



Vishnu Waman Thakur Charitable Trust's

VIVA INSTITUTE OF APPLIED ART

(Approved by A. I. C. T. E., Affiliated to University of Mumbai)

Block A, Veer Sawarkar Marg, Shirgaon, Virar-East, Dist: Palghar - 401 305

07756937795 | www.vivaappliedart.org | contact@vivaappliedart.org

6.3 Faculty Empowerment Strategies



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



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

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Sangita
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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.

FIRE SAFETY REPORT 2022-23

Venue: VIVA Institute of Applied Art,
Block A, Veer Sawarkar Marg, Shirgaon,
Virar-East, Dist: Palghar – 401 305

Date: 22/09/2022

Objective: The primary objective of a fire safety program is to prevent fires and, if a fire does occur, to minimize its impact by protecting life, property, and the environment.

A fire safety report is an essential document for a college to ensure the safety of students, faculty and staff in the event of a fire or other emergency. This report covers various aspects of campus fire safety including prevention, preparedness, response and recovery.

Executive Summary

Fire safety is the practice of minimizing the risk of fire-related incidents and ensuring the safety of individuals and property in the event of a fire. It encompasses various





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measures, policies, and procedures aimed at preventing fires, as well as preparedness, response, and recovery in case a fire occurs.

Fire safety is of paramount importance in all settings, including homes, workplaces, schools, hospitals, and public spaces, to protect lives and property. A well-implemented fire safety program can significantly reduce the risk of fires and, in the event of a fire, increase the likelihood of safe evacuation and minimal damage. It's important to regularly review and update fire safety measures to address changing circumstances and emerging risks.





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मुख्य कार्यालय, विरार
विरार (पूर्व)
ता. वासई, जि. पालघर- ४०१ ३०५



दुरावनी : ०२१०-२१२११०१/०२/०२/०२/०५/०५

फॅक्स : ०२१०-२१२११०५

ई-मेल : vasai@viraacorporation@yahoo.com

जा.क्र. : व.वि.स.म./अग्नि/मुका/६२/२०२२

दिनांक : २१/०४/२०२२


To,
M/s. Late Shri. Vishnu Waman Thakur Charitable Trust's
VIVA School of Architecture & Viva Institute of Applied Art
At-Shirgaon, Kubharpada, Virar (E.)
Tal-Vasai, Dist-Palghar.

FIRE SAFETY CERTIFICATE

Certified that the VIVA School of Architecture & Viva Institute of Applied Art, At-Shirgaon, Post-Virar, Tal-Vasai, Dist-Palghar comprised of (Gr+7th floor) occupied by VIVA School of Architecture & Viva Institute of Applied Art have complied with the fire prevention and fire safety requirements in accordance with rule of State Fire Service Rules, and verified by the officers concerned of Fire Service on 20/04/2022 in the presence of Mrs. Sangita Sanjay Patil principal of Viva Institute of Applied Art, Virar (E.) and that the building / premises is fit for Viva Institute of Applied Art & VIVA School of Architecture with effect from 21/04/2022 to 31/03/2023 in accordance with rule and subject to compliance of the conditions.

The party has paid Rs. 3000/-, Book No.307, Receipt No:30692, DD.No. 118911, Dated: 20/04/2022 of Vasai Vikas Sahkari Bank Ltd.




Dilip Mahadev Palav
Chief Fire Officer

Vasai Virar City Municipal Corporation

Please Note:- The Owner / Occupier have to submit the next Testing Certificate of fire fighting system's only from Licensed Agency appointed by Government of Maharashtra in January & July of every year. The list of the License Agencies is available on www.maharashtrafiresevice.org or www.mfsindia.org





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YOGA WORKSHOP REPORT 2022-23

Venue: VIVA INSTITUTE OF APPLIED ART
Block A, Veer Sawarkar Marg, Shirgaon,
Virar-East, Dist: Palghar – 401 305

Date: 21/07/2022

Introduction

International Yoga Day was celebrated at Viva Institute of Applied Art, Virar on 21st June 2022 and the college staff were imparted training on the importance of Yoga for good health.

College Assistant Professor Mrs. Sangeeta Kurup provided guidance for the training of Yoga and by talking about the benefits of Yoga, he made Yoga important for women.

Yoga only increases physical fitness. Qualified tension-relaxing ingredient. He advised that yoga and meditation bind and bind physically and mentally.

Power in all. Asana, meditation, and pranayama, or practice sessions on the subject were conducted. Students and employees took advantage and Principal Sangeet Patil expressed his gratitude.

Yoga is a way of a better living. It ensures great or efficiency in work, and better control over the mind and emotions. Through yoga, one can achieve both physical and mental harmony.

Health is the greatest blessing of all. Health is not just the absence of disease. To enable the individuals to lead a life of complete physical, mental, and social well-being and not merely the absence of disease or infirmity. Physical Education may provide the right direction and needed actions to improve the health of members of any community, society, nation, and the world as a whole. An educational system encompassing the mental, emotional, social, and physical dimensions of health becomes imperative to bring about all-around development in children.





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Meaning:

Yoga is the movement of the body through different positions, postures, and poses.

Definition:

"Yoga is the way or method through which internal and external facilities of man meets in totality and changes occur and by which may achieve God or feel his existence and may become the part of Him."

Objective:

The aim of yoga is control over the mind.

Guideline for Practicing Asanas:

We have to keep in mind that while going in for asana practice we have to adhere to general conditions with regard to dress time of practice place of practice etc., so as to achieve the maximum benefits.

Dress: What is the dress proper for the asanas? The minimum possible dress is recommended. More area of our body should be exposed to the atmosphere. The dress should be loose and preferably elastic in nature prefer cotton materials to other kinds.

Time: It can be practiced both in the morning and in the evening. The morning session will be good, because during the mornings the atmosphere is pure and calm and it is very easy to focus our mind in a desired direction. '

Place: The place of practice is very important. While is practice you should not be disturbed by other external factors. your place that your are free from disturbance and select pooja room or separate hall or better if you have open terrace. The place should have proper ventilation, free from dust ants and quite calm in nature.

Body: Body should be clean, particularly our stomach, and intestine should be empty. Finish your morning routines, take your bath, and after 15 minutes, practice the





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asanas. The important instruction, the body should be light and fresh. Hence the asanas are done during in the early morning hours or during the evening.

Sequence: Usually the Yogic asanas are done along with Pranayama and meditation practices in the following sequence. Complete the asanas first, then follow it with Pranayama and go for meditation the last.

Diet: Yoga teachers insist that two quarter of the stomach volume alone should be filled with food, one quarter with water and the remaining quarter should be kept empty

Benefits of Yoga:

1. It develops the physical stability.
2. It keeps a person young.
3. It Strengthens the hamstring, calf, and back muscles.
4. It relieves the stiffness of joint, particularly at knee, hip and ankle.
5. it removes excess fat in the abdominal region
6. It gives more flexibility to the vertebral column
7. It is extremely beneficial to the spinal column.
8. It will enlarge the thoracic cavity.
9. It strengthens the back and abdomen muscles.
10. It helps to make the maximum range of movements in all directions in the hip joint.
11. It develops the balancing power in the body.





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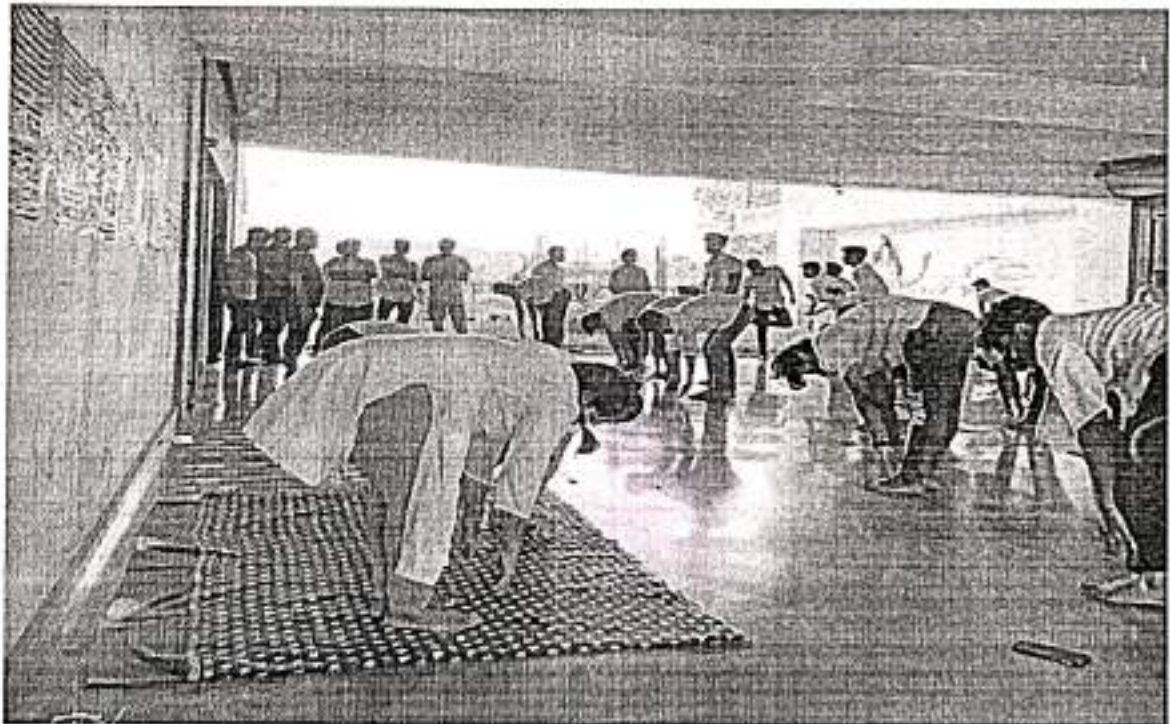
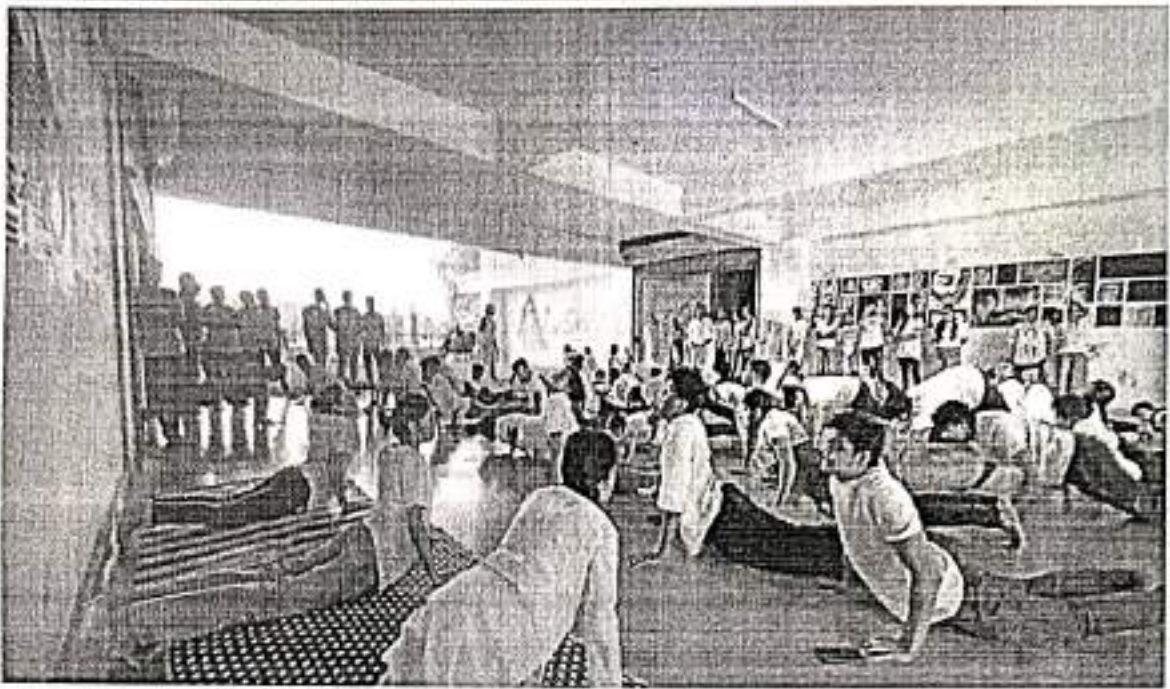
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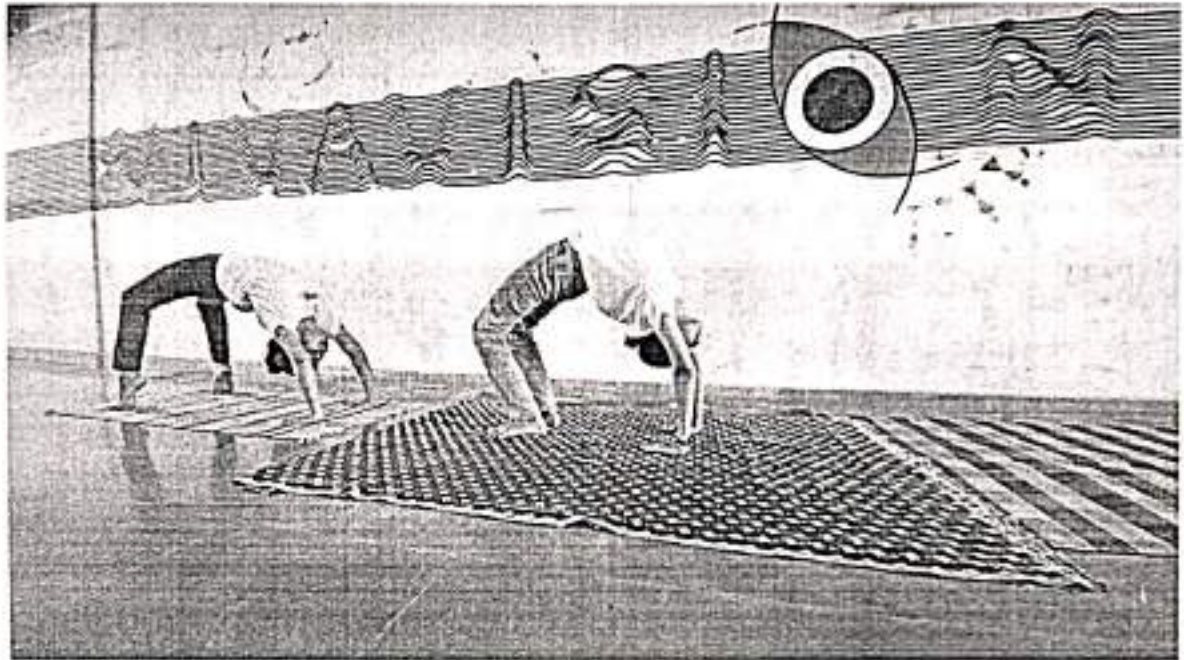
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Provident Fund: By adopting a provident fund programme for employees, the institution complies with regulatory regulations. This monetary reward ensures long-term financial stability, protecting employees' futures.

VIVA LATE SHRI VISHNU WAMAN THAKUR CHARITABLE TRUST'S
Institute Of Applied Art
At, Shirgaon, Post Virar, Tal. Vasai, Dist. Thane - 401 303.

Date: 24/06/2017

Name: Late Shri Vishnu Waman Thakur Charitable Trust's

Pay for: 17808 + 17808 = 35616/-

Received from the Principal, VIVA Institute Of Applied Art the sum of Rs. 35616/- (in words Rupees Thirty five thousand six hundred) on account of Sixteen only

Narration: PF annual contribution of employee & employer total

Account Section Note: amount prepared by Trust's
chq. NO: 10 0118

Prepared by: [Signature] Authorised by: [Signature] Principal: [Signature] Receiver's Signature: _____



[Signature]
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LATE SHRI VISHNU WAMAN THAKUR CHARITABLE TRUST'S
VIVA INSTITUTE OF APPLIED ART
PF CONTRIBUTION FOR THE MONTH OF JUNE 2019

Sr.No.	Name Employee	UNA No.	PF Contribution of Employee	PF Contribution of Employer	Total Contribution of PF	Remarks
1	Mrs. Sarmita Sanjay Patil	100053031564	1800	1800	3600	
2	Mr. Chandrashekhare J. Thakore	100123787157	1800	1800	3600	
3	Mrs. Sangeeta Santosh Kurup	100332193211	1800	1800	3600	
4	Mr. Nakul Dilip Sutar	100575589315	1800	1800	3600	
5	Mr. Gorakhi Eknath Thakore	100575099234	1800	1800	3600	
6	Mr. Nilesh Chintaman Jadhav	100255493392	1800	1800	3600	
7	Mr. Anant Vasant Sawant	100682706175	1730	1730	3460	
8	Miss. Jyoti Gajanan Bangera	101168533709	1678	1678	3356	
9	Mr. Bhagwan S. Bhone	100109871256	1800	1800	3600	
10	Mr. Mahesh Gopal Patil	100650699720	1800	1800	3600	
			17808	17808	35616	



Sanjay
J.C. Principal

VIVA Institute Of Applied Art.

Principal

Late Sri Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF APPLIED ART

Sanjay
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Insurance Security: The institute issues group personal accident insurance policies to protect its members against unintentional physical harm.(for teaching and non-teaching staff 10 lakhs & students 1 lakhs).



STAR HEALTH AND ALLIED INSURANCE CO.LTD.

Regd. & Corporate Office: T, New cars street, ValluvarKottam High Road, Nungambakam, Chennai - 600034.
Phone : 044-25205500 Telefax: 044-25250052 www.starhealth.in UIN No.: SHAHEIP18123V911718

TAILOR MADE GROUP PERSONAL ACCIDENT INSURANCE POLICY SCHEDULE			
Policy No. :	P171609022021900208	Previous Policy No. :	P171609022021900243
Proposer's Code :	30521600	GSTIN :	37AAJCS4517L1Z7
Proposer's Name :	MS. VISHNU WAMAN THAKUR CHARITABLE TRUST	SAC Code :	997133/Accident and Health Insurance Services
Address :	Virar (W) TAL. VASAI, DIST. PALDHAR Virar (W C),Thane,Maharashtra-401303	Issuing Office Code :	171150
Phone No :	9823863788	Issuing Office Name :	Branch Office - Virar
E-mail Id :	princpalshr@vivacollege.org	Address :	Name Apartment, 3rd Floor, S. No. 275, Hissa No.2B, P.P. Marg, Virar (West) 401303.
Proposer GSTIN :	-	Phone No :	8975765256
Receipt No. :	169500293	E-mail Id :	virar.bo@starhealth.in
Receipt Date :	22/03/2023	Place of Supply :	-
		Fulfiller Code :	5HE0446
Premium :Rs.417908/- GOST @8% : 37,376/- SOST / UTGST @2% : 37,376/- Stamp Duty :Rs.50/- Total Premium :Rs.492654/-		Intermediary Code :	BA0000554354
		Name :	LATA SHASHIKANT KANANGI
		Phone No :	9740867055/9740867055
		E-mail Id :	latakanangi@gmail.com
Total Premium In Words : Rupees Four Lakhs Ninety Two Thousand Six Hundred Sixty Only			
PERIOD OF INSURANCE	From : 27/03/2023	To :	Midnight Of 26/03/2024

RISK COVERAGE DETAILS		
No. Of Persons Covered	734	
Accident Care Group - Named		
TABLE	COVER	SUM INSURED
TABLE 1	Death Only Benefits	Rs.0/-
TABLE 2	Death PTD and PPD	Rs.714000000/-
TABLE 3	Death,PTD,PPD and TTD	Rs.0/-
TABLE 4	Death and PTD Only	Rs.0/-
Total Sum Insured :RS.714000000/-		

Total Sum Insured In Words : Rupees Seventy One Crores Forty Lakhs Only
 This insurance is subjected to exclusion of all pre-existing illness/disabilities as per the printed Policy conditions.
SPECIAL EXCLUSION: Any claims relating to nuclear, chemical and biological terrorism is excluded from the scope of the Policy.
Condition Precedent: In the event of any claim under the policy or intimation should be given to the company immediately, through toll free no: 1900 425 2289 / 1600 102 4477, 044 2620 3300 (chargeable), or email: support@starhealth.in or fax - 1800 425 5522.

Special Conditions:
 1. At the time of claim, Proof of Income is mandatory for employees whose sum insured is 50 Lakhs and above.
 Insured will be allowed a window period of 30 days from the policy inception date to review the employee list covered under the policy. All Addition / deletion / Correction of the persons to be done subject to additional premium if there is a change in the group size.
 The insured shall submit list of additions and deletions on monthly basis to reach us at the latest by the 10th of subsequent month.
 All Other Terms and Conditions Subject to printed Policy (Group Accident Insurance Policy) Clause attached.

Issued by : 0194652
 Approved by : BACKDATE
 Place : VIRAR
 Receipt No. : 03940023
 Date :

For Star Health and Allied Insurance Company Ltd.

IRDAI Regn. No 129
 Corporate Identity Number LG6010TN2005PLC056649
 Email ID : info@starhealth.in



[Signature]
 Authorized Signatory



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STAR HEALTH AND ALLIED INSURANCE CO.LTD.

Regd. & Corporate Office: 1, New Jank street, ValluvarKottam High Road, Nungambakam, Chennai - 200034.
Phone : 044-28288800 Telefax: 044-28280562 www.starhealth.in UIN No.: SHAHI.GP13123V911718

Attached to and forming part of Policy No. PI171153/032023/000258

It is hereby declared and agreed that in the event of any claim for the 'Death' of an employee covered under the policy, the benefits shall become payable to the employer i.e., the insured against the discharge. Such payment will discharge the company (insured) from its obligation under the policy in respect of such claims.

Warranted that in case of dishonour of premium cheque(s), the Company shall not be liable under the policy and the policy shall be void ab initio (from inception).

The insurance under this policy is subject to conditions, clauses, warranties, endorsements as per Printed Policy Clauses attached.

Sector Classification :

Urban

Cover could operate or attach only in respect of risk to employees and subject to condition that such employees was in service with the insured at the time of commencement of insurance and also at the time of action.

"CONSOLIDATED STAMP DUTY FOR POLICY STAMPS PAID VIDE ORDER NO. LOA/CSDV60/2023/1451/22 DATED.22/DEC/2022"

In witness whereof the undersigned being authorized by and on behalf of the company has / have herein to set his/ their hands at Branch Office - Virar on 31st Day of March 2023.

Entered by : SHD4852
Approved by : RAC RDATE
Place : VIRAR
Receipt Date : 03/04/2023



For Star Health and Allied Insurance Company Ltd.

Authorized Signatory




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STAR
HEALTH & ALLIED INSURANCE CO. LTD.

STAR HEALTH AND ALLIED INSURANCE CO.LTD.

Regd. & Corporate Office: 1, New Tank Street, ValluvarKotam High Road, Nungambakam, Chennai - 600034.
Phone : 044-28256600 Telefax: 044-28256642 www.starhealth.in UIN No.: SHAHLGP18E23V011718

TAX Invoice 

Invoice No. : 271686Y23P000592 Invoice Date : 31/03/23	Customer ID : CB9006127344 Policy No : PV171150020223000258
Recipient	Supplier
GSTIN : - Proposer's Name : MRS.VISHNU WAMAN THAKUR CHARITABLE TRUST Address : VIRAR (W) TAL. VASAI, DIST. PALGHAR City : State : Maharashtra Pincode : 401303 Client Category : CORP	GSTIN : 27AAJC84517L12Y NAME : Star Health and Allied Insurance Co Ltd -SCP_ISSUE_DVN_NAME Address : Nana Apartment, 3rd Floor, S. No. 275, Hissa No 2B, P.P. Marg, Virar (West) 401303. City : VIRAR State : Maharashtra Pincode : 401303 Place of Supply : 27 - Maharashtra

HSN / SAC Code	Description of Service(s)	Total	Discount	Taxable Value	IGST @ 18%	CGST @ 9%	UT/SGST @ 9%	Total Invoice Value
		A	B	C = A - B	D = C * IGST	E = C * CGST	F = C * UT/IGST or SGST	H = C + D + E + F
99173	Insurance Services	417508	0	417508		37576	37576	492660

Total Invoice Value (in Figures) : Rs. 492660
 Total Invoice Value (in Words) : Total Premium in Words : Rupees Four Lakhs Ninety Two Thousand Six Hundred Sixty Only
 Amount of Tax Subject to reverse Charge : Nil

Important Note:
 The invoice is issued as per Section 21 of the CGST Act
 In case no GSTIN or incorrect GSTIN is provided by the Proposer at Proposal stage, Star Health and Allied Insurance Co Ltd shall not be responsible for any Input Tax Credit losses and no subsequent revision of invoice will be undertaken.
 We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified under sub-rule (4) of rule 48, we are not required to prepare an invoice in terms of the provisions of the said sub-rule.
 E. & O. E.

This is a digitally signed document and hence no physical signature is required
 IRDAI Regn. No 129 Corporate Identity Number L66010TN2005PLC056649 Email ID : starget@starhealth.in

Entered by : SH14852
 Approved by : BACKDATE
 Place : VIRAR
 Recd. Date : 31/04/2023



For Star Health and Allied Insurance Company Ltd.


 Authorized Signatory



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Attached to and forming part of Form No. P/111/16/02/2022



Period of Income: From 21/05/2022 To

Particulars of the Person(s) covered:

Sl.No.	Name of Person	IC No.	Sex	Date of Birth	Age	Particulars with reference to	Pre-Existing Disability	Business Nature	Business's Gross	BUSINESS INCOME			
										TABLE 1	TABLE 2	TABLE 3	TABLE 4
338	SARABT PATIL	480	F	14/07/1988	34	EMPLOYEE SERVICE	Nil			100000			
339	ARSHATA GADAD	481	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
340	SHRUTI ALURIA	482	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
341	SOHINI V. JAY	483	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
342	MAHEESH S. S. S.	484	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
343	ANURAG S. S. S.	485	F	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
344	PRITHI P. P.	486	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
345	PRITHI P. P.	487	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
346	PRITHI P. P.	488	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
347	PRITHI P. P.	489	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
348	PRITHI P. P.	490	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
349	PRITHI P. P.	491	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
350	PRITHI P. P.	492	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
351	PRITHI P. P.	493	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
352	PRITHI P. P.	494	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
353	PRITHI P. P.	495	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
354	PRITHI P. P.	496	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
355	PRITHI P. P.	497	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
356	PRITHI P. P.	498	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
357	PRITHI P. P.	499	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			
358	PRITHI P. P.	500	M	14/07/1989	33	EMPLOYEE SERVICE	Nil			100000			

For the Board and Head Institution (Sample) U.E.

Authorized Signatory



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Date: _____

Signature: _____

Name: _____

Address: _____

City: _____

State: _____

Pin: _____

Phone: _____

E-mail: _____

Sl. No.	Particulars	Unit	Rate	Total	Particulars	Unit	Rate	Total
1	ADMISSION FEE	1	100000	100000				
2	LIBRARY FEE	1	10000	10000				
3	LABORATORY FEE	1	10000	10000				
4	TECHNICAL DRAWING	1	10000	10000				
5	COMPUTER GRAPHICS	1	10000	10000				
6	PHOTOGRAPHY	1	10000	10000				
7	VIDEOGRAPHY	1	10000	10000				
8	ANIMATION	1	10000	10000				
9	WEB DESIGNING	1	10000	10000				
10	MOBILE APP DEVELOPMENT	1	10000	10000				
11	UI/UX DESIGN	1	10000	10000				
12	3D MODELING	1	10000	10000				
13	PRINTING	1	10000	10000				
14	SCULPTURE	1	10000	10000				
15	PAINTING	1	10000	10000				
16	PHOTOGRAPHY	1	10000	10000				
17	VIDEOGRAPHY	1	10000	10000				
18	ANIMATION	1	10000	10000				
19	WEB DESIGNING	1	10000	10000				
20	MOBILE APP DEVELOPMENT	1	10000	10000				
21	UI/UX DESIGN	1	10000	10000				
22	3D MODELING	1	10000	10000				
23	PRINTING	1	10000	10000				
24	SCULPTURE	1	10000	10000				
25	PAINTING	1	10000	10000				
26	PHOTOGRAPHY	1	10000	10000				
27	VIDEOGRAPHY	1	10000	10000				
28	ANIMATION	1	10000	10000				
29	WEB DESIGNING	1	10000	10000				
30	MOBILE APP DEVELOPMENT	1	10000	10000				
31	UI/UX DESIGN	1	10000	10000				
32	3D MODELING	1	10000	10000				
33	PRINTING	1	10000	10000				
34	SCULPTURE	1	10000	10000				
35	PAINTING	1	10000	10000				
36	PHOTOGRAPHY	1	10000	10000				
37	VIDEOGRAPHY	1	10000	10000				
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42	3D MODELING	1	10000	10000				
43	PRINTING	1	10000	10000				
44	SCULPTURE	1	10000	10000				
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49	WEB DESIGNING	1	10000	10000				
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51	UI/UX DESIGN	1	10000	10000				
52	3D MODELING	1	10000	10000				
53	PRINTING	1	10000	10000				
54	SCULPTURE	1	10000	10000				
55	PAINTING	1	10000	10000				
56	PHOTOGRAPHY	1	10000	10000				
57	VIDEOGRAPHY	1	10000	10000				
58	ANIMATION	1	10000	10000				
59	WEB DESIGNING	1	10000	10000				
60	MOBILE APP DEVELOPMENT	1	10000	10000				
61	UI/UX DESIGN	1	10000	10000				
62	3D MODELING	1	10000	10000				
63	PRINTING	1	10000	10000				
64	SCULPTURE	1	10000	10000				
65	PAINTING	1	10000	10000				
66	PHOTOGRAPHY	1	10000	10000				
67	VIDEOGRAPHY	1	10000	10000				
68	ANIMATION	1	10000	10000				
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70	MOBILE APP DEVELOPMENT	1	10000	10000				
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72	3D MODELING	1	10000	10000				
73	PRINTING	1	10000	10000				
74	SCULPTURE	1	10000	10000				
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76	PHOTOGRAPHY	1	10000	10000				
77	VIDEOGRAPHY	1	10000	10000				
78	ANIMATION	1	10000	10000				
79	WEB DESIGNING	1	10000	10000				
80	MOBILE APP DEVELOPMENT	1	10000	10000				
81	UI/UX DESIGN	1	10000	10000				
82	3D MODELING	1	10000	10000				
83	PRINTING	1	10000	10000				
84	SCULPTURE	1	10000	10000				
85	PAINTING	1	10000	10000				
86	PHOTOGRAPHY	1	10000	10000				
87	VIDEOGRAPHY	1	10000	10000				
88	ANIMATION	1	10000	10000				
89	WEB DESIGNING	1	10000	10000				
90	MOBILE APP DEVELOPMENT	1	10000	10000				
91	UI/UX DESIGN	1	10000	10000				
92	3D MODELING	1	10000	10000				
93	PRINTING	1	10000	10000				
94	SCULPTURE	1	10000	10000				
95	PAINTING	1	10000	10000				
96	PHOTOGRAPHY	1	10000	10000				
97	VIDEOGRAPHY	1	10000	10000				
98	ANIMATION	1	10000	10000				
99	WEB DESIGNING	1	10000	10000				
100	MOBILE APP DEVELOPMENT	1	10000	10000				

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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.

INWARD
No. 423 Date 06/09/2022
VIVA INSTITUTE OF APPLIED ART

6/9/2022

प्रति,
प्रिन्सिपल
विवा इन्स्टिट्यूट ऑफ अप्लाइड आर्ट
विरार(पूर्व)

विषय-प्रसूती रजेसाठी अर्ज.

प्रिय मॅडम,

मी सौ. ज्योती विशाल पाटील(ज्योती बंगेरा) आपल्या महाविद्यालयात लिपिक ह्या पदावर गेल्या सात वर्षांपासून (२२-०६-२०१५) काम करीत आहे. व सध्या माझ्या गर्भवतीपणाच्या ७ व्या महिन्यात आहे. सारी आरण्यांस नम्र विनंती करी मला ६ महिन्यासाठी १० ऑक्टोबर २०२२ ते १० एप्रिल २०२३ पर्यंत प्रसूती रजा देण्यात यावी.

तसेच, माझ्या अनुपस्थितीत मी फोनवर उपलब्ध असून यादिकाय कोलत्याडी शातडीच्या प्रकरणासाठी कृपया मला ९२२३४९४७०७ वर फोन करू शकता.

तसेच आरण्यांस एक विनंती की माझी आर्थिक परिस्थिती पाहता मला माझा पगार मला प्रत्येक महिन्याच्या महिन्याला दिवा तर मला खरोखर खूप उपयुक्त ठरेल. कारण मला माझे मासिक हप्तं आणि दवाखान्याचा खर्च असल्याने महिन्याला पगार मिळणे खूप गरजेचे आहे.

तसेच मला आपल्या संस्थेत २०२० मध्ये ५ वर्षे पूर्ण झाली असून त्याबद्दलही होणाऱ्या पगारवाढीबद्दल कृपया निर्णय घ्यावा ही विनंती.

कृपया माझी रजा आणि पगारविषयीची विनंती मंजूर करायची ही नम्र विनंती.

आपली

सौ. ज्योती विशाल पाटील(ज्योती बंगेरा)
लिपिक
अधिक, विवा इन्स्टिट्यूट ऑफ अप्लाइड आर्ट











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Dr. SANTOSH B. KUDALKAR MD. (MUM.) D. G. O. D.P.P. F.C.P.S. Reg. No. 53481		KUDALKAR MATERNITY & NURSING HOME M-2, West Avenue, Station Road, Nalcoopara (West), Tal. Veerol, Dist. Palghar 401 303. Tel. : 0222232100
Date <u>24-10-20</u>		
<p>This is to certify that Mrs. Netra Vishwanath Bangar (changed) had FTLSIS delivery on 13-07-20 in my hospital. She is fit to resume duty.</p>		
		
Dr. Santosh B. Kudalkar M.D. (MUM.) D. G. O. D.P.P. F.C.P.S. Reg. No. 53481		Late Sri Vishnu Waman Thakur Charitable Trust VIVA INSTITUTE OF APPLIED ART
		

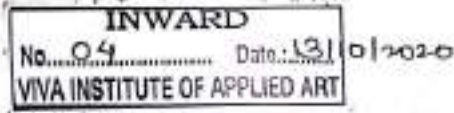


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Date: 12/10/2020

To,
The Principal,
VIVA Institute of Applied Art,
Shirgaon,
Virar (west)

Subject: Returning from maternity leave

Respected Mam,

I am writing to inform you that I had applied for maternity leave of 6 months.
I am also aware that as per the Trust's norms, maternity leave availed to the employees is of 3 months. Now that I have completed 3 months of my leave I wish to resume back to work. I began my leave on 13th of July 2020 and will resume back on 14th of October 2020.

I would request you to kindly accept this request letter.

Thanking you,

Assistant Prof. Netra Bangera



PRINCIPAL
Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF APPLIED ART



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Date : 27/02/2019

To,
The principal,
VIVA Institute of Applied Art,
Shirgaon, Virar (E).

Subject : Application for maternity leave.
(6 Months, March 2019 to August 2019).

Dear Madam,

This is to inform you that, I Neha kishor Dhanu, working with VIVA Institute of Applied Art as assistant professor since July'2015. I am in the final trimester of my 1st pregnancy and due on 30th of March 2019. I am requesting for my maternity leave as per doctors suggestion I will continue working till I am comfortable.

Thank you for the support given throughout,

Yours Sincerely,

Neha

Prof. Neha kishor Dhanu.

Sargada



Performance Appraisal Form:




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Teaching:

VISHNU WAMAN THAKUR CHARITABLE TRUST
PERFORMANCE APPRAISAL-TEACHING STAFF (For Academic Year 2022-23)



Name of Institute: _____

Name of Employee: _____

Designation: _____ Qualification: _____

Department: _____ Date of Joining: _____

Date of Birth: _____ Total Experience: _____

Mobile No: _____ Email ID: _____

HOD's Name: _____


SELF APPRAISAL

1. Describe your role and responsibility as faculty.

2. List out Strengths.

3. List out the areas that you need to improve upon.

1





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4. KINDLY RATE YOURSELF/ OR THE FACULTY IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:-

PROFESSIONAL DUTIES				
BROAD CRITERIA	SPECIFIC THEMES	Outstanding (5) Very Good (4) Average (3) Fair (2) Needs Improvement (1)		
		SELF APPRAISAL	APPRAISAL BY HOD/ PRINCIPAL	REMARKS
CLASSROOM TEACHING AND PRACTICES	Structuring of the lesson			
	Quality of Communication			
	Voice Modulation			
	Innovation and Creativity			
	Board Work			
	Use of technology and other teaching aids			
	Clarification of doubts			
	Syllabus completion			
	Classroom Management Style			
DOCUMENTATION CONNECTED TO ACADEMIC WORK	Attendance & Punctuality			
	Regularity of submission of lesson plans/ year plans			
	Quality of the lesson planning			
	Correction Work (notes and test)			
EXAMINATION/ EVALUATION RESPONSIBILITIES	Types of duties allotted			
	Execution of Duty			
REMEDIAL RESPONSIBILITIES	Type of remedial work done by the faculty			
	Schedule of remedial work			
STUDENT CENTERED PRACTICES	Involvement with mentoring of students			
	Involvement with emotional supportive activities			
INVOLVEMENT AND ENGAGEMENT	Readiness in accepting responsibilities			
	Quality of execution of work			





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COLLABORATION	Ability to work in teams			
	Relationship with Peers			
CO-CURRICULAR AND EXTRA-CURRICULAR RESPONSIBILITIES	Type of responsibility undertaken			
	Schedule of the responsibilities			

5. Short term course/seminar/workshop/conference attended during the AY 2022-2023
(To be filled in by Employee)(Attach List)

6. E-journals/Text Books/Other Materials referred apart from Text Books
(To be filled in by Employee) (Attach List)

7. Papers published in journals in Even/Odd semesters (Journal name, Title of Paper, Year of Publication, Page, etc) (To be filled in by Employee)(Attach List)

8. Papers presented in conference (Name of Conference, Title of Paper, Date, etc)
(To be filled in by Employee)(Attach List)





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9. Result of your Subjects/Semester/Branch
(To be filled in by Employee)

10. Contribution towards Department & Institute (To be filled in by Employee)

11. Please suggest suitable trainings to enhance your job performance.

Soft Skills Trainings	HOD Approval (Yes or No)	Technical Trainings	HOD Approval (Yes or No)

12. Suggestions if any (To be filled in by Employee)





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HOD's Remarks

PRINCIPAL's Remarks

Employee Signature:

HOD's Signature:

Principal's Signature:



Non-teaching:



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PERFORMANCE APPRAISAL-NON TEACHING STAFF (FOR ACADEMIC YEAR 2022-23)



Name of Institute: _____
Name of Employee: _____
Designation: _____ Qualification: _____
Department: _____ Date of joining: _____
Date of Birth: _____ Total Experience: _____
Mobile No: _____ Email ID: _____
HOD's Name: _____

SELF APPRAISAL

1. Describe your role and responsibility as Employee.

2. List out Strengths.

3. List out the areas that you need to improve upon.





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4. KINDLY RATE IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

Rating: Outstanding (5), Very Good (4), Average (3), Fair (2), Needs Improvement (1)

CATEGORY	SELF RATING	HOD's RATING	REMARKS
Attendance/Punctuality (उपस्थिति/पक्तावीरपणा)			
Quality of Work (कामाची गुणवत्ता)			
Productivity (उत्पादकता)			
Professionalism (व्यवसायिकता)			
Meeting Work Deadlines (वेळक कामाची अंतिम मुदत)			
Technical Job Skills (तांत्रिक नोकरीची कौशल्ये)			
Document/Data Management (कागदपत्र/डेटा व्यवस्थापन)			
Reliability (विश्वसनीयता)			
Initiative (पुढाकार)			
Teamwork (टीमवर्क)			
Communication with Students/Parents (विद्यार्थी/पालकांशी संवाद)			
Communication with Colleagues (सहकाऱ्यांशी संवाद)			
Discipline (शिस्त)			

(To be filled in by the employer)

5. Please indicate the external / internal factors that aided the performance of your job:

--





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6. Any difficulties / obstacles that hindered your performance:

--

7. What do you like and dislike about working for the Institute/School/College:

--

8. Contribution towards Department & Institute:

--

9. Please suggest suitable trainings to enhance your job performance.

Soft Skills Trainings	HOD's Approval (Yes or No)	Technical Trainings	HOD's Approval (Yes or No)

10. Suggestions if any (To be filled in by Employee)





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HOD's Remarks

PRINCIPAL's Remarks

Employee Signature:

HOD's Signature:

Principal's Signature:





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