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.
NAAC Accredited (CGPA 2.69)

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

YEAR 2016-17

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. R. D Bhagat

Tel. No. with STD Code:

9168072770

Mobile:

9619046071

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/AQAR2016-17.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	1st Cycle	B	2.69	2016	2021
2	2nd Cycle	--	--	--	--
3	3rd Cycle	--	--	--	--
4	4th Cycle	--	--	--	--

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

07-01-2016

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

2016-2017

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

  i. AQAR _____ _____ (DD/MM/YYYY)4
  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   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

| UGC-Special Assistance Programme | NO | DST-FIST | NO |

| UGC-Innovative PG programmes | NO | Any other (*Specify*) | — |

| UGC-COP Programmes | NO |

2. IQAC Composition and Activities

2.1 No. of Teachers   09

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and   01

   community representatives

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   17

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: TotalNo. 15 Faculty 10

Non-Teaching 01 Staff Students Alumni 01 Others 03

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. | 21 | International ☐   National ☐   State ☐   Institution Level | 21 |

(ii) Themes

1.	Syllabus Revision.
2.	Career Options & Guidance.
3.	Literature & Humanities.
4.	Digitization.
5.	Commerce & Entrepreneurship Development.
6.	Counseling & Gender Sensitization.
7.	Mentoring.

2.14 Significant Activities and contributions made by IQAC

1. Quality Benchmarks for Academic & Administrative Activities for the year 2016-2017 submitted to Principal's Office in June 2016.

2. Marking the Occasion of the Birthday of President of the Trust 3rd Oct 2017 was observed as Blood Donation Day along with NSS department.

3. IQAC organized Faculty development programme at the institutional level where 200 staff members were benefited.

4. Introduced Three new courses Two under Graduate and one post graduate was started in the year 16-17 with the Affiliating University.

5 A Bulletin of Library'CAS' Current Awareness Services

6. AISHE Database was prepared.

7. Supporting the Pradhan Mantri Swach Bharat abhiyaan 6000 students downloaded the Swachata app to inform Municipal Corporation regarding unattended waste.

8. Introduced Teachers Handbook to ensure teaching plan submitted and actual work done can be monitored & analyzed.

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) **DIGITIZATION**	1) Introduced Online admission process including filling up of admission form upto Generation of fee receipt.
	2) Initialized Online attendance system for science faculty on a pilot study basis.
	3) 'CAS' Bulletin of Library.
	4) AISHE Database prepared.
	5) E-File and E-mail system to promote a paperless office.
	6) Examination reforms were conducted by the affiliating University and On Screen Marking(OSM) for SEM V & VI papers was introduced.
	7) A Lab equipped with 50 computers was assigned for CAP for University Examinations where 400 teachers reported..

2) MINIMIZING ENVIRONMENTAL DEGRADATION	1) As a vision of our President the structure of the building is designed in such a manner that sunlight directly enters into the classrooms thereby reducing dependency on electricity. 2) Students Celebrate Ganesh Utsav by preparing a Murti/Idol from Recycled paper and also the decoration is Environment Friendly. 3) Tree plantation drive was carried out along with NCC volunteers and an NGO on Jivdani Mata Hills 4) Gradual replacement of new light Fixtures with LED fixtures. 5) Minimal use of paper and plastic. 6) Maximising the use of Paper Files for Reports and projects taken from the students prohibit the use of plastic files . 7) M.Sc. Course on Environmental Science with 20 Students.

3) DEVELOPMENT PROGRAMMES FOR STAFF FACULTY AND STUDENTS	1) Three New courses Two under Graduate and one post graduate. 2) Faculty development programme at the institutional level was conducted where 200 staff members attended. 3) Teachers are encouraged to attend various conferences, seminars for faculty improvement and funds are provided by the management. 4) Library arranges for movie screenings regularly for the staff and students 5) Various activities are organized by the committees for staff and students. 6) Counselling Centre conducted student oriented activities.(VIBE) 7) Staff picnic was organized with many stress relieving activities. 8) Suggestion boxes were installed. 9) Health centre facilities improved/ added. 10) Self-appraisal forms from staff members were filled.

4) FULFILLING SOCIAL RESPONSIBILITIES	1) Marking the Occasion of the Birthday of President of the Trust 3rd Oct was observed as Blood Donation Day along with NSS department.
	2) Supporting the Pradhan Mantri Swach Bharat abhiyaan 6000 students downloaded the Swachata app to inform Municipal Corporation regarding unattended waste.
	3) Volunteering for Mayor's Marathon a Mega event of VVCMC.
	4) Arnala Beach cleaning drive after Ganesh Visarjan .
	5) Managing & Monitoring the crowd during Navratri Festivals at Jivdani Mandir.
(5) PARTICIPATION FROM STAKEHOLDERS	1) Criterion wise data was compiled to be entered in the AQAR.
	2) Preparation of Academic Calendar and departmental calendar for Quality Enhancement.
	3) Preparation of academic calendar 16-17 and monitored various programmes organized as per given schedule.
	4) 'Alumni Meet' was conducted.
	5) Orientation programme for SEM I Students of professional courses was conducted.
	6) Parents teacher meeting was conducted.

(6) QUALITY ENHANCEMENT	1) CAS bulletin of the library showing the various resources available.
	2) Introduced Teachers Handbook to ensure teaching plan submitted and actual work done can be monitored & analyzed.
	3) Authentication of annual teaching plan was monitored by filling the monthly progress reports throughout the academic year.
	4) An Advanced feedback mechanism is in place with due needs and requirements

* Attach the Academic Calendar of the year as Annexure.

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. RO Water Purifying System was Installed

2. Wending machine Installed

Proposed Plan For Infrastructure Development

1. Digitization of library.

2. Medicinal plants Garden & Kitchen Garden.

3. Student Creativity Centre.

4. Two Days National Conference

Part – B

CRITERION – I

CURRICULAR ASPECTS

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	12	01	--	--
UG	17	02	09	---
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	29	03	09	---

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	--
Annual	--

1.3 Feedback from stakeholders Alumni ☑ Parents ☑ Employers ☐ Students ☑
(On all aspects)

Mode of feedback   : Online ☐ Manual ☑ Co-operating schools (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 three years by the University Authorities (B.O.S.) and the same is Implemented in Affiliated Colleges & Institutions. Many Faculties members have active involvement in framing the syllabus.

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

> **Yes. Three (3)** New Courses have been started this Academic Year. 2 Undergraduate & 1 Post Graduate. The Details are as follows.
>
> **B Com. In Financial Management., B Com.in Investment Management**
>
> **M Com. In Business Management.**

CRITERION – II

<u>TEACHING, LEARNING AND EVALUATION</u>

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
188	188	nil	Nil	

2.2 No. of permanent faculty with Ph.D.

10

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
39	NIL	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty   17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	04	05	--
Presented papers	08	17	
Resource Persons	00	04	--

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

- The college continues to adopt the innovative teaching and learning process such as
  ICT enabled lectures,
  Group discussions,
  Field Visits,
  Debate, Quiz,
  Case Study,
  Sample Survey,
  Industrial Visits,
  Film Screening,
  Paper Presentation,
  Review of Research Papers Etc.
- Sponsoring faculty members for undertaking research
- Guiding students to present papers at regional/ state/ national level seminars
- Teacher's study materials [soft copy-power point/PDF presentation] are shared with students.
- Teaching faculty and students are encouraged to use latest technology such as LCD, internet, etc., in the teaching learning process
- Institution conducts remedial classes and diagnostic tests for slow learners based on that it adopts teaching strategies to improve the level of learning.
- For advance learners, the institution encourages them to take part in research projects and presentation of papers at various levels.
- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- 24X7 Wi-Fi enabled campus providing for technology access.
- Well-equipped Internet Resource Centre and computer lab.

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

| 182 |

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 at all levels
- In-house composing and printing of question papers
- Masking for Revaluation of Lower classes
- Centralised CAP for First & Second year classes for all the courses
- The institution is also OSM centre for evaluation of papers.

Apart from this few departments of the institution carry out the following:

- Brainstorming Sessions after prelims where students with help of teachers analyse constructively drawbacks in Practicals & Theory exam (Botany, Biotechnology & Biochemistry).

    Presentations for Post-Graduate students as part of evaluation.

2.9 No. of faculty members involved in curriculum
      (restructuring/revision/syllabus) development
       as member of Board of Study/Faculty/Curriculum Development workshop

05	--	--

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme/Classes	Total Students Appeared			Total Students Pass			PERCENTAGE
	Male	Female	Total	Male	Female	Total	
SEMESTER V							
T. Y. B. A. (Entire Eco)	9	25	34	7	15	22	64.71
T. Y. B. A. (Eco. His.)	11	15	26	5	7	12	46.15
T. Y. B. A. (His. PS.)	70	104	174	46	85	131	75.29
T. Y. B. M.M. (Advertising)	46	36	82	34	25	59	71.95
T. Y. B. M.M. (Journalism)	22	12	34	8	9	17	50.00
T. Y. B. Com	719	794	1513	446	526	972	64.24
T. Y. B. C. A. F.	115	142	257	94	115	209	81.32
T. Y. B. C. B. I.	43	83	126	32	58	90	71.43
T. Y. B. F. M.	63	53	116	38	32	70	60.34
T. Y. B. M. S. (HR)	8	32	40	6	23	29	72.50
T. Y. B. M. S. (MKT)	53	16	69	38	8	46	66.67
T. Y. B. M. S. (FIN)	52	53	105	37	32	69	65.71
T. Y. B. Sc. (Physics)	16	6	22	14	6	20	90.91
T. Y. B. Sc. (Chemistry)	65	37	102	42	19	61	59.80
T. Y. B. Sc. (Botany)	3	10	13	0	7	7	53.85
T. Y. B. Sc. (Zoology)	11	15	26	9	14	23	88.46
T. Y. B. Sc. (Mathematicss)	1	4	5	0	3	3	60.00
T. Y. B. Sc. (Information Technology)	162	60	222	35	25	60	27.03
T. Y. B. Sc. (Computer Science)	40	10	50	9	8	17	34.00
T. Y. B. Sc. (Biotechnology)	22	33	55	13	21	34	61.82
T. Y. B. Sc. (Biochemistry)	9	5	14	8	5	13	92.86
T. Y. B. Sc. (Hospitality Studies)	80	12	92	72	12	84	91.30
M. A. (Sem. - I)	12	15	27	6	9	15	55.56

M. A. (Sem. - III)	2	19	21	2	14	16	76.19
M. Com. (Sem. - I)	38	88	126	26	74	100	79.37
M. Com. (Sem. - III) (Banking & Finance)	8	29	37	7	27	34	91.89
M. Com. (Sem. - III) (Accountancy)	27	30	57	20	24	44	77.19
M. Sc. (Sem. - I) (Physics)	10	11	21	4	3	7	33.33
M. Sc. (Sem. - III) (Physics	8	9	17	3	4	7	41.18
M. Sc. (Sem. - I) (Computer Science)	9	8	17	5	7	12	70.59
M. Sc. (Sem. - III) (Computer Science)	6	6	12	4	5	9	75.00
M. Sc. (Sem. - I) (Information Technology)	29	11	40	17	8	25	62.50
M. Sc. (Sem. - III) (Information Technology)	13	16	29	8	11	19	65.52
M. Sc.(Sem. - I) (Biotechnology)	9	35	44	9	30	39	88.64
M. Sc.(Sem. - III) (Biotechnology)	15	25	40	11	22	33	82.50
M. Sc. (Sem. - I) (Bioanalytical Sciences)	10	11	21	7	11	18	85.71
M. Sc.(Sem. - III) (Bioanalytical Sciences)	9	10	19	9	8	17	89.47
M. Sc. (Sem. - I) (E.V.S.)	4	14	18	4	14	18	100.00
M. Sc.(Sem. - III) . (E.V.S.)	3	11	14	3	11	14	100.00
M. Sc. (Sem. - I) (Chemistry)	10	33	43	6	12	18	41.86
M. Sc. (Sem. - III) (Organic Chemistry)	9	15	24	4	4	8	33.33
M. Sc. (Sem. - III) (Analytical Chemistry)	12	11	23	6	6	12	52.17

Title of the Programme/Classes	Total Students Appeared			Total Students Pass			% Result College
	Male	Female	Total	Male	Female	Total	
SEMESTER VI							
T. Y. B. A. (Entire Eco)	9	25	34	7	15	22	64.71%
T. Y. B. A. (Eco. His.)	11	15	26	5	7	12	46.15%
T. Y. B. A. (His. PS.)	70	104	174	46	85	131	75.29%
T. Y. B. M.M. (Advertising)	46	36	82	34	25	59	71.95%
T. Y. B. M.M. (Journalism)	22	12	34	13	6	19	55.88%
T. Y. B. Com	719	794	1513	489	545	1034	68.34%
T. Y. B. C. A. F.	115	142	257	94	115	209	81.32%
T. Y. B. C. B. I.	43	83	126	32	58	90	71.43%
T. Y. B. F. M.	63	53	116	38	32	70	60.34%
T. Y. B. M. S. (HR)	8	32	40	6	23	29	72.50%
T. Y. B. M. S. (MKT)	53	16	69	38	8	46	66.67%
T. Y. B. M. S. (FIN)	52	53	105	37	32	69	65.71%
T. Y. B. Sc. (Physics)	16	6	22	14	6	20	90.91%
T. Y. B. Sc. (Chemistry)	65	37	102	42	19	61	59.80%
T. Y. B. Sc. (Botany)	3	10	13	3	5	8	61.54%
T. Y. B. Sc. (Zoology)	11	15	26	9	14	23	88.46%
T. Y. B. Sc. (Mathematicss)	1	4	5	0	3	3	60.00%
T. Y. B. Sc. (Information Technology)	162	60	222	45	23	68	10.36%
T. Y. B. Sc. (Computer Science)	40	10	50	9	8	17	34.00%
T. Y. B. Sc. (Biotechnology)	22	33	55	13	21	34	61.82%
T. Y. B. Sc. (Biochemistry)	9	5	14	7	5	12	85.71%
T. Y. B. Sc. (Hospitality Studies)	80	12	92	65	12	77	83.70%

M. A. (Sem. - II)	12	15	27	6	9	15	55.56%
M. A. (Sem. - IV)	2	19	21	2	14	16	76.19%
M. Com. (Sem. - II)	34	72	106	29	59	88	83.02%
M. Com. (Sem. - IV) (Banking & Finance)	8	29	37	8	24	32	86.49%
M. Com. (Sem. - IV) (Accountancy)	27	30	57	9	18	27	47.37%
M. Sc. (Sem. - II) (Physics)	10	11	21	3	6	9	42.86%
M. Sc. (Sem. - IV) (Physics)	8	9	17	3	5	8	47.06%
M. Sc. (Sem. - II) (Computer Science)	9	8	17	3	7	10	58.82%
M. Sc. (Sem. - IV) (Computer Science)	6	6	12	2	6	8	66.67%
M. Sc (Sem. - II) (Information Technology)	29	11	40	18	9	27	67.50%
M. Sc. (Sem. - IV) (Information Technology)	13	16	29	8	12	20	68.97%
M. Sc.(Sem. - II) (Biotechnology)	9	35	44	9	30	39	88.64%
M. Sc.(Sem. - IV) (Biotechnology)	15	25	40	11	22	33	82.50%
M. Sc. (Sem. - II) (Bioanalytical Sciences)	9	9	18	9	8	17	94.44%
M. Sc.(Sem. - IV) (Bioanalytical Sciences)	8	10	18	8	10	18	100.00%
M. Sc. (Sem. - II) (E.V.S.)	5	14	19	4	10	14	73.68%
M. Sc.(Sem. - IV) . (E.V.S.)	3	9	12	2	5	7	58.33%
M. Sc. (Sem. - II) (Chemistry)	10	33	43	3	6	9	20.93%
M. Sc. (Sem. - IV) (Organic Chemistry)	9	15	24	2	10	12	50.00%
M. Sc. (Sem. - IV) (Analytical Chemistry)	12	11	23	2	4	6	26.09%

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

- The Principal, Management representatives, Senior faculty, HODs are part of IQAC.+
- Authorities keep a vigil on daily teaching schedule.
- Feedback system is implemented effectively to monitor and evaluate the teaching learning process. Through direct contact with the students and by obtaining their feedback.
- Subject-wise result analysis is done regularly and corrective measures are taken for improvement.
- The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.
- Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement.
- Teachers' Performance Based Appraisal System (PBAS) forms are evaluated by IQAC.

2.13 Initiatives undertaken towards faculty development   01

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	19
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	34
Others (FDP)	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	54	Nil	nil	16
Technical Staff	40	--	--	07

CRITERION – III

RESEARCH, CONSULTANCY AND EXTENSION

Criterion – III

3. Research, Consultancy and Extension

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

> ➢ The staff is Motivated to present their Research Work in the Conferences , Seminars , & also to Publish their research work in the Research Journals / Proceedings.
>
> ➢ Students are motivated to carry out research activities and to present their research work in various research meets and University Research convention- AVISHKAR.
>
> ➢ Faculties are encouraged to pursue their PhDs and the College also provides relaxation in workload and duty leave for carrying out research.
>
> ➢ Duty leave is also granted to faculties for attending conferences, workshops etc.
>
> ➢ Financial assistance is provided by the management of the college.
>
> ➢ IQAC organised a lecture By Dr Sujata Dhopte to promote Research Climate Among the students.
>
> ➢ Industrial Visits , Guest Lectures Study Tours are organised to promotr Research Activity In the Institution.
>
> ➢ IQAC provides guidance for Organisisng Seminars , Woerkshops at Institutional Level to keep the Updates in Research Area.
>
> ➢ Special leaves are Sanctioned for Course work, Conferences , & Seminars.
>
> ➢ Project work is Assigned to Third Year & PG Students for Practice Towards Reaseach work.

3.2   Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3   Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number	NIL	NIL	01	NIL
Outlay in Rs. Lakhs	NIL	NIL	0.4 L	NIL

3.4   Details on research publications

	International	National	Others
Peer Review Journals	05	04	
Non-Peer Review Journals			
e-Journals			06
Conference proceedings	12	17	

3.5 Details on Impact factor of publications:

Range   0.3- 1   Average   0.5   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 Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-17	University of Mumbai	40000	00
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			40000	00

3.7 No. of books published   i) With ISBN No.   05   Chapters in Edited Books   02

ii) Without ISBN No.   Nil

3.8 No. of University Departments receiving funds from

UGC-SAP NA   CAS NA   DST-FIST NA

DPE NA   DBT Scheme/funds NA

3.9 For colleges   Autonomy Nil   CPE Nil   DBT Star Scheme Nil

INSPIRE Nil   CE Nil   Any Other (specify) Nil

3.10 Revenue generated through consultancy   1,25,000/-

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   10

3.13 No. of collaboration   International 00   National   Any other 08

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs :   0.5

From Funding agency   ==   From Management of University/College   50,000

Total   50,000

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
00	--	--	--	--	--	--

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

00

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

00

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

JRF 00   SRF 00   Project Fellows 00   Any other 00

3.21 No. of students Participated in NSS events:

University level 06   State level 02

National level 02   International level 00

3.22 No. of students participated in NCC events:

University level 00   State level 10

National level 10   International level 00

3.23 No. of Awards won in NSS:

University level [00]   State level [02]

National level [00]   International level [00]

3.24 No. of Awards won in NCC:

University level [00]   State level [00]

National level [00]   International level [00]

3.25 No. of Extension activities organized

University forum [00] College forum [02]

NCC [08]   NSS [10]   Any other [00]

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

Sr. No.	Activity Name	No. of Volunteers	Description	Date
1	Blood Donation	277	123 blood units were collected in association with Nair Blood Bank & 17 Blood units to Sarla Blood Bank	26/08/2016
2	Tree Plantation	250	550 saplings were planted near Manor National Highway	09/07/2016
3	Notebook Distribution	50	2000 books were distributed at Z.P. School, Bhatane	15/09/2016
4	Swacch Bharat Abhiyan	80	Virar railway station was cleaned along with Railway personal	02/10/2016
5	Voter ID Registration	50	586 new voter Id forms were filled	22/06/2016
6	Jivdani Duty	300	During auspicious Navratri festival, volunteers did crowd management duty for 10 days	02/10/2016
7	7 day Residential Camp	150	• Dam construction • Soak pit construction • Tree plantation • Cleanliness drive	26/06/2016 to 03/12/2016

8	AIDS Awareness Rally	250	Rally was carried out along with posters and slogans near Viva campus	01/12/2016
9	Marathon Duty	150	Volunteers helped in crowd management	11/12/2016
10	Blood Donation	100	118 blood units were collected in association with Nair Blood Bank	24/01/2017
11	INDEPENDENCE DAY :-	NCC cadets	Parade and National integration -Awareness	15/01/2016
12	TREE PLANTATION	20 cadets.	Tree plantation was held in Matunga. 50 plants were planted.	27/08/2016
13	NCC DAY CELEBRATION:-		NCC day was Celebrated in New VIVA COLLEGE CAMPUS. Cadets showed their talent, shared their feelings in front of staff and students.	26/11/2016

Criterion – IV

INFRASTRUCTURE AND LEARNING RESOURCES

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	84	--	Trust	84
Laboratories	08	--	Trust	08
Seminar Halls	01	--	Trust	01
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	--	--	--	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	4493608/-	1036022/-	--	--
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 cataloging, circulation and OPAC (Online Public Access Catalogue) are performed with the help of computers.

- Barcode scanner 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
Text Books	19454	20828442.7	2038	253472.65	21492	2336315.38
Reference Books	18989	8665148.9	806	410188.96	19795	9075337.81
e-Books	97000	15000	135000	34350	135000	49350
Journals						
e-Journals	6000	Nil	6000	Nil	6000	Consortia
Digital Database						
CD & Video	232	118039	19	14290.94	251	132329.94
Others (specify) Maps & Charts Periodicals	28 138	0 126933	4 153	2220 102576	32 153	2220 102576

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	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 informaion

4.6 Amount spent on maintenance in lakhs :

i) ICT

--

ii) Campus Infrastructure and facilities

--

iii) Equipments

12,66272

iv) Others

854956

Total : 2121228

Criterion – V

STUDENT SUPPORT AND PROGRESSION

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
- "Nate Maitriche " Speech by Vivek Kashikar on Gender Sensitization
- NSE Consumer Guidance Programme.
- Health Hygiene & POS For Students.
- Stress management Workshop for students.
- PPT Competition Interdepartmental held to Inculcate use of ICT.
- Motivational speech for students by Brahmakumaris.
- To Create awareness about Institutional Social responsibility Students Visit for Motivating & Helping Differently Baled Children to **Nirdhar Pratishtan.**
- 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) gives wide Publicity of the activites & 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 timely.
- Preparation of Academic Calendar for Quality Sustenance & Enhancement.
- Fully Operative Online Admission process.
- Feedback from Students.
- Active Career Guidance & Placement Cell.

5.3 (a) Total Number of students   UG 10894   PG 657   PhD   Nil   Others Nil

Men

No	%
5965	51.6

Women

No	%
5586	48.4

(b) No. of students outside the state

60

(c) No. of international students

NIL

Last Year

General	SC	ST	OBC	Physically Challenged	Total
8266	752	150	2031	15	11199

This Year

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

Demand ratio 2.07   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.
- Apart from this Lectures on Subject Specialization Seminars & other Workshops are Organised.

No. of students beneficiaries

234

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | -

IAS/IPS etc. | 4 | State 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 present academic year, from June 2016 till date detail counseling has been provided to 15 students

A. In addition two workshops have been conducted

  1. 'Be in present' on 02-8-16 by MS Manisha Dewarde (No of student 91)
  2. 'Exam Anxiety and fear of failure' by MS Rashmi Sawant on 31-8-16
  3. A poster making competition was organised on 9-12-16 on' stress in student life'
       (68 student participated in it.)

B. Career Guidance 'Career guidance and Placement cell '

       A workshop on 'opportunities in CA ' was conducted by ICAI [institute of chartered accountants of India] The main speaker was MR U.P Agarwal (Ex-president of ICAI 2009-10

No. of students benefitted

126

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	250	38	__

5.8 Details of gender sensitization programmes

A guest lecture was organized by WDC (Women Development Cell) on how not to get confused between **'Friendship' and 'Sexual Attraction** ' on 12-8-17 The lecture was delivered MR Vivek.Kashikar.

Issued related with 'Pornograph, Women Development and Women Self-Defense were also discusses in the lecture.

NO of student attended =140

5.9 Students Activities

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

State/ University level   12   National level   09   International level   --

No. of students participated in cultural events

State/ University level   30   National level   05   International level   --

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

Sports : State/ University level   12   National level   09   International level   --

Cultural: State/ University level   30   National level   02   International level   --

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	28	328674
Financial support from government	839	10709245
Financial support from other sources	110	867680
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 --

SR.No.	EVENT	DATE	No. of Participants	Place
01	Jivdani mandir Navratri festival	01/10/16 to 12/10/16	30	Virar (E)
02	Road safety	17/10/16	42	Virar
03	Tree Plantation	01/07/16	108	Manor Palghar
04	Aids awareness rally	01/12/16	48	Virar (W)
05	Handicapped person mass wedding	03/12/16	52	Palghar
06	Swaccha Bharat Abhiyan	02/10/16	25	Virar railway station
07	Blood Donation drive	26/08/16	231	College Campus
08	Swachha Bharat Swachha Viva	14/08/16	60	College Campus
09	Guidence seminar on Student Development	06/12/16	119	College Campus

5.12   No. of social initiatives undertaken by the students   **09**

5.13 Major grievances of students (if any) redressed: **No major grievances have been reported**

CRITERION – VI

GOVERNANCE LEADERSHIP AND MANAGEMENT

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
>
> - Participative management is encouraged in the college whereby information flows and decision making processes are channeld through all key stakeholders of the College.
> - The suggestions given by the Management Committee, Principal, teaching and non-teaching staff are implemented by the various administrative offices, under the leadership and guidance of the Principal.
> - The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department.
> - Regular meetings of the Staff members are held to discuss and decide on matters relating to academics and administration.
> - For the smooth and effective functioning of the College, interactions with stakeholders comprising of faculty, parents, alumni and the students, are regularly organized.
> - Feedback received from faculty, students, alumni and other stake-holders are considered for continuous review and revision which are relevant to the changing needs of higher education.
> - The Official Gmail ID given to all staff members ensures timely dissemination of information to relevant people.

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

6.3.1 Curriculum Development

• Though the curriculum for various courses are prescribed by the University of Mumbai, some of the faculty members are there in the syllabus framing committees and have made a significant contribution in framing of the syllabi.

• Faculty members are encouraged to participate in workshops organized to discuss the framing of the syllabi of various courses.

6.3.2 Teaching and Learning

To improve quality of teaching and learning, the strategies are:

- Regular departmental meetings are held for proper allocation of syllabus.

- Detailed guidelines for attracting & retaining good faculty members.

- State of the Art infrastructure and learning resources are available.

- Conducive work environment.

6.3.3 Examination and Evaluation

• Rules and regulations regarding examinations as laid down by the University of Mumbai are followed.

• The internal examinations help to estimate the conceptual clarity of the learners in different courses.

6.3.4 Research and Development

- Funds are provided in the budget for research .
- Faculty members are encouraged to participate in faculty development programs, research methodology workshops etc.
- Teachers are encouraged to enroll for Ph. D.
- Subscription to various e-resources are made through the library.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library has a vast collection of e-resources, books and journals.

- A well-equipped multi-media facility is made available to staff and students.

- The Library Committee meets regularly to frame policies about the use of library resources.

- A book exhibition is organized for the benefit of students, staff and the local community.

- The College has well equipped computer laboratory with high speed broad band connectivity.

- Seminar hall, Conference room, Audio Visual room and well equipped classrooms are available.

6.3.6 Human Resource Management

- Management committee reviews the existing position of teaching and non-teaching staff and makes appointments through systematic procedure.

- New recruits are guided by Principal, Head of department and senior faculty members to enhance their capabilities.

- For smooth flow of academic and non-academic work proper hierarchy of authority is followed.

6.3.7   Faculty and Staff recruitment

• Appointment of staff members is done according to the guidelines form by the managing committee for recruitment and selection.

• Advertisement inviting applications from qualified candidates are published in newspaper and interviews are conducted.

• Demonstration lectures are conducted to evaluate the teaching skills of the candidate.

6.3.8   Industry Interaction / Collaboration

• Attracting experts from industry to teach on a visiting basis

• Assigning projects to students that require interaction with industry

• Inviting experts from industry for delivering talks.

• Coordinating with industry for arranging internships and campus recruitment drives.

6.3.9   Admission of Students

• The College follows the guidelines issued by the University of Mumbai and the Government from time to time.

• All details pertaining to admissions are displayed on the College website and on banners in college premises.

• Separate Enquire counter is setup for assisting students in admission process.

• The ERP system is used to manage admission for all undergraduate and postgraduate programmes.

• Admission process is streamlined to minimize the waiting time for parents and students.

• College has tie-up with Vasai Vikas Sahakari Bank Ltd. whereby bank official is present in the campus to collect the fees.

6.4 Welfare schemes for	Teaching	• Contributory Provident fund • Maternity leave • Special medical facility
	Non teaching	• Contributory Provident fund • Maternity leave • Special medical facility
	Students	• Book bank facility • Appointment of counselor • Earn and learn scheme • Governmental free-ship for caste students. • Fee concession to needy students from management

6.5 Total corpus fund generated

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	No	No
Administrative	No	No	No	No

6.8 Does the University/ Autonomous College declares 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?

Being an Affiliated College, all University guidelines are strictly adhered to and College uses the ERP system to streamline examinations.

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

Not Applicable

6.11 Activities and support from the Alumni Association

• College has alumni association under this association alumni committee is framed. Alumni committee undertakes the responsibility of conducting annual meet wherein the alumni gives various suggestions for development of college.

• Alumni students have donated books to the library.

6.12 Activities and support from the Parent – Teacher Association

• Though there is no formal Parent Teachers association, a parent teachers meet is conducted in several occasions where parents and teachers can interact with each other.

• Parent teachers meet is conducted to inform the parent regarding different college policies such as examination, attendance.

6.13 Development programmes for support staff

• The College has always encouraged the non-teaching staff to pursue further studies.

• Support staff is also involved as committee members in some of the important committees.

• Programs are arranged in the college for development of support staff are encouraged to widen the horizons of their knowledge by participating in workshops and seminars.

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

- Students Celebrate Ganesh Utsav by preparing a Murti/Idol from Recycled paper and also the decoration is Environment Friendly.
- Tree plantation drive was carried out along with NCC volunteers and an NGO on Jivdani Mata Hills
- Gradual replacement of new light Fixtures with LED fixtures.
- Minimal use of paper and plastic.
- Maximising the use of Paper Files for Reports and projects taken from the students prohibit the use of plastic files .

CRITERION – VII

INNOVATIONS AND BEST PRACTICES

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

<div style="border:1px solid black; padding:10px;">

1) Introduced Online admission process including filling up of admission form upto Generation of fee receipt.

2) Initialized Online attendance system for science faculty on a pilot study basis.

3) 'CAS' Bulletin of Library.

4) AISHE Database prepared.

5) E-File and E-mail system to promote a paperless office.

6) Examination reforms were conducted by the affiliating University and On Screen Marking(OSM) for SEM V & VI papers was introduced.

7) A Lab equipped with 50 computers was assigned for CAP for University Examinations where 400 teachers reported..

</div>

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

<div style="border:1px solid black; padding:10px;">

1. RO Water Purifying System was Installed.

2. Wending machine Installed.

</div>

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

> 1. 'Earn while you learn' helps the students to enhance their job skills & meet their financial requirement.
>
> 2. Online application facility for admission.
>
> 3. Registration fee is sponsored by the management for the faculty to present paper in the Conference /seminars/symposia.
>
> 4. Remedial class arrangement for weak students.
>
> 5. Mentoring system maintain by all departments.
>
> 6. Management provides individual scholarship for outstanding students.
>
> 7. Doctors are invited to sensitize students on women related health problem
>
> 8. Placement cell

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

7.4 Contribution to environmental awareness / protection

> 1) As a vision of our President the structure of the building is designed in such a manner that sunlight directly enters into the classrooms thereby reducing dependency on electricity.
>
> 2) Students Celebrate Ganesh Utsav by preparing a Murti/Idol from Recycled paper and also the decoration is Environment Friendly.
> 3) Tree plantation drive was carried out along with NCC volunteers and an NGO on Jivdani Mata Hills
>
> 4) Gradual replacement of new light Fixtures with LED fixtures.
>
> 5) Minimal use of paper and plastic.
>
> 6) Maximizing the use of Paper Files for Reports and projects taken from the students prohibit the use of plastic files .
>
> 7) M.Sc. Course on Environmental Science with 20 Students.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

   Green Audit is conducted

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

> 1. Enlightened & liberal management.
> 2. Co-educational institution.
> 3. Multi-disciplinary stream of curriculum.

7.7 Plans of institution for next year

> Proposed Plan For Infrastructure Development
>
> 1.   Digitization of library.
>
> 2.   Medicinal plants Garden & Kitchen Garden.
>
> 3.   Student Creativity Centre.
>
> 4.   Two Days National Conference

Name _____   *Name* _____
_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*