chandrajith M</i>
3	Mrs. Supreetha	Assistant Professor	Commerce	BCom & BBM Coordinator	<i>Supreetha</i>
4	Mrs. Vasanthi	Assistant Professor	Computer Science	BCA Coordinator	<i>Vasanthi</i>
5	Ms. N Kavana	Assistant Professor	Commerce	Member	<i>N Kavana</i>
6	Mrs. Amritha P Nayak	Assistant Professor	Commerce	MCom Member	<i>Amritha P Nayak</i>

K Nagegowda

Principal

PRINCIPAL

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

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

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 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.

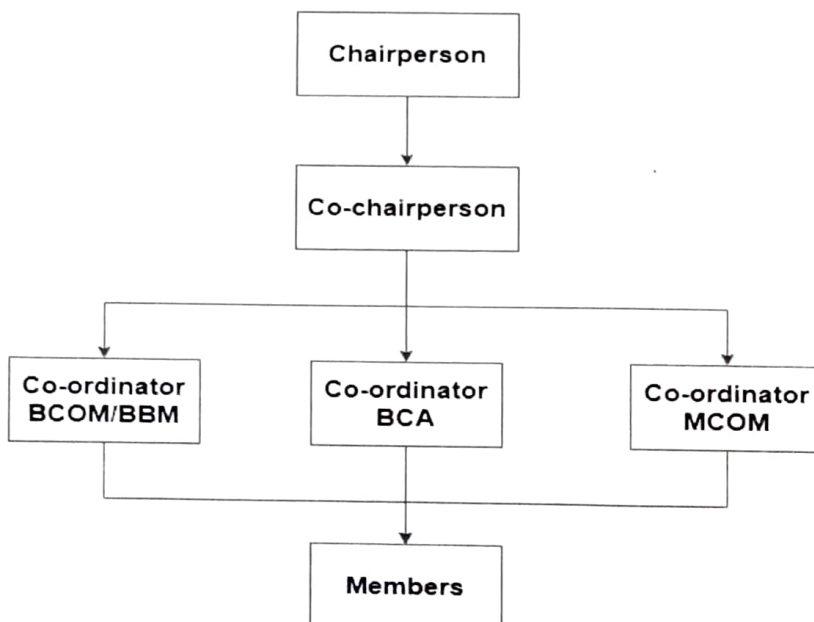
Objectives:

- 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:

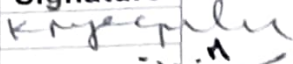

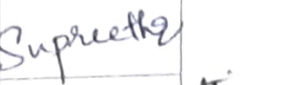



- Conduction of training programmes that includes aptitude, communication skills, reasoning skills, facing interview board and other related things.
- Provide insights about possible placements in the near future.
- Organisation of pool campus interview across the district annually.
- Students are motivated 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

Staff advisory committee for the placement cell for academic year 2020-21:-

S/I	Name	Designation	Department	Position	Signature
1	Prof. K Nagegowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M	Vice Principal	Computer Science	Co-Chair person	
3	Mrs. Supreetha	Assistant Professor	Commerce	BCom & BBM Coordinator	
4	Mrs. Vasanthi	Assistant Professor	Computer Science	BCA Coordinator	
5	Ms. N Kavana	Assistant Professor	Commerce	Member	
6	Mrs. Amritha P Nayak	Assistant Professor	PG Commerce	Member	



Principal

PRINCIPAL

M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Area
Fort (Chall), Mysuru 570 004

Sports Committee

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

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 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:

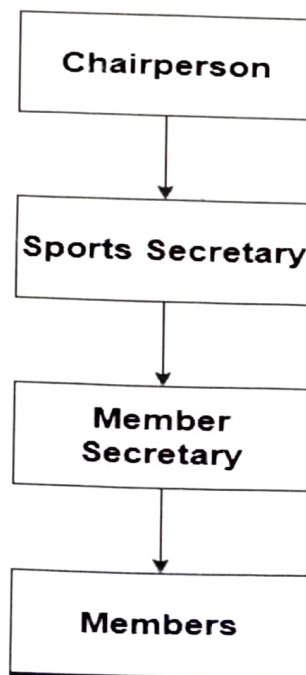
- To enhance the interest of the participants in the field of sports.
- To inculcate qualities of sportsmanship, team spirit and physical wellbeing.
- To provide equal opportunities without any discrimination and encourage right talent.

Committee Manuals

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:



Committee Manuals

Staff advisory committee for the Sports for academic year 2020-21:-

S/N	Name	Designation	Department	Position	Signature
1	Prof. Nage Gowda K	Principal	Commerce	Chair Person	<i>K. Nage Gowda</i>
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Sports Secretary	<i>Chandrajith M</i>
3	Mr. Prathap S A	PED	PE&Sports	Member Secretary	<i>P. Prathap S A</i>
4	Mr. Aravind	Assistant Professor	Computer Science	Member	<i>A. Aravind</i>
5	Mr. Murali Manohar	Assistant Professor	Computer Science	Member	<i>MR Murali Manohar</i>
5	Mrs. Sunitha S P	PG Coordinator	MCom	Member	<i>S.P. Sunitha</i>
6	Mr. Puneeth	Assistant Professor	Commerce	Member	<i>Puneeth</i>
7	Ms. Varshini	Assistant Professor	Commerce	Member	
8	Mrs. Reena Sateesh	HOD of English	English	Member	<i>Reena Sateesh</i>
9	Ms. Usha Rani	Assistant Professor	Kannada	Member	<i>Usha Rani</i>


Principal
PRINCIPAL
 M.I.T. FIRST GRADE COLLEGE
 3rd Stage, Industrial Area
 Mysuru-570 009

Cultural Committee

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

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 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.
- 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:

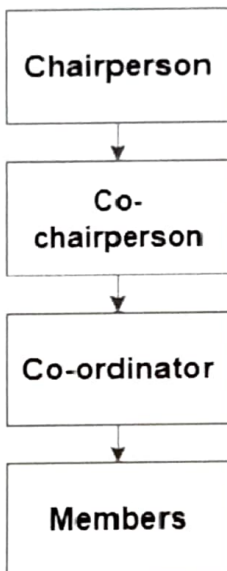
- Freshers' Day
- Graduation Day
- Annual Day
- Talent's Day

Committee Manuals

- 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.

Hierarchy of Positions:



Staff Advisory members of Cultural Committee for the Academic Year 2020-21:

S/I	Name	Designation	Department	Position	Signature
1	Prof. K Nagegowda	Principal	Commerce	Chairperson	<i>K. Nagegowda</i>
2	Dr. Chandrajith M	Vice Principal	Computer Science	Co-Chair person	<i>Ch. M. H.</i>
3	Mrs. Harshitha	Assistant Professor	Commerce	Coordinator	<i>Harshitha</i>
4	Mrs. Reena Sateesh	HoD of English	English	Member	<i>Reena Sateesh</i>
5	Mrs. Vasanthi	Assistant Professor	Computer Science	Member	<i>Vasanthi</i>
6	Mr. Sachin C A	Assistant Professor	Commerce	Member	<i>Sachin</i>
7	Ms. Rohini Mugur	Assistant Professor	Computer Science	Member	<i>Rohini</i>

K. Nagegowda
Principal
 PRINCIPAL
 M.I.T. FIRST GRADE COLLEGE
 Fort Mohalla, Mysuru-570006

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

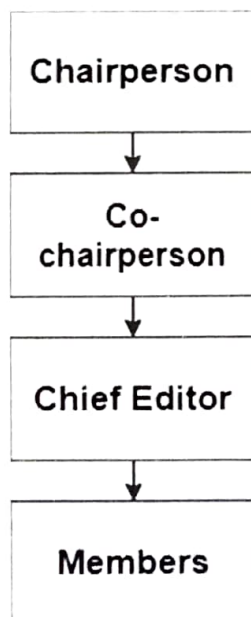
Committee Manuals

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:

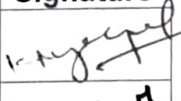

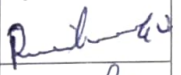
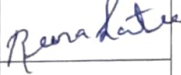
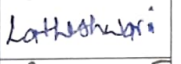
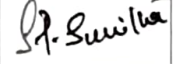
- The team works extensively to report on all the events around the year. It motivates the students to portray their talent in literary work, art and general areas of knowledge.
- The magazine committee strives to expand its reach to achieve its vision of being a truly representative of student publication.
- 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

Staff Advisory members of Magazine Committee for the Academic Year 2020-21:

Sn	Name	Designation	Department	Position	Signature
1	Prof. K NageGowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	
3	Dr. Ravi Shankar G V	Assistant Professor	Hindi	Chief editor	
4	Mrs. ReenaSateesh	Assistant Professor	English	Member	
5	Mrs. Latheswari	Assistant Professor	Kannada	Member	
6	Mrs. S P Sunitha	Assistant Professor	PG Commerce	Member	



Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Area
Fort Mohalla, Mysuru-576 006

ERP Committee

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

- Natrajan Chandrasekaran.

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 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:

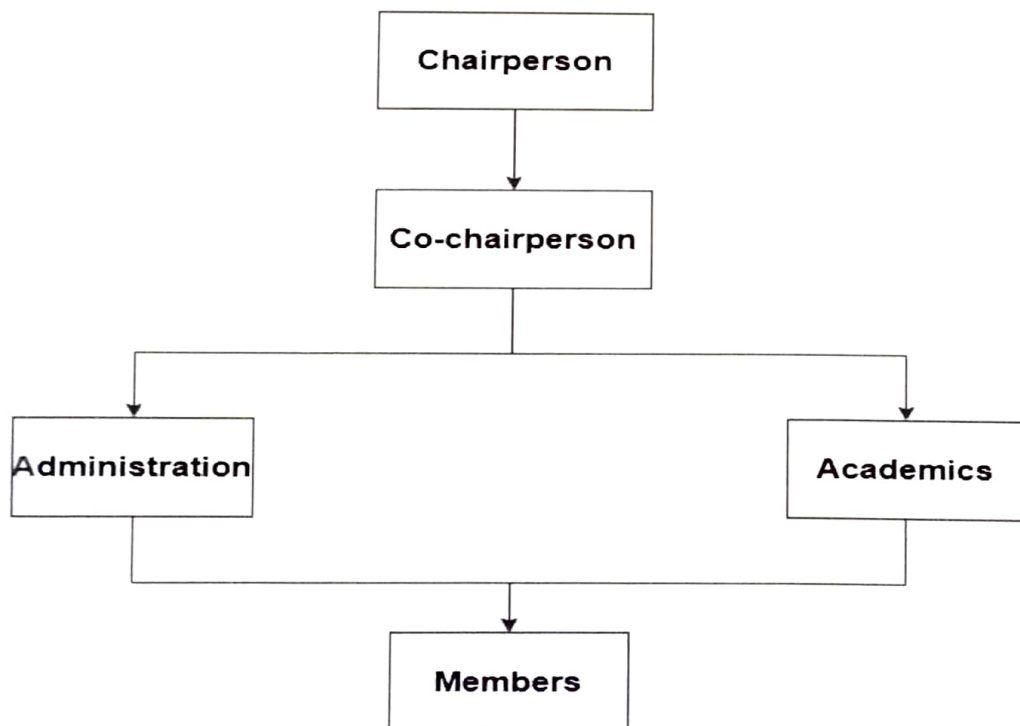
- Management of data related to students, employees, academics, and administration.

- 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

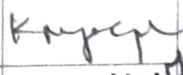
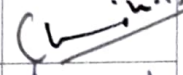


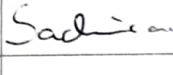
- Service and maintenance of "Bridge parent's"- A software designed for taking online attendance.
- Providing with the list of students having attendance shortage to their respective mentor's to take disciplinary action. Like taking remedial classes, giving assignments and so on.
- Informs students,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

Hierarchy of Positions:



Committee Manuals

Staff Advisory members of ERP Committee for the Academic Year 2020-21:

S/N	Name	Designation	Department	Position	Signature
1	Prof. K NageGowda	Principal	Commerce	Chairperson	
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	
3	Mr. Arvind	Assistant Professor	Computer Science	Academics Coordinator	
4	Mr. Pradeep	Administrative Staff	Office	Administrative Coordinator	
5	Mr. Sachin CA	Assistant Professor	Commerce	Member	
6	Sri. Mallikarjun	Administrative Staff	Office	Member	



Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial
Fort Mohalla, Mysuru-575 005

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

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 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.

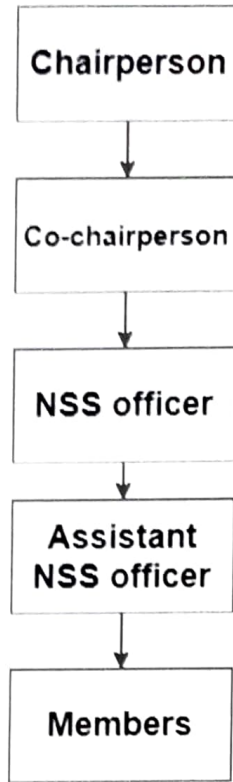
Objectives of NSS:

- To understand the community in which they work.
- To understand themselves in relation to their community.
- To create the sense of social responsibility among students and resolve the needs and problems of the society.
- To utilise their knowledge in finding practical solutions to individual and community problem by holding civic responsibility.
- To develop competence required for group-living, sharing of responsibilities and community involvement.
- To acquire leadership qualities and democratic attitudes.
- To develop capacity to meet emergencies and natural disasters and practise national integration and social harmony.

Roles & Responsibilities:

- It organizes regular activities such as cleaning the college campus, neighbouring bus stops, college, ponds & lakes and joining the scout, other parades organised by the University of Mysore.
- 'A NSS Special Camp' is organised every year adopting a village for a time span of 7 days. The whole seven days, the volunteers work and serve the village by cleaning, planting saplings around the roads, and resolving the societal issues.
- Additional events like blood donation camps, eye camps and dental camps are often organised in the college premises.
- Celebrates all national festivals and birthdays of the leaders, freedom fighters and discharge of other related duties.

Hierarchy of Positions:



Staff Advisory members of NSS Committee for the Academic Year 2020-21:

S/N	Name	Designation	Department	Position	Signature
1	Prof. Nage Gowda K	Principal	Commerce	Chair Person	
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	
3	Dr. Ravi Shankar G.V.	HoD of Hindi	Hindi	Program Officer	
4	Mr. Prathap S A	PED	DPE & Sports	Assistant NSS officer	
5	Mr. Aravind G	Assistant Professor	Computer Science	Member	
6	Ms. RohiniMugur	Assistant Professor	UG Commerce	Member	
7	Mr. Rahul Dev. S	Assistant Professor	Environmental Science	Member	

Principal

PRINCIPAL

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

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.

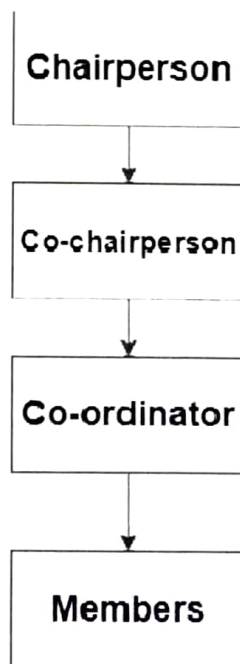
The complaint management mechanism is carried out in three levels in the institution.

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.

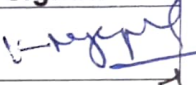

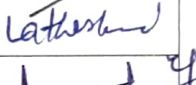
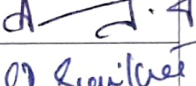
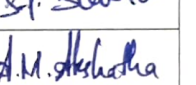

- The departmental level grievances are attended by the concerned Mentors and Department Heads.
- The student and staff members of grievance Redressal cell act as facilitators to communicate and sort out the grievances at the department level.
- Unresolved grievances at the departmental level are referred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

Hierarchy of Positions:



Committee Manuals

Staff Advisory members of Grievance Redressal Cell for the Academic Year 2020-21:

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	Mrs. Latheswari	HoD of Kannada	Kannada	Coordinator	
4	Mr. Aravind	Assistant Professor	Computer Science	Member	
5	Mrs. S P Sunitha	PG Coordinator	MCom	Member	
6	Ms. Akshatha	Assistant Professor	UG Commerce	Member	


Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
B-20/1, 3rd Stage, Industrial Area
Fort St. John's, Mysuru-570 009

ANTI RAGGING CELL

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

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 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 Honable 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. 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.

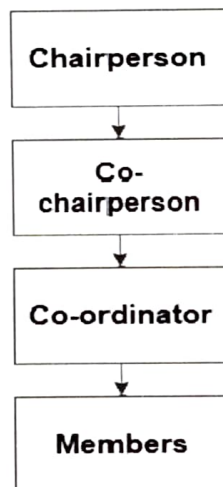
1. If any Student is harassed by ragging should immediately brought to the notice of the Class teacher/Mentor/Department Head.
2. If not resolved should be brought to the notice of Anti Ragging Cell. The cell must immediately investigate the lodged complaint and take necessary disciplinary action.
3.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

Roles & Responsibilities:

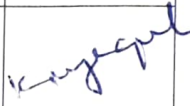


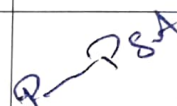




- Should meet compulsory twice every semester and as when needed.

- 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:



Staff Advisory members of Anti-Ragging Cell for the Academic Year 2020-21:

Sl.No.	Name	Dept	Position	Contact No	Signature
1	Prof. K NageGowda	Principal-Commerce	Chair Person	9886719065	
2	Dr. Chandrajith.M	Vice-Principal-Computer Science	Co-Chairperson	9620228110	
3	Asst. Prof. K. Arun Kumar	Commerce	Coordinator	9738426843	
4	Prathap S A	Head of DPE & Sports	Member	9972908366	
5	Asst Prof. V. Vasanthi	Computer Science	Member	9844015454	
6	Dr. Ravi Shankar G V	HoD of Hindi	Member	9141350079	
7	AsstProf. Manohar	Commerce & Management	Member	8867845839	
8	Asst Prof. Usha Rani	Kannada	Member	9739110533	


Principal

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

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

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 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.

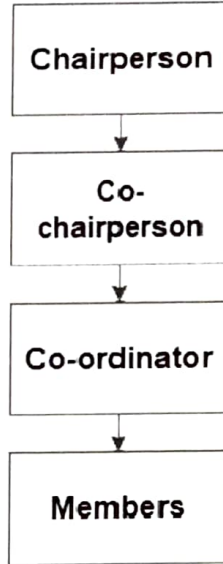
Committee Manuals

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:



Staff Advisory members of Anti Sexual Harassment Cell for the Academic Year 2020-21:

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	Mrs. B S Shylaja	HoD of Commerce	Commerce	Coordinator	
4	Mrs. Reena Satish	HoD of English	English	Member	
5	Ms. Usha Rani	Asst. Professor	Kannada	Member	

Principal

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

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 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 up-liftment 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 the society.

Objectives:

- To effectively implement the policies and programmes framed for 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 employability of students.

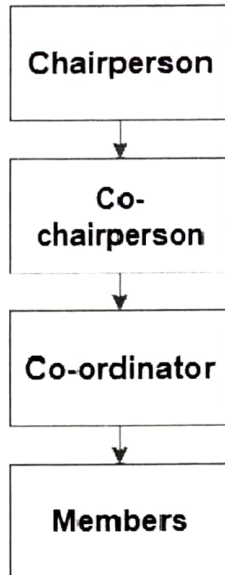
- To tailor development and sensitization programmes to meet the distinct needs of the students
- To expedite legal redressal in matters of violation of equal opportunity.

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 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.

Committee Manuals

Hierarchy of Positions:



Staff Advisory members of Equal Opportunity Cell for the Academic Year 2020-21:

S/N	Name	Designation	Department	Position	Signature
1	Prof. Nage Gowda K	Principal	Commerce	Chair Person	
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	
3	Mr. Rakshith Kesari	Assistant Professor	English	Coordinator	
4	Mr. Arun Kumar K	Assistant Professor	Commerce	Member	
5	Mr. Shiva Kumar	Manager	Administration	Member	

Principal

PRINCIPAL
M. T. FIRST GRADE COLLEGE # 05
W. T. 1st Stage, 1st floor
Post Office, Mysore

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

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 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 19th September 2019 in the college premises in collaboration with Rotary club of South-east Mysore.

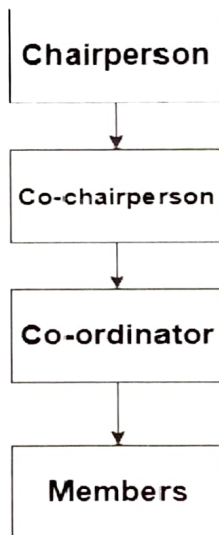
Objectives

- 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.

Hierarchy of Positions:



Committee Manuals

Staff Advisory members of Rotaract club for the Academic Year 2020-21:

S/N	Name	Designation	Department	Position	Signature
1	Prof. K NageGowda	Principal	Commerce	Chairperson	<i>K Nage Gowda</i>
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	<i>Chandrajith M</i>
3	Mr. Puneeth	Assistant Professor	Commerce	Coordinator	<i>Puneeth</i>
4	Mrs. Meghana	Assistant Professor	Computer Science	Member	<i>Meghana</i>
5	Mr. Manohar	Assistant Professor	Commerce	Member	<i>Manohar</i>

K Nage Gowda

Principal

PRINCIPAL

M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 009

Youth Red Cross Cell

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

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 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:

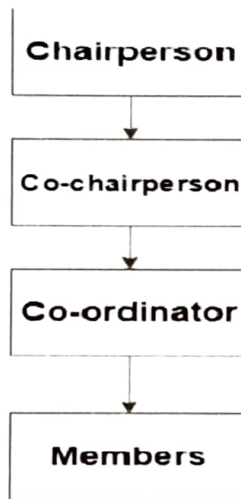
- To prevent human suffering by promoting and strengthening humanitarian principles and assist without any discrimination.
- To inculcate the noble thought of volunteerism as nothing stronger and greater than the heart of a volunteer.
- To maintain and promote human dignity and peace around.

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:



Staff Advisory members of Youth Red Cross Committee for the Academic Year 2020-21:

S/N	Name	Designation	Department	Position	Signature
1	Prof. K NageGowda	Principal	Commerce	Chairperson	<i>K Nage Gowda</i>
2	Dr. Chandrajith M	Vice-Principal	Computer Science	Co-Chairperson	<i>Chandrajith M</i>
3	Shri N R Manjunath	Trustee	Management	Member	
4	Mr. Aravind	Assistant Professor	Computer Science	Coordinator	<i>Aravind</i>
5	Mrs. Varshini	Assistant Professor	Commerce	Member	<i>Varshini</i>
6	Mrs. S P Sunitha	PG Coordinator	MCom	Member	<i>S.P. Sunitha</i>

K Nage Gowda
Principal

PRINCIPAL

M.I.T. FIRST GRADE COLLEGE

5, 20/1, 2nd Stage, Mysuru

Fort Mohal, Page 56