



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

VIVA INSTITUTE OF APPLIED ART

**BLOCK A, VEER SAWARKAR MARG, SHIRGAON, VIRAR- EAST, TAL- VASAI,
DISTRICT- PALGHAR**

401305

www.vivaappliedart.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in 2011, VIVA INSTITUTE OF APPLIED ART has embarked on a journey dedicated to nurturing the next generation of proficient professionals in the realm of Advertising, Art and Communication Design. This visionary institution was conceived with the intent of cultivating the creative potential within students, sowing the seeds of artistic growth, and crafting aspirational Fine Artists in the fields of Applied Art and Painting.

Situated in the picturesque surroundings of Shirgaon, Virar (East), VIVA Institute of Applied Art stands as a beacon of creative inspiration. This institution not only aligns with the academic requirements of the University of Mumbai but also places paramount importance on fostering holistic growth and skill development. Accredited by AICTE and recognized by the Directorate of Art, Government of Maharashtra, the institute is committed to delivering qualitative education.

At the heart of this educational endeavor lies a dedication to offering students a comprehensive platform to fulfill their aspirations, enhance their cognitive abilities, refine their artistic skills, and develop a well-rounded personality. The institute achieves this through a rigorous curriculum, student engagement in diverse activities, a robust mentorship system, and value-added programs.

The institute is committed to instill strong values and discipline in students through a meticulously designed framework, preparing them to emerge as global professionals of extraordinary caliber. The experienced faculty members here are dedicated to nurturing and mentoring students to the best of their abilities, bridging the gap between theory and practice, and nurturing all-around professional competency. The institute is also renowned for the accomplishments of its young artists in the fields of communication design and art.

Vision

Socially responsive education to develop culture & innovation.

Mission

Committed to maintaining communal harmony with ethics & aesthetics. Ability to visualize creative solutions and personal vision informed by social and civic responsibility. Educate and inspire students to be active participants in society with the highest aspirations for creative social achievements, innovation and better human beings.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Affiliation with University of Mumbai and AICTE approval adds to the credibility and ensures that the

institution meets academic standards.

- The scenic location fosters a creative and conducive learning environment.
- Modern facilities with well-equipped studios, labs, and an auditorium provide students with the resources they need for practical learning.
- Emphasizing on holistic student development enhances the overall growth and prepares them for real-world challenges.
- An experienced and driven faculty improves the standard of instruction and student learning.
- The ratio of full-time teachers to students at the institute is good to ensure personalized attention and effective teaching.
- Active student participation contributes to a vibrant learning atmosphere in both academic and extracurricular activities.
- The college has 2 departments Applied Art & Painting offering undergraduate programmes. The pass percentage of the post-graduate programmes is above 90%.
- The administration of the college is highly transparent and UG admission invariably follows government rules and every decision making is under the purview of RTI Act.
- Examinations and Evaluation Evaluation system in the college keeps high standards of integrity and timely result declaration.
- The collection of books in the library is really extensive, having around 4000 books, journals and magazines. Each department has libraries and access to world class online databases.
- The college possesses a Fully Integrated Computer lab and professional lab having iMac with high configuration.
- Inclusiveness and Diversity Students and staff come from all communities and areas that are socially, economically or culturally backward, such as South Mumbai, North Mumbai & outskirts such as Panvel and Palghar. This helps the institution to identify diverse ideas and opinions.

Institutional Weakness

- Compared to older institutions, the institute may not have the same historical reputation.
- Geographic location in Virar may limit accessibility.
- Not being a residential campus is one of the weaknesses of the college. This could be due to security reasons. Considering the different academic resources available here under the roof of VIVA Trust, it would have been an advantage for the residential students to use these facilities without the constraints of time.
- Research prospects may be impacted by the shortage of faculty with PhDs.
- A need to improve research publication in UGC-care journals to enhance academic recognition.
- Lack of regular alumni engagement for the institution.

Institutional Opportunity

- There may be opportunities to diversify and expand the range of programs beyond the existing Bachelor's degree to attract a broader range of students and meet evolving industry demands.
- International partnerships can enhance the institute's reputation and offerings.
- Encouraging research and innovation in the field of Applied Art and Painting can elevate the institute's academic standing and provide opportunities for students.
- Seminars, conferences, and panel discussions with industry experts can provide insights into current industry trends and create networking opportunities for students.

- The institute can seize the opportunity to enhance participative learning through interactive installations, industry visits, and workshops.
- Fostering collaborations with well-known industries aims to develop practical skills for employment by integrating real-world experiences into the curriculum.
- Incorporate the alumni network of the institution to connect current students with alumni who have been successful in landing a job. Alumni can provide advice and mentoring.
- Being in the heart picaresque midst of the lush greenery and full of ozone is blessed with several unique strengths. Even though it is far from the city, the college is well connected by road, rail. The easy accessibility attracts students with academic aptitude. The strategic location has contributed to the inclusiveness and diversity of the college. Eminent personalities fall in love with the beauty of the lush greenery around. It is easy to visit the college by road and interact with the students frequently.

Institutional Challenge

- Applied Art and Painting are extremely competitive fields that necessitate constant innovation and skill improvement.
- It can be challenging to guarantee a constant flow of students while upholding high standards, particularly in light of demographically remote location.
- It could be challenging for institutions to keep up with the rapid advancements in creative technology.
- Inadequate government support for research initiatives may hinder academic growth.
- Adapting to the National Education Policy (NEP) changes poses challenges and requires restructuring of programs and teaching methodologies.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

VIVA Institute of Applied Art is a unique institution that offers a comprehensive academic program in Applied Art and Painting, focusing on creativity, practical problem-solving, and fostering creative thinking. The curriculum covers a wide range of subjects, from traditional knowledge to contemporary issues, with a focus on imparting skills and its application. The institution aligns its academic calendar with the University of Mumbai's schedule, ensuring a seamless educational journey. The curriculum includes 20% classwork and 80% annual examination for Applied Art, 40% classwork and 60% annual examination for Painting. The Principal assigns subjects based on teachers' expertise, and academic planning is meticulously prepared by each class in charge. Continuous assessment is conducted through term examinations, surprise tests, and regular assignments, adhering to university guidelines. The institute also encourages co-curricular and extracurricular activities, with students excelling in various university-level competitions in fine art, performing art, and literature. Faculty development programs augment staff expertise and values, while regular student feedback refines course delivery. The institute also encourages students to enroll for certificate and value-added courses related to image editing, digital illustration, and graphic design. The institution seeks feedback from students, teachers, and alumni to continuously enhance academic performance and campus life. The curriculum addresses cross-cutting issues such as gender equality, environmental awareness, and social and public welfare concerns, fostering social responsibility. The institute adheres to AICTE and University of Mumbai's codes of conduct, inviting guest speakers and industry artists to educate students on professional practices. VIVA Institute of Applied Art fosters human values through activities like distributing flags in rural areas. It also conducts tree plantation initiatives, beach cleanliness drives, and awareness programs, involving students in

waste management projects and disseminating information about environmental awareness on social media.

Teaching-learning and Evaluation

VIVA Institute of Applied Art has demonstrated a strong commitment to the teaching-learning process and evaluation mechanisms over the last five years, aiming to provide a dynamic and engaging educational environment for its students.

The institution has maintained a consistent enrollment percentage of 76.41% in the last five years, ensuring a stable student population. Moreover, the percentage of seats filled against reserved categories, adhering to applicable reservation policies, stands at 70.69%, highlighting efforts to promote inclusivity and diversity in admissions.

The Student-Teacher Ratio indicates a reasonable balance between faculty and students. The integration of ICT-enabled tools and online resources enhances the effectiveness of teaching and learning. Experiential education is at the core of the institute's philosophy, demonstrated through initiatives such as the summer internship program, dedicated studio spaces, and various workshops and practical sessions. Participatory learning approaches, educational visits, study tours contribute to a holistic learning experience.

The institute's commitment to problem-solving methodologies is evident through regular classwork assignments, projects, design competitions, and self-learning opportunities. The library resources, online courses, group sketching sessions, in-house competition based on skill sets such as 'letters meet', 'sketch hub' and access to cutting-edge equipment and online platforms further enrich students' learning experiences.

The evaluation process follows a transparent mechanism of internal and external assessments. Internal assessments are conducted with a focus on timely result declaration, assignment records, and various participatory learning approaches. External assessments involve secure distribution of question papers, thorough verification, revaluation processes, and efficient grievance handling.

The institution clearly focuses on communication design skills, critical analysis, aesthetic sensibility, brainstorming exercises, technological competence, and artistic expression. The evaluation is systematically carried out through continuous assessment methods and a well-structured examination system.

The pass percentage of students over the last five years is 95.52%, reflecting the effectiveness of the teaching-learning methods implemented by the institute. Over the past five years, two students have consistently topped the university examinations whereas few students have regularly secured the top five ranks.

In summary, the institute is dedicated to providing a comprehensive and quality education that prepares students for success in their chosen fields.

Research, Innovations and Extension

VIVA Institute of Applied Art is at the forefront of fostering an Innovation Ecosystem within its academic walls. The institution's Research and Development Cell plays a pivotal role in cultivating a vibrant research

culture, focusing on graphic design, visual communication, and design solutions. The Research and Development Cell of the institution, which focuses on graphic design, visual communication, design thinking & solutions, and art pedagogy, is essential to fostering a dynamic research culture. Faculty members are actively encouraged to engage in conferences and workshops, such as VISHLESHAN and the University of Mumbai's Research Convention "AVISHKAR," demonstrating a commitment to promoting research activities.

The Intellectual Property Right (IPR) Cell is another significant initiative, providing essential instructions on copyright filing procedures and raising awareness among teachers and students.

Students in their final year are encouraged to undertake research-based project reports, engaging in thorough investigations covering various aspects from target market analysis to SWOT analysis and project execution. This commitment to research extends to internships, where students gain real-world experience in the field of design.

The institute actively participates in workshops, seminars, and conferences, showcasing a dedication to the latest advancements in research methodology and intellectual property rights. Events like Aavishkar, Typoday conference, Faculty Development Programs, and participation in National Education Policy seminar highlight the institute's pursuit of excellence in design education.

The institute conducts extension activities that contribute to community enrichment and students' holistic development. This includes an active participation in Art Festivals, Film screenings, Tree plantation programme and initiatives like the Art Corona Campaign during the COVID-19 pandemic.

Furthermore, the institute engages in events such as Shivrajyabhishek, showcasing active community engagement and a commitment to preserving cultural heritage. The encouragement of project topics and assignments on social issues reflects a broader goal of raising awareness and fostering responsibility towards societal challenges.

The institution's extension activities, conducted in collaboration with industry partners and supported by MoUs for placements and internships, demonstrate a holistic approach to education, enriching the educational environment and contributing to the overall development of its students.

Infrastructure and Learning Resources

VIVA Institute of Applied Art is dedicated to providing a supportive and stimulating academic environment through its well-designed infrastructure and learning resources. The institution is well supported by specialized studios and labs. These spaces contribute to practical learning experiences, including elective workshops and a print graphic workshop.

The institute's infrastructure includes separate spaces for boys and girls, tutorial sessions, language labs, exams, and administrative areas. A well-stocked library, placement cell, and diverse co-curricular and extracurricular spaces for sports, games, cultural events, yoga, and mindfulness contribute to a holistic learning environment.

The library as a learning resource, at the institute stands out for its efficiency and modernism, utilizing an Integrated Library Management System (ILMS) named "VIVA Software Solutions." Automation enhances accessibility, allowing students and teachers to independently explore a vast collection. The library's membership in the National Digital Library (NDLI) Club provides 24-hour digital access to an extensive range

of educational resources, fostering a richer educational experience.

The institution allocates a portion of its budget to maintain and expand the library's collection, ensuring new resources align with evolving educational needs. The magazines, annuals, journals have been purchased regularly as per its pattern of subscription. The library's E-Journal database, digital resources, and access to rare art pieces further demonstrate its commitment to outstanding educational resources. Library has the facility of multimedia PCs for students to use as it is a demand of the course.

In terms of IT infrastructure, the institute maintains a strong and well-organized system, customized to meet the varied needs of faculty, administrative staff, and students. With a combination of licensed and open-source software, extensive network coverage, and continuous updates, the IT infrastructure supports reliable, safe, and fast internet connectivity. The implementation of a Sonic Firewall ensures network security, and regular updates by a dedicated IT team keep the facilities at the forefront of technological advancements.

The institute has strategically invested in its infrastructure and learning resources, creating a foundation for comprehensive education. The commitment to modernization, automation, and accessibility ensures that students and faculty have the tools and environment necessary for a rich and stimulating learning experience.

Student Support and Progression

Students are provided with a range of amenities upon acceptance into the college, including areas for both indoor and outdoor sports, assistance with extracurricular activities, and financial aid for worthy applicants. The college assists them in obtaining financial aid and in utilizing the Central and State government-sponsored scholarship programmes.

Over the past five years, the VIVA Institute of Applied Art has significantly supported and facilitated the progression of its students through various initiatives. One key aspect is the provision of scholarships and free ships, benefiting an increasing number of students annually. The institution, government bodies, non-government bodies, industries, individuals, and philanthropists have actively contributed to these financial aids.

The institution focuses on holistic development of its students by organizing capacity-building activities. These include workshops on soft skills, language and communication skills sessions, life skills events, and ICT/computing skills activities. The commitment to student welfare is further evident through the establishment of mechanisms for grievance redressal, ensuring a safe and supportive learning environment.

The alumni association has played a pivotal role in the institution's growth. Through initiatives like "Colour 4 Life" encourages students to express their artistic interpretations. Alumni interaction events, where successful graduates share insights and advice, have been instrumental in guiding current students. Additionally, alumni contributions, such as the initiation of an internship program, bridge the gap between theoretical knowledge and real-world application.

In sports and cultural activities, there is an active student participation. The institution's emphasis on recognizing excellence is reflected through the awards and medals received by students for outstanding performances at various levels. The institute has also won the 'Section championship Trophy' at the Youth festival organized by the University of Mumbai for its tremendous achievements in the fine art section .

In conclusion, the Institute demonstrates a comprehensive commitment to students' support and progression,

encompassing financial aid, skill development, grievance redressal, alumni engagement, and recognition of achievements in sports and cultural activities. These efforts collectively contribute to a nurturing and empowering educational environment.

Governance, Leadership and Management

The governance, leadership, and management at the VIVA Institute of Applied Art reflect a commitment to excellence and a holistic approach to education. It strictly adheres to the curriculum designed by the University of Mumbai and focuses on nurturing creative individuals for the advertising industry and professionals contributing to societal and national development.

The institution's vision and mission align seamlessly with its governance and leadership practices. The Management Committee, guided by the institution's mission and vision, formulates policies and executes administrative powers, ensuring strategic planning and decision-making are in line with institutional goals. The Governing Council Committee emphasizes faculty development, student mentorship, and creativity enhancement through various initiatives like hosting artist camps, fostering a vibrant atmosphere.

Under the leadership of the Principal, who oversees both academic and administrative aspects, the institution prioritizes quality and excellence. The College Development Committee (CDC), Institutional Quality Assurance Cell (IQAC), and various department-level committees work collectively to review academic development, student performance, and institutional operations, ensuring alignment with long-term objectives.

Efficiency and effectiveness are evident in the institution's centralized administrative approach, ensuring fairness in decision-making. The VIVA Institute of Applied Art demonstrates a commitment to modernization by introducing the Edba app for digitizing learning and streamlining classroom management, emphasizing innovation in education.

The institution's leadership recognizes the importance of staff well-being and professional development. Health awareness activities, conference and workshop sponsorships, higher education policies, insurance security, and other initiatives contribute to a supportive work environment. Internal and external audits ensure financial integrity and compliance with regulations.

The Internal Quality Assurance Cell plays an essential role in institutionalizing quality assurance practices, promoting continuous improvement, and enhancing overall performance. The IQAC engages stakeholders for feedback, conducts academic audits, and supports initiatives to foster industry readiness and research among students.

In conclusion, the governance, leadership, and management at VIVA Institute of Applied Art reflect a commitment to quality education, holistic development, and continuous improvement. The institution's practices and initiatives underscore its dedication to fostering creativity, innovation, and social responsibility among its students and faculty.

Institutional Values and Best Practices

VIVA Institute of Applied Art stands out for its unwavering commitment to institutional values and best practices, reflecting a holistic approach to education, safety, gender equity, and social responsibility.

The institution prioritizes safety and well-being by implementing security measures such as CCTV cameras and first-aid boxes. It ensures gender balance in administrative and academic committees, fostering inclusive decision-making. The establishment of an internal complaint committee demonstrates a dedication to resolving and preventing gender-based issues. The Women Development Cell, self-defense session, and International Women's Day celebrations further underscore the commitment to women's dignity, safety, and empowerment.

The mentorship system guarantees personalized support for students, addressing academic and personal concerns. A female counselor enhances the support system for female students, creating a welcoming environment for advice and guidance. The provision of a well-equipped Girls' common room and gender-specific restrooms contributes to a hygienic and comfortable campus.

Environmental initiatives, including quality audits, green audits, energy audits, and clean campus activities, showcase the institution's commitment to sustainability. Beyond the campus, participation in beach cleaning exemplifies a broader environmental consciousness.

VIVA Institute of Applied Art actively engages in cultural and artistic initiatives, honoring national and international celebrations. The institution's distinctive initiatives include honoring armed forces through handmade greeting cards and celebrating renowned artists through the "Sanman Patra" ceremony. These practices bridge the gap between academic learning and practical success, providing students with invaluable insights and motivation.

The institution's best practices include the Annual Art Exhibition, providing a platform for students to showcase their talents, study tours for cultural immersion and experiential learning, and a global stage for student creations through the "Ads of the World" campaign showcase. These practices enhance students' creativity, expose them to real-world experiences, and connect them with industry professionals. Cultivated a relationship between students and colleges through social media, such as Facebook web feedback and feedback forms.

In conclusion, VIVA Institute of Applied Art's commitment to safety, gender equity, environmental sustainability, and cultural enrichment is evident in its policies and practices. The institution's emphasis on social responsibility and creative expression contributes to a well-rounded and empowering educational experience for its students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIVA INSTITUTE OF APPLIED ART
Address	Block A, Veer Sawarkar Marg, Shirgaon, Virar-East, Tal- Vasai, District- Palghar
City	Virar
State	Maharashtra
Pin	401305
Website	www.vivaappliedart.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Sangita S. Patil	0250-7756937795	9372552005	0250-2515275	contact@vivaappliedart.org
IQAC / CIQA coordinator	Netra Bangera	0250-8446117865	8446117865	-	netra@vivaappliedart.org

Status of the Institution	
Institution Status	Private

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	15-05-2023	12	The date mentioned is of the current academic year

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	Block A, Veer Sawarkar Marg, Shirgaon, Virar- East, Tal- Vasai, District- Palghar	Urban	0.75	11292

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	BFA, Applied Art, Fine Art	48	HSC	English + Hindi	60	41
UG	BFA, Painting, Fine Art	48	HSC	English + Hindi	30	12

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	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				19			
Recruited	0	0	0	0	0	0	0	0	10	9	0	19
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				8
Recruited	4	3	0	7
Yet to Recruit				1

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	0	0	0	0
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	1	0	0	1
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.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	9	7	0	16
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
		7	3	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	106	2	0	0	108
	Female	106	7	0	0	113
	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	5	2	3	2
	Female	4	6	2	4
	Others	0	0	0	0
ST	Male	1	0	1	1
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	7	8	10	4
	Female	13	6	2	5
	Others	0	0	0	0
General	Male	20	12	12	10
	Female	19	16	16	31
	Others	0	0	0	0
Others	Male	1	2	1	2
	Female	3	4	2	0
	Others	0	0	0	0
Total		74	56	49	59

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>It is imperative that the institute encourage the exchange of ideas and information between departments, involving Painting and Applied Art. Interactions with the Painting Department, where they can watch artist demonstrations and practice specialist painting techniques, are beneficial for applied art students. On the other hand, students who study painting can experiment with digital art and photography, which will enhance their creativity. The institute proactively motivates both staff and students to register for certificate programs in developing fields, cultivating an environment that values ongoing education and flexibility. This all-encompassing strategy opens the door for an education system that</p>
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	is more adaptable, dynamic, and ready for NEP 2020.
2. Academic bank of credits (ABC):	The initiatives taken by the institution to fulfill the requirement of Academic bank of credits as proposed in NEP 2020. Students are signed up for it. The University of Mumbai has been notified of the information. Additionally, the institution has already taken the lead and emailed the university to discuss switching to a credit-based system for course marking.
3. Skill development:	The Institution makes sure that experiential learning opportunities, such as industry visits, workshops and internships are offered to students. The institute has collaborated with industries through an MOU as a result of which the gap between theoretical understanding and real-world application is lessened. The institute engages industry veterans and master craftsmen to bridge faculty gaps. Being an art institute celebrating festival becomes an opportunity to display skills as it categorizes as art installations and student work on unique theme based ideas in stalls, structures decorating it justifying the concept. These events instills positivity in students through value-based education. This includes the development of humanistic, ethical, constitutional, and universal human values of righteous conduct, peace, love, non-violence, and life skills, among others.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	University of Mumbai permits academic exams to be conducted in Marathi, Hindi, and English. English, Hindi and whenever necessary use of vernacular language is the mix medium used by faculty as per the necessity of the class. Research on Indic scripts, languages is the requirement of syllabus in which the institution contributes to the preservation and promotion of Indian art forms and languages through assignments and projects. For instance, the Department of Painting has a subject on the History of Art, delving into Indian history. Elective subjects like Lettering and Typography in Applied Art expose students to various Indian scripts. Projects such as the study of Indian historical structures contribute to the preservation of India's rich cultural heritage and ancient wisdom.
5. Focus on Outcome based education (OBE):	Outcome-Based Education is a key component of the course in the area of Applied Art and Painting since it

	<p>focuses primarily on practical application. The assignments planned by the faculty members keeps OBE in mind, ensuring a comprehensive learning experience. Students' work improves when they receive timely feedback on their assignments. The annual art exhibition, which features student work and demonstrates the successful connection of learning outcomes with real-world applications, is a noteworthy OBE practice at the institution.</p>
6. Distance education/online education:	<p>The Institute is working towards encouraging students and faculty members to participate more in webinars, workshops and short courses on SWAYAM, NPTEL, MOOC and similar platforms. By encouraging students to enroll in software certificate programs, we are also aiming to prepare them for the workplace. Knowledge sharing sessions are also conducted through virtual expert discussions.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	<p>Yes, we do indeed have an Electoral Literacy Club (ELC) in our institute. This club's goal is to increase student awareness of voting rights, the registration procedure, and the voting process itself.</p>
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?	<p>The Electoral Literacy Club (ELC) was established by VIVA Institute of Applied Art with the help of staff coordinators and student coordinators. This club runs smoothly. The College created the Electoral Literacy Cell (ELC) to include students in activities and educate them about their voting rights. The ELC's goals are to encourage voter literacy among eligible persons in order for them to vote and make an educated choice during an election, to raise voter awareness with regard to the electoral process, and to distribute that knowledge widely.</p>
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	<p>The activities include: The following are some of the activities: 1) Raising Voter Awareness Through Poster Making: By making posters, ELC subjects are integrated with academic content to help students realize the importance of voting rights. 2) Making greeting cards to show support for the Army: Making cards to show support for the armed forces. It teaches students the value of voting rights and helps them</p>

<p>privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>understand the sacrifices made by the military forces. 3) Awareness through speeches: Promoting civic pride and patriotism through speeches and discussions on citizenship, voting rights, and nationalism.</p>
<p>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.</p>	<p>1) The Institute has engaged in socially important electoral-related efforts, such as designing posters and awareness campaigns that promote democratic values and voter engagement. 2) Active participation of students and staff in the "Har Ghar Tiranga" campaign where flags are distributed in rural areas to raise awareness of the significance of the day and the right to vote. 3) Creating social media posts for voting awareness.</p>
<p>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.</p>	<p>Students over the age of 18 who must register as voters are educated about their democratic rights, which include the right to vote in elections. We conduct voting at the institute's general secretary election to provide hands-on learning about the democratic system. We also hold discussions, poster presentations, and election procedure awareness events.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
231	217	217	225	224

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: 21

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

2022-23	2021-22	2020-21	2019-20	2018-19
16	12	12	13	15

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
81.95	39.31	38.99	54.22	60.18

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 Institution offers Applied Art and Painting academic programmes under Bachelor of Fine Art with a unique blend of creativity and real life problem solving. The curriculum places a strong emphasis on knowledge throughout a broad spectrum, including traditional wisdom to emerging contemporary concerns. In addition to information, the emphasis is on skills, application, and creative problem-solving. Most academic curricula are multi-disciplinary in character and offer specialized opportunities in expert fields. The Mumbai university-mandated program curriculum is followed at VIVA Institute of Applied Art. Furthermore, the organization has put together plans for boosting the teaching-learning process in the curriculum in the subsequent ways:

- The institute carefully plans its academic calendar to correlate with the schedule by University of Mumbai at the commencement of each academic year to offer a seamless educational experience.
- Course outcomes (CO) and programme outcomes (PO) are not clearly defined in the syllabus since the course is based on an annual pattern. According to the Applied Art syllabus, a course's evaluation is based on a marks system that includes a 20% Class work and 80% annual examination. According to the Painting syllabus, a course's evaluation is based on a marks system that includes a 40% Class work and 60% annual examination. Course outcome is followed by the focus area of each subject described in the syllabus.
- Keeping in mind the skillsets and the expertise of teaching faculty the subject division is done by the higher authority.
- Before the commencement of the academic year, annual planning of the curriculum, assignments, co-curricular activities etc. is planned by the respective class incharge with the help of fellow teachers.
- With the approval of the same by the higher authority this planning is further implemented and the work is distributed amongst class-incharge.
- The teaching staff of both departments are provided with this calendar ahead for effective assignment and lecture planning for the complete academic year well in advance.
- The hands-on workshops, expert visiting sessions are arranged for students where they get exposure to creativity. For students, practical workshops and expert visiting sessions are organized for enhance learning experience.
- Faculty members use term examinations, surprise tests and regular assignments to continuously evaluate the performance of their students. The examination process followed by the institution is strictly as per university guidelines. The results of all examinations are displayed from time to time. Every year, the students are evaluated and honored for their outstanding performance in the class work, through an annual art exhibition.
- Every student deserves to be recognized for their efforts since they are an asset to the institute.

- Co-curricular and extracurricular activities are supported and encouraged for students holistic growth. Additionally, the students also excel in fine art, performing art and literature competitions at the university levels. The institute organizes faculty development programmes for the staff members' value enhancement. Student feedback is collected every year 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: 1

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
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[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: 0.99

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

2022-23	2021-22	2020-21	2019-20	2018-19
11	0	0	0	0

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:

VIVA Institute of Applied Art demonstrates a comprehensive commitment to integrating cross cutting issues into its curriculum. Students of Fine Art do considerable academic work in promoting gender equality, environmental awareness, public awareness campaigns, resource conservation and many other social and public welfare issues. This approach not only enhances the educational experience but also helps students develop a sense of social responsibility.

Professional Ethics:

Applied art and Painting being a professional program, the Institute adhering to professional codes of conduct set by AICTE and the University of Mumbai. The Institute invites inspiring guest speakers and renowned artists from the profession every year to upgrade and update the current practices and knowledge about professional ethics. Through internships at advertising agencies and design studios, students gain practical experience in applying professional ethics. The industrial visits also add to their knowledge about recent trends. Meeting deadlines by the students is one of the important factors.

Several programmes have been undertaken by the Institute, including industry institute interactions. Through social media posts and hoardings, the institute creates awareness about various social responsibilities as a responsible citizen.

Gender Equality:

The institute is committed to promoting gender sensitization and equality throughout the year. In order to increase public knowledge of gender-related issues, it organizes events, self-defense workshops, and

guest lectures. Gender equality is prioritized when the views of female students and teachers are equally valued and taken into consideration. Celebrations of International Women's Day and skits performed by students further contribute to gender sensitization. Additionally, to address gender-related issues and establish a safe environment for all students, the Women Development Cell offers assistance and counselling.

Human Values:

The institute supports the following activities in order to acknowledge the role that Indian Army plays in providing a safe and secure living for civilians. Students are encouraged to make hand made cards for the Indian Defence Army and send it every year to the sketchpaintxprs team in order to foster human values in students. Defense authorities recognize the student's and the institute's efforts by awarding certificates and trophies as a winning college with the highest caliber entries. The institute also distributed flags in remote rural areas and increased awareness through the 'Har Ghar Tiranga' campaign by emphasizing the importance of voting rights in the neighborhood. The students went above and beyond by offering their services in the form of drawings for church restoration. The Institute has held Rajyabhishek Din, Cultural events, and Patriotic Festivities centered around human values.

Environment and Sustainability:

The institute actively promotes sustainable green practices and places a major emphasis on living in harmony with nature. Students and faculty members participate in tree plantation initiatives and beach cleanliness drives. Students perform skits highlighting topics like dry and waste management, spreading awareness about environmental sustainability. These environmentally friendly programmes support the institute's role to protect the environment and advance sustainability. Students are given assignments on making the best use of waste. Additionally, the students spread the word about each significant day by posting on social media.

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: 14.29

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

Response: 33

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: 76.41

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

2022-23	2021-22	2020-21	2019-20	2018-19
74	56	49	59	60

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
90	90	90	60	60

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: 59.77

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

2022-23	2021-22	2020-21	2019-20	2018-19
27	21	19	21	16

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

2022-23	2021-22	2020-21	2019-20	2018-19
40	40	40	27	27

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
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 14.44

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:

A dynamic and engaging learning environment is produced by the use of problem-solving strategies, and a strong emphasis on self-learning, ICT-enabled tools, as well as the institute's dedication to experiential and interactive learning.

Experiential Education:

Experiential learning is the foundation of the institute's educational ideology. To promote experiential learning, the institute has developed a number of programs, including:

Summer Internship Program:

An internship programme is planned for the third year applied art students in design sectors. This program allows students to work in actual industry settings, applying what students learned in the classroom to real projects.

Dedicated Studio Spaces:

The institute has spacious studios for drawing, printing, photography, illustration, lettering and typography and a well-stocked library. These areas give students practical learning opportunities which develop their abilities in a real-world setting.

Workshops & Practical Sessions:

Various workshops, such as projection mapping, printing, and sculpting workshops, are offered to further increase experiential learning. These seminars introduce students to a variety of creative processes.

Participatory Learning:

The Institute is supported by the participatory learning approach:

Educational Visits and Study Tours: To obtain an understanding of how theoretical principles are utilized in practical situations, frequently educational visits and study tours are planned. These encounters help students grasp their subjects holistically by bridging the theoretical and practical worlds.

Workshops & Seminars: Students participate in off-campus and on-campus workshops, seminars, and conferences. Students have the opportunity to broaden their views and acquire important knowledge through experiences like Typoday, an international typography conference, and the Climb K2 seminar.

ICT-Enabled Learning:

The Institute uses technology as an aid to improve the educational process. Projectors and other audiovisual equipment are available in the tutorial rooms to promote participatory learning. Presentations, video links, and other multimedia resources that simplify complicated ideas for students are beneficial.

Cutting-Edge Equipment:

The Computer lab is equipped with the newest digital tools. These technologies help teachers to give demonstrations that improve students' digital literacy.

Online learning platforms:

To give students access to resources and possibilities for collaborative participation, the institute makes use of digital platforms including Google Classroom, Google Meet, digital library. Interactive boards are installed in classrooms for better interactive sessions.

Methodologies for Solving Problems:

The institute cultivates problem-solving through:

Assignments and Projects:

The curriculum includes assignments and projects that test students' ability to use critical thinking and come up with solutions to practical design issues.

Design problem-solving competitions:

Student's participation in problem-solving events, help them to develop their skills while stimulating creativity and a sense of competition.

Self-Learning:

Students are provided with the tools that they self-manage for enhanced learning processes.

Library Resources:

Comprehensive library provides a plethora of materials for independent study, research, references and exploration.

Online Courses:

Students attend online courses to increase their knowledge and abilities on websites like Coursera, Udemy, YouTube and so on for additional study.

Group Sketching Sessions:

Applied Art and Painting department come together for daily group sketching sessions that provide students the chance to work on themselves and learn from one another.

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: 59.13

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

2022-23	2021-22	2020-21	2019-20	2018-19
23	23	23	23	23

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	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: 4.41

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	1	0

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
Provide Links for any other relevant document to support the claim (if any)	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:

I. Internal Assesment

The Institute with the University of Mumbai (UoM) adheres to a strict procedure for holding annual exams for various classes and Internal Assesment (IA). An overview of the procedures for conducting, managing, and reviewing these examinations is given in this process report.

A. Formation of the Examination Committee:

The Principal serves as the committee's Chief Conductor (CC), while senior faculty members serve as Senior Supervisors (SS). This committee is essential to the evaluation procedure.

B. Term and Annual Examinations:

The academic year is split into two terms, with the annual examination taking place at the conclusion of the second term and the terminal examination taking place at the conclusion of the first term. Seating is planned and timetables are displayed well in advance.

C. Timely Result Declaration:

Two weeks following the examination, the results of the terminal examination are swiftly made public. For the benefit of students taking the upcoming yearly examination, faculty members explain the grading criteria while discussing each paper.

D. Assignment Records:

Assignment cards have been maintained for each student, detailing the submission of assignments and the marks obtained. Based on these assignment records, a total score is produced that includes 20 marks for each subject of applied art and 40 marks for each subject of painting.

II. External Assessment**A. Question Paper Handling:**

One week before the exam, the examination cell receives sealed practical subject question papers from the university. The theory exam questions are made available online one hour before the examination. Password protected documents (accessed only by the principal) are downloaded while being closely watched, sealed, and sent to the SS for distribution.

B. Secure Distribution:

Junior Supervisors open the sealed packets of test questions and give them to the candidates while being witnessed by two students. Answer papers, rough sheets, and gateway sheets are obtained from the exam supervisor for each class after the examination.

C. Verification and Dispatch:

Chief Conductor (CC) and Senior Supervisors (SS) verifies all relevant information on the answer sheets. The sheets, along with the rough sheets, are sealed with college information and handed over to authorized personnel from the university for further processing.

D. Revaluation and Grievance Handling:

After result declaration, students may apply for revaluation, grievance resolution, or obtaining a Xerox copy of their answer sheets (if wish to). A grievance committee addresses student concerns, notifying them through the exam cell. Sealed answer sheets are dispatched for revaluation to the University CAP centres as per the guidelines of UoM within stipulated timelines.

E. Final Revaluation Results:

After completing the entire process, the university declares the final revaluation results. A fair and transparent examination process for students is ensured by the participation of an examination committee, respect to university policies, and a methodical processing of question papers and evaluations. The examination department's overall efficacy is further enhanced through grievance resolution procedures.

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

Programme Outcomes (POs) for Bachelor of Fine Arts (Applied Art) Programme:

The institution offers two distinct programs, namely Applied Art and Painting, each with its own set of Program Outcomes (POs) designed to fulfill specific objectives. Though there are no specific PO clearly defined in the syllabus, the institute has generated its (POs) based on the objective of the course mentioned in the syllabus.

Graduates will be able to develop and communicate persuasively in a variety of communication design fields, including publishing, education, social communication, and advertising. Students will be able to use design ideas and methods effectively for powerful visual communication.

Students will learn to critically examine and analyze their own work, as well as current communication design trends and techniques. Students will be able to articulate and boldly defend the aesthetic choices they make, encouraging a climate of constructive criticism and introspection.

Graduates will hone their aesthetic sensibility and rendering abilities through practical courses, enabling them to produce aesthetically acceptable and visually appealing designs.

Students will gain a thorough understanding of the history of visual communication and advertising art, laying the theoretical groundwork for their creative practice. With this information, students will be able to use historical and theoretical understanding to solve analytical problems in modern communication design.

Graduates will be technologically competent and able to keep up with changes in the communication design sector. Professionalism will be developed in students as part of the program, enabling them to succeed in the cutthroat design market.

Programme Outcomes (POs) for Bachelor of Fine Arts (Painting) Programme:

The ability to use a variety of artistic tools, materials, and processes while recognizing their potential and constraints will be demonstrated by graduates. They will demonstrate their skill in expressing their artistic vision through a variety of techniques.

Students will gain a solid foundation in the fundamentals of drawing and design, comprehending fundamental forms, shapes, and spatial relationships. Students will incorporate these principles into their artistic works, revealing a deeper comprehension of visual aesthetics.

Graduates will express their artistic viewpoints in a way that reflects their individual artistic vision. They will learn about visual impressions as they investigate the connection between shape, matter, and the artist's perspective on the universe. Their artistic expression will be enhanced as they gain knowledge of how artworks relate to nature and human senses.

The curriculum will promote artistic expression and inspire pupils to discover their artistic potential and limitations. Students will gain knowledge of the cultural and historical settings of art, which will help them situate their own work within larger artistic traditions. Students will be able to appreciate the development of art and the various ways it has been expressed throughout history and across cultures.

By encouraging a thorough awareness of the creative process and pushing students to stretch the limits of their artistic ability, the course seeks to foster both personal and artistic growth. Graduates will encourage lifelong learning and growth in their artistic endeavors.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The Institute is dedicated to ensuring that its desired learning outcomes are achieved by putting in place a methodical procedure of data gathering and evaluation. This method lays the groundwork for removing obstacles to learning and steadily raising the standard of education. The department develops through teaching-learning procedures and strategies to make it easier for students to achieve these learning outcomes.

The regular analysis of student performance data is one of the main components of this commitment. To rigorously compile thorough data, continuous assessment methods such as internal tests, projects, field studies, and examinations are carried out. Based on the particular course objectives and learning outcomes, these assessments are given a certain amount of weight. Following a thorough analysis of the data, it is possible to identify problem areas and develop methods for raising the quality of the teaching-learning process.

The Institute uses contemporary technologies to improve student evaluation and learning. The teaching

environment incorporates ICT (information and communication technologies), e-learning platforms, photography, and computer labs. These methods are regularly updated to guarantee that they stay in line with the changing demands of future specifications, giving students access to cutting-edge resources for their education.

The syllabus is created with an assessment pattern that is meticulously regulated and contains a divide of internal assessment and annual exams. These assessments are essential for determining whether learning objectives have been met. While internal assignments and yearly exams are the main assessment tools used, other strategies including viva-voce, dissertation/project reports, and portfolios are incorporated into the curriculum to offer a comprehensive evaluation of students' knowledge and abilities.

The evaluation standards may differ between programs, however for Applied Art, a usual pattern allots 20% of the total marks to class work internal assessment and 80% to yearly exams. The distribution is changed for Painting to be 40% for class work internal assessment and 60% for yearly exams. This distinction reflects the particular requirements and goals of each program.

Assignments, attendance logs, presentations, and field trips are just a few of the varied methods used for internal assessment in all courses. Students receive assignments on a regular basis, and their performance is assessed based on both how well they participate in class and how well their final product is. This strategy makes sure that students are developing both their practical abilities and application of what they are learning in addition to their academic understanding.

The Institute conducts comprehensive exams, project reports, and internships for third-year students, providing practical experience and demonstrating the effectiveness of its continuous evaluation and learning outcomes measurement systems.

In conclusion, the Institute's attention to data-driven assessment, use of contemporary technologies, and a well-structured evaluation system show how committed it is to improving educational quality and making sure students achieve their desired learning goals. This method equips graduates with the skills they need to succeed in their chosen industries and adapt to the demands of the changing workplace.

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: 95.52

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

2022-23	2021-22	2020-21	2019-20	2018-19
52	58	51	62	54

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

2022-23	2021-22	2020-21	2019-20	2018-19
57	58	52	62	61

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
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 2.58

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

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)

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

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:

Within its academic walls, VIVA Institute of Applied Art is demonstrating its field in cultivating a lively research culture. It is the Research and Development Cell, which focuses on the investigation of fresh and challenging areas in graphic design, visual communication, and design solutions. Promoting research activity is highly valued at the institute, and faculty members are encouraged to actively engage in conferences and workshops such as 'VISHLESHAN' by VIVA IMR and the University of Mumbai's Research Convention 'AVISHKAR'.

The Intellectual Property Right (IPR) Cell is one of the significant initiatives; it is essential in raising awareness among teachers and students. Important instruction on the complexities of copyright filing procedures is also offered by the IPR Cell. To ensure that the value of intellectual property rights is firmly embedded in the academic curriculum, the institute intends to host sessions for all students during the current academic year in an effort to share this information.

Students in their final year are encouraged to complete research oriented project reports as an example of the institute's attention to research. This includes a thorough investigation that starts with the selection of a particular service, product or idea and continues with extensive research, target market analysis, SWOT analysis, problem identification, and project execution. Every stage is carefully reviewed, and students annually submit in their project reports to the University of Mumbai as well as the institute.

In addition, students actively engage in internships where they work with professionals in the field of design, participating in the research process and obtaining real-world experience. This practical experience enhances their education and helps them apply what they've learned in the real world.

The institute's commitment to the most recent advancements in research methodology and intellectual property rights is demonstrated by its extensive participation in workshops, seminars, and conferences. Notable events like Aavishkar, Faculty Development Programs, Design Seminars, Innovation and Research in UI-UX Design, and participation in National Education Policy (NEP) talks are all on the list. The institute faculties attended the IDC Design Education Conference as a venue to highlight its dedication to excellence in design education.

The Indian Knowledge System, which incorporates research and studies based on ancient Indian writing systems and the study of Indian regional script, is one of the elements of the institute's environment for innovation. Other components include acknowledgement of the contributions of Indian artists who have made enormous contributions to the subject. VIVA Institute of Applied Art has demonstrated its commitment to promoting a dynamic and forward-thinking academic environment through the development of the IPR cell and other efforts for the creation and transfer of knowledge and technology.

File Description	Document
Upload Additional information	View 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: 2

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	0	0

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: 0.29

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

2022-23	2021-22	2020-21	2019-20	2018-19
3	0	0	3	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View 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: 0.19

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	3	1

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
Provide Links for any other relevant document to support the claim (if any)	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 Applied Art conducts extension activities that not only enrich the community but also promote holistic development among its students, resulting in positive outcomes for the neighbourhood community and students' understanding of social issues.

Tree Plantation Programme: The institute's dedication to community engagement and environmental sustainability is demonstrated by its tree plantation programme. It encourages students to plant trees near homes, villages, and college campuses, highlighting the critical issue of climate change and fostering a sense of obligation to the community and the environment.

Participation in Art Festivals: The VIVA Institute is dedicated to fostering a culture of appreciation and respect for minute details in art, as evidenced by its active participation in various kinds of art festivals, including Kala Darpan, Mira-Bhayandar Art Festival, and Sanskruti Art Festival. Students who create artefacts with various surfaces and patterns not only hone their artistic abilities but also gain exposure to the broad and diverse range of artistic expression. Deeper comprehension of culture and aesthetics as well as artistic expression and creativity are encouraged by these experiences.

Film Screening for Holistic Development: The institution's thoughtful introduction of film screening as part of its extension activities has offered students a unique platform for holistic development. The

institute initiated film screening for the holistic development of the student. For example, watching Gandhi helped students think about how art, history, culture, and personal values connect. A powerful emotional bond by emphasizing the importance of Teachers Day in the movie Hichki. One got a comprehensive awareness of art culture and aesthetic enrichment through the flicks Lust for Life and Leonardo da Vinci. These movie screenings have aided in multidisciplinary research, artistic expression, and the development of emotional bonds.

Art Corona Campaign: The participation of faculty in the Art Corona Campaign during the COVID-19 pandemic by designing social media posts that showcased commitment to social impact.

Online Event for Shivrajyabhishek: The Shivrajyabhishek online event showcased the institution's active community engagement, involving students and faculty in preserving cultural heritage and celebrating its historical and artistic significance, thereby enhancing students' appreciation of their cultural heritage.

Project Topics and Assignments based on Social Issues: The institution encourages project topics and assignments on social issues to raise awareness and foster responsibility towards addressing societal challenges. These initiatives not only broaden students' horizons but also empower them to become change-makers in the society. VIVA Institute's extension activities have significantly impacted the neighbourhood community and students, fostering social awareness, nurturing artistic talents, and encouraging community involvement. Over the past five years, these activities have enriched the institution's educational environment and contributed to the holistic development of its students.

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

3.4.2

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

Response:

The VIVA Institute of Applied Art conducts extension activities that not only enrich the community but also promote holistic development of students, resulting in positive outcomes for the neighbourhood community and students' understanding of social issues.

Tree Plantation Programme: The institute's dedication to community engagement and environmental sustainability is demonstrated by its tree plantation programme. It encourages students to plant trees near homes, villages, and college campuses, highlighting the critical issue of climate change and fostering a sense of obligation to the community and the environment.

Participation in Art Festivals: The VIVA Applied is dedicated to fostering a culture of appreciation and

respect for minute details in art, as evidenced by its active participation in various kinds of art festivals, including Kala Darpan, Mira-Bhayandar Art Festival, and Sanskruti Art Festival. Students who create artefacts with various surfaces and patterns not only hone their artistic abilities but also gain exposure to the broad and diverse range of artistic expression. Deeper comprehension of culture and aesthetics as well as artistic expression and creativity are encouraged by these experiences.

Film Screening for Holistic Development: The institution's thoughtful introduction of film screening as part of its extension activities has offered students a unique platform for holistic development. The institute initiated film screening for the holistic development of the student,

For example, watching Gandhi helped students think about how art, history, culture, and personal values connect. A powerful emotional bond by emphasizing the importance of Teachers Day in the movie Hichki. Awareness of art culture and aesthetic enrichment was created through the flicks 'Lust for Life' and 'Leonardo da Vinci'. These movie screenings have aided in multidisciplinary research, artistic expression, and the development of emotional bonds.

Art Corona Campaign: The participation of faculty in the Art Corona Campaign during the COVID-19 pandemic by designing social media posts that showcased commitment to social impact.

Online Event for Shivrajyabhishek: The Shivrajyabhishek online event showcased the institution's active community engagement, involving students and faculty in preserving cultural heritage and celebrating its historical and artistic significance, thereby enhancing students' appreciation of their cultural heritage.

Project Topics and Assignments based on Social Issues: The institution encourages project topics and assignments on social issues to raise awareness and foster responsibility towards addressing societal challenges. These initiatives not only broaden students' horizons but also empower them to become change-makers in the society.

VIVA Institute of Applied Art's extension activities have significantly impacted the neighbourhood community and students, fostering social awareness, nurturing artistic talents, and encouraging community involvement. Over the past five years, these activities have enriched the institution's educational environment and contributed to the holistic development of its students.

File Description	Document
Upload Additional information	View Document
Provide Link for 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: 3

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	0	1

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: 27

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
Provide Links for any other relevant document to support the claim (if any)	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:

VIVA Institute of Applied Art has never compromised in its dedication to offering a supportive and stimulating academic environment. The institution provides a thorough four-year program in Painting and Applied Art degree courses. VIVA Institute of Applied Art is equipped with a variety of resources to support the journey toward intellectual and artistic development, empowering both professors and students.

The departments of Painting and Applied Art showcase the Institute's artistic expression. The well-designed classrooms have been designed to meet the unique requirements of each academic year. The infrastructure includes specialist studios such as the Drawing Studio, Lettering and Typography Studio, Illustration Studio, Photography Studio, and Computer Lab, in addition to traditional instructional rooms. This computer lab serves as a digital hub for creation, furnished with necessary devices like printers, webcams, and pen tablets. The practical learning experience is further enhanced by the availability of a separate workshop for Exhibition Display Design and Stagecraft as well as a Print Graphic workshop.

The infrastructure of VIVA Institute of Applied Art includes a variety of spaces outside of the studios and classrooms that improve the learning environment as a whole. There are separate rooms for boys and girls where they can be at ease and socialise. There are other rooms set aside for tutorial sessions, language labs, exams, and even a Principal's Cabin. The institute has teaching rooms, boardrooms, and offices, all necessary areas for administrative operations. Easily accessible, the well-stocked library is essential for academic research and exploration. Students benefit from the assistance of a placement cell, which facilitates their smooth transfer into professional life.

The VIVA Institute of Applied Art understands that education goes beyond lectures and texts. Utilising all of the available space, the institution's infrastructure plan spans many stories, from the lower ground to the third storey. The Department of Examinations and classroom ICT equipment demonstrate the institute's dedication to digital learning.

Education is not limited to the classroom's four walls. In order to promote a comprehensive approach to education, VIVA Institute of Applied Art invites students to participate in co-curricular and extracurricular activities. In addition to offering spaces for sports, indoor and outdoor games, and cultural events, the institution also features a large space for activities like yoga and mindfulness and overall wellbeing and a luxurious auditorium added to the campus's array of facilities.

In the simplest terms, VIVA Institute of Applied Art's well designed facilities and infrastructure provide the foundation for all-encompassing education. The institution makes investments in digital resources, outdoor spaces, and facilities for sports and culture in addition to traditional classrooms and studios. By doing this, it establishes a framework for education in which students have the resources and surroundings necessary to flourish, ensuring a comprehensive and stimulating learning experience.

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: 5.14

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

2022-23	2021-22	2020-21	2019-20	2018-19
4.45	1.31	1.91	1.78	4.67

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
Provide Links for any other relevant document to support the claim (if any)	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:**

In the field of managing academic resources, the VIVA Institute of Applied Art's library is an excellent example of efficiency and modernism. The institute has embraced automation using the Integrated Library Management System (ILMS) known as "VIVA Software Solutions" in an effort to improve the educational experience. Large collections are easier to handle with this all-inclusive approach, making it available to teachers and students alike.

The library uses an entirely automated software solution for its ILMS, which makes it easy for students and teachers to do independent study, research, and teaching. Users can easily peruse the vast library of books through this approach. The Integrated Library Management System (ILMS) offers a user-friendly interface that facilitates effective access to information, whether one is looking for a specific title, researching books by publisher, or identifying resources by accession number. It goes one step further by making the process of lending and returning items more efficient, which helps to enhance students' teaching-learning initiatives.

The Library has a membership in the National Digital Library (NDLI) Club, which is one of its noteworthy features. Established by the Ministry of Education, this esteemed club provides 24-hour digital access to an extensive library of educational resources. Users can explore a variety of collections that are offered in several formats, including HTML, PDF, and audio-visual materials. These resources, which have been carefully selected by distinguished experts from IITs around the country, enhance the educational experience even further. With about 145 registered members, the NDLI Club at the institute's library provides access to these priceless resources as well as opportunities to get involved in NDLI-organised events.

The library's collection includes priceless pieces for collectors who value rare and classic pieces, such as Michelangelo's "Complete Works," Caravaggio: The Complete Works, and books on well-known painters like Rembrandt and Leonardo Da Vinci. These treasures are a priceless resource for students studying art and design because of their distinctive viewpoints on the works of the greatest artists and designers.

The institution devotes a certain portion of its budget to maintaining and growing its library's holdings. The Library Books Purchase Policy, which guarantees that new resources are routinely obtained to suit the changing demands of teachers and students, serves as another evidence of this dedication.

The library's influence can be seen in the digital sphere because of its well-kept E-Journal database. Year after year, titles, volumes, and billing information are all prepared with care to be kept here. Accession registrations and supporting documentation are kept up to date. The university also promotes the usage of free e-books, giving students access to a massive digital library.

Ultimately, the library serves as evidence of the organisation's commitment to offering outstanding educational resources. The library is a hub of creativity and information, with a fully automated system, vast digital resources, and access to rare and priceless pieces of art. This dedication to making the best use of the library's resources empowers teaching faculties and students, improving education and promoting academic success.

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:

VIVA Institute of Applied Art has a strong and well-organised IT infrastructure, which is customised to the various needs of its faculty, administrative staff, and students. In order to ensure reliable, safe, and fast internet connectivity as well as smooth academic and administrative operations, institutions take proactive measures. Utilising both licenced and open-source software, an extensive network coverage, and a variety of devices, the Institute maintains its IT infrastructure up to date to facilitate effective and accessible study and research.

All PCs have a LAN connection. In addition to offering high-speed internet, the Institute goes beyond simply to secure the internet using firewalls and antivirus programmes. Additionally, the Institute provides wireless communication through Wi-Fi capabilities. Computers, laptops, desktops, and servers are among the machines. Every academic space has access to the internet. The corporation often provides continuous users with software updates. As soon as the authorities request it, vendors update the licensed software and integrate it in the next edition.

To successfully enhance learning, the VIVA stakeholders' resources are always being improved by the IT team. For students, the institute has a total of 60 Windows and 5 iMac computers. Installing the Sonic Firewall, which can manage the rising demand on networks and apps supporting administrative and academic operations, makes it easy to have a secure campus.

At the institute level, amenities are updated on a regular basis. A range of instructional software is available at the institution. The IT infrastructure combines open-source and licenced applications to create a flexible environment that allows for various preferences. This inclusivity fosters flexibility in the educational process by enabling teachers and students to use the resources that best suit their needs. Notable software programmes for academic and administrative use include Tally, CorelDRAW, Adobe Creative Suite, Microsoft Office, and Adobe Creative Suite. The commodity bills and tax invoices are also kept up to date by the institute.

Following AICTE guidelines, the institute offers over 35 Mbps of available bandwidth to meet the needs of the entire academic community with regard to concerns accessing the internet. High-speed internet access enables teachers to download and save instructional materials, facilitating the effective sharing of

information. Because it takes network security seriously, the organisation uses a Sonic Firewall to ensure network reliability and safety. This strong firewall can handle the rising load on networks, enabling administrative and academic functions while safeguarding sensitive data.

A dedicated team of non-teaching IT staff members manage the institution's IT resources, making sure that all computers, hardware, software, projectors, and UPS units run as efficiently as possible. The institute and departments both carry out routine updates to ensure that the IT facilities stay at the forefront of technological advancements.

In conclusion, VIVA Institute of Applied Art prioritises IT facilities management, ensuring continuous updates, secure digital environment, and ample bandwidth for efficient learning and administrative purposes.

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

4.3.2

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

Response: 3.55

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

Response: 65

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
Provide Links for any other relevant document to support the claim (if any)	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: 3.66

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)

2022-23	2021-22	2020-21	2019-20	2018-19
3.77	1.25	1.90	1.61	1.52

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
Provide Links for any other relevant document to support the claim (if any)	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: 39.32

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

2022-23	2021-22	2020-21	2019-20	2018-19
101	88	84	88	77

File Description

Document

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

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[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](#)

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: A. All 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
Provide Links for any other relevant document to support the claim (if any)	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: 92.91

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

2022-23	2021-22	2020-21	2019-20	2018-19
211	201	201	213	209

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
Provide Links for any other relevant document to support the claim (if any)	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: 19.13

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

2022-23	2021-22	2020-21	2019-20	2018-19
8	11	11	8	15

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

2022-23	2021-22	2020-21	2019-20	2018-19
52	58	51	62	54

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
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

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

Response: 5.26

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.)

2022-23	2021-22	2020-21	2019-20	2018-19
0	5	0	0	1

File Description	Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	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:** 48

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

2022-23	2021-22	2020-21	2019-20	2018-19
10	7	0	13	18

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	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

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: 3.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
1	3	1	6	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:

The VIVA Applied Art Alumni Association has been instrumental in the establishment and expansion of the institution. The official registration of this association under the Societies Registration Act, 1860 (Act No. 21 of 1860), is in process. The association has undertaken a number of efforts to interact with and support the institute as well as its students.

One of the noteworthy initiatives was "Colour 4 Life" by Faber Castell, introduced by alumna. Faber Castell generously provided color boxes to selected students, challenging them to paint their interpretations of the theme 'Navarasa'. The campaign not only inspired the students but also allowed them to showcase their artistic talents to a wider audience.

Another significant initiative was the Alumni Interaction event held on 19th July, 2019. It brought together alumni who had achieved remarkable success in their academic pursuits. These alumni were topper at University of Mumbai. This interaction aimed to inspire and guide final-year students, providing them with insights on the importance of hard work and dedication. The alumni shared their personal journeys and emphasized the significance of discipline, time management, and consistent efforts in achieving academic success. They also provided valuable advice on how to navigate the challenges of the industry and maintain a work-life balance.

The Principal felicitated these toppers during the event, reinforcing the message that dedication and hard work lead to success and that the VIVA Institute of Applied Art is a place where dreams can be transformed into reality.

One of the Alumni contributions is initiating the Internship Programme for the current students of the institute. This internship program bridges the gap between theoretical knowledge and real-world application. The expertise of our alumni and their guidance are instrumental in providing students with industry-relevant insights and skills.

To conclude, the VIVA Applied Art Alumni Association is playing a vital role in the growth of the institution by interacting with current students through programs like internships, alumni interaction events and initiating different projects. These programs benefit and transform students' academic experience by inspiring and guiding them, deepening the bond between the institute and its alumni.

File Description	Document
Upload Additional information	View Document
Provide Link for 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 Applied Art was established by Vishnu Waman Thakur Charitable Trust in 2010. The institute is affiliated to University of Mumbai and is recognized by the AICTE, New Delhi and DOA, Maharashtra State. The institute strictly adheres to the curriculum designed by the University of Mumbai and encompasses an excellent framework to organise, execute, and monitor the curriculum. It nurtures a unique system of education for producing creative youngsters for the advertising industry, and professionals who contribute to the development of society and the nation. This institute believes in empowering young students through rigorous curriculum, mentor system, students participation in co-curricular activities and experiential learning process.

Vision:

Socially responsive education to develop culture & innovation.

Mission:

Committed to maintaining communal harmony with ethics & aesthetics. Ability to visualise creative solutions and personal vision informed by social and civic responsibility. Educate and inspire students to be active participants in society with the highest aspirations for creative social achievements, innovation and better human beings.

The institution's vision and mission are perfectly aligned with its institutional governance and leadership. Several institutional practices that demonstrate a dedication The leadership and institutional governance of the organisation are ideally matched with its vision and mission. The harmony is demonstrated by a number of institutional practices that show a commitment to excellence and an emphasis on holistic development.

The Management Committee plays a critical role in directing and permitting the creation of policies and the exercise of executive authority. Their actions are grounded in the mission and vision of the organisation, providing a solid foundation for strategic planning and decision-making.

The Governance Council Committee's Agenda focuses on enhancing faculty development, enhancing students' teaching and mentorship, and nurturing creativity through hosting artist camps. These initiatives provide a platform for artistic expression and interaction, fostering a vibrant atmosphere. The institution also facilitates interactions with industry professionals, helping students bridge the gap between theory and practice, improving their employability and industry readiness. Academic excellence is a key focus, with tracking and celebrating achievements by students and faculty to promote and recognize excellence in education.

The institution is aiming to modernise facilities, improve teaching and learning, and promote staff development. It aims to streamline administrative processes and boost core sector placements while fostering industry ties. The long-term vision is to strengthen academic collaborations, achieve NAAC Accreditation, and encourage student participation in research and conferences. Institute is also committed to environmental sustainability and energy conservation, aligning with their vision and mission.

The Principal is in charge of managing both the administrative and academic systems as a whole. This leadership is marked by a dedication to upholding quality and excellence in every aspect of the institution's operation as well as a commitment to the mission of the institution. The governance system is strengthened further by IQAC and the College Development Committee. Collectively, these entities make decisions and seek to maintain the institution's quality and growth. A review of academic development and success, student performance, departmental performance and college management is conducted every year.

File Description	Document
Upload Additional information	View Document
Provide Link for 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's distributed operational framework and the efficient operation of its many institutional bodies are indicators of a well-organised and effectively run educational institution. The institutional perspective plan is successfully implemented, and through its policies, administrative structure, appointment procedures, service regulations, and procedures, the institution shows a commitment to effective governance.

Centralised Administrative Approach:

Through a centralised approach to governance, the institution makes sure that power and decision-making responsibilities are fairly divided across all levels. This method encourages openness, responsibility, and effectiveness in overseeing the institution's financial and educational endeavours.

For the academic year 2023–24, VIVA Institute of Applied Art is embracing innovation by launching the Edba app. Designed specifically for educational institutions, this all-in-one solution digitizes learning across all platforms and streamlines classroom management.

Principal's Responsibility:

The Principal, as the institution's chief academic and administrative officer, is responsible for keeping monitoring on every aspect of the institution's operations. The Governing Body and the Management Subcommittee provide them with advice, directives, and approvals to make sure that financial and developmental operations are in alignment with the institutional mission and vision. The Principal frequently reviews institutional operations and suggest agendas for the College Development Committee (CDC).

Department-Level Committees:

A number of committees are set up at the departmental level to support efficient academic and administrative operations. These committees, which also include the Internal Academic Audit Committee, NAAC Committee and others function as platforms for communication, evaluation, and advancement within each department.

Institutional-Level Bodies:

Institutional-level bodies support the institution as a whole. Focusing on student placements, the Training and Placement Cell makes sure they make a smooth transition into the workforce. The Admission Cell makes sure the documents are verified again on Institute level once after receiving the final list step by step from CET Cell through CAP-I, II, III & MOP up rounds before sending the data to University for Enrolment & Eligibility as well as ARA (Admission regulatory authority). The academic calendar's accuracy and punctuality are upheld by the head of academics.

Support Services:

The institution's main support services include counselling services, exam management, library resources, quality assurance via the IQAC, and channels for addressing grievances and ensuring impartiality. The maintaining of a conducive atmosphere for learning and working depends on these services and committees.

Institutional Perspective Plan:

The institution's dedication to long-term objectives and continual progress is highlighted by the successful implementation of the institutional perspective plan. The College Development Committee (CDC), which consists of the Management representatives, Principal, Staff members, Students, and Members of Alumni plays an important role in determining the institution's goals and course of action.

Efficiency and effectiveness:

The institution's dedication to efficiency and effectiveness is clear from its streamlined administrative structure, commitment to service norms and processes, and the frequent performance reviews given to teaching staff members. Additionally, the institution's commitment to addressing diverse issues and creating an equal and welcoming environment for all stakeholders is demonstrated by the existence of committees including the Internal Complaints Committee, Grievance Committee, and SC/ST Committee.

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
Provide Links for any other relevant document to support the claim (if any)	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 institution is committed to the overall well-being and professional development of its staff, both teaching and non-teaching, as evidenced by its performance appraisal system, welfare programmes, and advancement opportunities. These programmes not only improve the standard of living at work but also support the institution's future sustainability.

- **Health Awareness Activities:** By organizing health awareness activities, the institution actively supports the wellbeing of both its teaching and non-teaching staff. These include yearly yoga classes and seminars on fire prevention. Such programmes not only improve physical health but also foster a supportive workplace.
- **Conference and workshop sponsorship:** Through conference and workshop sponsorship, faculty members are given support for their professional growth. They are often motivated to participate in the Conferences, Seminars with research material and offer adequate backup in terms of flexibility of time and financial support etc. which makes it easier for them to take part in academic activities and knowledge sharing.
- **Higher Education Policy:** The institution encourages academic employees to acquire higher academic degrees because it recognises the significance of continuous qualification development. Flexibility is given to support their academic endeavours, encouraging lifelong learning and skill development.
- **Insurance Security:** The institute issues group personal accident insurance policies to protect its members against unintentional physical harm (Rs 10 lakhs for teaching and non-teaching staff and 1 lakh for students).
- **Access to Digital Libraries:** The entire staff have access to digital libraries and library resources. This provision gives employees the freedom to pursue higher education and research, promoting a climate of lifelong learning and intellectual advancement.
- **Leave Policies:** The institution makes sure that its leave policies follow applicable regulations and give employees the time off they need to take care of family and personal responsibilities. The institution's dedication to diversity and work-life balance is shown in initiatives including maternity leave for female staff.

File Description	Document
Upload Additional information	View Document
Provide Link for 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: 10.29

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

2022-23	2021-22	2020-21	2019-20	2018-19
4	0	0	0	3

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
Provide Links for any other relevant document to support the claim (if any)	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: 15.96

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

2022-23	2021-22	2020-21	2019-20	2018-19
15	0	0	0	0

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

2022-23	2021-22	2020-21	2019-20	2018-19
8	6	4	4	4

File Description	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
Provide Links for any other relevant document to support the claim (if any)	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:

Internal Audits: The Institution performs regular internal financial audits. Teams of internal auditors keep track of adherence to set financial standards and policy compliance.

External Audits: The institution conducts external financial audits by respected external auditors in addition to internal audits. These audits offer a fair evaluation of financial procedures, disclosure of expenditures, and respect to legal requirements.

Audit findings are a great source of criticism and practical advice. Accurately addressing identified areas for development strengthens financial management procedures and governance. The institution's dedication to financial integrity is strengthened through routine audits that make sure resources are used wisely and in compliance with accepted norms.

The institution's strategy plan to resource mobilization and utilization highlights its dedication to financial excellence and sustainability. The institution maintains the best practices of financial management, encouraging transparency, accountability, and the effective utilization of resources for the advantage of its academic community. To do this, it expands its funding sources, carefully allocates resources, and participates its financial processes to stringent internal and external audits. These procedures support the institution's ongoing development and effectiveness in achieving its educational mission.

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) is essential to the institution's efforts to institutionalize quality assurance practices and procedures. The IQAC has significantly improved the overall standard of operations and education by cultivating a culture of continual improvement. This explanation highlights the IQAC's role in analyzing and enhancing many parts of the institution while also providing the spotlight on its crucial duties and accomplishments.

The IQAC's primary objective is to develop a systematic framework for attentive and catalytic advancements in the institution's overall performance. It plays a crucial role in the institution's framework, working tirelessly to improve both the academic and administrative aspects. The IQAC seeks to promote technical progress and advancement by establishing best practices and absorbing a quality-driven culture.

Important functions of the IQAC

- The IQAC committee holds regular meetings to discuss quality-related issues and develop improvement plans. These meetings act as platforms for thoughtful decision-making and ongoing improvement.
- Students, parents, and faculty are just a few of the stakeholders whose opinions the IQAC regularly solicits. In order to match procedures and processes with quality norms, this feedback is important.
- The IQAC encourages professors and students to take part in various programmes and activities in order to promote holistic development. These programmes assist in the institution's overall development.
- Academic internal audit is carried out to judge the efficiency of teaching and learning processes. This audit offers insightful analysis and suggestions for improvement.
- Through workshops, guest lectures, and seminars, the IQAC promotes communication between students and professionals from this industry. These encounters give students access to real-world

knowledge and support the growth of marketable talents.

Promoting Industry Readiness:

The institution's dedication to producing graduates who are prepared for the workforce is demonstrated by the numerous programmes and events held under the direction of the IQAC. As part of these endeavours, notable speakers from the Advertising industry lead sessions. The college also places a strong emphasis on getting ready for NAAC certification to ensure compliance with quality standards.

Along with this, initiatives like "social awareness campaigns, elective projects help students develop portfolio by encouraging their creativity, critical thinking as well as social responsibility.

Academic Audit and Follow-Up:

The IQAC is essential in setting up academic audits and implementing the suggestions offered by outside evaluators at the time of the Annual Art Exhibition. This procedure makes sure that academic procedures and results are continuously improved, which raises the calibre of education.

Research committee:

Students are encouraged to be innovative and entrepreneurial through the institution's Research committee, which is overseen by the IQAC. For the development of young entrepreneurs, it offers crucial support, direction, technical resources, and infrastructure. This committee actively involves students in competitions and research projects, giving them real-world experience and promoting an innovative culture.

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: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	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:

The institution has implemented together a thorough set of policies to encourage gender equity and sensibilization in its extracurricular and co-curricular programmes as well as in the campus facilities. By taking these steps, the institution is demonstrating its dedication to guaranteeing the security, well-being, and equal opportunity for each individual who enters the premises.

To ensure everyone's safety, the institution has assigned security officers and installed CCTV cameras to monitor the campus. By taking this step, a safe environment is created where people of any gender can work and study without concern about their safety.

The institution has first-aid boxes in the administrative office so that everyone can immediately reach them in order to address health and safety concerns. This proactive approach highlights the institution's commitment to the wellbeing of its community members and assists in reducing the risk of illnesses or injuries.

In order to ensure equal representation of men and women, the institution ensures gender balance on both administrative and academic committees. This approach aids in fostering a more diverse and inclusive decision-making process that takes into account the opinions and requirements of every person. The institution's commitment to resolving and preventing gender-based concerns has been further strengthened through the establishment of an internal complaint committee.

The institution's dedication to upholding women's dignity in the workplace and improving the wellness of female faculty members and students is shown in the Women Development Cell. Promoting gender equality, maintaining a safe work environment, and encouraging active engagement in initiatives for women's growth all depend on this cell. The institute has also scheduled a self-defense session for all female students on campus. Students from the institute took part in a workshop on International Women's Day, where they created artwork in honor of the strong, trailblazing women. On International Women's Day, students at the institute also presented a skit with the hashtag #Respect.

With the goal to provide equal opportunity for both genders to succeed academically while addressing personal concerns, the mentorship system in place makes sure that every student receives counselling from a faculty member. This individualised support system contributes to the overall development and well-being of students. The appointment of a female counsellor addresses the unique requirements and issues of female students by creating a welcoming environment where they can get advice and support.

Female students' privacy and comfort are ensured by the availability of a significant, pleasant Girls' common room, giving them a place to rest in the event of physical distress. In addition, gender-specific restrooms on each floor of the building that are regularly sanitised and cleaned contribute to a hygienic and welcoming campus environment. The institution actively participates in honouring National and International Celebrations, including International Women's Day, Independence Day, and Republic Day. These celebrations serve to raise awareness of the importance of these occasions and aid in the students' development of diverse cultural values.

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
Provide Links for any other relevant document to support the claim (if any)	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
Policy document on environment and energy usage Certificate from the auditing agency	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:

VIVA Institute of Applied Art is dedicated to creating an environment that encourages acceptance and unity, across dimensions. Institute prioritises gender equality, social justice, cultural diversity and awareness of responsibilities.

Institute places importance on gender equality through the establishment of a Women's Development Cell. This cell focuses on the well being of students and staff and fostering a working environment where everyone is treated with dignity. Through participation in activities related to gender equality both students and staff demonstrate our institution's commitment to empowering women and building an atmosphere for all.

In accordance with the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act of 1989 we have set up an SC & ST cell to address any grievances or issues faced by SC/ST students and staff. This initiative aims to provide support for marginalised communities within our campus by addressing their concerns.

Institute celebrates days such as Independence Day, Republic Day and Teachers Day to promote a sense

of social responsibility and citizenship among our students. Students studying typography and lettering work with several Indian scripts installation with callifest take part in a workshop, demo, lecture, and exhibition, students participated in international conference 'TypoDay' based on different themes related to typography every year. With these projects institutes celebrate the rich linguistic diversity of India. Additionally cultural events such as the sports week promote unity in diversity. These events allow students, from regions and cultural backgrounds to showcase their traditions through folk songs and dances.

For the purpose of fostering diversity and tolerance, institute’s both the department run seminars, workshops, and outreach initiatives. Through art panels, special events like "Azadi 75 - Azadi Ka Jashan" educate students about India's freedom fight. The institute plays a role in the planning of events including contests for patriotic song composing, greeting cards for Jawans, freedom runs, slogan competitions, and patriotic movie screenings. These events engage the entire faculty and student body and encourage teamwork and patriotism.

The institute participates in programmes that address social concerns affecting the local villages. The Swachh Bharat Abhiyan campaign has initiatives including poster-making competitions to promote environmental health and waste management. These interactions serve as a reminder of the institute's commitment to improving the quality of life in the neighbourhoods where it serves.

The institute has provided students, teaching staff, and non-teaching staff access to "Codes of Conduct" to help raise knowledge of constitutional obligations. The institution's dedication to establishing values, rights, obligations, and responsibilities of citizenship among its community members is reinforced by these codes, which serve as guidelines for conduct and ethical standards.

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 practice I: Annual Art Exhibition: Showcasing Student Talent and Providing Placement Opportunity

Objectives:

- To provide a platform for students to showcase their academic artwork.

- To encourage competition.
- To evaluate and select excellent works.
- To create awareness about the program and attract visitors.

The Context:

The exhibition aims to showcase students' artistic abilities in academic settings, providing real-world experience in curating and showcasing their work, and bridging the gap between academic and professional art worlds.

The Practice:

The institution organises an annual art exhibition for students, combining academic expertise with practical experience in curating and presenting art, providing exposure and recognition in the art world through collaborative efforts between students and academics.

Evidence of Success:

The students' active involvement, their selection of impressive artworks, and the positive feedback from viewers, including art enthusiasts, parents, and professionals, are clear indicators of the practice's effectiveness. The exhibition offers chances for student placements and networking with industry professionals.

Problems Encountered & Resources Required:

The Institute, situated in a remote area, faces challenges in attracting visitors from other art colleges due to lack of adequate transportation.

Best practice II: "Cultural Immersion & "Artistic Experiential Learning through Study Tours Objectives:

- To adapt curriculum to changing historical understanding and educational needs.
- To encourage creativity & incorporate practical methods
- To deepen Students' understanding through Demonstrations and experiential learning.
- To bridge theory-practice gaps and enhance students' appreciation for craftsmanship and architectural details.

The Context:

The practice aims to enhance students' learning experiences and align educational strategies by bridging the knowledge gap between theory and application through experiential learning.

The Practice:

The institution provides study tours, Art History classes, workshops, and workshops to students, introducing them to Indian towns, villages, heritage sites, and regional art styles, fostering creativity and understanding.

Evidence of Success:

Study tours enhance students' cultural understanding and appreciation, improving their artistic skills through exposure to local artists and techniques. Exhibiting work of students on their study tour.

Problems Encountered & Resources Required:

The study tour logistics, transportation, and student safety are potential challenges which are taken best

care of. Resources needed include accommodation, travel, art supplies, and workshop facilitation.

Best practice III: A Global Stage for Student Creations: "Ads of the World" Campaign Showcase

Objectives:

- To offer students a global platform to showcase their academic campaigns.
- To gain industry recognition.
- To bridge the gap between academia and the professional world.

The Context:

The practice aims to promote global recognition for students' creative work by encouraging them to use the "Ads of the World" platform for industry exposure.

The Practice:

Students are encouraged to upload their campaigns on the "Ads of the World" after their 3rd and final year, promoting their work globally and connecting them with industry professionals.

Evidence of Success:

So far 34 student campaigns have been selected and published on "Ads of the World" in the last 5 years. This provides students recognition for their brilliant work.

Problems Encountered & Resources Required:

The institution is committed to investing in training, guidance, and platform promotion to ensure effective student usage and its success.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	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:

Institute Distinctive initiative: Honouring Heroes and Celebrating Artistry:

VIVA Institute of Applied Art is committed to developing students' artistic ability as well as their sense of social responsibility. This overview showcases the institution's amazing efforts to use artistic

endeavours to show thankfulness to the country's defenders and to honour well-known artists.

The primary goal is to express appreciation to the armed services through heartfelt cards and to instil in students a spirit of appreciation and respect for the armed forces. This activity also inspires students to use creativity and art to convey their appreciation. This gesture cultivates a socially conscious atmosphere that evokes feelings of patriotism and creativity.

In addition, the Institute seeks to honour the lifetime accomplishments of artists from other disciplines, offering students motivation from their inspiring experiences. It describes the institution's efforts to inspire students and promote social responsibility, all the while honouring the Indian Armed Forces and celebrating famous artists.

A) Instil a Sense of Gratitude and Respect by Creating Greeting Cards for the Army:

Students at the institute actively participate in making genuine greeting cards for the military soldiers as an expression of appreciation and respect for the Indian Army's constant commitment and sacrifices. In these cards, students expressed their gratitude, admiration and deep respect for the warriors who defend the country. Students at the institute create beautiful, artistic cards that have won recognition and awards.

VIVA Institute of Applied Art was acknowledged and awarded for its efforts to supply greeting cards to the military. These beautifully handmade cards are of exceptional quality and are prepared with sincere gratitude. *Late General Bipin Rawat*, the country's first Chief of Defence Staff, recognized VIVA Institute of Applied Art's commitment to the project by presenting it with the title of "Best Greeting Card-Making Art College in Maharashtra" at an army celebration in Pune. This proud and encouraging moment for all the students served as motivation and a reminder of the importance of their creative contributions.

B) Celebrating Well-Known Artists with the Sanman Patra Honour:

The institution hosts the "Sanman Patra" honour ceremony every year to honour and recognise notable artists for their lifetime achievements. These artists belong from a variety of industries, including illustration, typography, advertising, and more. Through experiences, presentations, and discussions, the event offers students a platform to learn about the artistic journeys and accomplishments of these great artists. This method is distinctive in that, it uses the success stories of great artists to enthuse and motivate students. By bridging the gap between academic learning and practical success, it gives students insightful knowledge of the art world.

The Institute is very proud to recognise and celebrate the accomplishments of well-known artists who have made significant contributions to the art world. These exceptional artists receive esteemed honour "Sanman Patra," a recognition that symbolises their exceptional contributions to the world of Art & Creativity. Among the recipients are the Warli painter Padmashri, Late Shri. Jivya Soma Mashe, whose intricate depictions of tribal life have captivated audiences worldwide. Late Shri. Roby D'Silva, the genius behind introducing packaging design in India. His contribution in the field of advertising will always be unmatched. They were honoured and awards were presented posthumously.

The other awardees of 'Sanman Patra' include the typographer Shri. Kamal Shedge, who was passionate about writing the eminent artist Shri. Vasudev Kamat and the gifted illustrator Shri. Dilip Khomane.

Through this programme, the institute pays tribute to the dedication of these well-known artists to their work while offering students invaluable educational opportunities and motivation from their unwavering enthusiasm.

Conclusion:

The success of the VIVA Institute of Applied Art can be attributed to two key factors. Firstly, the institute's commitment to social responsibility is evident through initiatives such as creating greeting cards for the military forces, which has earned recognition from Late General Bipin Rawat. This recognition reflects the wider impact and appreciation of the institution's efforts. Secondly, the institute's recognition and support of renowned artists contribute to the preservation and promotion of art and creativity, facilitating knowledge transfer to the next generation of students. These efforts effectively encourage students to value art, respect the military, and engage in socially conscious activities, fostering a sense of social responsibility.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

- The VIVA Institute of Applied Art is a leading institution in the field of visual art education. It is named one of India's top ten visual art institutions by Higher Education Review Magazine. The institution is pleased by this accomplishment, which demonstrates its dedication to academic innovation and excellence.
- The Centre for Cultural Resources and Training (CCRT) and the Vishnu Waman Thakur Charitable Trust (VIVA) formed a partnership. The goal of this collaboration is to encourage student research, invention, and creativity. It entails pooling resources, expertise, and shared duties to support excellence in specialized sectors, increase research output, and promote innovation and entrepreneurship ecosystems. "Education to All," a commendable project that aims to offer top-notch education without regard to socioeconomic class, caste, or creed, serves as the institute's goal. With this program, VIVA Trust aims to build institutions in underprivileged areas, including rural ones, where students can receive a structured education in a variety of subjects, including engineering, technology, medicine, and art.
- VIVA Vision, the institute's yearly catalogue, is an important part of the academic ecosystem since it gives teachers and students a place to share their accomplishments and contributions. This catalogue is meant to give a forum for students to showcase their work while also strengthening the College's academic activities. This catalogue highlights the talents of students and teachers while also instilling leadership qualities in them. This catalogue not only reaches universities and colleges, but also major advertising and designing firms.
- The registration of the 'VIVA Applied Art Alumni Association' is in process.

VIVA Institute of Applied Art keeps moving forward because of its mission to offer creative and comprehensive education while actively participating in partnerships and projects that advance the field of visual art through study, creativity, and knowledge sharing.

Concluding Remarks :

VIVA Institute of Applied Art stands out as a leader in Applied Art and Painting, demonstrating a dedication to innovative teaching methods, social responsibility, and a holistic approach to learning. The institute's extensive curriculum, which follows the University of Mumbai's calendar, demonstrates its commitment to giving students a vibrant and stimulating learning environment.

The institute stands apart for its emphasis on innovation, real-world problem-solving, and encouraging creative thinking. This approach not only prepares students academically but also gives them essential skills for life. The curriculum's framework strikes a balance between academic understanding and practical application, ensuring that graduates are ready for success in their chosen industries. Students are given a well-rounded and industry-relevant skill set by the emphasis on experiential learning, which further improves the quality of education.

The institution's dedication to fostering socially responsible individuals is illustrated by its numerous programmes, such as awareness campaigns and tree planting drives, which highlight its support for environmental and social problems. The curriculum includes a strong emphasis on values and societal concerns, which helps students develop a feeling of responsibility.

VIVA Applied's facilities and educational materials are thoughtfully crafted to facilitate an engaging and rich learning environment. With well-equipped studios and labs and a library with digital resources, the institute makes sure that students have all they need for a well-rounded education. Student growth is further enhanced by the offering of financial help, scholarships, and numerous capacity-building initiatives.

The institution's vision and mission are reflected in the strategic approach and dedication to excellence that characterizes the governance, leadership, and management practices. The emphasis on staff well-being, modernization, and continuous improvement underscores the institution's dedication to quality education.

The institute's commitment to safety, gender justice, environmental sustainability, and cultural enrichment is deeply embedded in its policies and practices. The institution's holistic approach to education, which includes academic, personal, and societal components, fosters and empowers students.

In conclusion, VIVA Institute of Applied Art is a model institution that aims to mould individuals who are not only competent in their chosen disciplines but also socially conscious, creative thinkers, and responsible members of society.

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 :1</p> <p>Remark : DVV has made changes as per prescribed formats shared by 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>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>206</td> <td>203</td> <td>214</td> <td>221</td> <td>223</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per prescribed format shared by HEI.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	206	203	214	221	223	2022-23	2021-22	2020-21	2019-20	2018-19	11	0	0	0	0
2022-23	2021-22	2020-21	2019-20	2018-19																	
206	203	214	221	223																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
11	0	0	0	0																	
2.1.2	<p><i>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</i></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>37</td> <td>28</td> <td>21</td> <td>21</td> <td>16</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>21</td> <td>19</td> <td>21</td> <td>16</td> </tr> </tbody> </table> <p>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year</p>	2022-23	2021-22	2020-21	2019-20	2018-19	37	28	21	21	16	2022-23	2021-22	2020-21	2019-20	2018-19	27	21	19	21	16
2022-23	2021-22	2020-21	2019-20	2018-19																	
37	28	21	21	16																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
27	21	19	21	16																	

wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
40	40	40	27	27

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
40	40	40	27	27

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded in 2.1.2.1 due to excess of seats in reserve category.

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:

2022-23	2021-22	2020-21	2019-20	2018-19
4	0	0	1	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	0	1

Remark : DVV has made necessary changes as per prescribed format shared by HEI and values have been downgraded as we have excluded Yoga day celebration and women's day.

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:

2022-23	2021-22	2020-21	2019-20	2018-19
2.97	0.61	6.91	7.9	14.89

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19

4.45	1.31	1.91	1.78	4.67
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Remark : DVV has made necessary changes.

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:

2022-23	2021-22	2020-21	2019-20	2018-19
21.04	7.99	6.07	13.07	19.15

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3.77	1.25	1.90	1.61	1.52

Remark : DVV has made necessary changes.

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:

2022-23	2021-22	2020-21	2019-20	2018-19
31	40	36	32	24

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
8	11	11	8	15

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
52	58	51	62	54

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
52	58	51	62	54

Remark : DVV has made changes as per prescribed format shared by HEI.

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:

2022-23	2021-22	2020-21	2019-20	2018-19
20	9	0	25	39

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
10	7	0	13	18

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded due excluded display, consolation, participation etc

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:

2022-23	2021-22	2020-21	2019-20	2018-19
109	99	99	55	115

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	3	1	6	6

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded due to repetitive names

2.Extended Profile Deviations

ID	Extended Questions
1.1	Expenditure excluding salary component year wise during the last five years (INR in lakhs) Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
94	39	43	54	65

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
81.95	39.31	38.99	54.22	60.18