YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

LATE SHRI. VISHNU WAMAN THAKUR CHARITABLE TRUST'S BHASKAR WAMAN THAKUR COLLEGE OF SCIENCE, YASHVANT KESHAV PATIL COLLEGE OF COMMERCE, VIDHYA DAYANAND PATIL COLLEGE OF ARTS

- Name of the Head of the institution

  Dr. A. P. Pandey

- Designation

  Principal(in-charge)

- Does the institution function from its own campus?

  Yes

- Phone no./Alternate phone no.

  02502515276

- Mobile no

  9867368517

- Registered e-mail

  principal@vivacollege.org

- Alternate e-mail

  contact@vivacollege.org

- Address

  VIVA College Road, 100 Ft. Road, Bolinj

- City/Town

  Virar (W)

- State/UT

  Maharashtra

- Pin Code

  401303

2.Institutional status

- Affiliated /Constituent

  Affiliated

- Type of Institution

  Co-education

- Location **Urban**

- Financial Status **Self-financing**

- Name of the Affiliating University **University of Mumbai**

- Name of the IQAC Coordinator **Dr. Deepa R. Verma**

- Phone No. **02502515276**

- Alternate phone No. **9766663740**

- Mobile **9766663740**

- IQAC e-mail address **iqac@vivacollege.org**

- Alternate Email address **deepaverma@vivacollege.org**

3.Website address (Web link of the AQAR (Previous Academic Year) [http://vivacollege.org/pdf/AQAR%2 02019%20-%202020.pdf](http://vivacollege.org/pdf/AQAR%202019%20-%202020.pdf)

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: [https://www.vivacollege.org/pdf/A CADEMIC%20CALENDAR%202020%20-%202021.pdf](https://www.vivacollege.org/pdf/ACADEMIC%20CALENDAR%202020%20-%202021.pdf)

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.69**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC **07/01/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC — [View File](#)

9.No. of IQAC meetings held during the year — **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? — **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report — No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? — **No**

- If yes, mention the amount

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

? IQAC identified need for Performance appraisal system. ? Teachers are motivated to use ICT tools for teaching learning process. Students are provided with G-Suit personal email account with institutional email id which help them to join online lectures, Google Classrooms, Online examinations etc. ? IQAC initiated Counselling and helpdesk for students and faculties. ? Webinars were conducted for teachers and students to keep them updated. ? IQAC played active role during Pandemic.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Performance Appraisal System	Drafting of Performance Appraisal System.
ICT Tools	Orientation for use of ICT tools.
Initiated Counselling and helpdesk for students and faculties.	Gratuitous Counselling for students and faculties
Organise Webinars and workshops	Conducted Webinars and workshops.
Active role of IQAC during Pandemic.	Distribution of medicines, Flood Relief Fund, Blood Donation camp, Vaccination drive for Students, Teaching and Non Teaching Staff

13. Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
CDC	19/01/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	LATE SHRI. VISHNU WAMAN THAKUR CHARITABLE TRUST'S BHASKAR WAMAN THAKUR COLLEGE OF SCIENCE, YASHVANT KESHAV PATIL COLLEGE OF COMMERCE, VIDHYA DAYANAND PATIL COLLEGE OF ARTS
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• Mobile no	9867368517
• Registered e-mail	principal@vivacollege.org
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• Address	VIVA College Road, 100 Ft. Road, Bolinj
• City/Town	Virar (W)
• State/UT	Maharashtra
• Pin Code	401303
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• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Dr. Deepa R. Verma**
• Phone No.	**02502515276**
• Alternate phone No.	**9766663740**
• Mobile	**9766663740**
• IQAC e-mail address	**iqac@vivacollege.org**
• Alternate Email address	**deepaverma@vivacollege.org**

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4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vivacollege.org/pdf/ACADEMIC%20CALENDAR%202020%20-%202021.pdf

5.Accreditation Details

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Name	Date of meeting(s)
CDC	19/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	23/02/2022

15.Multidisciplinary / interdisciplinary

VIVA College strives to create an excellent platform of growth for students with its infrastructure facilities to give birth to an era of Active Alert and Competitive Generation. Our mission is to provide quality education to students. To teach them the value of education and make them believe in the education system. (English, Political Science, History, Economics, Psychology, BAMMC, FTNMP, Culinary Arts; Physics, Chemistry, Mathematics, Statistics, Botany, Zoology, Biochemistry, IT, CS, Biotechnology, Data Science, Hospitality Studies; Commerce, Banking & Insurance,

Accounting & Finance, Financial Management, Financial Markets, Management Studies). Currently the institution is affiliated to University of Mumbai. Integration of humanities and science with STEM can be done once autonomy is conferred as we have sister institutions offering engineering, pharmacy etc. Once autonomy is granted flexible and innovative curricula can be offered with multiple entry and exits. The institute plans to initiate various certificate courses and short term courses in hybrid mode so that students can learn new skills which will be beyond the scope of their curriculum and also from completely different disciplines. The institute plans to set up an incubation and innovation cell wherein students and teachers can brainstorm and come up with innovative ideas which can cater to societal issues and problems. Practical courses will be designed to give back to society.

16.Academic bank of credits (ABC):

The institute follows the rules and regulations put forward by the University of Mumbai as the college is affiliated to the said university. The institute is using a ERP system designed and developed by VIVA Software Solutions and an LMS system wherein a repository for semester-end grades is already stored.

17.Skill development:

The institution has VIVA centre for advanced research and development (VCARD), soil and water testing laboratory (Approved by Govt of Maharashtra) and VIVA Software solutions (VSS) which make students deployable with respect to current industrial trends. VCARD provides mentorship for those who want to get trained in sophisticated instrumentation. VSS extends opportunities to students from technology oriented courses like Information Technology and Computer Science.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The institution has three clubs viz. Hindi sahitya sabha, Marathi Vangmay Mandal and English literary association, through which various events and festivals are organised for staff and students. The library also organises various events to promote indian languages and culture. VIVA Student council organises various cultural days. Various committees of the institution observes days of cultural importance.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution is affiliated to university of Mumbai hence follows the curriculum framed by the university. The institution follows a system of adhering to the Programme Outcomes, Program Specific Outcomes and Course Outcomes and these are mapped for teaching learning process and evaluation. The activities and programs are organised to achieve the same. At the end of the semester analysis of attainment of PO, PSO and CO is done by each department.

20.Distance education/online education:

The Institute is affiliated with the University of Mumbai, has adopted a hybrid mode of teaching, in line with the university's guidelines, due to the pandemic. The shift from classroom teaching to blended learning has been effective, with Google Drive and Google Classroom being used for course content and evaluation. Syllabi, PowerPoint presentations, and notes for each course were made available on Google Classroom, and assessments are conducted using online assignments, quizzes, and MCQ tests on Google Forms and Google Meet. The institution purchased autoproctor software for smooth conduct of online exams. Online sessions are recorded on Google Meet, and student activities are conducted using the same platform. The Institute has effectively used technology to provide students with uninterrupted learning and continuous evaluation, despite the pandemic.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1046**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**12571**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	2686

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	3858

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	276

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	105

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	123

4.2 Total expenditure excluding salary during the year (INR in lakhs)	270.50

4.3 Total number of computers on campus for academic purposes	458

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution follows a well-planned curriculum execution system. Due to the ongoing COVID-19 pandemic, the current academic year was conducted online as per the government and University of Mumbai's norms. The staff was trained for online sessions during the past academic year. At the beginning of each academic year, each department prepares a tentative plan that includes departmental activities, lecture schedules, and submits it to the principal. The principal finalizes the timetable, tentative plans, and develops the academic calendar. The online curriculum delivery includes demonstrations, assignments, webinars, guest lectures, workshops, virtual excursions, and emphasizes ICT tools like PPTs, animations, videos, e-books, research papers for effective online education. The respective staff maintains all data for students' internal assessment. The staff focuses on enhancing students' analytical skills, creative skills, and independent and continuous learning. The college also encourages research at the undergraduate and postgraduate levels and participation in university-level competitions like Avishkar. Online certificate courses like Understanding Herbarium were also conducted. Google Suite was purchased for academic and administrative work, Google Meet for regular instructional work, lectures, and staff meetings, and Google Classroom was widely used for student assessment and notes delivery. All examinations were conducted online using Google Forms linked with Auto Proctor. Feedback from students and teachers is analyzed, and necessary action is taken. Internal AAA is carried out on a regular basis.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.vivacollege.org/pdf/ACADEMIC%20CALENDAR%202020%20-%2021.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The University of Mumbai provides a circular called "Arrangement of Terms" for the current academic year, which serves as the basis for preparing the academic calendar. The calendar takes into account various factors such as examinations, evaluations, workshops, extracurricular activities, NSS camp, NCC, cross-cutting issues, research activities, exhibitions, sports, and events of all departments. The IQAC Coordinator, Vice principals, and members of the exam committee work together meticulously to prepare the calendar by considering the number of instructional days and major time slots like long breaks, short breaks, holidays, youth festivals, schedules of university exams, and major annual co-curricular and extracurricular activities like NSS.

The academic calendar is displayed on the college webpage for stakeholders. The examination committee prepares and displays the timetables in advance, taking into account the reserved slots for the exams. The departments prepare their teaching plans in their meetings, keeping in mind the schedules of internal evaluation as mentioned in the college's academic calendar.

Due to the pandemic, the University made changes to the exam schedules of the previous year and the commencements of various semesters of the current academic year. However, the college adapted to these changes and took care to ensure that the quality of education and the students' progress were not affected. All semester examinations, internal evaluations, assignments, projects, etc. were satisfactorily completed.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.vivacollege.org/pdf/ACADEMIC%20CALENDAR%202020%20-%2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/	A. All of the above

Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

32

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

70

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The organization has been addressing various important issues. The educational institution places particular emphasis on promoting gender equality and human values. The institute offers specialized lectures in environmental science to support sustainability efforts. The organization provides a range of courses within their programs, spanning across three streams, which incorporate significant social issues into their curriculums. The Foundation Course, which is compulsory across all programs, is specifically designed to introduce students to these topics. Students will encounter these courses in different semesters by default. At the postgraduate level, the Credit system offers a range of courses that explore professional ethics and environmental sustainability. Professional programs, such as management, information technology, and computer science, highlight the significance of professional ethics. Meanwhile, language departments focus on discussing issues surrounding gender and human values, while humanities touch on these issues as well as environmental concerns. Environmental issues and sustainability form the basis for many courses taught in natural science departments, such as Botany and Zoology, among others. These departments use field exposure to enhance understanding.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

20

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1419

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.vivacollege.org/pdf/FEEDBACK%20SYSTEM%20ANALYSIS%202021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vivacollege.org/pdf/FEEDBACK%20SYSTEM%20ANALYSIS%202021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

4562

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1423

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Despite the challenges posed by the pandemic and subsequent lockdowns, students were assigned tasks to evaluate their learning abilities during the academic year. Additionally, departments supported and motivated their students to participate in research conventions like Avishkar which provided opportunities for intellectually curious students to enhance their knowledge and skills.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
12571	**276**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The faculty members use diverse teaching techniques that prioritize the needs of students, such as participatory learning. Participative learning involves activities like group discussions, debates, and other similar activities. Science departments utilized virtual labs to improve students' learning experiences. Additionally, collaborative learning was encouraged by dividing students into groups and assigning them to prepare presentations

using tools like Google slide, Jamboards and whiteboards on various topics.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Amidst the 2020-2021 pandemic, our faculty members utilized various digital tools, including Google Classrooms, PowerPoint presentations, e-books, videos, and documentaries. To enhance the learning experience, teachers employed Google Classrooms to share recorded lectures, presentations, PDFs, YouTube links, and other resources. Students had access to all learning materials via Google Classrooms, enabling them to view lecture recordings, videos, notes, and even upload their assignments and projects. Additionally, the evaluation process was integrated into this learning management system using quizzes, Kahoot, Testmoz, and Google Forms.

Other platforms such as YouTube Live, Google Forms, and Quizziz were employed for academic activities. Our college even had an official YouTube channel to conduct webinars and reach out to students. Google Meet was utilized by teachers for online teaching and smooth examination administration. Furthermore, learning modules, e-books, and virtual labs were available, and IT virtual labs were utilized for science practicals. These ICT tools enabled students to assess their knowledge and potential, and the successful outcomes of our institute's utilization of these tools were evident in the tests conducted and the students' usage of Google Classrooms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

1:45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	*View File*
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

105

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

29

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

8 Years 4 months

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Our institute follows the University of Mumbai's guidelines for internal assessment in both undergraduate and postgraduate courses. Students are informed about the evaluation system during their Induction/orientation programme, and the schedule of internal evaluation is spread out across the semester and varies from department to department.

For undergraduate courses such as BCom, BA, BSc, internal evaluation for 25 marks is conducted in the subject of Foundation Course. Evaluation is based on individual project submissions by students. For professional courses at the undergraduate level, internal evaluation is for 25 marks and comprises Internal Test/Assignments/Presentations, Class participation & Attendance.

In compliance with the University of Mumbai's guidelines, all postgraduate departments conduct continuous internal evaluation for 40 marks for every paper in each semester. This evaluation system includes Internal Test/Assignments/Presentations and

individual participation in departmental activities and overall attendance.

The system of internal evaluation implemented by various departments provides excellent opportunities for students to showcase their learning and develop skills such as academic writing, research culture, public speaking, and presentation skills.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As a result of the lockdown, our institution had to adapt to new methods of conducting internal exams. We utilized Google Forms to conduct the exams for the students. Any grievances or issues that arose during the exams were addressed on a one-to-one basis by the exam supervisor through Google Meet, which allowed for effective communication and resolution of any concerns raised by the students. This approach helped ensure that the internal exams were conducted smoothly and that the students' academic progress was not adversely affected by the pandemic and the resulting lockdown measures.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.vivacollege.org/pdf/Grievance/griveance%20mechanism.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

At the beginning of each academic year, the teachers in our institution are informed about the Programme and Course outcome during the departmental meeting. This meeting serves to inform the teachers to prepare their teaching plans in accordance with the Course outcome and Programme Specific outcomes.

The Programme and Course outcomes for all courses offered by the institution are listed and displayed on the website. Students are also informed about these outcomes during orientation and lectures by their respective teachers. This ensures that both the teachers and the students are aware of the expected outcomes and can work towards achieving them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.vivacollege.org/pdf/LIBRARY%20 CO%20PO%20PSO%2020-21.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our institution strictly follows the syllabus prescribed by the affiliated university for all the courses it offers. The department ensures that the entire syllabus is completed on time and obtains a syllabus completion certificate from the respective faculty members.

To ensure that the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are achieved, the Principal works in coordination with the Heads of each department to monitor the execution of the assigned syllabus and its timely completion.

The final outcome of the POs, PSOs, and COs for all institution courses is evaluated based on the performance of the students in their academic semester exams, which include internal exams, theory exams, and project submissions. This evaluation is analyzed at the end of each semester examination to assess the overall effectiveness of the teaching and learning process in achieving the desired outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

4167

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.vivacollege.org/pdf/SSS%202020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. These activities help students to understand the various problems faced by the society and also available arenas for entrepreneurship or startups.

The Institute has a separate Research & Development cell. The R&D cell comprises of faculty members from various departments of the institute. This committee oversees the smooth and efficient coordination of research and development activities in the institute, thus fostering overall growth.

The institute has set up VIVA Centre for Advanced Research and Development (VCARD) to promote quality research. The center is equipped with modern analytical instruments which averts the need for outsourcing and helps the students and teachers to engage in scientific research. It also encourages faculty to undertake research projects in thrust areas in science and technology with funding from various funding agencies.

VIVA Software Solutions (VSS) is also under the institution which promotes learning for students in the field of IT and software development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

14

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

9

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute firmly believes in holistic development focused around quality education. It aims at sensitizing students towards social issues and serving the community as a whole. The

Institution is committed to serve the community through its extension activities by involving students and faculties of all departments and various committees such as NSS, NCC and DLLE. This has resulted in creating strong relationships with the local community, local administration, schools, neighborhood organizations and non-profit organizations. These experiences have instilled human values in students. They have been trained to respond quickly whenever there is a need.

Some of the extension activities undertaken by the College are:

- Blood Donation Drive
- Tree Plantation drive
- Volunteer work during the COVID-19 pandemic.
- Spit Free India Movement
- Awareness on E-waste management
- Surveys on status of women in society

These programmes have managed to sensitize the students towards the social and environmental issues and have impacted the students in a diverse way. Some of the key points are mentioned below:

- Students have developed sense of social responsibility

- Students are sensitized towards social and environmental issues
- Improvement of leadership qualities amongst students.
- Inculcating human values amongst students
- Understanding importance of moral, ethical and social values
- Confidence and competency building.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

01

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	*View File*
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	*View File*
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	*View File*

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1975

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	*View File*

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

By the Holistic vision of VIVA College Management, Our institution had developed Infrastructure and Learning resources in the campus to achieve its objective of enriching the learning experience of

students. Extending its physical facilities and ensuring optimum utilization of its present facilities, the college has 120 classrooms with capacity of 50-120 students. College has well equipped Laboratories, Assembled Library, Dedicated staff rooms for different departments, spacious landscapes, gymkhana, and seminar halls. College has also ensured that all infrastructure is disabled friendly. Institution has an MOU with a Hospital, Hostel and Gym for the betterment of the students. College campus is Wi-Fi enabled for getting quick fingertip information to students. Apart from teaching and research activity of the college, the infrastructure facilities of the college are made available to other bodies for conducting various examinations. The institute has adequate facilities for cultural activities, sports, games (indoor outdoor), gymnasium by which students get ample opportunity to explore themselves and get recognised at University and national level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://vivacollege.org/VIVA-College-Arts-Commerce-Science

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

In addition to classroom and laboratory learning, our institute has developed a mechanism to expose students to a wide array of co-curricular activities. Our institution was founded in 2000 and has an area of 1838651 square feet, huge landscape, gymkhana, and seminar rooms. The college has an NSS unit, which is under the Ministry of Youth Affairs and Sports. Moreover, all facilities have been made accessible to persons with disabilities. For the betterment of faculty and students, the institution has an MOU with a hospital, hostel, and gym. Along with the educational and research activities of the college, its infrastructure is available for examinations conducted by other organizations. The institute provides students with the opportunity to explore their interests and get recognized at university and national level through cultural activities, sports, games (indoor & outdoor), and gymnasium. Most of the catering events of the college are managed by the Hospitality Studies department, which allows students to enhance leadership abilities and learn how to manage business operations in real time. CSR activities are also organized by the

departments, including various workshops for orphanages and women empowerment etc. All of which are handled by students under the supervision of faculty members.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vivacollege.org/VIVA-College-Arts-Commerce-Science

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

28

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vivacollege.org/VIVA-College-Arts-Commerce-Science
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

27.65

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

1. Library is computerized with the help of LMS (Learning Management System) in-house software.
2. Library activities like cataloguing, Circulation and OPAC (Online Public Access Catalogue) are performed with the help of computers.
3. Barcode scanners are used in the circulation section.
4. Web OPAC is user friendly and students can search the collection by Author-wise, Title-wise, Subject-wise, or Call number-wise. It is available on VIVA College website.
5. VIVA College has developed a mobile app. Through which students can access and browse the library collection.
6. Library has 20 computers with internet connection of 10 mbps speed. Staff and students can access the internet during the working hours of the library.
7. The library is a member of INFLIBNET`s N-List E-resources consortium.
8. Institutional Membership with American Library (Dosti House)
9. Library Services:- Circulation of Books, Library Scholar Card, Book Bank Service, VIVA Book Bank, Current Awareness Service (CAS Bulletin), Inter-Library Loan & Library Institutional Membership
10. Library Facilities:- Reading Room, Internet Facility, INFLIBNET N-List Consortium, Departmental Libraries, Soft Copies of Syllabus & Question Papers, Institutional Repository, VIVA College website
11. Library Activities:- Theme based book exhibition, Book Exhibition-cum-sale, Must Read Books Desk, Learning through video screening, Knowledge Bees (Students Committee), Reader of the year, Hand writing & Essay competition

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://vivacollege.org/Library.aspx

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.98

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

23

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institute regularly updates its IT facilities including Wi-Fi at Periodic Intervals. The college has 458 systems with access to the internet that are updated with the latest versions of essential softwares. We have 65mbps internet bandwidth. Computer Lab with the latest Software and Internet facility is available to the

students. Practical sessions are allocated within the timetable to ensure optimum utilization of the Computer lab. Students are given the time slots for Practice. The IT department reviews and analyzes the condition of the computers in the Institute to facilitate and decide the type of upgradation required. Hardware and software up gradations are in line with the demand of the latest syllabus as well as student feedback. The Institute purchases new editions of computers as and when required. In the annual budget adequate provision is made for the same.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

458

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

22.73

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.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 it to the Maintenance committee to initiate the process.Record of maintenance accounts should be maintained by lab technicians in Laboratories 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.To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.All the sports amenities are under the charge of the Head of Gymkhana Committee.Maintenance and utilization of library resources are done strictly following the Library Rules.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

896

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

230

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

658

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

658

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

40

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

748

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

11

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The VIVA Students Council (VSC) is elected by the students through an election and it is an attempt to democratize governance and leadership roles within the college. It is headed by the Student

Governor and a faculty member. The election for the VSC was conducted on 8th January 2021.The Investiture ceremony was held on the 15th of January 2021. Ms. Sakshi Patil was elected as GS of the council and Mr. Krushank Hazare and Mr. Advait Yadav as AGS.

VSC organized various intra-collegiate events for the students under E- Shaksham during the 2nd week of April to enrich the students and to bring out their talent. VSC member attended the inter-collegiate fest with the students of UG in Online mode where different kinds of events were conducted and successfully they have managed it.

The VSC along with many students has participated in online Youth Festival named 53th Inter collegiate. The VSC has given the general awareness to the students about the cleanliness and hygiene.

The Valedictory Ceremony of the Student Council was held on 29th April 2021, were the contribution of students council was recognized and felicitated by the Principal and Vice Principal of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

06

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni association is not registered.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:

VIVA College is established to create an excellent platform of growth for students with its infrastructure facilities to give birth to an era of active alert and competitive Generation.

Mission:

Mission is to provide quality education to students. To teach them the value of education and make them believe in the education system.

Nature of Governance:

The college has a participative management culture that involves staff members in decision-making committees and assigns administrative roles. The college has a well-defined decentralized governance system, and the principal is the executive head of the institution, assisted by vice-principals. All vital decisions related to the institute are taken by the management, principal, and subcommittee members in consultation with the head of departments. Teachers are involved in the implementation of the institution's vision and mission, and Head of department are given autonomy for academic activities. The college has various committees, and teacher representatives are involved at all levels. Staff members are appointed as Professor In-Charges for different sections to ensure smooth and effective functioning. The college actively involves stakeholders in promoting decentralized and participative management to accomplish the institution's vision and mission.

File Description	Documents
Paste link for additional information	https://www.vivacollege.org/VIVA-College-Arts-Commerce-Science-Vision-Mission
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- **The Principal of the institution has been given the authority of decision making. The Principal makes use of this authority for smooth functioning of the institute. He monitors the functions of key areas like University compliances, Institution administration, Financial Matters, Institution Strategies and Policies, Government & Social interface and other proceedings in the office.**

- **Special administrative committees are formed to facilitate and maintain the efficiency in above areas of activities.**

They are Examination Cell, Grievance Redressal Committee, Cultural Committee, Women Development Cell, literature cell, Room allotment committee, Discipline Committee, Nature club, Unfair means enquire committee etc. are formed.

- Orientation programmes are organised for students at the beginning of the year and students are briefed about various policies of the institution. Faculty members Students are briefed about these policies during the orientation in the beginning. Thereafter, faculty members prompt the students time to time about the importance of adhering to institution policies.

- There are policies pertaining to the Code of Conduct for faculty members, employment process. Joining and separation policies, maternity benefit policy, leave policy.

Decentralization of Power

- Administrative responsibilities are given to all faculty members.
- The delegation of responsibilities leads to transparency, faculty development and faculty enrichment.
- The institute follows delegation, decentralization and empowerment policies while entrusting the responsibilities to faculty and staff.
- In view of the above, the institute plans and declares various academic committees covering both faculty and administrative staff.
- Collective decision making is encouraged at all levels.

File Description	Documents
Paste link for additional information	https://www.vivacollege.org/pdf/code%20of%20conduct/Handbook%20of%20Code%20of%20Conduct.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our Institute has appointed coordinators under the supervision of head of departments to facilitate smooth functioning for academic work. Coordinators are appointed for a group of classes of

specific stream who are responsible for looking after the academic and administrative work of those classrooms only. Coordinators help in effective execution of academic timetable for various streams and they guide students in academic and administrative work.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

ORGANIZATIONAL STRUCTURE

- President
- Board of Trustees
- Managing Committee
- Principal
- Vice Principal
- Head of Departments
- Coordinators
- Teaching Staff
- Laboratory Assistant
- Laboratory Attendant
- Administrative Staff

Governing body : The Governing Body includes President, Board of Trustees and Managing committee constituted for the purpose of administering institutional development activities. Relevant guidelines for Academic affairs, Faculty Recruitment, Infrastructure, Budget and promotional matters are provided by governing body.

Academic Governing body: The Academic governing body is responsible for all academic matters, such as, framing of academic policy, rules and regulations etc. The Council will involve the Principal, Head of Departments, Coordinators. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of

the university.

Administrative body: The administrative bodies cater to the fulfilment of administrative work of the institution. Administrative departments facilitate work of admission, Examination, Maintaining Accounts.

Teaching staff, Library and Laboratory staff: This includes Principal, Vice Principal, Head of Departments, Coordinators, Teaching staff and Laboratory staff who ensure smooth functioning of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.vivacollege.org/VIVA-College-Arts-Commerce-Science-Trust
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching

- **Contributory Provident fund**

- **Special medical facility**

- **Special Study Leave**

  - **Financial Assistance for attending Workshops / Seminar, / Conference / Research Paper Presentation**
  - **Staff Group Insurance**

Non-teaching

- **Contributory Provident fund**

- **Special medical facility**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

102

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Feedback is collected from students by the head of the department and analyzed. Due to COVID 19 pandemic Performance appraisal system was not implemented in 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 keeping a check on a regular basis on the financial status of the Institute, an internal audit is carried out by CA Shraddha 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 audit efficiently and quickly. Audit reports and audited financial statements are submitted to college authorities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.56560

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<u>View File</u>

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As our college is a self-financing institution, affiliated to the University of Mumbai, we get the income mainly from tuition fee receipts. The expenditure mainly consists of salary payments, laboratory infrastructure & building infrastructures and maintenance. For meeting the expenses if there is any deficit of funds, the same is met by the funding from Vishnu Waman Charitable Trust which runs our institutions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

? IQAC identified need for Performance appraisal system. ? Teachers are motivated to use ICT tools for teaching learning process. Students are provided with G-Suit personal email account with institutional email id which help them to join online lectures, Google Classrooms, Online examinations etc. ? IQAC initiated Counselling and helpdesk for students and faculties. ? Webinars were conducted for teachers and students to keep them updated. ? IQAC played active role during Pandemic.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution follows a well-defined academic calendar and has a standard operating procedure to develop academic teaching plans. Each department prepares its own action plan in alignment with the university academic calendar before the start of the semester. The Head of the institution allots subjects to the faculty as per their specialization, and a year coordinator prepares the time table reflecting the distribution of each subject for each section, name of the subject faculty and duration of each class period. The subject faculty prepares the course plan and determines the content of the course, teaching methods and tools. Semester examinations are conducted by the college or university at the end of each semester, with question papers collected from subject faculty and sent to the exam department through the Head of the Department. The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. Faculty members use various pedagogical methods for effective teaching-learning processes. The institution has a well-defined process for course allotment and load distribution at the department level, which is supported by the IQAC's development and application of quality parameters for various academic and administrative activities. Digital tools used for attending learning outcomes Quizzes, Kahoot, Pictochart etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | C. Any 2 of the above |

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity and sensitization is the process of being fair to women and men. It is an integrated and interdisciplinary approach to understand the social and cultural constructions of gender that shapes the experiences of women and men in society. The college believes in highlighting awareness among female students about their rights and sensitizing students towards gender issues.

Women's Development Cell' organizes various activities and programmes on women-related issues. Other committees and departments also conduct programs to create awareness about gender equality.

Institution shows gender sensitivity in providing facilities such as Safety and Security, Counseling, Common Room and other infrastructure. All rules and regulations about safety norms are strictly followed. Complaint redressal mechanisms available. There are ladies security personnel available in the College. All CCTVs are connected to the Principal's Office to ensure the security of students and staff. College provides ID cards to the students and staff to prevent the entry of outsiders into the College premises. Self-defense workshops are arranged for girls students by the Women Development Cell, NSS and other departments/committees. Professional counselors empower students to accomplish mental health, wellness, education, and career goals.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.vivacollege.org/VIVA-College-Arts-Commerce-Science-Other-Facilities

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Plan for Disposal Procedure: Improper and irresponsible disposal of chemical wastes down drains, to the Local Authority refuse collection, or into the atmosphere is forbidden by law. All waste suitable for the Local Authority refuse collection, except recyclable paper and glass, is termed 'controlled waste'. Laboratory controlled waste containers must be emptied regularly and never allowed to overflow. Under no circumstances must any item of glass, sharp metal or fine powder ever be put in a normal laboratory waste bin, The tops must be removed from all bottles put out for disposal and there should be no detectable smell of chemicals from any bottle put for disposal. Media with culture is autoclaved and thrown in plastic bags. After dissection of animals, the leftovers are disposed of with proper precautions to avoid damage to the environment.Bins meant for such wastes are covered with black polythene bags. Reuse of cotton plugs as swabs for disinfecting the table tops, thermocol boxes meant for instruments and kits, paper with one side printing for notes making etc. Media with culture is autoclaved and thrown in plastic

bags.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

Republic Day is celebrated with great joy and pride. The students pledge to maintain peace, unity and brotherhood and to become responsible citizens of the country.

International Yoga Day Celebration: Yoga is an age-old practice that helps in uniting the mind, body and soul together and is celebrated with a lot of energy and enthusiasm.

National Unity Day: To recognise the birth anniversary of our freedom fighter Sardar Vallabhbhai Patel, National Unity Day is celebrated on 31st October

Constitution day/National Law Day is celebrated on 26th November

Vande Mataram Trust Event: The college helps the Vande Mataram Trust by selling rakhis made by them thereby helping in rural development.

Emergency/Relief services: Flood relief activities which includes collection of essential items for distribution in the affected areas.

Blood Donation Drive is regularly conducted by the college as a part of its community service.

Swach Bharat Abhiyan: The Institution has been regularly organizing such cleanliness campaigns at various areas like college campus, railway stations, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Democracy: Republic Day celebration teaches us the importance of the values of sovereignty, integrity, equality, democracy, brotherhood and secularity among the citizens of our country.

Webinar on the life of Gandhiji was conducted among students on 28th September inspiring them with the ideas and ideology followed by the Father of our Nation.

Environmental consciousness: Tree Plantation Event, E-waste management, Majhi Vasundhara Pledge impart the value of environmental consciousness

Dignity of Women: A webinar on Gender Sensitisation was conducted among the college students on 29th September.

Individual Development: Webinar on Awareness & Importance on Organ Donation which helped the students to understand and inculcate the importance of organ donation.

The National Science Day was celebrated in VIVA College by organizing a webinar on "Societal Application of Nuclear Radiation"

An online quiz was organized on 7th Nov on "Indian Governance & Politics" by the Political Science department.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.vivacollege.org/VIVA-College-Arts-Commerce-Science
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Yoga day: NCC organised a webinar on Yoga day on 21st June 2021. Our volunteers actively participated in the webinar.

Anti-Drugs Day : On 27th of June 2021 , on the occasion of Anti-Drugs Day cadets partnering with NSS celebrated the day by spreading awareness about the importance of removing drugs from our lives.

Tree Plantation was conducted by NSS on 26th July and by NCC on 13th Aug 2021. All were asked to plant saplings at their homes or in the courtyard due to pandemic.

Rashtriya Ekta Divas was celebrated on 31st Oct 2021 by NSS.

Constitution day was celebrated on 26th Nov 2021 by NSS.

HIV-AIDS Awareness day was conducted by NSS on 1st Dec 2021.

Organ donation awareness webinar was held on 9th Jan 2022. This webinar was held virtually on in this event Shrikant Apte Sir guided us about the benefits of organ donation of organs.

National Youth Day: The VIVA Library organized a talk on "Youth Day" on 12th Jan 2022 to commemorate the Birth Anniversary of Swami Vivekanand.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice no 1: 5-Seconds Attendance System

Best practice no 2: Peer Learning Session - Tools for developing E-content

File Description	Documents
Best practices in the Institutional website	http://www.vivacollege.org/pdf/Best%20practice%202020-2021.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

We provide counselling and arrange different seminars about career guidance and focus on the betterment and encouragement of students. 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 are of utmost importance 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. Our Annual Function Saksham is one of the successful events held by them.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. Conducting Academic and Administrative Audit by a professional external agency
2. Efforts towards understanding attainment of outcomes
3. Experience sharing by peers.
4. An effort to collaborate initiatives of Industry-Academia and Alumni for development of students.
5. To collaborate with organizations for student activities