



## Yearly Status Report - 2019-2020

### 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

Pincode	401303																		
<b>2. Institutional Status</b>																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Dr. Deepa R. Verma																		
Phone no/Alternate Phone no.	02502515276																		
Mobile no.	9766663740																		
Registered Email	iqac@vivacollege.org																		
Alternate Email	deepaverma@vivacollege.org																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.vivacollege.org/pdf/AQAR%2018-19.pdf">http://www.vivacollege.org/pdf/AQAR%2018-19.pdf</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.vivacollege.org/pdf/ACADEMIC%20CALENDAR%202019%20-%202020.pdf">http://www.vivacollege.org/pdf/ACADEMIC%20CALENDAR%202019%20-%202020.pdf</a>																		
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.69</td> <td>2016</td> <td>19-Feb-2016</td> <td>18-Feb-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.69	2016	19-Feb-2016	18-Feb-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.69	2016	19-Feb-2016	18-Feb-2021														
<b>6. Date of Establishment of IQAC</b>	07-Jan-2016																		
<b>7. Internal Quality Assurance System</b>																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries																

IQAC		
Restructuring of IQAC & appointment of Criterion Heads	21-Aug-2019 1	13
Photography Confab by Jai Dodhiya	25-Jul-2019 1	30
<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
Nil	Nil	Nil	2020 0	0
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	8
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Capacity building of Staff through ICT Strengthening Research Activities Student Enrichment Activities Laboratory Upgradation Community Outreach Program and Institutional Social Responsibility

[View File](#)

**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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Capacity building of Staff through ICT	Three Days Staff Development programme on ICT skills for Non Teaching Staff was conducted by the ICT Club from 9th December 2019 12th December 2019 for enhancement of professional skills resulting in upgradation and digitization of general administration of the college. Programme on Open Educational Resources Creative Commons Licensing wa sconducted for Students as well as Staff. Resource persons for the program were Mr. Gino Fransman (Nelson Mandela Unversity) and Ms. Jennryn Wetzler, Associate Director (Creative Commons)
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Management	30-Aug-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	2020
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Date of Submission	06-Jan-2020
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	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 lists. On confirmation of admission each student gets a system generated Unique Student ID number which helps students to
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access the college portal. The payment of fees is also done via online transactions supported by Atom Technologies. Administration: The system helps to retrieve records of the students in excel format which reduces manual work related to preparation of roll call list 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. The staff portal also includes a billing option to enable staff members to fill examination related bills online. 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 stakeholders. 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 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 academic curriculum given by the University. The college prepares its academic calendar at the beginning of each academic year, post-meeting with the

Principal. Every department submits an activity calendar with a tentative financial budget which they try to adhere to the fullest. The activities enhance and supplement the syllabus plan. The department heads allocate subjects to teachers and the teachers prepare the teaching plan prior to the initiation of the lectures. Besides the faculty meeting with the Principal at the beginning and end of each semester, departmental meetings are also conducted at the beginning and end of every term for curriculum distribution, arrangement of various programs and seminars, and for smooth conduct of the examinations. Orientation for newly joined students is conducted at the departmental level to make the students acquainted (familiar) with the college and the curriculum. Unit completion record is maintained by the records. Class tests at regular intervals are conducted and regular assessments are done to keep track of the improvement of the students. Departments maintain a detailed record of the classes and assessments. The staff are attentive to the student's feedback of regular and visiting faculties and ensure that every faculty completes their syllabus within the time period. The college has a well-equipped library and subscribes to numerous journals for both students and faculty. The college also subscribes E-journals, INFLIBNET. A record of the students and faculties using the numerous library facilities is maintained by the Librarian. During the second half of the academic year, the world was hit with the Covid-19 pandemic. Due to this untimely circumstance, all colleges were to shut down offline and resort to online methods. Just like other educational institutes our college too took up the challenge and conducted their remaining lectures online. With due training from some knowledgeable members of our college, our staff successfully conducted some of their residual lectures online with revisions for the students bearing the coursing tension among them due to the examinations during a pandemic. The final semester examination for the degree course was postponed by the University. Furthermore, our institution successfully executed the PG course lectures through the online platform.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	0	0

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Environmental Management and Economics	11/07/2019
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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	Economics, History, English Literature, Political Science, Psychology, FTNMP, BAMMC	06/06/2019
BSc	Botany, Chemistry, Physics, Zoology, Mathematics,	06/06/2019

	Biochemistry, Biotechnology, Information Technology, Statistics, Hospitality Studies, Computer Science	
BMS	HR, Marketing, Finance	06/06/2019
BCom	Commerce, Accounting and Finance, Banking and Insurance, Financial Market, Financial Management, Investment Management	06/06/2019
BCom	Environmental Management & Economics	11/07/2019
MA	Economics	06/06/2019
MCom	Accountancy, Banking and Finance, Business Management	06/06/2019
MSc	Analytical & Organic Chemistry, Physics, Information Technology, Computer Science, Biotechnology, Bioanalytical Sciences, Environmental Sciences	06/06/2019

### 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
In Silico PCR Analysis	01/06/2020	15
No file uploaded.		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Investment Management	5
<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
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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, Statistics	410	947	394
BCom	Commerce	1850	3546	1848
BA	Economics, Political Science, History, English Literature, Psychology	410	690	407

[View File](#)

**2.2 – Catering to Student Diversity**

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

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2019	11331	654	277	Nil	116

## 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
277	154	24	25	Nil	15

[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)

A uniform policy of student mentoring in the form of Class Teachership was adopted by our institute in this academic year because student's major interaction and engagement is with their Class Teachers. Class teachers were appointed as mentors to help the students overcome their academic and non-academic hurdles. Every class was allotted a class teacher/mentor at the beginning of the academic year, after consultation with the faculty coordinators and head of departments. This was done based on the Student Teacher ratio of each department. The teacher/mentor performed various duties throughout the year to bring about the all-round personality development of their students, such as: 1. Orientation/ Induction lectures were conducted to help the first-year students transition from Junior to Degree College. The students were guided about their papers, syllabus, exam patterns, scope of the course, curricular and co curricular activities, rules and regulations of the college, various student welfare programs by their Class teacher. 2. Students from vernacular backgrounds who approached the class teacher or were identified. Such students were encouraged to read, write and learn the language of instruction. So that they become more self-confident. 3. Class Teachers identified the slow learners if any and informed the other subject teachers to pay special attention to them. At the end of the semester exams, the slow learners were also identified based on their performance in exams and remedial lectures were conducted for them to help them relearn the concepts again before reattempting their exams. 4. Regular attendance is maintained by the class teachers to help understand the reason for absenteeism and measures to increase the interest of the students to attend lectures regularly. 5. Class teachers also encourage students to participate in the curricular and co curricular activities organized in the college such as debates, quizzes, study tours, movie screenings, workshops to help build up their confidence and improve their communication skills and overall growth in academics. 6. Course outcomes, career guidance, information of various post graduate degrees and diplomas, specialized courses for enhancing the skills of students was also provided by the class teachers to help them choose the right career paths. 7. In certain cases, wherein the student needed personal advice they were directed to our inhouse counsellor Ms. Manisha Dewarde who is available once a week on an appointment basis. Consultation was provided free of charge and student anonymity was assured to help them discuss their problems freely so that the mental problem or stress could be reduced. 8. Students could also approach their subject teachers, Coordinators or heads of departments if their problems were not resolved by the class teachers, thus a hierarchy is maintained in student mentoring. The average teacher – students' ratio of student mentoring is 1:43 for the college, however this differed in each stream based on the student strength.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
11985	277	1 : 43

## 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

32

74

Nil

27

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
2019	Dr. Deepa R. Verma	Assistant Professor	Open Education Policy, Centrum Cyfrowe Foundation, SPARC and Open Education Consortium.
2019	Dr. Rohan V. Gavankar	Assistant Professor	Open Education Policy, Centrum Cyfrowe Foundation, SPARC and Open Education Consortium. Invited as subject trainer in Life Science at the Regional Workshop on Research Based Pedagogical Tools held in IIT Sonipat Haryana, from 28th Feb - 1st march
2019	Dr. Basil D'Mello	Assistant Professor	Invited as a Trainer for a Regional workshop on Research Based Pedagogical Tools conducted by CoESME and IISER, Pune at Sri Pratap College, Srinagar from 16th to 18th July, 2019
2019	Mrs. Deepa Dalvi	Assistant Professor	NSS - Area Coordinator University Level. Best NSS Area Co-ordinator Award
2019	Mrs Anushri Kini	Assistant Professor	Event coordinator for Maharashtra as a part of International Coastal Cleanup Day 2019 and Swatch Bharat Abhiyaan from Ministry of Earth Sciences, Govt of Maharashtra.

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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
BA	3A00142	SEM- I/NOVEMBER - 2019	27/11/2019	24/01/2020

[View File](#)

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

With the change of the pattern of examination by University of Mumbai in the year 2018-19 with respect to regular course, the college had adhered to the pattern in this academic year also. Students are well informed in advance about this system of evaluation in orientation program as well as by teachers during their lectures. The schedule of internal evaluation varies from department to department and is spread out across the semester. For undergraduate courses such as BCom, BA, BSc, internal evaluation for 25 Marks is conducted for the subject of the Foundation Course. Evaluation is done based on individual project submissions done by students. For professional courses of the college internal evaluation is for 25 Marks. This comprises Attendance, Class participation and Internal Test/Assignments/Presentations. As per guidelines of University of Mumbai all post graduate departments conduct continuous Internal evaluation for 40 marks for every paper in each Semester. This system of evaluation includes Internal Test/Assignments/Presentations and participation by the individual at departmental activities and its overall attendance. Apart from the semester wise written examination for the internal assessment, certain departments undertake extra activities like practical, field projects and reports from students, Short film making, research projects, assignments /oral presentations for the continuous evaluation of the students. All grievances, issues, and difficulties are resolved at the department level by the HOD/ program coordinator, who further takes the matter to the Student Grievance Redressal Cell and Exam Committee in case of necessity. This system of internal evaluation conducted by various departments provides excellent opportunity to the students to not only showcase their learning but also to develop their skills such as academic writing, research culture and public speaking/presentation skills etc.

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

The institute is affiliated to University of Mumbai, strictly follows and adheres to the academic calendar provided by the University. This calendar provides the guidelines with respect to the time frame of the academic year for the smooth and timely completion to the college activities related to curricular, co-curricular and extra-curricular activities. The calendar is prepared by consulting various statutory departments like examination, cultural and amalgamating the university academic calendar. Academic calendar of the college serves as the blueprint for the departmental calendar which includes department's specific activities. The academic calendar is prepared before the commencement of the college and displayed on the website. Important days, events are included in this calendar which includes admission, commencement of lectures, examinations and declaration of results. Generally the academic year

starts from June till May, but this year was different. The admission, examination and result declaration were as per the timeframe of the academic calendar for the first half session. But due to the pandemic situation a lockdown was imposed in March forcing the closure of college, by which the second half got extended. All the process of examination and result declaration were held up and the examination was then shifted to September 2020, further exceeding the timeframe for result declaration and commencement of the next academic year

## 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://www.vivacollege.org/PDF/Final%20VIVA%20CO%20PO%20PSO%2019-20.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
3A00146	BA	Economics	28	14	48.28%

[View File](#)

## 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/Final%20Student%20Satisfaction%20Survey%202019-20.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
Minor Projects	180	University of Mumbai	0.5	0

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### 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
Expert Talk on IPR	IQAC	26/04/2020
Workshop on Tableau by Magic data	Information Technology and Computer Science	27/04/2020
Rewiring your mind attitude and empowering yourself	Hotel management	10/07/2020
Role of microbes in human welfare	Biotechnology	01/03/2020

Research Project writing and Presentation skills workshop	Biotechnology	12/02/2020
3 days National workshop on In-silico PCR Analysis	Biotechnology	26/06/2020
Photography Confab	Multimedia and Mass communication	25/07/2019
Career Counselling	Information Technology and Computer Science	23/08/2019
Social Awareness (Cyber Security)	Information Technology and Computer Science	14/09/2019
Live concept (Innovative practice)	Management Studies	20/09/2019
Blockchain Technology	Multimedia and Mass communication	10/12/2019
Cyber Security Seminar	Information Technology and Computer Science	12/03/2020
Webinar on Innovative Disruptive Technology	Information Technology and Computer Science	25/04/2020
Blockchain Technology	Multimedia and Mass communication	17/12/2019
Content Writing	Multimedia and Mass communication	01/02/2020
TIMES NOW Internship guidance	Multimedia and Mass communication	17/11/2019

### 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
Utilization of vegetable waste for formulation of protein supplement	Meit Vyas, Omkar Narkar, Omkar Raul, Deepa Verma	Avishkar Research convention, University of Mumbai	12/07/2019	UG
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	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

NIL	Nil
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### 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	Chemistry	1	Nil
National	Mathematics	1	Nil
No file uploaded.			

### 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
Biotechnology	1
<a href="#">View File</a>	

### 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
NIL	NIL	NIL	Nil	0	0	Nil
<a href="#">View File</a>						

### 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
NIL	NIL	NIL	Nil	Nil	Nil	NIL
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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	129	169	107	73
Presented papers	4	11	Nil	Nil
Resource persons	Nil	Nil	Nil	5
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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
Beach cleaning drive	DLLE,NSS,NCC and VIVA Student	20	350

council in  
collaboration with  
VVMC

[View File](#)

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
NIL	NIL	NIL	Nil
No file uploaded.			

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
Gender sensitization	NSS	Gender sensitization seminar	1	25
AIDS Awareness	DLLE/NSS	HIV-AIDS awareness drive	3	99
Swachh Bharat Abhiyan	NCC/NSS/DLLE/ Nature club/Zoology dept	Beach cleaning drive	30	440
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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
NIL	NIL	NIL	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
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

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
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M/s Ahinau Private Pvt. Ltd.	15/12/2019	Research and development of software as well as Software product	Nil
No file uploaded.			

## 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
8680000	8172147

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
<a href="#">View File</a>	

### 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	INHOUSE - 2019 Updated	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	30453	3494932	977	141612	31430	3636544
<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
Mr. Vinodkumar Didwana	Sustainable Farming - Principles Practices	Gnomio	18/05/2020
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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
Existin	430	315	430	30	0	29	56	60	0



g									
Added	28	0	28	0	0	0	28	0	0
Total	458	315	458	30	0	29	84	60	0

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

60 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
VIVA Media Studio	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
1955000	1888031	6650000	6787431

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)

**A. 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 consists of a maintenance Officer, 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.

**B. Laboratory Maintenance:** Record of Maintenance Accounts should be maintained by lab technicians and it is supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipment is done by the technicians of related owner enterprises. The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments. There is systematic disposal of waste of all types such as biodegradable chemicals and e-waste. Lab equipment is strictly inspected by lab assistance before the commencement of practical class and examination. User Register and logbook are maintained and the instruments are used within the proximity of teachers. Emergency kits like Sand Bucket, Fire extinguishers also maintained by Lab assistants. In the Physic lab, electronic equipment is protected through Uninterruptible Power Source (UPS), in case of disruption in power supply, the Diesel Generator backup is available. Chemical substances and acids in the chemistry department are maintained as per approved norms. Hotel management lab is maintained by the Lab. In charge and all types of maintenance and Repair work are looked after by the Maintenance committee. Proper Work Maintenance Register is maintained and it is supervised by Concern HOD.

**C. Computer Lab:** The IT-CS Department and its support staff maintain the ICT facilities including computers and servers. Periodic maintenance is done by projectors and other equipment. Periodic updates and antivirus spyware scans are run regularly to protect the computers. To minimize e-waste, electronic gadgets like

projectors, computers, printers, photocopiers are properly serviced and reused. Campus Wi-Fi is maintained by laboratory staff. D. 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 E. Sports Amenities: All the sports amenities are under the charge of the Head of Gymkhana Committee. The playground and court is an out-source for outdoor gaming. The gymkhana is open from 10.00 A.M. to 2.00 P.M to Degree College Students. Proper entry Register is maintained for students and it is supervised by Gymkhana In charge. F. Library Maintenance: Library facilities are open to all students and Library facilities are open to all students and Faculty from 9.00 A.M to 5.00 P.M. Maintenance and utilization of library resources are done strictly following the Library Rules.

<http://www.vivacollege.org/igac.aspx>

## 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 for Needy Students	77	735742
Financial Support from Other Sources			
a) National	OBC, SEBC, VJNT SBC Welfare Department	584	7398376
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
Personal Counselling sessions	01/07/2019	7	Mrs. Manisha R. Dewarde (Counselling Psychologist)
<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 competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Competitive Exam (Civil Services General)	318	Nil	Nil	Nil

2019	Career Counselling (SQUAD Infotech)	Nil	110	Nil	Nil
2019	Naukri ki Tayari (GD-PI Guidance)	Nil	249	Nil	Nil
2020	Career Guidance (I-school Connect)	Nil	121	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
LT Infotech (LTI)	96	2	The Oberoi Group of Hotels	62	7
<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
2019	1	BSc	Zoology	DG Ruparel college	MSc Zoology
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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	2
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil

TOFEL	Nil
Civil Services	Nil
Any Other	Nil
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#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Celebration of World Environment day Quiz	Institutional	1031
Saksham (Annual Cultural Fest)	Institutional	1163
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	4th All India Inter-University National Qawwali Competiton – 2nd Rank	National	Nil	1	18060006,19010241,18021430	Ms. Sakshi Kokate, Mr. Sanket Sawant, Mr. Tarang Mangela
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#### 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 a 'Student Council'. Under this Student Council active involvement of students can be seen through following points: Election for GS, AGS CL: The elections are conducted as per the guidelines of Mumbai University. Entire process is properly documented. Under this first of all, Class representatives (CR) are elected for FY, SY TY from all UG programmes conducted by the college. These elected CRs cast their voting for selection of GS, AGS CL. Conducting activities, various days organizing college annual fest: The members of the student council are responsible for conducting various Cultural events in college. They organize events for the cultural week under which various days are celebrated. Various cultural competitions are organized at college level. Annual day is organized at the end of the cultural festival. Ensuring active smooth participation of students at Inter Collegiate level: The council takes care of all the invitations for academic non-academic events from various colleges. The students of the 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. The Council helps students who are participating in various Intercollegiate events in terms of permission letter, filing expenses if any follow up on reimbursement. Students Representation in various official bodies: Students representatives are included on various College Committees such as College Development Committee (CDC), Anti-Ragging Committee, Grievance Redressal Cell

(GRC), and Women Development Cell (WDC) so they act as a bridge between other students authorities. Council makes sure that if a students issues are not addressed properly then it reaches to proper authorities.

#### 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)

The institution is functioning under the guidance of experienced and efficient members of the Trust and Managing committee. Culture of Participative management is always encouraged by the college managing committee by involving staff members in several administrative roles. Academic and Non-academic activities are managed by different committees to promote a culture of participative management. Proper and well-defined decentralized governance system is supported by our institute which helps in understanding inter-relationships within the institution without any ambiguities between members of the institution. The Principal is the Executive head of the institution and is vested with powers to ensure the proper conduct of the academic programmes, extension activities and research. The Vice principals assist the principal in administration. To ensure effective governance, the institution has a Management Committee, Sub Committee, Purchase committee and several committees like the Women Development Cell, Placement Cell, Grievance-redressal cell, Examination Committee etc. Regular meetings of these committees are held for the effective and smooth functioning of the college. All vital decisions related to the institute are taken by the management, the Principal, and Subcommittee members in consultation with the Head of departments and other stakeholders as and when necessary. Considering the responsibilities of the institute, management has also appointed some staff members as In-Charges for different sections, who will look after the academic and administrative work for smooth and effective functioning of the whole institution. Various committees are constituted by the College authorities for managing different functions of the college. At the Department level, the Head of Department (HOD) is responsible for looking at the day-to-day administration of the department and reporting to the Higher Authorities. The openness in functioning of the institution is reflected by seeking timely opinion/suggestions, by the stakeholders of the institute for progressive improvement. Students are encouraged to give formal and informal feedback mechanisms. All the staff members actively participate to accomplish the vision and mission of the institution. The office staff is involved in executing day to day support

services for students and faculties. Faculty representatives in the sub-committee interface at both levels conveying ideas back and forth and hence enabling a decentralized, yet participatory management of the college. Staff members are involved in preparation and execution of college timetable, allocation of co-curriculum work, looking after the welfare of students, preparing working guidelines for the effective functioning of the college, placement, discipline, counselling, training development, resolving grievances and library services, etc. Thus, all Stakeholders of the institution are involved in promoting decentralized and participative management to accomplish the vision and mission of the institute.

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	The College follows the guidelines related to admission issued by the University of Mumbai and the Government from time to time. All details pertaining to admission are displayed on the College website and on banners in college premises. Separate Enquiry counter is setup for assisting students in admission process. Bank counter in college premise during admission period Admission process is streamlined to minimize the waiting time for parents and students.
Industry Interaction / Collaboration	Experts from industry were invited to teach on a visiting basis. Projects were assigned to students that require interaction with industry. Guest lectures were organised by inviting experts from industry. Co-ordinating with industry for arranging internships and campus recruitment drives.
Human Resource Management	Management committee reviews the existing position of teaching and non-teaching staff and makes appointments through systematic procedure. New recruited staffs 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.
Library, ICT and Physical Infrastructure / Instrumentation	Vast collection of e-resources, books and journals are available in college library. A well-equipped multi-media (Audio Visual Room) facility is made available to staff and students. The Library Committee meets regularly to frame policies about the use of library

	resources. The College has well equipped computer laboratory with high speed broad band connectivity. Seminar hall, Conference room and well equipped classrooms are available.
Research and Development	College encourages Faculty members to participation in faculty development programmes, research methodology workshops etc. Teachers are provided with financial assistance to attend various faculty development programmes, workshops, seminars etc. Teachers are encouraged to enrol for Ph. D. Subscription to various e-resources.
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 pattern of examination by taking induction programmes.
Teaching and Learning	Departmental meetings are regularly conducted for ensuring effective teaching learning process. Feedback of teaching learning process is recorded. ICT tools are used to enhance learning experience of students. Appropriate infrastructure and learning resources are available to students. Feedback of 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 the college follows the syllabus prescribed by University of Mumbai. College encourages faculty members to participate in workshops organized 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
Administration	<ul style="list-style-type: none"> <li>• Maintaining the data of teachers, staff and students and producing it in 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 report 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 with financial data.</li> <li>• Maintaining details regarding payment to staff.</li> <li>• Maintaining data related to expenses incurred for smooth functioning of college.</li> </ul>
Planning and Development	<ul style="list-style-type: none"> <li>• Planning of Admission</li> <li>• Display of Merit List</li> <li>• Payment mode of Student fee.</li> <li>• Yearly budget like income and expenses</li> <li>• Annual Planning of Library</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 admission process.</li> <li>• Students are provided with individual portal for accessing various services and notices issued by the college.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• Marks entry and generation of data in required format.</li> <li>• Producing 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
2019	Bristi Biswas	National Seminar	Dandekar College	1600
2019	Archana Patil	National conference	St. Joseph College	2000
<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 professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NA	Three Days Staff Development program on Team Building	09/12/2019	11/12/2019	2	15



and ICT skills for Non-Teaching Staff

[View File](#)

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
The Role of Teacher in Nation Building	1	03/08/2019	09/08/2019	7

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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	245	Nil	115

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> </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)

External or Statutory audit is being done by M. T. Phadnis and company, Chartered accountants, Mumbai to give true and fair view of financial statement of Institution. While to keep a check on regular basis on financial status of Institute, internal audit is carried out by CA Shradha Prabbhu, 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 audit efficiently and quickly. Audit report and audited financial statements are submitted to college authorities.

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
NA	0	NA

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6.4.3 – Total corpus fund generated

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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	Null	Yes	IQAC, Internal Audit Committee
Administrative	No	Null	Yes	Principal, Internal Audit Committee, Administrative officer

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

Parent teacher meet is carried out department wise. Institution does not have formal parents teachers association though whenever need arises meet is carried out to cover maximum aspect of the parents teachers association.

## 6.5.3 – Development programmes for support staff (at least three)

The VIVA College library and ICT Club organized a Staff Development Programme (SDP) for Non-Teaching Staff from 9th December 2019 to 11th December 2019. The prime objective of this programme was to provide a learning platform for non-teaching staff members to improve their computer skills and Team Building. The programme was held in the library reading room and Computer Lab. The Resource Persons were invited to give hands-on training of the applications like Microsoft Word, Excel and also some features about Microsoft PowerPoint. A session on Team building was been conducted. The programme was a new learning experience for staff to enhance their capacity and improve their efficiency level. The programme was concluded with the distribution of certificate and valedictory function.

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

College authorities encourages faculty members to attend various seminars by providing financial assistance and also motivates to enroll for Ph.D. for contributing to research work by providing various facilities like study leave, use of library, use of laboratories etc. during 2019-20 total Three teachers awarded with Ph. D. Degree. College introduced formal feedback system. Feedback is collected from students, Head of Department and Principal. Further it has been reviewed by the members of Management Committee. Teachers are encouraged to take minor research projected. Two teachers got funding for minor research in 2019-20. To inculcate research culture among students Research activity "RICERCA" was planned. College framed Mentor Mentee policy and suggested implementation of the same. College encourages training for non-teaching staff.

## 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
2019	Photography Confab by Jai Dodhiya	25/07/2019	25/07/2019	25/07/2019	30
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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	04/10/2019	04/10/2019	78	56
Women safety and Self Defence	07/03/2020	07/03/2020	80	29

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

We mainly focus on the conservation of energy. To fulfill this aim the college building has classrooms which have big windows so that sunlight filters into the classroom during day time also the ventilation system ensures smooth flow of air. We use fewer fans due to the airy room structure. On each floor of the college flashcards about "Save electricity" are displayed to create awareness among the students, teachers, and non-teaching staff members. Environmental Consciousness Awareness Activity: 1) International coastal clean-up day: On September 21, 2019, On the occasion of The International Beach Clean-up Day, The DLLE department of VIVA College hosted an awareness program on beach clean-up at Arnala Beach, Virar (West) in order to make students and people aware of the importance of beach cleanliness and encourage for maintaining the beaches. The program was registered with Ocean Conservancy which works for Coastal cleanup Drive all over the world. This program was conducted to help mitigate the problems caused by ocean debris and the danger inflicted on marine life as a result of plastic pollution with the help of students and local people. Participants enthusiastically discussed problems and challenges faced due to beach pollution and cleared garbage from Arnala beach. Participants even pledged with teachers to maintain beach cleanliness. This program was a collaborative effort of the Department of Zoology, Botany, Biotechnology, Biochemistry, Bioanalytical Sciences, and Environmental Sciences, DLLE, NSS, VSC members of VIVA College, Virar (west), students and around 350 volunteers. 2) Tree Plantation : The objective of the activity is to make the environment green. The event was conducted by the NSS unit of college at "Ranpada" Virar on 29th July 2019 Monday. There were a total of 90 volunteers (39 boys and 51 girls) participants for the activity. All the volunteers planted 200 saplings in the whole village at different spots 3) Plastic free society (rally): The objective of the activity is to make a plastic-free society make people aware of the side effects of plastic. A Plastic-Free Society (Rally) was organized in Viva College by NSS UNIT on 26th September 2019. There were 228 volunteers with 87 male and 141 female presents. 4) Swachh Bharat Abhiyan: On the occasion of NSS week, Swachh Bharat Abhiyaan was organized by the NSS unit of VIVA College,

Virar (West), On 2nd October 2019, which was not just about cleaning surroundings but also seeking the participation of people in planting trees, creating trash-free environments, providing sanitation facilities and paving a way for Swachh Bharat eventually. Images of unclean India often become a matter of embarrassment for Indians therefore this is the right time and opportunity to participate in Swachh Bharat. This campaign will not only help citizens adopt good habits of cleanliness but also boost our image as a nation, sincerely working towards cleanliness.

#### 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
2019	1	Nil	14/08/2019	1	Eco-friendly Rakhi making	Environmental Consciousness	6

[View File](#)

#### 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 Non- Teaching Staff	06/06/2019	Non-teaching staff is regulated as per the Handbook for Non-teaching staff. It has the code to follow 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

		<p>accordingly. All non-teaching staff members are guided to follow ethical norms all the time, similar to any other stakeholders of the college are.</p>
For Students	06/06/2019	<p>The college holds discipline for all stakeholders high in regards. Students' discipline is treated the same. The handbook for code of conduct for students includes all details students need to follow throughout their academic life on college campus. It effectively suggests all areas of concern students should be aware of and follow to maintain a well-mannered environment in college premises. Acceptable and nonacceptable behaviours are one of the major issues addressed and clarified in the handbook for students. Along with assuring the students the smooth process of education by following the handbook, it also lists disciplinary actions for violating the code of conduct.</p>
Anti - ragging	06/06/2019	<p>The anti-ragging booklet includes ordinance that emphasizes the prohibition of ragging and bullying of any kind on the college campus. It explains rules 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 a campus free of ragging. Prevention, prohibition and punishment for ragging are handled by</p>

the committee with the help of this handbook. This booklet ensures discipline and conduct in college. It also works on effective implantations of the same.

For Teaching Staff

06/06/2019

The code of conduct handbook for teaching staff includes well reversed guidelines for them to adhere to, professionally. It instructs teachers these guidelines to encourage them to reach their best potential by following ethics and promotes respectful teaching-learning experience. This handbook promotes rules that generate an overall betterment of faculties by providing them the instructions they should stick to. As the institute prioritises betterment of its staff, it also suggests majors to combat the challenges faced by teaching staff, under the guidance of college authorities. This handbook is designed to maintain the dignity of teaching field.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tree Plantation Programme	05/06/2019	05/06/2019	25

[View File](#)

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

1. Our institute has started with paperless work: The college had made a policy for using less paper during routine college work. All the suggested rules and regulations in the policy are strictly followed in the college. Common notice boards are used to display notices. Online circulation of notices on the college website and online platforms is our regular practice. Considering the number of students, our college is using online media to display the results of students so that the college can reduce the paperwork. Activity reports, photographs, and attendance are documented using online media. Blank sides of one-sided printed papers are also used. By following this action plan, we are reducing the usage of paper in our regular college work. 2. Plantation of trees on campus: College students are planting trees on our college campus which makes our campus eco-friendly and more attractive. On the college campus, bird

feeders are also kept which help our ecosystem to sustain and grow. College gardener maintains our garden. Beautification of building by keeping plant pots. The college had made use of a huge college campus and building by planting varieties of plants. Medicinally important, as well as ornamental plants, are planted on each floor. Plant pots like Snake plant, Aloe vera, Tulsi, Areca palm, Christmas cactus, and Gerbera are kept on each floor of the building. These plants are medicinally important as they are releasing oxygen during day and night time also. At the same time, they add beauty to the campus.

3. Celebration of "Plastic awareness day" : On the occasion of "International Plastic Awareness Day" on 23rd July, the department of biological science had celebrated the day by creating plastic awareness in the students. Departmental staff, as well as students, had guided college students about the use and disposal of plastic. The college campus was made eco-friendly by keeping plastic-free surroundings.

4. Celebration of "No Vehicle Day" : "International No Car Day" is celebrated on 22nd September. The Department of biological science celebrated "No Vehicle Day" on the 24th of September. On this day, students teaching and non-teaching staff was banned from bringing their vehicles. Efforts were taken to maintain pollution-free surroundings. Instruction boards for "Switch on and off light and fan" outside the classrooms. Instruction and awareness boards of "Switch off light and fan" were fixed on each floor. Outside of restrooms, boards of "Save water" were fixed. Students were made aware of the wise use of these resources by fixing these boards in the college campus and building.

5. Waste management : Waste generated from the laboratories was safely managed by the science departments. Along with the waste from laboratories, the canteen, office, and campus are efficiently cleaned.

## 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 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. In light of this our institution has recognized two distinguished best practices based on the cultural distinction of our students and work on humanitarian grounds: Title no. 1: SAKSHAM Title No. 2: Outreach programmes with an emphasis on flood relief activities and COVID awareness.

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

<http://www.vivacollege.org/bestpractise.ASPX>

## 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.

Provide the weblink of the institution

<http://vivacollege.org/pdf/7.3%20Institutional%20Distinctiveness.pdf>

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

Planning and Introducing certificate courses and add-on courses. Initiating inter collegiate activities and events Strengthening the placement cell of the college. Orienting faculty members on different pedagogies Arranging External Academic Audit of the Institution.