

**Late Shri Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science,
Yashvant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts.
(VIVA College)
NAAC Accredited (CGPA 2.69)**

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
YEAR 2017-18**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Late Shri Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science,
Yashvant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts.

1.2 Address Line 1

Viva College Road,

Address Line 2

100 ft road

City/Town

Bolinj , Virar (W)

State

Maharashtra

Pin Code

401303

Institution e-mail address

principal@vivacollege.org

Contact Nos.

0250-2515275/76

Name of the Head of the Institution:

Dr. A. P. PANDEY

Tel. No. with STD Code:

9168072770

Mobile:

9867368517

Name of the IQAC Co-ordinator:

Mrs. Prajakta P. Paranjape

Mobile:

7738101031

IQAC e-mail address:

iqac@vivacollege.org

1.3 NAAC Track ID (*For ex. MHCOGN 18879*)

MHCOGN 19737

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

*This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC(SC)/12/A&A/9.1 Dated – February19,2016

1.5 Website address:

www.vivacollege.org

Web-link of the AQAR:

<http://www.vivacollege.org/AQAR2017-18.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.69	2016	2021
2	2 nd Cycle	--	--	--	--
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC : DD/MM/YYYY

07-01-2016

1.8 AQAR for the year (for example 2010-11)

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 16-17 submitted to NACC on (03-07-2018) (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College ☐ Yes ☒ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☐ UGC 12B ☐

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐

PEI ☐ (Phy. Edu.) ☐ TEI (Edu) ☐ Engineering ☐

Health Science ☐ ☒ Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held Total No.

2.11 No. of meetings with various stakeholders: Faculty Non-Teaching
Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. University research convention.
2. Digital Advertising.
3. Public lecture on Science and religion.
4. Career Options & Guidance.
5. Literature & Humanities.
6. Animation
7. Health and Diet
8. Safety and Disaster Management.

2.14 Significant Activities and contributions made by IQAC

1. Quality Benchmarks for Academic & Administrative Activities for the year 2017-2018 submitted to Principal's Office in June 2017.
2. Marking the Occasion of the Birthday of President of the Trust 3rd Oct 2018 as Blood Donation Day along with NSS, NCC and DLLE Departments.
3. Involvement of teaching and non-teaching staff in extra-curricular activities.
4. Orientation program for fresher's of degree courses was conducted.
5. Career guidance and placement cell was strengthened.
6. Orientation Program for the faculty "NAAC" way-forward.
7. More avenues for students to engage in sports activities.
8. Participation from stakeholders.
9. Enhancement of library resources and their usages.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

1. Carryout Seminars/Workshops/ Industrial and Educational visits as a part of academic curriculum	<ol style="list-style-type: none">1) 19 Seminars/Workshops were conducted during the year2) 29 Industrial visits were conducted outside the classroom.3) 8 Orientation sessions were conducted for the fresher's.4) 03 Orientation sessions were organized for NSS, NCC, DLLE students.
---	--

<p>2. nabling participation of teaching, non-teaching staff and students in extra-curricular activities.</p>	<ol style="list-style-type: none"> 1) Literary presentation of P.K. Atre's literature. 2) Co-existence with nature a talk show 3) Quiz competition, poster making competitions, debate competition, documentary screening, Voice- modulation programs were organized . 4) Orientation Program for the faculty "NAAC" way-forward 5) Organized Maharashtra Times Carnival where esteemed Marathi actress Manasi Naik guided and encouraged the students for dance 6) 50th Yuva Mahotsav organized by university of Mumbai students participated in 42 events and the college squired 4th Rank among 267 colleges along with many gold medals.
<p>3. Strengthened carrier guidance and placement cell.</p>	<ol style="list-style-type: none"> 1) ersonality development programme 2) hoosing your specialization programme 3) arrier guidance sessions 4) orkshop on How to prepare for interviews. 5) ampus drive for placement by Sharekhan and ICICI prudential Life insurance.
<p>4. Avenues for students to engage in sports activities</p>	<ol style="list-style-type: none"> 1) articipation at University level in 15 activities 2) articipation at Virar Kala-Krida Mahotsav in 03 activities and first rank at five places. 3) articipation at Vasai Kala-Krida Mahotsav in 03 activities and bagged Nine Gold and Two silver medals. 4)

	<p>articipation at YMCA athletics meet</p> <p>5)</p> <p>articipation at Plagher District athletics association.</p> <p>6)</p> <p>articipation at Vasai- Colts cricket tournament.</p>
<p>5.</p> <p>takeholders</p> <p>Participation</p>	<p>1)</p> <p>rientation programme for SEM I Students of professional courses was conducted.</p> <p>2)</p> <p>riterion wise data was compiled to be entered in the AQAR.</p> <p>3)</p> <p>reparation of Academic Calendar and Departmental calendar for Quality Enhancement.</p> <p>4)</p> <p>reparation of academic calendar 17-18 and monitored various programmes organized as per given schedule.</p> <p>5)</p> <p>Alumni Meet' was conducted.</p> <p>6)</p> <p>arents teacher meeting was conducted.</p> <p>7)</p> <p>A Lab equipped with 50 computers was assigned for CAP for University Examinations where 400 teachers reported.</p>
<p>6.</p> <p>Enhancem</p> <p>ent of library resources</p> <p>and their usages.</p>	<p>1)</p> <p>AS bulletin</p> <p>2)</p> <p>ibrary scholar card</p> <p>3)</p> <p>ducational movie screening</p> <p>4)</p> <p>ust read desk</p> <p>5)</p> <p>heme based book exhibition</p> <p>6)</p>

	library resources on android app. 7) R code to access the library page on college website.
--	--

2.16 Whether the AQAR was placed in statutory body yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

1. Library is digitized.
2. Student Creativity Centre is initiated under the banner of ‘**Saksham**’
3. Faculty Development Programme on Mentoring was conducted.
4. Increase in the number of PhD holders.
5. Reduced the instances of students practicing Unfair means during the examinations.
6. Nurturing traditions and celebration of festivals in the college.

Proposed Plan for Development

1. Two Days National Conference
2. Medicinal plants Garden & Kitchen Garden.
3. Classrooms for new courses
4. Enhancing employability by introducing additional interdisciplinary programme.

Part --- B

Criterion – I

I. Curricular Aspects

1.1 Detail About academic programmes

Level of the Programme	No.of Existing programmes	Number of Programmes added during the Year	No. Of Self Financing Programmes	Number of Value added / Career Oriented programmes
PhD	-	-	-	-
PG	13	00		
UG	19	00	09	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				

Total	32	00	09	-
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the curriculum : CBCS/Core/Elective option /Open options **CBCGSS**

(ii) Pattern of Programmes:

Pattern	No. Of Programmes
Semester	All programmes
Trimester	
Annual	

1.3 Feedback from stakeholders:* Alumni

Parents

Employers

(On all Aspects)

Students

☒

Mode of feedback: Online

☒

Manual

Co-operative school (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision / update of Regulation or syllabi, if yes mention their salient aspects.

Syllabus is updated after every 3 years by the University Authorities (Board Of Studies) and the same is implemented in affiliated colleges & Institutions. Faculty members have active involvement in framing the syllabus.

Following staff members were members of syllabus revision or framing committee

1. Mrs. Prajakta Paranjape
2. Dr. Deepa Verma
3. Dr. Rohan Gavankar

1.5 Any new Department / Centre introduced during the year: If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
119	119	--	--	--

2.2 No. of permanent faculty with Ph.D.

14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	3								

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

20

123

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	05	01
Presented	27	21	01
Resource Persons	01	02	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

VIV

- The College continues to adopt innovative teaching and learning processes such as ICT enabled lectures, Group Discussions, Field Visits, Debates, Quiz Contest, Case Studies, Sample Surveys, Industrial Visits, Film Screening, Use of YouTube videos, Paper presentations by students, Review of research papers etc.,
- Sponsoring faculty members for undertaking research
- Guiding students to present papers at regional/state/national level seminars
- Use of ICT in teaching learning process
- Teacher's study materials [soft copy-power point/PDF presentation] are shared with student
- Teaching faculty and students are encouraged to use latest technology such as LCD, internet, etc., in the teaching learning process

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination,

Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions).

The College implements the following examination/evaluation reforms initiated by the University:

- Examination forms are pre-checked by the faculty members so as to avoid any mistakes in the Hall Tickets
- Bar Coded answer-books are being used for the Vth and VIth Semester of third year classes of all courses
- Photocopy of answer-books are provided as per the norms of the university.
- In-house printing of question papers as per university guidelines.
- Masking for Revaluation of answer books.
- Centralised CAP for First & Second year classes for all the courses
- The institution is also OSM centre for evaluation of papers online as directed by the university.

Some departments of the institution carry out the following:

- Presentations for Post-Graduate students as part of evaluation
- Brainstorming Sessions after prelims where students with the help of teachers analyse constructively drawbacks in Practical's & Theory exam

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

SR. NO.	Classes	Total Students Appeared	GRADE 'O'	GRADE 'A'	GRADE 'B'	GRADE 'C'	GRADE 'D'	GRADE 'E'	Reserve	Total Students Pass	Total Students Fail	% Result College
1	T. Y. B. A. (Entire Eco) (Sem - VI)	50	3	16	12	10	1	0	0	42	8	84.00%
	T. Y. B. A. (Eco. His.) (Sem - VI)	75	0	7	12	12	6	0	1	38	37	50.67%
	T. Y. B. A. (His. PS.) (Sem - VI)	147	1	7	25	44	23	0	11	111	36	75.51%
2	T. Y. B. M.M. (Advertising) (Sem - VI)	101	0	1	9	24	17	1	3	55	46	54.46%
	T. Y. B. M.M. (Journalism) (Sem - VI)	54	0	1	11	14	5	0	2	33	21	61.11%
3	T. Y. B. Com (Sem - VI)	1498	5	147	342	362	111	3	171	1141	357	76.17%
4	T. Y. B. C. A. F. (Sem - VI)	290	1	121	70	10	0	0	0	202	88	69.66%
5	T. Y. B. C. B. I. (Sem - VI)	141	0	36	51	35	1	0	6	129	12	91.49%
6	T. Y. B. F. M. (Sem - VI)	110	1	17	34	19	0	0	18	89	21	80.91%
7	T. Y. B. M. S. (HR) (Sem - VI)	65	0	10	13	15	7	0	0	45	20	69.23%
	T. Y. B. M. S. (MKT) (Sem - VI)	74	0	2	10	19	13	0	0	44	30	59.46%
	T. Y. B. M. S. (FIN) (Sem - VI)	89	0	14	21	23	5	0		63	26	70.79%
8	T. Y. B. Sc. (Physics) (Sem - VI)	20	2	4	3	1	0	0	2	12	8	60.00%
9	T. Y. B. Sc. (Chemistry) (Sem - VI)	129	5	22	40	1	0	0	0	68	61	52.71%
10	T. Y. B. Sc. (Botany) (Sem - VI)	34	6	8	1	0	0	0	1	16	16	50.00%
11	T. Y. B. Sc. (Zoology) (Sem - VI)	31	3	17	7	0	0	0	1	28	3	90.32%
12	T. Y. B. Sc. (Maths) (Sem - VI)	23	1	6	2	1	0	0	0	10	13	43.48%
13	T. Y. B. Sc. (Inf. Technology) (Sem - VI)	254	0	13	42	26	3	0	55	139	115	54.33%
14	T. Y. B. Sc. (Computer Science) (Sem - VI)	77	0	4	13	9	1	0	0	27	50	35.06%
15	T. Y. B. Sc. (Bio-Tech) (Sem - VI)	63	6	18	12	0	0	0	0	36	27	57.14%
16	T. Y. B. Sc. (Bio-Chem) (Sem - VI)	29	0	9	6	1	0	0	0	16	13	55.17%
17	T. Y. B. Sc. (HS) (Sem - VI)	96	0	16	33	24	8	0	4	85	11	88.54%

18	M. A. (Sem. - II)*	21	--	--	--	--	--	--	--	18	3	85.71%
	M. A. (Sem. - IV) *	23	--	--	--	--	--	--	--	23	0	100.00%
19	M. Com. (Sem. - II) *	149	--	--	--	--	--	--	--	102	47	68.46%
	M. Com. (Banking & Finance) (Sem. - IV) *	49	--	--	--	--	--	--	--	45	4	91.84%
	M. Com. (Accountancy) (Sem. - IV) *	52	--	--	--	--	--	--	--	41	11	78.85%
20	M. Sc. (Physics) (Sem. - II)		--	--	--	--	--	--	--	0	0	
	M. Sc. (Physics) (Sem. - IV)	18	0	7	5	0	0	0	4	16	2	88.89%
21	M. Sc. (Computer Science) (Sem. - II)	18	0	2	6	2	0	0	0	10	8	55.56%
	M. Sc. (Computer Science) (Sem. - IV)									0	0	
22	M. Sc. (Information Technology) (Sem. - II)	39	0	13	16	0	0	0	0	29	10	74.36%
	M. Sc. (Information Technology) (Sem. - IV)	39	0	12	12	0	0	0	4	28	11	71.79%
23	M. Sc. (Bio-Technology) (Sem. - II)	42	0	19	13	0	0	0	0	32	10	76.19%
	M. Sc. (Bio-Technology) (Sem. - IV)	42	0	22	10	0	0	0	0	32	10	76.19%
24	M. Sc. (Bio-Analytical) (Sem. - II)	23	0	14	8	0	0	0	0	22	1	95.65%
	M. Sc. (Bio-Analytical) (Sem. IV)	19	0	13	6	0	0	0	0	19	0	100.00%
25	M. Sc. (E.V.S.) (Sem. - II)	12	0	5	6	0	0	0	0	11	1	91.67%
	M. Sc. (E.V.S.) (Sem. - IV)	16	0	12	3	0	0	0	1	16	0	100.00%
26	M. Sc. (Chemistry) (Sem. - II) (Organic)	23	0	10	2	0	0	0	0	12	11	52.17%
	M. Sc. (Chemistry) (Sem. - II) (Analytical)	22	0	5	5	0	0	0	0	10	12	45.45%
27	M. Sc. (Organic Chemistry) (Sem. -IV)	18	0	5	9	0	0	0	0	14	4	77.78%
28	M. Sc. (Analytical Chemistry)	23	0	4	6	0	0	0	0	10	13	43.48%

	(Sem. - IV)											
* - Grades are not mentioned in the consolidated marksheet												

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes?

- Composition of IQAC has the Principal, Management representatives, Senior faculty, HODs various meetings are conducted to plan the academic activities in the college.
- Coordinators are appointed to keep a vigil on daily teaching schedule.
- IQAC implements Feedback system effectively to monitor and evaluate the teaching learning process.
- IQAC analyses Subject-wise result and suggest corrective measures for improvement.
- IQAC encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.
- IQAC discusses future plans of the institution and prepare a road map for quality assurance and enhancement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	01
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	18
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled	Number of positions filled temporarily

			during the Year	
Administrative Staff	50	--	--	25
Technical Staff	38	--	--	04

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC encourages all the teaching staff members of all departments to carry out research activities.
- IQAC proposes to the management to give financial aid for the research.
- IQAC encourages students participation in university organized research convention Avishkar
- IQAC organizes seminars where existing faculties are motivated to pursue PhD.
- IQAC proposes to the Principal and Management to provide various facilities to staff perusing PhD such as-
 1. Duty leave
 2. Laboratory availability or accessibility
 3. Relaxation in workload
 4. ICT enabled services
 5. Financial aid

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	Nil	02	Nil

Outlay in Rs. Lakhs	39,000/-	Nil	Rs. 60000/-	Nil
---------------------	----------	-----	-------------	-----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	05	
Non-Peer Review Journals			
e-Journals	02	02	
Conference proceedings	19	07	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration	Name of the	Total grant	Received
-----------------------	----------	-------------	-------------	----------

	Year	funding Agency	sanctioned	
Major projects	-	-	-	-
Minor Projects	2017-18	University of Mumbai	60000/-	NIL
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			65000/-	NIL

3.7 No. of books published i) With ISBN No. ii) Without ISBN No.

Chapters in Edited Books

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/fund

3.9 For colleges Autonor CPE DBT Star Scheme
INSPIR CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	----	----	----	---
Sponsoring agencies	---	-----	----	----	---

3.12 No. of faculty served as experts, chairpersons or resource persons

07

3.13 No. of collaborations

International

2

National

2

Any other

3.14 No. of linkages created during this year:

--

3.15 Total budget for research for current year in lakhs:

From funding agency

--

Management of University/College

--

Total

--

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist.	College
05	---	05	---	---	---	---

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

- -

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

--

SRF

--

Project Fellows

--

Any other

--

3.21 No. of students Participated in NSS events: University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Sr. No.	Activity Name	No. of Students/ Beneficiaries	Description	Date
1.	"One day Trip to City"	70	DLLE department in collaboration with RSS, held an activity where in students of Bhalivali Village were on "One day Trip to City".	10/10/2017
2.	National Achievement Survey	80	The students were selected as Field Investigator for investing the implementation government programme at school level. The students were given training by the officials.	13/11/2017
3.	MY VISION-CORRUPTION FREE	80	DLLE Department with Central Bank celebrated Observes Vigilance Awareness week, the topic for the same was	30/10/18

	INDIA			
4.	Registration of Voters	100	Activity was taken up by students and the student helped for registration of new voters in their locality.	15/12/2017

NSS Activities:

1. Jivdani Mandir Duty: Crowd controlling at the time of Navratrotsav by NSS volunteer from 21 September 2017 to 01st October 2017. **Volunteers 60.**
2. On 03rd October 2017 Blood Donation Camp with Nair Hospital Blood Bank organized by VIVA NSS unit at New VIVA Campus 230 Bottles Collected. No. of **Volunteers: 170.**
3. On 03rd October 2017 Blood Donation Camp with J.J Hospital Blood Bank organized by VIVA NSS unit with LIONS Club at Vasai station 100 Bottles Collected No. of **Volunteers: 40.**
4. ISR Activity on 03rd December 2017, Vande Mataram Andh Apang Sevabhavi Sanstha, Saphale along with VIVA college NSS unit has organized “Samuhik Vivah Sohala” No. of **Volunteers: 50.**
5. On 10th December 2017 our NSS volunteers has volunteer for the ‘Vasai-Virar Mayor’s Marathon’ No. of **Volunteers: 230.**
6. On 24th March 2018 our NSS volunteers activity participated in management of “Foundation day” celebrated by Vande Mataram Andh Apang Sevabhavi Sanstha No. of **Volunteers: 50.**
7. Tungareshwar Mandir Duty (Mahashivratri): Crowd controlling by NSS volunteers leaded by Forest Department on 12th February 2018 No.of.**Volunteers:120.**

NCC ACTIVITIES.

- 1 Tree Plantation on 18 June 2017, planted 20kg Kaju seeds at Kargil nagar mountain, Virar East by **30 NCC Cadets**.
- 2 Blood Donation Camp on 3rd Oct 2017 at Old Viva College campus with event partner Sarla blood bank with the participation of **38 NCC Cadets** we collected 89 units of blood from Donor's.
- 3 Jivdani Temple duty conducted from 21st sept to 30th sept 2017 for Navratra crowd management, daily **10 cadets** were allotted duties from morning 6 am to 4 pm.
- 4 15th August Independence Day Celebration **50 cadets** participated under the leadership command of **SUO. HEENA PARVIN MULLA**.
- 5 Conducted Rally on Rashtriya Ekta Divas(31st Dec 2017) at surrounding area of Virar East Police Station along with other police mitra, **18 NCC Cadets** supported rally for the motto of Unity Developing among people.
- 6 VASAI – VIRAR MAYOR'S MARATHON on 10th Dec 2017 covering the area from Virar New Viva College to Vasai various area in which **30 SD Cadets** and **20 SW Cadets** of NCC actively managed different activities of marathon.
- 7 Maharashtra Times Carnival on 17th Nov 2017 at New Viva College Atrium, **15 SD Cadets** looked after crowd and guest for success of the event.
- 8 Annual Day Discipline Maintenance Duty on 23rd and 24th December 2017 at old viva college **15 SD and 15 SW Cadets** managed and maintained 100% discipline.
- 9 Inauguration day 26th Dec 2017 of Vasai Kala Krida our NCC **15 SD and 15 SW Cadets** represented Viva College NCC Unit, which was the Best Drill of the ground lead by PC CSM RAKESH KHAKAM at Chimaji Appa Ground at Vasai Gaon.
- 10 Raising Day on 4th Jan 2018 at Virar East police station our **15 SD and 10 SW Cadets** actively attended lecture to learn how to operate different Arm & Ammunition and situation handing under different emergency circumstances, Policemen's also shared their experiences.
- 11 Fire Safety and Awareness demonstration presented by Fire officers on 25th Jan 2018 at viva college seminar hall under the presence of principal and vice-principal this live demo was attended by **33 SD and 23 SW NCC Cadets**.
- 12 26th Jan Republic Day celebration 2018 at New Viva College, Rifle Parade was led by SUO. RAMAN DHOPTE and Band Parade under the leadership of ADM JUO AMIT TAMORE.

- 13 On the occasion of ONE FOR ALL on 31st Jan 2018 at NSCI DOME- Worli our **17 SD NCC Cadets** attended this huge event under the presence of ARMY OFFICERS and gave tribute to Real Heroes of Nation.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (SQ. FT)	1838651	--	Trust	1838651
Class rooms	114	--	Trust	114
Laboratories	08	--	Trust	08
Seminar Halls	02	01	Trust	03
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	--	--	--	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	5493608/-	3426022/-	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

- Library is computerized with the help of LMS (Learning Management System) in-house software.
- Library activities like cataloguing, circulation and OPAC (Online Public Access Catalogue) are performed with the help of computers.
- Barcode scanners are used in circulation section.
- OPAC Software is user friendly and students can search the collection by author-wise, title-wise, subject-wise or call number-wise. It is also available on VIVA College student's portal.
- VIVA college has developed a mobile app. through which students can access and browse the library collection.
- Library has 20 computers with internet connection of 10 mbps speed. Staff and students can access the internet during the working hours of the library.
- The library is a member of INFLIBNET's N-List E-resources consortium.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Reference Books	20008	8573121.03	709	388743.7	20717	8961864.73
Text Books	23162	2534611.96	4392	547857	27554	3082468.96
**E-Books	N-LIST consortium	34350	N-LIST consortium	35400	N-LIST consortium	35400
*Journals	43	75853	40	72890	40	72890
*Magazines	30	33217	28	26260	28	26260
**E-Journals	N-LIST consortium	0	N-LIST consortium	0	N-LIST consortium	0
Digital Database						
CDs	252	133189.94	--	--	252	133189.94
Others						
Map	32	2220	19	2350	51	4570

** Please note that E-Books and E-Journals are Subscribed under INFLIBNET N-LIST Consortia.

* Journals & Magazines are Subscribed every year. Therefore quantity cannot be brought for next year.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	303	206	32 mbps 1:1 ratio	---	---	08	--	--
Added	--	--	--	--	--	--	--	--
Total	303	206	32 mbps 1:1 ratio	--	--	08	--	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up- gradation (Networking, e-Governance etc.)

- Campus is Wi Fi enabled & free access to all the students is provided after securing necessary identity information

4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	12.27
iii) Equipment's	8.20
iv) Others	8.54
Total :	33.48

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC Monitors the Following Student Support Services

- Updates on Notice boards & College Websites to ensure active participation by Students in various activities.
- College provides EARN & LEARN facility to the needy & deserving Students.
- Student Counselling Cell
- Computer facilities
- Internet facilities
- Health Care Facilities
- Photocopy & printing
- Banking facility
- Audio Visual room For BMM Students
- Online Grievance Redressal System
- Playing of the National Anthem during Morning Assembly.
- Student Orientation Programmes for First Year students
- Health Hygiene & POS For Students.
- To Inculcate Extra Curricular Activities for the Holistic Development of the Students Cultural & Sports Activities are Encouraged by the IQAC.

5.2 Efforts made by the institution for tracking the progression

- The **Viva Student Council (VSC)** provides support & gives wide publicity to the activities & services provided by the Institution to all the students.
- The records are meticulously maintained by each Committee.
- Suggestion Boxes are provided.
- Committee Meetings are held on regular basis.
- Preparation of Academic Calendar for Quality Sustenance & Enhancement.
- Fully Operative Online Admission process.
- Feedback mechanism for Students' feedback.
- Active Career Guidance & Placement Cell.

5.3 (a) Total Number of students UG 11081 PG 710 PhD Nil Others Nil

Men

No	%
6087	51.62

Women

No	%
5704	48.38

(b) No. of students outside the state

91

(c) No. of international students

NIL

Last Year (2016-17)

General	SC	ST	OBC	Physically Challenged	Total
8557	777	162	2055	11	11551

This Year (2017-18)

General	SC	ST	OBC	Physically Challenged	Total
8221	744	179	2647	19	11791

Demand ratio 2.1

Dropout %: < 5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The Career Guidance & Placement Cell organises various Lectures to Support the Students and update them regarding the Available & Upcoming career Opportunities.
- No Activities for Academic year 2017-18.

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc.	-	ate PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

Student counseling

“Personality development and counseling committee”

MS Manisha Dewarde is the counselor appointed by the institution. In the academic year 2017-18, counseling has been provided to **27** students.

In addition to this FIVE workshops have been conducted:

1. “Peace Making” by Brahmakumari Ms. Sarita on 18.09.17
2. “7 Essentials for Mental Health” by Ms. Manisha Bhosale on 26.09.17
3. “Share & Care” by Ms. Sunitha Nair
4. “Finding Happiness & Success Together” by Prof. Suraj Wadhwa on 15.03.18
5. “How To Appear Effectively for Interview” by Prof. Vaikhari Patil on 16.03.18

Total Beneficiaries = 140

No. of students benefitted

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	250	39	—

5.8 Details of gender sensitization programmes

01

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	22	280,530
Financial support from government	1200	17,312,118
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

28

Sr. No.	Event	Date	No. of Participants	Place
1	Tree Plantation	09/07/2017	120	Shirgaon Village, Virar (E)
2	Library Cleaning	02/08/2017	40	Library, VIVA College
3	Pond Cleaning	06/09/2017	20	Ram Mandir Talav, Virar (W)
4	Crowd Management (Jivdani Temple)	21/09/2017 to 30/09/2017	340	Jivdani Temple, Virar (E)
5	Swacchata Hi Sewa	24/09/2017	8	Z.P. School, Virar (W)
6	Road Safety Awareness	25/09/2017	30	VIVA College Ground
7	Swacch Bharat Abhiyaan	26/09/2017	60	Arnala Beach, Virar (W)
8	HIV/AIDS Awareness	27/09/2017	100	AV Room, VIVA College
9	Gender Sensitisation	28/09/2017	100	AV Room, VIVA College
10	Organ Donation	29/09/2017	200	VIVA College
11	Voter Awareness Drive	30/09/2017	60	VIVA College
12	Gandhi Jayanti – Cleanliness Drive	02/10/2017	80	Virar Railway Station
13	Blood Donation Drive	03/10/2017	140	Gymkhana, VIVA College
14	Disaster Management Training	13/10/2017	150	Seminar Hall, VIVA College
15	Physical Fitness Training & Importance	13/10/2017	150	Seminar Hall, VIVA College
16	100 Steps with the Unsighted	16/10/2017	19	Palghar
17	National Unity Day Rally	31/10/2017	50	Virar
18	Blood Donation Drive	26/11/2017	30	Police Station, Virar (E)
19	Road Safety	30/11/2017	145	Seminar Hall, VIVA

				College
20	HIV/AIDS Awareness	02/12/2017	130	VIVA College
21	National Marathon Duty	10/12/2017	160	Virar-Vasai
22	Yoga Training	26/12/2017 to 30/12/2017	20	VIVA College
23	Crowd Management (Jivdani Temple)	01/01/2018	35	Jivdani Temple, Virar (E)
24	Legal Matter & Rules	06/01/2018	125	Seminar Hall, VIVA College
25	Youth on Nation Development	12/01/2018	100	Seminar Hall, VIVA College
26	National Voter's Day	25/01/2018	120	VIVA College
27	Tungareshwar Volunteering	13/02/2018	80	Tungareshwar, Vasai (E)
28	Mahamitra Awareness	15/02/2018	42	VIVA College

5.13 Major grievances of students (if any) redressed:

No major grievances have been reported.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION- VIVA College strives to create excellent platform of growth for students with its infrastructure facilities to give birth to an era of Active Alert and Competitive Generation

MISSION- Our mission is to provide quality education to students. To teach them the value of education and make them believe in the education system.

6.2 Does the Institution has a management Information System

Yes,

- The college has automated office management system, academic portal is also been created which manages activities like admissions, internal assessments, accounts and student grievances.
- Students are allotted with student's portal from where they get access to academic and administrative activities.
- Separate staff portal is created where the staff members are given access to academic and administrative work.
- Decision making process is done with the help of participative management.
- Various committee meetings as well as staff meetings held at regular intervals to ensure smooth conduct of academic and administrative work.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The IQAC ensures development of quality teaching through ICT based teaching in certain courses.
- Some Faculty members are active participants of syllabus revision committee constituted by University of Mumbai.
- Staff members attends workshops organised by other colleges on syllabus revision.

6.3.2 Teaching and learning

- Departmental meetings are held on regular basis to ensure proper feed-back and timely completion of curriculum.
- Qualified , young and energetic staff
- Deputation of students and teachers for workshops, seminars and conferences.
- Remedial lectures, student counselling and test are conducted on regular basis.
- LCD projector, Maps, Charts are used while teaching.

6.3.3 Examination and Evaluation

- College follows rules and regulations laid down by the University of Mumbai for examination.
- Examination committee integrates examination activities with academic calendar for smooth conduct of examination.
- Transparency is maintained in evaluation process and students are regularly informed regarding examination time table, results, photo copy of answer book, re-evaluation etc.
- Students are inducted about examination pattern during the first year by conducting orientation programme.

6.3.4 Research and Development

- Two minor projects funded University are carried out.
- College gives support for research activities by sanctioning duty leaves, encouraging faculty members to present paper in various conferences.
- Appropriate funds allocated in budget to research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Well-equipped library with sufficient books, journals, periodicals and e-resources.
- Computer laboratory with high speed internet facility.
- Seminar hall
- Conference room
- Audio Visual room
- Gym khana
- Canteen
- Well-equipped science laboratory
- Specious parking lot

6.3.6 Human Resource Management

VIVA CO

- The managing committee motivates the staff for actively participating in administrative, curricular and co-curricular activities.
- Review of the required teaching and non-teaching staff is done by managing committee and accordingly appointments are made through systematic process.
- Faculty feedback is taken on regular basis and they are motivated for future enrichment

6.3.7 Faculty and Staff recruitment

- As per guidelines from managing committee for recruitment and selection appointment of staff members is done.
- Interviews are conducted through advertisement in newspaper for inviting applications from qualified candidates.
- To evaluate teaching skills demonstration lectures are conducted.

6.3.8 Industry Interaction / Collaboration

- Assigning projects to students that require interaction with industry
- Co-ordinating with industry for arranging internships and campus recruitment drives.
- Experts are invited from industries for delivering lectures.
- Industrial visits are arrange for students to know actual working environment

6.3.9 Admission of Students

- For admission purpose guidelines of University of Mumbai is followed from time to time.
- Notices are displayed in College as well as on websites to inform about admission procedure to the students.
- Enquire counter is setup where teachers guide students in admission process.
- The ERP system is used to manage admission for all undergraduate and postgraduate programmes.
- College has tie-up with Vasaai Vikas Sahakari Bank Ltd. Whereby bank official is present in the campus to collect the fees.
- Online payment system is activated for convenience of students.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Contributory Provident fund • Maternity leave • Special medical facility • Study leave
Non teaching	<ul style="list-style-type: none"> • Contributory Provident fund • Maternity leave • Special medical facility
Students	<ul style="list-style-type: none"> • Book bank facility • Appointment of counsellor • Earn and learn scheme • Governmental free-ship for caste students. • Fee concession to needy students from management. • Hostel Facility for girls

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

☒ Yes ☐ No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Examination policies are followed according to the guideline and circulars of University of Mumbai.
- Principal, custodians and chairman of examination attend various workshops organized by university on examination reforms.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- Interaction with alumni takes place through annual meetings.
- Suggestions are invited from the alumni's for betterment of college.

6.12 Activities and support from the Parent – Teacher Association

- Parents meet is conducted to inform regarding various policies of the college, parents feedback and suggestions are encouraged.
- Department wise Parents Teachers meet is conducted

6.13 Development programmes for support staff

- Support staff is guided by the IT in-charges to smoothly carry out admission, enrolment and examination process
- Support staff are encouraged to study further and upgrade their ICT skills
- Some of the committees in college also involve non-teaching staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation programs are undertaken by NSS at various occasion
- Information is communicated to the teachers through their college email-id, which helps in minimising the use of paper
- Classrooms are well ventilated which helps in saving electricity during the day time

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Deputation of Professor in charge- for administration.
2. CAS Bulletin – quarterly bulletin by library for upgraded information within that time span
3. Online fee collection.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Two new courses introduced in faculty of commerce as planned.
2. IQAC conducted quality related seminars, activities & workshops

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Title of practice: Earn while you learn “helps the students to enhance their job skills & meet their financial requirement.
2. Title of practice: Online application facility for admission.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

1. Coastal cleaned up drive during Ganpati Utsav
2. No plastic zone.
3. Plantation of trees on barren hills.

7.5 Whether environmental audit was conducted?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Green Audit is conduct	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:

- Increasing number of qualified faculties.
- Young, Energetic, and highly skilled teaching staff.
- Strong Infrastructural development.
- Strong NCC & NSS unit

Weaknesses:

Opportunities:

- To encourage number of college level courses on a wide range of subjects.
- To patent of our ideas & inventions.
- To cater socio-economic diversity of the learners.

Challenges:

- It is a great job to give comprehensive learning to vernacular medium students
- Management of huge number of student's strength.

7.7 Plans of institution for next year

1. Introduction of new courses
2. Increase the emphasis on Research.



Name : Mrs. Prajakta Paranjape

Signature of the Coordinator, IQAC



Name: Dr. A.P. Pandey

Signature of the Chairperson, IQAC