



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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
Name of the head of the Institution	Dr. A. P. Pandey
Designation	Principal(in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02502515276
Mobile no.	9867368517
Registered Email	principal@vivacollege.org
Alternate Email	contact@vivacollege.org
Address	VIVA College Road, 100 Ft. Road, Bolinj
City/Town	Virar (W)
State/UT	Maharashtra



IQAC		
Communication Skill Development	29-Aug-2018 1	75
Stress Management	20-Oct-2018 1	60
Collaborative National conference	20-Apr-2019 1	245
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- Enhancing Teaching capability through ICT
- Collaborative National Conference
- Enrichment Activities
- Laboratory Upgradation
- Community Outreach Program and Institutional Social Responsibility

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
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Submission of AQAR	AQAR of academic Year 2016 2017 was submitted on 3rd July 2018 and AQAR of 2017 2018 was submitted on 29th December 2018.
Capacity building of Staff through ICT	Four Days Staff Development Programme on ICT skills for Library Staff was conducted by the ICT Club from 12th December 2018- 15th December 2018 for enhancement of professional skills resulting in upgradation and digitization of library. Program on "Awareness of Open Educational Resources" was conducted by Dr. Rohan Gavankar & Dr. Deepa Verma to integrate the OERS into daily teaching.
Collaborative National Conference	Being the first National Conference, teaching staff could learn to collaborate, Plan, execute and thereby enhance the professional skill.
To plan enrichment Activities viz seminars, workshops, expert talks etc.	Avishkar Research Convention Training for students resulting in better participation and winning a Prize at University Level. Teaching staff getting more focused and oriented in their teaching activity. Activities in collaboration with VIVA Institution for Behavioural enhancement (VIBE) resulting in our students becoming more aware and equipping them to face challenges in life.
To conduct Community Outreach Programmes and ISR activities	Making our students responsible citizens of the future by conducting Blood Donation camp, Tree plantation drive, Beach cleaning activities, distribution of essential commodities to the needy.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Management	16-Jun-2021

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2018
Date of Submission	19-Dec-2018
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The entire campus is WiFi enabled. The institution has invested resources in development of custom designed software through VIVA Software Solutions (VSS). Our software platform is server based and is modular and robust. The technologies used are .Net framework and Android studio for smooth operation of the MIS. Admission: Online registration of students has helped us to create a database which is helpful in generating merit list. On confirmation of admission each student gets system generated Unique Student ID number which helps students to access the college portal. Administration: The system helps to retrieve record of the students in excel format which reduces manual work related to preparation of roll call and record of students. Staff Portal: Each staff member is provided with Unique staff login ID and a GSuite email account to access the college portal for determining the eligibility during admissions, printing roll call list and complete access to student information. The login ID helps the staff to create their own professional profile. Examinations: The system allows for uploading examination Timetables, notices, marks data entry, generation of consolidated gazettes, marksheet generation and result display. This system allows each student to access their results online through their student portal. Library: Library automation is carried out using LMS (inhouse software). Library can be accessed through OPAC. Accounts: All financial records like fee collection, daily expenses, salary, etc is maintained through Tally ERP 9 Software. Notices are uploaded on the website for easy access to all the stake holders. Data retrieval is easy and robust which helps the institution to provide information as and when required. Staff members can easily share, store, access data using Google</p>

Drive which has unlimited storage. This entire system helps not only to save time but also develop a sense of accountability by minimizing the use of paper.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our College is affiliated with the University of Mumbai and follows the curriculum prescribed by the University. The principal conducts meetings with all the faculty members at the beginning and end of a term for Curriculum distribution, conduction of various programs, seminars and examinations. Departmental level meetings are also held at the start and end of a term where the staff members are allocated topics of which they develop a teaching plan, and accordingly the workload is distributed. The college prepares its academic calendar based on the guidelines set by the university. Orientation for newly joined students is conducted at the departmental level to make the students acquainted with the college and the curriculum. Every department submits a tentative activity calendar at the start of the academic year with a tentative financial budget which they try to adhere to. These activities enhance and supplement the syllabus plan. The Activities conducted by various departments are methodologically broadcast within the college premise and also on the college website to promote methodological documentation and openness of participation to all. Besides the traditional course delivery methods, the faculty also conducts assignments, case studies, sports visits and industrial visits to keep the students on pace with the current trends. Internal assessments are conducted at regular intervals to keep track of the improvement of the students. Portion completion records are maintained by the staff. Remedial lectures are conducted for the students who could not perform well in the examination after the declaration of results as per the requirements of various departments. The college has a practice of inviting experts for lecture delivery and workshops so that the student obtains knowledge beyond syllabus boundaries. Departments have a practice of maintaining detailed records of student's attendance, class tests, assessments, participation in extracurricular activities etc., for the all-around evaluation of the students. The college has a well-equipped library and subscribes to numerous journals for both students and faculty. The college also subscribes to E-journals and INFLIBNET. A record of the students and faculties using the numerous library facilities is maintained by the Librarian. Besides the college library, some of the departments also have their departmental library which the students and teachers are motivated to use. Some teachers are members of the Board of Studies and Syllabus revision committees of the university which serves as a positive control that curriculum-related grievances of students and teachers are conveyed. The college also encourages staff to attend workshops, seminars, syllabus revision meetings, Faculty Development Programmes, etc., for updating their knowledge on their subject. The institution also conducts an Internal Academic Audit at the end of every academic year which helps to ensure quality regarding curriculum planning and delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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NIL

NIL

Nil

0

NA

NA

**1.2 – Academic Flexibility**

## 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Hotel and Hospitality administration	28/07/2018
BA	Culinary Arts	28/07/2018
BA	Film Television and New Media Production (FTNMP)	28/07/2018
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## 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English, Economics, History, Political Science, Mass Media	18/06/2018
BSc	Botany, Chemistry, Physics, Zoology, Mathematics, Biochemistry, Biotechnology, Information Technology, Hospitality Studies, Computer Science	18/06/2018
BMS	HR, Marketing, Finance	18/06/2018
BCom	Commerce, Accounting & Finance, Banking & Insurance, Financial Markets, Financial Management, Investment Management	18/06/2018
MA	Economics	18/06/2018
MCom	Accountancy, Banking & Finance, Business Management	18/06/2018
MSc	Biotechnology, Organic Chemistry, Analytical Chemistry, Bioanalytical Sciences, Computer Science, Environmental Sciences, Physics, Information Technology	18/06/2018
BA	Film Television and New Media Production (FTNMP)	28/07/2018

## 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate

Diploma Course

Number of Students

Nil

Nil

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Make Your own Herbaria	12/11/2018	20
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Hospitality Studies	72
<a href="#">View File</a>		

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)**Feedback Obtained**

The purpose of the feedback system is to provide a framework for obtaining, summarizing, and documenting information on student and stakeholder perceptions of the quality and effectiveness of the curriculum for use in program evaluation, accreditation, and other academic quality assurance processes and activities. The feedback obtained on curriculum and curriculum delivery is analysed and utilized for prospective planning of curricular and co-curricular activities in the institution. Feedback received from students is evaluated by the respective departments and is used for SWOC analysis. Teacher's feedback on the curriculum is analysed to improve the teaching-learning process and to practice need-based pedagogies for better manifestation of programme and course outcomes. Relevant and important suggestions queries with respect to curriculum are selected after appropriate scrutiny and in turn, are compiled and communicated to the BOS members and syllabus revision committee members of the affiliating University by the respective HODs/Coordinators. Besides the traditional method of feedback, classroom interactions and Principal's Email address on the college website are some of the offbeat methods that the college adopts to obtain unstructured feedback from parents and/or employers. Also, the class representatives bring forth the problems and queries of the students which are then discussed with the class teachers and department HODs/Coordinators, and desirable action is taken to solve these queries. The entire feedback exercise helps the IQAC and the management to plan strategic initiatives such as improvements in learning environment, digitization of administrative work, applying for new programs and other enrichment activities.

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

2.1 – Student Enrolment and Profile



### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics, Chemistry, Mathematics, Botany, Zoology	410	592	408
BCom	Commerce	1850	2600	1850
BA	Economics, Political Science, History, English, Psychology	410	436	406

[View File](#)

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	10777	703	259	Nil	114

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
259	114	15	25	Nil	12

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Student Mentoring system is an integral aspect of our institute as it helps us render equitable service to all students, enhance their performance, boost their morale bring out their highest potential. It is the most effective method for mitigating cases of those students who are vulnerable to stress, lack proper academic backgrounds, and also cater to slow advance learners. During the academic year 2018-19, the Student Mentoring system was designed considering the factors such as student strength and full-time teachers. Respective department Heads and coordinators appoints class teachers as mentors considering the total number of students and the total number of teachers available in the department excluding the visiting faculties if any. The mechanism followed at our institution is as follows: 1. Class teachers maintain the daily attendance record of their students, bring out the monthly defaulters list in case of defaulters, discuss corrective measures with their parents to increase the child's performance in the class. 2. They identify the slow learners or students from vernacular mediums who face difficulties in keeping up with the pace of the class design suitable teaching methods for them in discussion with the other subject teachers for example remedial lectures. 3. Advance learners are identified by analyzing their overall performance opportunities are provided to them to take part in seminars, conferences, research meets, etc. 4. Mentors regularly inform encourage the students to participate in the various curricular and co-curricular college activities, as per their interest and talent to develop them holistically. 5. The teachers inform the

students about welfare schemes available in the institute such as the earn learn program through which the needy students can study work part-time in the institute, gathering work experience and education simultaneously. 6. Project Supervisors are appointed for final year students who help them prepare their dissertations, provide career guidance show them the right direction for their future endeavors. 7. Students having any personal issues are asked to meet our in-house counselor for face to face interaction and provided assistance to solve the issues. 8. Subject teachers, course coordinators, heads of the departments are also easily accessible to the students who require the assistance of any kind. Our Institute's average teacher – student's ratio of student mentoring for the academic year 2018-19 is 1:44

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
11480	259	1:44

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
106	2	104	30	22

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NA	Nil	NA
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	1S00151	SEM -I / MARCH-2018	28/03/2018	09/05/2018
BSc	1S00151	SEM -II/ APRIL-2018	23/04/2018	13/07/2018
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

VIVA college, affiliated to the University of Mumbai, adheres to the rules and guidelines issued by the University regarding internal assessment for various subjects. The college follows university norms on CIE. for programmes in B.Sc., B.Com, and B.A (excluding Foundation Course), wherein only external evaluation is mandatory. However, these departments evaluate students continuously through various methods, as decided by the departments themselves. Internal evaluation is mandatory and part of the requirement from the university for Foundation Course in above-mentioned programmes and for all courses in self-financed and PG sections. In the year 2018-19 due to a change in the pattern of examination as per the notification from the University of Mumbai for evaluation of the B.Sc., B.Com, and B.A students was done solely on the basis of the Semester end examination. But for certain courses (like 'Foundation Course' of F.Y. and S.Y.

for B.Sc., B.Com, and B.A. Computer of T.Y.B.Com, Applied component (Paper 6 9) of Arts Department) internal assessment was done on the basis of internal test /assignment/project, etc. as per the programme course. For self-financed courses and for post-graduate courses college adheres to the guidelines issued by the University of Mumbai regarding internal assessment. The students are notified about the schedule of internal assessment through notices put on the notice board and uploaded on the college website. The students are also informed via WhatsApp groups. Some departments undertake extra activities like field projects, field visit, quiz, Short film making, research projects, assignments /oral presentations for the continuous evaluation of the students. All the grievances, issues, and difficulties related to examinations are resolved at the department level by the HOD/ program coordinator, who further takes the matter to the Examination section.

**2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

The academic calendar is prepared in accordance with the Academic Calendar given by the University of Mumbai and by consulting with various statutory departments viz. Examination, Cultural etc. The academic calendar is prepared before the commencement of the academic year, including all the important curricular and co-curricular activities. With the reference to the academic calendar individual departmental calendars are made amalgamating departmental activities with the college academic calendar. The academic year commenced in June 2018 and ended in May 2019. The results of the previous academic year were declared for Semester 2 and Semester 4 followed by the admission process from semester 3 and 5. Regular lectures commence after the admission process. Admission of Sem 1 as per University Guidelines is also done. After the admission process completes for UG as well as PG the commencement of regular lectures and practicals are engaged by the respective departments adhering to the academic calendar. Preparation of Class Timetable, Workload, Teacher Individual time table and Term wise Unit distribution is done. The teaching plan is prepared and lectures are conducted on the basis of the teaching plan. Examination starts in the month of October as per the academic calendar which includes internal, practicals, as well as theory examinations, are held for FY, SY and TY as per University schedule, which is followed by Mid Term break. After the reopening of the college for the second half sessions the regular lectures and practicals are conducted for the students. The results are declared for FY and SY by the college as per the university norms for declaration of results followed by the process of revaluation for the students which helps in maintaining transparency. The unsuccessful students fill up the form for ATKT. During the month of March, April and May examination, assessments and result preparation for the second half is carried. Also during May planning preparation for next academic year is done.

**2.6 – Student Performance and Learning Outcomes**

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://vivacollege.org/PDF/Final%20updated%20VIVA%20CO%20PO%20PSO%2018-19.PDF>

**2.6.2 – Pass percentage of students**

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2M00156	BMS	HR	43	29	67.44

2M00156	BMS	Finance	119	106	89.08
2M00156	BMS	Marketing	86	73	84.88
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://vivacollege.org/pdf/Student%20Satisfaction%20Survey%202018-2019.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NA	0	0
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
'Unfolding the Foldscope' (Workshop)	Biotechnology	21/06/2018
'Unfolding the Foldscope' (Workshop)	Botany and Biochemistry	22/06/2018
Communication Skill Development	Information Technology, Computer Science	29/08/2018
Career Counselling	Information Technology, Computer Science	08/09/2018
Live Concept (Innovative practice)	Management Studies	18/10/2018
Research Methodology	Biotechnology, Botany and Biochemistry	03/11/2018
Intellectual Property Rights	Bioanalytical Sciences, Biotechnology and Environmental sciences	24/11/2018
Contemporary challenges of media industry	Mass Media	17/01/2019
Journey from event to news	Mass Media	12/02/2019
Workshop on Bioinformatics	Zoology	25/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Formulation of Veggie medium for	Mr. Parneet Gond Mr. Pratik Gangavane	UDAAN Research convention,	16/03/2019	Student (3rd Prize)

culturing microorganisms (Student project)		DLLE, University of Mumbai		
Formulation of Veggie medium for culturing microorganisms (Student project)	Mr. Parneet Gond Mr. Pratik Gangavane Mr. Swapnil Botle Ms. Rohini Shinde Ms. Aishwarya Thakur Dr. Deepa Verma (Research Guide)	Dept of Student Development, University of Mumbai (Avishkar Research Convention)	29/12/2018	Student-3rd Prize (Pure sciences, PG Level.)

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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil

No file uploaded.

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Biotechnology	3	Nil
National	Botany	2	Nil
International	Botany	3	Nil
National	Zoology	2	Nil
National	Chemistry	3	Nil

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### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Biochemistry	2
Accountancy	2

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### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

## Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Ethnobotany of the genus <i>Taraxacum</i> —Phytochemicals and antimicrobial activity	Deepa Verma	Phytotherapy Research	2018	3	Department of Botany, VIVA College.	37
Effect of temperature and pH variation on biomass and lipid production of <i>Auxenochlorella pyrenoidosa</i>	Basil DMello	Research Journal of Life Sciences, Bioinformatics, Pharmaceutical and Chemical Sciences	2018	1	Department of Biotechnology, VIVA College, Virar	1
Isolation of heterotrophic microalgae from hot springs for lipid production	Basil DMello	Journal of Experimental Biology and Agricultural Sciences (JEBAS)	2018	Nil	Department of Biotechnology, VIVA College, Virar	Nil

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## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Effect of temperature and pH variation on biomass and lipid production of <i>Auxenochlorella pyrenoidosa</i>	Basil DMello	Research Journal of Life Sciences, Bioinformatics, Pharmaceutical and Chemical Sciences	2018	1	1	Department of Biotechnology, VIVA College.
Ethnobotany of the genus <i>Taraxacum</i> —Phyt	Deepa Verma	Phytotherapy Research	2018	3	37	Department of Botany, VIVA

ochemicals and antimicrobial activity						College.
Matricaria genus as a source of antimicrobial agents: From farm to pharmacy and food applications	Deepa Verma	Microbiological Research	2018	3	49	Department of Botany, VIVA College.
Plants of the genus Spinacia: From bioactive molecules to food and phytopharmacological applications	Deepa Verma	Trends in Food Science Technology	2019	3	5	Department of Botany, VIVA College.
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	11	10	7
Presented papers	5	47	Nil	Nil
Resource persons	Nil	1	Nil	1
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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Drive (with free Thalassaemia testing)	DLLE Unit, NCC Unit, NSS Unit in collaboration with Nair hospital, Borivali blood bank and Sarla Blood bank	15	339

Arnala Beach Cleaning Drive(2 days)	DLLE Unit, NSS Unit, NCC Unit in collaboration with VVMC, Mi Jagrut Bandarpadekar, International Coastal Cleanup	20	530
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
UDAAN - STREET PLAY	2ND PRIZE	DLLE, UNIVERSITY OF MUMBAI	15
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	Department of History	Swachh Killa Abhiyaan	4	74
AIDS Awareness	DLLE	World AIDS Day- AIDS Awareness	2	39
Swachh Bharat Abhiyan	DLLE Unit, NSS Unit, NCC Unit in collaboration with VVMC, Mi Jagrut Bandarpadekar, International Coastal Cleanup	Beach Cleaning Drive	20	530
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant



NA	NA	NA	Nil	Nil	NIL
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6060000	5186721

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LMS	Fully	In-house	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27554	3082469	2899	412463	30453	3494932
Reference Books	20717	8961864	828	391200	21545	9353064
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Deepa Verma	Integrating OERs in Science Education	mooKIT	20/05/2019
Dr. Rohan Gavankar	Development of Research Based	mooKIT	20/05/2019

Pedagogical Tools  
for Science  
Education

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	430	315	430	30	0	29	56	50	0
Added	0	0	0	0	0	0	0	0	0
Total	430	315	430	30	0	29	56	50	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2400000	2274461	5700000	5257125

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Campus Infrastructure Maintenance The Institution has a designated Maintenance Officer and has appointed Support Staff for overseeing the maintenance of buildings, classrooms and laboratories. Additionally many Departments have Annual Maintenance Contract (AMC) with suppliers and Companies for repair and maintenance. There is a Periodic maintenance Plan for each activity which is looked after by the Maintenance Committee which consist of maintenance officers, support staff and teachers in charge. The request forms received for various work like civil, electrical, plumbing, cleaning, organizing, shifting and other work from respective department heads and Chairperson of committee which are scrutinized by the Principal and sent to the Maintenance committee to initiate the process. Laboratory Maintenance: Lab equipment's are maintained by lab assistants before the commencement of practical class and examination. User Register and logbooks are maintained and the instruments are used under the supervision of teachers. All electronic equipment's are protected through Uninterruptible Power Source (UPS), Diesel Generator backup is available in case of disruption in power supply. Chemical substances and acids in the chemistry department are maintained as per approved norms. Periodic checking of every instrument is done by the concern laboratory staff and its upkeep is their responsibility. Any maintenance requirement in

the laboratory is duly reported by the lab assistants to the maintenance manager In-charge and all types of maintenance and Repair work are looked after by the Maintenance committee. Proper Work Maintenance Register is maintained. Computer Lab Computer lab equipment such as computers, laptops, printers and projectors are constantly cleaned, monitored and maintained by the lab technicians who take immediate steps to replace the non-working gadgets. Periodic updates and antivirus spyware scans are run regularly to protect the computers. Class Rooms Maintenance At the beginning of each academic year proper availability of Blackboards, lighting and furniture in classroom etc. is taken care of by Maintenance Committee. Sports Amenities All the sport amenities are under the in charge of the Head of Gymkhana Committee .The time is allotted to the student for using gymkhana. Library Maintenance: Library facilities are open to the students from 9.00 A.M to 5.00 P.M (with extended time during exam). Maintenance and utilization of library resources are done strictly following the Library Rules.

<http://vivacollege.org/pdf/Procedures%20and%20Policy%20for%20maintenance.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Management Scholarship Scheme	18	174020
Financial Support from Other Sources			
a) National	OBC, SEBC, VJNT SBC Welfare Department	580	5695950
b) International	Nil	Nil	Nil
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	13/06/2018	27	Department of Physics
Remedial Coaching	31/07/2018	171	Department of Commerce
Personal Counselling session	31/07/2018	6	Mrs. Manisha R. Dewarde (Counselling Psychologist)
Communication Skill Development	29/08/2018	75	Shri. Srinivas N. Padhye
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passed in	Number of students placed

		competitive examination	career counseling activities	the comp. exam	
2018	Aptitude Preparation	66	Nil	Nil	Nil
2018	Campus Recruitment Career Counselling	Nil	44	Nil	Nil
2019	MBA/ MMS Awareness	Nil	130	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI Prudential life	124	31	The Oberoi Group of Hotels	52	2
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BSc.	Biochemistry	University of Madras	MSc. Biochemistry
2018	4	BSc.	Physics	VIVA College of Arts, Commerce & Science	MSc. Physics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil

GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
No file uploaded.	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Day	Institutional	256
Winter-fest	Institutional	300
Saksham (Annual Cultural Fest)	Institutional	775
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### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Jashn-e-Qawwali, 3rd Inter-University national Qawwali Competition-1st rank	National	Nil	1	16100117/ 18060006/ 18870021/ 18870024	Kirti Rao, Sakshi Kokate, Purvi Kanim, Vedanti Chavan
2019	Inter-University National Youth Festival - 1st Rank	National	Nil	1	16100117	Kirti Rao
<a href="#">View File</a>						

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Administration works in close liaison with students. For this purpose, our college has formed 'Student Council'. Under Student Council active involvement of students can be seen through the following points: i. Election for General Secretary (GS) , Assistant General Secretary (AGS) Contingent Leader (CL): The elections are conducted as per the guidelines of University of Mumbai. The entire process is properly documented. Under this first of all, Class representatives (CR) are elected from all UG PG programmes conducted by the college. These elected CRs cast their vote for selection of GS, AGS CL. ii. Conducting co-curricular extra-curricular activities The members of the student council are responsible for conducting various events in college. They organize events for the cultural department under which various days are celebrated.

Various cultural competitions are organised at the college level. The annual festival is organised at the end of cultural festival. iii. Ensuring active smooth participation of students at the Inter-Collegiate level: The council takes care of all the invitations for academic non-academic events from various colleges. The members of council keep students aware about such events. They also motivate students to participate in University level competitions such as Youth Festival, various Inter-collegiate events. iv. Students Representation in various official bodies: Student council members are involved in various College Committees such as College Development Committee (CDC), Anti-Ragging Committee, Grievance Redressal Cell (GRC), and Women Development Cell (WDC).

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

College does not have a registered Alumni Association however Alumni Meet is conducted every year through the Alumni committee of the college to build network between exiting students and the Institution.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Involving staff members in several administrative roles, VIVA College of Arts, Commerce, and Science promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. The Institute supports a trend of decentralized governance system with proper well-defined inter-relationship. The college has primarily two important committees "Subcommittee" and "Purchase Committee". The Subcommittee is composed of Principal, Management committee members, Faculty representative members and administration representative members. The purchase committee is constituted by Principal, Vice Principal, Management committee members. Regular meetings of these committees are held for the effective and smooth functioning of the college. All the vital decisions related to the institute are taken by the Subcommittee, and financial aid is provided by the purchase committee of the institute. The management scrupulously discharges these duties without lapses, flaws or delay. By considering the vast responsibilities of the institute, management has also appointed staff members as In-Charge for different sections, who will look after the academic and administrative work for smooth and effective functioning of the whole institution. Their primary duty comprises of smooth conduct of the admission process, enrolment, registration, timetable, lecture allocation, workload distribution, keeping track of daily lectures, track of departmental administration work, keeping a record of leaves of teaching and non-teaching staff, sanctioning of departmental events, looking after examination related work such as monitoring Central Assessment Program (CAP), assessment, moderation, revaluation, result declaration, the conduct of convocation

ceremony as per the guidelines of the University of Mumbai. To reach out to all students of the institute, college authorities have delegated a well-structured hierarchy system as Principal - Vice-Principal - In Charge - Head of Department - Coordinator. At the departmental level coordinators have the flexibility to plan their academic and extracurricular activities for their department. Various committees are constituted by the institute for managing different functions of the college. The several staff committees are responsible for preparing the timetable, allocation of co-curricular work, looking after the welfare of students, preparing working guidelines for the effective functioning of the college, placement, discipline, grievances, counselling, training development, and library services, etc. At the Department level, Head of Department (HOD) is responsible for looking at the day-to-day administration of the department and report to the Higher Authorities. Besides, any staff member of the institute can give suggestions and ideas for improvement. Students also participate in different formal and informal feedback mechanisms. A suggestion box is maintained in college to receive suggestions from students. Management and Trustees are approachable and welcome suggestions. The institute always promotes the culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. Activities and decisions of Staff Committees are discussed in Subcommittee meetings as required. A report of yearly activities is presented to the institution heads at the end of the session. All the staff members actively participate in implementing the policies, procedures, and frameworks designed by the management to maintain and achieve the quality standards

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> <li>•The College follows the guidelines issued by the University of Mumbai and the Government from time to time.</li> <li>•All details pertaining to admissions are displayed on the College website and on banners in college premises.</li> <li>• Separate inquiry counter is set up for assisting students during the admission process.</li> <li>•Admission process is streamlined to minimize the waiting time for parents and students.</li> </ul>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• Inviting faculties from the industry to teach on a visiting basis.</li> <li>• Assigning projects to students that require interaction with industry.</li> <li>• Inviting experts from the industry for delivering talks.</li> <li>• Coordinating with industry for arranging internships and campus recruitment drives.</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• Management committee reviews the existing position of teaching and non-teaching staff and makes appointments through systematic procedure.</li> <li>• New recruited staff are guided by Principal, Head of department and</li> </ul>



senior faculty members to enhance their capabilities. • For smooth flow of academic and non-academic work proper hierarchy of authority is followed.

Library, ICT and Physical  
Infrastructure / Instrumentation

• The library has a vast collection of e-resources, books and journals. • A well-equipped multimedia 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 a well-equipped computer laboratory with high-speed broadband connectivity. • Seminar hall, Conference room, Audio-Visual room and well-equipped classrooms are available.

Research and Development

• Funds are provided in the budget for research. • Faculty members are encouraged to participate in faculty development programmes, research methodology workshops etc. • Teachers are encouraged to enrol for Ph. D. • Subscription to various e-resources which are used for research work.

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. • Students are guided to understand patterns of examination by taking induction programmes.

Teaching and Learning

To improve the quality of teaching and learning, the strategies are: • Regular departmental meetings are held for proper allocation and feedback of the syllabus. • ICT tools are used to enhance the learning experience of students. • Students are provided with appropriate infrastructure and learning resources for an effective learning process. • Feedback of the Teaching process is collected from students and analysed by higher authorities to improve learning experiences.

Curriculum Development

• The college has limited scope for internal curriculum designing as it follows the syllabus prescribed by the University of Mumbai. • Faculty members are encouraged to participate in workshops to discuss the framing of the syllabi of various courses.



### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• Planning of Admission</li> <li>• Display of Merit List</li> <li>• Mode of fee Payment</li> <li>• Yearly budget like income and expenses</li> <li>• Annual Planning of Library</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Maintaining the data of teachers, staff and students and producing it in the required format.</li> <li>• Collection of fees and generating fees receipt</li> <li>• Maintaining student data</li> <li>• Application for different certificates like bonafide / Transfer Certificate / No Objection Certificate.</li> <li>• Generating all types of reports related to the student.</li> </ul>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Maintaining fees record of students.</li> <li>• Generation of reports related to financial data.</li> <li>• Maintaining details regarding payment to staff.</li> <li>• Maintaining data related to expenses incurred for smooth functioning of the college.</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• Online admission form generation and online payment facility made available to students.</li> <li>• Online display of merit list for admission.</li> <li>• Online display of various notices and instructions to students for the admission process.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• Marks entry and generation of data in required format.</li> <li>• Generating grade cards.</li> <li>• Maintaining records of examinations.</li> </ul>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Archana Joshi	Syllabus Workshop of TYBA	St.Andrews	700
2018	Dr. Vidya Verma	Syllabus Workshop of TYBA	St.Andrews	700
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2018	Nil	Four Days Staff Development program on ICT skills for Library Staff	12/12/2018	15/12/2018	Nil	15
2018	Awareness of Open Educational Resources	Nil	29/09/2018	01/10/2018	35	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ARPIT Online Refresher Course in Chemistry for Higher Education Faculty	2	01/11/2018	28/02/2019	120
3 week National Workshop through Blended mode on Development of Open Educational Resources in Higher Education by Department of Educational Technology, SNTD Women's University	2	14/08/2018	04/09/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

32	227	Nil	110
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### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Contributory Provident fund</li> <li>• Special medical facility</li> <li>• Special Study Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Contributory Provident fund</li> <li>• Special medical facility</li> <li>• Policy for continuing education</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of counsellor</li> <li>• Earn and learn scheme</li> <li>• Fee concession to needy students from management.</li> <li>• Student Insurance Scheme</li> </ul>

## 6.4 – Financial Management and Resource Mobilization

### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>External or Statutory audit is being done by M. T. Phadnis and company, Chartered accountants, Mumbai to give a true and fair view of financial statement of Institution. While keeping a check on a regular basis on the financial status of the Institute, an internal audit is carried out by CA Shradha Prabhu, Chartered Accountant, Virar. Internal Audit is carried on as a continuous process which helps in maintaining transparency in financial statements and helps to carry out statutory audits efficiently and quickly. Audit reports and audited financial statements are submitted to college authorities.</p>
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### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
None	0	NA
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### 6.4.3 – Total corpus fund generated

90000000
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## 6.5 – Internal Quality Assurance System

### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC, Internal Audit Committee
Administrative	No	Nil	Yes	Principal, Administrative Officer, Internal Audit Committee

### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>Parent-teacher meeting is carried out department wise. The institution does not have a formal parents teachers association though whenever the need arises, it is carried out to cover the maximum aspect of the parents-teachers association.</p>
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### 6.5.3 – Development programmes for support staff (at least three)

The VIVA College library and IQAC organized a Staff Development Programme (FDP) for Library staff 12th December 2018 to 15th December 2018. The prime objective of this programme was to provide a learning platform for Library staff to improve their computer skills. The programme was held in the library reading room for Four days and Resource Persons were invited from sister-concern institutes to share their expertise with staff. They had given information on various Google tools and applications. Experts taught the staff about different aspects of computer security and precautions to be taken while using Social Media and gave valuable tips about computers. The programme was a new learning experience for staff to enhance their capacity and improve their efficiency level. The programme concluded with the distribution of a certificate of participation and valedictory function.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? College authorities encourage faculty members to attend various seminars by providing financial assistance and also motivates them to enrol for Ph.D. for contributing to research work by providing various facilities like study leave, use of the library, use of laboratories etc. ? College introduced a formal feedback system. Feedback is collected from students, the Head of the Department and the Principal. Further, it has been reviewed by the members of the Management Committee for further action.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop by ARENA Animation	21/08/2018	21/08/2018	21/08/2018	132
2018	Aptitude Question Preparation for Interview	24/08/2018	24/08/2018	24/08/2018	66
2018	Communication Skill Development	29/08/2018	29/08/2018	29/08/2018	75

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Gender sensitization	21/09/2018	21/09/2018	76	45
Parenting and women health	06/02/2019	06/02/2019	80	35
Women's Day Celebration	08/03/2019	08/03/2019	85	40

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

One solar panel is installed in old premise which is used by the Department of Hospitality Studies for heating water. We mainly focus on conservation of energy. Our college building is made in such a way that it uses natural resources like classrooms are having big windows so that direct sunlight falls into the classrooms during day time also, ventilation system is very good we use less fans due to airy room structure. Our college is managing biological wastes, segregation of waste is also done. Reuse of old papers are done in the college . Environmental Consciousness Tree plantation: Objective of this activity was to create awareness about the importance of green zones in urban areas and its role in conservation of biodiversity. Tree plantation was carried out by the NSS Unit on 29th July, 2018 in which 140 student volunteered to plant 435 saplings. International Coastal Clean Up Beach Cleaning Drive (Post Ganpati Idol Immersion) Objective of the activity was not limited to clean Arnala beach but also sensitize the local community to sustain it. It was conducted by NSS, NCC, DLLE , Department of Botany, Biotechnology, Biochemistry, Zoology, Nature Club and VIVA Student Council unit of college on 15th September 2018 and 24th September 2018. Anti-Plastic awareness program: Objective of the activity was to create sense of accountability among the community to say No to plastic. The event was conducted by NSS Unit of our college at Nallasopara (East) on 15th August, 2018 with 40 volunteers. Cycle Rally: On the occasion of Teacher's Day, a cycle rally was organized by our NSS unit from 5th September 2018 to 8th September 2018 with 55 volunteers. Objective of the activity was to create awareness among people about various social issues. Cleanliness awareness drive: The DLLE unit of our college with an objective of spreading awareness with respect to cleanliness and celebrate Gandhi Jayanti 2nd October 2018,organised a padyatra (rally) in the localities near VIVA College and Sainath Nagar, Virar. The students had made the poster with slogans about cleanliness, Green India, Separation of Wet and Dry waste.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	19
Provision for lift	Yes	19
Ramp/Rails	Yes	19
Braille Software/facilities	No	Nil
Rest Rooms	Yes	19
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	15/09/2018	1	International Coastal Clean-Up	Cleanliness	530
2018	1	Nil	18/09/2018	1	Eco friendly Ganpati Idol Making	Environmental consciousness	60

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
For Students	04/06/2018	The college holds discipline of all stakeholders high in regards. Students' discipline is treated the same way. The handbook for code of conduct for students includes rules, instructions students need to follow throughout their academic life in the campus. It effectively suggests the areas of concern which should be aware of and to maintain a well-disciplined behaviour in college premise. What is to be followed compulsory by students while in campus for their betterment is distinctively addressed to. It also speaks about consequences of behaving in an undisciplined or indecent way with other students or teaching non-teaching staff in college. Making students responsible citizens of future is the gist of hand book.
For Teaching Staff	04/06/2018	The code of conduct handbook for teaching

		<p>staff contains guidelines for them to adhere. It instructs and encourages teachers to attain their full potential by following the guideline and thus to promote informative teaching learning experience. This handbook promotes constructive suggestions that generate an overall betterment of faculties.</p> <p>As the institute prioritises betterment of its staff, it also suggests measures to combat the challenges faced by teaching staff. This handbook is designed to maintain the dignity of the teaching field.</p>
For Non-teaching Staff	04/06/2018	<p>Non-teaching staff plays a pivotal role as plenty of students approach them directly to let out their problems with regards to academics, fee related matters etc. The non-teaching staffs are instructed to follow the ethics in letter and spirit so that grievances or problems are mitigated. Reading the hand book law makes the non-teaching staff better human resource. Non-teaching staff records code to follow etiquette while performing their administrative work in general. The college has created this handbook by keeping in mind the role non-teaching staff plays in an institute and has released regulations to be followed accordingly.</p>
Anti-ragging	04/06/2018	<p>The anti-ragging booklet includes ordinance that emphasizes the prohibition of ragging and bullying of any kind in the college campus. It explains rules</p>

and regulations along with the consequences of acts that commit, encourage or promote ragging. A committee is formed by the institute that adheres to the Anti-ragging Booklet and works on maintaining campus, free of ragging. Prevention, prohibition and punishment for ragging are handled by a committee. This booklet ensures discipline and good conduct in college.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day -Tree Plantation Programme	05/06/2018	05/06/2018	25
International Yoga Day Celebration	21/06/2018	21/06/2018	150

[View File](#)

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The institute has started reduced use of paper. The college has a separate policy of using less paper for daily college work. The College has initiated and successfully acted upon ways mentioned in the policy, through which usage of paper can be reduced. 2. Beautification of the campus by planting trees and bird feeders In the college campus, students from various departments have planted trees which adds beauty to college premises. Along with the trees we have bird feeders which help birds to get their food naturally in our campus. Presence of birds adds beauty to our campus. These birds serve as a pollinator of many plants. 3. Celebration of "Plastic awareness day" "International Plastic Awareness Day" was celebrated on 3rd July. On this day the Department of Biological Science had organised an event on plastic awareness. 4. Celebration of "No Vehicle Day" On the occasion of "International No Car Day", the Department of Biological Science had celebrated "No Vehicle Day" on 22nd September. 5. Instruction and Awareness boards in the campus On each floor of the building as well as outside of the classrooms instruction boards regarding saving electricity are fixed while outside the rest rooms boards of a saving electricity and water. Fixing these boards in the campus has subtly created awareness among students about saving electricity and water. 6. Architecture of our building is such that we require less electricity. Size of the windows are very large which makes our classroom airy and fully bright. In this way we are saving electricity. Maximum utilisation of natural light has allowed us to make our campus more sustainable and eco-friendly. 7. Waste management All the departments of science stream are regularly following the practices of waste management which is generated in laboratories. According to the type of waste generated, each department has their separate practices of waste management.

#### 7.2 – Best Practices



### 7.2.1 – Describe at least two institutional best practices

CONTEXT Best practices represent institutional quality index. They add value to an institution and its stakeholders. They also enrich human life and help develop an institute as a source and means to perform social responsibility. In addition, best practices reflect the credibility and cheerful life of a college or an institute. In recent years educational institute is known as the centre for many activities - socio economic, political and cultural reformations. Institutional excellence in higher education is the cumulative index of best practices. In light of this our institution has recognized TWO distinguished best practices: Best Practice 1 Title of the practice: Earn and Learn. Objective of the practice: Financial support of the students belonging to the economically backward student, irrespective of their academic potential measured by their scores/grades. Practice: Earn while learning involves on campus part time job offered to the students belonging to the economically weaker section of the society based on documentary evidence. This scheme encourages students to continue their education while earning part time in the campus itself to support their families irrespective of their religion, caste and creed. The outcome is generation of well-educated youth with a unique set of inherent and/or acquired skills for the job market. Evidence of success • Students could successfully finish and/or continue their academic curriculum without taking a break during their academic career. • Students could acquire skills as per the on-campus job requirements and better prepared for the job market after their degree. Problems encountered and resources required • There was no job available as per their skills, so they needed to be trained. • Creation of on-campus jobs was a challenge. Best Practice 2 Title of the practice: Management Scholarship Scheme. Objective of the practice: Financial support of the students belonging to the extremely economically backward class irrespective of their academic potential measured by their scores/grades. Practice: This practice involves exemption of full or a significant amount of fee to the students belonging to the extremely economically weaker section of the society. The trustees and/or the management of the college take care of the fee. This scholarship opportunity is available to the students in addition to the other national [government based] or charitable trust's merit-based scholarships or freeships, which are applicable as per the set of rules for all the colleges. The outcome is the socio-economic upliftment of an otherwise economically weaker section of the society. Evidence of success • Students with economic problems, who wanted to continue their studies in our college could continue to afford the academic courses without stopping their education. Problems encountered and resources required • Funds were needed to bear the economic burden of the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://vivacollege.org/pdf/Best%20Practices%202018-19.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Imparting quality education has become an important objective of educational institutes in this highly competitive era. The availability of various educational tools and knowledge, skill inculcation and development, and a holistic approach towards education have put a high incentive for teaching and learning aimed at personal development. Providing quality education to all at minimal cost is a major concern of developing countries. Therefore, quality and excellence should be the vision of every higher education institution. In recent years the educational institute is hailed as the Centre for many

activities - socio economic, political and cultural reformations. Institutional excellence in higher education is the cumulative index of best practices. Our institution offers various courses for the students under a single roof so that we provide education to maximum number of students. We provide counselling and arrange different seminars about career guidance for the students which help them to choose a proper course according to their interest for their bright future. Our institution always focuses on the betterment and encouragement of students by providing various facilities after admission so that they have proper exposure to employment and entrepreneurs. Our institution welcomes learners in every field for the progress of our area by adopting Education to all. The National Cadet Corps (NCC) and NSS are youth organisations providing overall development of the youth by conducting various activities which instill a sense of patriotism, discipline, duty, commitment, dedication, moral values and secular ideas which is utmost important for Nation building. We enhance their leadership skills, develop character and comradeship by selecting class representatives and general secretaries. Student council committee is headed by students under guidance of faculties and organises events with new ideas with proper planning and coordination. This helps them to enhance their qualities and personality. Our Annual Function SAKSHAM is one of the successful events held by them. We at VIVA College give special emphasis on training for adventure activities as well as indoor and outdoor games which build qualities like team work, leadership, discipline etc. The VSC, NCC, NSS and DLLE units of our college are very active. They have participated in NRD and SRD parades and various other camps at state and national level. They have been playing a stellar role in inspiring young boys and girls and moulding them into responsible citizens. We motivate and emphasize the youth to always be available for service to the community and Nation. Our college organizes Seminars, workshops, Career Guidance lectures on different Competitive exams such as MPSC, UPSC, Banking sector, which helps students to upgrade their knowledge and uplift them towards their goal. We also offer a Business English Course conducted by Cambridge University.

Provide the weblink of the institution

<http://vivacollege.org/>

### **8.Future Plans of Actions for Next Academic Year**

- Improvement in ICT enabled infrastructure.
- Conduct of Seminars, workshops, conference and FDPs for teaching and Non-Teaching staff members.
- Encouragement for research activities.
- Strengthening the support for students for cultural and sports activities.
- Improvement in the placement opportunities for students.
- Continuation of efforts towards eco-friendly practices.
- Conduct of External Academic and Administrative Audit.