



YEARLY STATUS REPORT - 2021-2022

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://www.vivacollege.org/pdf/AQAR%202020-2021.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/ACADEMIC%20CALENDAR%202021%20-%2022.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
NIL	NA	NA	NA	0

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

- Upload latest notification of formation of IQAC No File Uploaded

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? No
- 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 has frame Performance appraisal system which is implemented from 2021-22. ? IQAC started several certificate courses for enhancing essential skills among students. ? Capacity building programme had framed for non teaching staff. ? Orientation programme for student related to Avishkar Research Convention had taken in online mode. ? Initiative taken to inculcate habit of nature care among students via MoU with GreenLine. ? Webinars were conducted for teachers and students to keep them updated with the Present situation. ? IQAC organised a National Conference to promote research culture among academicians and research scholar.

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
Development of Performance appraisal system for teaching and non teaching staff	Performance appraisal system implemented
Uploading of AQAR for NAAC Accreditation process	AQAR 2018-19 and AQAR 2019-20 is uploaded
New certificate courses	Aquascaping and Fresh Water Aquarium Management, Investment Analysis and Portfolio Management, Soft Skills Development, Shikto Marathi
Capacity Building Programme	Capacity Building Programme organised for Non Teaching Staff
Development of Research Aptitude	Research approaches in toxicology, Reading and understanding a Research Article, Sanshodhan Aarambh
MoU	GreenLine
Organisation of Webinars, Seminar and Conference	Conducted Webinars, Seminar and Conference

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	15/03/2023

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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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vivacollege.org/pdf/ACADEMIC%20CALENDAR%202021%20-%2022.pdf				
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6.Date of Establishment of IQAC			07/01/2016		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NA	NA	NA	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year			4		

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<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	<p>No File Uploaded</p>	
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
College Development Committee	15/03/2023

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2022	13/12/2022

15. Multidisciplinary / interdisciplinary
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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 anLMS 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 1041

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

File Description	Documents
Data Template	View File

2.Student

2.1 12983

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **2739**

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

File Description	Documents
Data Template	View File

2.3 **4315**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **281**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **106**

Number of sanctioned posts during the year

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	1041
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	12983
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	2739
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	4315
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	281
File Description	Documents
Data Template	View File

3.2	DAYANAND PATIL COLLEGE OF ARTS 106
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution	
4.1	123
Total number of Classrooms and Seminar halls	
4.2	184.81
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	458
Total number of computers on campus for academic purposes	

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

Our college follows the academic schedule of the University of Mumbai and strives to provide a seamless academic experience for students. To ensure the smooth functioning of the academic year, the principal leads curriculum-related meetings, followed by departmental meetings headed by respective department heads and in-charges. These meetings focus on syllabus distribution, teaching plans, and the use of ICT tools. An academic advisor is appointed annually for each class, who guides and supports students on their academic journey. The college adapted to the changing educational landscape and conducted the academic year in a blended mode of online and offline learning. Lectures and practicals were delivered both offline and online, using Google Classroom, online webinars and workshops. The college provides easy access to resources such as books, reference materials, journals, and computers, with a comprehensive central library available to both professors and students. INFLIBNET's e-books and e-journals resources are also accessible. In addition,

online webinars and special one-day lectures by experts and resource people were organized to provide students with diverse learning opportunities. To ensure continuous evaluation, periodic departmental meetings are held to evaluate students' performance through internal tests, assignments, projects, etc. Valuable input is gathered from academic peers, faculty, students, alumni, and employers using Google forms. The college is committed to delivering a high-quality academic experience to students and adapting to the changing educational landscape to provide a holistic learning experience

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://vivacollege.org/pdf/ACADEMIC%20CAL%20ENDAR%202021%20-%202022.pdf

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

The college strictly adheres to an academic schedule that has been formulated in collaboration with Mumbai University. The academic calendar includes important dates such as admission, orientation, the commencement of classes, internal exams, syllabus completion, external and internal exams, mid-term breaks, extracurricular activities, and other relevant information. The calendar is thoughtfully arranged to ensure that there are no conflicts between academic, curricular, and co-curricular events. It also includes annual events, conferences, departmental festivals, and national and international days of significance.

Teachers give regular assignments and class assessments, which are reviewed to ensure compliance with the Continuous Internal Evaluation requirement in the Academic Calendar. In addition to assessments, seminars, group discussions, quizzes, presentations, and doubt-clearing sessions are also held. The Internal Quality Assurance Cell (IQAC) conducts an evaluation at the end of each semester to assess the functioning of each department, the academic performance of students and teachers, documentation, and adherence to the academic calendar

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://vivacollege.org/pdf/ACADEMIC%20CAL%20ENDAR%202021%20-%202022.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/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

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)

5

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

201

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

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 college offers a diverse range of courses that cover topics such as gender issues, human values, environmental sustainability, and professional ethics. There are a total of 18 undergraduate and 12 postgraduate courses that cover these areas across all streams. Gender issues are addressed in 13 courses, with 18 courses discussing professional ethics, 17 focusing on environmental sustainability, and 11 on human values. Additionally, the institute conducts various activities such as blood donation camps, health and hygiene awareness campaigns, and other community development programs. To ensure a ragging-free environment, the college has a Discipline and Anti-Ragging Committee. Gender equality is actively promoted on campus, with Women's Day celebrated annually through theme-based events and activities. The VIVA Student Council, elected from among the

students, is involved in organizing co-curricular and extracurricular activities, including group discussions, technical quizzes, and cultural and sports programs. The Center for NSS and Extension Activities conducts community development programs aimed at enhancing the standard of living of rural people. During the annual orientation program, students are made aware of the code of conduct and professional ethics. The institute also organizes various programs for gender sensitization, such as self-defense workshops for women. The Nature Club Committee, composed of student and teacher members, promotes environmental awareness through various programs, including field exposure. Departments teaching natural sciences like Botany, Zoology, and Geography have sustainability and environmental concerns integrated into many of their courses

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.	View File

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

30

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

1769

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	http://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	http://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

4625

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

2739

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

The institute has a system in place to differentiate between students who are progressing at a slower pace and those who are more advanced, based on their academic performance. Since the success rate of students was over 95% in this academic year, the department did not take any steps to support the slow learners. However, the departments have been actively encouraging advanced learners to participate in events such as the Avishkar Research Convention, Manav Scientific Reading, and Research Paper Conferences, providing them with opportunities to explore their intellect and develop their skills further.

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
12983	281

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 teaching faculty employs various student-centric teaching methodologies, such as participative learning. Under the participative mode of learning, students are engaged in group discussions, debates, colloquiums, confluences, workshops, film-making, webinars, and other interactive activities. The Science Departments utilized virtual labs to enhance students' learning experiences. Additionally, students are encouraged to participate in workshops organized by other colleges, further expanding their knowledge and skills.

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

Teachers adopted various digital tools such as Google classrooms, Powerpoint presentations, E-books, Videos, documentaries, etc. To enhance learning experience, teachers used the platform of google classroom to upload recorded lectures, ppts, pdfs, youtube links, and other resources. Evaluation has been done with the help of quizzes, kahoot, testmoz, edpuzzle, google forms.

Students got all their learning resources which were made available by the teachers through Google Classrooms. The Google platform provided facility of 'Anytime learning' to the students to see lecture recordings, videos, presentations, notes.

Students could even upload their assignments, projects in this learning management system. Alongside the learning resources, an evaluation process was also made available in this system. Other platforms being used were Youtube live, Google forms, Quizziz etc. for academic activities. The college also had its official youtube channel through which various webinars were conducted to reach out to all its students. Teachers used platforms such as Google meet for online teaching and smooth conduction of examinations. Learning modules, e-books and virtual labs were also made available. Teachers used IT virtual labs for science practicals. Hence the ICT tools helped students to assess their own knowledge and potential. The tests conducted and usage of the students on Google Classrooms show successful outcomes of use of ICT tools by our institute.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

277

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

106

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

31

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 6 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 programs. Students are informed about the evaluation system during their induction or orientation program in advance, and the schedule of internal evaluation varies across departments and throughout the semester.

For undergraduate courses like BCom, BA, and BSc, internal evaluation for 25 marks is conducted in the subject of Foundation Course, and individual project submissions are evaluated. For professional undergraduate courses, internal evaluation for 25 marks comprises internal tests, assignments, presentations, class participation, and attendance.

Postgraduate departments conduct continuous internal evaluation for 40 marks for each paper in each semester, as per University of Mumbai guidelines. This system of evaluation includes internal tests, assignments, presentations, participation in departmental activities, and overall attendance.

This internal evaluation system provides students with opportunities to showcase their learning and develop skills such as academic writing, research culture, public speaking, and presentation skills. The internal exam timetable is displayed on the college website for students' convenience.

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	View File
Link for additional information	Nil

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 start of the academic year, the departmental meeting informs teachers about the Program and Course outcome. During the meeting, teachers are advised to create their teaching plan by taking into account both Course outcome and Programme Specific outcomes. These outcomes, which are applicable to all courses offered by the institution, are listed and made available on the website, and are also communicated to students during orientation and lectures by their respective teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://vivacollege.org/pdf/LIBRARY%20CO%20PO%20PSO%2021-22.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.

The institution abides by the syllabus prescribed by the affiliated university for all its courses. The department ensures that the mentioned syllabus is covered by obtaining a syllabus completion certificate from the respective faculty. The Principal, in coordination with the Heads of each department, monitors the implementation of the assigned syllabus and ensures its completion within the given timeline to achieve the attainment of the POs, PSOs, and COs. The final outcome of POs, PSOs, and COs for all institution courses is assessed based on the performance of the students in their academic semester exams, which includes internal assessments, theory exams, and project submissions, and is analyzed at the end of each semester

examination.

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

4607

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%202021-2022.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

0

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,

Annual Quality Assurance Report of 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 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.

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 committee also conducts workshops and seminars to guide students and teachers in various aspects of research.

The institute has set up VIVA Centre for Advanced Research and Development (VCARD) which is equipped with modern analytical instruments which averts the need for outsourcing and helps the students and teachers to engage in scientific research

The institute allows all faculty members to make use of existing infrastructure facilities for research purposes.

The institute motivates students for presenting papers in National and International conferences and participating in competitions and exhibitions like Avishkar research convention at university level.

Adequate provision is made for library to procure books and journals e-journals references.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.vivacollege.org/VIVA-College-Arts-Commerce-Science-Infrastructure-Research-development

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

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

3

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

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

0

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

10

File Description	Documents
Reports of the event organized	No File Uploaded
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

1091

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

3

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.

VIVA College Management's holistic vision led to the establishment of infrastructure and learning resources on campus that enriched the learning experience of students. With the expansion of physical facilities and ensuring maximum utilization of existing facilities, the college has 120 classrooms with a capacity of 50-120 students. The college campus is equipped with Wi-Fi so students can access quick information at their fingertips. Our institution is equipped with ICT enabled classrooms, an advanced research lab, a soil testing lab and Functional advanced & quantity kitchen labs for hospitality studies. So that students studying here can easily use these lab facilities for their dissertation, research or PhD. Audio-video center, to make learning easy for students. Our institute has a voice amplifier for teachers, so that teachers can use it in class or lab to amplify their voice to reach the masses. Students participating in labs can expect to engage fully with the material - to learn by doing.

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

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, a huge landscape, a 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	Nil

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

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

6.35

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)

- Library is computerized with the help of LMS (Learning Management System) in house software.
- Library activities like cataloguing; Circulation and OPAC (Online Public Access Catalogue) are performed with the help of computers.
- Barcode scanners are used in circulation section.
- 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.
- VIVA College has developed a mobile app, through which students can access and browse the library collection.
- Library has 20 computers with internet connection of 10 mbps speed. Staff and students can access the internet during the working hours of the library.

- The library is a member of INFLIBNET's N-List E-resources consortium.
- The library is a member of DELNET- Developing Library Network
- Institutional Membership with American Library (Dosti House)
- 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
- Library Facilities:-Reading Room, Internet Facility, INFLIBNET N-List Consortium, DELNET, Departmental Libraries, Softcopies of Syllabus & Question Papers, Institutional Repository, VIVA College website
- 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	Nil

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)

3.49

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)	View File

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

85

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 65 mbps 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)

38.20

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

862

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

190

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

A. All 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

637

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

637

File Description	Documents
Any additional information	View File
Number of students benefitted 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	View File
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

120

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)	View File

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

867

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	View File

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

3

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)	View File

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.

20

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)	View File

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)

VIVA Students Council (VSC) is an Institutional Student Council that democratically elects its members, responsible for student activities in the college. The investiture ceremony for the elected members of the council, department coordinators, association heads, and class representatives was held on June 28, 2019. The student council organized various events throughout the academic year, both intra and inter-collegiate, such as dance, mimicry, scriptwriting, singing, instrumental, and painting, among others, to enrich the students and bring out their talent. Despite the pandemic, the VSC successfully conducted the intra and inter-collegiate fest in online mode. Ten students from the institution participated in the virtual platform named 54th Inter-collegiate/ Institute/ Department Cultural Youth held by the Department of Student's Development, University of Mumbai, and three students made it to the final round, winning prizes in mono-acting, on-the-spot painting, and Indian light vocal. The VSC also spread general awareness among students about dealing calmly with the pandemic and maintaining cleanliness and hygiene. The valedictory ceremony of the Student

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Council happened on March 12, 2022, where the contribution of students to the council and various associations and clubs was recognized in the presence of the Principal and Vice-Principal.

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

13

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	https://vivacollege.org/VIVA-College-Arts-Commerce-Science-Alumni-Registration
Upload any additional information	No File Uploaded

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

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:

Participative management culture is practice in college which 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. Management committee, principal and subcommittee members are responsible for taking important decisions with consultation of head of departments for smooth functioning and development of college. Active participation of teachers is encouraged by institute for implementation of the institution's vision and mission. Head of departments are given autonomy for academic activities. Various committees in college and teacher representatives are involved in academic and administrative work. Staff members are appointed as Professor In-Charges for different sections to ensure smooth and effective functioning. Stakeholders are actively involved in promoting decentralized and participative management to accomplish the institution's

File Description	Documents
Paste link for additional information	https://www.vivacollege.org/VIVA-College-Arts-Commerce-Science-Vision-Mission
Upload any additional information	View File

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	Nil
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	https://www.vivacollege.org/VIVA-College-Arts-Commerce-Science-Trust
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	No File Uploaded

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

10

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

1

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

59

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

Institute has Feedback mechanism. Self Appraisal Forms are circulated to teaching and non teaching staff which they need to fill with all required document as proof. These appraisal forms

Annual Quality Assurance Report of 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 to be reviewed by Head of Departments and give remark accordingly. These forms are to be submitted to Principal for remark then it is to be submitted to Management for necessary action based on performance of teaching and non-teaching staff.

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)

2.2954

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)	View File

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 has frame Performance appraisal system which is implemented from 2021-22.
- IQAC started several certificate courses for enhancing essential skills among students.
- Capacity building programme had framed for non teaching staff.
- Orientation programme for student related to Avishkar Research Convention had taken in online mode.
- Initiative taken to inculcate habit of nature care among students via MoU with GreenLine.
- Webinars were conducted for teachers and students to keep them updated with the Present situation.
- IQAC organised a National Conference to promote research culture among academicians and research scholar.

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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. 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. 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. 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. 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. Faculty members use various pedagogical methods for effective teaching-learning processes. 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

B. Any 3 of the above

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)

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

Women's Development Cell and Other committees and departments organize activities and programs on women-related issues and gender equality. Institution had arranged a program on "Preventive Health Care" on the occasion of "International women's Day" to provide health care tips including identification and minimization of disease risk factors, existing disease course improvement, and early disease detection through screening. This has become important because it allows people to know about their health issues well within time. The college believes in not only highlighting awareness among female students about their rights but also sensitizing students towards health and gender issues.

Institution shows gender sensitivity in providing facilities such as Safety and Security, Counseling, Common room etc. All rules and regulations are strictly followed by the college.

An orientation is given to all first year students. The members of the Discipline Committee have made a code of conduct to be followed by students. Ladies staff are compulsory to accompany

Self-defense workshops are arranged for girls students by the college. Counselor helps students to overcome obstacles and personal challenges that they are facing.

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	Nil

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	View File

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

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.

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:

A. Any 4 or All of the above

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

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 **A. Any 4 or all 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 **A. Any 4 or all 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).

The college celebrated Marathi Rajyabhasha Diwas on 27th February and also to mark the birthday of the famous Marathi poet Vishnu Vaman Shirwadkar.

Independence day celebration also helps in educating our students about the courage of the freedom fighters

Republic Day The students pledged to maintain peace, unity and brotherhood and to become responsible citizens of the country.

Yoga Day was celebrated with a lot of energy and enthusiasm.

National Unity Day promotes linguistic, regional and cultural diversity among the students.

Samvidhan Diwas celebrated to commemorate the adoption of the Constitution of India.

Vande Mataram Trust where the college helps them in organizing events for them like Samuhik Vivah, celebration of festivals with divyangjan, selling rakhis made by them,etc.

Blood donation can save many lives. Our Institution had regularly conducted blood donation drives as a part of its community service.

Flood relief activities have been undertaken which includes collection of food items, medical supplies, new clothes, and other essential items for distribution in the affected areas.

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Swachh Bharat Abhiyan To achieve 'Clean India' vision, the Institution had regularly organized such cleanliness campaigns at various areas

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

Republic Day celebration and Independence Day celebration: They teach the importance of sovereignty, integrity, equality, democracy, brotherhood and secularism among the citizens of our country.

Environmental consciousness and conservation:

Environment Day celebration, Plastic and global warming awareness program, Tree Plantation, Water Conservation, Puneet Sagar Abhiyaan, these events impart the value of environmental consciousness and conservation of our environment.

Dignity of Women: Book Display organised by the library-8th March

Webinar on National girl child day-24th,25th Jan, To put light on the issue of gender equality and importance of women in our society.

Scientific Temper: Value of scientific temper and spirit of inquiry are inculcated:

Discoveries in Organic Chemistry:18th Oct

Book Display:28th Feb22

Humanity: Blood Donation Camp:3rd Sep

Donation for flood relief:27th July to 30th Jul

Integrity: Vigilance week was observed from 26th Oct to 1st Nov

Annual Quality Assurance Report of 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 with the theme of Independent India @ 75: Self Reliance with Integrity.

Vigilance awareness: 1st Nov

Preserve our composite culture: "Hasya Mudra":26th Feb.

Right to Vote:

Voter Awareness Program:27th Nov

Election rally was conducted:15th Nov

To make the citizens aware about their right to vote.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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

Institution celebrates / organizes national and international commemorative days, events and festivals such as yoga day, rashtriya ekta divas, constitution day, HIV Aids awareness day, National youth day etc.along with organ donation awareness and tree plantation drive.

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	View File
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 I Online cultural fest.

Best Practice II Online library platform.

File Description	Documents
Best practices in the Institutional website	http://www.vivacollege.org/pdf/Best%20practice%202021-22.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.

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

Our college follows the academic schedule of the University of Mumbai and strives to provide a seamless academic experience for students. To ensure the smooth functioning of the academic year, the principal leads curriculum-related meetings, followed by departmental meetings headed by respective department heads and in-charges. These meetings focus on syllabus distribution, teaching plans, and the use of ICT tools. An academic advisor is appointed annually for each class, who guides and supports students on their academic journey. The college adapted to the changing educational landscape and conducted the academic year in a blended mode of online and offline learning. Lectures and practicals were delivered both offline and online, using Google Classroom, online webinars and workshops. The college provides easy access to resources such as books, reference materials, journals, and computers, with a comprehensive central library available to both professors and students. INFLIBNET's e-books and e-journals resources are also accessible. In addition, online webinars and special one-day lectures by experts and resource people were organized to provide students with diverse learning opportunities. To ensure continuous evaluation, periodic departmental meetings are held to evaluate students' performance through internal tests, assignments, projects, etc. Valuable input is gathered from academic peers, faculty, students, alumni, and employers using Google forms. The college is committed to delivering a high-quality academic experience to students and adapting to the changing educational landscape to provide a holistic learning experience.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://vivacollege.org/pdf/ACADEMIC%20CALENDAR%202021%20-%202022.pdf

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

The college strictly adheres to an academic schedule that has been formulated in collaboration with Mumbai University. The academic calendar includes important dates such as admission, orientation, the commencement of classes, internal exams, syllabus completion, external and internal exams, mid-term breaks, extracurricular activities, and other relevant information. The calendar is thoughtfully arranged to ensure that there are no conflicts between academic, curricular, and co-curricular events. It also includes annual events, conferences, departmental festivals, and national and international days of significance.

Teachers give regular assignments and class assessments, which are reviewed to ensure compliance with the Continuous Internal Evaluation requirement in the Academic Calendar. In addition to assessments, seminars, group discussions, quizzes, presentations, and doubt-clearing sessions are also held. The Internal Quality Assurance Cell (IQAC) conducts an evaluation at the end of each semester to assess the functioning of each department, the academic performance of students and teachers, documentation, and adherence to the academic calendar

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://vivacollege.org/pdf/ACADEMIC%20CALENDAR%202021%20-%202022.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/ Diploma Courses Assessment /evaluation process of the affiliating

A. All of the above

University	
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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)

5

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

201

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

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 college offers a diverse range of courses that cover topics such as gender issues, human values, environmental sustainability, and professional ethics. There are a total of 18 undergraduate and 12 postgraduate courses that cover these areas across all streams. Gender issues are addressed in 13 courses, with 18 courses discussing professional ethics, 17 focusing on environmental sustainability, and 11 on human values. Additionally, the institute conducts various activities such as blood donation camps, health and hygiene awareness campaigns, and other community development programs. To ensure a ragging-free environment, the college has a Discipline and Anti-Ragging Committee. Gender equality is actively promoted on campus, with Women's Day celebrated annually through theme-based events and activities. The VIVA Student Council, elected from among the students, is involved in organizing co-curricular and extracurricular activities, including group discussions, technical quizzes, and cultural and sports programs. The Center for NSS and Extension Activities conducts community development programs aimed at enhancing the standard of living of rural people. During the annual orientation program, students are made aware of the code of conduct and professional ethics. The institute also organizes various programs for gender sensitization, such as self-defense workshops for women. The Nature Club Committee, composed of student and teacher members, promotes environmental awareness through various programs, including field exposure. Departments teaching natural sciences like Botany, Zoology, and Geography have sustainability and environmental concerns integrated into many of their courses

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.	View File

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

30

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

1769

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

<p>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</p>	<p>A. All of the above</p>
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File Description	Documents
URL for stakeholder feedback report	http://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	<p>No File Uploaded</p>

<p>1.4.2 - Feedback process of the Institution may be classified as follows</p>	<p>A. Feedback collected, analyzed and action taken and feedback available on website</p>
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://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

4625

File Description	Documents
Any additional information	<p>No File Uploaded</p>
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

2739

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

The institute has a system in place to differentiate between students who are progressing at a slower pace and those who are more advanced, based on their academic performance. Since the success rate of students was over 95% in this academic year, the department did not take any steps to support the slow learners. However, the departments have been actively encouraging advanced learners to participate in events such as the Avishkar Research Convention, Manav Scientific Reading, and Research Paper Conferences, providing them with opportunities to explore their intellect and develop their skills further.

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
12983	281

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 teaching faculty employs various student-centric teaching methodologies, such as participative learning. Under the participative mode of learning, students are engaged in group discussions, debates, colloquiums, confluences, workshops, film-making, webinars, and other interactive activities. The Science Departments utilized virtual labs to enhance students' learning experiences. Additionally, students are encouraged to participate in workshops organized by other colleges, further expanding their knowledge and skills.

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

Teachers adopted various digital tools such as Google classrooms, Powerpoint presentations, E-books, Videos, documentaries, etc. To enhance learning experience, teachers used the platform of google classroom to upload recorded lectures, ppts, pdfs, youtube links, and other resources. Evaluation has been done with the help of quizzes, kahoot, testmoz, edpuzzle, google forms.

Students got all their learning resources which were made available by the teachers through Google Classrooms. The Google platform provided facility of 'Anytime learning' to the students to see lecture recordings, videos, presentations, notes. Students could even upload their assignments, projects in this learning management system. Alongside the learning resources, an evaluation process was also made available in this system. Other platforms being used were Youtube live, Google forms, Quizziz etc. for

academic activities. The college also had its official youtube channel through which various webinars were conducted to reach out to all its students. Teachers used platforms such as Google meet for online teaching and smooth conduction of examinations. Learning modules, e-books and virtual labs were also made available. Teachers used IT virtual labs for science practicals. Hence the ICT tools helped students to assess their own knowledge and potential. The tests conducted and usage of the students on Google Classrooms show successful outcomes of use of ICT tools by our institute.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

277

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

106

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

31

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 6 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 programs. Students are informed about the evaluation system during their induction or orientation program in advance, and the schedule of internal evaluation varies across departments and throughout the semester.

For undergraduate courses like BCom, BA, and BSc, internal evaluation for 25 marks is conducted in the subject of Foundation Course, and individual project submissions are evaluated. For professional undergraduate courses, internal evaluation for 25 marks comprises internal tests, assignments, presentations, class participation, and attendance.

Postgraduate departments conduct continuous internal evaluation for 40 marks for each paper in each semester, as per University of Mumbai guidelines. This system of evaluation includes internal tests, assignments, presentations, participation in departmental activities, and overall attendance.

This internal evaluation system provides students with opportunities to showcase their learning and develop skills such as academic writing, research culture, public speaking, and presentation skills. The internal exam timetable is displayed on the college website for students' convenience.

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	View File
Link for additional information	Nil

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 start of the academic year, the departmental meeting informs teachers about the Program and Course outcome. During the meeting, teachers are advised to create their teaching plan by taking into account both Course outcome and Programme Specific outcomes. These outcomes, which are applicable to all courses offered by the institution, are listed and made available on the website, and are also communicated to students during orientation and lectures by their respective teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://vivacollege.org/pdf/LIBRARY%20CO%20PO%20PSO%2021-22.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.

The institution abides by the syllabus prescribed by the affiliated university for all its courses. The department ensures that the mentioned syllabus is covered by obtaining a syllabus completion certificate from the respective faculty. The Principal, in coordination with the Heads of each department, monitors the implementation of the assigned syllabus and ensures its completion within the given timeline to achieve the attainment of the POs, PSOs, and COs. The final outcome of POs, PSOs, and COs for all institution courses is assessed based on the performance of the students

in their academic semester exams, which includes internal assessments, theory exams, and project submissions, and is analyzed at the end of each semester examination.

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

4607

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%202021-2022.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

0

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.

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 committee also conducts workshops and seminars to guide students and teachers in various aspects of research.

The institute has set up VIVA Centre for Advanced Research and Development (VCARD) which is equipped with modern analytical instruments which averts the need for outsourcing and helps the students and teachers to engage in scientific research

The institute allows all faculty members to make use of existing infrastructure facilities for research purposes.

The institute motivates students for presenting papers in National and International conferences and participating in competitions and exhibitions like Avishkar research convention at university level.

Adequate provision is made for library to procure books and journals e-journals references.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.vivacollege.org/VIVA-College-Arts-Commerce-Science-Infrastructure-Research-development

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

3

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

3

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

16

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

0

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

10

File Description	Documents
Reports of the event organized	No File Uploaded
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

1091

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

3

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.

VIVA College Management's holistic vision led to the establishment of infrastructure and learning resources on campus that enriched the learning experience of students. With the expansion of physical facilities and ensuring maximum utilization of existing facilities, the college has 120 classrooms with a capacity of 50-120 students. The college campus is equipped with Wi-Fi so students can access quick information at their fingertips. Our institution is equipped with ICT enabled classrooms, an advanced research lab, a soil testing lab and Functional advanced & quantity kitchen labs for hospitality studies. So that students studying here can easily use these lab facilities for their dissertation, research or PhD. Audio-video center, to make learning easy for students. Our institute has a voice amplifier for teachers, so that teachers can use it in class or lab to amplify their voice to reach the masses. Students participating in labs can expect to engage fully with the material - to learn by doing.

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

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, a huge landscape, a 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	Nil

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	Nil
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)

6.35

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)

- Library is computerized with the help of LMS (Learning Management System) in house software.
- Library activities like cataloguing; Circulation and OPAC (Online Public Access Catalogue) are performed with the help of computers.
- Barcode scanners are used in circulation section.
- 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.
- VIVA College has developed a mobile app, through which students can access and browse the library collection.

- Library has 20 computers with internet connection of 10 mbps speed. Staff and students can access the internet during the working hours of the library.
- The library is a member of INFLIBNET`s N-List E-resources consortium.
- The library is a member of DELNET- Developing Library Network
- Institutional Membership with American Library (Dosti House)
- 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
- Library Facilities:-Reading Room, Internet Facility, INFLIBNET N-List Consortium, DELNET, Departmental Libraries, Softcopies of Syllabus & Question Papers, Institutional Repository, VIVA College website
- 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	Nil

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)

3.49

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)	View File

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

85

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 65 mbps 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)

38.20

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

862

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

190

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	A. All 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

637

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

637

File Description	Documents
Any additional information	View File
Number of students benefitted 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	View File
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

120

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)	View File

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

867

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	View File

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

3

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)	View File

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.

20

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)	View File

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)

VIVA Students Council (VSC) is an Institutional Student

Council that democratically elects its members, responsible for student activities in the college. The investiture ceremony for the elected members of the council, department coordinators, association heads, and class representatives was held on June 28, 2019. The student council organized various events throughout the academic year, both intra and inter-collegiate, such as dance, mimicry, scriptwriting, singing, instrumental, and painting, among others, to enrich the students and bring out their talent. Despite the pandemic, the VSC successfully conducted the intra and inter-collegiate fest in online mode. Ten students from the institution participated in the virtual platform named 54th Inter-collegiate/ Institute/ Department Cultural Youth held by the Department of Student's Development, University of Mumbai, and three students made it to the final round, winning prizes in mono-acting, on-the-spot painting, and Indian light vocal. The VSC also spread general awareness among students about dealing calmly with the pandemic and maintaining cleanliness and hygiene. The valedictory ceremony of the Student Council happened on March 12, 2022, where the contribution of students to the council and various associations and clubs was recognized in the presence of the Principal and Vice-Principal.

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

13

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	https://vivacollege.org/VIVA-College-Arts-Commerce-Science-Alumni-Registration
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:

Participative management culture is practice in college which 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. Management committee, principal and subcommittee members are responsible for taking important decisions with consultation of head of departments for smooth functioning and development of college. Active participation of teachers is encouraged by institute for implementation of the institution's vision and mission. Head of departments are given autonomy for academic activities. Various committees in college and teacher representatives are involved in academic and administrative work. Staff members are appointed as Professor In-Charges for different sections to ensure smooth and effective functioning. Stakeholders are actively involved 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	View File

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	Nil
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	https://www.vivacollege.org/VIVA-College-Arts-Commerce-Science-Trust
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 interfaces	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	No File Uploaded

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

10

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

1

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

59

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

Institute has Feedback mechanism. Self Appraisal Forms are circulated to teaching and non teaching staff which they need to fill with all required document as proof. These appraisal forms to be reviewed by Head of Departments and give remark accordingly. These forms are to be submitted to Principal for remark then it is to be submitted to Management for necessary action based on performance of teaching and non-teaching staff.

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)

2.2954

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)	View File

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 has frame Performance appraisal system which is implemented from 2021-22.
- IQAC started several certificate courses for enhancing essential skills among students.
- Capacity building programme had framed for non teaching staff.
- Orientation programme for student related to Avishkar Research Convention had taken in online mode.
- Initiative taken to inculcate habit of nature care among students via MoU with GreenLine.
- Webinars were conducted for teachers and students to keep them updated with the Present situation.
- IQAC organised a National Conference to promote research culture among academicians and research scholar.

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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. 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. 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. 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. 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. Faculty members use various pedagogical methods for effective teaching-learning processes. 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

<p>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)</p>	<p>B. Any 3 of the above</p>
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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

Women's Development Cell and Other committees and departments organize activities and programs on women-related issues and gender equality. Institution had arranged a program on "Preventive Health Care" on the occasion of "International women's Day" to provide health care tips including identification and minimization of disease risk factors, existing disease course improvement, and early disease detection through screening. This has become important because it allows people to know about their health issues well within time. The college believes in not only highlighting awareness among female students about their rights but also sensitizing students towards health and gender issues.

Institution shows gender sensitivity in providing facilities such as Safety and Security, Counseling, Common room etc. All rules and regulations are strictly followed by the college.

An orientation is given to all first year students. The members of the Discipline Committee have made a code of conduct to be followed by students. Ladies staff are compulsory to accompany girl students during study tours or University fests.

Self-defense workshops are arranged for girls students by the college. Counselor helps students to overcome obstacles and

personal challenges that they are facing.

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	Nil

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	View File

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

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.

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

A. Any 4 or all 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

A. Any 4 or all of the above

copies of reading material, screen reading

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).

The college celebrated Marathi Rajyabhasha Diwas on 27th February and also to mark the birthday of the famous Marathi poet Vishnu Vaman Shirwadkar.

Independence day celebration also helps in educating our students about the courage of the freedom fighters

Republic Day The students pledged to maintain peace, unity and brotherhood and to become responsible citizens of the country.

Yoga Day was celebrated with a lot of energy and enthusiasm.

National Unity Day promotes linguistic, regional and cultural diversity among the students.

Samvidhan Diwas celebrated to commemorate the adoption of the Constitution of India.

Vande Mataram Trust where the college helps them in organizing events for them like Samuhik Vivah, celebration of festivals with divyangjan, selling rakhis made by them,etc.

Blood donation can save many lives. Our Institution had regularly conducted blood donation drives as a part of its community service.

Flood relief activities have been undertaken which includes collection of food items, medical supplies, new clothes, and other essential items for distribution in the affected areas.

Swachh Bharat Abhiyan To achieve 'Clean India" vision, the Institution had regularly organized such cleanliness campaigns at various areas

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

Republic Day celebration and Independence Day celebration: They teach the importance of sovereignty, integrity, equality, democracy, brotherhood and secularity among the citizens of our country.

Environmental consciousness and conservation:

Environment Day celebration, Plastic and global warming awareness program, Tree Plantation, Water Conservation, Puneet Sagar Abhiyaan, these events impart the value of environmental consciousness and conservation of our environment.

Dignity of Women: Book Display organised by the library-8th March

Webinar on National girl child day-24th,25th Jan, To put light on the issue of gender equality and importance of women in our society.

Scientific Temper: Value of scientific temper and spirit of inquiry are inculcated:

Discoveries in Organic Chemistry:18th Oct

Book Display:28th Feb22

Humanity: Blood Donation Camp:3rd Sep

Donation for flood relief:27th July to 30th Jul

Integrity: Vigilance week was observed from 26th Oct to 1st Nov with the theme of Independent India @ 75: Self Reliance with Integrity.

Vigilance awareness: 1st Nov

Preserve our composite culture: "Hasya Mudra":26th Feb.

Right to Vote:

Voter Awareness Program:27th Nov

Election rally was conducted:15th Nov

To make the citizens aware about their right to vote.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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

Institution celebrates / organizes national and international commemorative days, events and festivals such as yoga day, rashtriya ekta divas, constitution day, HIV Aids awareness day, National youth day etc.along with organ donation awareness and tree plantation drive.

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	View File
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 I Online cultural fest.

Best Practice II Online library platform.

File Description	Documents
Best practices in the Institutional website	http://www.vivacollege.org/pdf/Best%20practice%202021-22.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

- To provide financial support to teaching and non-teaching staff for participation in professional development programmes
- To organise professional development programmes
- To upgrade infrastructure
- To support departments to conduct capacity building programmes (soft skills, research skills, vocational skills, etc) for students
- To support the Research and Innovation Cell to promote interdisciplinary research
- To strengthen alumni relations to support students.
- To improve on research and publications