

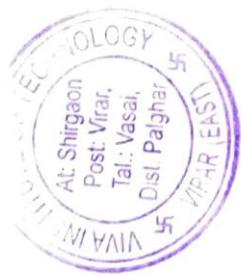


Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

**Capacity building and skills enhancement initiatives  
taken by the institution for the academic year from  
2017-18 to 2021-22**

Sr. No	Name of the capability enhancement program
1	Soft Skills
2	Language and Communication
3	Life Skills (Yoga, physical fitness, health and hygiene)

Page Numbers 1-3 are endorsed by the Principal



  
**PRINCIPAL**  
VIVA INSTITUTE OF TECHNOLOGY



Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

Capacity building and skills enhancement initiatives taken by the institution  
**Academic year from 2017-18 to 2021-22**

<b>2021-2022</b>		
<b>Main Scheme</b>	<b>Sr. No</b>	<b>Name of the Capacity enhancement program</b>
Soft Skills	1	"Group Discussion & Practical Demonstration"
Language and Communication	2	Soft Skill Development Lab(MCAL22)
	3	Professional Communication & Ethics -I Lab
Life Skills	4	Guest lecture on Fire safety and prevention
	5	Self-Development and Focused Living (Online )
	6	Yoga for living a healthy life.
	7	SANITARY PAD DONATION DRIVE “SHARING IS CARING”
	8	Beach cleaning drive
	9	Stationary distribution and technical awareness programme
	10	Cloth Donation Drive

<b>2020-2021</b>		
<b>Main Scheme</b>	<b>Sr. No</b>	<b>Name of the Capacity enhancement program</b>
Language and Communication	1	Soft Skill Development Lab (MCAL22)
Life skills	2	Balancing Personal and Professional Life



### 2019-2020

<b>Main Scheme</b>	<b>Sr. No</b>	<b>Name of the Capacity enhancement program</b>
Soft Skills	1	Professional Communication: A Prerequisite for Engineers”
	2	Recent Trends and Job Opportunities at BARC
	3	Basic Preparation for GATE exam and career opportunities.
Language and Communication	4	Professional Communication & Ethics -I Lab
Life Skills	5	Blood donation
	6	“Women Health and Lifestyle Management”

### 2018-2019

<b>Main Scheme</b>	<b>Sr. No</b>	<b>Name of the Capacity enhancement program</b>
Soft Skills	1	GD Session
	2	" Career Guidance and Job Opportunities "
	3	" Goal setting and accomplishment "
Language and Communication	4	Professional Communication & Ethics -I Lab
Life Skills	5	Gender Equality
	6	Blood Donation Camp
	7	Kerala Flood Relief
	8	Swine Flu Preventive measures awareness program
	9	Swatch Bharat Abhiyan
	10	Yoga for living a healthy life.

### 2017-2018

<b>Main Scheme</b>	<b>Sr No</b>	<b>Name of the Capacity enhancement program</b>
Language and Communication	1	Professional Communication & Ethics -I Lab
Life skills	2	Beach Cleaning
	3	Spread Awareness among people to fight against HIV & AIDS -related illness
	4	Awareness-How to prevent road accidents
	5	Tree Plantation
	6	Yoga for living a healthy life.



# **Academic year**

# **2021-22**





Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

(Approved By AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai)

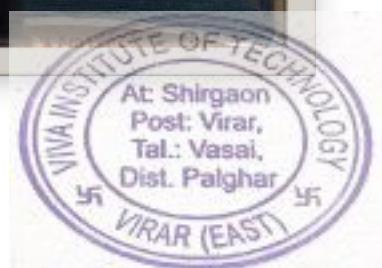
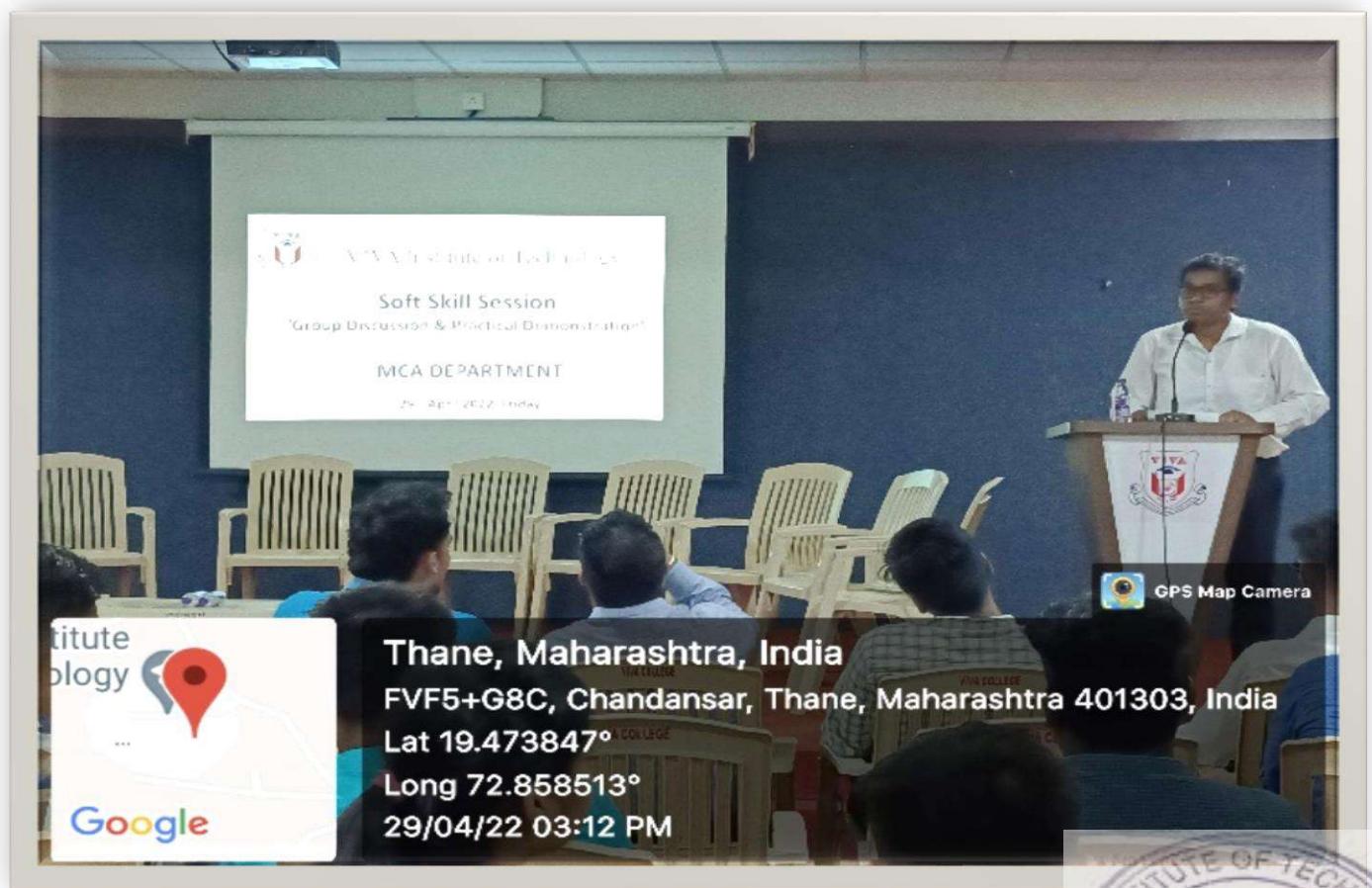
## **Soft Skill Session**

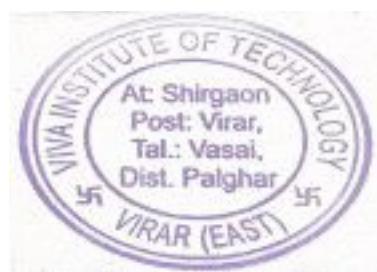
### **'Group Discussion & Practical Demonstration'**

Organized By

**MCA DEPARTMENT**

Date: 29/04/2022







Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
 (Approved By AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai)

**Soft Skill Session**  
**'Group Discussion & Practical Demonstration'**

Date: 29/04/2022

Sr.No.	Name of the Student	Department	Sign
1	Harshad Gupta	Electrical	Harshad.
2	Pratik B. Makwana	Electrical	Pratik
3	Falguni Pawar	Electrical	Falguni.
4	Sreetish Mundayat	Electrical	Sreetish.
5	Milan. n. Madiya	Electrical	Milan.
6	Sayali Nachare	FY MCA	Sayali
7	Shreethi baba	FY MCA	Srey
8	Riya suvanna	FY MCA	Riya
9	Chetana Thakore	Electrical	Chetana
10	Suyash Gosavi	Electrical	Suyash.
11	Pratiksha Pawar	FY MCA	Pratiksha.
12	Yashashree Kulkarni	FY MCA	Yashashree
13	Priyanka Goud	FY MCA	Priyanka
14	Akashkumar Patel	FY MCA	Akashkumar
15	Nidhi Tiwari	FY MCA	Nidhi
16	Saurabh Upadhyay	FY MCA	Saurabh.
17	Manas Patil	SE Mechanical	Manas
18	Pavani Patel	FY MCA	Pavani
19	Deepali Shinde	FY MCA	Deepali
20	Gaurav R. Patel	FY MCA	Gaurav.
21	Siddhi Raut	FY MCA	Siddhi.
22	Saniya Save	FY MCA	Saniya.
23	Thikunji Pundkar	FY MCA	Thikunji.
24	Dhruvesh Pareshant Varmali	Electrical	Dhruvesh.
25	Nishant J. Pilke	Electrical	Nishant.
26	Atharva Yadav	FY MCA	Atharva.
27	Parsuram Vasudevan	FY MCA	Parsuram.





Late Shri. Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

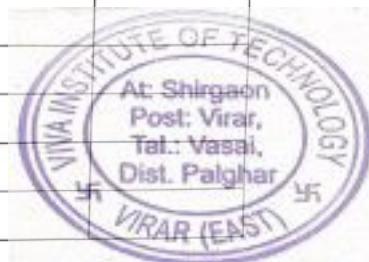
(Approved By AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai)

## Soft Skill Session

### 'Group Discussion & Practical Demonstration'

Date: 29/04/2022

Sr.No.	Name of the Student	Department	Sign
1)	Anirudh Harsh Vardak	MCA	
2)	Prathamesh Vilas Pawar	SE - B	
3)	Manish Satish Raut	SE - MECH B	
4)	Vivek Vishny Patil	SE - MEB	
5)	Daniel Sivaprasad	MCA	
6)	Kanuk N. save	SE - MEB	
7.	Sandeep V. Patil	SE - MEB	
8)	Ninad Kishor Sonav	SE - MEB	
9)	Rohit Sanjay Pithani	SE - Mech	
10)	Prachi Ganesh Prajapati	SE - Mech	
11)	Nikhil S. Balkar	SE - Mech	
12)	Pawars A. Raut	SE Mech B	
13)	Aditya A. Malekar	MCA	
14)	Yadav vishal	MCA	
15.	Azghad A. Ansari	MCA	
16.	Onkar A. Shelar	MCA	
17	Vidaj D. Pitale	MCA	
18	Pankaj Tiwari	MCA	
19	Sumit Bhutewar	MCA	
20	Pradeep Yadav	FY MCA	
21	Siddhesh Rane	FYMCA	
22	Rushabh Purakesh Pawar	FY MCA	
50	Rushikesh Avdhut Tare	FY MCA	
17	Gitesh Satish Lad	FYMCA	





Late Shri. Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Technology

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## Soft Skill Session

## **'Group Discussion & Practical Demonstration'**

Date: 29/04/2022

Sr.No.	Name of the Student	Department	Sign
1	Sanket Madhukiran Pawar	S.E MECHANICAL	Shankar
2.	Omkar Vijay Rewale	S.E Mechanical	Rewale
3.	Sagar Atmaram pawar	S.E mechanical	Sagar
4.	Amar RASENDRA RASAGNE	S.E Mechanical	Amar
5	Divya N. kothan	B.E EXTC	Divya
6.	Mitali B. Jadhav	B.E EXTC	Mitali
7.	Vinayak Ganedi	B.E EXTC	Vinay
8	Aishwarya Patil	B.E EXTC	Aishwarya
9	Tanvi Pawar	BE EXTC	Tanvi
10	Hemant choudhari	BE EXTC	Hemant
11	meet kausali	BE EXTC	meetkausali
12	Ganesh	BE EXTC	Ganesh
13	KRUTIK Dilip Rawal	S.E Mechanical	Kruttik
14	Maitreya K. Limpale	S.E Mechanical	Maitreya
15	Ansan Pereira	S.E Mechanical	Ansan
16	Manthan Motilal	BE EXTC	Manthan
17	Nilesh Mishra	BE EXTC	Nilesh

Course Code	Course Name	Contact Hours	Credits Assigned	Examination Scheme			
				Term Work	Practical	Oral	Total
MCAL22	Soft Skills Development Lab	02	01	50	--	--	50

**Pre-requisite:** Decent working knowledge of the English language (including Grammar) is a must, keeping in mind that most business/management transactions in India and internationally are conducted in the English language

#### Lab Course Objectives: Course aim to

Sr. No.	Course Objective
1	Inculcate the essential skills that professionals need to distinguish themselves and make a positive impact on their work and social lives
2	Provide better understanding of corporate culture and to improve their etiquettes, interpersonal skills and professional image
3	Develop holistically and ensure comprehensive learning.

#### Lab Course Outcomes:

Sr. No.	Outcome	Bloom Level
CO1	Develop interpersonal skills that help in communication, teamwork, leadership and decision making.	Applying
CO 2	Methodically study, formulate and interpret different facets of organizational behavior.	Evaluating
CO 3	Develop holistic leaders and technocrats helping in individual and organizational growth.	Creating

#### Description:

Module No	Detailed Contents	Hrs
1	<b>Soft Skills Introduction:</b> Soft-Skills Introduction What is Soft Skills? Significance of Soft-Skills – Soft-Skills Vs. Hard Skills - Selling Soft- Skills – Components of Soft Skills – Identifying and Exhibiting Soft-Skills <b>SelfLearning Topics:</b> Types of Soft, Hard Skills	02
2	<b>Communication :</b> Concept and meaning of communication, methods of communication, verbal and non-verbal communication, techniques to improve communication. Communication in a business organization: Internal (Upward, Downward, Horizontal, Grapevine). External Communication, 7 C's of communication. Active Listening, Differences between Listening and Hearing, Critical Listening, Barriers to Active Listening, Improving Listening, Intercultural sensitivities, Business etiquette when dealing with people from different nationalities Practical (Role plays, case studies)	03



	<b>Self LearningTopics :</b> Problems/Barriers in communication	
3	<p><b>Written/ Business Communication :</b></p> <p>Written Communication: Principles of Correspondence, language and style in official letter (full block format, modified block format), Business letters (enquiry to complaints and redressal), Application letter, CV writing, , E-mail etiquette, Documentation of Meetings, Notice, Agenda, Minutes of Meetings.</p> <p>Practical (Practice on CV, Business Letters, Applications, Notice, Agenda, Minutes of Meetings)</p> <p><b>Self Learning Topics:</b> Impact of modern Technology on Business Communication the paperless office, use of modern devices</p>	04
4	<p><b>Presentation Skills :</b></p> <p>Presentation techniques, Planning the presentation, Structure of presentation, Preparation, Evidence and Research, Delivering the presentation, handling questions, Time management. Visual aids.</p> <p>Practical - Presentation by students in groups of maximum 3 on Organizational Behavior topics allocated by faculty.</p> <p>Topics have to cover –</p> <ol style="list-style-type: none"> <li>1. Personality: Meaning, Personality Determinants, Traits, Personality types and its, impact on career growth,</li> <li>2. Individual / Organizational Decision Making.</li> <li>3. Attitude: Meaning, Components of Attitude, changing attitude and its impact on career growth</li> <li>4. Perception and Values.</li> <li>5. Motivation and Leadership: Concept, Importance.</li> <li>6. Goal setting: SMART (Specific, Measurable, Attainable, Realistic, Timely) Goals, personal and professional goals</li> <li>7. Time and Self-Management.</li> <li>8. Learning in a group, Understanding Work Teams, Dynamics of Group Behavior, Techniques for effective participation</li> <li>9. Etiquette- General &amp; Business Etiquette, Body language</li> <li>10. Emotional intelligence of self and SWOC</li> <li>11. Threats v/s Challenges</li> <li>12. Dos and Donts of a presentation/ meetings Online &amp; offline.(presenter &amp; members)</li> </ol> <p><b>Self LearningTopics :</b> Voice modulation, Tone, Pitch, Knowledge and self confidence</p>	08
5	<p><b>Effective Public Speaking :</b></p> <p>Public Speaking, Selecting the topic for public speaking, Understanding the audience, Organizing the main ideas, Language and Style choice in the speech, Delivering the speech, Voice Clarity.</p> <p>Practical (Extempore)</p> <p><b>Self LearningTopics :</b> Preparation, Attire, Posture and Delivery techniques</p>	03
6	<p><b>Group Discussions :</b></p> <p>Group Discussion Skills, Evaluation components, Do's and Don'ts.</p>	



	Practical (Group Discussions) <b>SelfLearningTopics:</b> --	
7	<b>Interview Techniques :</b> Interview Techniques, Pre-Interview Preparation, Conduct during interview, Verbal and non-verbal communication, common mistakes. Preparation of CV. Practical (Role plays, mock interviews, Telephonic Interviews, Body Language, Facial Expression) <b>SelfLearningTopics :</b> Sample communications and exercises, audio-visual presentations	03

### Reference Books:

Reference No	Reference Name
1	Business Communication (Revised Edition), Rai&Rai , Himalaya Publishing House.
2	Soft skills: an integrated approach to maximise Personality, Chauhan&Sharma, Wiley India publications.
3	Business Communication: A practice oriented approach, Kalia and ShailjaAgarwal.
4	Business Communication – Meenakshi Raman, Prakash Singh, Oxford Publication
5	Stephen Robbins & Judge Timothy: Organization Behavior, Pearson Education
6	K. Aswathappa – Organizational Behavior: Text, cases & games, Himalaya Publishing House.
7	Pareek, Udai, Understanding Organizational Behaviour, Oxford University Press, New Delhi.
8	Taylor & Chandra, “Communication for Business: A Practical Approach,” Pearson
9	Doctor & Doctor, “Business Communication,” Sheth Publishers.

### Sugested list of experiments

Practical No	Problem Statement
1	Role Plays
2	Management Activities/Games
3	Case Studies
4	Presentations
5	Extempore Public Speaking
6	Group Discussions
7	Mock Interviews

### Assessment:

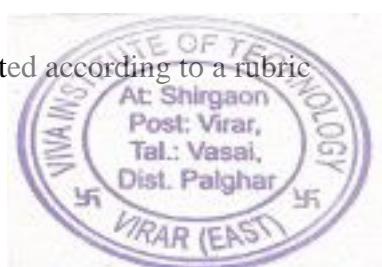
#### Term Work: Will be based on Continuous Assessment

1. Laboratory work will be based on the syllabus with minimum 10 experiments.

Experiments 40 marks

Attendance 10 marks

2. Practical will be evaluated by the subject teacher and documented according to a rubric





# VIVA INSTITUTE OF TECHNOLOGY

At: Shirgaon, Veer Sawarkar Road, Virar (E).

## RECORD OF ATTENDANCE

Month: April 2022

Subject: Soft skill Dev lab

Class:

Department: M.C.A.

Name of the Teacher: Dr Trupti Patil

Instructions: 1) This attendance record should be submitted by the teacher to the head of department to be forwarded the Principal on or before the 3<sup>rd</sup> of the following month.

2) Take sign of students for present and mark A for absent in red ink.

3) Do not leave any dots or dashes.

4) Attendance less than 75% of total to be marked in red ink.

No. of Periods	1	2	3	4	5	6	7	8	Attendance (%)
Date / Roll No.	13/4/22	18/4/22	25/4/22	2/5/22	9/5	26/5	1/6		(6)
1.	Ab	Present	Ab		Ab	Absent			3
2.	Ab	Ab	Ab		Ab	Ab			3
3.	SBI	SBI	SBI			SBI			3
4.	Ab	Ab	Ab		Ab	Ab			3
5.	Bhim	Bhim	Bhim	Bhim	Nb	Ab			4
6.	Ab	Ab	Ab	Ab	Ab	Ab			0
7.	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka			6
8.	Shubh	Shubh	Shubh	Shubh	Nb	Ab	Kirti		5
9.	Fauzia	Ab	Ab	Fauzia	Ab	Fauzia			3
10.	Janvi	Janvi	Janvi	Janvi	Janvi	Janvi			5
11.	Ab	Ab	S.J.Kakde	S.J.Kakde	S.J.Kakde				3
12.	Ab	Rakhee	Rakhee	Ab	Ab	Rakhee			3
13.	Ab	Dipti	Dipti	Ab	Dipti	Dipti			4
14.	Shital	Shital	Shital	Shital	Shital	Shital			3
15.	Ab	Xukare	Xukare	Xukare	Xukare	Xukare			3
16.	Ab	Ab	Ab	Ab	Ab	Ab			0
17.	Lata	Ab	Gitesh Lad	Gitesh Lad	Gitesh Lad	Gitesh Lad			4
18.	Ab	Nilesh	Ab	Nilesh	Nilesh	Nilesh			2
19.	Ab	Ab	Ab	Nirbhush	Nirbhush	Nirbhush			2
20.	Shivam	Shivam	Shivam	Shivam	Nb	Nb			3
21.	Ab	Ab	Nb	Nb	Nb	Nb			1
22.	Sayali	Sayali	Sayali	Sayali	Sayali	Sayali			5
23.						Nb	Nb		0
24.	Ab	Ab	Ab	Nb	Ab	Ab			2
25.	Ab				Nb	Nb			0
26.					Nb	Nb			0
27.						Nb			4
28.	Shreya	Shreya	Shreya	Nb	Shreya	Shreya			5
29.	Ab	Ab	Ab	Nb	Ab	Nb			0
30.	Yash	Yash	Yash	Yash	Nb	Yash			0
31.	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik			0
32.	Ab	Ab	Ab	Nb	Nb	Nb			0

Subject In-Charge

(P. Patil)





# VIVA INSTITUTE OF TECHNOLOGY

At. Shirgaon, Veer Sawarkar Road, Virar (E).

## RECORD OF ATTENDANCE

Month: April 2022

Subject: Soft Skill Devp Lab

Class:

Department: M.C.A.

Name of the Teacher: Dr. Trupti Tati

Instructions: 1) This attendance record should be submitted by the teacher to the head of department to be forwarded the Principal on or before the 3<sup>rd</sup> of the following month.

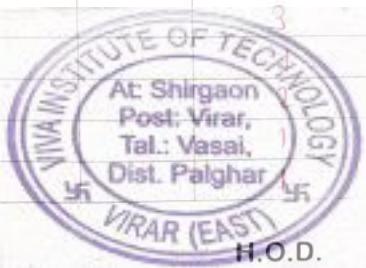
2) Take sign of students for present and mark A for absent in red ink.

3) Do not leave any dots or dashes.

4) Attendance less than 75% of total to be marked in red ink.

No. of Periods	1	2	3	4	5	6	7	8	Attendance (%)
Date / Roll No.	13/4/22	20/4	4/5	10/5	1/6				(4)
33.					Ab				3
34.		Present	Present	Present	Ab				2
35.	Ab			Ab		P.P.P.			0
36.			Ab			Present			0
37.					Present	Present			1
38.		Ab	Present	Ab		Ab			1
39.	Ab		Present		Present				1
40.	SAPent		SAPent	SAPent	SAPent	SAPent			3
41.	Present	Present	Present	Present	Present	Present			4
42.		Ab	Ab	Q	Q	Q			1
43.	Ab	Present	Present	Ab	Ab	Present			2
44.			Present	Ab	Ab	Present			1
45.	Present	Present	Present	Present	Present	Present			4
46.	Present	Present	Present	Present	Present	Present			4
47.	Ab	Ab	Present	Present	Present	Present			2
48.			Ab	Ab	Ab	Present			0
49.	Present	Present	Present	Present	Present	Present			4
50.			Ab	Ab	Ab	Ab			0
51.	Ab	Ab	Ab	Ab	Ab	Ab			3
52.		Present	Present	Present	Present	Present			3
53.	Present	Present	Present	Present	Present	Present			4
54.	Ab	Present	Present	Present	Present	Present			3
55.	Present	Present	Present	Present	Present	Present			4
56.		Ab	Ab	Ab	Ab	Ab			2
57.		Present	Present	Present	Present	Present			3
58.		Ab	Present	Present	Present	Present			3
59.	Ab	Ab	Ab	Ab	Ab	Ab			0
60.		Present	Present	Present	Present	Present			3
61.		Ab	Ab	Ab	Ab	Ab			3
62.		Present	Present	Present	Present	Present			3
63.		Ab	Ab	Ab	Ab	Ab			0
64.		Present	Present	Present	Present	Present			4

Subject In-Charge R. Patil



# UNIVERSITY OF MUMBAI



## Bachelor of Engineering

**First Year Engineering (Semester I & II), Revised course**  
**(REV- 2019'C' Scheme) from Academic Year 2019 – 20**  
**(Common for All Branches of Engineering)**

Under

## FACULTY OF SCIENCE & TECHNOLOGY

(As per AICTE guidelines with effect from the academic year  
2019–2020)

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned				
		Theory	Pract.	Tut.	Theory	Tut.	Pract.	Total	
FEC206	Professional Communication and Ethics- I	2	--	--	2	--	--	2	
Course Code	Course Name	Examination Scheme							
		Theory					Term Work	Pract. /oral	
		Internal Assessment			End Sem. Exam.	Exam. Duration (in Hrs)			
		Test 1	Test 2	Avg.				Total	
FEC206	Professional Communication and Ethics- I	10	10	10	40	2	--	--	50

### Objectives

1. To demonstrate the fundamental concepts of interpersonal and professional communication.
2. To encourage active listening with focus on content, purpose, ideas and tone.
3. To facilitate fluent speaking skills in social, academic and professional situations.
4. To train in reading strategies for comprehending academic and business correspondence.
5. To promote effective writing skills in business, technology and academic arenas.
6. To inculcate confident personality traits along with grooming and social etiquettes.

**Outcomes:** Learners will be able to understand how to...

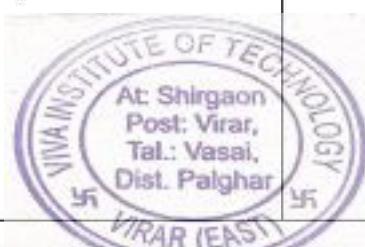
1. Eliminate barriers and use verbal/non-verbal cues at social and workplace situations.
2. Employ listening strategies to comprehend wide-ranging vocabulary, grammatical structures, tone and pronunciation.
3. Prepare effectively for speaking at social, academic and business situations.
4. Use reading strategies for faster comprehension, summarization and evaluation of texts.
5. Acquire effective writing skills for drafting academic, business and technical documents.
6. Successfully interact in all kinds of settings, displaying refined grooming and social skills.

Module	Detailed Contents	Hrs.
	<b>FUNDAMENTALS OF COMMUNICATION</b> <ul style="list-style-type: none"> <li><b>1.1. Introduction to Theory of Communication</b> <ul style="list-style-type: none"> <li>● Definition</li> <li>● Objectives</li> <li>● Postulates/Hallmarks</li> <li>● The Process of Communication</li> <li>● Organizational Communication <ul style="list-style-type: none"> <li>○ Formal (Upward, Downward and Horizontal)</li> <li>○ Informal (Grapevine)</li> </ul> </li> </ul> </li> <li><b>1.2. Methods of Communication</b> <ul style="list-style-type: none"> <li>● Verbal (Written &amp; Spoken)</li> <li>● Non-verbal <ul style="list-style-type: none"> <li>○ Non-verbal cues perceived through the five senses: (Visual, Auditory, Tactile, Olfactory and Gustatory cues)</li> <li>○ Non-verbal cues transmitted through the use of: (The Body, Space, Time and Silence)</li> </ul> </li> </ul> </li> <li><b>1.3. Barriers to Communication</b></li> </ul>	
1		12

	<ul style="list-style-type: none"> <li>● Mechanical/External</li> <li>● Physical/Internal</li> <li>● Semantic &amp; Linguistic</li> <li>● Psychological</li> <li>● Socio-Cultural</li> </ul> <p><b>1.4. Communication at the Workplace</b></p> <ul style="list-style-type: none"> <li>● Corporate Communication - Case Studies</li> <li>● Listening Tasks with Recordings and Activity Sheets</li> <li>● Short Speeches as Monologues           <ul style="list-style-type: none"> <li>○ Informative Speeches that Center on People, Events, Processes, Places, or Things</li> <li>○ Persuasive Speeches to Persuade, Motivate or Take Action</li> <li>○ Special Occasion Speeches for Ceremonial, Commemorative, or Epideictic purposes</li> </ul> </li> <li>● Pair-work Conversational Activities (Dialogues)</li> <li>● Short Group Presentations on Business Plans</li> </ul>	
2	<p><b>VERBAL APTITUDE FOR EMPLOYMENT</b></p> <p><b>2.1. Vocabulary Building</b></p> <ul style="list-style-type: none"> <li>● Root words (Etymology)</li> <li>● Meaning of Words in Context</li> <li>● Synonyms &amp; Antonyms</li> <li>● Collocations</li> <li>● Word Form Charts</li> <li>● Prefixes &amp; Suffixes</li> <li>● Standard Abbreviations</li> </ul> <p><b>2.2. Grammar</b></p> <ul style="list-style-type: none"> <li>● Identifying Common Errors           <ul style="list-style-type: none"> <li>○ Subject - Verb Agreement</li> <li>○ Misplaced Modifiers</li> <li>○ Articles</li> <li>○ Prepositions</li> </ul> </li> <li>● Tautologies</li> <li>● Pleonasms (Redundancies)</li> <li>● Idioms</li> <li>● Cliches</li> </ul>	02
3	<p><b>DEVELOPING READING AND WRITING SKILLS</b></p> <p><b>3.1. Reading Comprehension</b></p> <ul style="list-style-type: none"> <li>● Long Passages</li> <li>● Short Passages</li> <li>● MCQs on Inferential Questions with 4 Options</li> </ul> <p><b>3.2. Summarization of reading passages, reports, chapters, books</b></p> <ul style="list-style-type: none"> <li>● Graphic Organizers for Summaries           <ul style="list-style-type: none"> <li>○ Radial Diagrams like Mind Maps</li> <li>○ Flow Charts</li> <li>○ Tree Diagrams</li> <li>○ Cyclic Diagrams</li> <li>○ Linear Diagrams like Timelines</li> <li>○ Pyramids</li> <li>○ Venn Diagrams</li> </ul> </li> <li>● Point-form Summaries</li> <li>● One-sentence Summaries of Central Idea</li> </ul> <p><b>3.3. Paraphrasing</b></p> <ul style="list-style-type: none"> <li>● Understanding Copyrights</li> <li>● Running a Plagiarism Check on Paraphrased Passages</li> <li>● Generating Plagiarism Reports</li> </ul>	02



	<ul style="list-style-type: none"> <li>Basic APA and MLA Referencing Style and Format</li> </ul>	
4	<p><b>BUSINESS CORRESPONDENCE</b></p> <p><b>4.1. Seven Cs of Business Correspondence</b></p> <ul style="list-style-type: none"> <li>Completeness</li> <li>Conciseness</li> <li>Consideration</li> <li>Concreteness</li> <li>Clarity</li> <li>Courtesy</li> <li>Correctness</li> </ul> <p><b>4.2. Parts of a Formal Letter and Formats</b></p> <ul style="list-style-type: none"> <li>Parts/Elements of a Formal Letter <ul style="list-style-type: none"> <li>Letterheads and/or Sender's Address</li> <li>Dateline</li> <li>Inside Address</li> <li>Reference Line (Optional)</li> <li>Attention Line (Optional)</li> <li>Salutation</li> <li>Subject Line</li> <li>Body</li> <li>Complimentary Close</li> <li>Signature Block</li> <li>Enclosures/Attachments</li> </ul> </li> <li>Complete/Full Block Format</li> </ul> <p><b>4.3. Emails</b></p> <ul style="list-style-type: none"> <li>Format of Emails</li> <li>Features of Effective Emails</li> <li>Language and style of Emails</li> </ul> <p><b>4.4. Types of Letters in Both Formal Letter Format and Emails</b></p> <ul style="list-style-type: none"> <li>Claim &amp; Adjustment Letters</li> <li>Request/Permission Letters</li> <li>Sales Letters</li> </ul>	06
5	<p><b>BASIC TECHNICAL WRITING</b></p> <p><b>5.1. Introduction</b></p> <ul style="list-style-type: none"> <li>What is Technical Writing?</li> <li>Importance and Principles of Technical Writing</li> <li>Difference between Technical Writing &amp; Literary Writing</li> <li>Framing Definitions</li> <li>Difference between Technical Description &amp; Instructions</li> </ul> <p><b>5.2. Description of a Technical Object</b></p> <ul style="list-style-type: none"> <li>Definition</li> <li>Diagram</li> <li>Discussion of Parts/Characteristics</li> </ul> <p>Working</p> <p><b>5.3. Writing User Instructions</b></p> <ul style="list-style-type: none"> <li>User Instructions</li> <li>Special Notices (Note, Warning, Caution and Danger)</li> <li>Styles of Presentation <ul style="list-style-type: none"> <li>Impersonal</li> <li>Indirect</li> <li>Direct</li> </ul> </li> <li>Imperative</li> </ul> <p><b>5.4. Description of a Technical / Scientific Process</b></p>	02



	<ul style="list-style-type: none"> <li>● Definition</li> <li>● Diagram</li> <li>● Tools/ Apparatus/Software/ Hardware Used</li> <li>● Working</li> <li>● Result</li> </ul>	
6	<p><b>PERSONALITY DEVELOPMENT AND SOCIAL ETIQUETTES</b></p> <p><b>6.1. Personality Development</b></p> <ul style="list-style-type: none"> <li>● Introducing Self and/or a Classmate</li> <li>● Formal Dress Code</li> </ul> <p><b>6.2. Social Etiquettes</b></p> <ul style="list-style-type: none"> <li>● Formal Dining Etiquettes</li> <li>● Cubicle Etiquettes</li> <li>● Responsibility in Using Social Media</li> <li>● Showing Empathy and Respect</li> <li>● Learning Accountability and Accepting Criticism</li> <li>● Demonstrating Flexibility and Cooperation</li> <li>● Selecting Effective Communication Channels</li> </ul>	02

### **Assessment:**

#### **Internal Assessment Test:**

Assessment consists of two class tests of 10 marks each.

**TEST I** -Public speech on general topics (Maximum 5 mins. per student)

**TEST II** - Written test covering modules 1 - 6

The second test should be based on theory and application exercises as mentioned in the syllabus. (Note: Summarization should be a compulsory question in Test II and not in the End Semester Theory Examination.)

#### **End Semester Theory Examination:**

1. Question paper will comprise of total 06 questions, each carrying 15marks.
2. Total 04 questions need to be solved.
3. Question No: 01 will be compulsory and based on entire syllabus wherein sub-questions of 2 to 5 marks will be asked.
4. Remaining questions will be mixed in nature.( e.g. Suppose Q.2 has part (a) from module3 then part (b) will be from any module other than module 3)
5. In question paper weightage of each module will be proportional to number of respective lecture hours as mentioned in the syllabus
6. The first module (Fundamentals of Communication) will carry 40 % weightage.

#### **Text Books.**

1. Sanjay Kumar & Pushp Lata (2018). Communication Skills with CD. New Delhi: Oxford University Press.
2. Hemphill, P.D., McCormick, D. W., & Hemphill, R. D. (2001). Business Communication with writing improvement exercises. Upper Saddle River, NJ: Prentice Hall.
3. Locker, Kitty O. Kaczmarek, Stephen Kyo. (2019). Business Communication: Building Critical Skills. Place of publication not identified: McGraw-hill.
4. Murphy, H. (1999). Effective Business Communication. Place of publication not identified: McGraw-Hill.
5. Raman, M., & Sharma, S. (2016). Technical Communication: Principles and practice. New Delhi: Oxford University Press.
6. Kaul, A. (2015). Effective Business Communication. Place of publication not identified: Prentice-Hall of India.



Late Shri. Vishnu Waman Thakur Charitable Trust  
**VIVA Institute of Technology**  
*Department of Humanities And Applied Sciences*  
 Practical Attendance Report (Academic Year: 2021 - 2022)

Lecturer:

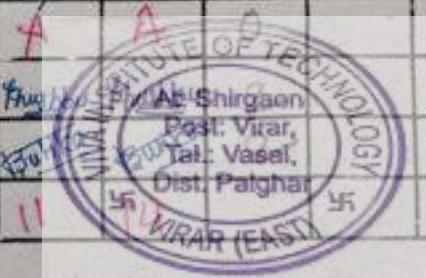
SEM- II - DIV - A - SUBJECT- PCB-I

BATCH : A- I

Roll No.	Name of the Student	DATE	3/10/3	21/4	28/4		5/5	12/5	19/5	26/5		2/6	9/6		16/6	
		EXP NO.				① ②				④	7		②			
1	BHANDARI MAHESH SINGH	COMP														
2	BHATI NISTHA BHARAT	COMP	Nibhati	Nibhati	Nibhati	1 2	Nibhati	Nibhati	Nibhati	Nibhati	4	Nibhati	Nibhati	2	Nibhati	
3	BHISE SHRIKANT SHIVAJI	COMP														
4	BHOIR AYUSH BHUPESH	COMP				A	1 1	A								
5	CHAUDHARY ANKITRUMAR RAGHVENDRA	COMP														
6	CHAUHAN NIKUNJ JANTA	COMP	Nikunj	Nikunj	A	1 1	A	Nikunj	Nikunj	Nikunj	3	Nikunj	Nikunj	2	Nikunj	
7	CHAVAN SUMEDH RAJU	COMP	Kavand	Kavand	A	1 1	A	Kavand	Kavand	Kavand	2	Kavand	Kavand	2	Kavand	
8	CHAWDA ANANT DINESH	COMP	Chawda	Chawda	Chawda	1 2	Chawda	Chawda	Chawda	Chawda	4	Chawda	Chawda	2	Chawda	
9	DOLAI PRITESH SAMARKANTA	COMP														
10	GAWADE DHRUV PURUSHOTTAM	COMP	A	A		0 1					4		A	1		
11	GHANDAT ATHARV BHUVANESHWAR	COMP	Phandat	Phandat	Phandat	1 2	Phandat	Phandat	Phandat	Phandat	3	Phandat	Phandat	2	Phandat	
12	GHARAT AARYAN VIJAY	COMP	Phant	Phant	Phant	1 2	Phant	Phant	A	Phant	3	Phant	Phant	2	Phant	
13	GOTAD SAKSHA JITENDRA	COMP														
14	GUPTA LUVKUSH BUDDHIRAM	COMP														
15	HINGMIRE PRANAVKUMAR ANIL	COMP	Hingmire	Hingmire	Hingmire	1 2	Hingmire	Hingmire	Hingmire	Hingmire	4	Hingmire	Hingmire	2	Hingmire	
16	HOSBET NEHA CHETAN	COMP	Neha	A	Chetan	1 1	Neha	Neha	A	A	3	Neha	Chetan	2	Chetan	
17	JUVEKAR PRATHAM JAGDISH	COMP	Juvekar	Juvekar	Juvekar	1 2	Juvekar	Juvekar	Juvekar	Juvekar	4	Juvekar	Juvekar	17	Juvekar	
	Total Students Present			16	15	12		14	17	14	14		17	15		



Name of the Student	DATE	28/03	04/04	11/04	18/04	05/05			23/5	30/5		6/6	13/6	
	EXP NO						MAR	APR			2		2	
ADAM SAHIL MANOJ	COMP				A	A								
ADAM KARAN YASHWANT	COMP					A								
KAMBLE SANJANA SANJAY	COMP													
KASAR DURVESH SUNIL	COMP				A									
KHADAPKAR ANUSHKA NARAYAN	COMP													
LAKADE OMKAR DILIP	COMP													
MALEKAR TANMAY PRAKASH	COMP													
MALUSARE SOHAM SANJIT	COMP				A	A	A							
MANJREKAR SAHIL SACHIN	COMP													
MAURYA AJIT JAISWANT	COMP													
MHATRE MANJIRI ADITYA	COMP													
MISHRA VINAYAK AMRENDRA	COMP													
MULLA MUBIN ZILANI	COMP													
NAR SEJAL VIJAY	COMP													
PANDEY SATYAPRAKASH	COMP													
INDRAMANI	COMP				A									
PASI KHUSHBU HIRALAL	COMP													
PATEL RUTIKA KIRAN	COMP													
Total Students Present		16	17	15	9	15			16	13		11		



Late Shri. Vishnu Waman Thakur Charitable Trust  
**VIVA Institute of Technology**  
*Department of Humanities And Applied Sciences*  
 Practical Attendance Report (Academic Year: 2021 - 2022)

lecturer:

SEM- II - DIV - A - SUBJECT- PCE-I

BATCH : A - 3

roll no.	Name of the Student	DATE	1/04/2024		6/5	13/5	20/5	27/5		3/6	10/6			
		EXP NO								4		2		
35	PATIL VEDANT PRAMOD	COMP		A	1	A			A	2				
36	PATIL DIKSHA DASHRATH	COMP		A	1	A			A	2	A			
37	PAWAR VIKRANT LAXMAN	COMP		A	1				A	2	A	A		
38	PAYAK YUKTI KAILASH	COMP			2					4				
39	PRAJAPATI RAHUL KESHAVRAM	COMP			2					2				
40	RAJPUROHIT RANI KARANSINGH	COMP			2					2				
41	RAMCHANDRA ANUJKUMAR RAMCHANDRA	COMP			2					4				
42	RANE APARNA RAVINDRA	COMP			2					3				
43	RATHOD SUDHIR BHUJANG	COMP			2					2				
44	RAUT SHREYA ABHITAB	COMP			2					2				
45	RUPARELIYA JAY GIRISH	COMP			2					1				
46	SANTRA DHEERAJ BUDDHADEV	COMP			2					3				
47	SAWANT SURUCHI SHARAD	COMP			2					4				
48	SHAIKH MOHD MEHRAJ	COMP			2					4				
49	SHARMA PREMANSHU RAJKUMAR	COMP			2					4				
50	SINGH ARYAN DINESH	COMP			2					4				
Total Students Present			15	12	13	12	11	6		9	11			



At: Shirgaon  
 Post: Virar,  
 Tal.: Vasai,  
 Dist. Palghar


 Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
*Department of Humanities And Applied Sciences*  
 Practical Attendance Report (Academic Year: 2021 - 2022)  
 SEM - V

Lecturer:

Roll No.	Name of the Student	DATE	1/4	2/4	3/5	4/5	20/5	21/5	2/6	3/6	10/6	
		EXP NO										BATCH : B
1	SINGH HARSHIT VINOD	COMPUTER	8	8	2	8	8	A	8	4	8	2
2	SINGH RISHABH AVADHESH PRATAP	COMPUTER	8	8	2	8	8	A	8	8	8	2
3	TAMBE VANDAN VINIT	COMPUTER	8	8	2	8	8	A	8	8	8	2
4	THAKUR MADHU LALBABU	COMPUTER	8	8	2	A	8	A	A	1	A	1
5	TRIBHUVAN SHUBHAM SHANTARAM	COMPUTER	8	8	2	8	8	8	8	4	8	1
6	UPADHYAY ANNU PRASHANT	COMPUTER	8	8	1	A	A	A	A	0	A	0
7	UTEKAR RAJ GOPAL	COMPUTER	8	8	2	8	8	A	A	2	A	1
8	VARMA KANCHAN OMPRAKASH	COMPUTER	8	8	1	8	8	8	8	3	A	2
9	YADAV SHIVAM AMRITLAL	COMPUTER	8	8	1	8	8	8	8	3	8	2
10	YADAV SULENDRA BALESHWAR	COMPUTER	8	8	2	8	8	8	8	4	A	1
11	YADAV DILIP TEJBAHADUR	COMPUTER	8	8	2	8	8	8	8	4	8	1
12	YADAV AMITESH AMARBAHADUR	COMPUTER	8	8	2	8	8	8	8	2	8	2
13	YADAV SURAJKUMAR VIRENDRAKUMAR	COMPUTER	8	8	1	8	8	8	8	4	A	1
14	YADAV RAHUL SHERBAHADUR	COMPUTER	8	8	1	8	8	8	8	3	A	1
15	CHAUDHARI PREM RAJESH	MECH	8	8	2	8	8	8	8	4	8	2
16	DEVLIKAR CHAITANYA HANUMAN	MECH	8	8	2	8	8	A	8	3	A	1
17	GUPTA SHEETAL AYODHYA PRASAD	MECH	8	8	2	8	8	8	8	3	8	2
18	KATRE NARESH NARSIMA	MECH	8	8	2	A	8	8	8	3	A	1
19	KHEDASKAR ANIKET SANJAY	MECH	8	8	2	A	8	8	8	3	A	1
20	PANDEY AYUSHI DINESH	MECH	8	8	2	8	8	A	8	3	8	2
21	PATIL AKSHAR RAM	MECH	8	8	2	8	8	A	8	3	8	2
22	SHINDE SAIRAJ MANGESH	MECH	8	8	2	8	8	8	8	4	A	2
Total Students Present			18	19	17	20	14	15	9	20		



Lecturer: Dr. Trupti Patil

SEM- II - DIV - B - SUBJECT- P C E T

Roll No.	Name of the Student	DATE	1/4	11/4	18/4	25/4	9/5	23/5	30/5	6/6	13/6
		EXP NO									
23	SOLANKI ROHIT DILIP	MECH	Rohit	Rohit	Ab	Rohit	Rohit	Ab	Ab	A	A
24	THAKUR AKASH AKHILESH	MECH	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
25	ANSARI SHOYEB KHURSHID	CIVIL	Ab	Anand	Shoysid						
26	JADHAV ANAND KAILAS	CIVIL	Ab	Anand	Anand	Anand	Anand	Anand	Anand	A	A
27	PAWAR KRANTI NAMDEV	CIVIL	Ab	Kranti	Kranti	Kranti	Kranti	Kranti	Kranti	A	Kranti
28	TIGULWAD VISHAL MAROTI	CIVIL	Ab	Vishal	Ab	Ab	Vishal	Vishal	Vishal	Vishal	Vishal
29	YADAV OMKAR MOHAN	CIVIL	Ab	Ab	Ab	Ab	Ab	Ab	Ab	A	A
30	YENNAPU CHARMI PRABHAKARRAO	CIVIL	Ab	Charmi	Charmi	Charmi	Charmi	Charmi	Charmi	Charmi	Charmi
31	ALI FIROZ ASGAR	EXTC	Ali	Ali	Ali	Ali	Ali	Ali	Ali	Ali	Ali
32	BANGERIA ESHAAN BALKRISHNA	EXTC	Eshaan	Eshaan	Eshaan	Eshaan	Eshaan	Eshaan	Eshaan	Eshaan	Eshaan
33	KAMBLE VEDIKA DINESH	EXTC	Dinesh	Ab	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh	A	Dinesh
34	KUSHWAHA KAJAL RAJESH	EXTC	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	A	Kajal
35	LAGORI MANAS NARENDRA	EXTC	Manas	Narendra	Manas	Manas	Manas	Manas	Manas	Narendra	Narendra
36	RAUT CHAITANYA JEETENDRA	EXTC	Ab	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya	Chaitanya
37	SINGH AARYA MANOJ	EXTC	Aaryya	Aaryya	Aaryya	Ab	Ab	Ab	Ab	Aaryya	A
38	SINGH HARSHIT SANJAY	EXTC	Ab	Harshit	Harshit	Ab	Harshit	Harshit	Ab	Harshit	A
39	SINGH SERVESH BRIJ BHUSHAN	EXTC	Servesh	Brij Bhushan	Servesh						
40	KHAN SHADAB MOBIN	ELE	Ab	Ab	Ab	Ab	Ab	Ab	Ab	A	A
41	PATEL VISHAL NANHELAL	ELE	V.Patel	V.Patel	V.Patel	V.Patel	V.Patel	V.Patel	V.Patel	V.Patel	V.Patel
42	PATIL HARSH NAresh	ELE	Ab	Ab	Ab	Ab	Hars	Hars	Ab	A	Hars
43	THAKUR MIHIR AVINASH	ELE	Ab	H.F	Ab	H.F	H.F	H.F	Ab	A	
44	SINGH ADITYA JITENDRA	COMPUTER	Ab	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
Total Students Present											



Vishnu Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF TECHNOLOGY**

Shirgaon, Virar (E), Taluka-Vasai, District-Palghar, 401305, Maharashtra

Telephone: 7770002544 website- [www.viva-technology.org](http://www.viva-technology.org)

**Department of Electrical Engineering**

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VIVA-VIT/elect/ 36/2021-22

Date: 05/03/2022

**NOTICE**

All the students of Second year Electrical Engineering are informed that there will be a Guest Lecture on "Fire safety" by Mr. Pramod Bambulkar on 7th March 2022 from 11:00 am to 01:00 pm.

Venue: - B-105 (S.E.CLASSROOM)



H. O. D.

Electrical Department





Late Shri. Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Approved by AICTE, DTE and Affiliated to University of Mumbai.

**Shri. Hitendra V. Thakur**  
President

**Ms. Aparna P. Thakur**  
Secretary

Dr. Arun Kumar  
Principal

Ref. No. : VIVA / VIT / 1051 / 20

Date : 07/03/2022

VIVA/VIT/1051/2021-22

07/03/2022

To,  
Mr. Pramod Bambulkar,  
Odhav Nager Ganesh Mandir,  
Cosmos Bank Bldg.  
Borivali-400066.

### **Subject: Letter of Appreciation.**

Respected Sir,

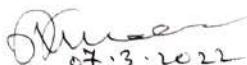
We are grateful to you for your valuable time and effort in delivering a lecture on "Fire Safety" for our Second year (Semester-IV) students of Electrical Engineering on 07<sup>th</sup> March 2022. Your lecture was very much informative, knowledgeable, and motivating. Our students will cherish your value-adding words in their hearts.

Hope for similar support in the future too.

Thanking you.

Yours faithfully,



  
07.3.2022

**Dr. Arun Kumar**

Principal

  
Resd  
B. Bambulkar

## RESUME

Name : PRAMOD P. BAMBULKAR  
Date of Birth : 25/07/1960  
Marital Status : Married  
Email : Pramod.bambulkar@tcs.com  
Nationality : Indian, Passport no-E5937145  
Address : 1201 OM siddhagiri chs, opp Odhav Nager Ganesh Mandir, Cosmos Bank Bldg. Shantivan Borivali East Mumbai 400066  
Tel.:02228979837, 7738891781

### Educational Qualification:

*Diploma in Mechanical Engineering First class.*

*Diploma in Electrical Engineering both from S.B.M.Polytechnic after H.Sc.*

*Advanced Diploma in Industrial Safety from MSBTE (Certified safety officer)*

*ISO -9001: 2008 LEAD AUDITOR. Safety auditor, Utility auditor*

*ISO -14001, ISO 18001 Lead auditor (More the 250 Audit done so far)*

*Certified house keeper proficiency exam. JDKC Mumbai*

*PWD electrical supervisor licensed*

*Licensed MMC Plumber*

### Work Experience –

**TCS- working as chief corporate fire Advisor for PAN India**

Conducting fire drill, Fire training, Accident investigation and Audit of digital security equipment and fire active /passive system , Core area is to Hand over Takeover of all new project, Implementing innovative ideas and best practices so that it help in reducing man power and down time and energy conservation

**PSIPL -Managed @ 45 million sq ft area in Mumbai and Pane @ 600 sites actively involved in technical and soft skilled training, Transitions, Site survey, and technical audits. Sound experience in utilities and infrastructure required for IFMS such as electrical HT/LT installation, Fire hydrant and sprinkler, FM200 gas suppression, Data centre and UPS security swimming pool, club house maintenance, pest management, BMS HVAC, STP, VESDA, WLD, Housekeeping soft services machines, Documentations like check list, SOP, Evacuation mock/Fire drill procedure and Digital security like Boom Barrier, Bollard, Perimeter intrusion, Access Control, CCTV, X ray Bag scan etc.**

- 25 Years Experience in Pharmaceuticals Maintenance and Projects includes CGMP Training on Pharmaceuticals Technology and Engineering,
- 4 years of experience in Integrated Facility Management system.
- 4.5 year with TCS still on Board.

**Electrical sound knowledge and experience in handling electrical HT/LT installations, Electrical Distribution system, ACB, VCB primary injection test, Transformer Tests, LOTO, PPM schedule, CAPA, System Redundancy, BCP, machine interlocks, MMI.**

Company	Designation	Period
Tata Consultancy Service	Asst .Gen Manager	28/8/13 -----
Property soln I Pvt ltd	Asst.Gen.Manager operation	30Nov2009 -26/8/13
Genairsys	Sr Manager Technical	Feb2004 -Nov 2009
Wyeth Ltd.	Assistant Manager	Sept 1991 - Jan 2004
EU Pharma	Maintenance Manager	Oct 1990 - August 1991
Bhor Industry	Maintenance Manager	Sept 1984 - Sept 1990

**Job profile at PSIPL – Tech Audit, Survey ,Site mobilization, Hand over/take over, Training ,implementation of value add services at site and corporate presentations for new sites.**

**Hands on experience in handling EHS audit, ISO 14001,18001,9001 Audit**

**Job profile at TCS:** Technical Hand over Take over of all new project from project team and handover to Admin+ Energy saving project

Visiting Faculty for Government institute like MSME Andheri,Khadi Gramodyog, NIFE

National institute of Fire Engineering, National safety council Mumbai

Conducting MSME Govt of India Training Module under PTA scheme .

1)Facility Management/Building Maintenance 2) Fire Safety Champion+3) Green Goal which cover Solar energy power on/off grid plant, Zero garbage, Green Building Concept through our NGO Pramod Foundation.

Received prestige's Safety award for Project and Poster competition, and award for enhancing production, reducing manpower by adopting innovation and latest technology

#### **Additional qualification**

Technical training on Rain Water Harvesting from ENVIRO VIGIL Thane.

Presently appearing for BEE certify energy manager program and LEED certify exam conducted by Indian Green Building Council.

#### **Other Sound Areas:**

Regulatory Inspection, Documentation, DQ, IQ, OQ ,PQ, SAT,FAT,Transition hand over take over procedure, Validation, Calibration Project Planning control technique, preparation of project report and status, cost monitoring, effective utilization of man hours.

#### **Extra Skills:**

Business Development, Handling Factory Inspector, BMC, Pollution control and other license authority, ***Valid Licensed Plumbing and PWD First Class Electrical Supervisor.***

#### **Computer Skills:**

MS Office, MS Project, **Primavera Project Planner.**

#### **Strength:**

Positive Thinking, Hard Working, 100%Result Oriented.

Pramod P Bambulkar.



# VIVA Institute of Technology, Virar

SUBJECT: Guest Lecture.

S.E. ELECTRICAL (2021-2022)

SUBJECT INCHARGE: PROF. Pramod Bambulkar Sir.

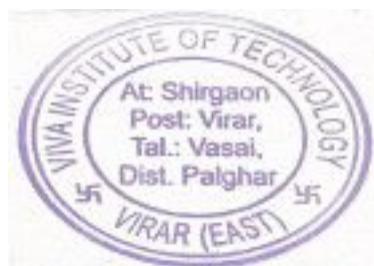
R. No	Name	7/3/22						
	Time	11:00 - 1:00						
1	AMBAT SAGAR SANTOSH	Sagar						
2	BANGAR HRUSHIKESH MANGESH	Hranga						
3	BAROT SHYAM GOVIND	A						
4	BHAGAT AALEKH DADAN	A						
5	BHOIR JANHAVI ASHOK	JABhind						
6	BIND JITENDRA MOTILAL	A						
7	BOLKE ROHAN RAMESH	Rohan						
8	CHAUDHARI VIGHNESH SANDESH	Chaudhuri						
9	CHAVAN ROSHAN SHIVAJI	Roshan						
10	DAUDA AADESI JANA	A						
11	DHODARE NIVID SURENDRA	A						
12	FATNAIK ASHISH UDAY	Asish						
13	GADHARI VEDANT SHARAD	Vedant						
14	GANVE ALANKAR GOVIND	Alankar						
15	GHORPADE RUSHIKESH R	A						
16	GOHIL DHRUV ATUL	dhruv						
17	GUPTA SUMIT SURAJDIN	Sumit						
18	GURODA KUNAL KRISHNA	A						
19	JADHAV AAKASH KISHOR	Aakash						
20	JADHAV ROHAN EKNATH	Rohan						
21	JANATHIE HARESH LAXMAN	Harsh						
22	KADAM KUNAL KISHOR	Kunal						
23	KADAM NIKHIL VIJAY	A						
24	KAMBLE NATH ANAND	A						
25	KARWANDE VIVEK ANIL	Vivek						
26	KESARKAR ROHAN H	A						
27	KUSHWAHA SUNNY JAYPRAKASH	Sunny						
28	LATE DEEP DILIP	A						
29	MACHHI AMOL JAYHIND	A						
30	MAHADIK SHREEKRISHNA P	Prakash						
31	MAHALA NILESH VASANT	Nilesh						
32	MALI MITESH VIKAS	Mitesh						
33	MESTRY VEDANG PRAVIN	Vedang						
34	MHATRE PRASHANT MANOJ	Prashant						
35	NAIK AAKASH JITENDRA	Aakash						
36	PAGDHARE ANISH DILIP	Anish						
37	PANCHAL DHRUV ASHOK	Dhruv						
38	PARAB HIRITIK ATMARAM	Parab						
39	PASHTE SNEHAL SUBHASH	A						
40	PATEL ADNAN NISAR	Adnan						
41	PATEL JAY DILIP	Jay						
42	PATHARE MAYUR CHETAN	Mayur						
43	PATIL BHAGYASHRI PRABHAKAR	Bhagyashri						



44	PATIL HARDIK PADMAKAR	HARDIK
45	PATIL PRASAD RAJEEV	PRASAD
46	PATIL SHRADDHA KAILAS	SHRADDHA
47	RAUT YASH KISHOR	YASH
48	REWALE JAY PRAVIN	JAY
49	SAROJ RAJ PRADEEP	SAROJ
50	SAWANT SIDDHESH KIRAN	SIDDHESH
51	SHAIKH UMER ISHAQUE	UMER
52	SHUKLA HARSH RAJESH	HARSH
53	SINGH DINKAR RAJESH	DINKAR
54	SOLANKI SAHIL TRIKAM	SAHIL
55	SONAR ANIKET PRAKASH	ANIKET
56	SURVE ROHIT RAJENDRA	ROHIT
57	TAMORE RHUSHIKESH P	RHUSHIKESH
58	VANARE ROHAN TANAJI	ROHAN
59	VARMA VIRENDRA RAMDEV	VIRENDRA
	NO OF STUDENTS PRESENT	

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SUBJECT INCHARGE



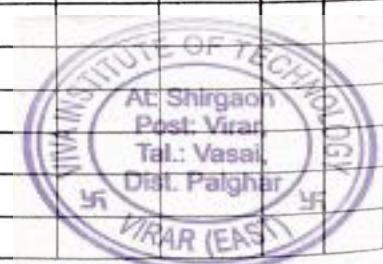
# VIVA Institute of Technology, Virar

UBJECT: Guset Lecture.

T.E. ELECTRICAL (2021-2022)

SUBJECT INCHARGE Pramod Bambulkar sir.

R. No	Name	7/3/22	1 / 22	1 / 22	1 / 22	1 / 22	1 / 22	1 / 22	1 / 22	P	C	T
	Time	11:00 - 1:00										
1	AHIRE MAYURAJ PANDIT SHAILA	(Ahire)										
2	ALI SALMAN MAHBOOB RAEESHA	(Salman)										
3	AREKAR SHUBH PRASAD SNEHA	(Shubh)										
4	BAIT SAURABH MOHAN MAMTA	(Bait)										
5	BALAMURUGAIAH MUKESH BALA	(Mukesh)										
6	BHATT CHARMY PINAKIN BELA	(Charmy)										
7	CHAUDHARI ABHISHEK JIVAN SNEHAL	(Abhishek)										
8	CHAUHAN HARSH SURYAKANT PRITI	A										
9	CHAVAN DIPESH ARUN ANURADHA	A										
10	CHAVAN ROHAN VINOD VANITA	(Rohan)										
11	DALVI GAURAV GANPAT GEETA	(Gaurav)										
12	DANGODARA DHARMESH JAGDISH BHAI	(Dharmesh)										
13	DARJE SIDDHESH NANDKISHOR	(Siddhesh)										
14	DHADAGA MOHAN BANDHU KAMU	A										
15	GAWAI ROHAN ANAND SHASHIPRABHA	(Rohan)										
16	*GHARATATINKYA PRABHAKAR SONITA	A										
17	GIRI PRAVIN RANJEET GAYATRI	(Pravin)										
18	GROUNDAR MANOJ SELVAM SHARDHA	(Manoj)										
19	GUJARE MAHESH UTTAM REKHA	(Mahesh)										
20	GUJARI ABHINNASUNDAR SITARAM	(Sitaram)										
21	GUPTA RAHUL HARIHAR VIMLA DEVI	(Rahul)										
22	GUPTA SURAJ KISHANLAL SANGEETA	(Suraj)										
23	HOLMUKHE AKASH ASHOK GAURI	(Akash)										
24	JADHAV PRANAY PRAKASH PRANALI	A										
25	JANGAM PRANAY PRAMOD PRANALI	A										
26	KAMBLE SHUBHAM LALASAHEB	(Shubham)										
27	KAP ANUJ RAMAKANT ANITA	(Anuj)										
28	KATELA ANAND GANGARAM	A										
29	KATKAR YASHODEEP SHRIKANT	(Yashdeep)										
30	KHADE ATISH AVINASH ASHWINI	(Atish)										
31	KUBAL PRATHMESH CHANDRASHEKHAR	(Prathmesh)										
32	KUMBHAR PREMCHANDRA HIRALAL	(Premchandra)										
33	LADHAVA KHUSHALI RAMESHKUMAR	(Khushali)										
34	MACHHI SIDHARTH SURESH SUREKHA	(Sidharth)										
35	MALASHE ADWAIT HARISHCHANDRA	(Adwait)										
36	MANANI SAGAR RAMESH RAMA	(Sagar)										
37	MARCHANDE NILESH GAUTAM	(Nilesh)										
38	MORE HRITHIK SUHAS MOHINI	(Hrithik)										
39	MUKADAM AFFAN ASLAM ISHRAT	A										
40	PARMAR RAHUL BHUPENDRA BAI	(Rahul)										
41	PASHTE ASMITA ASHOK ASHWINI	(Ashmita)										
42	PASHTE MITALI VASUDEV VISHAKHA	(Vishakha)										
43	PASHTE SEJAL SUBHASH SHUBHANGI	(Sejal)										



44	PATEL JIGAR KIRIT RITA	<i>(Rita)</i>
45	PATIL ANKIT CHANDRAKANT DEOYANI	<i>(Ankit)</i>
46	PATIL RHAVIN MARTAND TRUPTI	<i>(Trupti)</i>
47	PATIL CHINMAY RAJESH SANGEETA	<i>(Chinmay)</i>
48	PATIL DHANESH SUNIL SUCHITA	<i>(Suchita)</i>
49	PATIL KOMAL SANDESH SWATI	<i>(Swati)</i>
50	PATIL PRATHI VIJAY VISHAKHA	<i>(Vishakha)</i>
51	PATIL RINKAL KONDU KIRTEE	<i>(Ratil)</i>
52	PATRA RAJESH TRINATH DAMAYANTI	<i>(Rita)</i>
53	PAWAR YASH SAVALARAM SNEHAL	<i>(Snehal)</i>
54	RAMTEKE PRERANA PRAMOD SHITAL	<i>(Shital)</i>
55	SANKHE NIKHIL SUDHAKAR SARITA	<i>(Sarita)</i>
56	SATAVI YOGESH SURESH SUREKHA	<i>(Surekha)</i>
57	SAVARE VISHAL DILIP GEETA	<i>(Geeta)</i>
58	SHINDE ROHAN GOPINATH GEETA	<i>A</i>
59	SINGH KRITI NARENDRA SUNEETA	<i>(Suneeta)</i>
60	SINGH PRATEEK SURESH INDU	<i>(Indu)</i>
61	SINGH RAHUL ANIL ANJU	<i>A</i>
62	SIRSAT NIKITA BALAWANT SUNITA	<i>(Sunita)</i>
63	SONALKAR SHRUTIKA PANDURANG	<i>(Shruti)</i>
64	SONAR LALIT PRAKASH REKHA	<i>(Rekha)</i>
65	SURYVANSHI TUSHAR JAIVANT SUMAN	<i>(Suman)</i>
66	THAKARE PRASAD SUDHIR SUPRIYA	<i>(Supriya)</i>
67	TOKARE DIPESH RAJENDRA SUNITA	<i>(Sunita)</i>
68	VARTAK MIHIR RAJIV HEMANGI	<i>(Hemangi)</i>
69	VISHWAKARMA AMITKUMAR SUBHASHCHANDRA	<i>(Subhash)</i>
70	WAWARE ROHIT PRADIP PRAGATI	<i>A</i>
	NO OF STUDENTS PRESENT	

Sr no	Date	
1		
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- CASH -

**VIVA** LATE SHRI VISHNU WAMAN THAKUR CHARITABLE TRUST'S  
**Institute Of Technology**

At. Shirgaon, Post Virar, Tal. Vasai, Dist. Palghar, Pin - 401 305.

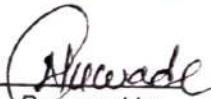
Name Mr. Pramod Bambalkar Date: 07/03/2022

Pay Rs. 2700/- V. No.

Received from the Principal, VIVA Institute Of Technology the sum of Rs. 2700/- (in words Rupees  
Two thousand Seven) on account of Guest Lect Exp

Narration hundred only

Account Section Note : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by   
Alkaade

Authorised by \_\_\_\_\_

Principal \_\_\_\_\_

Receiver's Signature   
Mr. D. J. Joshi





Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

Approved by AICTE, DTE and Affiliated to University of Mumbai

Shri. Hitendra V. Thakur  
President

Ms. Aparna P. Thakur  
Secretary

Dr. Arun Kumar  
Principal

Ref. No. : VIVA / VIT / 689 / 2021-22

Date : 09/09/2021

To,  
**Ms. Rujuta Kambli,**  
Founder,  
Optimis Tech Software solution, Mumbai  
Contact-8169455119,  
rujutakambli@gmail.com

**Subject: Letter of Appreciation.**

Dear Madam,

We are really grateful to you for your valuable time and effort for conducting webinar on “**Self Development and Focused living**” for All Electronics and Telecomm. Engineering students on 20<sup>th</sup> August'2021. Your lecture was very much informative, knowledgeable and motivating to students. Our students will cherish your value adding words in their hearts.

Hope for similar support in future too.

Thanking you.

Yours faithfully,

09.9.2021  
**Dr. Arun Kumar**  
Principal



Rujuha Kambli<sup>1</sup> 20 - 08 - 2021 (~~self~~ development and focus  
Lima)

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**Late.Shri.Vishnu Waman Thakur Charitable Trust**  
**VIVA INSTITUTE OF TECHNOLOGY**

(Approved By AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai)

**Address: At Shirgaon, Veer Savarkar road, Virar (E)**  
**Tal. Vasai, Dist-Palghar Maharashtra-401305**

International Yoga Day was celebrated at VIVA Institute Of Technology by the students and teachers at with great enthusiasm. The International Yoga Day was celebrated to bring peace, harmony, happiness and success to every soul in the world. This was a great opportunity to imbibe the value of discipline. Yoga is a mental, physical and spiritual practice that needs to be carried every day.

On the occasion of International Yoga Day 2022, Shri Ambika Yogashram conducted Yoga session at VIVA Institute Of Technology. Shri Ambika Yogashram Team demonstrated various asanas followed by Omkar chanting.

Team of trainers from Ambika yogashram aware students and teachers about benefits of Yoga-Asanas and to motivate for living a healthy life.

Warm up exercises were taken and all the students performed sitting and standing asanas, importance of these were explained simultaneously. They encouraged students to practice regular yoga to remain fit and improve concentration.





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At- Shirgaon, Post-Virar (E.), Tal-Vasai, Dist-Palghar - 401 305  
Tel: 777 000 2544 • Website : [www.viva-technology.org](http://www.viva-technology.org)  
E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principal@vivacollege.org](mailto:principal@vivacollege.org)

Ref. No.VIVA VIT / 1004/2021-2022

Date: 17/06/2022

### NOTICE

International “**Yoga Day**” will be celebrated on 21<sup>st</sup> June 2022 at 9:30 am. All the Teaching, Non-Teaching staff members & students are hereby informed to attend the programme.

**Venue** : Seminar Hall, 4<sup>th</sup> floor, VIVA Institute of Technology, Shirgaon, Virar (E).

**Resource Person** : Team of Ambika Yogashram, Vasai (w), branch.



  
17/6/2022  
Principal  
Dr. Arun Kulkarni

#### Cc to:

Director (VIVA Institute of Management & Research)  
Principal (VIVA Institute of Pharmacy)  
All HODs (FE / Comp / Civil / EXTC / Electrical / Mechanical / MCA)  
Registrar  
Library  
Exam Cell  
Workshop  
Office  
Notice Board



## International Yoga Day

### Student Attendance Sheet

Date: 21 June 2022

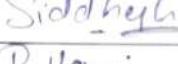
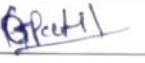
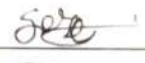
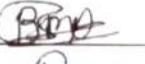
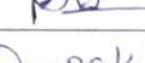
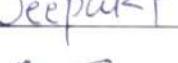
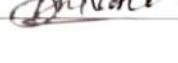
Sr.No.	Name of Student	Signature
1	RAHUL PALKAR	Rahul
2	Momin Said Ikbal	Momin
3	Patil Ayush	Ayush
4	Patel Arun Ramjanak	Patel
5	Siddhp Raut	Siddhp
6	Suyyan Khan	Suyyan
7	ansari azim	azim
8	Tejas Chinchwarkar	Tejas C.
9	Gangid Rupendra Kumar	R.K.
10	Shivade Deepali Bhanudas	Shivade
11	Singh Adityakumar Sanjay	Aditya
12	Kulkarni Yashashree	K.Y.
13	Komal Bhanushali	Komal B.
14	Mustafa Nilanshu	Mustafa
15	Singh Vishal Pravesh	Vishal
16	Aditya Malekar	Aditya
17	Thombare Rushikesh	Rushikesh
18	Lod Britsh	Lod
19	Tata Rushikesh	Rushikesh
20	Santosh Patre	Santosh
21	Pawar Reethabh	Pawar
22	Tiwari Neha	Neha
23	Renkumar Nikunj	Nikunj
24	Sharma mitesh. Peku.	Mitesh
25	Sania Sane	Sania S.



## International Yoga Day

### Student Attendance Sheet

Date: 21 June 2022

Sr.No.	Name of Student	Signature
26	Shrudhi Babu	
27	Patel Karan	
28	Shelar Onkar Anil	
29	Rane Siddhesh Santosh	
30	Patil Pallavi Kishor	Pallavi
31	Patil <del>Gaurav</del> Gaurav	
32	Gupta Sonu	
33	BHATE MAYUR AMBADAS	
34	Rith Belwalkar	
35	Daniel Jayanthi	
36	Goud Priyanka	
37	Deepak Pitale	
38	mishra shivam	
39	KAKADE SHIVANI	
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Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
At. Shirgaon, Post. Virar, Tal. Vasai, Dist – Palghar – 401305.

**A Report on**  
**SANITARY PAD DONATION**  
**DRIVE**  
**“SHARING IS CARING”**

**March 08- 03-2022**



**Women Development Cell in Association with**  
**NSS Unit of**  
**VIVA Institute of Technology**



## **SANITARY PAD DONATION DRIVE**

### **“SHARING IS CARING”**

**Date: 8<sup>th</sup> March 2022**

**Venue: Kumbharpada Village**

**Women Development Cell in association with the NSS unit of VIVA Institute of Technology organized an event “Sharing is Caring”. On 7<sup>th</sup> March 2022, volunteers arranged a sanitary pad donation drive on campus. Students and faculties donated over 250 packets of Sanitary Pads. These pads were then donated to women of Kumbharpada Village, Shirgaon, Virar east, on the occasion of International Women’s Day.**

**Also, Volunteers interacted with the village women and discussed the stigma related to Menstruation, and how they should take care of their hygiene during the menstrual cycle days.**





Vishnu Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF TECHNOLOGY**

Shirgaon, Virar (E), Taluka-Vasai, District-Palghar-401305

March 3, 2022.

## APPEAL

### "This Women's Day Celebrate Womanhood by "Sharing and Caring"

The NSS unit in association with the Women Development Cell of VIVA Institute of Technology is conducting a "**Sharing Is Caring**" drive on 8<sup>th</sup> March 2022 on the eve of International Women's Day. The campaign will be aiming to donate sanitary napkins to teenage girls and women of the Adivasi sector, Shirgaon village nearby our college campus. Female menstruation is still considered a social taboo. The ones who are aware of it are not open to talking about it. Our mission is to raise awareness of the Female menstruation cycle and bring it out in the open. Through this drive, we will be trying to make young girls aware about their menstrual cycles are normal, natural, and a sign of good health.

Therefore, we need your support to make the mission of this drive successful. It is our humble request to all the students, teaching and non-teaching staff to donate sanitary napkins for such a wonderful and noble cause. Our volunteers will be available in the college library on Monday, 7th March 2022 in the time slot of 8.30 a.m to 1.30 p.m to collect the sanitary napkins.

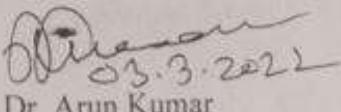
For any details kindly contact:

Mr Ashish Shetty, Civil Department (8793298332)

Dr. Trupti Patil, H & S Department (8999765098)

  
Mr. Ashish Shetty  
National Service Scheme

  
Dr. Trupti Patil  
Women Development Cell

  
03.3.2022  
Dr. Arun Kumar  
Principal

Cc: Civil/Computer/Electrical/ Exte/ F.E/ Mechanical/MCA/ Library/Office/Workshop





Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

Approved by AICTE, New Delhi, DTE, Government of Maharashtra, Affiliated to University of Mumbai  
At. Shirgaon, Post Virar, Tal. Vasai, Dist. Palghar - 401 305.  
Tel.: 777 000 2544 • Website : [www.viva-technology.org](http://www.viva-technology.org)  
E-mail : [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No.: VIVA/VIT/1095A/2021-22

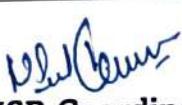
Date : 08/03/2022

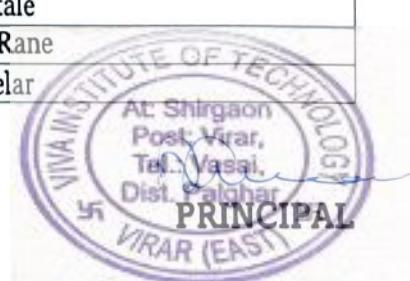
## **Department of Master of Computer Applications**

### **Letter of Participation for Institute Social Responsibility (ISR)**

We are grateful to appreciate the following students of MCA who participated actively and successfully completed the Activity "**Sharing is Caring**" (donation of Sanitary Napkins on Women's Day Celebration) in Rural Area at Adivasi Sector, Shirgaon Village nearby College Campus under Institute Social Responsibility in association with NSS, VIT dated 8<sup>th</sup> March 2022 on the eve of **International Women's Day** organized by VIVA Institute of Technology, Shirgaon Campus. The names of the students are as follows:

S No.	Name of the Student	S No.	Name of the Student
1	Daniel Sivaprasad	23	Khushbu Jayantilal Patel
2	Rushabh Prakash Pawar	24	Rupendra Kumar Jangid
3	Siddhi Raut	25	Riya Suvarna
4	Priyanka Goud	26	Aditya Kumar Singh
5	Rahul Avinash Palkar	27	Rushikesh Thombare
6	Shivam Mishra	28	Saniya Satej Save
7	Pradeep Kumar Yadav	29	Vishal Yadav
8	Saurabh Upadhyay	30	Sonu Gupta
9	Gaurav R. Patil	31	Soham Umesh Waglekar
10	Paras Vasaikar	32	Neha Kameshwar Tiwari
11	Sayali Chandrakant Nachare	33	Sohel Shaikh
12	Shrudhi babu	34	Pradeep Kumar Yadav
13	Pritesh Kotian	35	Deepali Bhanudas Shivde
14	Nidhi Tiwari	36	Anirudh haresh vartak
15	Arshad Azim Ansari	37	Arun Patel
16	Rith Belwalkar	38	Karan Patel
17	Komal Bhanushali	39	Pallavi Patil
18	Sufiyan Khan	40	Pratiksha Laxman Pawar
19	Yashashree Yashwant Kulkarni.	41	Supriya Pawar
20	Aditya Anil Malekar	42	Viraj D Pitale
21	Atharva Yadav	43	Siddhesh Rane
22	Nadar Esther Princy	44	Onkar Shelar

  
**ISR Coordinator**





Late Shri. Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Approved by AICTE, DTE and Affiliated to University of Mumbai

**Shri. Hitendra V. Thakur**  
President

**Ms. Aparna P. Thakur**  
Secretary

**Dr. Arun Kumar**  
Principal

Ref. No. : VIVA / VIT / 1042 / 2021-22

Date : 18/02/2022

## Department of Master of Computer Applications

### Letter Of Participation for Institute Social Responsibility (ISR)

We are grateful to appreciate the following students of MCA who participated actively and completed successfully the **Beach Cleaning Drive (Kelve Beach, Palghar)** under **Institute Social Responsibility** activity dated 26<sup>th</sup> December 2021 organized by **VIVA Institute of Technology, Shirgaon Campus**. The names of the students are as follows:

S. No.	Name of the student	S. No.	Name of the student
1	Ashish Awadhesh Tiwari	18	Rohit Mukund Jha
2	Rahul Ravindra Mestry	19	Arun Muralidharan Nair
3	Uday Dinesh Futak	20	Kaushik Yatin More
4	Roshani Hiraman Bhosure	21	Abhishek Dayashankar Upadhyay
5	Saurabh Rajendra Pandey	22	Rishabh Satyendra Rai
6	Manish Salil Pandey	23	Sachin Ramsakal Bhagat
7	Ashwin Sreedhar	24	Shivam Shambhunath Chaurasiya
8	Aditya Shreepakash Patel	25	Pankaj Mahendra Vishwakarma
9	Farhana Ahmed Abdullah	26	Sheetal Chhotelal Gupta
10	Juhi Rajesh Chaudhari	27	Pooja Ashok Gupta
11	Sandeep Ramkumar Vishwakarma	28	Neel Jayeshbhai Rathod
12	Priyanka Sandeep Nalawade	29	Rahul Ankush Dalvi
13	Swapnil Sanjay Gadekar	30	Namrata Sambhaji Radekar
14	Jahanvi Deepakkumar Joshi	31	Chetan Himmatlal Prajapati
15	Sminal Kishor Patil	32	Rikita Mukul Sheth
16	Payal Santosh Pawar	33	Abdulbaqui Abdulrashid Ansari
17	Akshay Prabhakar Patil		

ISR Coordinator

PRINCIPAL



VIVA Technical Campus, At. Post Shirgaon, Virar (East), Dist. Palghar - 401 305

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रजि नंबर :

पत्ता: हनुमान मंदिर

# स्वयंम फाऊंडेशन

महाराष्ट्र-५२९/२१

माहिम, ता.गिं.पालघर, महाराष्ट्र ४०१४०२

दिः ८-१-२०२२

## शैक्षणिक साहित्य वाटप आणि शिक्षण बदल जनजागृती

स्वयंम फाऊंडेशन आणि विवा महाविद्यालयातील एम.सि.ए शाखेतील विद्यार्थ्यांच्या संयुक्त विद्यमाने जि.प.शाळा दासगाव शाळे मध्ये १ ते ४ च्या विद्यर्थ्यांसाठी त्याच्या गरजेच्या साहित्याचे वाटप करण्यात आले. त्या मध्ये पाटी, पेन्सिल किट, वह्या, मराठी व्यावसायिक इ. देण्यात आले.

तसेच त्या नंतर विद्यार्थ्यांना माहिती तंत्रज्ञान बदल माहिती, फायदे आणि विद्यर्थी सोबत खेळ खेळण्यात आले कार्यक्रम यशस्वीपणे पूर्ण करण्यासाठी खालील विद्यार्थ्यांनी सक्रिय सहभाग घेतल्याबद्दल आम्ही त्यांचे आभारी आहोत..

- |                                      |                              |                                 |
|--------------------------------------|------------------------------|---------------------------------|
| 1. उन्नती गणेश जैन                   | 14. सनी शिवसंपत विश्वकर्मा   | 28. रोहित मुकुंद झा             |
| 2. रिकीता मुकुल शेठ                  | 15. राहुल रवींद्र मेस्त्री   | 29. जय अनिल चामरे               |
| 3. जुही राजेश चौधरी                  | 16. आरती राजकुमार शुक्ला     | 30. अदिती दिलीप कुरू            |
| 4. अब्दुलबाकी अब्दुलराशीद<br>अन्सारी | 17. दिनेश दिपक देवकर         | 31. हर्षदा शांतीलाल प्रजापती    |
| 5. जिलेश मुन्नालाल मौर्या            | 18. तेजल सुरेश मरले          | 32. हितश्री दिनेश संखे          |
| 6. नमता संभाजी राडेकर                | 19. आकांक्षा विद्याधर तामोरे | 33. हिमांशू रवींद्रकुमार तिवारी |
| 7. अर्जुन रामशकल विश्वकर्मा          | 20. फरहाना अहमद अब्दुल्ला    | 34. संजोग प्रकाश पवार           |
| 8. नागेंद्र परमात्मा महतो            | 21. आदित्य श्रीप्रकाश पटेल   | 35. स्वप्नील संजय गाडेकर        |
| 9. पायल संतोष पवार                   | 22. रोहित उत्तम देसाई        | 36. सचिन रामसकाळ भगत            |
| 10. औंकार सुनील राऊत                 | 23. कोमल फुलचंद्र गौतम       | 37. आशिष अवधेश तिवारी           |
| 11. स्मिनल किशोर पाटील               | 24. उदय दिनेश फुटक           | 38. हेनिल कुंदन दांडेकर         |
| 12. वैभव संजय अपराज                  | 25. रोशनी हिरामण भोसुरे      | 39. अरुण मुरलीधरन नायर          |
| 13. मानस नितीन सावंत                 | 26. कमलेश दिनेश यादव         | 40. कौशिक यतीन मोरे             |
|                                      | 27. अक्षय प्रभाकर पाटील      | 41. राहुल अंकुश दलवी            |





Vishnu Warman Thakur Charitable Trust

**VIVA Institute of Technology**

(Approved By AICTE New Delhi, DTE and Affiliated to University of Mumbai  
At. Shirgaon, Veer Savarkar road, Virar (East) Tal. Vasai, Dist. Palghar, Maharashtra (401303)



## Department of Master of Computer Applications

Date: 05/05/2022

### INSTITUTE SOCIAL RESPONSIBILITY

All the students and faculty members are hereby informed that MCA Department is organizing an event of "Clothes Donation in Rural Area" on 27<sup>th</sup> May 2022 in association with National Service Scheme (NSS), VIT.

The aim of the campaign is to donate Old and Clean Clothes to every age of the people (Men, Women & Kids) of the Adivasi sector, Shirgaon village nearby Virar East.

**Note:** Students / Faculties and others are requested to donate clothes as much as possible and be a part of this ISR Activity.

Deposit your contribution to the Departmental Hall on MCA Building 2<sup>nd</sup> Floor (MCA Department) from 23<sup>rd</sup> May to 25<sup>th</sup> May 2022 at 11.00 AM to 1 PM

CC to

All HoDs- (FE/ Comps/ Civil/ EXTC/ Electrical/ Mechanical)

ISR Coordinator:

Prof. Nitesh Kumar (VIT MCA)

Prof. Pragati Mistry (VIT MCA)

Prof. Krutika Vartak (VIT MCA)



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Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

Approved by AICTE, New Delhi, DTE, Government of Maharashtra, Affiliated to University of Mumbai  
At Shirgaon, Post Virar, Tal. Vasai, Dist. Palghar - 401 305.  
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E-mail : [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No.: VIVA/VIT/1410A(2021-22)

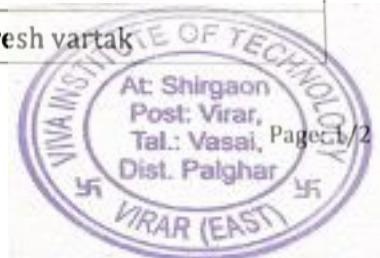
Date: 27/05/2022

## **Department of Master of Computer Applications**

### Letter of Participation for Institute Social Responsibility (ISR)

We are grateful to appreciate the following students of MCA who participated actively and successfully completed the Clothes Donation in Rural Area at Zanzroli Village (Kelwe East) under Institute Social Responsibility in association with NSS, VIT activity dated 27<sup>th</sup> May 2022 organized by VIVA Institute of Technology, Shirgaon Campus. The names of the students are as follows:

S No.	Name of the Student	S No.	Name of the Student
1	Daniel Sivaprasad	15	Khushbu Jayantilal Patel
2	Rushabh Prakash Pawar	16	Rupendra Kumar Jangid
3	Siddhi Raut	17	Riya Suvarna
4	Priyanka Goud	18	Rahul Jagannath Kewat
5	Rahul Avinash Palkar	19	Nilanshu Mishra
6	Shivam Mishra	20	Saniya Satej Save
7	Pradeep Kumar Yadav	21	Gitesh Satish Lad
8	Nikunj Pundkar	22	Sonu Gupta
9	Gaurav R. Patil	23	Soham Umesh Waglekar
10	Paras Vasaikar	24	Neha Kameshwar Tiwari
11	Sayali Chandrakant Nachare	25	Sohel Shaikh
12	Shrudhi babu	26	Shivani Jalindar Kakade
13	Pritesh Kotian	27	Deepali Bhanudas Shivde
14	Nidhi Tiwari	28	Anirudh haresh vartak





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**VIVA Institute of Technology**

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E-mail : [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

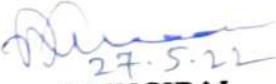
Ref. No.: VIVA/VIT/1410A/2021-22

Date: 27/05/2022

S No.	Name of the Student	S No.	Name of the Student
29	Mitesh Sharma	41	Yashashree Yashwant Kulkarni.
30	Santosh patro	42	Rith Belwalkar
31	Siddhesh Rane	43	RAHUL NAGENDRANATH YADAV
32	Pratiksha Laxman Pawar	44	Mansingh yadav
33	Prasanna Hansaraj Patil	45	Nadar Esther Princy Israel
34	Adityakumar Sanjay Singh	46	Rushikesh Tate
35	Hemant Kushwaha	47	Said Iqbal Momin
36	Viraj D Pitale	48	Onkar Shelar
37	Sumit Bhatkar	49	Atharva Yadav
38	Saurabh Upadhyay	50	Aditya Anil Malekar
39	Sufiyan Khan	51	Vishal Yadav
40	Arshad Azim Ansari	52	Karan Patel

  
ISR Coordinator



  
27-5-22  
PRINCIPAL



# **Academic year**

# **2020-21**



Course Code	Course Name	Contact Hours	Credits Assigned	Examination Scheme			
				Term Work	Practical	Oral	Total
MCAL22	Soft Skills Development Lab	02	01	50	--	--	50

**Pre-requisite:** Decent working knowledge of the English language (including Grammar) is a must, keeping in mind that most business/management transactions in India and internationally are conducted in the English language

#### Lab Course Objectives: Course aim to

Sr. No.	Course Objective
1	Inculcate the essential skills that professionals need to distinguish themselves and make a positive impact on their work and social lives
2	Provide better understanding of corporate culture and to improve their etiquettes, interpersonal skills and professional image
3	Develop holistically and ensure comprehensive learning.

#### Lab Course Outcomes:

Sr. No.	Outcome	Bloom Level
CO1	Develop interpersonal skills that help in communication, teamwork, leadership and decision making.	Applying
CO 2	Methodically study, formulate and interpret different facets of organizational behavior.	Evaluating
CO 3	Develop holistic leaders and technocrats helping in individual and organizational growth.	Creating

#### Description:

Module No	Detailed Contents	Hrs
1	<b>Soft Skills Introduction:</b> Soft-Skills Introduction What is Soft Skills? Significance of Soft-Skills – Soft-Skills Vs. Hard Skills - Selling Soft- Skills – Components of Soft Skills – Identifying and Exhibiting Soft-Skills <b>SelfLearning Topics:</b> Types of Soft, Hard Skills	02
2	<b>Communication :</b> Concept and meaning of communication, methods of communication, verbal and non-verbal communication, techniques to improve communication. Communication in a business organization: Internal (Upward, Downward, Horizontal, Grapevine). External Communication, 7 C's of communication. Active Listening, Differences between Listening and Hearing, Critical Listening, Barriers to Active Listening, Improving Listening, Intercultural sensitivities, Business etiquette when dealing with people from different nationalities Practical (Role plays, case studies)	03



	<b>Self LearningTopics :</b> Problems/Barriers in communication	
3	<p><b>Written/ Business Communication :</b></p> <p>Written Communication: Principles of Correspondence, language and style in official letter (full block format, modified block format), Business letters (enquiry to complaints and redressal), Application letter, CV writing, , E-mail etiquette, Documentation of Meetings, Notice, Agenda, Minutes of Meetings.</p> <p>Practical (Practice on CV, Business Letters, Applications, Notice, Agenda, Minutes of Meetings)</p> <p><b>Self Learning Topics:</b> Impact of modern Technology on Business Communication the paperless office, use of modern devices</p>	04
4	<p><b>Presentation Skills :</b></p> <p>Presentation techniques, Planning the presentation, Structure of presentation, Preparation, Evidence and Research, Delivering the presentation, handling questions, Time management. Visual aids.</p> <p>Practical - Presentation by students in groups of maximum 3 on Organizational Behavior topics allocated by faculty.</p> <p>Topics have to cover –</p> <ol style="list-style-type: none"> <li>1. Personality: Meaning, Personality Determinants, Traits, Personality types and its, impact on career growth,</li> <li>2. Individual / Organizational Decision Making.</li> <li>3. Attitude: Meaning, Components of Attitude, changing attitude and its impact on career growth</li> <li>4. Perception and Values.</li> <li>5. Motivation and Leadership: Concept, Importance.</li> <li>6. Goal setting: SMART (Specific, Measurable, Attainable, Realistic, Timely) Goals, personal and professional goals</li> <li>7. Time and Self-Management.</li> <li>8. Learning in a group, Understanding Work Teams, Dynamics of Group Behavior, Techniques for effective participation</li> <li>9. Etiquette- General &amp; Business Etiquette, Body language</li> <li>10. Emotional intelligence of self and SWOC</li> <li>11. Threats v/s Challenges</li> <li>12. Dos and Donts of a presentation/ meetings Online &amp; offline.(presenter &amp; members)</li> </ol> <p><b>Self LearningTopics :</b> Voice modulation, Tone, Pitch, Knowledge and self confidence</p>	08
5	<p><b>Effective Public Speaking :</b></p> <p>Public Speaking, Selecting the topic for public speaking, Understanding the audience, Organizing the main ideas, Language and Style choice in the speech, Delivering the speech, Voice Clarity.</p> <p>Practical (Extempore)</p> <p><b>Self LearningTopics :</b> Preparation, Attire, Posture and Delivery techniques</p>	03
6	<p><b>Group Discussions :</b></p> <p>Group Discussion Skills, Evaluation components, Do's and Don'ts.</p>	



	Practical (Group Discussions) <b>SelfLearningTopics:</b> --	
7	<b>Interview Techniques :</b> Interview Techniques, Pre-Interview Preparation, Conduct during interview, Verbal and non-verbal communication, common mistakes. Preparation of CV. Practical (Role plays, mock interviews, Telephonic Interviews, Body Language, Facial Expression) <b>SelfLearningTopics :</b> Sample communications and exercises, audio-visual presentations	03

### Reference Books:

Reference No	Reference Name
1	Business Communication (Revised Edition), Rai&Rai , Himalaya Publishing House.
2	Soft skills: an integrated approach to maximise Personality, Chauhan&Sharma, Wiley India publications.
3	Business Communication: A practice oriented approach, Kalia and ShailjaAgarwal.
4	Business Communication – Meenakshi Raman, Prakash Singh, Oxford Publication
5	Stephen Robbins & Judge Timothy: Organization Behavior, Pearson Education
6	K. Aswathappa – Organizational Behavior: Text, cases & games, Himalaya Publishing House.
7	Pareek, Udai, Understanding Organizational Behaviour, Oxford University Press, New Delhi.
8	Taylor & Chandra, “Communication for Business: A Practical Approach,” Pearson
9	Doctor & Doctor, “Business Communication,” Sheth Publishers.

### Sugested list of experiments

Practical No	Problem Statement
1	Role Plays
2	Management Activities/Games
3	Case Studies
4	Presentations
5	Extempore Public Speaking
6	Group Discussions
7	Mock Interviews

### Assessment:

#### Term Work: Will be based on Continuous Assessment

1. Laboratory work will be based on the syllabus with minimum 10 experiments.

Experiments 40 marks

Attendance 10 marks

2. Practical will be evaluated by the subject teacher and documented according to a rubric



Timestamp	Username	Roll Number & Name
2021/05/07 10:43:21 AM GMT+5:30	20810003jilesh@viva-technology.org	30 MOURYA JILESH MUNNALAL
2021/05/07 10:43:22 AM GMT+5:30	rohitdesai980@gmail.com	13 DESAI ROHIT UTTAM
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2021/05/07 10:48:46 AM GMT+5:30 20801054sheetal@viva-technology.org  
2021/05/07 10:48:51 AM GMT+5:30 20809005jay@vivs-technology.org  
2021/05/07 10:48:51 AM GMT+5:30 jharohit466@gmail.com  
2021/05/07 10:50:45 AM GMT+5:30 20801020namrata@viva-technology.org  
2021/05/07 10:51:19 AM GMT+5:30 20801001arun@viva-technology.org  
2021/05/07 10:55:47 AM GMT+5:30 20801041juhi@viva-technology.org  
2021/05/07 11:04:25 AM GMT+5:30 20814004priyanka@viva-technology.org  
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21 JAIN UNNATI GANESH  
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5 BHAGAT SACHIN RAMSAKAL  
59 VISHWAKARMA SUNNY SHIVSAMPA



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12 DANDEKAR HENIL KUNDAN  
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2021/06/04 11:05:35 AM GMT+5:30	20801009shelo@viva-technolgy.org	7 CHAKKALAKKAL SHELO PAULACHAN
2021/06/04 9:32:19 PM GMT+5:30	20801008roshani@viva-technology.org	6 BHOSURE ROSHANI HIRAMAN
2021/06/11 10:14:27 AM GMT+5:30	tiwarihimanshu939@gmail.com	54 TIWARI HIMANSHU RAVINDRAKUMAR
2021/06/11 10:14:32 AM GMT+5:30	rohitdesai980@gmail.com	13 DESAI ROHIT UTTAM
2021/06/11 10:14:34 AM GMT+5:30	at674295@gmail.com	19 GUPTA SHEETAL CHHOTELAL



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55 UPADHYAY ABHISHEK DAYASHANKAR  
54 TIWARI HIMANSHU RAVINDRAKUMAR  
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29 MORE KAUSHIK YATIN  
8 CHAMARE JAY ANIL  
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11 DALVI RAHUL ANKUSH  
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15 FUTAK UDAY DINESH  
12 DANDEKAR HENIL KUNDAN  
45 RATHOD NEEL JAYESHBHAI  
18 GUPTA POOJA ASHOK  
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46 RAUT OMKAR SUNIL  
54 TIWARI HIMANSHU RAVINDRAKUMAR  
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23 JOSHI JAHANVI DEEPAKKUMAR  
3 APRAJ VAIBHAV SANJAY  
21 JAIN UNNATI GANESH  
35 PATEL ADITYA SHREEPRAKASH  
24 KUDU ADITI DILIP  
38 PATIL SMINAL KISHOR  
37 PATIL SHEPHALI DAYANAND



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2021/06/18 9:59:36 AM GMT+5:30 20801025abdulbaqui@viva-technology.org

51 SHUKLA ARTI RAJKUMAR  
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33 PANDEY MANISH SALIL  
31 NAIR ARUN MURALIDHARAN  
9 CHAUDHARI JUHI RAJESH  
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36 PATIL AKSHAY PRABHAKAR  
4 ASHWIN SREEDHAR  
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8 CHAMARE JAY ANIL  
1 ABDULLAH FARHANA AHMED  
3 APRAJ VAIBHAV SANJAY  
37 PATIL SHEPHALI DAYANAND  
2 ANSARI ABDULBAQUI ABDULRASHID



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2021/06/18 10:00:12 AM GMT+5:30	20805014uday@viva-technology.org	15 FUTAK UDAY DINESH
2021/06/18 10:01:11 AM GMT+5:30	ashwinsreedhar3@gmail.com	4 ASHWIN SREEDHAR
2021/06/18 10:03:26 AM GMT+5:30	sunnysv2301@gmail.com	59 VISHWAKARMA SUNNY SHIVSAMPAT
2021/06/18 10:04:15 AM GMT+5:30	20801035jahanvi@viva-technology.org	23 JOSHI JAHANVI DEEPAKKUMAR
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2021/06/18 10:26:07 AM GMT+5:30	artishukla046@gmail.com	51 SHUKLA ARTI RAJKUMAR
2021/06/18 10:30:20 AM GMT+5:30	henildandekar77@gmail.com	12 DANDEKAR HENIL KUNDAN
2021/06/18 10:32:11 AM GMT+5:30	rautom99@gmail.com	46 RAUT OMKAR SUNIL
2021/06/18 10:36:20 AM GMT+5:30	sandeep.vishwakarma.sfdc@gmail.com	58 VISHWAKARMA SANDEEP RAMKUMAR
2021/06/18 10:36:34 AM GMT+5:30	ri0802sheth@gmail.com	50 SHETH RIKITA MUKUL
2021/06/18 10:36:46 AM GMT+5:30	20805053sminal@viva-technology.org	38 PATIL SMINAL KISHOR
2021/06/18 10:36:50 AM GMT+5:30	20801038ditya@viva-technology.org	35 PATEL ADITYA SHREEPRAKASH
2021/06/18 10:37:41 AM GMT+5:30	20801051kamalesh@viva-technology.org	60 YADAV KAMALEDH DINESH
2021/06/18 10:37:50 AM GMT+5:30	jilesh10mourya@gmail.com	30 MOURYA JILESH MUNNALAL
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2021/06/18 10:38:14 AM GMT+5:30	yadavpriyanshu8500@gmail.com	61 YADAV PRIYANSHU SURYADEO
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10 CHAURASIYA SHIVAM SHAMBHUNATH  
48 SANKHE HITASHRI DINESH  
34 PANDEY SAURABH RAJENDRA  
25 MAHATO NAGENDRA PARMATMA  
33 PANDEY MANISH SALIL





Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

Approved by AICTE, DTE and Affiliated to University of Mumbai

Shri. Hitendra V. Thakur  
President

Ms. Aparna P. Thakur  
Secretary

Dr. Arun Kumar  
Principal

Ref. No. : VIVA / VIT / 415 / 2020 - 21

Date : 05/03/2021

To

Mrs Manisha Dewarde  
Yash Counseling and Therapy Center  
Vasai (East) – 401208.

**Sub: - Invitation as a Chief Guest for Women's Day Program.**

Dear Madam,

Women Development Cell of VIVA Institute of Technology, Virar (East), cordially invite you as a Chief Guest on the topic "Balancing Personal and Professional Life", on the eve of Women's Day, scheduled on 8<sup>th</sup> March 2021. Your expertise and experience in your field of work will be value adding exercise for the ladies staff members.

We look forward to a positive response.

Thanking you

Date: 8<sup>th</sup> March, 2021

Time: 2.00 p.m.

Venue: Google Meet Platform

Yours faithfully,

Principal 05/03/2021  
Dr. Arun Kumar



Timestamp	Email Address	STUDENT NAME (FULL NAME IN CAPITAL LETTERS)	BRANCH
12/22/2021 23:16:29	krantipawar361@gmail.com	KRANTI PAWAR	CIVIL
12/22/2021 23:16:35	vishalp2439@gmail.com	PATEL VISHAL	ELECTRICAL
12/22/2021 23:16:45	dasharat12@gmail.com	VARMA KANACHAN OMPRAKASH	COMPUTER
12/22/2021 23:16:54	shaikhmehraj7678@gmail.com	SHAIKH MOHD MEHRAJ	COMPUTER
12/22/2021 23:17:05	nehahosbet@gmail.com	HOSBET NEHA CHETAN	COMPUTER
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12/22/2021 23:28:16	bhalchandrasudhirp@gmail.com	BHALCHANDRA SUDHIR PIMPALKAR	EXTC
12/22/2021 23:28:39	rajutekar2903@gmail.com	UTEKAR RAJ GOPAL	COMPUTER
12/22/2021 23:28:59	shiv2004amyadav@gmail.com	YADAV SHIVAM AMRITLAL	COMPUTER
12/22/2021 23:29:16	BHISESHRIKANT55@GMAIL.COM	SHRIKANT BHISE	COMPUTER
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12/22/2021 23:47:15	ankitchaudhary14022003@gmail.com	CHAUDHARY ANKITKUMAR Raghvendra	COMPUTER
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12/23/2021 0:01:19	skm786k@gamil.com	KHAN SHADAB MOBIN	ELECTRICAL
12/23/2021 0:03:12	khedaskaraniket@gmail.com	KHEDASKAR ANIKET SANJAY	MECHANICAL
12/23/2021 0:06:32	jay.rupareliya1803@gmail.com	JAY GIRISH RUPARELIYA	COMPUTER
12/23/2021 0:07:06	patildiksha1508@gmail.com	PATIL DIKSHA DASHARATH	COMPUTER
12/23/2021 0:11:43	lajitsingh6@gmail.com	RAJPUT LAJIT SINGH	COMPUTER
12/23/2021 0:12:23	singhrishi0611@gmail.com	SINGH RISHABH AVADHESH PRATAP	COMPUTER
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12/23/2021 1:38:47	Anandailasjadhav9999@gmail.com	JADHAV ANAND KAILAS	CIVIL
12/23/2021 3:17:22	upadhyayannu370@gmail.com	UPADHYAY ANNU PRASHANT	COMPUTER



# **Academic year**

# **2019-20**





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At. Shirgaon, Post Virar, Tal. Vasai, Dist. Palghar - 401 305  
Tel.: 777 000 2544 • Website : [www.viva-technology.org](http://www.viva-technology.org)  
E-mail : [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref No VIVA/VIT/ 609 /2019-20

Date 28/02/2020

To,  
Mr. Amarjeet Sav,  
Chief General Manager,  
S & T Engg. DFCCIL.  
7<sup>th</sup> Floor, Central Railway New Adm.Bldg.  
D.N. Road, Churchgate,  
Mumbai 400 001.

**Subject: Letter of Appreciation.**

Dear Sir,

We are really grateful to you for your valuable time and effort for delivering a lecture on “**Basic Preparation for GATE Exam and Career Opportunities in PSU**” for our second year, third year and final year Electronics & Telecommunication Engineering students on 28<sup>th</sup> February’2020. Your lecture was very informative, knowledgeable and motivating. Our students will cherish your value adding words in their hearts.

Hope for similar support in future too.

Thanking you.

A handwritten signature in black ink, appearing to read "Dr. Arun Kumar". Below the signature, the date "28/2/20" is written vertically.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Dr. Arun Kumar".

Principal



Late Shri. Vishnu Waman Thakur Charitable Trust's  
 VIVA Institute of Technology  
 Academic Year: 2019-2020

Guest Lecture on: Basic preparation for GATE exam and career opportunities in PSU.

By: Mr. Amarjeet Say, DFCCIL Executive S&T Engg

Date: 28.02.2020

Sr. No.	Name of Student	Sign	CLASS
1	Suraj Varma	S.V.	BE(EXTC)
2	Jay Mistry	Jay	BE(EXTC)
3	Pavikshit Nishad	Pavky	BE(EXTC)
4	Nikita A. Tari	(Nikita)	BE(EXTC)
5	Anukar Kajrolkar	OK	BE(EXTC)
6	Aditya Singh	Aditya	BE(EXTC)
7	Shriram Yadav	Bris	BE(EXTC)
8	Aditya Shinke	Aditya	BE(EXTC)
9	Rohan R. Bait	BBait	BE
10	Tushar Shingonkar	Tushar	" "
11	Rohit Rakesh Pandey	Rohit	TE(EXTD)
12	Pratik V. Shwarkar	Pratik	TE(EXTC)
13	Shivik Raut	Shivik	TE(EXTC)
14	Nitesh Shevde	Nitesh	TE(EXTC)
15	Tejas Ken	Tejas	TE(EXTC)
16	Sumedh Tondel	Sumedh	TE EXT C
17	Manish Patil	Manish	TE EXT C
18	Adit Shiradkar	Adit	TE EXT C
19	Vaishnavi Bhogal	Vaishnavi	TE EXT C
20	Hitesh Rawat	Hitesh	TE EXT C
21	Revati Khadas	Revati	TE EXT C
22	Bhakti Patil	Bhakti	TE EXT C
23	Ashwani Pawar	Ashwani	TE EXT C
24	<del>Shubham</del> Ajit Shinde	Ajit	BE EXT C
25	Divesh Udiyar	Divesh	BE EXT C
26	Ankita Patil	Ankita	TE EXT C
27	Asmita Pawar	Asmita	TE EXT C
28	Riddhi Raut	Riddhi	TE EXT C
29	Disha Jauvala	Disha	TE EXT C
30	Chefan Bhosale	Chefan	TE EXT C

Guest Name:



Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
 Academic Year: 2019-2020

**Guest Lecture on: Basic preparation for GATE exam and career opportunities in PSU.**

**By: Mr. Amarjeet Sav, DFCCIL Executive S&T Engg**

Date: 23/02/2020

Sr. No.	Name of Student	Sign	CLASS
1	Nikesh Raut	Raut	B.E
2	Nirush Mhatre	Mhatre	B.E
3	Pandey Ratnesh	Ratnesh.k	B.E
4	Kriti Yadav	kriti	S.E
5	Trupti Khadye	trupti	S.E
6	Saudarya Namal	saudarya	S.E
7	Divya Kotian	Divya	S.E
8	Mihir Mistri	Mihir	S.E
9	Vinayak Garudi	Vinayak	S.E
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Guest Name & Sign



Late Shri. Vishnu Waman Thakur Charitable Trust's  
VIVA Institute of Technology  
Academic Year: 2019-2020

Guest Lecture on: Basic preparation for GATE exam and career opportunities in PSU.

By: Mr. Amarjeet Sav, DFCCIL Executive S&T Engg

Date: 28/02/2020

Sr. No.	Name of Student	Sign	CLASS
1	Bhagyashree Vaidya	Bhagyashree	
2	Kunal Gaikwad	G.	Y.T.E
3	Jayesh Kulkarni	J.Kulkarni	
4	Pooja S. JHA	Pooja	B.E
5	Shubham Mishra	M	B.E
6	Brishali M. Shetty	Brishali	B.E
7	Siddhesh V. Gavakar	Siddhesh	B.E
8	Sandeep Ansari	Ansari	B.E
9	Hrutikesh Sawant	H.P.S	S.E
10	Harshad Sawant	H.V.Sawant	S.E
11	Birendra Mourya	Birendra	BE
12	Ravikumar Chauhan	R.Chauhan	BE
13	Mittal Rauparia	M.Rauparia	S.E.
14	Talbir Zaihan	T.Zaihan	S.E
15	Ashish Gupta	Ashish	S.E
16	Vivek Mishra	V.Mishra	S.E
17	Shubham Keri	Shubham	S.E
18	Dhaval Thakur Kale	D.Thakur	S.E
19	Sanket Patil	Sanket	S.E
20	Ranjit Vaz	R.Vaz	S.E
21	Rohit Mandagale	Rohit	S.E
22	Aman Tulpadi	Aman	S.E
23	Kamble Riddhyya	Kamble	S.E
24	Patil Mansi	Mansi	S.E
25	Savita Anushka	Savita	S.E
26	Hindik Raut	H.R	S.E
27	Meet Karwali	Meet	S.E
28	Payal Prakash Pujari	Payal	S.E
29	Amit S. Bhilare	Amit	
30	Trupti G. Patil	Trupti	
	Harshal D. Bhoir	Harshal	
	Narayan Gande	Narayan	
	Nilash Ghos	Nilash	
	Nishant Dandekar	Nishant	T.E.



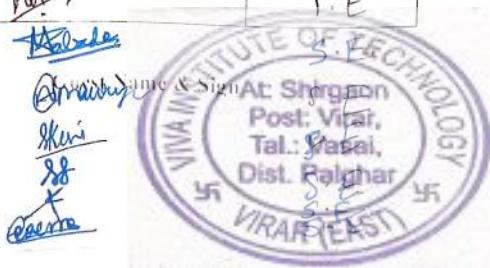
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 VIVA Institute of Technology  
 Academic Year: 2019-2020

**Guest Lecture on:** Basic preparation for GATE exam and career opportunities in PSU.

By: Mr. Amarjeet Sav, DFCCIL Executive S&T Engg

Date: 28/02/2020

Sr. No.	Name of Student	Sign	CLASS
1	Priya Tiwari	<i>Priya</i>	SE
2	Somya B Joshi	<i>Somya</i>	SE
3	Vijay Karmu	<i>Vijay</i>	SE
4	KUNAL SHINDE	<i>Kunal</i>	T.E.
5	Avinash Wankhede	<i>Avinash</i>	T.E.
6	Vinit Ranjane	<i>Vinit</i>	SE
7	Siddhesh Tambe	<i>Siddhesh</i>	SE
8	Raj M. Bhoir	<i>Raj</i>	SE
9	Aditya S. Jadhav	<i>Aditya</i>	SE
10	Ganesh Waghe	<i>Ganesh</i>	SE
11	Hrushik Ghara	<i>Hrushik</i>	SE
12	Aakash Yadav	<i>Aakash</i>	TE
13	Jawarh Guchait	<i>Jawarh</i>	
14	Ritik Rana	<i>Ritik</i>	T.E.
15	Aquib Khan	<i>Aquib</i>	
16	Bikram Mahajan	<i>Bikram</i>	
17	Neeter Yadav	<i>Neeter</i>	
18	Vinayak Jojo	<i>Jojo</i>	T.E.
19	Reekshabh	<i>Reekshabh</i>	
20	Arun Yadav	<i>Arun</i>	
21	Bhagyashree Shirkar	<i>Bhagyashree</i>	
22	Praatham Pednekar	<i>Praatham</i>	
23	Vishal Kannan	<i>Vishal</i>	T.E.
24	Mayuri Dudam	<i>Mayuri</i>	T.E.
25	Hishamya Patil	<i>Hishamya</i>	S.E.
26	Hanidra Gazzela	<i>Hanidra</i>	T.E.
27	Shubham C. Mukik	<i>Shubham</i>	T.E.
28	PUNIT PATHAK	<i>PUNIT</i>	T.E.
29	Shweta Gupta	<i>Shweta</i>	T.E.
30	Rutuja Porab	<i>Rutuja</i>	T.E.
31	Hitesh Thamr	<i>Hitesh</i>	T.E.
32	Mihir Rabade	<i>Mihir</i>	
33	Aman Maurya	<i>Aman</i>	
34	Shubham Keni	<i>Shubham</i>	
35	Sahil more	<i>Sahil</i>	
36	Shalaka Tombe	<i>Shalaka</i>	
37	Reema Yedge	<i>Reema</i>	



**VIVA Institute of Technology**  
**Academic Year: 2019-2020**

**Guest Lecture on: Recent Trends and Job Opportunities at BARC**

By: BARC Team / Shri. R. K. Singh

Date: 12/02/2020

Sr. No.	Name of Student	Sign	CLASS
1	Ashish Gupta	Ashish	SE EXTC
2	Prathmesh Pednekar	Pedne	TE EXTC
3	Bhagyashree Shirkar	Bashir	TE EXTC
4	Tripur Khadye	Tripur	SE EXTC
5	Kriti Yadav	Kriti	SE EXTC
6	Ankita Patil	Patil	TE EXTC
7	Asmita Pawar	Asmita	TE EXTC
8	Riddhi Raut	Riddhi	TE EXTC
9	Bhagyashree Vaidya	Tajays	TE EXTC
10	Prashant Mulik	Mulik	TE EXTC
11	Adit Shirodkar	Adit	TE EXTC
12	Sumedh Tondel	Sumedh	TE EXTC
13	Shlok Raut	Shlok	TE EXTC
14	Manish Patil	Manish	TE EXTC
15	Nitesh Shetye	Nitesh	TE EXTC
16	Geekshi Shettip	Shettip	BE EXTC
17	Sumit Sahani	Sumit	RE EXTC
18	Nikita Tali	Nikita	BE EXTC
19	Vikas Raut	Vikas	SE EXTC
20	Sanket Shemankar	Sanket	SE EXTC
21	Savil Mool	Savil	II
22	Henzant Phadkhari	Henz	II
23	Shubham Kewi	Shubham	II
24	Aman Mawrya	Aman	II
25	Dhaval Khandegale	Dhaval	II
26	Suyash Kulkarni	Suyash	II
27	Neety yadan	Neety	TE EXTC
28	Ashwanti Pawar	Ashwanti	TE EXTC
29	Bhakti Patil	Bhakti	TE EXTC
30			



Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
 Academic Year: 2019-2020

**Guest Lecture on: Recent Trends and Job Opportunities at BARC**

By: BARC Team /Shri. R.K. Singh

Date: 12/02/2020

Sr. No.	Name of Student	Sign	CLASS
1	Narayan Gravade	Gravade	SE EXTC
2	Aditya Jadhav	Jadhav	SE EXTC
3	Hitesh Singare	Hitesh	SE EXTC
4	Sanjiv Voz	Sanjiv	SE EXTC
5	Kamble Pradnya	Kamble	SE EXTC
6	Hodge Rohini	Hodge	SE EXTC
7	Priya Tiwari	Tiwari	SE EXTC
8	Vivek R. Mishra	Vivek	SE EXTC
9	meet m kawali	M. Kawali	SE EXTC
10	Vaibhav V. Kumble	Kumble	SE EXTC
11	Shalaka Tambe	X	SE FYTC
12	Siddhesh Tambe	S.S. Tambe	SE EXTC
13	Anushika Save	Anushika	SE EXTC
14	Hrutik Gharat	Hrutik	SE FYTC
15	Ganesh Waghe	Ganesh	SE EXTC
16	Aishwarya Patil	Aishwarya	SE EXTC
17	Ravindra Gravade	Ravindra	SE EXTC
18	Vijay Kanu	Vijay	SE EXTC
19	Harshikesh S. Nikam.	Harshikesh	SE EXTC
20	Tanvi Pawar	Tanvi	SE EXTC
21	Hunitikesh Sawant	Hunitikesh	SE EXTC
22	Tanvi Aswani	Tanvi	SE EXTC
23	Mitali Jadhav	Mitali	SE EXTC
24	Divya N. Kotian	Divya	SE EXTC
25	Mihir Misir	Mihir	SE EXTC
26	Vinayak Garudi	Vinayak	SE EXTC
27	Pravin J. Choudhary	Pravin	SE EXTC
28	Mittal Panpania	Mittal	SE EXTC
29	Dipkumar Gupta	Dipkumar	SE EXTC
30	Rohit Sunil Khandagale	Rohit	SE EXTC



Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
 Academic Year: 2019-2020

**Guest Lecture on: Recent Trends and Job Opportunities at BARC**

By: BARC Team /Shri. R. K. Singh

Date: 12/02/2020

Sr. No.	Name of Student	Sign	CLASS
1	Pratik Vishwan Karmer	Pratik	EXTC. TF
2	Sanket Puthran	Sanket	TE EXTC
3	BIKAS MAHARANA	Bikas	TE - EXTC
4	Tushar. Shirgaonkar	Tushar	BE . EXTC
5	Yadav Mayur	Yadav	BE . EXTC
6	Nikhil Naidu	Nikhil	SE . EXTC
7	Shakuntala Bomble	Bomble	SE . EXTC
8	Mokshada Kesarkar	Mokshada	SE . EXTC
9	Tejasree Jadhav	Jadhav	SE . EXTC
10	Saurabh Lynchait	Saurabh	TE EXTC
11	Pranav Patil	Pranav	TE EXTC
12	Apoorv chaudhary	Apoorv	TE EXTC
13	Amrit. Mhatre	Amrit	TE EXTC
14	Ritik. Ghone	Ritik	TE EXTC
15	Jawaid Khan	Jawaid	TE EXTC
16	Virayak Adulkar	Virayak	TE EXTC
17	Titas keni	Titas	TE . EXTC
18	Abin Yadav	Abin	TE . EXTC
19	Rishabh Pat	Rishabh	TE EXTC
20	Vinayak Jagdalekar	Vinayak	TE EXTC
21	Vaishnavi Bhogal	Vaishnavi	TE EXTC
22	Pevati khadas	Pevati	TE EXTC
23	Mayuri Duleam	Mayuri	TE EXTC
24	Hanidura Gazzela	Hanidura	TE . EXTC
25	Sohil Patel	Sohil	BE EXTC
26	Adilesh chaudhari	Adilesh	BE EXTC
27	Jay Pandey	Jay	BE - EXTC
28	Sushil Hamir	Sushil	BE - EXTC
29	Jitesh Kumar U. Yadav	Jitesh	BE - EXTC
30	Pooja Jha	Pooja	BE - EXTC

Guest Name \_\_\_\_\_

\_\_\_\_\_  
 R. K. Singh



Late Shri. Vishnu Waman Thakur Charitable Trust's  
 VIVA Institute of Technology  
 Academic Year: 2019-2020

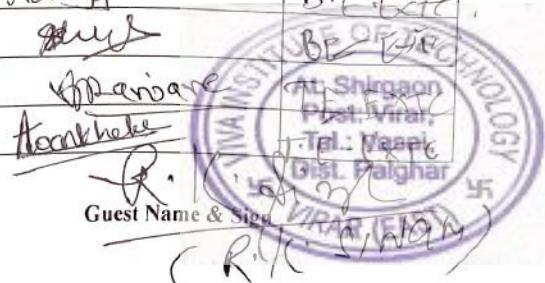
Guest Lecture on: Recent Trends and Job Opportunities at BARC

By: BARC Team /Shri. R.K. Singh

Date: 12/02/2020

Sr. No.	Name of Student	Sign	CLASS
1	Sneham Mishra	S.A	BE EXTC
2	Siddhesh Gavaskar	Siddhesh	BB EXTC
3	Supriya Dumbre.	Dumbre	BE EXTC
4	Ranikumar Chauhan	(Ranik)	BE EXTC
5	Sahed Ansari	Ansari	BE EXTC
6	Suraj Mouriya	Suraj	BE EXTC
7	DHRUVI GUPTA	D. Gupta	BE - EXTC
8	Rohit Rajesh Pandey	Rohit	BE - EXTC
9	Hitesh V Thanvi	Hitesh	TE - EXTC
10	Jay Mishra	Jay	BE - EXTC
11	Pankaj Vishwakarma	Pankaj	BE - EXTC
12	Nimish Rathore	Nimish	BE - EXTC
13	Nikesh Raut	Nikesh	BE - EXTC
14	Bushant Pawar	Bushant	BE - EXTC
15	Rakesh Pandey	Rakesh	BE - EXTC
16	Maitreyee Mishra	Maitreyee	BE - EXTC
17	Aniket Jadhav	Jadhav	BE - EXTC
18	Chetan Satam	Chetan	BE - EXTC
19	Sandhya Sherke	Sherke	
20	Krishna Patwa	KP	
21	Sumit Popalkar	Sumit	BE
22	Tejal Palkar	Tejal	EXTC
23	Karan Prajapat	Karan	
24	Prathamesh Kadu	Pradu	
25	Kunal Shinde	Kshinde	TE, EXTC
26	Rohun	Rohit	BE EXTC
27	Aditya Shinde	Aditya	BE EXTC
28	Ajit & Shinde	Ajits	BE EXTC
29	Vinit S. Ranjane	Vinit	BE EXTC
30	Avinash Wankhede	Avinash	

Guest Name & Sign



C.R.K. SINGHAM

Late Shri Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
Shirgaon, Virar (E), District-Palghar-401305.

A Report of  
**WOMEN DEVELOPMENT CELL  
PROGRAM**

MARCH 08, 2019



**Women Development Cell  
VIVA Institute of Technology**



Late Shri Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Shirgaon, Virar (E), District-Palghar-401305.

## WOMEN DEVELOPMENT CELL

**DATE: 8<sup>th</sup> March, 2019**

**TOPIC: *Professional Communication: A Prerequisite for Engineers*"**

**GUEST SPEAKER:** Mrs. Sangeetha Krovvidi, Professional Trainer in Soft Skills

**VENUE:** Seminar Hall, VIVA Institute of Technology

**TIME:** 10:00 a.m. onwards



# VIVA Institute of Technology

Shirgaon, Virar (E), District-Palghar-401305.

## **Report on a program “*Professional Communication: A Prerequisite for Engineers*” organized by the Women Development Cell in association with the Department of Humanities & Applied Sciences, VIVA Institute of Technology.**

**Women Development Cell in association with the Department of Humanities & Applied Sciences** of VIVA Institute of Technology, Virar organized a guest lecture on “*Professional Communication: A Prerequisite for Engineers*” for all the faculties and students of the college on the eve of International Women’s Day on 8<sup>th</sup> March 2019. Mrs. Sangeetha Krovvidi, an expert in the domain of soft skills and other employability skills was present as a chief guest to give valuable guidance to faculties and students on professional communication and its need in the job market.

The program began with a welcome note from Dr. Trupti Patil, Asst.Professor of the Dept. of Humanities and Applied Sciences. This was followed by an enlightening speech by the Principal of VIVA Institute of Technology, Dr. Arun Kumar.

The guest session was graced by the presence of the guest speaker Mrs. Sangeetha Krivvidi. Being an expert in professional communication, she shared her expertise with the faculties and students on how they can inculcate soft skills, and professional communication into their personalities.

The session was very interactive as students, as well as faculties, came up with many queries about how to face an interview and various other doubts they have related to professional communication.

The overall lecture was a very delightful and empowering experience for all.

**Women Development Cell**



Late Shri Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

Shirgaon, Virar (E), District-Palghar-401305.



# UNIVERSITY OF MUMBAI



## Bachelor of Engineering

**First Year Engineering (Semester I & II), Revised course**  
**(REV- 2019'C' Scheme) from Academic Year 2019 – 20**  
**(Common for All Branches of Engineering)**

Under

## FACULTY OF SCIENCE & TECHNOLOGY

(As per AICTE guidelines with effect from the academic year  
2019–2020)

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned				
		Theory	Pract.	Tut.	Theory	Tut.	Pract.	Total	
FEC206	Professional Communication and Ethics- I	2	--	--	2	--	--	2	
Course Code	Course Name	Examination Scheme							
		Theory					Term Work	Pract. /oral	
		Internal Assessment			End Sem. Exam.	Exam. Duration (in Hrs)			
		Test 1	Test 2	Avg.				Total	
FEC206	Professional Communication and Ethics- I	10	10	10	40	2	--	--	50

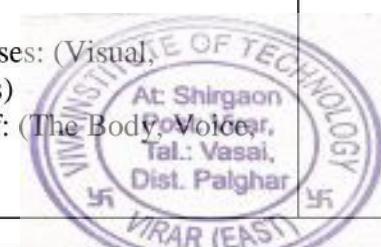
### Objectives

1. To demonstrate the fundamental concepts of interpersonal and professional communication.
2. To encourage active listening with focus on content, purpose, ideas and tone.
3. To facilitate fluent speaking skills in social, academic and professional situations.
4. To train in reading strategies for comprehending academic and business correspondence.
5. To promote effective writing skills in business, technology and academic arenas.
6. To inculcate confident personality traits along with grooming and social etiquettes.

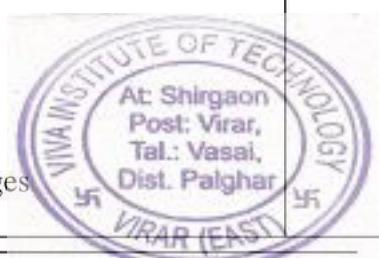
**Outcomes:** Learners will be able to understand how to...

1. Eliminate barriers and use verbal/non-verbal cues at social and workplace situations.
2. Employ listening strategies to comprehend wide-ranging vocabulary, grammatical structures, tone and pronunciation.
3. Prepare effectively for speaking at social, academic and business situations.
4. Use reading strategies for faster comprehension, summarization and evaluation of texts.
5. Acquire effective writing skills for drafting academic, business and technical documents.
6. Successfully interact in all kinds of settings, displaying refined grooming and social skills.

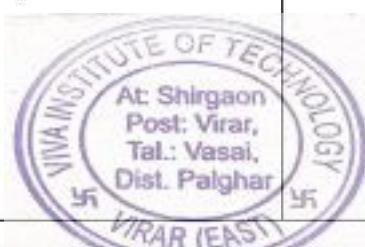
Module	Detailed Contents	Hrs.
	<b>FUNDAMENTALS OF COMMUNICATION</b> <ul style="list-style-type: none"> <li><b>1.1. Introduction to Theory of Communication</b> <ul style="list-style-type: none"> <li>● Definition</li> <li>● Objectives</li> <li>● Postulates/Hallmarks</li> <li>● The Process of Communication</li> <li>● Organizational Communication <ul style="list-style-type: none"> <li>○ Formal (Upward, Downward and Horizontal)</li> <li>○ Informal (Grapevine)</li> </ul> </li> </ul> </li> <li><b>1.2. Methods of Communication</b> <ul style="list-style-type: none"> <li>● Verbal (Written &amp; Spoken)</li> <li>● Non-verbal <ul style="list-style-type: none"> <li>○ Non-verbal cues perceived through the five senses: (Visual, Auditory, Tactile, Olfactory and Gustatory cues)</li> <li>○ Non-verbal cues transmitted through the use of: (The Body, Space, Time and Silence)</li> </ul> </li> </ul> </li> <li><b>1.3. Barriers to Communication</b></li> </ul>	
1		12



	<ul style="list-style-type: none"> <li>● Mechanical/External</li> <li>● Physical/Internal</li> <li>● Semantic &amp; Linguistic</li> <li>● Psychological</li> <li>● Socio-Cultural</li> </ul> <p><b>1.4. Communication at the Workplace</b></p> <ul style="list-style-type: none"> <li>● Corporate Communication - Case Studies</li> <li>● Listening Tasks with Recordings and Activity Sheets</li> <li>● Short Speeches as Monologues           <ul style="list-style-type: none"> <li>○ Informative Speeches that Center on People, Events, Processes, Places, or Things</li> <li>○ Persuasive Speeches to Persuade, Motivate or Take Action</li> <li>○ Special Occasion Speeches for Ceremonial, Commemorative, or Epideictic purposes</li> </ul> </li> <li>● Pair-work Conversational Activities (Dialogues)</li> <li>● Short Group Presentations on Business Plans</li> </ul>	
2	<p><b>VERBAL APTITUDE FOR EMPLOYMENT</b></p> <p><b>2.1. Vocabulary Building</b></p> <ul style="list-style-type: none"> <li>● Root words (Etymology)</li> <li>● Meaning of Words in Context</li> <li>● Synonyms &amp; Antonyms</li> <li>● Collocations</li> <li>● Word Form Charts</li> <li>● Prefixes &amp; Suffixes</li> <li>● Standard Abbreviations</li> </ul> <p><b>2.2. Grammar</b></p> <ul style="list-style-type: none"> <li>● Identifying Common Errors           <ul style="list-style-type: none"> <li>○ Subject - Verb Agreement</li> <li>○ Misplaced Modifiers</li> <li>○ Articles</li> <li>○ Prepositions</li> </ul> </li> <li>● Tautologies</li> <li>● Pleonasms (Redundancies)</li> <li>● Idioms</li> <li>● Cliches</li> </ul>	02
3	<p><b>DEVELOPING READING AND WRITING SKILLS</b></p> <p><b>3.1. Reading Comprehension</b></p> <ul style="list-style-type: none"> <li>● Long Passages</li> <li>● Short Passages</li> <li>● MCQs on Inferential Questions with 4 Options</li> </ul> <p><b>3.2. Summarization of reading passages, reports, chapters, books</b></p> <ul style="list-style-type: none"> <li>● Graphic Organizers for Summaries           <ul style="list-style-type: none"> <li>○ Radial Diagrams like Mind Maps</li> <li>○ Flow Charts</li> <li>○ Tree Diagrams</li> <li>○ Cyclic Diagrams</li> <li>○ Linear Diagrams like Timelines</li> <li>○ Pyramids</li> <li>○ Venn Diagrams</li> </ul> </li> <li>● Point-form Summaries</li> <li>● One-sentence Summaries of Central Idea</li> </ul> <p><b>3.3. Paraphrasing</b></p> <ul style="list-style-type: none"> <li>● Understanding Copyrights</li> <li>● Running a Plagiarism Check on Paraphrased Passages</li> <li>● Generating Plagiarism Reports</li> </ul>	02



	<ul style="list-style-type: none"> <li>Basic APA and MLA Referencing Style and Format</li> </ul>	
4	<p><b>BUSINESS CORRESPONDENCE</b></p> <p><b>4.1. Seven Cs of Business Correspondence</b></p> <ul style="list-style-type: none"> <li>Completeness</li> <li>Conciseness</li> <li>Consideration</li> <li>Concreteness</li> <li>Clarity</li> <li>Courtesy</li> <li>Correctness</li> </ul> <p><b>4.2. Parts of a Formal Letter and Formats</b></p> <ul style="list-style-type: none"> <li>Parts/Elements of a Formal Letter <ul style="list-style-type: none"> <li>Letterheads and/or Sender's Address</li> <li>Dateline</li> <li>Inside Address</li> <li>Reference Line (Optional)</li> <li>Attention Line (Optional)</li> <li>Salutation</li> <li>Subject Line</li> <li>Body</li> <li>Complimentary Close</li> <li>Signature Block</li> <li>Enclosures/Attachments</li> </ul> </li> <li>Complete/Full Block Format</li> </ul> <p><b>4.3. Emails</b></p> <ul style="list-style-type: none"> <li>Format of Emails</li> <li>Features of Effective Emails</li> <li>Language and style of Emails</li> </ul> <p><b>4.4. Types of Letters in Both Formal Letter Format and Emails</b></p> <ul style="list-style-type: none"> <li>Claim &amp; Adjustment Letters</li> <li>Request/Permission Letters</li> <li>Sales Letters</li> </ul>	06
5	<p><b>BASIC TECHNICAL WRITING</b></p> <p><b>5.1. Introduction</b></p> <ul style="list-style-type: none"> <li>What is Technical Writing?</li> <li>Importance and Principles of Technical Writing</li> <li>Difference between Technical Writing &amp; Literary Writing</li> <li>Framing Definitions</li> <li>Difference between Technical Description &amp; Instructions</li> </ul> <p><b>5.2. Description of a Technical Object</b></p> <ul style="list-style-type: none"> <li>Definition</li> <li>Diagram</li> <li>Discussion of Parts/Characteristics</li> </ul> <p>Working</p> <p><b>5.3. Writing User Instructions</b></p> <ul style="list-style-type: none"> <li>User Instructions</li> <li>Special Notices (Note, Warning, Caution and Danger)</li> <li>Styles of Presentation <ul style="list-style-type: none"> <li>Impersonal</li> <li>Indirect</li> <li>Direct</li> </ul> </li> <li>Imperative</li> </ul> <p><b>5.4. Description of a Technical / Scientific Process</b></p>	02



	<ul style="list-style-type: none"> <li>● Definition</li> <li>● Diagram</li> <li>● Tools/ Apparatus/Software/ Hardware Used</li> <li>● Working</li> <li>● Result</li> </ul>	
6	<p><b>PERSONALITY DEVELOPMENT AND SOCIAL ETIQUETTES</b></p> <p><b>6.1. Personality Development</b></p> <ul style="list-style-type: none"> <li>● Introducing Self and/or a Classmate</li> <li>● Formal Dress Code</li> </ul> <p><b>6.2. Social Etiquettes</b></p> <ul style="list-style-type: none"> <li>● Formal Dining Etiquettes</li> <li>● Cubicle Etiquettes</li> <li>● Responsibility in Using Social Media</li> <li>● Showing Empathy and Respect</li> <li>● Learning Accountability and Accepting Criticism</li> <li>● Demonstrating Flexibility and Cooperation</li> <li>● Selecting Effective Communication Channels</li> </ul>	02

### **Assessment:**

#### **Internal Assessment Test:**

Assessment consists of two class tests of 10 marks each.

**TEST I** -Public speech on general topics (Maximum 5 mins. per student)

**TEST II** - Written test covering modules 1 - 6

The second test should be based on theory and application exercises as mentioned in the syllabus. (Note: Summarization should be a compulsory question in Test II and not in the End Semester Theory Examination.)

#### **End Semester Theory Examination:**

1. Question paper will comprise of total 06 questions, each carrying 15marks.
2. Total 04 questions need to be solved.
3. Question No: 01 will be compulsory and based on entire syllabus wherein sub-questions of 2 to 5 marks will be asked.
4. Remaining questions will be mixed in nature.( e.g. Suppose Q.2 has part (a) from module3 then part (b) will be from any module other than module 3)
5. In question paper weightage of each module will be proportional to number of respective lecture hours as mentioned in the syllabus
6. The first module (Fundamentals of Communication) will carry 40 % weightage.

#### **Text Books.**

1. Sanjay Kumar & Pushp Lata (2018). Communication Skills with CD. New Delhi: Oxford University Press.
2. Hemphill, P.D., McCormick, D. W., & Hemphill, R. D. (2001). Business Communication with writing improvement exercises. Upper Saddle River, NJ: Prentice Hall.
3. Locker, Kitty O. Kaczmarek, Stephen Kyo. (2019). Business Communication: Building Critical Skills. Place of publication not identified: McGraw-hill.
4. Murphy, H. (1999). Effective Business Communication. Place of publication not identified: McGraw-Hill.
5. Raman, M., & Sharma, S. (2016). Technical Communication: Principles and practice. New Delhi: Oxford University Press.
6. Kaul, A. (2015). Effective Business Communication. Place of publication not identified: Prentice-Hall of India.

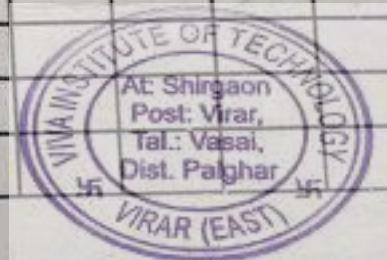


Lecturer: Prof. Dr. Prashant Pawar

SEM- II - DIV - A - SUBJECT- P.C.E

BATCH : A - I

Roll No.	Name of the Student	DATE	10/1	17/1	31/1	11/2	14/2	28/2	13/3		
		EXP NO	8.45	2.45	8.45	8.45	3.45	2.45	8.45		
1	BAG KAMLAKANT VISHWAMITRA	COMP	Khalid	Khalid	A	Khalid	Khalid	Khalid	Khalid		
2	BIYABANI MOHAMMED FARAAZ MOHAMMED IMTIYAZ	COMP	A	A	Faraz	Faraz	A	A	Faraz		
3	CHAVAN BHUSHAN SANTOSH	COMP	A	A	Bhushan	Bhushan	Bhushan	A	Bhushan		
4	CHINDARKAR YUVRAJ RAVIKANT	COMP	Ravindra	Ravindra	Ayush	Ravindra	Ravindra	Ravindra	Ravindra		
5	CHOURHARI VINOD NARENDRA	COMP	A	A	Ravindra	Vinod	Vinod	Vinod	Vinod		
6	CHOWDHURY RIYAD	COMP	(R)	(R)	(R)	(R)	(R)	A	(R)		
7	DAKARE ANKITA RAJARAM	COMP	Dakare	Dakare	Dakare	A	Dakare	Dakare	Dakare		
8	DAS PAYAL HEMANTA	COMP	Payal	Payal	A	Fir.	Fir.	Payal	Payal		
9	DATT KARISHMA RAMCHANDRA	COMP	Datt								
10	DEOPURKAR SRUSHTI ULHAS	COMP	A	A	Ulhas	A	A	A	A		
11	DIWEKAR CHETAN SUNIL	COMP	A	A	Chetan	Chetan	Chetan	A	Chetan		
12	DUDYE SHWETA KESHAV	COMP	Dudye	Dudye	Dudye	Dudye	A	Dudye	A		
13	GASTI MANASHRI GAJANAN	COMP	(M)	(M)	A	(M)	(M)	(M)	(M)		
14	HARAYAN GOVIND MADHUSUDAN	COMP	Govind	Govind	Karan	Govind	Govind	Govind	Govind		
15	JADEJA HARSH KISHOR	COMP	Jadeja	Jadeja	A	Fahad	Fahad	Fahad	Fahad		
16	JAISWAR KAMAL PRAMOD	COMP	A	A	Kamal	A	A	A	Kamal		
17	JHA KISHORE PITAMBER	COMP	(R)	(R)	(R)	(R)	(R)	A	A		
18	KADAM MITALI DHARMENDRA	COMP	Mitali	Sachin	Sachin	A	Sachin	Sachin	A		
19	KAMBLE MANSI RAJAN	COMP	Mansi								
20	KAPRI NILESH BIHARILAL	COMP	A	A	A	A	A	(Nilesh)	Nilesh		
Total Students Present											



Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
*Department of Humanities And Applied Sciences*  
 Practical Attendance Report (Academic Year: 2019 - 2020)

Lecturer: Prof. Dr. Prashant Panal

SEM- II - DIV - A - SUBJECT- PCE

BATCH

Roll No.	Name of the Student	DATE	6/01	13/01	20/01	3/2	10/2	17/2	24/2	31/3	7/3		
		EXP NO	4.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30		
21	KHANDAGALF SAHIL RAMESH	COMP	Sat	Sat	Sat	3/2	Sat	Sat	Sat	Sat	Sat		
22	KUCHEKAR POONAV ANIL	COMP	Ruchika	Ruchika	Ruchika	3 A	A	Ruchika	A	A			
23	LIMBAD MANSI MANOJ	COMP	Mansi	Mansi	Mansi	3 Mansi	Mansi	Mansi	Mansi	Mansi	Mansi		
24	MAKWANA MEET SURESH	COMP	A	A	A	0	A	A	A	A	A		
25	MANDEKAR HEMAKSHI MAHESH	COMP	Manekar	Manekar	Manekar	Manekar	Manekar	Manekar	Manekar	Manekar	Manekar		
26	MANE SHRUTI GAYATRI	COMP	Shruti	Shruti	Shruti	3 A	Shruti	Shruti	Shruti	Shruti	Shruti		
27	NAGVEKAR OMSAI SURENDRA	COMP	Omsai	Omsai	Omsai	3 Omsai	Omsai	Omsai	Omsai	Omsai	Omsai		
28	NAIK VRUSHIKA VIJAY	COMP	A	A	A	0 A	Not	Not	Not	Not	Not		
29	NAIR VISMAYA VENUGOPALAN	COMP	Diw	Diw	Diw	3 Diw	Diw	Diw	Diw	Diw	Diw		
30	OJHA ABHISHEK PRAMOD	COMP	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek		
31	PAL DINESH RAMBALI	COMP	A	A	A	0	A	A	A	A	A		
32	PARAB AVDHOOT NILKANTH	COMP	Avdhoot	Avdhoot	Avdhoot	3 A	A	Avdhoot	A	Avdhoot			
33	PARIDA SAUMYA RANJAN	COMP	Ranjana	Ranjana	Ranjana	3 Ranjana	A	Ranjana	A	Ranjana			
34	PATHAK PRIYA RAJESH	COMP	P	P	P	3	P	P	P	P	P		
35			A	A	A	0 A	A	A	A	A	A		
36	PATIL HANISH NARESH	COMP	Hanish	Hanish	Hanish	3 Hanish	A	Hanish	Hanish	Hanish	Hanish		
37	PATIL MANSI SANJAY	COMP	Sanjay	Sanjay	Sanjay	3 Sanjay	Sanjay	A	Sanjay	Sanjay	Sanjay		
38	PATIL YUVRAJ BHAGWAN	COMP	A	A	A	0 A	A	A	A	A	A		
39	QHUBAIB MUEEZ SHAIKH	COMP	Mueez	Mueez	Mueez	3 Mueez	A	Mueez	Mueez	Mueez	Mueez		
40	RAKAN AHMEDABBAS HAIDERALI	COMP	A	A	A	3 A	A	A	A	A	A		
	Total Students Present												



Late Shri. Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Technology

*Department of Humanities And Applied Sciences*

Practica! Attendance Report (Academic Year: 2019 - 2020)

Lecturer: Prof. Dr. Prashant Panwar

SEM-II - DIV - B - SUBJECT- PCE

BATCH : B - 2



Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
 Department of Humanities And Applied Sciences  
 Practical Attendance Report (Academic Year: 2019 - 2020)

Lecturer: Prof. Dr. Trupti Patil

SEM-II - DIV - B - SUBJECT- **PCE**

BATCH : E

Roll No.	Name of the Student	DATE	9/1	16/1	23/1	6/2	3/2	10/2	17/2	3/3	10/3	
		EXP NO										
1	RAUT AKSHITA	COMP	Raut									
2	SAHU AVINASH SHEKHAR	COMP	Ab	Ab	A	A	A	A	A	A	A	
3	SANKHE SAISH SACHIN	COMP	Sankhe									
4	SAWANT KRUPASHREE PRABHAKAR	COMP	Sawant									
5	SHETTY VIKHYAT VISHWANATH (LEFT)	COMP	Ab	Ab	A	A	A	A	A	A	A	
6	SHINDE SAKSHI SUNIL	COMP	Sakshi									
7	SHIRSATH KOMAL VINOD	COMP	BS	BS	BS	A	BS	BS	A	BS		
8	SHUKLA SHIVANI SANJIV	COMP	Shivani	A								
9	SINGH ROOPESH SHAILENDRA	COMP	Rupesh									
10	SONI VIKAS OMKAR	COMP	Vikas									
11	TELANGADE PRANAV SUNIL	COMP	Pranav									
12	VARMA JAYANT PRAMOD	COMP	Jayant									
13	VEDPATHAK TANMAY RAJENDRA	COMP	D	D	D	I	D	D	D	D	D	
14	SARVESH KUMAR SIDDHESH	COMP	Sidhu	A	Sidhu							
15	VISHWAKRMA HIRITIK RAJNARAYAN	COMP	Hritik									
16	WAGLE ADNAN MIRZA	COMP	Adnan									
17	YADAV ANKITA NEHRU	COMP	Ankita									
18	YADAV SHUBHAM ABHAYJEET	COMP	Shubham									
19	YADAV SHUBHAM SURESH	COMP	Suresh									
20	YADAV YOGESH RAMSAKAL	COMP	Yogesh	A	Yogesh							
	Total Students Present		18	18	18							



Lecturer: Prof. Dr. Trupti Patil

BATCH : C

SEM- II- DIV - C - SUBJECT- PCE

Roll No.	Name of the Student	DATE	8/1	15/1	20/1	8/2	13/2	20/2	5/3	12/3	
		EXP NO									
1	BOGATI GYANENDRA AMARSINGH	MECH	S	S	S	A	A	S	S	S	6
2	CHAVAN OMKAR VILAS	MECH									4
3	DATTANI KEYUR VINOD	MECH	Keyur	Keyur	Keyur	Keyur	Keyur	Keyur	Keyur	Keyur	6
4	DONGRE PRATHAMESH GOPAL	MECH	B	B	B	A	A	B	B	AB	4
5	GUPTA ANIKET PARDESHI	MECH	A	A	A	A	A	AB	AB	AB	0
6	KINI MANGESH VISHWANATH	MECH	Mangesh	Mangesh	Mangesh	A	A	Mangesh	Mangesh	Mangesh	5
7	KOLI MANDAR HANUMANTA	MECH	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	5
8	MAURYA LAV LALLAN	MECH	Lav	Lav	Lav	Lav	Lav	Lav	Lav	Lav	6
9	MISHRA AKASH SURYAPRAKASH	MECH	A	A	A	A	A	A	A	A	3
10	MOHD SAAD SHUMSUL HUDA	MECH									4
11	PANDEY AMAN SACHIN KUMAR	MECH	Aman	Aman	Aman	Aman	Aman	Aman	Aman	Aman	5
12	PANDEY NAVNISHKUMAR RAJKUMAR	MECH	Navnish	Navnish	Navnish	A	A	Navnish	Navnish	Navnish	2
13	PHATAK ADITYA ATMARAM	MECH	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	1
14	PRASAD SHUBHAMRAJ RAKESH	MECH	A	A	A	A	A	AB	AB	AB	0
15	SAGVEKAR SHREYASH SANTOSH	MECH	A	A	A	A	A	AB	AB	AB	0
16	SALUNKE SWAROOP NANDKISHOR	MECH	A	A	A	A	A	AB	AB	AB	0
17	SINGH AJAY KUMAR RAKESH KUMAR	MECH	Ajays	Ajays	Ajays	A	Ajays	Ajays	Ajays	Ajays	0
18	SOLANKI JALPESH KUMAR JITENDRA	MECH	Jalpesh	Jalpesh	Jalpesh	A	4	Jalpesh	Jalpesh	Jalpesh	0
19	TAFSIR RAMZAN ANSARI	MECH	Jafir	Jafir	Jafir	Jafir	A	Jafir	Jafir	Jafir	0
20	TANDEL ASHISH SUHAS	MECH	Honda	Rashid	Rashid	A	Rashid	Rashid	Honda	Rashid	0
	Total Students Present		15	14	14						



Late Shri. Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Department of Humanities And Applied Sciences

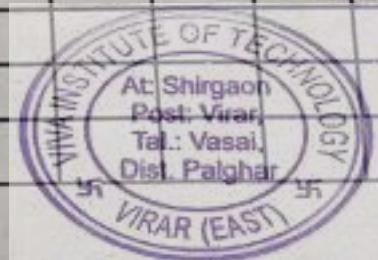
Practical Attendance Report (Academic Year: 2019 - 2020)

## SEM- II- DIV - C - SUBJECT-

Lecturer: Prof. Dr. Trupti Patil

BATCH : C

Roll No.	Name of the Student	DATE	8/1/20	15/1	29/1	3/2	12/2	19/2	26/2	P.F.E	BATCH : C
		EXP NO									
21	TARAL RUTIK RAVINDRA	MECH	Rutile	Ab	6						
22	TIWARI ABHISHEK OM PRAKASH	MECH	Atiwari	Ab	5						
23	WANGEKAR DURGESHWAR RAMESH (LEFT)	MECH	Ab	A	A	A	A	A	A	Ab	6
24	YADAV CHANDAN SAHEBRAJ	MECH	Ab	A	A	A	Ab	Ab	Ab	Ab	1
25	YADAV MONU HARISHCHANDRA	MECH	monu	monu	A	monu	monu	monu	monu	monu	2
26	AREKAR SHUBH PRASAD	ELECTRICAL	Shubh	Shubh	5						
27	BAIT SAURABH M	ELECTRICAL	#	#	#	#	#	#	#	#	6
28	CHAVAN ROHAN VINOD	ELECTRICAL	Rohan	Rohan	6						
29	DALVI GAURAV GANPAT	ELECTRICAL	Gaurav	Ab	5						
30	HOLMUKHE AKASH ASHOK	ELECTRICAL	Akash	Akash	A	Akash	Akash	Akash	Akash	quash	3
31	KATKAR YASHODEEP SHRIKANT	ELECTRICAL	Yatkar	Yatkar	6						
32	KHADE ATISH AVINASH	ELECTRICAL	Khade	Ab	6						
33	MUKESH BALAMURUGAIAH	ELECTRICAL	Ab	A	A	A	A	A	Ab	Ab	0
34	PATIL PRATIK VIJAY	ELECTRICAL	Pratik	Pratik	5						
35	THAKARE PRASAD SUDHIR	ELECTRICAL	Prasad	Prasad	5						
Total Students Present			13	13	10	12					



Late Shri Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
Shirgaon, Virar (E.), Dist. Palghar - 401 305.

VIVA/VIT / 2019-2020

Date: 27/09/2019

### NOTICE

All the teaching, non-teaching staff members and students of Engineering are hereby informed that "**Blood Donation Camp**" has been organized on 03.10.2019 with the help of BSES hospital, Andheri.

**Venue:** Ground Floor,

VIVA Institute of Pharmacy.

All are requested to participate in this event for noble cause.



  
Principal 27/09/19

#### Cc to:

All HOD - (FE / Comp / Civil / EXTC / Electrical / Mechanical)  
Registrar  
Library  
Exam Cell  
Workshop  
Office  
Notice Board

*Furnished to all  
Teaching & non teaching staff  
DR  
27/09/19*



# CERTIFICATE OF APPRECIATION

This Certificate is awarded to

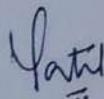
Mr. Aaditya Samant

For his/her contribution in organizing and making the  
Blood Donation Drive by the Rotary DG Goenka Blood Bank  
of  
BSES MG Hospital, Andheri (W), Mumbai - 400058.

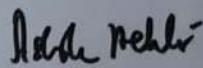
on 03/10/19

at VIVA INSTITUTE OF PHARMACY, VIRAR(E).

*"A Big Success"*



Dr. Yogini Patel PhD  
Director Research & Education, BSES MG Hospital



Dr. Ashok R. Mehta MS, FRCS, FICS  
Medical Director, BSES MG Hospital



  
BRAHMA KUMARIS  
GLOBAL HOSPITAL & RESEARCH CENTRE  
MANAGING  
— BSES MUNICIPAL GENERAL HOSPITAL —



# CERTIFICATE OF APPRECIATION

This Certificate is awarded to

PRATHAMESH K. PATIL

For his/her contribution in organizing and making the  
Blood Donation Drive by the Rotary DG Goenka Blood Bank  
of

BSES MG Hospital, Andheri (W), Mumbai - 400058.

on 08/10/19

at VIVA INSTITUTE OF PHARMACY, VIRAR(E).

*"A Big Success"*

Dr. Yogini Patel PhD  
Director Research & Education BSES MG Hospital

Dr. Ashok R. Mehta MS FRCS, FICS  
Medical Director, BSES MG Hospital



Late Shri Vishwanath Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF TECHNOLOGY**  
Shirgaon, Virar (E.), Dist: Palghar - 401 305.

Date: 14/1/2019

VIVA VII/35/2018-2019

**CIRCULAR**

All the female staff members and girl students of Engineering are hereby informed to attend a programme organized by Women Development Cell of our college.

Details of programme are as under:

<b>Topic</b>	: Women Health and Lifestyle Management.
<b>Resource Person</b>	: Dr. Deepak Desai, Consulting obstetrician & Gynecologist, Virar.
<b>Date</b>	: 15 <sup>th</sup> January' 2019.
<b>Time</b>	: 2:00 pm. Onwards
<b>Venue</b>	: Seminar Hall, 4 <sup>th</sup> floor, VIVA Institute of Technology.

**Note:- All the lectures & practicals will be held as per scheduled.**

Dr. Trupti Patil

Incharge, WDC

Cc to:

**All HODs : (Civil / Comp / Electrical/ EXTC/ FE / Mechanical)**

Registrar

Library

Exam Cell

Workshop

Office

Notice Board



  
Dr. Arun Kumar

Principal



THE JOURNAL, 2019

## ATTENDANCE RECORD

(Students)

S.R.NO	NAME	DEPARTMENT	SIGN
1	Gaikwad Bhaveta	Mechanical (SE)	Shreya
2	sandhyarani Patil	Mechanical (SE)	Sandhya
3.	Priyanka Pelewal	Mechanical (S.E)	Priyanka
4	Srushti lyhatwali	Mechanical (SE)	Sush.
5.	Pratija Raut	EXTC (BE)	Pratija
6	Samohi Jatav	EXTC (BE)	Samohi
7	Mansi Wade	EXTC (BE)	Mansi
8.	Utkarsha Chaudhari	EXTC (BE)	Utkarsha
9.	Sagarika Kawali	EXTC (BE)	Sagarika
10.	Suptiya Kapade	EXTC (BE)	Suptiya
11	Tejasvari Kakde	EXTC (BE)	Tejasvari
12	Tahmeena Solkar	EXTC (BE)	Tahmeena
13	Prarthana Patil	EXTC (BE)	Prarthana
14	Jui Telavane	Computer (BE)	Jui Telavane
15	Sanyukta Patil	Computer (BE)	Sanyukta
16	Pooja Gaikwad	Computer (BE)	Pooja
17	Neha Raut	Computer (BE)	Neha Raut
18	Priyanka Kamble	Computer (BE)	Priyanka
19	Tejal patil	Computer (BE)	Tejal
20	Gaikwad Pooja	Computer (BF)	Pooja
21	Sheetal chaugule	Civil (TE)	Sheetal
22	Shivali Kini	Civil (TE)	Shivali
23	Anjali Kothari	Civil (TE)	Anjali
24	Dipti Ghag	Civil (CTE)	Dipti
25	Vrushali chavan	Civil (TE)	V.A. Chavan



# **Academic year**

## **2018-19**



# VIVA Institute of Technology, Virar

JECT: TPO

JECT INCHARGE:

9th July 2018 - GD/ PI Session B.E. ELECTRICAL (2018-2019)

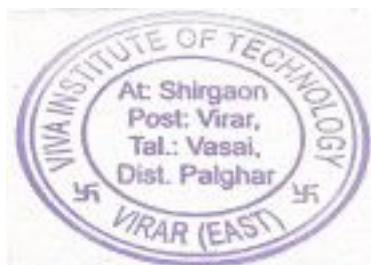
by IMS - BE - 2019.

Name	4/7/18	4/7/18	2/8/18	/ /18	/ /18	/ /18	/ /18	/ /18	P C T
Time	Before	After	Pre-class activities						
AMBHIRE SNEHAL MAHESH	Snehal	—	Mahesh						
ASODARIYA JAYDEEP K.			Jaydeep						
BAGUL AKSHAY VILAS									
BARAT DIPAK NAVASHA	Barat	Barat	Barat						
BARI HIMALAY DAYARAM			Himalay						
BHATT ANURAG K.	Anurag	—	Anurag						
BHAVSAR KAUSTUBH M.									
BOBHATE PRASAD LAXMAN	Babhate	Babhate	Babhate						
BONDRE HEMENDRA RAMESH	Bondre	—	Hebad						
0 CHAKOR KAMESH PANDURANG	Chakor	—							
1 DESAI RAMCHANDRA PUNAJI	Desai	—	Ramdesi						
1 DESAI SIDDHESH SURESH	Desai	—	Suresh						
13 FAKIR ALISHA ABDULKADAR									
14 GARDI ADITI VILAS	Gardi	Aditi							
15 GAWDE HARISH PANDURANG	Gawde	—							
16 GHOSALKAR MAYUR R.			Mayur						
17 GODEKAR SIDDHESH SANTOSH	Godekar	—	Siddhesh						
18 GUPTA AJAY SHAMBHUNATH	Guptaji	—	Ajay						
19 GUPTA DILIPKUMAR S.	Dilip	—							
20 GUPTA RAHUL RAMPRASAD	Guptaji	Rahul	Rahul						
21 GUPTA ROHIT RAMDAYAL	Rohit	Rohit	Rohit						
22 GURAV ANIKET SANJAY	Aniket	—							
23 HAZARE PRACHI PURUSHOTTAM	Prachi	Prachi	Prachi						
24 JAISWAR SUMIT SHIVKUMAR	Sumit	—	Sumit						
25 KADAM ADINATH SUBHASH	Kadam	—							
26 KADAM TANMAY S.	Tanmay	—							
27 KAMBLE CHETAN VIJAY	Chetan	—							
28 KAMBLE SANKET VITHAL	Sanket	—							
29 KASBE SHARAD DAMU	Sharad	—	Shradh						
30 KHOCHARE KRUNAL GANESH									
31 KP MREDHUL BALAN	Mredhul	Mredhul	Mredhul						
32 KUMAVAT MONALI RAJENDRA									
33 KUSHWAHA DEEPAK B.	Deepak	—	Deepak						
34 MAKWANA HARDIK H.	Hardik	—	Hardik						
35 MESTRY ABHISHEK MANOHAR	Abhishek	—	Manohar						
36 MOHILE SHANTANU S.									
37 MURKUTE MOHIT SUDESH	Mohit	—	Sudeesh						
38 NAIK PRANALI PRAMOD	Pranali	—							
39 PANSARE SANDESH D.	Pansare	—	Pansare						
40 PARMAR GAURAV JITENDRA	Gaurav	Jitendra	Jitendra						
41 PATEL DEEP HEMANT	Deep	—	Deep						
42 PATIL SAURABH R.	Saurab	—							
43 PATIL TRUPAL BHAGWAN	Patil	—	Patil						



44	PAWAR MAYUR BABUSING	Mayur Pawar	Mayur Pawar
45	RAI SUMIT SUNIL	Rai Sumit	Sumit
46	RANE ABHISHEK KRISHNA	Rane Abhishek	Rane Abhishek
47	RAUT NIMISH ANIL	Raut Nimish	Raut Nimish
48	RAYANI SHAILESHKUMAR H.	Rayani Shailesh	Rayani Shailesh
49	SALMANI INTEZAR ALI L.	Salmani Intezar	Salmani Intezar
50	SAWANT SIDDHESH TUKARAM	Sawant Siddhesh	Sawant Siddhesh
51	SHAH KINJAL RASHMIKANT	Shah Kinjal	Shah Kinjal
52	SHAIKH REHAN MOHD F.	Rehan Mohd	Rehan Mohd
53	SINGH DEEPAK M.	Dingh Deepak	Dingh Deepak
54	SINGH DIBESH DHANANJAY	Dibesh Dhananjay	Dibesh Dhananjay
55	SINGH OMPRAKASH RANJEET	Ompakash Ranjeet	Ompakash Ranjeet
56	TAMORE HIMANSHU J.	Tamore Himanshu	Tamore Himanshu
57	TAMORE KALPESH HEMANT	Tamore Kalpesh	Tamore Kalpesh
58	TAMORE SUMIT SANDEEP	Tamore Sumit	Tamore Sumit
59	TANK KINJAL NAVIN	Tank Kinjal	Tank Kinjal
60	TEJAM VIKRANT MANGESH	Tejam Vikrant	Tejam Vikrant
61	TELI SWAPNIL NANDKISHOR	Swapnil Nandkishor	Swapnil Nandkishor
62	UPADHYAY ROHAN ARVIND	Upadhyay Rohan	Upadhyay Rohan
63	VAIDYA RAHUL RAJAN	Vaidya Rahul	Vaidya Rahul
64	VAYADA ANKITA RAMU	Vayada Ankita	Vayada Ankita
65	WADE RUPAL DINESH	Wade Rupal	Wade Rupal
66	WALA JAY ARUN	Wala Jay	Wala Jay
67	WATUMBARE ASHITOSH	Watumbare Ashitosh	Watumbare Ashitosh
68	YADAV AKASH RAIMANI	Yadav Akash	Yadav Akash
69	YADAV RAHUL HIRALAL	Yadav Rahul	Yadav Rahul
70	ZANJE SHUBHAM MADHUKAR	Zanje Shubham	Zanje Shubham
71	ZIMAL RISHIKESH	Zimal Rishikesh	Zimal Rishikesh
72	CHAVAN PRANIT ABA	Chavan Pranit	Chavan Pranit
73			
74			
75			
NO OF STUDENTS PRESENT			

SUBJECT INCHARGE





14<sup>th</sup> January 2019



Department of Electronics and Telecommunication Engineering  
Guest lecture on: Career Guidance & Job Opportunities

By: Ms. Gauri Bodkhe

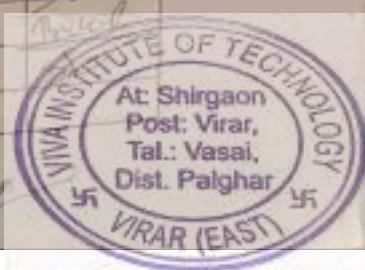
Class: B.T. ETC

Academic year 2018-19

Sr. No.	Name of Student	Sign
1	ADGALE SAI MADHUKAR	
2	AREKAR CHIRAG JAGDISH	
3	ATHAWALE AKSHAY	
4	BAKALKAR SAILI SUNIL	
5	BHARDWAJ AMITENDRA R.	
6	BHUSHANKAR OMKAR R.	
7	BIRMOLE NILAY NITIN	
8	CHAUDHARI CHIRAG R.	
9	CHAUDHARI UTKARSHA S.	
10	CHIPPA SUSHMA N.	
11	DIXIT NIRAJ SHIRIPRAKASH	
12	DUBLE ROSHAN PRADEEP	
13	ENGINEER YOSHIN RAJESH	
14	GAIKWAD PIYUSH SURESH	
15	GAIKWAD SHARAD S.	
16	GHARDE SHAILESH BALU	
17	GHAWALI SALIPRAKASH	
18	GUPTA ANUJ GHANSHYAM	
19	GUPTA SURAJ RAMASHISH	
20	HARAL RUSHIKESH D.	
21	JADHAV PRASAD	
22	JATAV SANOHIL K.	
23	JHA NAVINKUMAR H.	
24	JOSHI PRASADKUMAR S.	
25	KACHA UMANG N.	
26	KADAM BHUSHAN MOHAN	
27	KAKDE TEJASHRI	
28	KAPDULE SUPRIYA V.	
29	KAVALI SAGARIKA ASHOK	
30	KEDAR GODAVARI R.	
31	KHAIRE DIPESH DILIP	
32	KONDASKAR AAKASH L.	
33	MAHYAVANSHI KARTIKKUMAR	
34	MANDHARE SHIVANI	
35	MANE MANISHA APPA	
36	MAURYA RAVI K.	
37	MENGANE SAMEER S.	

Sr. No.	Name of Student	Sign
38	MISHRA SHASHWAT A.	
39	MONDAL SUMAN P.	
40	MONDAL SUMIT SUBROTO	
41	MORE SHUBHAM SUHAS	
42	NAIK SOHAM BHAGWAN	
43	NAMSALE ANKITA DEEPAK	
44	NAVALKAR OMKAR R.	
45	PANCHAL SAGAR	
46	PANDEY DEEPAKKUMAR	
47	PATIL BHAVIKA R.	
48	PATIL OMKAR	
49	PATIL PRARTHANA	
50	PATIL SONAL SAINATH	
51	PAWAR MAYURESH N.	
52	PAWAR VAISHNAVI RAJESH	
53	RAI PRASHANTKUMAR A.	
54	RANE MAYUR MANGESH	
55	RAUT HRUTUJA JAGDISH	
56	RAUT KUSHAL MILIND	
57	SALVE ARPITA NARENDRA	
58	SAVE TANVI ABHAY	
59	SAWANT ABHISHEK R.	
60	SHETTY BHAKTI BHASKAR	
61	SINGH PRASHANT A.	
62	SINGH PRASHANTKUMAR	
63	SOLKAR TAHEEMA H.	
64	TAKSHAK AMAN H.	
65	TARI AKSHAY LAXMAN	
66	THAKARE AAKASH S.	
67	TIWARI SHUBHAM ANIL	
68	TUKARAL AKSHAY ANANT	
69	WADE MANSI VLAS	
70	YADAV ATUL G.	
71	YADAV HAPPYRAJ ARVIND	
72	YADAV PRADEEP S.	
73	YADAV SHARAD POORAN	

Signature of the lecturer:





## Guest Lecture on: Goal Setting & Accomplishment

By: Mr. Indradyo Malar, Trainer  
Class: SE EXTC

Date: 15<sup>th</sup> Feb 2019

Semester: IV

Roll No.	Name of Student	Sign
1	ADULKAR VINAYAK RAMU	A
2	AREKAR SHREYA PRASAD	
3	BHOGOLI VAISHNAVI SUBHASH	Subhash
4	BHOSALE CHETAN NARENDRA	C
5	CHAUDHARY APOORV BHUPESH	
6	CHAVAN SACHIN SHYAM	Chavhan
7	DANDEKAR NISHANT PRASHANT	Nishant
8	DUDAM MAYURI NARAYAN	Mayuri
9	GAIKWAD KUNAL BHASKAR	Kunal
10	GAZZELA S HARIDRA	Haridra
11	GUCHAIT SAURABH BHAIKAB	A
12	GUPTA SHWETA RAKESH	Shweta
13	JARIWALA DISHA NANU	Disha
14	JOGALEKAR VINAYAK VITTHAL	Vitthal
15	KANRAR VISHAL BIJAN	Vishal
16	KAWANKAR SUYASH HARESH	A
17	KENI TEJAS RAVINDRA	Tejas
18	KHADAS REVATI DEEPAK	Revati
19	KHAN JAWWAD WAHID	A
20	KHAN MOHAMMED AQUIB IRSHAD	Irshad
21	KULKARNI JAYESH CHANDRASHEKHAR	Jayesh
22	MAHAMUNKAR VINAY VASANT	A
23	MAHARANA BIKAS BIJENDRA KUMAR	Bikas
24	MHATRE ANKIT VIJAY	Vijay
25	MISHRA NITESH GANGASAGAR	Nitesh
26	MULIK SHUBHAM CHETAN	Shubham
27	NAIK GOVIND RATNAKAR	Govind
28	OHOL NILESH PINESHKUMAR	Nilesh
29	PAL REEKSHAB SANJAY	Reekshab

Present :- 51  
38  
20  

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109

Roll No.	Name of Student	Sign
30	PARAB RUTUJA RAJESH	Rutuja
31	PATHAK PUNIT RAJENDRA	Punit
32	PATTI ANKITA DHANANJAY	Ankita
33	PATIL BHAKTI KAMALAKAR	Bhakti
34	PATIL MANISH SUDAM	A
35	PATIL PRANAV DATTARAM	Pranav
36	PAWAR ASHWANTI PRADEEP	Ashwanti
37	PAWAR ASMITA ANANT	Asmita
38	PEDNEKAR PRATHAM GANAPATI	Pratham
39	PRASAD POOJA AWADHKISHOR	Pooja
40	PUTHRAN SANKET SANJEEV	Sanket
41	RANA RITIK BRIMOHAN	A
42	RAUT RIDDI GANESH	Riddi
43	RAUT SHILOK NITIN	Shilok
44	RAWAT HITESH PREMSINGH	Hitesh
45	SHARMA ANANTKUMAR RADHESHYAM	Anant
46	SHETYE NITESH ANANT	Nitesh
47	SHINDE KUNAL GHANDRAKANT	Kunal
48	SHIRKAR BHAGYASHREE BHALCHANDRA	Bhagya
49	SHIRODKAR ADIT RAJESH	Adit
50	TANDEL SUMEDH KISHOR	Sumedh
51	TIWRAMKAR AMEY ARVIND	Arvind
52	VAIDYA BHAGYASHREE JITENDRA	Bhagya
53	VERMA ADITI KAMLESH	Aditi
54	VISHWAKARMA PRATIK SUPENDRA	Pratik
55	WANKHEDA AVINASH MILIND	Avinash
56	YADAV AAKASH RAMANAND	Aakash
57	YADAV ARUN RAMSAKAL	Arun
58	YADAV NEETU AMARBHADUR	Neetu

Signature of Guest Lecturer



Late Shri. Vishnu Waman Thakur Charitable Trust's  
VIVA Institute of Technology  
Academic Year: 2018 - 2019

Guest Lecture on: Goal Setting & Accomplishment  
By: Mr. Trivedya Molar  
Class: TE EXTC

Date: 15<sup>th</sup> Feb 2019

Semester: VI

Roll No.	Name of Student	Sign
1	ANSARI SAHEED ANWAR	
2	ARYA MANISH RAMESH CHAND	
3	BAIJ ROHAN RAJARAM	
4	BABU VAIBHAV BHARAT	
5	BISWAS ABHIJIT ASHIT	A
6	CHAUDHARI ADISH RAMESH	A
7	CHAUHAN RAVI KUMAR LALMANI	
8	DANDEKAR CHAITANYA SANDEEP	A
9	DUMBRE SUPRIYA BABAN	
10	GAMIT DHRUVAL KUMAR MANUBHAI	
11	GAVAKAR SIDDHESH VIJAY	
12	GURAV HEMANT	A
13	HAMBIR SUSHIL SUBHASH	
14	JADHAV ANIKET	
15	JHA POOJA SANTOSH	Pooja
16	KAJROLKAR OMKAR PRAKASH	
17	KHADE SUCHAN SAVJI	
18	KHAN AMAN	
19	MHATRE NIMISH VINOD	A
20	MISHRA MAITREYEE ANANT	
21	MISHRA SHUBHAM VATINDRA	
22	MISTRY JAY YOGESH	A
23	MOURYA SURAJ SHRI SHIVPOOJAN	
24	NISHAD PARIKSHIT RAMKISHAN	
25	PALKAR TEJAL DINESH	
26	PANDEY JAYPRAKASH SATENDRA	JP
27	PANDEY RATNESH KUMAR SHIVNARAYAN	

Roll No.	Name of Student	Sign
28	PANDEY ROHIT RAJESH	
29	PARKAR SEEVAN ABDULREHMAN	A
30	PATEL SAHIL VIDYADIHAR	
31	PATWA KRISIENA RAMLAUT	A
32	PAWAR SUSHANT SHIVAJI	
33	POPALKAR SUMIT SHIVAJI	
34	PRAJAPAT KARAN RAJESH	
35	PULLIADE RUBINI ANANDAM	A
36	RAUT NIKESH RAVINDRA	
37	SAHANE SUNIL GANGARAM	
38	SATAM CHETAN ANIL	
39	SHARMA YOGENDRA HORILAL	
40	SHETTY SAI RABH	SS
41	SHETTY SRISHTI MADHVARAJ	
42	SHINDE AJIT RAJARAM	A
43	SHIRGAONKAR TUSHAR	A
44	SHIRKE ADITYA DNYANDEV	
45	SHIRKE SANDHYA DEVADATTA	
46	SINGH ADITYA SUSHIL KUMAR	A
47	TARI NIKITA ARVIND	
48	UDAYAR DIVESH THIRUMUGAM	A
49	VARMA SURAJ ANANDI	
50	YADAV JITESH KUMAR UTTAM	A
51	YADAV MANOJ CHINTAMANI	
52	YADAV SHIRIRAM RAMDULAR	

GUEST SIGNATURE



Topic: Goal Setting & Accomplishment  
By: Mr. Indayya Malase, Trainer  
Class: BE EXTC

Date: 15<sup>th</sup> Feb 2013

Semester: VII

Roll No.	Name of Student	Sign
1	ADGALE SAI MADHUKAR	A
2	AREKAR CHIRAG JAGDHSHI	Chirag
3	ATHAWALE AKSHAY	A
4	BAKALKAR SAILI SUNIL	A
5	BHARDWAJ AMITENDRA R.	A
6	BHU SHANKAR OMKAR R.	Omkar
7	BIRMOLE NILAY NITIN	A
8	CHAUDHARI CHIRAG R.	Chirag
9	CHAUDHARI UTKARSHA S.	A
10	CHIPPA SUSHMA M.	A
11	DIXIT NIRAJ SHIRIPRAKASH	A
12	DUBLE ROSHAN PRADEEP	A
13	ENGINEER YOSHIN RAJESH	A
14	GAIKWAD PIYUSH SURESH	A
15	GAIKWAD SHARAD S.	Sharad
16	GHARDE SHAILESH BALU	A
17	GHAWALI SAI PRAKASH	Sai
18	GUPTA ANUJ GHANSHYAM	A
19	GUPTA SURAJ RAMASHISH	A
20	HARAL RUSHIKESH D.	A
21	JADHAV PRASAD	
22	JATAV SANOHJI K.	
23	JHA NAVINKUMAR H.	
24	JOSHI PRASADKUMAR S.	
25	KACHA UMANG N.	
26	KADAM BHUSHAN MOHAN	
27	KAKDE TEJASHRI	
28	KAPDULE SUPRIYA V.	
29	KAVALI SAGARIKA ASHOK	Sagarika
30	KEDAR GODAVARI R.	
31	KHAIRE DIPESH DILIP	
32	KONDASKAR AAKASH L.	
33	MAHYAVANSHI KARTIKKUMAR	Kartik
34	MANDHARE SHIVANI	
35	MANE MANISHA APPA	
36	MAURYA RAVI K.	
37	MENGANE SAMEER S.	Samir
38	MISHRA SHASHWAT A.	

Roll No.	Name of Student	Sign
39	MONDAL SUMAN P.	A
40	MONDAL SUMIT SUBROTO	A
41	MORE SHUBHAM SHUBHAM	Shubham
42	NAIR SOHAM BHAGWAN	Soham
43	NAMSALE ANKITA DEEPAK	A
44	NAVALKAR OMKAR R.	Omkar
45	PANCHAL SAGAR	A
46	PANDEY DEEPAKKUMAR	Deekey
47	PATIL BHAVIKAR R.	Bhavikar
48	PATIL OMKAR	Omkar
49	PATIL PRARTHANA	A
50	PATIL SONAL SAINATH	Katil
51	PAWAR MAYURIRESH N.	A
52	PAWAR VAISHNAVI RAJESH	Rajesh
53	RAI PRASHANT KUMAR A.	A
54	RANE MAYUR MANGESH	Mangesh
55	RAUT BRUTUJA JAGBISH	A
56	RAUT KUSHAL MILIND	Kz
57	SALVE ARPITA NARENDRA	
58	SAVE TANVI ABHAY	
59	SAWANT ABHISHEK R.	
60	SHETTY BHAKTI BHASKAR	
61	SINGH PRASHANT A.	
62	SINGH PRASHANT KUMAR	
63	SOLIKAR FAHMEENA H.	
64	TAKSHAK AMAN IL	A
65	TARI AKSHAY LAXMAN	Akshay
66	TIWAKRE VAKASH S.	Vakash
67	TIWARI SHUBHAM ANIL	
68	TUKARAL AKSHAY ANANT	
69	WADE MANSI VILAS	
70	YADAV ATUL G.	
71	YADAV RAPPY RAJARVIND	
72	YADAV PRADEEP S.	
73	YADAV SHARAD POO	



# UNIVERSITY OF MUMBAI



## Bachelor of Engineering

**First Year Engineering (Semester I & II), Revised course**  
**(REV- 2019'C' Scheme) from Academic Year 2019 – 20**  
**(Common for All Branches of Engineering)**

Under

## FACULTY OF SCIENCE & TECHNOLOGY

(As per AICTE guidelines with effect from the academic year  
2019–2020)

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned				
		Theory	Pract.	Tut.	Theory	Tut.	Pract.	Total	
FEC206	Professional Communication and Ethics- I	2	--	--	2	--	--	2	
Course Code	Course Name	Examination Scheme							
		Theory					Term Work	Pract. /oral	
		Internal Assessment			End Sem. Exam.	Exam. Duration (in Hrs)			
		Test 1	Test 2	Avg.				Total	
FEC206	Professional Communication and Ethics- I	10	10	10	40	2	--	--	50

### Objectives

1. To demonstrate the fundamental concepts of interpersonal and professional communication.
2. To encourage active listening with focus on content, purpose, ideas and tone.
3. To facilitate fluent speaking skills in social, academic and professional situations.
4. To train in reading strategies for comprehending academic and business correspondence.
5. To promote effective writing skills in business, technology and academic arenas.
6. To inculcate confident personality traits along with grooming and social etiquettes.

**Outcomes:** Learners will be able to understand how to...

1. Eliminate barriers and use verbal/non-verbal cues at social and workplace situations.
2. Employ listening strategies to comprehend wide-ranging vocabulary, grammatical structures, tone and pronunciation.
3. Prepare effectively for speaking at social, academic and business situations.
4. Use reading strategies for faster comprehension, summarization and evaluation of texts.
5. Acquire effective writing skills for drafting academic, business and technical documents.
6. Successfully interact in all kinds of settings, displaying refined grooming and social skills.

Module	Detailed Contents	Hrs.
1	<b>FUNDAMENTALS OF COMMUNICATION</b> <ul style="list-style-type: none"> <li><b>1.1. Introduction to Theory of Communication</b> <ul style="list-style-type: none"> <li>● Definition</li> <li>● Objectives</li> <li>● Postulates/Hallmarks</li> <li>● The Process of Communication</li> <li>● Organizational Communication <ul style="list-style-type: none"> <li>○ Formal (Upward, Downward and Horizontal)</li> <li>○ Informal (Grapevine)</li> </ul> </li> </ul> </li> <li><b>1.2. Methods of Communication</b> <ul style="list-style-type: none"> <li>● Verbal (Written &amp; Spoken)</li> <li>● Non-verbal <ul style="list-style-type: none"> <li>○ Non-verbal cues perceived through the five senses: (Visual, Auditory, Tactile, Olfactory and Gustatory cues)</li> <li>○ Non-verbal cues transmitted through the use of: (The Body, Space, Time and Silence)</li> </ul> </li> </ul> </li> <li><b>1.3. Barriers to Communication</b></li> </ul>	12

	<ul style="list-style-type: none"> <li>● Mechanical/External</li> <li>● Physical/Internal</li> <li>● Semantic &amp; Linguistic</li> <li>● Psychological</li> <li>● Socio-Cultural</li> </ul> <p><b>1.4. Communication at the Workplace</b></p> <ul style="list-style-type: none"> <li>● Corporate Communication - Case Studies</li> <li>● Listening Tasks with Recordings and Activity Sheets</li> <li>● Short Speeches as Monologues           <ul style="list-style-type: none"> <li>○ Informative Speeches that Center on People, Events, Processes, Places, or Things</li> <li>○ Persuasive Speeches to Persuade, Motivate or Take Action</li> <li>○ Special Occasion Speeches for Ceremonial, Commemorative, or Epideictic purposes</li> </ul> </li> <li>● Pair-work Conversational Activities (Dialogues)</li> <li>● Short Group Presentations on Business Plans</li> </ul>	
2	<p><b>VERBAL APTITUDE FOR EMPLOYMENT</b></p> <p><b>2.1. Vocabulary Building</b></p> <ul style="list-style-type: none"> <li>● Root words (Etymology)</li> <li>● Meaning of Words in Context</li> <li>● Synonyms &amp; Antonyms</li> <li>● Collocations</li> <li>● Word Form Charts</li> <li>● Prefixes &amp; Suffixes</li> <li>● Standard Abbreviations</li> </ul> <p><b>2.2. Grammar</b></p> <ul style="list-style-type: none"> <li>● Identifying Common Errors           <ul style="list-style-type: none"> <li>○ Subject - Verb Agreement</li> <li>○ Misplaced Modifiers</li> <li>○ Articles</li> <li>○ Prepositions</li> </ul> </li> <li>● Tautologies</li> <li>● Pleonasms (Redundancies)</li> <li>● Idioms</li> <li>● Cliches</li> </ul>	02
3	<p><b>DEVELOPING READING AND WRITING SKILLS</b></p> <p><b>3.1. Reading Comprehension</b></p> <ul style="list-style-type: none"> <li>● Long Passages</li> <li>● Short Passages</li> <li>● MCQs on Inferential Questions with 4 Options</li> </ul> <p><b>3.2. Summarization of reading passages, reports, chapters, books</b></p> <ul style="list-style-type: none"> <li>● Graphic Organizers for Summaries           <ul style="list-style-type: none"> <li>○ Radial Diagrams like Mind Maps</li> <li>○ Flow Charts</li> <li>○ Tree Diagrams</li> <li>○ Cyclic Diagrams</li> <li>○ Linear Diagrams like Timelines</li> <li>○ Pyramids</li> <li>○ Venn Diagrams</li> </ul> </li> <li>● Point-form Summaries</li> <li>● One-sentence Summaries of Central Idea</li> </ul> <p><b>3.3. Paraphrasing</b></p> <ul style="list-style-type: none"> <li>● Understanding Copyrights</li> <li>● Running a Plagiarism Check on Paraphrased Passages</li> <li>● Generating Plagiarism Reports</li> </ul>	02



	<ul style="list-style-type: none"> <li>Basic APA and MLA Referencing Style and Format</li> </ul>	
4	<p><b>BUSINESS CORRESPONDENCE</b></p> <p><b>4.1. Seven Cs of Business Correspondence</b></p> <ul style="list-style-type: none"> <li>Completeness</li> <li>Conciseness</li> <li>Consideration</li> <li>Concreteness</li> <li>Clarity</li> <li>Courtesy</li> <li>Correctness</li> </ul> <p><b>4.2. Parts of a Formal Letter and Formats</b></p> <ul style="list-style-type: none"> <li>Parts/Elements of a Formal Letter <ul style="list-style-type: none"> <li>Letterheads and/or Sender's Address</li> <li>Dateline</li> <li>Inside Address</li> <li>Reference Line (Optional)</li> <li>Attention Line (Optional)</li> <li>Salutation</li> <li>Subject Line</li> <li>Body</li> <li>Complimentary Close</li> <li>Signature Block</li> <li>Enclosures/Attachments</li> </ul> </li> <li>Complete/Full Block Format</li> </ul> <p><b>4.3. Emails</b></p> <ul style="list-style-type: none"> <li>Format of Emails</li> <li>Features of Effective Emails</li> <li>Language and style of Emails</li> </ul> <p><b>4.4. Types of Letters in Both Formal Letter Format and Emails</b></p> <ul style="list-style-type: none"> <li>Claim &amp; Adjustment Letters</li> <li>Request/Permission Letters</li> <li>Sales Letters</li> </ul>	06
5	<p><b>BASIC TECHNICAL WRITING</b></p> <p><b>5.1. Introduction</b></p> <ul style="list-style-type: none"> <li>What is Technical Writing?</li> <li>Importance and Principles of Technical Writing</li> <li>Difference between Technical Writing &amp; Literary Writing</li> <li>Framing Definitions</li> <li>Difference between Technical Description &amp; Instructions</li> </ul> <p><b>5.2. Description of a Technical Object</b></p> <ul style="list-style-type: none"> <li>Definition</li> <li>Diagram</li> <li>Discussion of Parts/Characteristics</li> </ul> <p>Working</p> <p><b>5.3. Writing User Instructions</b></p> <ul style="list-style-type: none"> <li>User Instructions</li> <li>Special Notices (Note, Warning, Caution and Danger)</li> <li>Styles of Presentation <ul style="list-style-type: none"> <li>Impersonal</li> <li>Indirect</li> <li>Direct</li> </ul> </li> <li>Imperative</li> </ul> <p><b>5.4. Description of a Technical / Scientific Process</b></p>	02



	<ul style="list-style-type: none"> <li>● Definition</li> <li>● Diagram</li> <li>● Tools/ Apparatus/Software/ Hardware Used</li> <li>● Working</li> <li>● Result</li> </ul>	
6	<p><b>PERSONALITY DEVELOPMENT AND SOCIAL ETIQUETTES</b></p> <p><b>6.1. Personality Development</b></p> <ul style="list-style-type: none"> <li>● Introducing Self and/or a Classmate</li> <li>● Formal Dress Code</li> </ul> <p><b>6.2. Social Etiquettes</b></p> <ul style="list-style-type: none"> <li>● Formal Dining Etiquettes</li> <li>● Cubicle Etiquettes</li> <li>● Responsibility in Using Social Media</li> <li>● Showing Empathy and Respect</li> <li>● Learning Accountability and Accepting Criticism</li> <li>● Demonstrating Flexibility and Cooperation</li> <li>● Selecting Effective Communication Channels</li> </ul>	02

### **Assessment:**

#### **Internal Assessment Test:**

Assessment consists of two class tests of 10 marks each.

**TEST I** -Public speech on general topics (Maximum 5 mins. per student)

**TEST II** - Written test covering modules 1 - 6

The second test should be based on theory and application exercises as mentioned in the syllabus. (Note: Summarization should be a compulsory question in Test II and not in the End Semester Theory Examination.)

#### **End Semester Theory Examination:**

1. Question paper will comprise of total 06 questions, each carrying 15marks.
2. Total 04 questions need to be solved.
3. Question No: 01 will be compulsory and based on entire syllabus wherein sub-questions of 2 to 5 marks will be asked.
4. Remaining questions will be mixed in nature.( e.g. Suppose Q.2 has part (a) from module3 then part (b) will be from any module other than module 3)
5. In question paper weightage of each module will be proportional to number of respective lecture hours as mentioned in the syllabus
6. The first module (Fundamentals of Communication) will carry 40 % weightage.

#### **Text Books.**

1. Sanjay Kumar & Pushp Lata (2018). Communication Skills with CD. New Delhi: Oxford University Press.
2. Hemphill, P.D., McCormick, D. W., & Hemphill, R. D. (2001). Business Communication with writing improvement exercises. Upper Saddle River, NJ: Prentice Hall.
3. Locker, Kitty O. Kaczmarek, Stephen Kyo. (2019). Business Communication: Building Critical Skills. Place of publication not identified: McGraw-hill.
4. Murphy, H. (1999). Effective Business Communication. Place of publication not identified: McGraw-Hill.
5. Raman, M., & Sharma, S. (2016). Technical Communication: Principles and practice. New Delhi: Oxford University Press.
6. Kaul, A. (2015). Effective Business Communication. Place of publication not identified: Prentice-Hall of India.



Lov Sri. Vishnu Waman Thakur Charitable Trust  
**VIVA Institute of Technology**

At. Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District - 401306, Maharashtra.

Practical Attendance Report

Academic Year: 2018 - 2019

Lecturer: Prof.

SEM- II - DIV - A - SUBJECT-

BATCH : A1

Roll No.	Name of the Student	BRANCH	1/1	16/1	30/1	6/2	13/2	27/2	3/3	13/3	20/3	27/3	3/4	10/4	17/4	24/4	31/4	15/5	22/5	29/5	5/6	12/6	
1	BHAITT HARSH VINOD	MECH	A	A	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	08
2	BHANGRE OKAR AMRUT	MECH	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	03	
3	BHARBARE SACHIN KISAN	MECH	A	A	A	Stuck	Stuck	Stuck	A	Stuck	Stuck	Stuck	A	Stuck	06								
4	BHASARA NITIN DINESH	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	10
5	BHOSALE DIPAK ASHWATHAMA	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	06
6	CHAVAN NISHANT	MECH	11	11	11	A	A	A	11	11	11	11	11	11	11	11	11	11	11	11	11	11	10
7	CHAVAN SHREYAS SAMEER	MECH	A	A	A	Stuck	Stuck	Stuck	A	Stuck	Stuck	Stuck	A	Stuck	05								
8	CHAWDA YASH BHARAT	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	07
9	CHORGHE RAJ DINESH	MECH	11	11	11	A	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	10
10	DEVALE PANKAJ GANESH	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	4
11	DHUNDALE SHUBHAM SURESH	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
12	DUBEY AMBRISH PRADEEP	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	09
13	GOTPAGAR MANISH GAUTAM	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	10
14	GUPTA ABHAYKUMAR SITARAM	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	12
15	GURAV ONKAR ARUN	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	02
16	GURAV SWAPNIL PANDURANG	MECH	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	09	
17	HOTA PRITISURAVI PRASHANTA	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	10
18	JAJAL GOPESH SANDEEP	MECH	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	10
Total Students Present																							



**VIVA Institute of Technology**

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**Practical Attendance Report**

**Academic Year: 2018 - 2019**

Lecturer: Prof. *Tawaray*

**SEM- II - DIV - A - SUBJECT -**

**Comm. Skills**

**BATCH : A 2**

Roll No.	Name of the Student	BRANCH	10/1	11/1	3/1	7/2	14/2	28/02	1/3	14/3	21/3	28/3	Att.				
19	JOGALE YASH ANIL	MECH	Shubh	Yash	Yash	Yash	Yash	Yash	B	A	A	A	A			D	
20	JUVALE SHRUTIKA SURESH	MECH	Shubh	Srujanika	Srujanika	Srujanika	Srujanika	Srujanika	A	A	A	A	A			07	
21	KADAM ROHAN PRAVIN	MECH	Roham	Rohan	Roham	Roham	Roham	Roham	A	A	A	A	A			06	
22	KAMBLE SANKET LAHU	MECH	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	A	Sanket	Sanket	Sanket	Sanket			11	
23	KANDOLKAR AMAN TULSIDAS	MECH	A	A	A	A	A	A	A	A	A	A	A			10	
24	KARBAL DEEPAK B	MECH	tw	tw	tw	tw	A	tw	A	A	A	tw	tw			05	
25	KARVIR CHINMAY CHANDRAKANT	MECH	Chinmoy	Chinmoy	Chinmoy	Chinmoy	A	Chinmoy	A	A	A	Chinmoy	Chinmoy			08	
26	KATE SHUBHAM MAHENDRA	MECH	S.K	S.K	S.K	S.K	S.K	S.K	A	A	A	A	A			05	
27	KHAN MOHAMMED KAIF ABDUL MANNAN	MECH	16/2	16/2	16/2	16/2	16/2	16/2	A	S.K	S.K	S.K	S.K			09	
28	KINI SAURABH SHASHIKANT	MECH	SB	SB	SB	SB	SB	SB	A	A	A	A	A			10	
29	KURADE ABHIJIT GANPATI	MECH	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	A	Abhi	Abhi	Abhi	Abhi			05	
30	KUWALEKAR RIDDHI NARAYAN	MECH	Riddhi	Riddhi	Riddhi	Riddhi	Riddhi	Riddhi	A	Riddhi	Riddhi	Riddhi	Riddhi			10	
31	MAHAMUNKAR NEERAJ VIJAY	MECH	Mahamunkar	A	Mahamunkar	Mahamunkar	Mahamunkar	Mahamunkar			09						
32	MALI SHUBHAM JAGDISH	MECH	A	A	A	A	A	A	A	A	A	A	A			11	
33	MANINDER SINGH RAVINDER	MECH	Mani	A	Mani	A	A	A	A	A	A	A	A			00	
34	MANKE CHETAN SANJAY	MECH	A	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	A	Sanjay	Sanjay	Sanjay	Sanjay			06	
35	MARAVAR MAHARAJA VENKATACHALAM	MECH	Arshith	Arshith	Arshith	Arshith	Arshith	Arshith	A	Arshith	Arshith	Arshith	Arshith			09	
36	MHATRE GAURAV AVINASH	MECH	Arshith	Arshith	Arshith	Arshith	Arshith			07							
Total Students Present																	



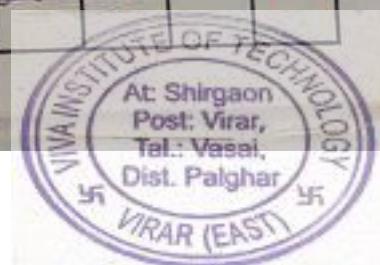
Technolo  
At: Shirgaon, Veer Savarkar Road, Virar(East), Taluka-Vasai, Palghar District - 401305, Maharashtra.  
Practical Attendance Report  
Academic Year: 2018 - 2019

Lecturer: Prof. Pawar

SEM- II - DIV - A - SUBJECT- Comm. skills

BATCH : A3

Roll No.	Name of the Student	BRANCH	7/01	14/1	26/1	4/2	11/2	18/2	25/2	11/3	18/3	25/3	1/4	8/4		(R2)
37	MORE TEJAS SURYAKANT	MECH	A	A	A	A	A	A	Passed	Passed	Passed	Passed	A	Passed		05
38	NARKAR PARAS RAVINDRA	MECH	Failed	A	Failed	Failed	Failed	A	Failed	Failed	Failed	Failed	A	Failed		10
39	NARVEKAR ADITYA PRASHANT	MECH	Failed	Failed	Failed	Failed	Failed	Failed	Failed	Failed	Failed	Failed	A	A	A	07
40	NIMBALKAR HRISHIKESH SUDHIR	MECH	Pass	Pass	Pass	A	Pass	Pass	A	Pass	Pass	Pass	A	A	Pass	08
41	PANCHAL URMIK DINESH	MECH	Pass	Pass	Pass	A	Pass	Pass	A	Pass	Pass	Pass	A	Pass	Pass	09
42	PARAB SAHIL SANJAY	MECH	Failed	Failed	Failed	Failed	Failed	A	Failed	A	Failed	A	Failed	A	Failed	08
43	PATEL HARMISH BALWANT	MECH	Failed	Failed	Failed	Failed	Failed	A	Failed	Failed	Failed	A	Failed	Failed	Failed	10
44	PATIL AMIT VASANT	MECH	A	A	Failed	Failed	Failed	A	Failed	Failed	Failed	A	Failed	Failed	Failed	10
45	PATIL GAURAV BANSIDHAR	MECH	Passed	A	A	Passed	Passed	Passed	Passed	Passed	Passed	Passed	A	Passed	Passed	09
46	PATIL MRUNAL SHIVAJI	MECH	Passed	Passed	Passed	Passed	Passed	A	Passed	Passed	Passed	Passed	A	A	A	07
47	PATIL OMKAR CHANDRAKANT	MECH	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	12
48	PATIL SAURABH MUKESH	MECH	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	12
49	PATIL VIPUL VILAS	MECH	Passed	A	Passed	V. Patil	Passed	A	Passed	V. Patil	Passed	A	V. Patil	V. Patil	V. Patil	09
50	PAWAR ABHISHEK SANJAY	MECH	Passed	A	Abhishek	Abhishek	Abhishek	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	11
51	PAWAR AMEY SUNIL	MECH	A	A	Passed	Passed	Passed	A	Passed	A	Passed	A	A	A	A	05
52	PRASAD VIJAY JAGDISH	MECH	A	Passed	Passed	A	A	A	Passed	A	Passed	A	Passed	A	A	05
53	RANE NISHANT SATISH	MECH	Passed	Passed	Passed	Passed	Passed	A	Passed	Passed	Passed	Passed	Passed	Passed	Passed	10
54	RAUT ANIRUDHA PRAKASH	MECH	A	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	A	A	08
55	SABLE CHETAN BHAGVAN	MECH	Passed	Failed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	12
Total Students Present																



At: Shirgaon  
Post: Virar,  
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Late Shri. Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

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## Practical Attendance Report

Academic Year: 2018 - 2019

Lecturer: Prof. Pawar

### SEM- II - DIV - B - SUBJECT-

### Comm. skills

BATCH : B

Roll No.	Name of the Student	BRANCH	9/1	16/1	30/1	6/2	13/2	20/2	27/2	5/3	12/3	19/3	26/3	2/4	9/4	16/4	23/4	30/4	7/5	14/5	21/5	28/5	4/6	11/6	18/6	25/6	2/7	9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8	3/9	10/9	17/9	24/9	1/10	8/10	15/10	22/10	29/10	5/11	12/11	19/11	26/11	3/12	10/12	17/12	24/12	31/12	7/1	14/1	21/1	28/1	4/2	11/2	18/2	25/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	3/5	10/5	17/5	24/5	1/6	8/6	15/6	22/6	29/6	5/7	12/7	19/7	26/7	3/8	10/8	17/8	24/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	3/11	10/11	17/11	24/11	1/12	8/12	15/12	22/12	29/12	5/1	12/1	19/1	26/1	3/2	10/2	17/2	24/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	1/7	8/7	15/7	22/7	29/7	5/8	12/8	19/8	26/8	1/9	8/9	15/9	22/9	29/9	5/10	12/10	19/10	26/10	1/11	8/11	15/11	22/11	29/11	5/12	12/12	19/12	26/12	1/1	8/1	15/1	22/1	29/1	5/2	12/2	19/2	26/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	19/4	26/4	1/5	8/5</



**VIVA Institute of Technology**

At. Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District - 401305, Maharashtra.

**Practical Attendance Report**

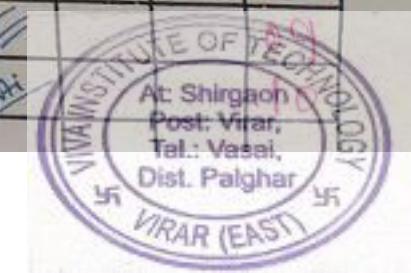
**Academic Year: 2018 - 2019**

Lecturer: Prof. Pawar

**SEM- II - DIV - B - SUBJECT- Comm-Skills**

**BATCH : B3**

Roll No.	Name of the Student	BRANCH	7/1	14/1	28/1	4/2	11/2	18/2	25/2	11/3	18/3	25/3	1/4	8/4			
37	KOTIAN DIVYA NARAYAN	EXTC	Diva	A	Diva	Diva	Cafe	(12)									
38	KUCHEKAR POONAV ANIL	EXTC	P	A	A	Rubet	A	A	A	A	12						
39	KUTREKAR AMAN SANDEEP	EXTC	A										A	A	A	A	06
40	MAYEKAR SHUBHAM SHRIKANT	EXTC	Ruf	Sy	A	Sy	Sy		07								
41	NAIR VISHNU RAMANKUTTY	EXTC	A	D	D	D	D	D	D	D	D	D	A	D	Sy	A	10
42	NAMAL SOUNDARYA SANJAY	EXTC	Snamal		Snamal	Snamal	Snamal	10									
43	NIKAM HARSHIKESH SUNIL	EXTC	Hikam	Hikam	Hikam	F	A	A	A	A	A	A	A	Hikam	Hikam		11
44	PATEL JANVI ASHWIN	EXTC	Tanvi	Gambat	A	Gambat	Gambat	Kalvi	05								
45	PAWAR TANVI VILAS	EXTC	A	Tanvi	A	Tanvi	Tanvi	Gambat	10								
46	RABADE MIHIR PRAKASH	EXTC	Rabade	A	Rabade	Rabade		10									
47	RAVAL MEET NILESH	EXTC	P	A	P	A	P	A	A	A	A	A	A	A	A		12
48	SAWANT HARSHAD VIJAY	EXTC	H.P.Sawant	A	H.P.Sawant	H.P.Sawant		07									
49	SAWANT HRUTIKESH PRADEEP	EXTC	H.P.S	A	H.P.S	H.P.S		08									
50	SHAIKH TAHIR MOHAMMED	EXTC	Xt	A	A	Bt	A	Bt	Bt	H.S	10						
51	THOTA REETHIK R	EXTC	Reethik	A	Reethik	Reethik		08									
52	TRIPATHI AKASH SUSHIL	EXTC	Akash	A	Akash	Akash		09									
53	TRIPATHI AMAN MANOJ	EXTC	Amans	A	Amans	Amans		10									
54	YADAV KRITI AMBIKA	EXTC	Kriti	A	Kriti	Kriti	Kriti										
	Total Students Present																



At: Shirgaon  
Post: Virar,  
Tel.: Vasai,  
Dist. Palghar

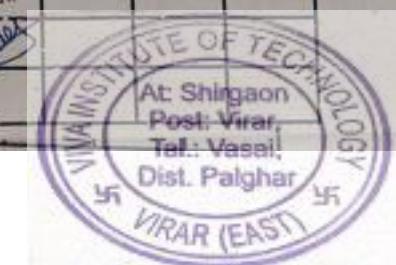
Shri. Vishnu Waman Thakur Charitable Trust  
**VIVA Institute of Technology**  
At. Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District – 401305, Maharashtra.  
Practical Attendance Report  
Academic Year: 2018 - 2019

Lecturer: Prof. Dr. Trupti Tati

SEM- II - DIV - C - SUBJECT - COMM SKILLS

BATCH : C 1

Roll No.	Name of the Student	BRANCH	9/1	15/1	21/1	5/2	12/2	26/2	5/3	12/3	19/3	26/3	2/4	9/4		
1	BAWASKAR LALITKUMAR ANANDA	CIVIL	A	A	Balaji	Ab	Balaji									
2	BHOIR KAUSTUBH ARVIND	CIVIL	Dhaval	A	Dhaval											
3	BHOSALE PRATIK VIJAY	CIVIL	Bhavesh													
4	CHAVAN SHUBHAM MANGESH	CIVIL	A	Chavhan	4	A	Chavhan	Chavhan	Chavhan	Chavhan	Chavhan	Chavhan	A	Chavhan	A	
5	CHAVAN YOGESH SAINATH	CIVIL	A	A	A	A	A	A	A	A	A	A	A	A	A	
6	DANI ANKIT SHAILESH	CIVIL	Ankit	A	Ankit	Dani	Ankit									
7	DESAI SHEEL ASHOK	CIVIL	Sheel	A	Sheel	Sheel										
8	DODEKAR DARSHANA DINESH	CIVIL	Dodekar	A	Dodekar	A										
9	GHODKE GANESH LIMBRAJ	CIVIL	A	A	GP	A	GP	A								
10	GOUNDER KARTHIKRAJ UMAPATHI	CIVIL	A	A	P	P	P	P	P	P	P	P	P	P	P	
11	JADHAV PAVAN GANESH	CIVIL	Pavan	A	A	Pavan	A	Pavan	A							
12	JUWALE PRANIL YASHWANT	CIVIL	P	A	P	P	P	P	P	P	P	P	P	P	P	
13	KARALE VISHAI. KISHOR	CIVIL	A	A	A	A	A	A	A	A	A	A	A	A	A	
14	KATKAR SHUBHAM SUNIL	CIVIL	A	Xatkar	A	Xatkar	Xatkar									
15	KHANDELWAL HIMANSHU	CIVIL	X	X	X	A	X	A	A	X	X	X	A	X	X	
16	MAURYA SAHIL RAMESHWAR	CIVIL	A	S	S	S	S	S	S	S	S	S	S	S	S	
17	MISHRA DEVI PRASAD PHOKHANDRA	CIVIL	Mishra	Devi	Devi	Devi	Mishra	Mishra	Mishra	Mishra	Mishra	Mishra	A	Mishra	Mishra	
18	MORE SIDDHESHWAR ANIL	CIVIL	More	A	More	More										
19	MOURYA SANTOSH	CIVIL	A	A	A	A	A	A	A	A	A	A	A	A	A	
20	NAIK KAUSTUBH SUBHASH	CIVIL	A	A	LS NMa	A	LS NMa	LS NMa								
21	PANDEY SAURABH RAMESH	CIVIL	Saurabh	Fondal	Saurabh	Fondal	Fondal	Saurabh								
Total Students Present			10	1	0	0	0	0	0	0	0	0	0	0	0	0



Academic Year: 2018 - 2019

Lecturer: Prof. Dr. Trupti Taitil

BATCH : C 2

SEM- II - DIV - C - SUBJECT - COMM. SKILLS

Roll No.	Name of the Student	BRANCH	1/1	16/1	30/1	6/2	13/2	21/2	6/3	13/3	20/3	27/3	4/4	10/4			
22	PATIL DHIRAJ TULSHIRAM	CIVIL									A						
23	PATIL SHUBHAM SANJAY	CIVIL															
24	PAWAR ROHIT SUBHAS	CIVIL															
25	PEDNEKAR SAURABH MOHAN	CIVIL															
26	POTDAR AKSHAY RAVINDRA	CIVIL															
27	RATHOD RUTVIIKA SURESHBHAI	CIVIL															
28	SAHIL YOGENDRA RANDIVALKAR	CIVIL	A	A	A	A	A	A	A	A	A	A	A	A			
29	SALUNKHE SAURAV D	CIVIL	A							A							
30	SANKHE ATHARV SUDHIR	CIVIL	A							A							
31	SANKHE CHINMAY DILIP	CIVIL	A														
32	SHINDE TANMAY BALWANT	CIVIL															
33	SHINDE VAISHNAVI VIJAY	CIVIL	A														
34	SHUKLA SATYAM MURLIDHAR	CIVIL															
35	TANK YOGESH	CIVIL															
36	THAKARE DIVYATA DEEPAK	CIVIL															
37	VARMA ROHAN SACHIN	CIVIL															
38	WAINGANKAR ADITYA SUNIL	CIVIL	A	A	A					A							
39	CHOUHAN SANGITA PREM NARAYAN	Electri	A	A							A	A					
40	GIJBILE ADITI SURYAKANT	Electri															
41	GUPTA AVINASHKUMAR SEWALAI	Electri	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
42	JADHAV SIDDHI ANIL	Electri															
Total Students Present			13	15	16	18	20	14	16	14	15	14	15	14	15	14	15
55% 55% Extempore speech TPT TPT																	



Academic Year: 2018 - 2019

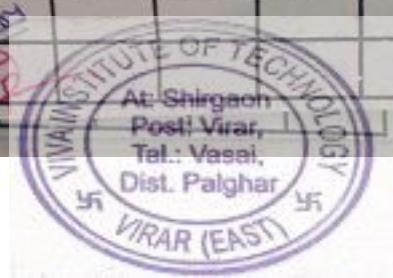
SEM- II - DIV - C - SUBJECT- COMM SKILLS

BATCH : C 3

Lecturer: Prof. Dr. Trypti Patil

Roll No.	Name of the Student	BRANCH	2/1	4/1	20/1	4/2	11/2	18/2	11/3	8/3	5/3	11/4	8/4		
43	KAMBLE SHWETA NARENDRA	Electri	A	A	Ab	Sankal	Sankal	Ramak	Ramak	Ramak	Ramak	A	Ramak		
44	MUNDAYAT SREETISH RAVINDRAN	Electri	Mundayat	Sreetish	Ravintran	A	Ravintran								
45	PASHTE POOJA KIRAN	Electri	Pashte	Pashte	A	Pashte	Pashte	Pashte	Pashte	Pashte	Pashte	A	Pashte		
46	PATIL ALPESH MUKUND	Electri	A	Patil	A	A	A	A	A	A	A	A	A		
47	PATIL BHAVIN MARTAND	Electri	A	Patil	A	Patil	Patil	Patil	Patil	Patil	Patil	A	A		
48	PATIL SANKET SOPAN	Electri	A	Sanket	A	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	A	A		
49	PAWAR FALGUNI RAMCHANDRA	Electri	A	Falguni	A	Falguna	Falguna	Falguna	Falguna	Falguna	Falguna	A	Falguna		
50	PILKE NISHANT JITENDRA	Electri	A	A	Nishant	A	A								
51	PIMPLE TANAY NARENDRA	Electri	A	A	Pimple	Tanay	Pimple	Pimple	Pimple	Pimple	Pimple	A	A		
52	POOJARI SNEHA DEVRAJ	Electri	A	Gul	Gul	Ruel	Ruel	Ruel	Ruel	Ruel	Ruel	Ruel	Ruel		
53	RAWOOL PRATHAM RANDMARTINATH	Electri	Rawool	Pratham	A	Rawool	Pratham	Rawool	Rawool	Rawool	Rawool	Rawool	A		
54	SAIYED AMAAN KAUSAR	Electri	Saiyed	Amara	Noor	Noor	A								
55	SAWANT PRATIK RAVINDRA	Electri	A	A	A	A	A	A	A	A	A	A	A		
56	SHINDE RAJ SATISH	Electri	A	A	A	A	Shinde	Shinde	Shinde	Shinde	Shinde	A	Shinde		
57	THAKARE BHAVESH SHRIKANT	Electri	A	Thakare	A	Chitana	Chitana	Chitana	Chitana	Chitana	Chitana	A	Chitana		
58	THAKARE CHETANA NARAYAN	Electri	A	Chetana	A	Chetana	Chetana	Chetana	Chetana	Chetana	Chetana	Chetana	Chetana		
59	UPADHYAY ALOK BHARTENDRA KUMAR	Electri	A	A	A	A	A	A	A	A	A	A	A		
60	VEDGA ASMITA RAMCHANDRA	Electri	A	Vedga	A	Vedga	Vedga	Vedga	Vedga	Vedga	Vedga	Vedga	A		
61	VEKHANDE PRATHMESH DRAKASH	Electri	A	Veekhande	A	Prathmesh	Prathmesh	Prathmesh	Prathmesh	Prathmesh	Prathmesh	A	A		
62	VISHWAKARMA PRINCEKUMAR RAJENDRAPRASAD	Electri	Vishwakarma	Princekumar	Prasada	Prasada	Prasada								
63	YADAV AAKASH SATISH	Electri	A	A	A	A	CAT	CAT	CAT	CAT	CAT	CAT	CAT		
Total Students Present			05	15	08	08	2013	2013	2013	2013	2013	2013	2013	2013	

3 30 P.M. ESTIMATED TIME



**VIVA Institute of Technology**

At. Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District – 401305, Maharashtra.

**Practical Attendance Report**

**Academic Year: 2018 - 2019**

Lecturer: Prof. Dr. Trupti Taji

**SEM- II - DIV - D - SUBJECT-**

**COMPUTER SKILLS**

**BATCH : D**

Roll No.	Name of the Student	BRANCH	1/1	2/1	3/1	4/1	28/1/19	2/3	14/3	28/3	4/4	11/4	
1 ✓	BAWA ADITYA JITENDRA	COMP	Aditya		A	Aditya	Aditya	Ab	A	Aditya	Nikita	Aditya	
2 ✓	BHAGAT MAITRI DEEPAK	COMP	Bhagat		A	A	Mbhagat	Mbhagat	Mbhagat	Mbhagat	Mbhagat	Mbhagat	
3 ✓	BHARANKAR YUKTA SANJEEV	COMP	Yukta		Yukta								
4 ✓	BOTE MAYUR RAJARAM	COMP	MAYU		ME	ME	ME	AB	ME	ME	ME	ME	
5 ✓	CHIKHALE URVAL UDAY	COMP	Urvil		Urvil								
6 ✓	DESAI GAURESH SHIVAJI	COMP	A		GAURESH								
7 ✓	DHANDE HIMANSHU PRAMOD	COMP	HIMANSHU		A	A	Pramod	Pramod	Pramod	Pramod	Pramod	Pramod	
8 ✓	DHURI MANSI DEEPAK	COMP	Mansu		Mansu								
9 ✓	DUBEY GOVINDNARAYAN RAMESH	COMP	Govind		RAMESH								
10 ✓	DUBEY SIDDHARTH ARUN	COMP	Siddh		Dube								
11 ✓	GORLE SAGAR ARUN	COMP	Sagar		Sagar								
12 ✓	GUPTA AMIT MUNNA	COMP	Amit		Amit								
13 ✓	GUPTA GAURAV SHYAMLAL	COMP	A		GAURAV	GAURAV	GAURAV	A	GAURAV	GAURAV	GAURAV	GAURAV	
14 ✓	GUPTA RAJ PRAMOD	COMP	Raj		Raj								
15 ✓	INGALE SANKET SUNIL	COMP	Sanket		Sing	Sing	Sing	Sanket	Sanket	Sanket	Sanket	Sanket	
16 ✓	ISWALKAR ABHISHEK ASHOK	COMP	Abhi		Tanu	Tanu	Tanu	Karan	Karan	Tanu	Tanu	Abhi	
17 ✓	JADHAV RUTUJA DEVDAS	COMP	Rutu		Rutu	Rutu	Rutu	Devdas	Devdas	Devdas	Devdas	Devdas	
18 ✓	JHA SHWETA KRISHNACHANDRA	COMP	Shweta		SJha								
19 ✓	KADAM ATHARV AMIT	COMP	Atharv		Kadam	Kadam	Kadam	A	Kadam	Kadam	Kadam	Kadam	
20 ✓	KARWANDE DIVYA DNYANESHWAR	COMP	Divy		Divy	Divy	Divy	A	Divy	Divy	Divy	Divy	
21 ✓	KHARATMOL RRITIK CHANDRAKANT	COMP	A		RRitik								
Total Students Present			17	02	Speech	Spiti							



At: Shirgaon  
Post: Virar,  
Tel.: Vasai,  
Dist. Palghar

VVA Institute of Technology

At Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District - 401305, Maharashtra.

Practical Attendance Report

Academic Year: 2018 - 2019

Lecturer: Prof. Dr. Chyoti Tali

BATCH : D 2

SEM- II - DIV - D - SUBJECT - COMM SKILLS

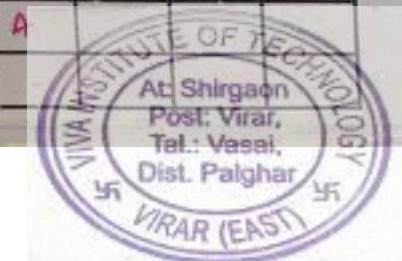
Roll No.	Name of the Student	BRANCH	1/1	18/1	1/2	8/2	15/2	9/3	15/3	22/3	29/3	5/4
22	KOLTHARKAR SUYASH SAGAR	COMP	Jack		Jack	Jack	Jack	Jack	Jack	A	A	Jack
23	KUNDANMAL KARANKUMAR	COMP	A		A	A	A	A	A	A	A	A
24	LIMBAD DEEP DHARMENDRA	COMP										
25	MAHADIK HRITIK SACHIN	COMP	Hritik		Hritik	A						
26	MALI KAMLESH RAMESH	COMP	Kamlesh		Kamlesh							
27	MEDHEKAR PRATHMESH BALARAM	COMP	A		A	A	A	A	A	A	A	A
28	MHETRE BALAJI SUBHASH	COMP	A		Balaji							
29	MOBARKAR SAMIKSHA SANJAY	COMP	Sanjay		Sanjay							
30	MORE ADITI SANTOSH	COMP	Aditi		Aditi	Aditi	Aditi	Aditi	Aditi	A	A	A
31	NAIK DARSHAN GANESH	COMP	A		A	Darshik						
32	NAIK PRATHAMESH SANTOSH	COMP	A		A	A	A	A	A	A	A	A
33	NAIR RAHUL MURALEEDHARAN	COMP	A		A	Rahul						
34	NIKAM SUSHANT RAJENDRA	COMP	Rajendra		Sushant	Sushant	Sushant	Sushant	Sushant	A	A	A
35	PADELKAR TANUSHKA ABHIJEET	COMP	A	E	A	A	A	A	A	A	A	A
36	PANDHARE YASH PRAKASH	COMP	Yash		A	Yash	Yash	Yash	Yash	A	A	Yash
37	PATEL HEMIL DEEPAK	COMP	Deepak		Deepak	Deepak	Deepak	Deepak	Deepak	A	A	Deepak
38	PATEL KUSH KIRTIKUMAR (branch change)	COMP	Kush		Kush							
39	PATIL YASH SUBHASH	COMP	Subhash		Subhash							
40	PATIL YOGESHWAR GAJANAN	COMP	Patil		Patil	A						
41	PAWAN SANJIVA PUJARI	COMP	Sanjiva		Sanjiva	Sanjiva	Sanjiva	Sanjiva	Sanjiva	Ab	Sanjiva	Sanjiva
42	PAWAR JATIN KISHOR	COMP	A		A	APD	APD	APD	APD	A	A	A
Total Students Present			13	0	✓	✓	✓	✓	✓	✓	✓	✓



**VIVA INSTITUTE OF TECHNOLOGY**  
 At Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District – 401305, Maharashtra.  
**Practical Attendance Report**  
**Academic Year: 2018 - 2019**

Lecturer: Prof. Dr. Trupti Tati

Roll No.	Name of the Student	BRANCH	SEM- II - DIV - D - SUBJECT- COMM SKILLS										BATCH : D 3
			3/1	5/1	2/1	6/2	1/2	2/2	2/2	5/2	1/2	1/2	
43	PRAJAPATI ANANT VIJAY	COMP	A	A	A	A	A	A	A	A	A	A	A A
44	RANE SIDDHESH SUNIL	COMP	A	A	Siddhesh	Siddhesh	Siddhesh	Siddhesh	Siddhesh	Siddhesh	Siddhesh	Siddhesh	Siddhesh
45	SALUNKE SIDDHITA SUBHASH	COMP	Siddhita	Siddhita	Siddhita	Siddhita	Siddhita	Siddhita	Siddhita	Siddhita	Siddhita	Siddhita	Siddhita
✓46	SALVI KSHITIJ DHONDU	COMP	Kshitij	Kshitij	Kshitij	Kshitij	Kshitij	Kshitij	Kshitij	Kshitij	Kshitij	Kshitij	Kshitij 4
✓47	SAMANI MOHAMMAD HAMID AMJAD ALI	COMP	Hamid	Hamid	Hamid	Hamid	Hamid	Hamid	Hamid	Hamid	Hamid	Hamid	Hamid
✓48	SAMANTA SUMIT SUSHIL	COMP	Sumit	Sumit	Sumit	Sumit	Sumit	Sumit	Sumit	Sumit	Sumit	Sumit	Sumit
✓49	SHAH PRIYANK RAKESH	COMP	Priyank	Priyank	Priyank	Priyank	Priyank	Priyank	Priyank	Priyank	Priyank	Priyank	Priyank
50	SHARMA ROHAN DEVENDRA	COMP	A	A	A	Ab	A	A	A	A	A	A	A A
51	SHINDE NITIKET RAVINDRA	COMP	Nitiket	Nitiket	Nitiket	Nitiket	Nitiket	Nitiket	Nitiket	Nitiket	Nitiket	Nitiket	Nitiket
✓52	SHUKLA VARUN	COMP	A	Varun	A	A	A	A	A	A	A	A	Varun
53	SIDDHARTH SURESH URANKAR	COMP	A	A	A	A	A	A	A	A	A	A	A A
54	SULE ADITYA VILAS	COMP	A	A	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
✓55	SUTHAR SANIKA KANHAIYALAL	COMP	A	A	A	A	A	A	A	A	A	A	A A
56	TAMBAT RAHUL MANGESH	COMP	A	A	Rahul	Rahul	Ab	Rahul	Rahul	Rahul	Rahul	Rahul	A A
57	THAKUR SIMRAN NETARSINGH	COMP	A	A	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran
✓58	THANAWALA HUSSAIN ADIL	COMP	Rehan	Rehan	Rehan	Rehan	Rehan	Rehan	Rehan	Rehan	Rehan	Rehan	Rehan
✓59	THANVI TARUN MEGHRAJ	COMP	A	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	A A
60	TIWARI ASHWANI SUSHILKUMAR	COMP	Aswani	A	Aswani	Aswani	A	Aswani	Aswani	Aswani	Aswani	Aswani	A A
61	VAISHYA RITESH SURESHCHANDRA	COMP	Ritesh	A	A	Ritesh	A	A	Ritesh	Ritesh	Ritesh	Ritesh	A A
✓62	YADAV PIYUSH SABHAJEET	COMP	Yashwanth	A	Yashwanth	Yashwanth	A	Yashwanth	Yashwanth	Yashwanth	Yashwanth	Yashwanth	A A
Total Students Present			14	11	13	Pratil	Pratil	Pratil	Pratil	Pratil	Pratil	Pratil	Pratil





Late Shri. Vishnu Waman Thakur Charitable Trust's  
VIVA Institute of Technology

At. Shirgaon, Virar(East), Taluka-Vasai, District - Palghar 401303, Maharashtra.  
Department of Electronics & Telecommunication

Website: [www.viva-technology.org](http://www.viva-technology.org)

Seminar On "Gender Equality Awareness"  
by Dr. Sunita Ogle

Date: 19/07/2018

Sr.No.	Name of Student	Signature
1.	Pooja A. Prasad	Pooja
2.	Neety A.B. Yadav	Neety
3.	Chetan N. Bhosale	Chetan
4.	KUNAL. (NAIKWAD)	Kunal
5.	Shreeta Gupta	Shreeta
6.	Rituja Parab	Rituja
7.	shubham malik	shubham
8.	Punit Rajendra Patil	Punit
9.	Nishant Prashant Dandekar	Nishant Dandekar
10.	Pawan Dattaram Patil	Pawan
11.	Bikas Maharran	Bikas
12.	Khan M. Aquilo	Khan
13.	Aditi K. Verma	Aditi
14.	Ankita Dhananjay Patil	Ankita
15.	Reddhi Ganesh Raut	Reddhi
16.	Bhagyashree Jitendra Yaidya	Bhagyashree
17.	Disha N. Janiwala	Disha
18.	Admita A. Pawar	Admita
19.	Haritha S. Gazzella	Haritha
20.	Pootham Pednekar	Pootham
21.	Bhagyashree Shirkar	Bhagyashree
22.	Vishal Kawar	Vishal
23.	Tejas Keni	Tejas
24.	Suyash Haresh kargalkar	Suyash
25.	Jawad Wahid Khan	Jawad
26.	Avinash milind Wankhede	Avinash
27.	Vinayak R. Adulkar	Vinayak
28.	Aparna B. Chaudhary	Aparna





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Mumbai At- Shirgaon, Post-Virar (E.), Tal-Vasai, Dist-Palghar – 401 305.  
Tel.: 777 000 2544 • Website : [www.viva-technology.org](http://www.viva-technology.org)  
E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No. VIVA VIT / 749A / 2018-2019

Date: 02 / 02 / 2019

## NOTICE

All the students of VIVA Institute of Technology are here by informed that activity on the "Blood Donation Camp" has been organized on 08/02/2019 from 10.00 am to 4.00 pm.

**Venue:** Ground Floor, Pharmacy Building, Shirgaon, Virar (East)



Principal  
Dr. Arun Kumar

### Cc to

All HODs - (FE / Comp / Civil / EXTC / Electrical / Mechanical)  
Library  
Exam Cell  
Workshop  
Office  
Notice Board





Late Shri Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Shirgaon, Virar (E)

18-19

Blood Donation

8/2/2019

## ATTENDANCE SHEET

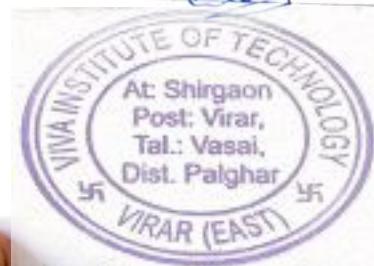
Name of Activity: - Blood Donation

Date: - 8 Feb 2019

Sr. No.

### Name of the Student

Sr. No.	Name of the Student	Signature
1	Pone Nebra Pratap	Pone.
2	Thelkar Laxshmi Ramosh	Thelkar
3	Thalre Pratik Anil	Anil
4	Saurabhkumar maurya	Sm
5	Tawade Rukesh Royle	Rukesh
6	Solanki Vignesh Dilip	Dilip
7	Sule Chikag Laxmarn muicra	Chikag
8	Soily kini	Kini
9	Shivdasar Arshay	Arshay
10	Marodkar Sachin Dinkar	Sachin
11	Shrikhand musafir Daud	Daud
12	Sherede Ashwin Millind	Millind
13	Soniya Patil	Soniya
14	Shivmal Seelvin	Seelvin
15	Mishra Amit Rajesh prasad	Amit
16	Gireg Abhishek	Abhishek
17	Desai Sarojang	Sarojang
18	Singh Asitak	Asitak
19	Khare Pipesh	Pipesh
20	Thakare Akash	Akash
21	Yadav Pankaj Surendra	Pankaj
22	Tanbe Samir	Samir
23	Mahayavanshi Kartik Kumar	Kartik
24	Singh Deepak Ranjeet	Deepak
25	Singh Atash Basav Durga	Atash
26	Rawat Hitesh	Hitesh
27	Rakesh Rita shalin	Rakesh
28	Sudar Omkar	Omkar
29	Yadav Parlekar	Parlekar
30	Yadav Sudender	Sudender
31	Yadav Neety	Neety





Late Shri. Vishnu Waran Thakur Charitable Trust's  
**VIVA Institute of Technology**  
Approved by AICTE, New Delhi, DTE, Government of Maharashtra, Affiliated to University of Mumbai At- Shirgaon, Post-Virar (E.), Tal-Vasai, Dist-Palghar - 401 305.  
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E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No. VIVA VIT / 689 A / 2018-2019

Date: 21 / 08 / 2018

### NOTICE

All the students of VIVA Institute of Technology are here by informed that "Kerala flood Relief" activity has been organized on 27/08/2018 from 10.00 am to 4.00pm



Principal  
Dr. Arun Kumar

#### Cc to

All HODs - (FE / Comp / Civil / EXTC / Electrical / Mechanical)  
Library  
Exam Cell  
Workshop  
Office  
Notice Board





Late Shri Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Shirgaon, Virar ( E )

## ATTENDANCE SHEET

2018 Feb

25/8/2018

Name of Activity: - KERLA FLOOD RELIEF

Date:- 27/8/2018

Sr. No.	Name of the Student	Signature
1	Mond Anas	
2	More Uday Nag	
3	Mishra Sasresh Radhoshayam	
4	Mogareera Prajwal Mattha	
5	Dalvi Nitish	
6	Desai Siddhesh Suresh	
7	Sable Amankel Balash	
8	Engineer Yoshin Rajesh	
9	Cave Amane Milind	
10	Bondre Hemendra Ramesh	
11	Bhewad Shirani Manehar	
12	SHREELICAR KATAL	
13	Ibana Seuale	
14	Sheety Shasam Subhash	
15	Mondal Suman P	
16	Sane Amane Milind	
17	Sevent Adity	
18	Gupta Rohit Ratnayak	
19	Gatave Sanath	
20	Patil Saurbh Paudip	
21	Pansare Sandesh D.	
22	Sheller Icayal	
23	Chaskar Rutuja Kamalakar	
24	Nayee Hitesh Kanubhai	
	Rathu Koushik	
25	Renu Timmnu Sadeem	
26	Pandey Jay Prakash Satendra	
27	More Sanyog Uday	
28	Gaseule m. Lalasa	
29	Gavakar Siddhesh Vijay	





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E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No. VIVA VIT / 709A/2018-2019

Date: 12 /10 /2018

## NOTICE

All the students of VIVA Institute of Technology are here by informed that  
**"Swine flu preventive measures awareness program"** has been organized on  
16/10/2018 from 10.00 am to 4.00pm



Principal  
Dr. Arun Kumar

### Cc to

All HODs - (FE / Comp / Civil / EXTC / Electrical / Mechanical )  
Library  
Exam Cell  
Workshop  
Office  
Notice Board





Late Shri Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Shirgaon, Virar (E)

18 - 19

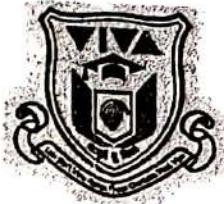
Swine Flu  
16/10/2018

## ATTENDANCE SHEET

Name of Activity: - Swine Flu Preventive measures Awareness Date: - 16/10/2018  
Prog.

Sr. No.	Name of the Student	Signature
1.	Ladumor Shivam Ketan	S
2	Sabil Barban	Sabil
3	Palil Prasad	palil
4	Nuik Waman	Waman
5	Pratik Bhoir	Bhoir
6	Mhatre Raj Vikas	RM
7	Dhande Amit Thakur	Amit
8	Bhavesh Gawande	Bhavesh
9.	Sharma Sandip	Sharma
10	Mahayavanshi Kartikumar	Kartik
11	Sunny Dapsi	Sunny
12	Swami Akashay Mitaland	Akashay
13	Patil Nitesh	Nitesh
14	Rohit Gupta	Gupta
15	Swant Darshan	SP
16	Mengane Sameer	Sameer
17	Pavan Jadhav	P. J.
18	Pawar Manoj Anand	Manoj
19	Billava Pallavi Toga	Billava
20.	Hetal Jetwa	Hetal
21.	Swant Adlyya	Swant
22	Glotty Dhawan Gaurav	Dhawan
23	Gharat Jay Bhavan	Jay
24	Sunil Hemish	Sunil
25.	Bhavik Ladva	Bhavik
26	Khade Suchan Savji	Suchan
27	Pawar Deepash	Deepash
28	Sharma Sonaleep	Sharma
29.	Sethsone Suvnath	Suvnath





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E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No. VTVA VIT / 701A / 2018-2019

Date: 19 / 09 / 2018

### **NOTICE**

All the students of VIVA Institute of Technology are here by informed that  
“ **Swachh Bharat Abhiyan** ” program has been organized on 24/09/2018 from  
10.00 am to 4.00 pm.



Principal  
Dr. Arun Kumar

#### **Cc to**

All HODs - (FE / Comp / Civil / EXTC / Electrical / Mechanical)  
Library  
Exam Cell  
Workshop  
Office  
Notice Board





Late Shri Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Shirgaon, Virar ( E )

## ATTENDANCE SHEET

Name of Activity: Swach Bharat Abhiyan

Date:- 24/9/18

Sr. No.	Name of the Student	Signature
1.	Jadhav Prasad Prakash	<u>Jadhav</u>
2.	Shahiduran Goundar	<u>Shashikshi</u>
3.	Awere Suraj	<u>Sur</u>
4.	Pranit Bungera	<u>Bun</u>
5.	Siddhesh Bawiskar	<u>Sidhu</u>
6.	Vidit Bone	<u>VBone</u>
7.	Joshi Aditya Bharat	<u>Adi Joshi</u>
8.	Lad Krunal Kishor	<u>Kishor</u>
9.	Pangam Pranita Pandurang	<u>P.P. Pangam</u>
10.	Prince Singh	<u>P.Singh</u>
11.	Shivam Chaturvedi	<u>Shiv</u>
12.	Pandey Jay prakash Satendra	<u>Jay</u>
13.	Chheda Deep	<u>Deep</u>
14.	Rohit Yadav	<u>Rohit</u>
15.	Patil Damini	<u>Patil</u>
16.	pimple vidita	<u>Pimple</u>
17.	powale prasad	<u>Prasad</u>
18.	Jha Pooja Santosh	<u>Pooja</u>
19.	Pikesh Gupta	<u>Pikesh</u>
20.	Pawar Amol	<u>Pawar</u>
21.	pathil viray	<u>Pathil</u>
22.	Sane Satul	<u>Sane</u>
23.	Sardare Pratyat	<u>Sardare</u>
24.	Tukral Akshay	<u>AK</u>
25.	Naik Kleenraj	<u>Naik</u>
26.	Saocaud prathmesh	<u>Saocaud</u>
27.	Gupta Suraj Ramashish	<u>Suraj</u>





**Late.Shri.Vishnu Waman Thakur Charitable Trust**  
**VIVA INSTITUTE OF TECHNOLOGY**

(Approved By AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai)

**Address: At Shirgaon, Veer Savarkar road, Virar (E)**  
**Tal. Vasai, Dist-Palghar Maharashtra-401305**

International Yoga Day was celebrated at VIVA Institute Of Technology by the students and teachers at with great enthusiasm. The International Yoga Day was celebrated to bring peace, harmony, happiness and success to every soul in the world. This was a great opportunity to imbibe the value of discipline. Yoga is a mental, physical and spiritual practice that needs to be carried every day.

On the occasion of International Yoga Day 2019, Shri Ambika Yogashram conducted Yoga session at VIVA Institute Of Technology. Shri Ambika Yogashram Team demonstrated various asanas followed by Omkar chanting.

Team of trainers from Ambika yogashram aware students and teachers about benefits of Yoga-Asanas and to motivate for living a healthy life.

Warm up exercises were taken and all the students performed sitting and standing asanas, importance of these were explained simultaneously. They encouraged students to practice regular yoga to remain fit and improve concentration.



Late Shri Vishnu Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF TECHNOLOGY**  
Shirgaon, Virar (E.), Dist: Palghar – 401 305

VIVA/VIT /800/2018-2019

Date: 12/06/2019

**NOTICE**

International “**Yoga Day**” will be celebrated on 20<sup>th</sup> June 2019 at 9:00 am. All the Teaching, Non-Teaching staff members & students are hereby informed to attend the programme.

**Venue** : Seminar Hall, 4<sup>th</sup> floor, VIVA Institute of Technology,

**Resource Person** : Team of Ambika Yogashram, Vasai (w). branch.

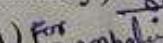


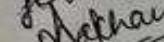
  
Principal.

**Cc to:**

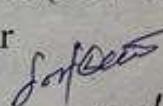
Director (VIVA Institute of Management & Research)

Principal (VIVA Institute of Pharmacy) 

Principal (VIVA School of MCA)  

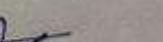
All HODs (FE / Comp / Civil / EXTC / Electrical / Mechanical )      

Registrar

Library 

Exam Cell      

Workshop

Office      

Notice Board 



Late Shri Vishnu Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF TECHNOLOGY**

Shirgaon, Virar (E.), Dist. Palghar - 401 305

VIVA/VIT /544/2018-2019

Date: 12/06/2019

To,  
Head,  
Shri. Ambika Yogashram,  
Vasai branch,  
Vasai (w).  
Dist- Palghar.

**Subject: Invitation Letter.**

Respected Sir/Madam,

VIVA Technical Campus, Shirgaon, Virar (E) has organized a program on the eve of "**INTERNATIONAL YOGA DAY**" for the benefit of staff members and students.

Your team is cordially invited as guest and expert resource person. Your guidance will help them to grow physically, mentally and spiritually.

You are requested to grace the occasion.

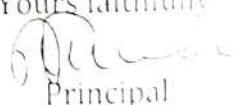
Schedule is as under:

**Date** : 20<sup>th</sup> June 2019  
**Time** : 9:00 am. onwards.  
**Venue** : Seminar Hall, 4<sup>th</sup> Floor, VIVA Institute of Technology,  
Shirgaon, Virar (E).

Thanking you,



*Regd.  
Dr. Arun Kumar  
12/6/19*

Yours faithfully  
  
Principal  
Dr. Arun Kumar





Late Shri Vishnu Waran Thakur Charitable Trust's

**VIVA Institute of Technology**

Shirgaon, Virar (East), Tal: Vasai, Dist: Palghar-401305, Maharashtra  
Website: www.viva-technology.org

S.N.	NAME	DEPARTMENT	SIGN
1.	SRISHTI BANGERIA	COMPUTERS	Bangeria
2.	SANKET D. SAWANT	ELECTRICAL	sd
3.	TEJAS R. SAKPAL	ELECTRICAL	tsakpal
4.	Devashish shetty	COMPUTER	D. Shetty
5.	Bhagyashree Grangam	COMPUTER	Bhagya
6.	RAJ Shah	COMPUTER	Raj Shah
7.	Juilee Bhombe	COMPUTER	J. Bhombe
8.	Nidhi Singh	COMPUTER	Nidhi
9.	Ashit Nair	Electrical	A.P
10.	Naitik Bhoir	Electrical	Naitik
11.	Bhagyashree vaidya	EXTC	B. Vaidya
12.	Dheeraj Kotian	Electrical	D.K.
13.	Pooja Shah	Electrical	P.M. Shah
14.	Saniya patil	COMPS	Saniya
15.	Chaitanya Somant	MECH	C
16.	Rupesh Chaudhari	MECH	Rupesh
17.	Riddhesh Chaudhari	MECH	Riddhesh
18.	Omkar Sutar	Civil	Omkar
19.	Sumit Popalkar	EXTC	Sumit

Tarafdar Hashmi



# **Academic year**

## **2017-18**



# UNIVERSITY OF MUMBAI



## Bachelor of Engineering

**First Year Engineering (Semester I & II), Revised course**  
**(REV- 2019'C' Scheme) from Academic Year 2019 – 20**  
**(Common for All Branches of Engineering)**

Under

## FACULTY OF SCIENCE & TECHNOLOGY

(As per AICTE guidelines with effect from the academic year  
2019–2020)

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned				
		Theory	Pract.	Tut.	Theory	Tut.	Pract.	Total	
FEC206	Professional Communication and Ethics- I	2	--	--	2	--	--	2	
Course Code	Course Name	Examination Scheme							
		Theory					Term Work	Pract. /oral	
		Internal Assessment			End Sem. Exam.	Exam. Duration (in Hrs)			
		Test 1	Test 2	Avg.				Total	
FEC206	Professional Communication and Ethics- I	10	10	10	40	2	--	--	50

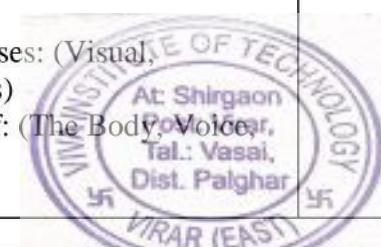
### Objectives

1. To demonstrate the fundamental concepts of interpersonal and professional communication.
2. To encourage active listening with focus on content, purpose, ideas and tone.
3. To facilitate fluent speaking skills in social, academic and professional situations.
4. To train in reading strategies for comprehending academic and business correspondence.
5. To promote effective writing skills in business, technology and academic arenas.
6. To inculcate confident personality traits along with grooming and social etiquettes.

**Outcomes:** Learners will be able to understand how to...

1. Eliminate barriers and use verbal/non-verbal cues at social and workplace situations.
2. Employ listening strategies to comprehend wide-ranging vocabulary, grammatical structures, tone and pronunciation.
3. Prepare effectively for speaking at social, academic and business situations.
4. Use reading strategies for faster comprehension, summarization and evaluation of texts.
5. Acquire effective writing skills for drafting academic, business and technical documents.
6. Successfully interact in all kinds of settings, displaying refined grooming and social skills.

Module	Detailed Contents	Hrs.
	<b>FUNDAMENTALS OF COMMUNICATION</b> <ul style="list-style-type: none"> <li><b>1.1. Introduction to Theory of Communication</b> <ul style="list-style-type: none"> <li>● Definition</li> <li>● Objectives</li> <li>● Postulates/Hallmarks</li> <li>● The Process of Communication</li> <li>● Organizational Communication <ul style="list-style-type: none"> <li>○ Formal (Upward, Downward and Horizontal)</li> <li>○ Informal (Grapevine)</li> </ul> </li> </ul> </li> <li><b>1.2. Methods of Communication</b> <ul style="list-style-type: none"> <li>● Verbal (Written &amp; Spoken)</li> <li>● Non-verbal <ul style="list-style-type: none"> <li>○ Non-verbal cues perceived through the five senses: (Visual, Auditory, Tactile, Olfactory and Gustatory cues)</li> <li>○ Non-verbal cues transmitted through the use of: (The Body, Space, Time and Silence)</li> </ul> </li> </ul> </li> <li><b>1.3. Barriers to Communication</b></li> </ul>	
1		12



	<ul style="list-style-type: none"> <li>● Mechanical/External</li> <li>● Physical/Internal</li> <li>● Semantic &amp; Linguistic</li> <li>● Psychological</li> <li>● Socio-Cultural</li> </ul> <p><b>1.4. Communication at the Workplace</b></p> <ul style="list-style-type: none"> <li>● Corporate Communication - Case Studies</li> <li>● Listening Tasks with Recordings and Activity Sheets</li> <li>● Short Speeches as Monologues           <ul style="list-style-type: none"> <li>○ Informative Speeches that Center on People, Events, Processes, Places, or Things</li> <li>○ Persuasive Speeches to Persuade, Motivate or Take Action</li> <li>○ Special Occasion Speeches for Ceremonial, Commemorative, or Epideictic purposes</li> </ul> </li> <li>● Pair-work Conversational Activities (Dialogues)</li> <li>● Short Group Presentations on Business Plans</li> </ul>	
2	<p><b>VERBAL APTITUDE FOR EMPLOYMENT</b></p> <p><b>2.1. Vocabulary Building</b></p> <ul style="list-style-type: none"> <li>● Root words (Etymology)</li> <li>● Meaning of Words in Context</li> <li>● Synonyms &amp; Antonyms</li> <li>● Collocations</li> <li>● Word Form Charts</li> <li>● Prefixes &amp; Suffixes</li> <li>● Standard Abbreviations</li> </ul> <p><b>2.2. Grammar</b></p> <ul style="list-style-type: none"> <li>● Identifying Common Errors           <ul style="list-style-type: none"> <li>○ Subject - Verb Agreement</li> <li>○ Misplaced Modifiers</li> <li>○ Articles</li> <li>○ Prepositions</li> </ul> </li> <li>● Tautologies</li> <li>● Pleonasms (Redundancies)</li> <li>● Idioms</li> <li>● Cliches</li> </ul>	02
3	<p><b>DEVELOPING READING AND WRITING SKILLS</b></p> <p><b>3.1. Reading Comprehension</b></p> <ul style="list-style-type: none"> <li>● Long Passages</li> <li>● Short Passages</li> <li>● MCQs on Inferential Questions with 4 Options</li> </ul> <p><b>3.2. Summarization of reading passages, reports, chapters, books</b></p> <ul style="list-style-type: none"> <li>● Graphic Organizers for Summaries           <ul style="list-style-type: none"> <li>○ Radial Diagrams like Mind Maps</li> <li>○ Flow Charts</li> <li>○ Tree Diagrams</li> <li>○ Cyclic Diagrams</li> <li>○ Linear Diagrams like Timelines</li> <li>○ Pyramids</li> <li>○ Venn Diagrams</li> </ul> </li> <li>● Point-form Summaries</li> <li>● One-sentence Summaries of Central Idea</li> </ul> <p><b>3.3. Paraphrasing</b></p> <ul style="list-style-type: none"> <li>● Understanding Copyrights</li> <li>● Running a Plagiarism Check on Paraphrased Passages</li> <li>● Generating Plagiarism Reports</li> </ul>	02



	<ul style="list-style-type: none"> <li>Basic APA and MLA Referencing Style and Format</li> </ul>	
4	<p><b>BUSINESS CORRESPONDENCE</b></p> <p><b>4.1. Seven Cs of Business Correspondence</b></p> <ul style="list-style-type: none"> <li>Completeness</li> <li>Conciseness</li> <li>Consideration</li> <li>Concreteness</li> <li>Clarity</li> <li>Courtesy</li> <li>Correctness</li> </ul> <p><b>4.2. Parts of a Formal Letter and Formats</b></p> <ul style="list-style-type: none"> <li>Parts/Elements of a Formal Letter <ul style="list-style-type: none"> <li>Letterheads and/or Sender's Address</li> <li>Dateline</li> <li>Inside Address</li> <li>Reference Line (Optional)</li> <li>Attention Line (Optional)</li> <li>Salutation</li> <li>Subject Line</li> <li>Body</li> <li>Complimentary Close</li> <li>Signature Block</li> <li>Enclosures/Attachments</li> </ul> </li> <li>Complete/Full Block Format</li> </ul> <p><b>4.3. Emails</b></p> <ul style="list-style-type: none"> <li>Format of Emails</li> <li>Features of Effective Emails</li> <li>Language and style of Emails</li> </ul> <p><b>4.4. Types of Letters in Both Formal Letter Format and Emails</b></p> <ul style="list-style-type: none"> <li>Claim &amp; Adjustment Letters</li> <li>Request/Permission Letters</li> <li>Sales Letters</li> </ul>	06
5	<p><b>BASIC TECHNICAL WRITING</b></p> <p><b>5.1. Introduction</b></p> <ul style="list-style-type: none"> <li>What is Technical Writing?</li> <li>Importance and Principles of Technical Writing</li> <li>Difference between Technical Writing &amp; Literary Writing</li> <li>Framing Definitions</li> <li>Difference between Technical Description &amp; Instructions</li> </ul> <p><b>5.2. Description of a Technical Object</b></p> <ul style="list-style-type: none"> <li>Definition</li> <li>Diagram</li> <li>Discussion of Parts/Characteristics</li> </ul> <p>Working</p> <p><b>5.3. Writing User Instructions</b></p> <ul style="list-style-type: none"> <li>User Instructions</li> <li>Special Notices (Note, Warning, Caution and Danger)</li> <li>Styles of Presentation <ul style="list-style-type: none"> <li>Impersonal</li> <li>Indirect</li> <li>Direct</li> </ul> </li> <li>Imperative</li> </ul> <p><b>5.4. Description of a Technical / Scientific Process</b></p>	02



	<ul style="list-style-type: none"> <li>● Definition</li> <li>● Diagram</li> <li>● Tools/ Apparatus/Software/ Hardware Used</li> <li>● Working</li> <li>● Result</li> </ul>	
6	<p><b>PERSONALITY DEVELOPMENT AND SOCIAL ETIQUETTES</b></p> <p><b>6.1. Personality Development</b></p> <ul style="list-style-type: none"> <li>● Introducing Self and/or a Classmate</li> <li>● Formal Dress Code</li> </ul> <p><b>6.2. Social Etiquettes</b></p> <ul style="list-style-type: none"> <li>● Formal Dining Etiquettes</li> <li>● Cubicle Etiquettes</li> <li>● Responsibility in Using Social Media</li> <li>● Showing Empathy and Respect</li> <li>● Learning Accountability and Accepting Criticism</li> <li>● Demonstrating Flexibility and Cooperation</li> <li>● Selecting Effective Communication Channels</li> </ul>	02

### **Assessment:**

#### **Internal Assessment Test:**

Assessment consists of two class tests of 10 marks each.

**TEST I** -Public speech on general topics (Maximum 5 mins. per student)

**TEST II** - Written test covering modules 1 - 6

The second test should be based on theory and application exercises as mentioned in the syllabus. (Note: Summarization should be a compulsory question in Test II and not in the End Semester Theory Examination.)

#### **End Semester Theory Examination:**

1. Question paper will comprise of total 06 questions, each carrying 15marks.
2. Total 04 questions need to be solved.
3. Question No: 01 will be compulsory and based on entire syllabus wherein sub-questions of 2 to 5 marks will be asked.
4. Remaining questions will be mixed in nature.( e.g. Suppose Q.2 has part (a) from module3 then part (b) will be from any module other than module 3)
5. In question paper weightage of each module will be proportional to number of respective lecture hours as mentioned in the syllabus
6. The first module (Fundamentals of Communication) will carry 40 % weightage.

#### **Text Books.**

1. Sanjay Kumar & Pushp Lata (2018). Communication Skills with CD. New Delhi: Oxford University Press.
2. Hemphill, P.D., McCormick, D. W., & Hemphill, R. D. (2001). Business Communication with writing improvement exercises. Upper Saddle River, NJ: Prentice Hall.
3. Locker, Kitty O. Kaczmarek, Stephen Kyo. (2019). Business Communication: Building Critical Skills. Place of publication not identified: McGraw-hill.
4. Murphy, H. (1999). Effective Business Communication. Place of publication not identified: McGraw-Hill.
5. Raman, M., & Sharma, S. (2016). Technical Communication: Principles and practice. New Delhi: Oxford University Press.
6. Kaul, A. (2015). Effective Business Communication. Place of publication not identified: Prentice-Hall of India.



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At. Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District - 401305, Maharashtra  
**Practical Attendance Report**  
**Academic Year: 2017-2018**

Practical Attendance Report  
Academic Year 2023-24

Academic Year: 2017 - 2018  
SEM- II - DBT

SEM- II - DIV - B - SUBJECT - C+S

BATCH : B1



Practical Attendance Report  
Academic Year: 2017-2018

SJ  
Pratap, Palghar District - 401305, Maharashtra  
**Practical Attendance Report**  
**Academic Year 2023-24**

**Attendance Report  
Academic Year: 2017 - 2018  
SEM. II**

SEM- II - DIV - B - SUBJECT - C

BATCH : B 2



VIVEK INSTITUTE OF TECHNOLOGY  
Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District - 401305, Maharashtra.

Practical Attendance Report  
Academic Year: 2017 - 2018

SEM- II - DIV - C - SUBJECT -

Roll No.	Name of the Student	BRAN CH	SEM- II - DIV - C - SUBJECT -												Total	BATCH : C			
			10/1	11/1	12/1	13/1	14/1	15/1	16/1	17/1	18/1	19/1	20/1	21/1	22/1	23/1			
1	NEDUMATTOM ARUN BABU	MECH															10	6	(2)
2	NIMBARE TUSHAR TUKARAM	MECH															8	6	2
3	NIRBHAVANE KRUTIKA RAMESH	MECH															7	5	2
4	PADAVE SIDDHESH VIJAY	MECH	A	A	A	A	A	A	A	A	A	A	A	A	A		0	0	0
5	PANDEY MANGAL DASHI RATNATH	MECH															8	5	0
6	PARATE MANISH PURUSHOTTAM	MECH															8	5	0
7	PARKAR SAISH RAMESH	MECH	A														5	2	1
8	PATEL SURESH SHANKARLAL	MECH															8	5	0
9	PATIL AKSHAY ASHOK	MECH															4	3	2
10	PATIL KALPESH HEMRAJ	MECH															6	4	1
11	PATIL NACHIKET PRAKASH	MECH															6	4	1
12	PATIL RUTVIK RAJARAM	MECH															7	5	2
13	PATIL SAURABH RAMAKANT	MECH															5	4	1
14	PATIL VIRAJ RAJENDRA	MECH															7	5	1
15	PAWAR ANUJ MILIND	MECH															10	6	2
16	PAWAR OMKAR BALA	MECH															4	4	2
17	PITALE MANDAR KIRAN	MECH															8	5	0
18	POSTURE RAHUL RAJESH	MECH	R.P.	R.P.	R.P.	R.P.	R.P.	R.P.	R.P.	R.P.	R.P.	R.P.	R.P.	R.P.	R.P.		8	5	0
19	PROJAPATI KHUSHWAL CHUTERMAI	MECH															10	6	2
20	PULKOTIL ANURAG GIRISH	MECH															8	5	2
21	PUTHRAN PRITHVI VASANT	MECH															8	4	2
22	SRSHTI SURENDRA GHATOL	MECH															10	6	2
23	RAI GAURAV AJENDRA	MECH															B	6	2
Total students present			Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai	Rai



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**Practical Attendance Report**  
**Academic Year: 2017 - 2018**

Lecturer: Prof.

Roll No.	Name of the Student	Branch	Date	SEM- II - DIV - C - SUBJECT-								BATCH : C 2		
				12/1	13/1	22/1	6/2	20/2	6/3	13/3	20/3			
24	RAI VEDAN MAHESH	MECH	A	Vedan	Vedan	A	Vedan	A	Vedan	A	Vedan	7	5	2
✓25	RANA ABHISHEK MUKESH	MECH	A	Abhishek	Abhishek	A	Mukesh	A	Abhishek	A	Abhishek	3	3	1
✓26	RANE YASH NILESH	MECH	A	Yash Rane	Yash Rane	A	Nilesh	A	Yash Rane	A	Yash Rane	4	3	1
✓27	RATHOD VIKAS LALIBHAI	MECH	A	Vikas Rathod	Vikas Rathod	A	Lalibhai	A	Vikas Rathod	A	Vikas Rathod	7	5	2
✓28	SALVI SHUBHAM SANJAY	MECH	A	Shubham	Shubham	A	Sanjay	A	Shubham	A	Shubham	7	5	2
✓29	SAMANT CHAITANYA MILIND	MECH	A	Chaitanya	Chaitanya	A	Milind	A	Chaitanya	A	Chaitanya	7	5	2
✓30	SANKHE ADIT KISHOR	MECH	A	Adit	Adit	A	Kishor	A	Adit	A	Adit	6	4	1
✓31	SANKHE ANIKET DILIP	MECH	A	Aniket	Aniket	A	Dilip	A	Aniket	A	Aniket	5	3	1
✓32	SAWANT VISHAL RAMAKANT	MECH	A	Vishal	Vishal	A	Ramakant	A	Vishal	A	Vishal	2	1	0
✓33	SAWANT YASH CHANDRASEKHAR	MECH	A	Yash	Yash	A	Chandrashekhar	A	Yash	A	Yash	5	3	1
✓34	SHETTY NIDISH SHRIDHAR	MECH	A	Nidish	Nidish	A	Shridhar	A	Nidish	A	Nidish	6	4	2
✓35	SHEWALE PUSHPAK MAHESH	MECH	A	Pushpak	Pushpak	A	Mahesh	A	Pushpak	A	Pushpak	6	4	1
✓36	SHINDE ABHISHEK GANESH	MECH	A	Abhishek	Abhishek	A	Ganesh	A	Abhishek	A	Abhishek	5	3	1
37	SHIRSAT AVINASH SANJAY	MECH	A	Avinash	Avinash	A	Sanjay	A	Avinash	A	Avinash	4	2	1
✓38	SHUKLA SHIVAM DEVENDRA	MECH	A	A	Shivam	A	Devendra	A	A	A	A	5	2	0
✓39	SINGH SURAJ	MECH	Singh	Singh	Singh	A	A	A	Suraj	A	Suraj	4	1	0
40	SOLANKI CHIRAG NAresh	MECH	A	Chirag	Chirag	A	Naresh	A	Chirag	A	Chirag	2	1	0
41	SURTI SMIT JIGNESH	MECH	A	Smit	Smit	A	Jignesh	A	Smit	A	Smit	7	5	2
42	SURTI YASH DINESH	MECH	A	Yash	Yash	A	Dinesh	A	Yash	A	Yash	1	1	0
✓43	TARE CHINMAY DILIP	MECH	A	Chinmay	Chinmay	A	Dilip	A	Chinmay	A	Chinmay	3	2	1
✓44	TARFE PRASHANT PRAKASH	MECH	A	Prashant	Prashant	A	Praakash	A	Prashant	A	Prashant	4	3	1
✓45	THAKUR AMEY JEETENDRA	MECH	A	Amey	Amey	A	Jeetendra	A	Amey	A	Amey	5	2	0
46	TIRUWA SHEKHAR KAVIRAJ	MECH	A	A	A	A	A	A	A	A	A	4	2	0

Speech speech speech 6D ~~spee~~



**VIVA Institute of Technology**  
 At. Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District – 401305, Maharashtra.

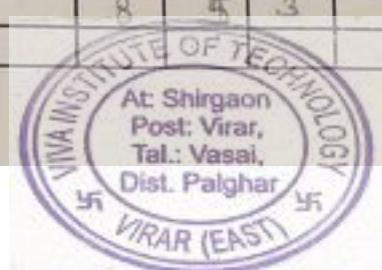
Practical Attendance Report

Academic Year: 2017 - 2018

Lecturer: Prof.

Roll No.	DATE	BRANCH	SEM- II - DIV - C - SUBJECT-												BATCH : C 3		
			51	5611	2011	62	2012	15	16B	2013	2013	214	104				
47	UGAVEKAR OMKAR MILIND	MECH	A	omkar		9	5	3									
48	UPADHYAY ABHISHEK	MECH	A	Pabhi	Pabhi	A6hi		8	4	0							
49	VEER ADARSH SANJAY	MECH	Dmz	Vsz		8	4	0									
50	WARANG SHUBHAM SUBHASH	MECH	Subhmg	Subhmg	Subhmg	Subhmg	Subhmg	Subhmg	Subhmg	Subhmg	Subhmg	Subhmg	Subhmg		7	5	3
51	YADAV ASHOK CHANDRADEO	MECH	ashadeo	ashadeo	ashadeo	ashadeo	ashadeo	ashadeo	ashadeo	ashadeo	ashadeo	ashadeo	ashadeo		9	5	3
52	YADAV MITHUN JAIKARAN	MECH	Mithun	Mithun	Mithun	Mithun	Mithun	Mithun	Mithun	Mithun	Mithun	Mithun	Mithun		9	5	3
53	YADAV ROHIT KUMAR	MECH	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit		9	5	3
54	DEVRAHADUR	MECH	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit		9	5	3
55	DALVI SAHIL PRAKASH	MECH	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil		9	5	3
56	KADAM PRATHAMESH MAHESH	MECH	A	Kadam	A	Kadam		8	5	0							
57	SUDRIK ANIKET DIGAMBAR	Civil	A	Aniket	A	Aniket		6	3	0							
58	SUMADA PRADUM VITTHAL	Civil	Pvse	Pvse	Pvse	Pvse	A	Pvse	Pvse	Pvse	Pvse	Pvse	Pvse		6	3	3
59	sutar omkar shashikant	Civil	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar		9	4	3
60	TELI JAYENDRA MANGESH	Civil	Jayend	Jayend	Jayend	Jayend	Jayend	Jayend	Jayend	Jayend	Jayend	Jayend	Jayend		9	5	3
61	URMALIYA VIVEK VIJAY	Civil	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek		9	5	3
62	VAROSE TUSHAR PRADIP	Civil	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar		9	5	3
63	VAZE MOHIT DEEPAK	Civil	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit		9	5	3
64	WADKAR JIGNESH PARSHURAM	Civil	Jignesh	Jignesh	Jignesh	Jignesh	Jignesh	Jignesh	Jignesh	Jignesh	Jignesh	Jignesh	Jignesh		3	1	3
65	YADAV AMIT RAMESHCANDRA	Civil	A	A	A	A	A	A	A	A	A	A	A		4	2	0
66	YADAV HEMANT RAJBHADUR	Civil	A	Hemant		8	4	0									
67	YADAV PANKAJ MUNESHWARPRASAD	Civil	Pankaj	Pankaj	Pankaj	Pankaj	Pankaj	Pankaj	Pankaj	Pankaj	Pankaj	Pankaj	Pankaj		8	5	3
68	YADAV SAHIL RAMNARAYAN	Civil	Sahil	A	A	A	A	A	A	A	A	Sahil	A		2	1	3
69	YADAV SANKET BHALCHANDRA	Civil	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket		8	4	3
	Total students present																

specimen specimen 40 60



VIVA Institute of Technology

At Shirgaon, Veer Savarkar Road, Virar(East), Taluka-Vasai, Palghar District - 401305, Maharashtra.

Practical Attendance Report

Academic Year: 2017 - 2018

SEM- II - DIV - D - SUBJECT-

Lecturer: Prof.

Roll No.	DATE Name of the Student	BRANCH	SEM- II - DIV - D - SUBJECT-										BATCH	P	I	
			9/1	10/1	11/1	12/1	13/1	14/1	15/1	16/1	17/1	18/1				
✓ 1	ASHAR DAKSH PARESH	COMP												9	5	2
✓ 2	BARIA KHYATI RAJESH	COMP												9	5	0
✓ 3	BELAMKAR SHRIDHAR VITTHAL	COMP												9	5	2
4	BELEKAR SHUBHAM SURESH	COMP												7	3	2
✓ 5	BHOMBE JUILEE PRAFULLA	COMP	A	A	A	A	A	A	A	A	A	A		9	5	2
✓ 6	CHOURDHARY NIKESH SHRAVAN	COMP												0	3	0
✓ 7	DABHI SHARAN ARVIND	COMP												0	3	2
8	DARADE HITESH SUBHASH	COMP	A											3	4	2
✓ 9	DESAI SANJANA SHYAM	COMP												4	3	0
10	GAIKWAD RITIK SANTOSH	COMP												9	5	2
11	GHADI SAYLEE RAMESH	COMP												9	3	2
12	GHARAT KARAN KISHOR	COMP												9	5	2
✓ 13	GHAWAT ARNAV AJAY	COMP	A	A	A	A	A	A	A	A	A	A		2	5	2
14	GOWARI YOGESH ARJUN	COMP												4	0	0
✓ 15	GUHAGARKAR NEERAJ SHARAD	COMP												8	5	2
✓ 16	GURAV ANIKET SHANKAR	COMP												9	3	2
✓ 17	HADPE SAURABH ABAJI	COMP												8	3	2
18	JADHAV GEETANJALI DILIP	COMP												8	5	2
✓ 19	JETHWA AASHISH MAHESH	COMP												9	5	2
20	JHA VISHNU JITENDRA	COMP	A											7	4	0
✓ 21	KADU DEVESHREE VIJAY	COMP												7	3	2
✓ 22	KAMBLE SNEHAL SUBHASH	COMP												9	5	2
✓ 23	KANOJIA AMIT CHAGANLAL	COMP												9	5	2
✓ 24	KANSAGARA HARSH VRILAL	COMP	A	A	A	A	A	A	A	A	A	A		3	0	0
✓ 25	KINI SAILY JAYRAJ	COMP														
✓ 26	KUDALKAR SHRUTIKA DEVADAS	COMP														

Total students present



Lecturer: Prof.

Academic Year: 2017 - 2018  
SEM- II - DIV - D - SUBJECT-

BATCH : D 2

Roll No.	DATE	BRANCH	12/11	19/11	9/12	16/12	23/12	16/1/18	23/1/18	30/1/18	6/2/18	13/2/18	20/2/18	27/2/18	6/3/18	13/3/18	20/3/18	27/3/18	3/4/18	10/4/18	17/4/18	24/4/18	1/5/18	8/5/18	15/5/18	22/5/18	29/5/18	5/6/18	12/6/18	19/6/18	26/6/18	3/7/18	10/7/18	17/7/18	24/7/18	31/7/18	7/8/18	14/8/18	21/8/18	28/8/18	4/9/18	11/9/18	18/9/18	25/9/18	2/10/18	9/10/18	16/10/18	23/10/18	30/10/18	6/11/18	13/11/18	20/11/18	27/11/18	4/12/18	11/12/18	18/12/18	25/12/18	1/1/19	8/1/19	15/1/19	22/1/19	29/1/19	5/2/19	12/2/19	19/2/19	26/2/19	5/3/19	12/3/19	19/3/19	26/3/19	2/4/19	9/4/19	16/4/19	23/4/19	30/4/19	7/5/19	14/5/19	21/5/19	28/5/19	4/6/19	11/6/19	18/6/19	25/6/19	2/7/19	9/7/19	16/7/19	23/7/19	30/7/19	6/8/19	13/8/19	20/8/19	27/8/19	3/9/19	10/9/19	17/9/19	24/9/19	1/10/19	8/10/19	15/10/19	22/10/19	29/10/19	5/11/19	12/11/19	19/11/19	26/11/19	3/12/19	10/12/19	17/12/19	24/12/19	31/12/19	7/1/20	14/1/20	21/1/20	28/1/20	4/2/20	11/2/20	18/2/20	25/2/20	1/3/20	8/3/20	15/3/20	22/3/20	29/3/20	5/4/20	12/4/20	19/4/20	26/4/20	3/5/20	10/5/20	17/5/20	24/5/20	31/5/20	7/6/20	14/6/20	21/6/20	28/6/20	5/7/20	12/7/20	19/7/20	26/7/20	2/8/20	9/8/20	16/8/20	23/8/20	30/8/20	6/9/20	13/9/20	20/9/20	27/9/20	4/10/20	11/10/20	18/10/20	25/10/20	1/11/20	8/11/20	15/11/20	22/11/20	29/11/20	6/12/20	13/12/20	20/12/20	27/12/20	3/1/21	10/1/21	17/1/21	24/1/21	31/1/21	7/2/21	14/2/21	21/2/21	28/2/21	4/3/21	11/3/21	18/3/21	25/3/21	1/4/21	8/4/21	15/4/21	22/4/21	29/4/21	5/5/21	12/5/21	19/5/21	26/5/21	3/6/21	10/6/21	17/6/21	24/6/21	1/7/21	8/7/21	15/7/21	22/7/21	29/7/21	5/8/21	12/8/21	19/8/21	26/8/21	2/9/21	9/9/21	16/9/21	23/9/21	30/9/21	7/10/21	14/10/21	21/10/21	28/10/21	4/11/21	11/11/21	18/11/21	25/11/21	2/12/21	9/12/21	16/12/21	23/12/21	30/12/21	6/1/22	13/1/22	20/1/22	27/1/22	4/2/22	11/2/22	18/2/22	25/2/22	1/3/22	8/3/22	15/3/22	22/3/22	29/3/22	5/4/22	12/4/22	19/4/22	26/4/22	3/5/22	10/5/22	17/5/22	24/5/22	31/5/22	7/6/22	14/6/22	21/6/22	28/6/22	5/7/22	12/7/22	19/7/22	26/7/22	2/8/22	9/8/22	16/8/22	23/8/22	30/8/22	6/9/22	13/9/22	20/9/22	27/9/22	4/10/22	11/10/22	18/10/22	25/10/22	1/11/22	8/11/22	15/11/22	22/11/22	29/11/22	6/12/22	13/12/22	20/12/22	27/12/22	3/1/23	10/1/23	17/1/23	24/1/23	31/1/23	7/2/23	14/2/23	21/2/23	28/2/23	4/3/23	11/3/23	18/3/23	25/3/23	1/4/23	8/4/23	15/4/23	22/4/23	29/4/23	5/5/23	12/5/23	19/5/23	26/5/23	3/6/23	10/6/23	17/6/23	24/6/23	1/7/23	8/7/23	15/7/23	22/7/23	29/7/23	5/8/23	12/8/23	19/8/23	26/8/23	2/9/23	9/9/23	16/9/23	23/9/23	30/9/23	7/10/23	14/10/23	21/10/23	28/10/23	4/11/23	11/11/23	18/11/23	25/11/23	2/12/23	9/12/23	16/12/23	23/12/23	30/12/23	6/1/24	13/1/24	20/1/24	27/1/24	4/2/24	11/2/24	18/2/24	25/2/24	1/3/24	8/3/24	15/3/24	22/3/24	29/3/24	5/4/24	12/4/24	19/4/24	26/4/24	3/5/24	10/5/24	17/5/24	24/5/24	31/5/24	7/6/24	14/6/24	21/6/24	28/6/24	5/7/24	12/7/24	19/7/24	26/7/24	2/8/24	9/8/24	16/8/24	23/8/24	30/8/24	6/9/24	13/9/24	20/9/24	27/9/24	4/10/24	11/10/24	18/10/24	25/10/24	1/11/24	8/11/24	15/11/24	22/11/24	29/11/24	6/12/24	13/12/24	20/12/24	27/12/24	3/1/25	10/1/25	17/1/25	24/1/25	31/1/25	7/2/25	14/2/25	21/2/25	28/2/25	4/3/25	11/3/25	18/3/25	25/3/25	1/4/25	8/4/25	15/4/25	22/4/25	29/4/25	5/5/25	12/5/25	19/5/25	26/5/25	3/6/25	10/6/25	17/6/25	24/6/25	1/7/25	8/7/25	15/7/25	22/7/25	29/7/25	5/8/25	12/8/25	19/8/25	26/8/25	2/9/25	9/9/25	16/9/25	23/9/25	30/9/25	7/10/25	14/10/25	21/10/25	28/10/25	4/11/25	11/11/25	18/11/25	25/11/25	2/12/25	9/12/25	16/12/25	23/12/25	30/12/25	6/1/26	13/1/26	20/1/26	27/1/26	4/2/26	11/2/26	18/2/26	25/2/26	1/3/26	8/3/26	15/3/26	22/3/26	29/3/26	5/4/26	12/4/26	19/4/26	26/4/26	3/5/26	10/5/26	17/5/26	24/5/26	31/5/26	7/6/26	14/6/26	21/6/26	28/6/26	5/7/26	12/7/26	19/7/26	26/7/26	2/8/26	9/8/26	16/8/26	23/8/26	30/8/26	6/9/26	13/9/26	20/9/26	27/9/26	4/10/26	11/10/26	18/10/26	25/10/26	1/11/26	8/11/26	15/11/26	22/11/26	29/11/26	6/12/26	13/12/26	20/12/26	27/12/26	3/1/27	10/1/27	17/1/27	24/1/27	31/1/27	7/2/27	14/2/27	21/2/27	28/2/27	4/3/27	11/3/27	18/3/27	25/3/27	1/4/27	8/4/27	15/4/27	22/4/27	29/4/27	5/5/27	12/5/27	19/5/27	26/5/27	3/6/27	10/6/27	17/6/27	24/6/27	1/7/27	8/7/27	15/7/27	22/7/27	29/7/27	5/8/27	12/8/27	19/8/27	26/8/27	2/9/27	9/9/27	16/9/27	23/9/27	30/9/27	7/10/27	14/10/27	21/10/27	28/10/27	4/11/27	11/11/27	18/11/27	25/11/27	2/12/27	9/12/27	16/12/27	23/12/27	30/12/27	6/1/28	13/1/28	20/1/28	27/1/28	4/2/28	11/2/28	18/2/28	25/2/28	1/3/28	8/3/28	15/3/28	22/3/28	29/3/28	5/4/28	12/4/28	19/4/28	26/4/28	3/5/28	10/5/28	17/5/28	24/5/28	31/5/28	7/6/28	14/6/28	21/6/28	28/6/28	5/7/28	12/7/28	19/7/28	26/7/28	2/8/28	9/8/28	16/8/28	23/8/28	30/8/28	6/9/28	13/9/28	20/9/28	27/9/28	4/10/28	11/10/28	18/10/28	25/10/28	1/11/28	8/11/28	15/11/28	22/11/28	29/11/28	6/12/28	13/12/28	20/12/28	27/12/28	3/1/29	10/1/29	17/1/29	24/1/29	31/1/29	7/2/29	14/2/29	21/2/29	28/2/29	4/3/29	11/3/29	18/3/29	25/3/29	1/4/29	8/4/29	15/4/29	22/4/29	29/4/29	5/5/29	12/5/29	19/5/29	26/5/29	3/6/29	10/6/29	17/6/29	24/6/29	1/7/29	8/7/29	15/7/29	22/7/29	29/7/29	5/8/29	12/8/29	19/8/29	26/8/29	2/9/29	9/9/29	16/9/29	23/9/29	30/9/29	7/10/29	14/10/29	21/10/29	28/10/29	4/11/29	11/11/29	18/11/29	25/11/29	2/12/29	9/12/29	16/12/29	23/12/29	30/12/29	6/1/30	13/1/30	20/1/30	27/1/30	4/2/30	11/2/30	18/2/30	25/2/30	1/3/30	8/3/30	15/3/30	22/3/30	29/3/30	5/4/30	12/4/30	19/4/30	26/4/30	3/5/30	10/5/30	17/5/30	24/5/30	31/5/30	7/6/30	14/6/30	21/6/30	28/6/30	5/7/30	12/7/30	19/7/30	26/7/30	2/8/30	9/8/30	16/8/30	23/8/30	30/8/30	6/9/30	13/9/30	20/9/30	27/9/30	4/10/30	11/10/30	18/10/30	25/10/30	1/11/30	8/11/30	15/11/30	22/11/30	29/11/30	6/12/30	13/12/30	20/12/30	27/12/30	3/1/31	10/1/31	17/1/31	24/1/31	31/1/31	7/2/31	14/2/31	21/2/31	28/2/31	4/3/31	11/3/31	18/3/31	25/3/31	1/4/31	8/4/31	15/4/31	22/4/31	29/4/31	5/5/31	12/5/31	19/5/31	26/5/31	3/6/31	10/6/31	17/6/31	24/6/31	1/7/31	8/7/31	15/7/31	22/7/31	29/7/31	5/8/31	12/8/31	19/8/31	26/8/31	2/9/31	9/9/31	16/9/31	23/9/31	30/9/31	7/10/31	14/10/31	21/10/31	28/10/31	4/11/31	11/11/31	18/11/31	25/11/31	2/12/31	9/12/31	16/12/31	23/12/31	30/12/31	6/1/32	13/1/32	20/1/32	27/1/32	4/2/32	11/2/32	18/2/32	25/2/32	1/3/32	8/3/32	15/3/32	22/3/32	29/3/32	5/4/32	12/4/32	19/4/32	26/4/32	3/5/32	10/5/32	17/5/32	24/5/32	31/5/32	7/6/32	14/6/32	21/6/32	28/6/32	5/7/32	12/7/32	19/7/32	26/7/32	2/8/32	9/8/32	16/8/32	23/8/32	30/8/32	6/9/32	13/9/32	20/9/32	27/9/32	4/10/32	11/10/32	18/10/32	25/10/32	1/11/32	8/11/32	15/11/32	22/11/32	29/11/32	6/12/32	13/12/32	20/12/32	27/12/32	3/1/33	10/1/33	17/1/33	24/1/33	31/1/33	7/2/33	14/2/33	21/2/33	28/2/33	4/3/33	11/3/33	18/3/33	25/3/33	1/4/33	8/4/33	15/4/33	22/4/33	29/4/33	5/5/33	12/5/33	19/5/33	26/5/33	3/6/33	10/6/33	17/6/33	24/6/33	1/7/33	8/7/33	15/7/33	22/7/33	29/7/33	5/8/33	12/8/33	19/8/33	26/8/33	2/9/33	9/9/33	16/9/33	23/9/33	30/9/33	7/10/33	14/10/33	21/10/33	28/10/33	4/11/33	11/11/33	18/11/33	25/11/33	2/12/33	9/12/33	16/12/33	23/12/33	30/12/33	6/1/34	13/1/34	20/1/34	27/1/34	4/2/34	11/2/34	18/2/34	25/2/34	1/3/34	8/3/34	15/3/34	22/3/34	29/3/34	5/4/34	12/4/34	19/4/34	26/4/34	3/5/34	10/5/34	17/5/34	24/5/34	31/5/34	7/6/34	14/6/34	21/6/34	28/6/34	5/7/34	12/7/34	19/7/34	26/7/34	2/8/34	9/8/34	16/8/34	23/8/34	30/8/34	6/9/34	13/9/34	20/9/34	27/9/34	4/10/34	11/10/34	18/10/34	25/10/34	1/11/34	8/11/34	15/11/34	22/11/34	29/11/34	6/12/34	13/12/34	20/12/34	27/12/34	3/1/35	10/1/35	17/1/35	24/1/35	31/1/35	7/2/35	14/2/35	21/2/35	28/2/35	4/3/35	11/3/35	18/3/35	25/3/35	1/4/35	8/4/35	15/4/35	22/4/35	29/4/35	5/5/35	12/5/35	19/5/35	26/5/35	3/6/35	10/6/35	17/6/35	2

Lecturer: Prof.

Academic Year: 2017 - 2018

**SEM- II - DIV - D - SUBJECT**

BATCH : D 3



VIVEKANAND HAKUR Charitable Trust's  
 VIVA Institute of Technology  
 At. Shirgaon, Veer Sawarkar Road, Virar(East), Taluka-Vasai, Palghar District - 401305, Maharashtra.

Practical Attendance Report  
 Academic Year: 2017 - 2018

Lecturer: Prof.

Roll No.	DATE	BRANCH	SEM- II- DIV - E - SUBJECT										BATCH : E 1
			10/1	11/1	24/1	2/2	14/2	21/2	2/3	14/3	21/3	28/3	
1	ADULKAR VINAYAK RAMU	EXTC	A	A	A	A	A	A	A	A	A	A	(10) (6) 3
2	ALIM ANIKET VINOD	EXTC	A	A	A	A	A	A	A	A	A	A	5 4 2
3	BHOSALE CHETAN NARENDRA	EXTC	A	A	A	A	A	A	A	A	A	A	6 5 3
4	CHAUDHARY APOORV BHUPESH	EXTC	A	A	A	A	A	A	A	A	A	A	6 5 2
5	DANDEKAR NISHANT PRASHANT	EXTC	A	A	A	A	A	A	A	A	A	A	2 2 2
6	DHAMANKAR SIDDHESH SADANAND	EXTC	A	A	A	A	A	A	A	A	A	A	10 6 3
7	DINGORE HITESH SURESH	EXTC	A	A	A	A	A	A	A	A	A	A	0 0 0
8	DUDAM MAYURI NARAYAN	EXTC	A	A	A	A	A	A	A	A	A	A	6 5 2
9	GAIKWAD KUNAL BHASKAR	EXTC	A	A	A	A	A	A	A	A	A	A	6 5 2
10	GAZZELA S HARIDRA	EXTC	A	A	A	A	A	A	A	A	A	A	4 5 2
11	GUCHAIT SAURABH BHAIRAB	EXTC	A	A	A	A	A	A	A	A	A	A	6 6 5 2
12	GUPTA SHWETA RAKESH	EXTC	A	A	A	A	A	A	A	A	A	A	5 3
13	JARIWALA DISHA NANU	EXTC	A	A	A	A	A	A	A	A	A	A	6 6 4 0
14	JHA RISHIKESH ANIL	EXTC	A	A	A	A	A	A	A	A	A	A	7 5 2
15	KADAM JATIN SANJAY	EXTC	A	A	A	A	A	A	A	A	A	A	6 4 2
16	KANRAR VISHAL BIJAN	EXTC	A	A	A	A	A	A	A	A	A	A	1 1 0
17	KAWALI MEET MAHESH	EXTC	A	A	A	A	A	A	A	A	A	A	6 4 2
18	KAWANKAR SUYASH HARESH	EXTC	A	A	A	A	A	A	A	A	A	A	5 4 2
19	KENI TEJAS RAVINDRA	EXTC	A	A	A	A	A	A	A	A	A	A	3 2 2
20	KHAN JAWWAD WAHID	EXTC	A	A	A	A	A	A	A	A	A	A	4 4 2
21	KHAN MOHAMMED AQUIB	EXTC	A	A	A	A	A	A	A	A	A	A	7 6 3
22	KULKARNI JAYESH	EXTC	A	A	A	A	A	A	A	A	A	A	7 5 2
23	MAHAMUNKAR VINAY VASANT	EXTC	A	A	A	A	A	A	A	A	A	A	7 5 2
24	MAHARANA BIKAS BIJENDRA	EXTC	A	A	A	A	A	A	A	A	A	A	10 6 3
25	MHATRE ANKIT VIJAY	EXTC	A	A	A	A	A	A	A	A	A	A	2



Lecturer: Prof.

Practical Attendance Report  
Academic Year: 2017 - 2018

SEM- II- DIV - E - SUBJECT

BATCH : E 2





Late Shri. Vishnu Waman Thakur Charitable Trust's  
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Tel.: 777 000 2544 • Website : [www.viva-technology.org](http://www.viva-technology.org)  
E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No. VIVA VIT / 579A / 2017-2018

Date: 31 / 08 / 2017

### NOTICE

All the students of VIVA Institute of Technology are here by informed that activity on the "Beach Cleaning" activity has been organized on 06/09/2017 from 9.00 am to 4.00 pm.

Venue: Bhuigaon Beach



Principal  
Dr. Arun Kumar

#### Cc to

All HODs - (FE / Comp / Civil / EXTC / Electrical / Mechanical)  
Library  
Exam Cell  
Workshop  
Office  
Notice Board



2017-18

Late Shri Vishnu Waman Thakur Charitable Trust's

**VIVA Institute of Technology**

Shirgaon, Virar (E)

Beach  
cleaning  
6/9/17

## ATTENDANCE SHEET

Name of Activity:- Beach cleaning

Date:- 6/9/2017

Sr. No.	Name of the Student	Signature
1	Dandekar Nishant Prashant	P
2	Yograj Chile	Yograj
3	Sahil Babar	Sahil
4	Maurya Ravi K	Ravi
5	Gayendra Chindarkar	Gayendra
6	Patil Jay Ajay	JAY
7	Patil Rutuja Sanjay	Rutuja
8	Pavan Dalvi	Pavan
9	Sunny Dhopse	Sunny
10	Karan Das	Karan
11	Vishal Dhole	Vishal
12	Ajinkya Marde	Ajinkya
13	Sachin Gade	Sachin
14	ATUL GAWADE	ATUL
15	Mane Manisha Appa	Mane
16	Pavam Sadhan	P. J.
17	Prathamesh Ghatal	Prathamesh
18	Dishant Ghawale	Dishant
19	Raut Aditya Anil	AR
20	Patel Hardik Mohan	Patel
21	Neeraj Gupta	Neeraj
22	Atul Kanjha	Atul
23	Kisan Kharne	Kisan
24	Parab Rutuja Rajesh	Parab
25	Itkari Ratish	Itkari
26	Kisan Timbachiya	Kisan
27		





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Tel.: 777 000 2544 • Website : [www.viva-technology.org](http://www.viva-technology.org)  
E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No. VIVA VIT /603A /2017-2018

Date: 24 /11 /2017

### NOTICE

All the students of VIVA Institute of Technology are here by informed that activity on the "Spread Awareness among People to fight against HIV and AIDS-related illness" has been organized on 01/12/2017 from 10.00 am to 4.00 pm.



Principal  
Dr. Arun Kumar

#### Cc to

All HODs - (FE / Comp / Civil / EXTC / Electrical / Mechanical)  
Library  
Exam Cell  
Workshop  
Office  
Notice Board



2017-18

Late Shri Vishnu Waman Thakur Charitable Trust's

**VIVA Institute of Technology**

Shirgaon, Virar (E)

**ATTENDANCE SHEET**

Date: 12/12/2017

Name of Activity: - HIV &amp; Aids related health illness

Date: 12/12/2017

Sr. No.	Name of the Student	Signature
1.	Gaganan Behere	<u>Dilg</u>
2	Linkush Bhigat	<u>ABI</u>
3	Rajesh Kubal	<u>Kubal</u>
4	Tha Nan Navinkumar	<u>Cost.</u>
5	Prasad Chaudhari	<u>Chaudhari</u>
6	Gurav Shubham	<u>Gurav</u>
7	Aishwarya Bhole	<u>Ahole</u>
8.	Vignesh Boga	<u>VB</u>
9.	Gautam Prince Suresh	<u>Prince</u>
10	Dinesh Chauhan	<u>Dinesh</u>
11	Nandlal Gupta	<u>Nandlal</u>
12	Pankajkumar Chavan	<u>Pankaj</u>
13	Vishal Charkkar	<u>Vish</u>
14	Khadtare Krashna	<u>KK</u>
15	Gaurav Chavan	<u>Gaurav</u>
16	Jadhav Pradnya Jayesh	<u>Jadhav</u>
17	Mandaliya Abhilash Jagdish	<u>Jagdish</u>
18	Roshan Nanté	<u>Roshan</u>
19	Krushna Chavan	<u>Krushna</u>
20	Mayank Chheda	<u>Mayank</u>
21	Pandey Ratnesh Kumar	<u>RatneshP</u>
22	Ishan Raut	<u>Ishan</u>
23.	Mutu Selvi	<u>Selvi</u>
24	Naik Amey	<u>Amey</u>
25	Gupta Shayam UmeshPrasad	<u>shayam</u>
26	Patil Dnyaneshwar	<u>Dnyanesh</u>
27	Omkar Sogate	<u>Omkar</u>
28	Chavan Snehal Baburao	<u>Baburao</u>





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E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

Ref. No. VTVA VIT / 610A / 2017-2018

Date: 09 / 01 / 2018

### **NOTICE**

On the Occasion of Road Safety Celebration week VIVA Institute of Technology has been organized program on “Awareness - How to prevent Road Accidents” on 15/01/2018 from 10.00 am to 4.00 pm. All the students of VIVA Institute of Technology informed to participate in this program.



Principal  
Dr. Arun Kumar

#### **Cc to**

All HODs - (FE / Comp / Civil / EXTC / Electrical / Mechanical)  
Library  
Exam Cell  
Workshop  
Office  
Notice Board



1A-1B

16/1

Late Shri Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Shirgaon, Virar (E)

## ATTENDANCE SHEET

Pondapet  
15/11/2018

Name of Activity: - Awareness - How to Prevent Road Accidents Date: - 15 Jan 2018

Sr. No.	Name of the Student	Signature
1.	Naik Piyush	
2	Prashant Singh	
3	Sawarkar Anand	
4.	Awasthi Ashish	
5	Swarnand Vaishampayan	
6	Solim Hitesh Patilchandra	
7	Chavhan Rutuja Ajay	
8	Sneha Ranjit	
9	Derashish Shetty	
10	Palande Omkar	
11	Sangkheer Hemang	
12	Sejal Rorankar	
13	Patav Smrithi	
14	Sangle Pratibha	
15	Tadav Arun	
16	Repati Omkar	
17	Giri Praveen Ranjeet	
18	Panchal Priyanka	
19	Disha Jarirwala	
20	Sarab Sagar	
21	Upadhyay Vibhav Umesh	
22	Sunilade Pradyumn	
23	Kedarkar Godavari	
24	Patil Divya	
25	Patil Sumeet	
26	More Shubham	
27	Patil Gaurav	
28	Patil Shubham	
29	Prajitra Amit Pareshwar	
30	Pawar Pratik	
31	Rane Shreya	





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Ref. No. VIVA VIT / 5478/2017-2018

Date: 08 / 07 /2017

### NOTICE

All the students of VIVA Institute of Technology are here by informed that activity on the "Tree Plantation" program has been organized on 14/07/2017 from 10.00 am to 4.00 pm.

Venue : VIVA Institute of Technology Campus



  
Principal  
Dr. Arun Kumar

#### Cc to

All HODs - (FE / Comp / Civil / EXTC / Electrical / Mechanical)  
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Workshop  
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2012-18

Late Shri Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**

Shirgaon, Virar ( E )

## ATTENDANCE SHEET

Tree plantation

Name of Activity: - Tree plantation

Date:- 14 Aug. 2012

Sl. No.	Name of the Student	Signature
1.	Singh Adarshkumar Arun	A.Singh
2.	Gawri Kadam	Gad
3.	Heena Shaikh	Heena
4.	Anuit Kumble	Anuit
5.	Abdul Khan	Abd
6.	Mhate Arsh	AM
7.	Namit Rasalkor	Namit
8.	Neel Rana	Neel
9.	Manas Raul	Raul
10.	Disha Sakre	Disha
11.	Albit Raut	Raut
12.	Aniket Redij	Aniket
13.	Pranav Mahadevkay	Pranav
14.	Soye Poray Rayesh	PSoye
15.	Amol Remje	Amol
16.	Pawar Ashwanti Pradeep	Ashwanti
17.	Vinay Sankhe	Sankhe
18.	Aalap Sawe	Sawe
19.	Puthran Sanket	Sanket
20.	Patil Soodi	Soodi
21.	Patil Vinod	Vinod
22.	Shinde Kunal	Kshinde
23.	Pawar Mayur	Mayur
24.	Ramse Deulang	Deulang
25.	Yadav Akash.	Akash
26.	Gambre Suraj	Suraj
27.	Radwadkar Anshul	Anshul
28.	Pranav Patil	Pranav
29.	Salunkhe Swaroop	Swaroop
30.	Sawant Bhavana Jayaramesh	Bhavana
31.	Sangre Poojil	Poojil





Vishnu Waman Thakur Charitable Trust

## VIVA INSTITUTE OF TECHNOLOGY

(Approved By AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai)

Address: At.Shirgaon, Veer savarkar road, Virar (E)

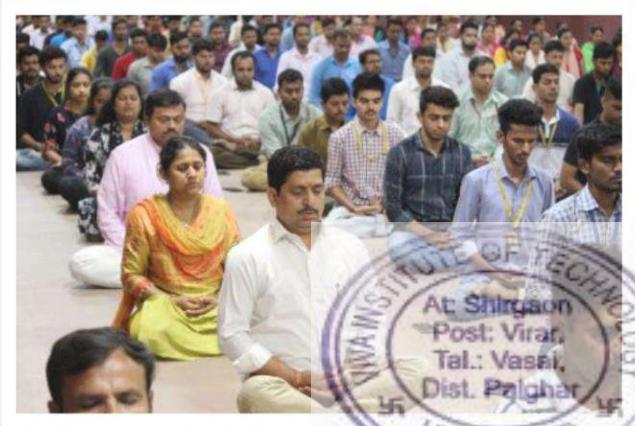
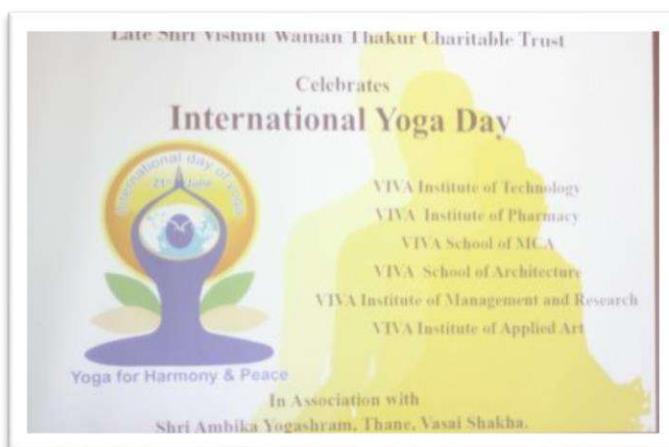
Tal.Vasai, Dist-Palghar Maharashtra-401305

International Yoga Day was celebrated at VIVA Institute Of Technology by the students and teachers at with great enthusiasm. The International Yoga Day was celebrated to bring peace, harmony, happiness and success to every soul in the world. This was a great opportunity to imbibe the value of discipline. Yoga is a mental, physical and spiritual practice that needs to be carried every day.

On the occasion of International Yoga Day 2018, Shri Ambika Yogashram conducted Yoga session at VIVA Institute Of Technology. Shri Ambika Yogashram Team demonstrated various asanas followed by Omkar chanting.

Team of trainers from Ambika yogashram aware students and teachers about benefits of Yoga-Asanas and to motivate for living a healthy life.

Warm up exercises were taken and all the students performed sitting and standing asanas, importance of these were explained simultaneously. They encouraged students to practice regular yoga to remain fit and improve concentration.



Late Shri Vishnu Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF TECHNOLOGY**  
Shirgaon, Virar (E.), Dist: Palghar - 401 305.

VIVA/VIT /657/2017-2018

Date: 05/06/2018

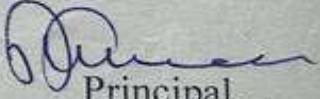
**NOTICE**

International "Yoga Day" will be celebrated on 20<sup>th</sup> June 2018 at 9:15 am. All the Teaching, Non-Teaching staff members & students are hereby informed to attend the programme.

**Venue** : Seminar Hall, 4<sup>th</sup> floor, VIVA Institute of Technology,

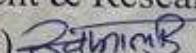
**Resource Person** : Team of Ambika Yogashram, Vasai (w). branch.

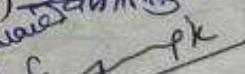


  
Principal.

**Cc to:**

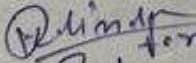
Director (VIVA Institute of Management & Research)

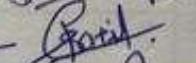
Principal (VIVA Institute of Pharmacy) 

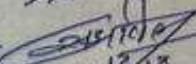
Principal (VIVA School of MCA) 

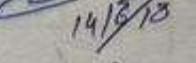
All HODs (FE / Comp / Civil / EXTC / Electrical / Mechanical )

Registrar 

Library 

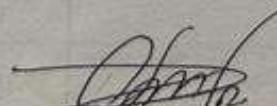
Exam Cell 

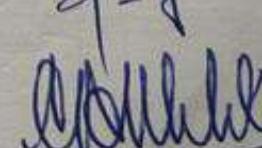
Workshop 

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 VIVA Institute of Applied Art - 

VIVA School of Architecture - 





Late Shri Vishnu Waman Thakur Charitable Trust's

**VIVA Institute of Technology**

Shirgaon, Virar (East), Tal. Vasai, Dist. Palghar-401305, Maharashtra.

Website: www.viva-technology.org

*Students Only*

Date: 20/06/2018

**Attendance for celebration of 'International Yoga Day'**

S.N.	Name	SIGN
1.	Surya S. Yadav	<i>Surya</i>
2.	Ajita A. Patil	<i>Ajita</i>
3.	Prachi P. Patil	<i>Prachi</i>
4.	Shivani V. Kundap	<i>Shivani</i>
5.	Hetal A. Bavara	<i>Hetal</i>
6.	Shreya D. Sonawanshi	<i>Shreya</i>
7.	Rajeshwari Manya	<i>Rajeshwari</i>
8.	Purnima Kulkarni	<i>Purnima</i>
9.	Monali Kumavat	<i>Monali</i>
10.	Kenay Suresh	<i>Kenay</i>
11.	Eman Tariq	<i>Eman</i>
12.	Aditi Chaudhary	<i>Aditi</i>
13.	SANMANI TORASKAR	<i>Sanmani</i>
14.	KARAN JAIN	<i>Karan</i>
15.	Yash Deshpande	<i>Yash</i>
16.	Akhilesh Patel	<i>Akhilesh</i>
17.	Raj Patil	<i>Raj</i>
18.	Hiren Prajapati	<i>Hiren</i>
19.	Omkar Bhushankar	<i>Omkar</i>
20.	Rachana Gaitonde	<i>Rachana</i>
21.	Shriya Marode	<i>Shriya</i>
22.	Suleman Mansoori	<i>Suleman</i>
23.	Girish Vaishya	<i>Girish</i>
24.	Shubham Ranje	<i>Shubham</i>
25.	Harsh Minde	<i>Harsh</i>
26.	Saish Wadodkar	<i>Saish</i>
27.	Rahul Yadav	<i>Rahul</i>
28.	Dakshay Chaturvedi	<i>Dakshay</i>
29.	Harshal Patil	<i>Harshal</i>
30.	Shubham Chhatre	<i>Shubham</i>
31.	Atharva Karmik	<i>Atharva</i>

*Students Only*



Date:20/06/2018

## **Attendance for celebration of 'International Yoga Day'**

S.N.	NAME	DEPARTMENT	SIGN
1	Shubhangi Mahadev Masal	Pharmacy.	S. M. Masal
2	Munjal Kumar Patil	Pharmacy	Munjal Patil
3	Rubini Anandam Palliadi	EXT C	Ruby
4	Darshan K. Patil	Pharmacy	Darshil
5.	SACHIN. R. YADAV	PHARMACY	Sachin Yadav
6	Rishabh S. Mishra	Pharmacy	Rishabh
7	Pranali P. Kotekar	Pharmacy	Pranali
8.	Jayati B. Patil	Pharmacy	Jayati
9.	Deepak S. Pandey	EXT C	Deepak Pandey
10.	Siddhesh S. Grodekar	ELECTRICAL	Siddhesh Grodekar
11	Aray. S. Gupta	ELECTRICAL	Aray
12	Dilip. S Gupta	Electrical	Dilip
13	Shubham D. Ghodke	Mechanical	Shubham
14	Sneha D. Chaudhari	Electrical	Sneha Chaudhari
15	Omkar Vijay Bambarde	Civil	Omkar
16	Kaustubh Shashikant Gawde	COMPS	Kaustubh

