



Late shri 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
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6.5 Internal Quality Assurance System



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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



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Regular minutes meeting of the IQAC held:

2018-2019

AKSHAY

ACADEMIC YEAR 2018-2019

CIRCULAR

The primary aim of the Internal Quality Assurance Cell (IQAC) is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution.

Functions:-

- The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Organization of inter and intra Institutional workshops, seminars on quality related themes and promotion of quality circles.
- Acting as a nodal agency of the institution for coordinating quality-related activities. Development of quality culture in the institution.
- Periodical conduct of Academic and Administrative Audit (AAA) and its follow-up. Preparation of the Annual Quality Assurance report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge





and technology for participatory teaching and learning process.

- Dissemination of information on the various quality of parameters of higher education.
- Organizations of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/ activities leading to quality improvements.
- Acting as a nodal agency of the institution for quality-related activities.
- Preparation of the Annual Quality Assurance (Report) (AQAAR) to be submitted to NAAC based on the quality parameters.
- Development of Quality culture in the college.

AIM:

1. To develop a system for consistent, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. The credibility of evaluation procedures.
3. IQAC permits the faculty to properly create authentic documentations & preserve their information for future reference in the NAAC evaluation process. IQAC encourages HEIs to pay attention to R & D and make the faculty future - prepared by empowering them.





AKSHAY

THE ROLES & RESPONSIBILITIES OF THE COMMITTEE.

- To confirming appropriate, resourceful and advanced academic and research programmes, administrative and financial tasks.
- The Significance and quality of academic and research programmes
- Reasonable access to and affordability of academic programmes for various sections of society Optimization and integration of modern methods of teaching and learning.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.

OBJECTIVES:-

- The IQAC of the institute is constituted to achieve the following objectives:
- To develop and progress a highest level of charity and focus in institutional functioning towards creation, sustenance and enhancement quality and facilitate internalization of the quality culture permeating every sphere of the institution.
- To facilitate the integration of the various activities of the institution and institutionalize the best practices
- To provides a sound basis for decision making embracing all the dimensions of service quality to improve the institutional functioning.
- To act as a change agent in the institution
- To coordinate and improve internal communication to facilitate greater policy implementation and quality assurance towards its stakeholders.





ACADEMIC YEAR 2018-2019.

This is to inform the students, teaching and non-teaching faculty to attend the meeting of IQAC. This meeting is mainly called to development and application of quality benchmarks/ parameters for the various academic and administrative activities of the college.

Attendance at the meeting is mandatory for all members.

Date - 31/09/18 Time - 1:30 pm Venue - Board Room

Structure and constitution of the IQAC Committee:

Staff

1. Mrs. Sangita S. Patil
Principal

Sangita

2. Mr. K. P. N. Katty
Coordinator, Viva Trust

Katty

3. Prachi Rajanhire

Prachi

4. Chandrashekhar
Thakare

Chandrashekhar

Student

5. Kesar Saurabh
Kamlesh

Kesar

6. Vidhara Poorti
Sunil

Vidhara





AKSHAY

Agenda

- Framing of Mission, Vision and core values of institution and all Departments.
- Discussion on Activity calendar of each class.
- Fine tuning of academic planning of each class.
- Discussion on the enhancements of each subject.

Minutes of the Meeting:

1. The principal welcomed all the members to the meetings.
2. Staff members presented the activities to be conducted all through the year, and finalised the same with consent with all the members.
3. Staff members presented the planning done for the current academic year and approved the same with the consent with all the members.
4. Members discussed the idea of conducting a competition based on each elective.
5. The meeting concluded with a vote of thanks by the principal.

Vision

TO inspire the college's staff and students by promoting a purposeful, consistent and catalytic quality improvement structure.

Mission

- TO make extra efforts to comprehend the significance of the college's sincerity through the best possible application of the Management, university and Government plans and policies relevant to knowledge





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production and dissemination.

- To provide a student-centered environment equipped with cutting-edge teaching, research, and knowledge-sharing approaches and technologies.
- To encourage innovative techniques in order to continuously improve the effectiveness of staff and student teaching-learning experience.

Chairperson.

PRINCIPAL

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AKSHAY

ACADEMIC YEAR 2018-19.

CIRCULAR.

This is to inform the students, teachers and non-teaching faculty to attend the meeting of IQAC. This meeting is mainly called to development and application of quality benchmarks / parameter for the various academic and administrative activities for the college.

Attendance at the meeting is mandatory for all the members.
Date - 9/01/19 Time - 1.30 pm. Venue - Board Room.

Staff

1. Mrs. Sangita S. Patil
Principal.

2. Mr. K. P. N. Kuty
Coordinator, VIVA Trust

3. Prachi Rajonhir

4. Chandrashekhar
Thakare

Student

5. Keshav Sausabh
Kamlesh

6. Vichare poorti
Sumi





Agenda:

1. Reviewing of objectives.
2. Result analysis
3. To involve people from Industry.

Minutes of the meeting:

1. The principal welcomed all the members to the meeting.
2. The objectives were reviewed and discussed the witty grannies in use.
3. Analysis of results 2017-18 was done with some valid suggestions for improvement were mentioned by the principal.
4. Committee members suggested to increase the number of industry people to guide students.
5. The meeting concluded with a vote of thankies by the principal.

Jangly

chairperson.

PRINCIPAL

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2019-2020

AKSHAY

ACADEMIC YEAR 2019-20.

This is to inform the students, teaching and non-teaching faculty to attend the meeting of IQAC. This meeting is mainly called to development and application of quality benchmarks/parameters for the various academic and administrative activities of the college.

Attendance at the meeting is mandatory for all members.

Date: 16/09/2019, Time: 12:30 PM, Venue: Board Room

Structure & constitution of the IQAC Committee:

1. Staff

1. Mrs. Sangita S. Patil
Principal

2. Mr. K. P. N. Kulkarny,
Co-ordinator, VIVA Trust

3. Prachi Pajanhire

4. Chandrashekhar
Thakare

Student

5. Neeraj Saurabh
Kambhate

6. Vichare Poorati
Sunil





Agenda:

1. Planning of Alumni meet:
2. Framing of Research policies for promoting research culture and organization of conferences / workshop / STTP etc.

Minutes of the meeting:

1. The principal welcomed all the members to the meeting.
2. Discussion on registration and organization of Alumni meet.
It was decided to collect the data of Ex-students first to start the Alumni organisation.
3. Seminars / workshops / STTP to be organised in future.

Jagdish

Chairperson.

PRINCIPAL

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AKSHAY

ACADEMIC YEAR 2019-20.

CIRCULAR.

This to inform the students, teachings and non-teaching faculty to attend the meeting of IQAC. This meeting is mainly called to development and application of quality benchmarks/parameters for the various academic and administrative activities of the college.

Attendance at the meetings is mandatory for all members.

Date - 09/01/2020. Time, 1:30pm, Venue - Board Room.

Structure & Constitution of the IQAC committee.

1. Staff

1. Mrs. Sangita S. Patil, Principal

2. Mr. K. P. N. Kuty,
Coordinator, VIVA
Trust

3. Prachi Rajanhire

4. Chandrashekhar Thakare

Student

5. Kesari Saurabh
Kamesh

6. Vichare Poorti
Sunil.





Agenda

1. Discussion on registration and organization of Alumni Meet.
2. Framing of Research policies for promoting research culture and organization of conferences / workshop / STTP etc.
3. Planning of Transport facility for non-residential students.

Minutes of the Meeting.

1. The principal welcomed all the members to the meetings.
2. The chairperson put forth the aims and objective of this committee.
3. The faculty members were introduced and responsibilities were distributed for smooth mechanism of the cell.
4. The meeting concluded with a vote of thanks by the Principal.

Jangir

Chairperson

PRINCIPAL

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2020-2021

AKSHAY

ACADEMIC YEAR 2020-21

CIRCULAR.

This is to inform the students, teachers and non-teaching faculty to attend the online meeting of IQAC. The extraordinary pandemic and lockdown impacted the Academic year 2020-21, making physical teaching and learning impossible. Teachers were required to deliver classes via online platforms such as Google meet, Google classroom, and others as well as provide e-material to students and develop online content. To help our staff take online classes more efficiently and effectively, a training program on Google classroom, Google and other related LMS was organized.

Attendance at the meeting is mandatory for all members.
Date: 3/12/2020 Time: 1:30 pm. Venue: Zoom Meeting
Structure & constitution of the IQAC committee:

	<u>Staff</u>	
1. Mrs. Sangita S Patil Principal		
2. Mr. K.P.N. Kuttu, Co-ordinator, Viva Trust.		
3. Poochi Rajanhire		
4. Namta Raut.		
	<u>Student.</u>	
5. Pandeshi Ruchika		
6. Gawade Anithi		





Minutes of the meeting

1. The principal welcomed all the members to the meeting.
2. IQAC organised an online meet with VIVA IT-Engineering faculty and in house computer lab technician to guide and train the faculty to continue with teaching and administrative work from home like a situation.
3. The meeting concluded with a vote of thanks by the principal.

Agenda

1. Discuss the role of IQAC in this pandemic situation.
 2. Online Teaching Training Programme
- Chairperson

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AKSHAY

ACADEMIC YEAR 2020-21

CIRCULAR

This is to inform the students, teachers and non-teaching faculty to attend the online meeting of I.A.A.C. The extra-ordinary pandemic ~~lockdown~~ impacted the Academic Year 2020-21, making physical learning impossible. Teachers are required to deliver classes via online platforms such as Google meet, Google classroom, and others as well as provide e-material to student and develop online content. To help our staff member take online classes more effectively and efficiently, a training program on Google Classroom, G-suite, and other related I.M.C. was organized.

Attendance at the meeting is mandatory for all members.

Date - 10/03/2021 Time - 1.30 pm, Venue - Zoom Meeting.

1. Staff

1. Mrs. Saugata S. Patil

Principal

2. Mr. K.P.N. Kutty

Coordinator, N.P.A. Trust

3. Prachi Rajanikar

4. Mamta Kant

Student

5. Ruchika Pardeshi

6. Gawade Malithi





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Minutes of the meetings

The principal welcomed all the members on the meeting.

A workshop on online teaching learning platform was organized for viva faculty on to help smooth conduct of classes in the online mode. To help our staff take online classes more efficiently and effectively, a training program on Google classroom, G-suite, and other related LMS was organized.

Principal quickly managed a training sessions to assist teachers in preparing for the same. A variety of tools for improving the quality of online lecture delivery and assessment tools such as google meet, Google classroom, and others as well as e-materials to students and develop online content.

The meeting concluded with a vote of thanks by the principal.

Agenda → 1. Online Teaching Training program

Chair person

PRINCIPAL

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2021-2022

AKSHAY

ACADEMIC YEAR 2021-22

CIRCULAR

This is to inform the students, teaching and non-teaching faculty to attend the online meeting of IRAC. The extra-ordinary pandemic and lockdown impacted the Academic Year 2020-21, making physical learning and teaching impossible. Teachers are required to deliver classes via online platforms such as Google meet, Google classroom, and others, as well as provide email materials to students and develop online content.

Attendance at the meeting is mandatory for all members. Date - 20/9/21. Time - 1.30 pm, venue - Board Room.

Staff

1. Mrs. Sangita S. Patil.
Principal

2. Mr. K. P. N. Kuttu,
Coordinator, VIVA Trust

3. Neta Bangera

4. Manu Rant.

Student

5. Pardehi Luchika

6. Gawade Maituli

- Agenda -
1. To adapt offline mode.
 2. To continuing online initiatives.
 3. To encourage industry involvement in creating industries.





readiness among the students.

Minutes of the Meetings.

1. The principal welcomed all the members to the meeting.
2. With the improvement in the pandemic situation, the committee discussed the transition back to offline academic activities. Safely returning to in person classes and campus life was a key focus.
3. While planning for the return to offline mode, the committee emphasized the significance of retaining valuable online initiative. Lessons learned from the online period were integrated into the hybrid approach.
4. The discussion emphasized the importance of several initiatives, such as guest lectures, seminars, and skill development programmes, in terms of preparing students for the industry. The goal of these programmes was to give students practical abilities.

Jayita

Chairperson
PRINCIPAL
Vishnu Waman Thakur Charitable Trust's
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AKSHAY

ACADEMIC YEAR 2021-22

CIRCULAR

This is to inform the students, teachers and non-teaching faculty to attend the meeting of IQAC. This meeting is mainly called to development and application of quality benchmarks / parameters for the various academic and administrative activities of the college.

Attendance at the meetings is mandatory for all members - Date - 10/1/2022 Time - 1:30pm.

Venue - Board Room.

Staff

1. Mrs. Sangita S. Patil, Principal

2. Mr. P. N. Katty, Co-ordinator, VIVA Trust

3. Neta Banger

4. Mamta Raut

Student

5. Chris Dpenha

6. Harshali Afgaonkar.

Agenda

1. To continue Online Initiatives.





Minutes of the meeting.

1. The principal welcomed to all the members to the meetings.
2. while planning for the return to of-line mode, the committee emphasized the significance of retaining valuable online initiatives. Lessons learned from the online period were integrated into the hybrid approach.

Jayanti

Chairperson

PRINCIPAL

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2022-2023

AKSHAY

ACADEMIC YEAR - 2022-23

CIRCULAR

This is to inform the students, teaching and non-teaching faculty to attend the meeting of IQAC. This meeting is mainly called to development and application of quality benchmarks/parameters for the various academic and administrative activities of the college.

Attendance at the meeting is mandatory for all members
Date - 16/09/22 Time - 1:30 pm, Venue - Board Room.

Staff

1. Mrs. Sangita S. Patil, Principal

2. Mr. K. P. N. Kutty
Co-ordinator, Viva Trust

3. Netra Bangera

4. Mamta Raut

Student

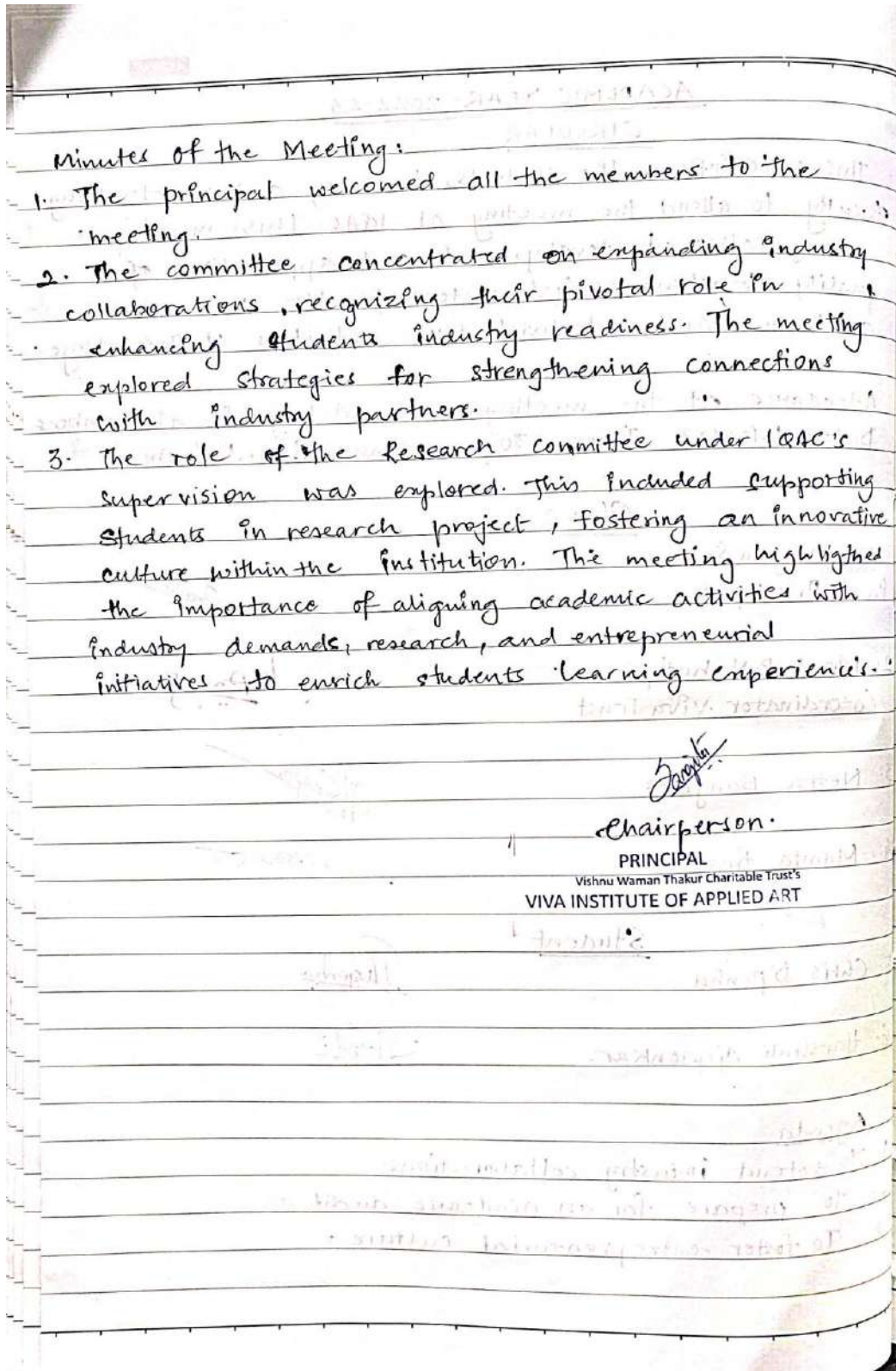
5. Chris Dipenha

6. Harshali Ajgaonkar.

Agenda

1. To extend industry collaborations.
2. To prepare for an academic audit.
3. To foster entrepreneurial culture.







AKSHAY

ACADEMIC YEAR 2022-23.

CIRCULAR

This is to inform the students, teachers and nonteaching faculty to attend the meeting of IQAC. This meeting is mainly called to development and application of quality benchmarks/parameters for the various academic and administrative activities of the college.

Attendance at the meeting is mandatory for all members.

Date - 09/1/23 | Time - 1:30 pm. Venue - Board Room.

Staff.

1. Mrs. Sangita S. Patil, Principal.

2. Mr. K.P.N. Kutty
Co-ordinator, VIVA Trust

3. Neha Bangera.

4. Mamta Raut.

Student

5. Chris D'penha

6. Harshali Ajgaonkar.

Agenda

1. To prepare for an academic audit.



