



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

VISHNU WAMAN THAKUR CHARITABLE TRUST'S VIVA INSTITUTE OF TECHNOLOGY

**SHIRGAON, VIRAR EAST TAL-VASAI. DISTRICT PALGHAR
401305**

www.viva-technology.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

VIVA INSTITUTE OF TECHNOLOGY established in the year 2009, nurtures a unique system of education for creating dynamic leaders in the corporate sector, entrepreneurs, academicians, researchers and professionals who contribute to the development of society and nation at large. It has an aesthetically designed and elegantly built campus furnished with state of art equipment and facilities. The campus has an ambience that motivates students to grow as enlightened human beings. Here, education is not only focusing on 4 years B.E. degree course but also creating for the students a platform to realize their dreams, hone their cognition, sharpen their competence and carve out a wholesome personality. This Institutes believes in empowering young students through rigorous curriculum , students participation in R & D, mentor system , value added programs , strong industrial interfaces. Value based education approach is adopted by this institute for instilling principles and exemplary standards of discipline among the students through an organized structure to produce professionals of global excellence. The accomplished team of professors groom and guide students to the best of their capacity. They work most diligently towards synergizing theoretical knowledge and practical skills to promote all round professional competence.

Vision

VIVA Institute of Technology strives to impart **total quality education** by means of equipping students with **knowledge and skills** in their chosen stream, inculcating **cultural and ethical values**, identifying **hidden talents, providing opportunities** for students to realize their full potential and thus shape them into **future leaders, entrepreneurs** and above all **good human beings**.

Mission

To develop the standard of the institute above benchmark level by providing students with **advanced knowledge** and **latest technology** in the chosen discipline by tapping their hidden and obvious potential, moulding them into **good and responsible citizens** by playing a meaningful role in industry and society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Delivering affordable quality education to cultivate competent graduates from rural area.
- Good faculty retention for better quality education with experienced and motivated staff.
- Institute practices effective curriculum delivery with ICT tools and techniques. Academic activities are monitored with internal / external academic audits.
- The institute has a good student to full time teacher ratio.
- Active involvement of students in various curricular and co-curricular activities.

Institutional Weakness

- Lack in number of faculties with doctoral degree while many faculties across all discipline are pursuing their research.
- Research publication in UGC-care journals.
- Alumni engagement and financial support towards institute.
- Enterprenuership development and placement in core engineering domains.

Institutional Opportunity

- Active involvement of student in MOOC certification courses.
- State-of-the- art facilities for Research and Incubation center.
- To strenghen the collaboration between Institute and renowned industries.
- Employability skills

Institutional Challenge

- Student enrollment to core branches in first year engineering due to changes in global demand.
- Lack of adeqaute government funding for research projects.
- NEP implementation

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The VIVA Institute of Technology was established by Vishnu Waman Thakur Charitable Trust in 2009. The institute is affiliated to University of Mumbai and is recognized by the AICTE, New Delhi and DTE, Maharashtra State. The institute strictly adheres to the curriculum designed by the University of Mumbai and encompasses an excellent framework to organize, execute, and monitor the curriculum. The academic calendar is prepared in accordance with the university's academic calendar at commencement of each semester. The head of departments are empowered for growth and advancement of their domains through continuous monitoring of course outcome (CO) statements of courses. All departments are accountable for implementation of curriculum with alignment of the POs and PSOs of the department. Also, at end of semester, course attainments are reviewed in order to identify and bridge the gaps through remedial lectures.

The institute follows the revised syllabus introduced by University of Mumbai. The academic flexibility is offered to students through elective courses as per the University Choice Based Credit System. The institute also offers value added certificate courses to students in order to train them as per industry requirements.

These courses are designed with accordance of feedback from all stakeholders. The institute regularly organizes seminars, workshops, and industrial visits for students to make them aware of latest development in their domain. The institute motivates students to take up internships and on field projects to learn skills from professionals and to obtain better opportunities in future. The institute believes in overall development of

students and thus organize and participates in many societal activities. The courses in curriculum relevant to the social causes such as gender equality, environment sustainability, human values and professional ethics are endorsed in curriculum by departments. The institute has active feedback system through which regular feedback are collected from all stakeholders such as students, parents, faculties, alumni, and employers. All departments closely analyse this feedback and identify remedial actions to fill the gap. Also a action taken report is constructed and made available on institute website.

Teaching-learning and Evaluation

The admission process of VIVA Institute of Technology follows Norms of DTE Maharashtra and the University of Mumbai. Excellence in teaching and learning is achieved by recruiting competent and qualified teaching faculty which has given consistent academic results of over 95%. The teaching-learning process is enhanced with a feedback process from students for all subjects.

Students are motivated to participate in renowned national and international project competitions like SIH, Avishkar, e-YANTRA, Anveshna, CIIA, EBAJA, MBAJA, AERO under the guidance of expert faculty members assigned to each team participating in the competitions. To enhance overall learning, sports & cultural event "HITAISHI" and technical event "TECHCHASE" are conducted yearly. Also, Institute conducts a National Conference on the Role of Engineers in Nation Building (NCRENB) every year which helps in inculcating technical, presentation and managerial skills in students. Institute also acts as a Remote Centre of the Indian Institute of Remote Sensing (IIRS), Indian Space Research Organization (ISRO).

All program's POs, PSOs, and COs are defined, displayed on the website, and disseminated to all the stakeholders. Before the commencement of every semester, the College Academic Calendar is prepared considering University guidelines. Teaching plan is prepared by the concerned faculty as per calendar and its execution is monitored by the Head of Department (HOD) and Principal regularly. A transparent and well-defined process is set for internal assessment calculation. Direct and indirect assessment is used to evaluate the performance of students and attainment calculation in each course.

Research, Innovations and Extension

VIVA Institute of Technology maintains a research culture with a well-equipped lab and an incubation center. The institute's innovation ecosystem comprises qualified faculty with research experience. The institute facilitates innovative projects for UG and PG students with faculty support and suitable infrastructure. During last five years' institute has received grants from Government and non-government agencies for research projects.

VIVA Institute has signed Memorandum of Understanding (MoU) with industries to facilitate the transfer of knowledge for the overall development of students. The institute also invites experts from renowned institutes and industries to share their research work and expertise with faculty members and students every year. VIVA Institute of Technology organizes the National level conference 'NCRENB,' where both students and faculty members present their research work. Faculty members are provided with seed money to support their research. VIVA Institute also encourages the filing of patent applications for unique research.

VIVA Institute's SAE collegiate club designs and fabricates all-terrain vehicles (ATVs) powered by petrol and electricity, namely M-BAJA and E-BAJA. The students participate in national and international competitions such as SAE BAJA, Hackathon, and E-yantra. The institute collaborates with industries for research and development and receives periodic guidance from experts.

The National Service Scheme (NSS) Unit at the institute promotes extension activities to develop sensitivity towards community issues, gender issues, and inculcate values and commitment to society. These activities include Swachh Bharat, blood donation, book donation camp, local beach cleaning campaign, and crowd management during the Jivdani temple Navratri festival.

The institute collaborates with the neighboring community for extension and outreach programs, such as road safety, fight against AIDS, waste material management, and tree plantation. The institute has also received recognition for its blood donation camp in collaboration with Jagjivan Ram Hospital (Western Railway).

Infrastructure and Learning Resources

The Institute highlights crafting and improving the infrastructure that accelerates active teaching and learning in accordance with the strengths of students in different domains. Hence, the Institute constantly upgrades the required facilities mainly smart classrooms, seminar halls, well-equipped labs, tutorial rooms, computer labs, a gymnasium, a library, and an internet facility in order to keep pace with changing trends and technology. The Institute has an efficient structure to aid curricular and extra-curricular events. An internet facility is provided in the library for all the students.

The College library, as a center of knowledge and information, is fully automated using in-house developed Integrated Library Management System (ILMS) software by the name of 'VIVA Software Solutions'. The campus library has sufficient collections of reference books, textbooks, manuscripts, e-journals, e-books, general reading books, and books for the Competitive Examination.

The Institute has a well-structured IT infrastructure with all computers connected to a LAN connection and the internet speed upgraded to 300MBPS. The Institute has provided Wi-Fi facilities to be linked wirelessly. The licensed as well as open-source software and internet lines are available in all academic places and seminar halls. The license software is updated on a regular basis by the vendors along with the new edition. The IT team is continuously upgrading the facilities for VIVA stakeholders to enhance the learning process effectively. The Institute has an indoor Auditorium with air-conditioners, LCD projectors, screens, Wi-Fi, and a seating capacity of 200 people.

The college organizes a cultural and sports fest annually by the name of Hitaishi, to provide a platform for students to exhibit their flairs and managerial expertise.

It includes competitions, workshops, and stage performances, as well as inter-collegiate, university, and national-level events. It aims to help students build team spirit, leadership, and competitiveness. The college allocates funds for the maintenance of facilities. The college has outsourced housekeeping, maintenance, and electrical supervision.

Student Support and Progression

Institute provides all the possible assistance to the students for their comprehensive development. The Institute support students to avail the scholarships and free ships schemes provided by the State Government.

The Institute aids the students to obtain significant learning experience on the campus through career counselling, language lab, preplacement talks and employability training programmes. Students are also

encouraged for various activities like tree plantation, blood donation, cloth donation and beach cleaning drives to develop their social responsibility sense.

The institution has Grievance Redressal Cell, Internal Complaints Committee, Anti ragging committee and SC/ST Cell to handle timely redressal of student's grievances including sexual harassment and ragging cases. All round development of students is also done through ample opportunities for participation in various cultural and sports events. These events are planned and conducted with the help of members of the Students Council.

Alumni members contribute to a variety of activities including Seminars, Webinars, Workshops, Guest lectures and MoU with alumni all of which support the progression of students.

Governance, Leadership and Management

Our institution strives to make a difference in the lives of our students through the support of their personal growth, academic achievement, and leadership development. The mission of the institute is to provide a world-class education in science, technology, and engineering to our students and to develop a culture that values respect for diversity, tolerance, integrity, and excellence. The institute will create an environment that is inclusive and supportive of all members of its community.

The institution has decentralized its operations and has deputed authority at various levels to establish good governance. As indicated in the organogram, the Principal takes guidance, directions, and approvals from the Governing body and the Management trust Board for various financial and developmental activities of the Institute, which has to be first approved by the CDC. The principal and HODs put up the proposal to the CDC. The principal heads all the academic and administrative activities of the institution and regularly monitors the overall functioning of all the bodies.

The Institute provides various welfare measures for its entire teaching and non-teaching staff. Awareness programs through health check-up and other activities are engaged. Sponsorship is provided to the faculties through various schemes. Policy for Higher Studies, Digital Library, and Provident Fund are some of the other schemes for welfare of the faculties.

The college enhance the professional development of its teaching staff by encouraging them to participate in faculty development programmes, training programmes organized by the universities, to attend seminars, workshops, conferences for achieving academic excellence. The college has well defined policies with clear goals for enhancing academic quality and infrastructure. The college interacts with students through a feedback mechanism, besides giving participation to students as members in various administrative committees. The society responses are obtained through teacher-parents meeting and meeting with civil society and alumni association.

The college has a well organised IQAC which plays a definite role in taking developmental decisions of the college including infrastructure and academic development. The principal governs the work of IQAC, The IQAC sets a schedule of meetings at the beginning of the semester with different departments supervises their progress on monthly basis. In the IQAC meetings, the departments are assessed for their academic progress, attendance records, quantum of syllabus completed, assignments and student seminars etc.

Institutional Values and Best Practices

VIVA Institute of Technology takes many measures for the promotion of gender equity by arranging various programs. Institute has a women's grievance cell to safeguard and promote well-being of all women employees and girl students of the Institute.

Institute has special facilities for divyangjan, such as ramps, special toilet, reserved desk in library and facilities specially required for divyangjan. Campus is under CCTV surveillance. Institute has a biometric system for maintaining attendance records of all employees.

This institute promotes conservation of energy and use of renewable energy sources and has a solar energy generation system and uses Power-efficient equipment in the campus.

Institute continuously takes efforts for water conservation, cleanliness, greenery in the campus and also arranges various programs to inculcate the awareness about green environment in the students.

To sensitize students and employees of the institute to constitutional obligations and its values, rights, duties and responsibilities of citizens, the college conducts programs like Human values, constitution values.

Institute has set the aim of developing an Innovative mindset among the students by organizing a national conference. Social responsibility inspires this institute to continuously contribute to the wellbeing of the community, this objective is achieved by organizing Blood donation and cloth donation camps.

Institute has a vision to strive for imparting total quality education by means of equipping students with knowledge and skills, therefore motivation of faculties and students for skill development needed in research activities has been prioritized.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Vishnu Waman Thakur Charitable Trust's Viva Institute Of Technology
Address	Shirgaon, Virar East Tal-Vasai. District Palghar
City	Virar
State	Maharashtra
Pin	401305
Website	www.viva-technology.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Arun Kumar	091-7770002544	8108311920	-39167294	principalvit@viva-college.org
IQAC / CIQA coordinator	Karishma Sachin Raut	091-7770002544	9004397215	-39167294	karishmaraut@viva-technology.org

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	03-07-2022	12	Regular extension of approval taken every year by AICTE

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Shirgaon, Virar East Tal-Vasai. District Palghar	Urban	11.37	16789

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BE,Civil Enginnering	48	H.S.C. Science + CET / JEE	English	60	3
UG	BE,Computer Enginnering	48	H.S.C. Science + CET / JEE	English	60	60
UG	BE,Electrical Engineering	48	H.S.C. Science + CET / JEE	English	60	7
UG	BE,Electronics And Telecommunication Engineering	48	H.S.C. Science + CET / JEE	English	60	30
UG	BE,Mechanical Engineering	48	H.S.C. Science + CET / JEE	English	120	4
UG	BE,Computer Science And Engineering Artificial Intelligence And Machine Learning	48	H.S.C. Science + CET / JEE	English	60	60
PG	ME,Manufacturing Systems Engineering	24	B.E + GATE	English	18	2
PG	MCA,Master Of Computer Applications	24	Graduate + CET	English	60	60

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	9				16				47			
Recruited	1	0	0	1	0	0	0	0	15	14	0	29
Yet to Recruit	8				16				18			
Sanctioned by the Management/Society or Other Authorized Bodies	2				9				47			
Recruited	2	0	0	2	4	5	0	9	20	27	0	47
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				34
Recruited	29	5	0	34
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	12	4	0	16
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	0	0	3	2	0	4	4	0	16
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	3	0	31	37	0	72
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	134	4	0	0	138
	Female	26	0	0	0	26
	Others	0	0	0	0	0
PG	Male	50	0	0	0	50
	Female	12	0	0	0	12
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	8	7	6	15
	Female	3	0	4	4
	Others	0	0	0	0
ST	Male	0	2	1	4
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	14	20	16	40
	Female	8	5	5	5
	Others	0	0	0	0
General	Male	93	92	61	127
	Female	28	32	19	42
	Others	0	0	0	0
Others	Male	5	2	0	11
	Female	1	1	2	0
	Others	0	0	0	0
Total		160	161	114	249

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>For all round growth of the students, we are planning to include multidisciplinary subjects as per NEP-2020. Planning is as under: 1. By giving institutional level elective 2. Interdisciplinary projects 3. Encouraging students for honors and minor degree courses 4. Encouraging students and faculty members for certificate courses in emerging areas.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>We have taken initiative for academic bank of credits (ABC). The students have registered for it. Information has been submitted to the University of Mumbai.</p>
<p>3. Skill development:</p>	<p>Institute is conducting faculty development program for upgrading their skills in different domains which will help in upgrading the skill of learners. The students are motivated for internship to enhancing their skills and make them ready to face industrial issues in future. Through Industry collaboration skill development courses are offered to students.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>At present, medium of instruction for all the courses is English as per guidelines of the University of Mumbai. AICTE has taken initiative for writing books of engineering in local language (Marathi/Hindi). We are using Marathi / Hindi language as and when required as per the level of students.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Institute is focusing on Outcome Based Education (OBE) continuously. We identify strength of students and put efforts to make them capable to understand curriculum. Along with technical knowledge we focus on different attributes for moulding them as successful citizen. Such practice will be continuous process. Students are still encouraged by the Institute to pursue knowledge as a lifetime activity and to develop positive attitudes and other skills that will help them lead successful lives.</p>
<p>6. Distance education/online education:</p>	<p>Faculty members have completed online courses on platform such as NPTEL, MOOC, Coursera, Swayam. The students are also encouraged to do online courses and get certification. Virtual Laboratory is also being used for conducting practical.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, we have established an Electoral Literacy Club (ELC) in our institute. The purpose of this club is to develop awareness among students for electoral process, rights of voting, process of registration and voting.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, faculty coordinator and student co-ordinator are appointed by the College. The club is functional. Yes, its representatives are in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Institute conducts constitutional activities to educate students and staff like Mass Reading of the Preamble of the Constitution of India, 'Celebration of constitutional day', 'Celebration of youth day'. The 'Unity run and Pledge' drive was conducted by institute on 31/10/2022.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Activities conducted: 1. Celebration of Constitution day: 26/11/2022, 26/11/2019 and 26/11/2018. 2. Celebration of Youth day: 12/01/2023,12/01/2022, 12/01/2020, 12/01/2018. 3. Unity run and Pledge:31/10/2022. Mass Reading of the Preamble of the Constitution of India, on the occasion of the celebration 125th Birth anniversary of Dr. B. R. Ambedkar, Constitution Day, on 26th November, 2016.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Activities conducted: 1. Celebration of Constitution day: 26/11/2022, 26/11/2019 and 26/11/2018. 2. Celebration of Youth day: 12/01/2023,12/01/2022, 12/01/2020, 12/01/2018. 3. Unity run and Pledge:31/10/2022. Mass Reading of the Preamble of the Constitution of India, on the occasion of the celebration 125th Birth anniversary of Dr. B. R. Ambedkar, Constitution Day, on 26th November, 2016.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1647	1660	1489	1700	1898

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 116

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
92	97	92	99	104

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
299	219	403	342	522

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Mumbai university-mandated program curriculum is closely followed at Viva Institute of Technology. Furthermore, the organization has put together plans for boosting the teaching-learning process in the curriculum in the subsequent ways:

- 1.The curriculum planning of the institution is in line with the Mumbai University curriculum framework which includes an outcome-based curriculum keeping in mind the outcomes specific to each program.
- 2.Program Educational Outcomes (PEO) and Program Specific Outcomes (PSO) are then formulated by every department thereby having a discussion with the Department Advisory Board.
- 3.With the commencement of the academic year, the head of the department,(HOD) generates the calendar for all academic activities. This academic calendar is circulated to all the stakeholders by means of a display on the notice board, also included in parent-teacher meeting presentations, etc.
- 4.H.O.D. then distributes the subjects for a semester keeping in mind the expertise and subject choices submitted by teachers. Teaching staff members then perform the mapping of Course Outcomes(CO) with Program Outcomes(PO).
- 5.The teaching staff of every department are provided with this calendar ahead for effective lecture planning for the complete semester well in advance with the help of e-learning tools like google classroom, flip classrooms, quizzes, etc.
- 6.The H.O.D. then plans departmental activities like unit tests, guest lectures, industrial visits, and workshops for students and faculties each semester to achieve defined outcomes and bridge the gap.
- 7.The weekly timetable for every class, for each semester, is prepared by strictly following the syllabus guidelines and credits assignment. The mentoring session and remedial sessions are also planned for every week in the timetable.
- 8.The hands-on workshops are arranged for students where they get exposure to creativity. Students are encouraged to start their preparations for higher education in the mentor sessions. The institute provides additional Aptitude tests and arranges group discussions for students thereby making them ready for competitive exams. The examination process followed by the institution is strictly as per university guidelines.
- 9.The continuous evaluation of the students is performed by faculty members with the help of term tests, oral and practical exams followed by term theory exams. The results of all examinations are displayed from time to time. CO mapping is also done for every course for evaluation of attainment. There is a mentoring relationship between the students and teachers. Mentors guide and support their mentees for their academic growth and individual's emancipation. The institute believes that every student is precious and should be given the support he or she requires. The academically excellent students are awarded every year.
- 10.Remedial lectures are arranged for weak students. Students are being guided and encouraged to participate in co-curricular and extra-curricular activities. The students are also doing exceptionally

well on the national and international level paper presentation, project exhibitions, dance and drama competitions. Faculty development programs are arranged by the institute for the value addition of the staff members annually. Student feedback is collected every semester to ensure timely and effective course delivery.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 33

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 24.84

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
425	52	517	543	548

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

Following are the cross cutting issues

Professional Ethics

Engineering being a professional program, the Institute adheres to and practices the professional code of conduct as laid down by AICTE / University of Mumbai. The Institute invites guest speakers and engineers from the profession every year to upgrade and update the current practices and knowledge about professional ethics. Professional ethics are taken care of by courses like Professional Practice in the Engineering Program. The course of Practical Training included in the Engineering program, includes internships at various Engineering firms where the students practice professional ethics.

The Institute includes subjects like Professional Communication and Ethics that aims to improve the professional communication skills of future engineers. The industrial visits and participation of students in professional activities also add to their knowledge about recent trends and professional ethics. The Institute has carried out many activities like Industry Institute Interactions, webinars on leadership, seminars on Intellectual property rights, Professional communications, etc. for the development of professional ethics in students and faculties.

Gender Equity:

The Institute plans year-round activities for gender sensitization by organizing guest lectures on subjects like women's health and hygiene, safety, etc. Participation of girl students and teachers is assured in decision-making and motivating the students for gender sensitization. The Institute makes sure that students actively work and support gender issues and find solutions to the problem.

The Women Development Cell of the Institute has conducted many programs on Gender Equality, Youth Day, and The power of positivity.

Human Values:

To inculcate human values in the students, the students are encouraged to work on projects incorporating universal values, social issues, and slum redevelopment projects. The Institute encourages students to work in slums and help disabled persons with social issues. The Institute has conducted Blood Donation and Yoga awareness camps, Road Safety Rallies, Constitution Day, and Maharashtra Day related to human Values.

Environment and Sustainability:

The Institute's philosophy is to co-exist with nature. Hence it safeguards the environment and promotes various sustainable green practices by conducting various activities. The NSS volunteers of different branches of the Institute have carried out many drives on tree plantation, Village cleanliness, Beach cleanliness, and World Environment Day as a part of its green initiatives.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 89.92

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1481

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 45.67

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
160	161	114	249	371

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
498	498	438	438	438

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list as published by the HEI and endorsed by the competent authority	View Document
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 24.76

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
39	30	33	80	104

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
249	249	219	219	219

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio**2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)****Response:** 17.9**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process****Response:**

Institute employs a variety of student-centric methods for effective experiential learning to improve the overall learning environment.

[A] Experiential Learning: Institute inculcates experiential learning by conducting hands-on sessions that include,

Laboratory Experiments: Theoretical knowledge from the classroom is transformed into Practical hands-on sessions.

Workshops/Training: The Institute organizes various hands-on workshops/training from industry experts through several professional bodies/chapters. This makes students aware of the latest technologies and helps to fill the gap between industry/organizations and programs.

Internships: Internship opportunities for students are provided by all departments to work on live engineering projects.

[B] Participative Learning: To encourage students to actively involve in learning and to get overall growth various curricular and extracurricular activities are conducted as,

Cultural, Sports, and Technical activities: The student council's various cultural and technical committees plan and carry out "HITAISHI" as a cultural and sports event and a "TECHCHASE" as a technical event. Also, Institute conducts a National Conference on the Role of Engineers in Nation Building (NCRENB) every year to improve in technical, managerial, and presentation skills.

Industrial Visits: To enhance students' experience about the industry working and learning of the latest technologies, all departments organized Industrial visits.

Also, students are participating in the activities like,

- Flip Classroom
- Role Plays
- Case Studies
- Virtual labs
- Guest lectures/Seminars
- Group Discussions

[C] Problem-Solving: Problem-solving skills of students are enhanced by encouraging students to participate through Institutional Membership of CSI, ISTE, IETE, ISHRAE, and SAE in various activities like,

Project competitions: Students are motivated to participate in various national project competitions like e-YANTRA, Avishkar, SIH, Anveshna, CIIA, EBAJA, MBAJA, and AERO. The expert faculty member is allotted as a mentor for each participating team. In order to inspire students to create excellent projects and give them a stage to demonstrate their skills and knowledge, the institute also annually organizes intercollegiate project competitions.

Research/Industry Projects: Institute has a Memorandum of Understanding (MoU) with various organizations to make different opportunities for students to work and handle live projects available.

Curriculum-based project: Curriculum-based final year projects and Mini projects builds the problem-solving capability of students. Academic research management sessions are arranged for research and

project management.

[D] Self-Learning/Individual Learning: Self-learning is encouraged to cater to student diversity through the following platforms.

MOOC Courses: Certifications courses of IIRS ISRO, InfySpringBoard, MATLAB courses, Coursera, Virtual Lab, and Swayam, NPTEL are encouraged by the Institute.

Google Classroom: Faculty members share Online textbooks/Reference books, study material, assignments/tutorials/quizzes are shared on Google Classroom with students.

Library: The Institute library is Well-resource with appropriate and sufficient books, national and international journals, and e-resources like the National Digital Library of India (NDLI).

Mentor System to cater to student diversity: Implemented to monitor student performance and to guide students to improve in their studies, and inculcating discipline and ethical values among students in line with the college vision and mission statement.

The Majority of the faculty with customary teaching tools, also use ICT tools like PPT Presentations, videos, use of LCD projectors with the help of laptops, computer labs, and Wi-Fi-enabled campus.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
92	97	92	99	104

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 5.58

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	6	6	5	2

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

In college, an examination committee is formed, comprising the principal as Chief Conductor (CC) and senior Faculty members as Senior Supervisors (SS). The end-semester examination conducted by the University of Mumbai (UoM) is executed properly, through the examination committee, teaching, and non-teaching staff. Institute obeys all guidelines and regulations of UoM for the conduction of Internal Assessments (IA) and end-semester examinations.

[A] The Mechanism of Internal Assessment

A departmental exam committee takes care of the smooth conduction of internal assessment tests.

- At the department level, two IA tests are conducted every semester with a beforehand display of the timetable and with proper seating arrangements.
- The IA result is displayed within a week after tests, and answer books are shown to the students to check for any discrepancies. Faculty clarifies students' queries if arise.
- The final internal term work marks are calculated based on attendance, experiments and assignment marks, Quizzes per Semester, Mini Project if any, and Technical Paper Presentation.

[B] The Mechanism of External Assessment

- The exam cell receives the question papers from the university online mode. Further, the papers are downloaded, under strict surveillance and the papers are sealed in packets, and SS handovers these packets to respective exam halls. Jr. Supervisor with the sign of two students opens the packets and distributes the paper to the candidates.
- After collecting the answer book from the room supervisor all the relevant information is verified by CC and SS. Then masking of the answer book and coding is done in presence of CC and SS.
- Answer books are evaluated and moderated by the approved examiner from the university and results are prepared by using In-house developed software.
- For first-year and final-year answers books are sealed and dispatched to the University for Further Process.
- After the declaration of the result student may submit the duly filled form for the revaluation/grievance/Xerox copy of the answer book.
- Grievance committee members look into the problem, resolve the same, and notify to the students through the exam cell.
- For revaluation sealed answer sheets are dispatched to the external examiner within the stipulated time.
- Finally, the revaluation result is displayed and submitted to the University for necessary correction.
- Any grievances related to university question papers like out of the syllabus question, wrong question numbers, and marks missed, during semester exams are reported to the university immediately through CC.
- After resolving the grievances/corrections in the question paper, the university decision or information is immediately communicated to the students during the examination through the examination committee members.
- Following the examination, the answer book is digitally evaluated at various evaluation centers designated by the university, and the result is announced.
- If a student has any grievances about the evaluation done, the student can apply for a photocopy or revaluation.
- After completing the process, the university declares the revaluation result.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Course Outcomes (COs) are a set of learning objectives that span the entire curriculum. The University of Mumbai has carefully defined COs for all courses across the various programs available. To increase the efficiency of delivering course content, each faculty member at the institute has developed their own COs (if necessary) for their individual courses. After consulting with the Domain-in-Charge and the Head of Department (HOD), the COs prepared to address all of Bloom's Taxonomy cognitive stages.

For proper COs, **Programme Outcomes (POs)**, and **Programme Specific Outcomes (PSOs)** attainment dissemination of them to all stakeholders through:

Induction Program/Course Orientation: The institute conducts an induction program for the first-year admitted students and an orientation program at the start of each semester. The concepts of COs, POs, and PSOs are introduced to them.

First Lecture of Course: All course in-charges ensure that the COs for their respective courses are disseminated during the first lecture of the course.

Departmental meetings: In the departmental meeting, analysis of POs, PSOs, and COs and required modification is done by the team of HOD, Domain-in-charges, and Course-in Charges.

Course File: The first few pages of the Course File are designed to display COs, POs, and PSOs.

Institute Website (<https://www.viva-technology.org>)

Each course's COs, POs, and PSOs of each department are displayed on the Institute website.

Outdoor: In instructional Areas, Laboratories, Seminar halls, administrative office, HOD cabins & Staff Rooms, the printed charts of POs and PSOs are displayed

Stakeholders: In department advisory Board (DAB) meetings, stakeholders are notified about the POs and PSOs of the respective departments and their suggestions/guidelines are incorporated.

File Description	Document
Upload Additional information	View Document

2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

Response:**Attainment of POs and COs is evaluated by the institution:**

To improve teaching learning process in outcome based education, attainment calculation and its analysis for Course Outcomes (COs), and Program Outcomes (POs) is essential. The CO and PO attainment

calculations are as follows:

1. Course Outcome attainment: The following components are used to calculate Course Outcome Attainment:

[A] Direct Method

Internal Evaluation:

Term Work: It is evaluated based on Lab performance, assignment, attendance, Mini Project if any, and Technical Paper Presentation or case studies etc.

Internal Assessment Tests (IA): Two internal assessment (IA) tests are conducted each semester at the department level covering all COs.

The total term work marks and IA are evaluated at the end of the semester, and from these parameters mapping of COs to POs and PSOs is done.

External Evaluation:

External evaluation is conducted for End Semester Oral/Practical and Theory Examination.

[B] Indirect Method

Course Exit Survey: To assess the students' understanding of the course, online course exit surveys are conducted and analyzed for each course.

2. Program Outcome attainment:

[A] Direct Method

Each course's COs are mapped to the POs. The PO attainment is calculated based on the attainments of individual COs in each course and is then applied to all courses in that program.

[B] Indirect Method

Course Exit Survey: To assess the students' understanding of the course, online course exit surveys are conducted and analyzed for each course.

Program Exit Survey: For final year students online program exit survey is conducted after completion of program.

The domain in charge evaluates each course's CO and PO attainment and takes necessary corrective actions.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 96.68

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
568	501	442	495	526

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
607	503	443	509	557

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.24

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0.9

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0.4	0.5

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The creativity and innovation have become essential aspects for a professional engineer in order to add value to the organization and for career safety. Our Institute has a research-oriented culture wherein students and faculty members are encouraged to involve in research related activities through the innovation ecosystem.

VIVA Institute of Technology has an innovation ecosystem that involves sharing knowledge through industry-oriented projects, recognizing the best projects, organizing project competitions, and inviting expert speakers to deliver lectures.

A Research and Incubation center has been established in the institute to strengthen the culture of innovation and to help, create and grow young entrepreneurs by providing them with necessary guidance, technical support, and infrastructure.

Our Institute creates a favorable environment with faculty support and incorporates suitable infrastructure for developing innovative projects.

SAE collegiate club of institute has been established and under this club M-BAJA, E-BAJA for petrol and electric (ATV) all-terrain vehicles are designed and fabricated. Students of the institute actively participate in various national and international competitions like SAE BAJA, Hackathon and E-yantra.

The institute collaborates with industries to engage in research and development activities. As a result, renowned experts from the industry periodically guide students.

The institute signs Memorandums of Understanding (MoUs) with industries to facilitate the transfer of knowledge for the overall development of students. The institute also invites experts from industry to share their research work and expertise with faculty and students, which helps to foster a research culture in campus. Moreover, the (MoUs) facilitate the arrangement of job placements for students across a range of industries.

Institute organizes National Conference on Role of Engineers in Nation Building (NCRENB), every year students and faculty members participated and presented their research work and assimilation of the knowledge. The students are encouraged to have industry based projects which tackles social issue. Students are also motivated to participate in project exhibitions, workshops, national and international conferences. Our institute organizes technical project exhibitions for all students based on their U.G. projects. The projects having innovation with benefits to society are awarded as Best Project.

Every year the institute organizes a technical fest -TechChase wherein students participate in various technical events like bridge-o-mania, pitstop, circuit-o-thon, power tower.

Paper writing culture is inculcated amongst the students by encouraging them to publish their papers in conferences and peer reviewed journals at national and international level. To authenticate the research papers, plagiarism software is being used in our institute by the faculty and students. Faculty members are also encouraged for publishing papers in peer reviewed journals and conferences. As an outcome, research papers in peer-reviewed journals and patents have been published by the faculty of the institute.

File Description	Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 47

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	3	13	12	8

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.2

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	3	8	7

File Description	Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.69

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
32	65	38	99	78

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The VIVA Institute of Technology organizes and participates in a variety of extension programs that serve to educate students about various social concerns as well as to promote community involvement.

The NSS cell actively participates in a range of initiatives, organizing camps, promoting Swachh Bharat campaign, conducting blood donation camps, raising awareness about the importance of Education and coordinating beach cleaning campaigns.

Besides these activities, NSS cell also plays a very vital role during Jivdani temple Navratri festival for helping out the Policemen for crowd management. Participation in such activities aids in the development of leadership and personality in students. India is the origin of yoga, and by taking part in International Yoga Day, students become global stakeholders in promoting physical and mental health.

Under Swachh Bharat Abhiyan NSS volunteers participate in creating awareness among the public, motivating them to clean the surroundings.

To promote environmental consciousness program such as 'Tree plantation drive' were initiated to encourage the community to take action. Blood donation programs are a regular occurrence in the College area, where students and faculty donate blood for the cause.

Students gain critical thinking abilities and time management skills as a result of these extension and outreach activities. Working with varied social groups of people outside of the college campus can help students grow more self-assurance, independence, and appreciation for others.

Through negotiating, communicating, managing, and resolving issues with their colleagues, students also gain experience in leadership and teamwork. Participation in such activities facilitates their maturation into responsible individuals and effective leaders.

File Description	Document
Upload Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The VIVA institute organizes regular blood donation camps where students and staff donate blood. In 2022, the institute conducted a blood donation program at Jagjivan Ram Hospital Blood Bank (Western Railway) and received recognition for promoting blood donation and contributing to the community's welfare. Overall, regular blood donation programs are an excellent way for individuals and organizations to contribute to the community's welfare, and it is heartening to see the VIVA Institute taking the lead in this regard.

Our team of students enthusiastically participated in the "Swachh Technology Challenge" at the "GREEINNO WAR-3 EVENT," and the Vasai-Virar municipal corporation recognised them for their efforts.

File Description	Document
Upload Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 26

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	4	9	5	5

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 16

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The Institute adheres to the standards set forth by the AICTE and the University of Mumbai for establishing and enhancing the physical environment to promote effective education in proportion to the number of students in the various disciplines. The Institute lays an enormous value on creating sufficient facilities such as classrooms, laboratories, a library with reading rooms, a web browsing facility, a parking facility, and a canteen. In light of changes in the university curriculum, the institution continually upgrades and increases its required infrastructure amenities. The infrastructure that supports both academic and extracurricular activities has been developed and constructed by the Institute.

Every department of VIVA Institute of Technology has been provided with the facilities required to meet the criteria, including a sufficient number of classrooms, tutorial rooms, laboratories, and areas to hold every kind of academic event. The Institute follows an approach that involves making sure the space and facilities are used to the fullest extent possible so that every user gets the most out of what is available.

Each classroom has adequate ventilation and the necessary teaching aids. There is also an LCD projector installed in addition to the standard green-board. Provisions are also made for the Wi-Fi connections that enable using ICT for effective teaching-learning. The Institute has a sufficient number of laboratories. Every laboratory is well equipped with the required experimental setups. Each laboratory is provided with a whiteboard and has a facility to connect portable projectors as and when desirable by the faculty. Lab information and instructions are displayed in every laboratory.

Students and teachers can access a specific internet resource center in the library. Tutorials are conducted in fully furnished instructional rooms. A drawing hall and workshop are accessible with all the basic facilities. The college has seminar halls with ICT facilities. A Computer Centre with updated software is available. Apart from the central library, each department has a separate departmental Library with references and textbooks. An E-learning facility is provided including computer-based learning and virtual lab learning. For self-learning, reference books for all the subjects are available in the central library. Common Room for boys and girls are available.

The Institute places a strong emphasis on offering students the resources they need to engage in a variety of activities that foster teamwork, leadership, and competitiveness. All of the college's recreational activities—including sports, cultural, and other extracurricular activities—are managed by a team of faculty and students. Every year, the Institute hosts a cultural event called HITAISHI with the goal of giving students an opportunity on which to display their abilities and organizational capabilities. It includes activities including contests, workshops, and theatre performances. The pupils are also urged to take part in

a variety of intercollegiate, collegiate, and national competitions. Every year, teachers and pupils participate happily in Yoga Day.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 16.81

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
21.7	15.1	70.1	21.6	171.6

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

As a center of knowledge and information, the Institute library is situated on the main (B) building, ground floor and is easily accessible and open to all. To provide new acquaintance of knowledge through the distribution of knowledge resources, it remains open 8hrs a day and endorses a core collection of 21457 books. The library collection includes Reference books, Textbooks, General reading books, books for Competitive Examination Collection of GATE/UPSC/MPSC/GRE/TOEFL, journals, e-books, e-journals, project reports, NPTEL video lectures, etc.

The Principal serves as the Chairperson of the Library Committee, the Librarian serves as Secretary, and all HODs are members. The chosen advisory board has a significant impact on the formulation of library policies and planning. Faculty members recommend books for the following semester at the start of each semester. Students' requests for other books and journals are also taken into account.

The Institute library has automated everything using in-house developed Integrated Library Management System (ILMS) software by the name of 'VIVA Software Solutions' through which various books can be explored by Title, Publisher Name, Accession no, etc. It facilitates library users with the searching and lending process of books to support learners in teaching-learning and research activities. High-quality information sources are readily available in the college library in both paper and digital formats. All people have access to popular daily newspapers in English and Marathi, including Employment News. Weekly and monthly periodicals, as well as journals, have their own area of the library dedicated to references. The library's collection also includes English novels, books on motivation, and a variety of publications for competitive exams.

Electronic resources like e-journals, e-databases, e-books, etc. are offered in the library for academic use. The e-resources such as NDLI, Wiley, Springer, IEEE, Elsevier, ASTM, and authentic important public domain are also available to the users through the open-access resource link provided on the institutional -library website.

The collection of rare books/manuscripts/special reports included such as Indian Standard Code. The library regularly displays new books, latest edition magazines, and journals on the display racks. All the e-books, e-dictionary, and open-access e-journals are available to staff and students through the links provided on the college website under the library segment: e-resources.

Through the following website, https://vit.vivacollege.in/staff/book_search.aspx, one can access the online library with the WEB OPAC. On the college portal, the library has kept a record of every set of previous and present university exam question paper as well as the course syllabus.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

The IT infrastructure at VIVA Institute of Technology is well organized, and nearly all of the PCs are LAN-connected. The Institute goes above and beyond to secure the internet with a firewall and antivirus software, in addition to providing high-speed internet. The Institute also offers Wi-Fi capabilities for

wireless connectivity. Both licensed and open-source software are used in the lab. Machines include a server, desktops, workstations, and laptops. There is internet access available in every conference room and academic space. Software updates are frequently provided by the company for perpetual licenses. Vendors update the licensed software and include it in the upcoming edition as and when the department wants it. The IT team is constantly improving the facilities for VIVA stakeholders to successfully increase learning.

The Institute has 510 computers in total for students. A secure campus is rendered possible by installing the Sonic Firewall, which can handle the increased demand on networks and applications supporting academic and administrative activities. The Institution purchases LCD projectors and printers following the requests made by the departments. Computers in the institute are upgraded at regular intervals by replacing certain old machines with new ones. The institute has always given priority to the upgrade of IT facilities. Regular updating is done in facilities at the institute level as well as the department level.

The Institution has a variety of educational software. Microsoft has a partnership with the Institute. In addition to standard software like Microsoft Office, Tally, etc., the other system software includes Photoshop, MATLAB, PSpice, SolidWorks, AutoCAD, Expression Web, Visio Premium 2010 MAK, Xilinx, SPSS, Corel Home Office, Adobe Premiere PRO, Siemens PLM software, as well as Ansys Academic Teaching Advanced Version 15.0.

At regular intervals, the Institute improves its internet connection, which currently has 300 MBPS of accessible bandwidth. The college offers internet access to all faculty members across all departments and systems of the Institution, so they can save and download materials as needed for academic purposes. On campus, an uninterrupted power supply is made available so that people can use the internet without any difficulties. There is Wi-Fi coverage across the campus. Every system is properly watched over. Additionally, students are taught to handle all systems with the utmost caution and care.

The Institution's network, hardware, software, projector, and UPS maintenance is handled by the team of IT-related non-teaching staff.

File Description	Document
Upload Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 3.22

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 512

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 13.04

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

2021-22	2020-21	2019-20	2018-19	2017-18
57.2	15.5	20.9	44.5	94.7

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 57.85

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
981	936	921	974	1044

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description

Document

Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)

[View Document](#)

Report with photographs on ICT/computing skills enhancement programs

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**Response:** 17.16**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
314	73	583	219	251

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**Response:** 22.16**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
206	108	79	120	48

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
568	501	442	495	526

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years**Response:** 1.27**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
8	6	4	4	3

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 12

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	9	2	1

File Description	Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	13	13	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

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

Response:

Alumni hold a crucial position in the advancement and progress of any college. Their opinions and insights are highly valuable in the improvement of the college. Therefore, it is imperative for colleges to actively involve their alumni and keep them informed about the latest developments on campus.

One effective approach to engage alumni is to organize alumni meets, which provides them with an opportunity to interact with current staff and students, and witness the progress made by the college first-hand. These meets also provide a platform for alumni to offer constructive feedback and suggestions for further improvement. The college arranges such meets on an annual basis, collecting and analysing alumni feedback.

Moreover, keeping alumni updated about the college policies and progress is another way to engage them. The college invites alumni for guest lectures and cultural events to help them stay connected, contribute to the college growth, and improve its vision. Such events also provide current students with insights into the job market, curriculum gaps, and expert advice. Guest lectures from alumni can also foster deeper connections and allow for their views on current issues to be shared.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

VIVA INSTITUTE OF TECHNOLOGY is approved by AICTE, New Delhi, and DTE, Government of Maharashtra and affiliated to the University of Mumbai. It nurtures a unique system of education for creating dynamic leaders for the corporate sector, entrepreneurs, academicians, researchers and professionals who contribute to the development of society and the nation. This institute believes in empowering young students through rigorous curriculum, students participation in R & D, mentor system, value added programs and strong industrial interface.

Vision:

VIVA Institute of Technology strives to impart total quality education by means of equipping students with knowledge and skills in their chosen stream, inculcating cultural and ethical values, identifying hidden talents, providing opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings.

Mission:

To develop the standard of the institute above benchmark level by providing students with advanced knowledge and latest technology in the chosen discipline by tapping their hidden and obvious potential, moulding them into good and responsible citizens by playing a meaningful role in industry and society.

The Management Committee facilitates and guides for establishing policies and exercising administrative authority in accordance with the mission, vision and plans of the institute. The College Development Committee is responsible for establishing goals and objectives for the college. The committee is also responsible for recommending new programs to the Management Committee. The Department Advisory Board provides advice on issues pertaining to academic programs, student services and other matters related to departments within the College. Internal Audit teams monitor compliance with policies set by College Management or other areas where there may be concerns about compliance with policies or procedures.

The overall mechanism of administration and academic processes is monitored by the Principal. The governance is effective with the collaborative efforts of the Department heads, IQAC, college development committee who are responsible for decision making and ensuring the quality of the institution. This includes the implementation of policies and procedures on an annual basis and the approval of action plans. Monitoring and evaluation is also done. An evaluation of academic progress, academic achievements, students' performance, departmental performance and college administration is performed annually.

VIVA Institute of Technology has always been forward in sharing our research and technology with the

university and other colleges in general. For example, our in-house developed exam software is shared with the University of Mumbai, which has helped the university and the clerical staff to a great extent. The software is also actively used by many engineering and pharmacy colleges.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

The institution operates in a decentralized manner, with authority delegated to various levels to ensure good governance. The Principal receives guidance, directions, and approvals from the Governing Body and the Management sub-committee for all financial and developmental activities of the Institute, which are initially approved by the CDC. The Principal and HODs propose an outline to the CDC, and the Principal oversees all functions related to academic and administrative while regularly monitoring all institutional operations.

Each department has identified committees, including the Department Advisory Committee (DAC) for collaborator feedback and suggestions, the Internal Audit Committee for maintaining records and conducting academic audits, Project Coordinators for executing projects, the Timetable Committee make ready the class and individual timetables, and the NAAC Committee consisting of program coordinators and criteria in-charges.

At the Institute level, the Training and Placement Cell ensures the maximum number of possible student placements, and the Admission Committee reviews and evaluates prospective student applications. The Head of Academics prepares the academic calendar and ensures strict adherence to it, while the department monitors student activities under various professional bodies and appoints class representatives. The Counselor addresses the emotional and psychological issues of staff and students, while the Examination Cell facilitates the smooth conduct of examinations and timely declaration of results. The Librarian and team plan the purchase of books, subscribe to national and international materials, and conduct awareness programs regarding library facilities. The IQAC, established according to NAAC norms, makes sure a quality culture, and the Internal Complaints Committee handles complaints of sexual harassment of women in the workplace. The Grievance Committee prevents unfair practices and provides staff and students with a mechanism for the redressal of their grievances, while the SC/ST Committee deals with the unfairness of students and staff members of the reserved category. Teaching staff members' performance appraisal is evaluated every year. Confidential data is kept in the office. The College Development Committee, consisting of representatives from management, the Principal, and staff representatives, sets goals and decides its course of action.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The Institute provides various welfare measures for its entire teaching and non-teaching staff. A few of them are listed below,

Awareness Program: The Institute organizes health awareness programs such as health check camps, annual yoga sessions on campus, and fire safety awareness sessions for all employees.

Sponsorship: Faculty members are sponsored for conferences and workshops. Faculties publishing papers in various conferences are provided with sponsorship along with an 'On Duty' leave. Faculty members also receive a concession to take part in internal conferences.

Higher Education Policy: The Institute understands the value of ongoing qualification improvement. The institute encourages and assists academic members in pursuing higher academic qualifications. Leave from work is granted as required.

Insurance policy: Group personal accident insurance policy is issued by the institute in order to insure them from accidental physical injuries (for staff 10 lacs & student 1 lac).

Provident Fund: The scheme is implemented for all teaching and non-teaching staff members as per latest norms of government.

Digital Library: All the employees have access to digital libraries and library resources for use in higher education and research.

Leave: The Institute provides leaves that are compliant with regulatory laws. Provision for maternity leave is available for female staff as per rules.

Program implementation: To maintain skill sets and core competencies, regular training sessions, seminars, workshops, and other activities are held.

File Description	Document
Upload Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 14.05

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

2021-22	2020-21	2019-20	2018-19	2017-18
29	20	12	2	5

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 32.46

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
37	35	57	46	60

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
48	47	47	47	51

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Vishnu Waman Thakur Charitable Trust has a mechanism for internal and external audit for all its institutions. VIVA Institute of Technology is the part of Vishnu Waman Thakur Charitable Trust.

Internal Audit

Trust has an efficient committee to conduct Internal audit. These audits verify and certify all nature of income and expenditures along with all capital expenditure and deposits of the Institute in each financial year.

Every semester the institute prepares a budget consisting of all expected expenditures and purchases. The committee checks the budgets and finalizes by brainstorming. The budget includes requirements of various departments, cells are taken into consideration in addition to that of possible hike in salary due to increased DA, building maintenance etc.

At times the institute requires to incur expenditure which may exceed the budget provision or the particular contingency which has suddenly cropped up. In such cases urgent approval is taken from the Management.

Institute, prepares and submits the detailed accounts to the External Auditors.

Internal Audit is done on semester basis to check the accounts income and expenditure. Committee informs management about the inflow and outflow of funds. To ensure that all the requirements for submission of detailed accounts to the external auditors are complied, continuous monitoring of the utilization and expenditure against sanctioned budget is done.

External Audit

The Management appoints qualified External Auditors to check and verify all the accounts of the institute and certify the same in the audit report.

Finalization of accounts is completed in June/July and the audited statement is prepared and duly signed by the Principal/Secretary and Chartered Accountant. The Chartered Accountant submits the Audit Report after completing the audit of all the Institutes and Trust. The Audit Report did not had any major objections. The minor audit suggestions (if any) pointed by the auditor are duly complied.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) integrates itself into the institution's structure and works to achieve the objectives of quality improvement. The main objective of the IQAC is to create a framework for consciously, consistently, and catalytically improving institutions' overall performance. The IQAC committee of the college works to promote quality education by enhancing the academic and administrative performance of the institution. The primary duty of the IQAC committee is to establish a quality culture for the institution for intentional and continuous improvement. The Committee aims to internalize a quality ambience and institutionalize best practices in order to advance the technological growth of the institution..

IQAC Committee Functions

- To develop quality education, the IQAC committee conducts regular meetings.
- The quality-related procedures are improved by feedback obtained from students, parents, and other stakeholders.
- All faculty members and students are motivated to involve themselves in various programs/activities leading to overall improvement.
- Internal and external academic audits are carried out.
- To develop innovative minds in technical education, students are motivated to participate in projects competitions.

- To establish interaction between students and experts of professional bodies and corporate sectors, various workshops, guest lectures and seminars are organized.

IQAC is an active and effective internal managing and monitoring mechanism where the committee aims to create a reliable, transparent assessment and evaluation system. It also assures the availability, maintenance and fair distribution of support-giving structures and services.

The Institution hosts various programme to develop industry-ready graduates . The following are few of the events:

- “Quality Education in Engineering” and “Intelligent Transportation System for Road Safety” which were conducted by IIT Mumbai’s eminent speakers.
- “Preparation for NAAC Accreditation” explaining NAAC Criteria and the process involved for NAAC Accreditation.
- Programmes like "Innovative Project Ideas" and "Safety Week observation to ensure Safety in Construction" show that such events unquestionably assisted our students in developing employability skills. These traits involve creativity, critical thinking, social concerns and scientific temperament.
- To educate staff members on NEP policy, the Institute hosted a session on "National Educational Policy (NEP)-Special Features" by Mandar Bhanushe, Head Faculty of Science & Technology, Institute of Distance & Open Learning, University of Mumbai.

The IQAC has organized Academic Audit and has commenced a follow-up act as per the recommendations of the evaluators.

Research and Incubation center

A Research and Incubation center of the institute strengthens the culture of innovation and helps young entrepreneurs by providing them with necessary guidance, technical support, and infrastructure. The student groups are identified to participate for various competitions like Avishkar, Hackathon, eYantra etc from various departments. The research and incubation team guides them and provides resources to acquire required skills.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Institute has taken several measures to intensely promote **Gender Equity** in the campus. The measures include posting of security guards, security guards monitor the campus area for ensuring safety of all individuals. CCTV cameras are fitted in the Institute to ensure security and surveillance. Also, to reduce the risk of infection or the severity of an injury at the workplace, first-aid boxes are kept in the administrative office in order to make them easily available for everyone in the Institute.

Institute ensures appropriate representation of males and females in all administrative and academic committees. Almost half of the Institutes employees are women, **Women development cell and Internal complaint committee** established with an aim, to protect the dignity of women at workplace also to promote the well-being of female students and women staff, to create awareness about the problems of gender inequality, to maintain a safe working environment with dignity and encourage active participation of students and staff in the area of women's development.

In the context of creating awareness about the problems of gender inequality, Women development cells organize various activities. Various departments of the institute have a mentoring system that ensures counselling of each student of the institute by the faculty member. This helps in providing equal opportunities for students of both the genders to excel in their academic performance and helps to resolve their personal issues. Apart from this, the Institute has appointed a female counsellor to address critical issues of the female students and provide suggestions for resolving the issues.

Institute has provided a spacious and comfortable Girls common room, to ensure privacy of female students where girls can rest in case of physical discomfort and proper lighting arrangements are provided in the campus at all classrooms, common facility rooms and also at some key locations. Institute also ensures that female staff members inevitably accompany female students in the N.S.S camps and in sports events. Separate gents and ladies washrooms are provided on every floor of the Institute's building and its hygiene is maintained by performing sanitization and cleaning on every working day.

Institute takes initiatives to celebrate / organize national and international days to spread its significance by commemorating those days with valour. This helps in developing rich cultural beliefs among the students e.g., Independence Day, Maharashtra Day, Republic Day, International women's day, Youth Day, Constitution Day.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

In an endeavour of the Institute to nurture an inclusive environment, it is putting continuous efforts into conducting several programs to promote **tolerance and harmony towards cultural, regional, communal, socio-economic, and other diversities.**

Institute takes initiative for providing an inclusive environment to stake holders of all gender. Also, to empowering the women, Women's Development cell is established to prevent gender harassment. To Promote the well-being of female students and women staff and to maintain a safe working environment with dignity, the Institute encourages active participation of students and staff in various gender equity related activities.

Institute has a **SC & ST cell**, formed as per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) act,1989. This cell handles grievances/issues related to SC/ST students and staff members in the campus.

To promote **social obligations** as a citizen, the Institute celebrates various days like **Independence Day, Republic Day, Teachers Day, Engineers Day**, etc. To promote unity in diversity, the Students Council of the Institute organizes a week-long cultural and sports event named "**Hitaishi**", Wherein Students from various regional and cultural backgrounds participate and present their regional or cultural folk song and dance. To cater to linguistic diversity, the Institute organizes literary competitions in various languages.

The various departments of the Institute conduct Seminars, Workshops, and Outreach programs to promote **Communal harmony and tolerance.** The NSS cell of the Institute has organized an event like **Azadi 75- Azadi Ka Jashan** to sensitize students about the freedom struggle. NSS also organizes activities like Rangoli competition, Painting Greeting Cards for Jawans, Freedom Run, Slogan Writing Competition, Essay Writing Competition, Patriotic Song Singing Competition, Lectures by Eminent Personalities, and Mass recitation of National Anthem, wherein all students and staff participates.

NSS Cell of the Institute also organizes **Community service programs**, such as, **Swacchh Bharat Abhiyan campaign, Blood donation camps**. Wherein, a large number of teachers and students participate. Every year NSS Cell also conducts Special Camps, such as Free Health Check-up Camps providing free basic medicines to people in nearby villages. These camps are organized with an aim to address various social issues that are impacting the lives of the people in the community.

To emphasize on **sensitization of students and employees to the constitutional obligations**. Institute has provided a **“Code of Conduct” and “Code of Ethics”** to students, Teaching and Non-Teaching staff and instructed them to follow.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

Best Practices I

Title: Development of Innovative Mind-Set

Aim

- To disseminate knowledge and transfer technology among students.
- To make students familiarize with current trends, research areas and understand solution to the problem for innovation
- To make students learn innovation using current tools & to develop communication, leadership, presentation skills.

The Context

- Students need to understand analytical tools that have been used for scientific analysis of engineering projects.
- The process of developing an innovative mindset requires in depth knowledge of the latest technology trending currently in the engineering domain.
- As many students of this Institute are poor at communicating in English language. It is necessary to improve their communication skills for presentation of the explored innovative ideas.
- Improving the Leadership quality of the students is necessary for successful completion of

- Innovative Engineering projects in which they are involved.
- Fulfilment of Social responsibility must be inculcated in the mindset of the students.

The Practice

Every year in the month of October, the process of organizing a national conference is initiated by the Institute consisting of several committees. These committees are assigned responsibilities to look after administration of the process for ensuring smooth conduction of National conference in the Institute. Every member of the committee is working as per the standard guidelines of the institute. The process starts with a formal intimation by the convener of national conference.

The publicity committee prepares a brochure in which detailed information about the conference is printed. Abstracts of the papers are reviewed by review committee & the list of the selected papers is prepared. A full paper submission request letter is issued to the corresponding authors by emails. The review committee reviews the paper and a final acceptance letter is issued to the corresponding authors of selected papers. They are also informed to submit camera ready copy with signed copyright form.

The camera ready copy of papers modified in accordance with review given are accepted for the presentation in the conference and publication in the proceedings of Conference. This Proceeding has ISBN and ISSN numbers. The Corresponding authors of selected papers are informed about their presentation schedule and the format of the PPT through email. The organizing committee selects the topic of the plenary talk with a broader perspective. The National conference is scheduled for two days. Eminent speakers are invited for the plenary talk on the forthcoming technology.

Subject domain experts from reputed institutes are invited as a Session chair. They see the presentation of the authors and give suggestions for improvement. The best papers are awarded. Papers of the conference are published in reputed journals. Feedback of all the participants are taken for collecting suggestions & ideas for further improvement.

Evidence of Success

Every year the organizing committee succeeds in inviting a remarkable number of quality papers.

Problems encountered

- Students are lacking in intensive literature survey process.
- Participation from other colleges is less.
- Lack of interaction between experts and students

Resources required:

- More number of Experts in the panel for scrutiny of published papers is required.
- Outreach activity for publicity of events and advertisement is required
- More guidance lectures need to arranged for quality paper writing.

Best Practices II

Title: Community Based Practices

Objectives:

To spread a message among the students of the Institute about,

- The importance of human values in maintaining social harmony with the people of rural communities.
- The importance of promoting social values, through welfare activities.

The Context

The financial condition of many residents around the college campus is weak. This situation resulted in an idea of Practicing Cloth donation, stationary and sanitary pad distribution activity.

Institute has in its ethics a social responsibility that inspires to continuously contribute to the wellbeing of the community, this objective is achieved through organizing a Blood donation camp in the institute every year.

Blood donation is a lifesaving act and is essential to help patients. It is evident that every blood donation act provides strength, hope and courage to patients in the hospital and their families.

These activities require awareness among the student community about the importance of human values & institutional ethics.

The Practice

The sharing and caring activity is initiated by the Institute by issuing a general notice to all the staff members and the students. A committee consisting of faculty in charge and student volunteers is set up for collecting clothes, sanitary pads & conducting surveys to find out the needy people of the village and local community. After collecting clothes, sanitary pads, books student volunteers under the supervision of faculty in charge take part in equal distribution of clothes among the needy people.

The National Service Scheme (NSS) team collaborates with a reputed Government blood bank or a recognized healthcare institution to ensure a smooth execution. Prior to the event, our NSS unit spreads awareness among students and staff about the importance of blood donation, emphasizing its life-saving potential. Trained medical professionals handle the donation process, ensuring strict adherence to safety standards and maintaining a sterile environment. After donation, donors are provided with refreshments and rest areas where they can recuperate. Blood donors are honored with appreciation certificates.

Evidence of Success

The success of Cloth donation camp and books donation camp, sanitary pad distribution drive are evident from the large number of collections by the donors and a large number of student volunteer's involvement in this process. Photographs are taken during the execution of this activity. This activity proved to be a platform that makes students understand the importance of human values.

The Blood donation camp was organized in the premises of Virar railway station in association with the

National Service Scheme (NSS) unit of the institute, Rotary club of Virar and Jagjivan Ram Hospital of Virar. In recent activity conducted by blood donation camps by the Institutes, a total 80 bags of blood were collected. Institute has been awarded with an appreciation certificate from the blood bank.

Problems encountered.

- Low donor turnout in college premises.
- Safety and hygiene concerns at railway station.

Resources required:

- More awareness programs to inculcate social responsibility.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

THE INSTITUTION IS DISTINCTIVE IN ITS THRUST TOWARDS RESEARCH ACTIVITY.

Institute has a vision to strive for imparting total **quality education** by means of equipping students with **knowledge and skills**, therefore prioritization of **skill development** & motivation of faculties and students for **research** has become its **thrust** area.

Faculties of the Institute are encouraged to acquire professionally recognized certificates of Skill based courses. After acquiring latest professional knowledge, faculties get motivation to develop innovative ideas, which they incorporate into developing proposals for minor/major research projects and consequently publishing their innovative technical work in the reputed national and international journals. So far, Institute has sanctioned support for three minor research project proposals that have been approved funds by the University of Mumbai. As a support to research activities Institute has introduced Welding and E-Yantra Laboratory this has been used by the faculties and students to perform research related activities. Institute maintains records of faculties & students contributing in research work and publishing their articles in the reputed journals.

Institute has remarkable achievements with e-Yantra lab, especially in the area of promoting professional skills and development of an innovative research mindset. Faculties and students are encouraged to solve problems using technology across a variety of domains such as agriculture, manufacturing, defense, home,

smart-city maintenance, and service industries.

This lab is becoming a good platform for acquiring hands-on experience for the faculties and students. Every year two competitions eYRC and eYIC are organized by e-Yantra, IIT Bombay where students and faculties are encouraged to participate. Some of the groups reached the national finals and two teams acquired Silver & bronze awards with a cash prize. The institute hosted two workshops for teachers and students in which 187 students were trained.

In 2015, a Welding Lab was established in the Institute. This lab arranges workshops to train faculties and students with an objective to develop research skills. Developed skills are used by the Teams named “TEAM ARIES” and “TEAM ARTEMIS” in the Competitions named "SAE" and "M BAJA”. In line with objectives of National Education Policy (NEP 2020), the Institute is committed to enhance educational qualities of the faculty, catalyze high standard academic research in discipline specific and interdisciplinary fields, build effective governance and leadership and provide an optimal learning environment and support system for the students. This institute has a collaborative and interactive work culture.

Institute encourages faculty members to enhance their skill by acquiring certificates of massive open online courses available in NPTEL and Swayam platform, Short term training programs(STTP), Faculty development programs (FDP). This initiative has resulted in focused involvement of the faculties and students in research activities thereby enhancing knowledge in the core subjects. This helped faculty to prepare quality contents of lectures and practical’s conducted in the Institute with online and offline mode.

Institute's overall effort in engaging faculties and students with their full academic & professional skill potential, leadership skill to undertake multiple roles & sense of team work has resulted in increased productivity of research work. Faculties have developed minor research project proposals that are either funded by the institute or University of Mumbai. During the challenging process of research work, the Institute takes measures to maintain human values, such as the well-being of the physical and emotional state of faculties and students. With this thrust of quality research work, the Institute is poised to take on greater challenges in future.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The institute has started undergraduate course on Computer Science and Engineering (AI-ML) in the academic year 2022-23.

The Institute places a strong emphasis on the use of ICT resources to improve student's learning environments. Institute also acts as a Remote Centre of the Indian Institute of Remote Sensing (IIRS), Indian Space Research Organization (ISRO).

The institute encourages faculty members to pursue higher studies. Sixteen faculty members of the Institute have successfully completed their PhD's and fifteen faculties are pursuing their PhD.

The Institute appreciate students by "Best Student Award" based on academic excellence, participation in extra curricular and co-curricular activities.

The students of the Institute have always bagged the prizes/ medals in various competitions like Hackathon, eYantra. The team of VIVA Institute of Technology had won the hardware edition of "Smart India Hackathon 2019" at REVA University Bangalore. Our teams stood at 1st and 2nd place in Swachh Technology challenge-GREEINNO WAR-3 EVENT under Swachh Bharat Mission in Vasai Virar City Municipal Corporation, winner of "Innovation Express 2021" organised by Times of India, GlobalShala and Agastya International Foundation. Our students secure third position at "National students space challenge-2018", IIT-Kharagpur. Our students have won prizes in various competitions held at IIT-Delhi, IIT-M, IIT-K. Our team Arsyia secured International design regular class rank 3 and design micro class rank 4 in SAE Aero Design Competition USA.

Concluding Remarks :

VIVA Institute of Technology is having excellent infrastructure, providing quality technical education to students. It has a team of motivated staff members for providing guidance to students. IQAC significantly contributes to maintaining and improving quality on all fronts.

The efforts taken by teaching staff in academic planning, execution and monitoring are reflected through passing percentage of students.

Faculty are encouraged by the Research and Incubation Center to increase their number of research publications in reputed journals, Major / Minor project proposals, and IPR. The institute promotes faculty involvement in conferences, workshops, STTPs, and FDPs.

The Institute is preparing for challenges in the areas of skill development and improving employability.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :33</p> <p>Remark : Data updated as per the certificates provided by the HEI</p>																				
1.2.2	<p><i>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</i></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>425</td> <td>0</td> <td>517</td> <td>543</td> <td>549</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>425</td> <td>52</td> <td>517</td> <td>543</td> <td>548</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	425	0	517	543	549	2021-22	2020-21	2019-20	2018-19	2017-18	425	52	517	543	548
2021-22	2020-21	2019-20	2018-19	2017-18																	
425	0	517	543	549																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
425	52	517	543	548																	
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 1419</p> <p>Answer after DVV Verification: 1481</p>																				
2.1.1	<p>Enrolment percentage</p> <p>2.1.1.1. Number of seats filled year wise during last five years (Only first year admissions to be considered)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18						2021-22	2020-21	2019-20	2018-19	2017-18					
2021-22	2020-21	2019-20	2018-19	2017-18																	
2021-22	2020-21	2019-20	2018-19	2017-18																	

557	542	459	459	459
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Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
498	498	438	438	438

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
35	36	35	80	106

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
39	30	33	80	104

2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
240	240	210	210	210

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
249	249	219	219	219

Remark : Data updated as per supporting documents

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

2.6.3.1. Number of final year students who passed the university examination year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
565	501	442	495	526

Answer After DVV Verification :

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2021-22	2020-21	2019-20	2018-19	2017-18
568	501	442	495	526

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
607	503	443	509	557

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
607	503	443	509	557

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	4.67	0.42	0.5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0.4	0.5

Remark : Data updated as per supporting documents.

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
18	4	22	17	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

11	3	13	12	8
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Remark : Data updated after excluding the guest lectures

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	3	37	21

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	3	8	7

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
34	83	47	103	88

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
32	65	38	99	78

Remark : Data updated as per supporting documents

3.4.3 *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2	5	9	5	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	4	9	5	5

3.5.1 **Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

Answer before DVV Verification : 20

Answer After DVV Verification : 16

4.1.2 **Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years**

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
21.79	15.11	70.19	21.69	171.61

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
21.7	15.1	70.1	21.6	171.6

4.3.2 **Student – Computer ratio (Data for the latest completed academic year)**

4.3.2.1. **Number of computers available for students usage during the latest completed academic year:**

Answer before DVV Verification : 510

Answer after DVV Verification: 512

4.4.1 **Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
57.26	15.54	20.96	44.56	94.76

Answer After DVV Verification :

--	--	--	--	--

2021-22	2020-21	2019-20	2018-19	2017-18
57.2	15.5	20.9	44.5	94.7

5.1.1 **Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years**

5.1.1.1. Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
972	939	908	977	734

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
981	936	921	974	1044

5.1.2 **Following capacity development and skills enhancement activities are organised for improving students' capability**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

5.1.3 **Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
314	73	583	571	478

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
314	73	583	219	251

5.1.4 **The institution adopts the following for redressal of student grievances including sexual**

harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

5.2.1 **Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
211	108	79	120	48

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
206	108	79	120	48

5.2.1.2. **Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
607	498	456	502	547

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
568	501	442	495	526

Remark : Data updated as per number of students passed out

5.2.2 **Percentage of students qualifying in state/national/ international level examinations during the last five years**

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
8	6	4	5	3

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
8	6	4	4	3

Remark : Data updated as per supporting documents

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	13	4	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	9	2	1

Remark : Data updated after excluding the local awards

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
28	1	71	69	54

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	13	13	6

Remark : Data updated as per supporting documents.

6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

6.3.2 **Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
29	20	12	2	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
29	20	12	2	5

6.3.3 **Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
73	47	99	82	86

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
37	35	57	46	60

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
48	47	47	47	51

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
48	47	47	47	51

Remark : DVV has updated the data after excluding less than 5 days' FDP and avoiding repeat count of teachers,

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: C. Any 2 of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of students year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2021-22</td> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> </tr> <tr> <td>1647</td> <td>1660</td> <td>1489</td> <td>1700</td> <td>1898</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2021-22</td> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> </tr> <tr> <td>1647</td> <td>1660</td> <td>1489</td> <td>1700</td> <td>1898</td> </tr> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	1647	1660	1489	1700	1898	2021-22	2020-21	2019-20	2018-19	2017-18	1647	1660	1489	1700	1898
2021-22	2020-21	2019-20	2018-19	2017-18																	
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2021-22	2020-21	2019-20	2018-19	2017-18																	
1647	1660	1489	1700	1898																	
2.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count):</p> <p>Answer before DVV Verification : 116</p> <p>Answer after DVV Verification : 116</p>																				
2.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2021-22</td> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> </tr> <tr> <td>92</td> <td>97</td> <td>92</td> <td>99</td> <td>104</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2021-22</td> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> </tr> <tr> <td>92</td> <td>97</td> <td>92</td> <td>99</td> <td>104</td> </tr> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	92	97	92	99	104	2021-22	2020-21	2019-20	2018-19	2017-18	92	97	92	99	104
2021-22	2020-21	2019-20	2018-19	2017-18																	
92	97	92	99	104																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
92	97	92	99	104																	

3.1 **Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
299.67	219.31	403.48	342.6	522.65

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
299	219	403	342	522