## NO Raggin

## **ANTI - RAGGING AT VSOA**

"Ragging is a criminal offense. The UGC has framed regulations on curbing the menace of ragging in higher educational institutions, in order to prohibit, prevent and eliminate ragging.

The regulations are notified at the institute website. Students are requested to go thoroughly and understand what constitutes ragging and what are the responsibilities of institution's and students' to prevent such incidents within the campus.

Students are requested then to give the necessary undertaking by them and parent's in the prescribed format in strict compliance of the UGC regulations.



## **CONTACT US**

New Architecture building, VIVA Campus, Shirgaon, Virar (E),

Taluka: Vasai, District: Palghar, State: Maharashtra.

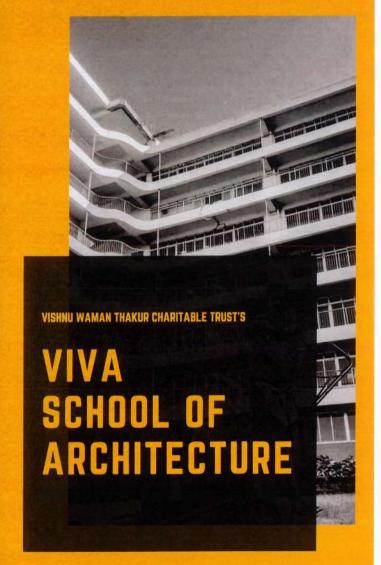
Pin: 401305, India.

Website: www.vivaarch.org.

National Anti Ragging Help Line (UGC Crisis Hotline) 24x7 Toll Free Number\* 1800-180 5522 (helpline@antiragging.in)







NURTURING TOMORROW'S PROFESSIONALS IN A SUSTAINABLE AND HOLISTIC APPROACH

Principal
VIVA School of Architecture

### WHAT CONSTITUTES RAGGING?

## Ragging constitutes one or more of any of the following acts:

a)Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

b)Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

c)Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

d)Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

e)Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f)Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students

g)Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person:

h)Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

i)Any act that affects the mental health and selfconfidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher

## WHY SHOULD I USE ON LINE AFFIDAVITS?

It is mandatory for every student and his/her parents to submit an anti ragging affidavit at the time of first admission and there after each year at the time of annual registration.

It is the order of the Hon. Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location.

Until now each college collected such information. But it was not stored in any central location. But this year the Ragging Prevention Program developed an ON LINE procedure for downloading anti ragging affidavits. As a result college authorities do not have to collect information separately and compile it.

## IT IS A SIMPLE PROCEDURE COMPRISING 3 STEPS:

Step 1: Log on to www.antiragging.in or www.amnmovement.org . Click on the button called - On line affidavits.

Step 2: Fill in the information as desired and submit the form.

Step 3: On successful completion you will receive affidavits, both for Students and Parents, through E mail.

## ADIMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

The institution will punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

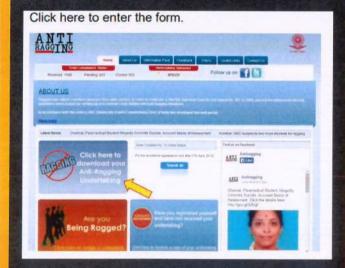
- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension/ expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for period ranging from one to four semesters.
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

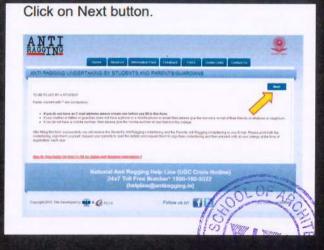
Provided that where the persons committing abetting the act of ragging are not identified, the institution shall resort to collective punishment. Chakor A. Mehta

Principal of Architectur

School of Architecture

# STEP BY STEP GUIDE ON HOW TO FILL AN ONLINE ANTI RAGGING UNDERTAKING on https://antiragging.in





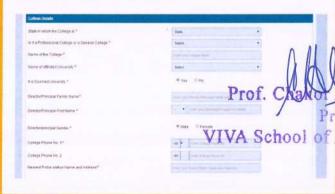
#### Fill the Personal details here:



#### Fill the Parent or Guardian details here:



#### Fill the College details here:



#### Fill the Course details here:



**Note:** If you do not have an E mail address please create one before you log in. If your parents do not have an E Mail/Mobile/ Landline Phone number please do not panic. You can give those of your friends or relatives. There is absolutely nothing to worry. If you make a mistake while submitting your form you can start a fresh and submit the information again. There is no problem. It is a very easy process.



National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number\* 1800-180 5522
(helpline@antiragging.in)

### VIVA SCHOOL OF ARCHITECTURE ANTI-RAGGING COMMITTEE (Annexure-II) 2018-19

Sr.No	Name of the Members	Designation	Profession	Address	Associated with	Contact No.	E-mail
ı	Mr. Chakor Mehta	I/C Principal	Academician	603/604,Agarwal High Opp Demart, Virar (W)	VIVA School of Architecture	9869330802	mehtachakora/gmail.com
2	Mr. K.P.Narayan Kutty	Co-Ordinator	Academician	Ruby A-201, Rajhans Dreams, Bhabhola, Vasai Rd., 401 202	Trust	9403643640/92 26549878	kepeven/a gmail.com
3	Mr.Sunil Lahane	Representative Of Civil Administration	Deputy Commissioner Vasai Virar Municipal Copartion	Virar	VVMC	,	
4	Mr.Y.K.Chaure, PSI	Representative Of Police Administration	Police Officer	Virar	Local Police	9867263335	
5	Mr. Pankaj Bhaskar Thakur	NGO	Jivdani Trust	Thakur Niwas Raja Chatrapati Shivaji Rd., Virar (West) 401 303	NGO	9325346060	thakurpankaj a yahoo,co.in
6	Mrs. Nayana Raut	Representative of Faculty Member (Female)	Associate Professor	B/101, Nestle House , Bhorpada, Jivdani Rd., Virar ( E ) 401 305	VIVA School of Architecture	9987786165	nayanaraut & rocketmail.com
7	Mr. Ritesh Suresh Agrawal	Representative of Faculty Member ( male)	Associate Professor	A-402, Bhaskar Building, Jangid Estate, Mira Road.	VIVA School of Architecture	9821084589	ritesh.arch <u>a gmail</u> .com
8	Miss.Khushbu Shailesh Soni	Representative of Faculty Member ( Female)	Associate Professor	601/L, Ashok Nagar (Old). Vazira Naka, Borivali	VIVA School of Architecture	9869712297	khushbu viva @gmail.com
9	Mr.Kudav Pradeep Baburaya	Representative of Parents (male)	Asst.Administrative Officer	K2/17,Oshiwara Best Officers Quarters. Shri Gajanan Maharaj Lane, Goregaon (W), Mumbai	Father of a student	7738641096	pradeepkudav7272@gmail.com
10	Mr. Prajapati Hiren Prakash	Representative of Students (male)	Student	201/C, Jasmine Poonam Complex. Thakur Complex 90ft rd . Opp.Thakur Polytectnic, Kandivali ( E ) 400 102	VIVA School of Architecture	9821790018	hirenpp (8 a vahood):
11	Mr. Mungekar Sachin Ramchandra	Representative of Parents (Female)	Officer G.S.Mahanagar Co.op.Bank	B-1/12, Shree Vishramyog CCHS. Opp. Borivali Fire Station, Gorai Rd., Borivali (W), Mumbai-400091	Father of a student	9819013425	sachin.mungekar52@gmail.com
12	Mr. Patil Ray avan	Representativ 64 Students (male)	Student	Kashibai Niwas, Opp. Datta Mandir, Navghar Road, Bhayander (East). Pin -	VIVA School of Architecture	9967704999	raipatil 182151@gmail.com

Prof. Chakor A. Mehta Principal VIVA School of Architecture

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## VIVA SCHOOL OF ARCHITECTURE ANTI-RAGGING COMMITTEE (Annexure-II) 2019 - 20

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3	Mr.Sunil Lahane	Representative Of Civil Administration	Deputy Commissioner Vasai Virar Municipal Copartion	Virar	VVMC		
4	Mr.Y.K.Chaure, PSI	Representative Of Police Administration	Police Officer	Virar	Local Police	9867263335	
5	Mr. Pankaj Bhaskar Thakur	NGO	Jivdani Trust	Thakur Niwas Raja Chatrapati Shivaji Rd., Virar (West) 401 303	NGO	9325346060	thakurpankaj@yahoo.co.in
6	Mrs. Nayana Raut	Representative of Faculty Member (Female)	Associate Professor	B/101, Nestle House, Bhorpada, Jivdani Rd., Virar (E) 401 305	VIVA School of Architecture	9987786165	nayanaraut@rocketmail.com
7	Mr. Ritesh Suresh Agrawal	Representative of Faculty Member ( male)	Associate Professor	A-402, Bhaskar Building, Jangid Estate , Mira Road.	VIVA School of Architecture	9821084589	ritesh.arch@gmail.com
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9	Mr.Kudav Pradeep Baburaya	Representative of Parents (male)	Asst.Administrative Officer	K2/17,Oshiwara Best Officers Quarters, Shri Gajanan Maharaj Lane, Goregaon (W), Mumbai	Father of a student	7738641096	pradeepkudav7272@gmail.com
10 1	Mr. Prajapati Hiren Prakash	Representative of Students (male)	Student	201/C, Jasmine Poonam Complex, Thakur Complex 90ft rd., Opp.Thakur Polytectnic, Kandivali (E) 400 102	VIVA School of Architecture	9821790018	hirenpp98@yahoo.in
11 1	Mr. Mungekar Sachin Ramchandra	Representative of Parents (Female)	Officer G.S.Mahanagar Co.op.Bank	B-1/12, Shree Vishramyog CCHS, Opp.Borivali Fire Station, Gorai Rd., Borivali (W) ,Mumbai-400091	Father of a student	9819013425	sachin.mungekar52@gmail.com
12	Mr. Shah Jenil Ketan	Representative of Students (male)	Student	303, Anand Sangeet, Sai nagar, Ambadi Road, Vasai (West) (Palghar - 4012020 11	VIVA School of Architecture	8390104920	shahjenil1999@gmail.com

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Prof. Chakon

VIVA School of Architecture

Prof. Charge Principal

## VIVA SCHOOL OF ARCHITECTURE ANTI-RAGGING COMMITTEE (Annexure-II) Academic Year 2020-2021

Sr.No	Name of the	Designation	Profession	Address	Associated with	Contact No.	E-mail
	Members  Mr. Chakor Mehta	I/C Principal	Academician	603/604,Agarwal High Opp Demart, Virar (W)	VIVA School of Architecture	9869330802	mehtachakor@gmail.com
2	Mr. K.P.Narayan Kutty	Co-Ordinator	Academician	Ruby A-201, Rajhans Dreams, Bhabhola, Vasai Rd., 401 202	Trust	9403643640/9 226549878	kepeyen@gmail.com
3	Dr.Kishor Gavas	Representative Of Civil Administration	Deputy Commissioner Vasai Virar Municipal Copartion	Vasai Virar Muncipal Corporation ,Virar (East)	Corporate	7775037888	
4	If	Representative Of Police Administration	Police Officer	Virar	Local Police	8669604021	
5	Mr. Pankaj Bhaskar Thakur	NGO	Jivdani Trust	Thakur Niwas Raja Chatrapati Shivaji Rd., Virar (West) 401 303	NGO	9325346060	thakurpankaj@yahoo.co.in
6	Mrs. Nayana Raut	Representative of Faculty Member (Female)	Associate Professor	B/101, Nestle House, Bhorpada, Jivdani Rd., Virar (E) 401 305	VIVA School of Architecture	9987786165	nayanvishalraut@vivaarch.org
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8	Mrs. Sheetal Rahul Pikle	Representative of Faculty Member ( Female)	Associate Professor	602,Shivneri Co.Op.Soc.,Lalubhai Park No.2, Andheri (West)	VIVA School of Architecture	9004069704	psheetal@vivaarch.org
9	Mr.Kudav Pradeep Baburaya	Representative of Parents (male)	Asst.Administrative Officer	K2/17,Oshiwara Best Officers Quarters, Shri Gajanan Maharaj Lane, Goregaon (W), Mumbai	Father of a student	7738641096	pradeepkudav7272@gmail.con
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12	Mr.Shah Jenil Ketan	Representative of Students (male)	Student	303, Anand Sangeet, Sai Nagar, Ambadi Rd., Vasai	VIVA School of Architecture	8390104920	shahjenil@vivaarch.org

## VIVA SCHOOL OF ARCHITECTURE ANTI-RAGGING COMMITTEE (Annexure-II) Academic Year 2021-2022

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10 1	Mr.Prathamesh Karande	Representative of Students (male)	Student	77/5,Rainbow Apt., Virat Nagar, Virar (W),Near Virar Maindan, Dist.Palghar, Tal.Vasai. 401 303	VIVA School of Architecture	9766201656	karandeprathamesh@vivaarch.org
- 13 - 1	Mr. Mungekar Sachin Ramchandra	Representative of Parents (Female)	Officer G.S.Mahanagar Co.op.Bank	B-1/12, Shree Vishramyog CCHS, Opp.Borivali Fire Station, Gorai Rd., Borivali (W) ,Mumbai-400091	Father of a student	9819013425	sachin.mungekar52@gmail.com
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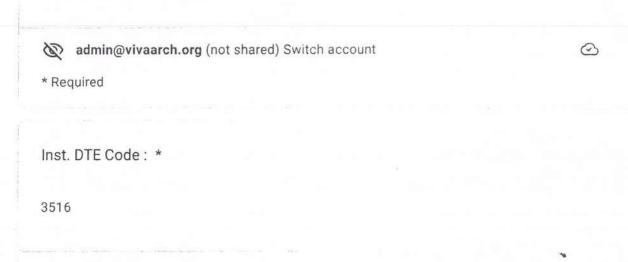
## VIVA SCHOOL OF ARCHITECTURE ANTI-RAGGING COMMITTEE (Annexure-II)

Academic Year 2022-2023

Sr.No	Name of the Members	Designation	Profession	Address	Associated with	Contact No.	E-mail
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6	Mrs. Nayana Raut	Representative of Faculty Member (Female)	Associate Professor	B/101, Nestle House , Bhorpada, Jivdani Rd., Virar (E) 401 305	VIVA School of Architecture	9987786165	nayanvishalraut@vivaarch.org
7	Mrs. Vinita Thakur	Representative of Faculty Member (Female)	Assistant Professor	14/G Khatachi Wadi, Siddharad Niwas, V.P.Road, Mumbai-400004	VIVA School of Architecture	98195 35747	vinitasthakur@vivaarch.org
8	Mrs. Vinita K. Kolhe	Representative of Faculty Member ( Female)	Assistant Professor	A - 102, Vasai Brindawan, H.G, Off 100ft Road, Lane No.7, Near St Francis School, Vasai (West), Tal - Vasai, Dist - Palghar, Pin - 401202.	VIVA School of Architecture	7588816706	vinita.arch@gmail.com
9	Mr.Kudav Pradeep Baburaya	Representative of Parents (male)	Asst.Administrative Officer	K2/17,Oshiwara Best Officers Quarters, Shri Gajanan Maharaj Lane, Goregaon (W), Mumbai	Father of a student	7738641096	pradeepkudav7272@gmail.com
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12	Mr.Bhoir Bhavik Balkrishna	Representative of Students (male)	Student	A-1102, Kingston Court, Opposite Old Viva College, Virar (West) 401303	VIVA School of Architecture	7350675044	bhoirbhavik@gmail.com

## Information regarding Sexual Harassment Cases

Annual Return on cases of Sexual Harrassement.



Inst. Name: \*

VIVA School of Architecture

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## Information regarding Sexual Harassment Cases



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\* Required

Year 2021-22

No. of Complaints of Sexual Harassment received in the year 2021-22: \*

0

No. of Complaints disposed off during the year 2021-22: \*

0

No. of Cases pending for more than 90 Days \*

0

No. of workshops on awareness programmes against sexual harassment conducted during the year 2021-22

2

Nature of Action \*

Information and committee Introduction



## Information regarding Sexual Harassment Cases



admin@vivaarch.org (not shared) Switch account



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\* Required

Year 2022-23

No. of Complaints of Sexual Harassment received in the year 2022-23: \*

No. of Complaints disposed off during the year 2022-23: \*

No. of Cases pending for more than 90 Days  $\,^{\star}$ 

0

No. of workshops on awareness programmes against sexual harassment conducted during the year 2022-23

3

Nature of Action \*

Information and committee Introduction along



## Information regarding Sexual Harassment Cases

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Late Shri. Vishnu Waman Thakur Charitable Trust's Bhaskar Waman Thakur College Of Science, Yashvant Keshav Patil College Of Commerce, Vidhya Dayanand Patil College Of Arts, (Viva College)

(Affiliated to University of Mumbai)
NAAC ACCREDITED WITH "B" GRADE (CGPA 2.69)

Notice No. VC/ 151 /2017-2018

Date: 24/02/18

## NOTICE (Degree College)

A meeting of Conveners of Women Development Cell (WDC) of all institutions for Celebrating *International Women Day* is scheduled on **05**<sup>th</sup> March **2018 Monday, at Conference Room, 2**<sup>nd</sup> floor, VIVA College of Arts, Commerce & Science New Campus at **10:30 a.m.** 

Kindly relieve the concerned professor to enable him/her to attend the same.

Convener WDC

(Mrs. Prajakta Paranjape)

CC: - All Principal

VIVA Institute of Technology

• IMS/IMR

VIVA School of Architecture

VIVA Pharmacy

VIVA Applied Art

VIVA MCA

VIVA College of Diploma Eng. & Technology

· Utkarsh Jr.College

Nallasopara Jr.College

· BHTMS James

I/C Principal

Prof Vinder Kolle

Layan

Raul

as custillity

Prof. Chakor A. Mehta Principal

VIVA School of Architecture





Late Shri. Vishnu Waman Thakur Charitable Trust's

## **SCHOOL OF ARCHITECTURE**

Approved by Council of Architecture, New Delhi and Affiliated to University of Mumbai Webside: www.vivaarch.org E-mail: principal@vivaarch.org & admin@vivaarch.org

Shri Hitendra V. Thakur

President

Ms. Aparna P. Thakur

Secretary

Prof. Chakor A. Mehta

Principal

Date:

दिनांकः ३०/०३/२०२२

जावक क्र .: विवा आर्च /१५१ /२०२१-२०२२

प्रति

मा . सहसंचालक

तंत्रशिक्षण विभागीय कार्यालय .

मुंबई-४०० ०३२

विषयः जागतिक महिला दिन साजरा केल्याचा अहवाल सादर करण्याबाबत .

माननीय

महोदय / महोदया,

विषयास अनुसरून आपल्याला कळविण्यात येते की, आपले संदर्भाधीन क.३/विकामुं/तंशि/आस्था-४/२०२१-२२/४७८ दिनांक २२/०२/२०२२ च्या अनुषंगाने विवा स्कूल ऑफ आर्कि टेक्चर हया आमच्या महाविदयालयात जागतिक महिला दिना निमिक्त दिनांक  $0 < \sqrt{0}$   $\sqrt{20}$  रोजी विविध उपक्रम व कार्य क्रम राबविण्यात आले. त्याची माहिती खालील प्रमाणे आहे.

- १) जागतिक महिला दिना साठी लोगो डिजाईन व सुलेखन स्पर्धा घेण्यात आल्या (प्रथम वर्ष ते अंतिम वर्ष).
- २) दुपारी ३.00 ते ४.30 या वेळेमध्ये विद्यार्थ्यांनी विविध कार्यक्रम आयोजित केले. महिला दिना चे औचित्त्य साधून वृक्ष संवर्धन मोहिम राबविली . तसेच पाककला स्पर्धा आयोजित केली . महिला दिना निमित्त भिंतीपत्र, पोष्टर, शिक्षक व शिक्षकेतर कर्मचा-याचे भाषणे तसेच विविध खेळांचे आयोजन करण्यात आले होते . विद्यार्थ्यांनी महिला शिक्षक व शिक्षकेतर कर्मचा-याना भेटवस्तू देण्यात आल्या . महाविदयालयाचे आदरणीय प्राचार्य महोदय यांनी आपले जागतिक महिला दिनां बद्धलचे आदर व सन्मान व्यक्त केले . अशा विविध उपक्रमानी महाविदयालयानी महिला दिन साजरा केला .

कळावे.

आपला विश्वास

03/2022

पो . चकोर अ . मेहता

Institute DTE Code No.: AR-3516

Res. No. Viva Arch /128/2022-23

Date: 21/11/2022

## Academic Year 2022 - 23 Statement (Term - I)

Government Offices / Semi-Government Offices / Government Corporations / Companies / Local Bodies / Government Aided Boards and Institutions etc. Complaints received at local Women's Grievance Redressal Committees.

### Women Grievance Redressal

1. Name of the President	:- Mr. Pankaj Thakur	NGO
2. Name of Member Secretary	:- Prof. Chakor A Mehta	Principal
3. Member Name	:- Mrs. Vinita Kolhe	Faculty member
4. Member Name	:- Mrs. Nayana Raut	Faculty member
5. Member Name	:- Mrs. Sangeeta Naik	Non-teaching staff
6. Member Name	:- Ms. Gauri Choudhari	Ladies Representative
7. Member Name	:- Ms. Upasna Patil	Student member

		Women Grievance Redressal					
Sr. No.	Name of the office (Ministerial Department and name of the regional office)	No. of complaints received by the committee	No. of Resolved complaints	No. pending complaints	Remark		
1 .	2	3	. 4	5	6		
01	VIVA School of Architecture	fil	1	Vil	<i>i</i>		

Prof. Chakor A Mehta

Principal

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Institute DTE Code No.: AR-3516

Reg-No. Viva Arch /(28/2022-23 Date: 31/03/2023

### Academic Year 2022 - 23 Statement (Term - II)

Government Offices / Semi-Government Offices / Government Corporations / Companies / Local Bodies / Government Aided Boards and Institutions etc. Complaints received at local Women's Grievance Redressal Committees.

#### Women Grievance Redressal

1. Name of the President	:- Mr. Pankaj Thakur	NGO
2. Name of Member Secretary	:- Prof. Chakor A Mehta	Principal
3. Member Name	:- Mrs. Vinita Kolhe	Faculty member
4. Member Name	:- Mrs. Nayana Raut	Faculty member
5. Member Name	:- Mrs. Sangeeta Naik	Non-teaching staff
6. Member Name	:- Ms. Gauri Choudhari	Ladies Representative
7. Member Name	:- Ms. Khushi Patel	Student member

Sr. No.	37	Women Grievance Redressal					
	Name of the office (Ministerial Department and name of the regional office)	No. of complaints received by the committee	No. of Resolved complaints	No. pending complaints	Remark		
1	2	3	4	5	6		
01	VIVA School of Architecture	-	0				

Prof. Chakor A Mehta

Principal



Late Shri. Vishnu Waman Thakur Charitable Trust's

## SCHOOL OF ARCHITECTURE

Approved by Council of Architecture, New Delhi and Affiliated to University of Mumbai Website: www.vivaarch.org E-mail: principal@vivaarch.org & amin@vivaarch.org

Shri. Hitendra V. Thakur President

Ms. Aparna P. Thakur Secretary

Prof. Chakor A. Mehta Principal

Ref. No. - VSOA / Internal Sessional Marks

Date: December 28, 2020.

#### NOTICE

All the students to note the following regarding Internal Sessional Assessment sand Marking.

#### First Attempt/ Chance for Submission of Sessional Works

The Sessional work is to be submitted on the date as declared by the respective subject teacher as instructed. This is the first attempt of submissions by the students

### Second Chance for Submission of Sessional Works (Upgradation / Betterment)

This opportunity is being given to all the students to re-submit the sessional works to the respective teacher immediately next week for upgradation of marks or if the student has not submitted or has submitted incomplete work on the date of First Submission date. The student will have to submit their sessional works / assignments on the basis of the feedback / comments from the respective subject teacher in order to obtain upgradation in marks or betterment.

## Third Chance for Submission of Sessional Works (Upgradation/Betterment/Passing in subject) at the time of declaration of

Three Defaulters List will be declared in every semester. The Defaulters List will be declare on completion of every month. The Third opportunity is being given to all the students who have not submitted their work previously or have submitted incomplete work or have not obtained 50% of marks in the submissions submitted. The student will have to submit their sessional works / assignments on the basis of the feedback / comments from the respective subject teacher and it is third and final chance that is being given to the defaulting student to clear default and obtain the required minimum 50% internal marks.

No further assessment / marking / upgradation will be made for the sessional work of any candidate after the date of submission of work for the respective Defaulters List. The marks thereafter will be absolute and final. Defaulters List will be strictly for the upgradation / reassessment / betterment for the Sessional Works of the previous month or from the date of declaration of previous Defaulters List.

Every student has to ensure and it is student's responsibility that he / she does not default or fail in obtaining 50% of Internal Marks for their Sessional Works /

Assignments.

Prof. Chakor A. Mehta In-charge Principal VIVA School of Architecture

Prof. Chakor A. Mehta Principal

VIVA School of Architecture

New Building, VIVA Campus, Shirgaon, Virar East, Dist. Palghar, Maharashtra – 401 305 Contact Nos. - 7744871000 & 7447491000 (WhatsApp Enabled) Fax No. - 0250 - 2515275



Vishnu Waman Thakur Charitable Trust's

## WIWA SCHOOL OF ARCHITECTURE

Approved by Council of Architecture, New Delhi and Affiliated to University of Mumbai Website: www.vivaarch.org E-mail: principal@vivaarch.org & admin@vivaarch.org

Shri. Hitendra V. Thakur President Ms. Aparna P. Thakur Secretary Prof. Chakor A. Mehta Principal

#### Grievance Redressal Committee Cell

Date: July 5, 2022.

#### CIRCULAR: Grievance Redressal Cell

Grievance Redressal System is a vital part of any Institution. It is the responsibility of our Institution to provide a secure and contented environment to all its family members and they are Staff and Students. The Grievance Redressal Committee formed is as per the UGC guidelines to redress the grievances of both the staff and the students. The Committee will be under the direct purview of the Principal.

The grievances received by the Principal will be forwarded to the concerned Committee members who shall look in to the problems depending upon the seriousness of the issue.

The Committee shall continuously strive to take the best efforts possible to create a harmonious and conducive atmosphere in the Institution.

#### Functions of the Grievance Redressal Committee

- 1. To accept written grievances from students and staff related to the system.
- 2. To create and implement a mechanism to handle the reported grievances.
- 3. To forward the findings to the Management if necessary for further action.
- 4. To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- 5. To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- 7. To convene periodical meetings to discuss whether the grievances have been settled.
- 8. To make a follow-up of these matters at regular intervals till their final disposal.

9. To maintain strict confidentiality if necessary.

Prof. Chakor A. Mehta Principal

VIVA School of Architecture

Prof. Chakor A. Mehta Principal

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Vishnu Waman Thakur Charitable Trust's

## **♥ | ♥▲ SCHOOL OF ARCHITECTURE**

Shri. Hitendra V. Thakur President Ms. Aparna P. Thakur Secretary Prof. Chakor A. Mehta Principal

#### Grievance Redressal Committee Cell

Date: July 5, 2022.

### Composition of College Grievance Redressal Cell

Sr. No.	Name	Designation	Position
1	Prof. Chakor A. Mehta	Principal	Chairman
2	Prof. Nayana V. Raut	Associate Professor	Convener
3.	Prof. Vinita K. Kolhe	Assistant professor	Member
4.	Prof. Ankita R. Shukla	Assistant professor	Member
5.	Current General Secretary	Student Representative (	Ombudsman)

All the bonafied students of this Institution have the right to appeal any academic matter in which they feel that they have been treated unfairly.

Examples of student problems: Disputes over Grades, Course Requirements, Faculty or Staff Conduct, Fines and Administrative Policies and Procedures.

If any problem arises and is not resolved informally, students may file a grievance with the College Grievance Redressal Cell (CGRC) of the College. Any type of student complaint or problem may be presented to the SGC for official review. The campus hearing body follows a set of formal procedures as per UGC Guidelines.

A Student Representative (Ombudsman) will assist students in presenting their case along with the guidance of the members of the committee as well. The deadlines for filing any kind of a grievance is the last day of the concerned semester, post the semester during which the incident has occurred. Decisions made by the SGC are not appealable.

The SGC does not lend itself to quick solutions, so a resolution at a lower level will be acceptable. Attempts at such a resolution are required before the committee will accept a case. Any student who wishes to file a grievance can contact the chairperson of College Grievance Redressal Cell (CGRC) in college office OR Students can file the grievance online.

Prof. Chakor A. Mehta
Principal
VIVA School of Architecture

Prof. Chakor A. Mehta
Principal
VIVA School of Architecture

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