



# PTVA's Institute of Management

## Induction Policy

### 1. Objective

1.1 To facilitate smooth assimilation of *new employees* into the Institute and help them understand the Institute as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the Institute.

### 2. Applicability

2.1 All new employees of the institute

### 3. Policy

3.1 Every employee, irrespective of grade, shall go through a Comprehensive Orientation Program (COP), which will be mandatory for the employee to attend.

3.2 The duration and scope of COP may vary with the grade of the employee and the width and depth of information that needs to be shared during induction.

3.3 The COP shall include the following:

Sr. No.	Particulars	Responsibility	Topic/Coverage
1.	PTVA Trust	Dr. Tejashree Deshmukh	Introduction of the Parent Trust "PTVA" including their values, vision, mission, schools and colleges under PTVA, etc.
2.	PTVA's Institute of Management	Dr. Tejashree Deshmukh	Introduction to PTVA's Institute of Management and familiarization with the activities of the Institute with the help of an AV.
3.	HR Orientation <i>Deshmukh</i> Director PTVA's Institute of Management Chitrakar Ketkar Marg, Behind M. L. Dahanukar College, Vile Parle (E), Mumbai-400 057.	Dr. Tejashree Deshmukh	Brief introduction of the organizational structure; Introduction to the current employees in the department; Introduction to HR Policies, Information about duties & responsibilities
4.	Campus Tour	Dr. Tejashree Deshmukh	Tour of the Institute and introduction to key officials.

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Prepared By: Dr. Tejashree Deshmukh

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# PTVA's Institute of Management

## Employee Orientation Form

Name of the Employee:

Date:

Designation:

Department:

Sr. No.	Particulars	Evaluation	
		Yes	No
1	Did you get a proper orientation of PTVA's Institute of Management?		
2	Have you understood your Job Profile adequately?		
3	Did you understand the Institute/Department structures and their functions?		
4	Have you been told about the applicable HR Policies?		
5	Were you satisfied with the induction program?		

6 Anything else you would like to know or suggestions you would like to make?

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Signature:

*Beshmukh*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



# PTVA's Institute of Management

## Leave Policy for Employees

### 1. Objective

1.1 To communicate the leave entitlements and provide guidelines for availing these leave.

### 2. Eligibility & Applicability

2.1 All employees on the rolls of the Institute.

### 3. Policy & Procedure

3.1 Categories of leave available to the employees are: Casual Leave, Earned Leave, Medical Leave, Compensatory Off, Summer Vacation, Special Leave (Outdoor Duty), and Leave Without Pay (LWP).

3.2 For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st January and ending 31st December.

3.3 All leaves shall accrue effective 1st January of every Year.

3.4 Employees shall apply for leave in the prescribed format available in the admin office.

3.5 Holidays and weekly-offs between the leaves will be treated as a part of leave only.

### Entitlement & Procedure for availing Leaves:

#### 4. Casual Leave (CL)

4.1 All Employees are eligible for 08 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis.

4.2 Employee on CL cannot be absent from duty continuously for more than 7 days including intervening holidays, except in exceptional circumstances when it may be extended upto 10 days.

4.3 Employees may avail CL for half-day also.

4.4 CL may be prefixed or suffixed to intervening holidays or weekends.

4.6 CL cannot be prefixed or suffixed to any other category of leave.

4.7 Un-availed CL will automatically lapse at the end of the calendar year.

#### 5. Medical Leave (ML)

5.1 All Employees are eligible for 10 days of ML in a calendar year, which shall be credited to them upon joining, on a half-yearly basis.

5.2 Employees availing ML for more than two days, need to submit Medical Certificate for the said period.

5.3 ML cannot be prefixed or suffixed to any other category of Leave.

5.4 Un-availed ML will be automatically carried forward to the next calendar year.



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Prepared By: Dr. Tejashree Deshmukh

Approved By: Dr. Harish Kumar S. Purohit

*Beshmukh*

Director

PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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## 6. Earned Leave (EL)

6.1 The Director and the non-teaching staff members are eligible for 30 days of EL in a calendar year, which shall be credited to them upon joining, on a half-yearly basis.

## 7. Leave without Pay (LWP)

If an employee has exhausted all types of leave, exceptionally, s/he may be allowed to take leave without pay, subject to the approval of the Director.

7.1 LWP shall not be treated as break of service

## 8. Compensatory Off (CO)

8.1 If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted by the Director.

8.2 Compensatory off shall be availed within one month. However, depending on the work load, with the permission by the Director, a CO can be taken at a later date.

## 9. Summer Vacation

9.1 All teaching faculty except Director, will be eligible for Summer Vacation.

9.2 Faculty members can take the summer vacation on a continuous basis for a maximum period of 30 days or in a staggered pattern in the months of May and June every year. However, the number of days of such leave shall not exceed 30 days.

9.3 Dean - Academics shall plan the summer vacation well in advance based on the academic and other relevant considerations.

9.4 The Management reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible Earned Leave in the ration of 3:1 in lieu of the summer vacation foregone.

9.5 The Director shall inform all such faculty whose services may be required during the summer vacation, in advance.

9.6 Summer vacation cannot be prefixed or suffixed with any other leave.

9.7 Faculty members availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.

9.8 Faculty members on summer vacation may at their discretion and on approval from the Director, attend external examination related works/FDPs/Seminars/Conferences. However such activities shall not count for any set-off against the summer vacation.

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Prepared By: Dr. Tejashree Deshmukh

Approved By: Dr. Harish Kumar S. Purohit

  
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Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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### 10. Special leave for pursuing research

10.1 This leave shall be given, on a case to case basis, to those who have registered for Ph.D and cleared their pre-Ph. D course work, for a maximum period of a fortnight.

10.2 The leave needs to be approved by the Management.

10.3 The Director shall call for supporting recommendation letter from a faculty's Ph.D guide and/or other relevant documents for granting the approval.

10.4 The unutilized Special Leaves can neither be carried forward nor encashed.



*Tejashree Deshmukh*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



# PTVA's Institute of Management

## LIBRARY POLICY

### 1. Objective

To achieve smooth, coordinated functioning of library and help students, faculty and staff to get maximum benefits of the facilities available in library.

### 2. Applicability

To all students and staff members of P.T.V.A's Institute of Management

### 3. Policy

PTVA's Institute of Management practices Dr. S. R. Ranganathan's (Father of Library Science) Five Laws of Library Science in view of the growing Information and Technological trends, changing user expectations, supporting research and innovation through qualitative collection.

These Laws are:

1. Books (Documents) are for use.
2. Every reader his/her book (documents).
3. Every book (documents) its reader.
4. Save the time of the reader.
5. The library is a growing organism.

These shall be achieved by

1. Building Qualitative collection to support teaching, learning, research and innovation activities.
2. Building advanced technological infrastructure to support all library housekeeping operations.
3. Undertaking training activities to make the use more aware of the library and online resources.

### 3.1 Procurement policy and procedure

1. Purchase and use of current titles.

The Library undertakes following method for purchasing new titles.

- a) The Library procures books recommended by the University and as per AICTE Norms.
- b) The library procures the books which are duly recommended by teachers and students through the process of filling up 'Requisition Form'.
- c) The Library procures books on Approval basis from various book venders considering courses available in our Institute. The teachers are invited to approve the books by filling up the Requisition Form.
- d) The Library invites quotations from vendor(s) regarding cost and discount available on each title.

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**Director**  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.





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- e) After receiving Sanction from The Director Sir, approved books are procured.
2. E – Journals / Online Databases  
Online journals and databases are subscribed to meet growing requirements of students for project work, assignments research work as well as for the undertaken by our faculty members including those pursuing doctoral degrees.
3. Software: The library software i.e. SLIM21 keeps track of the documents. The library staff makes use of software to answer queries by students regarding location of book shelves, issuance and number of copies available.

### 3.3 Discount offered on books/ periodicals

Every registered book suppliers need to offer discount on the books purchased for the library.

The registered book vendors/publishers offer 20% discount on books through the Good Office Committee (refer to GOC by laws) suggests 10% discounts on books. However, we get around 20% and less than in few cases.

As per as journals are concerned, by GOC rule, we do not get any discount on periodicals. However, there are some subscription agents who offer us discount and there are no 'fixed discount rates'.

Annexure: GOC Regulations

### 3.4 Inter library loan policy

#### I. Definition

An interlibrary loan is a transaction in which a library material, or a copy of the material, is made available by one library to another Library of the college/institutes/organization upon request.

#### II. Purpose

The purpose of interlibrary loan services is to obtain library materials for our patrons that are not available in our Library and to lend materials from our collection to all eligible requesting libraries.

#### III. Interlibrary Borrowing

A. The reader needs to request for the title in writing. The participating library needs to submit the request in writing and collect the book, if it is available in our Library.

#### B. Loan Materials

1. The following materials are usually available for interlibrary loan:
  - a. Books
  - b. Photocopies of periodical and newspaper articles (from hard copy, microfilm and microfiche).
2. Most libraries will not ordinarily lend the following types of material:
  - a. Rare or valuable material, including manuscripts

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Approved By: Dr. Harish Kumar S. Purohit

  
Director

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Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.





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- b. Bulky or fragile items that are difficult or expensive to ship
  - c. Material in high demand at the lending library (i.e. "best sellers" recently published items, etc.)
  - d. Audio visual materials
- C. Borrower's Responsibilities
1. Each patron is responsible for checking the holdings of our Library for the item before requesting it on interlibrary loan.
  2. Loan Period:
    - a. Maximum 30 Days and further renewal on request for extension of 30 Days

## 3.5 Circulation Policy

1. 3 books/Journals are issued against library card to every student for 15 days. After 15 days of the issuance, the borrower of books/study material has to return or reissue (only 1 reissue is allowed) book for further 15days otherwise Rs.5 per day fine will be charged.
2. To help students book reissue facility available on phone only once.
3. If issued Books or Journals are lost, students are required to inform library counter immediately to avoid levying further fines and follow the guidelines related to replacement cost along the fine on prorata basis.
4. If Library card is Lost, Duplicate library card can be given on payment of duplicate library card charges.

## 3.6 General Rules

1. Library will remain open From 8.30 a.m. to 9.00 p.m. (Monday to Saturday).  
From 10 a.m. to 6 p.m. (Sunday)
2. Library will be closed on Public holidays
3. Bag/Cell phone/Laptop not allowed in Library
4. Consuming food or drinks (except water) is not allowed in library.
5. Pin drop silence and library decorum is expected.
6. Damage to Library Property will have disciplinary action.

## 3.7 Newspapers Policy

We believe that Newspapers are the Stepping stone to inculcate reading habit among the students at the same time provide information which will be very helpful in their academic and professional life. Newspaper are playing vital role in updating current information to students and staff. Our Library has been subscribing leading Newspapers.

The Library undertakes following method for purchasing of Newspapers.

The library Subscribed Newspapers which are duly recommended by teachers through email request.

2. After Receiving Newspaper Requisition, enquiry is made by library to local newspaper agent regarding cost of recommended newspaper

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Approved By: Dr. Harish Kumar S. Purohit

*Dr. Harish Kumar S. Purohit*  
Director

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## PTVA's Institute of Management

3. After getting approval from Director Sir, Newspaper will be subscribed on monthly bill basis.

Stands are available in library for display of newspapers.

**3.7.1 Discard policy** - Old newspapers are discarded on half yearly basis. Books are not discarded till now as the institute was set up in 2009 and the same has to be retained for minimum 15 years which are in good and legible condition.

### 3.8 e-Books / e-Journals/ e-database

Institute shall subscribe e-Books / e-Journals/ e-database from time to time as required by AICTE and on teachers. Also Library in-charge shall maintain usage report of all e-databases and discuss with relevant teachers at the time of renewal.



*B. Chavhan*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



# PTVA's Institute of Management

## Maitri Sangha

[Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)]

### The primary focus of Maitri Sangha is to:

1. Empower students belonging to the backward sections of societies including Scheduled Castes and Scheduled Tribes.
2. Implementation of various schemes meant for educational purpose through Scheduled Caste and Schedules Tribes Sub-Plan schemes, Reservation Policy co-ordination etc. in order to ensure their empowerment through Social Justice, Economic Welfare, and Social Defense.

### Objectives:

1. Ensure Equal Opportunity and Social Justice to the Scheduled Caste and Schedules Tribes students by providing them equal opportunities in the fields of education, economic and social security.
2. Ensure the economic well-being of students belonging to the Scheduled Castes and Schedules Tribes classes of society through effective economic welfare measures.

### Functions of SC/ST Students' Coordination Cell:

1. Monitor the sanctioning of scholarships and their distribution to the beneficiaries on time.
2. Act as the liaison officer between social welfare department & the Institute including making arrangements for sending statistical information required by the University/Government authorities.
3. Counsel the SC/ST students for improving attitude & to build up necessary confidence in them in order to face the corporate world successfully.
4. Any issues relating to discrimination experienced by the students in the Institute. Students, especially belonging to SC/ST/OBC, if they have any issues on the above, may register their complaint with the Cell.

The above Cell will meet once in a year and/or on receiving any complaints and take/suggest remedial measures.



*Tejashree Deshmukh*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



# PTVA's Institute of Management

## Recruitment Policy

### Objective:

1.1 Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

### 2. Applicability

2.1 All new recruits in all grades

### Policy & Procedure

3.1 Staffing pattern as prescribed by the All India Council for Technical Education (AICTE), and University of Mumbai under University Grant Commission (UGC) is followed for the recruitment of the teaching staff of the Institute. In case of the non-teaching staff, the guidelines of University of Mumbai are followed by the Institute. Standard Code Rules of Government of Maharashtra for the rules regarding non-teaching staff members are used as a reference.

3.2 Rules regarding selection committee, selection procedure and eligibility criteria/qualifications and equivalence for the teaching posts coming under the purview of All India Council for Technical Education (AICTE) which are adopted by the University of Mumbai for the Institutes in Management vide Circular No. (Circular No. CONCOL/ICC/04/ of 2012) are followed and after identifying the positions as per these rules, the application is sent to the University of Mumbai and Backward Caste Cell of the Government of Maharashtra for their approval.

3.3 Upon receiving the approvals as per the University of Mumbai Circular No. CONCOL/75 dated 3.3.1988, the advertisements are released in the newspapers as per the guidelines issued by the University of Mumbai vide the same circular.

3.4 List of applications received is given to the scrutiny committee. The committee after scrutinizing the applications, sends the recommendations for the purpose of selection.

3.5 Selection Process as mentioned in the Circular No. CONCOL/ICC/04/of 2012 is diligently followed for the recruitment of the teaching posts and librarian.

3.5 The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of society

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Approved By: Dr. Harish Kumar S. Purohit

*Tejashree Deshmukh*

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Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



## Parle Tilak Vidyalyaya Association's PTVA's Institute of Management

### Responsibilities of the Director

Subject to the supervision, general control and direction of the Governing Body, the Director of the Institute as an administrative and academic Head of the Institute shall be responsible for –

- a. Academic growth of the Institute.
- b. Participation in the teaching work, research and training programmes of the Institute.
- c. Planning and assisting in planning and implementation of academic programmes, such as orientation courses, seminars, in service and other training programmes, organized by the University and/or University Department/Institute for the academic competence of the Faculty members.
- d. Admission of students and maintenance of discipline of the Institute.
- e. Receipts, expenditure and maintenance of accounts of the Institute and for causing other bodies, association, societies, committees etc. to maintain, finalise and present their accounts.
- f. Management of the Institute Library, Computer Centre and Gymkhana.
- g. Correspondence relating to the administration of the Institute.
- h. Administration and supervision of curricular, co-curricular, extra-curricular or extra-mural activities of the Institute and maintenance of records.
- i. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued thereunder from time to time by the University of Mumbai and the orders issued by the Central and State Government.
- j. Supervision and conduct of Institute and University examinations including internal assessment and such other work pertaining to the examinations as assigned.



*B. B. B. B.*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.

- k. Assessing reports of teachers and maintenance of service books of teachers and other employees of the college in the forms prescribed by the University of Mumbai.
- l. Place before the Local Managing Committee (a) the budgetary statement for the following financial year and (b) the statement of audited accounts for the previous financial year for consideration and approval.
- i. Any other work relating to the Institute and the University of Mumbai as may be assigned to him/her by the University of Mumbai from time to time.



*Beshmukh*

**Director**  
PTVA's Institute of Management  
Chitrakar Kelkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



## Duties and Responsibilities of Examination In-charge

1. Shall send communication to the concerned faculty members regarding submitting minimum 2 sets of question papers and the internal assessment marks.
2. Shall be responsible for printing of question papers.
3. Shall be responsible for the due custody of the records pertaining to his/her work.
4. Shall have administrative control over the members working under him/her.
5. Shall conduct the Examinations (college and university) and therefore make all necessary arrangements and be responsible for the due execution of all processes connected therewith.
6. Shall ensure that final year mark sheets are issued only to qualified student.
7. Shall be responsible for finalizing the dates of exams, preparing the Time-Table and sending a copy of the same to the Exam Department for display under the guidance of the Director & Dean – Academics.
8. Shall arrange to get performance of the candidates at the examinations properly assessed, and process the results.
9. Shall arrange for the timely publication of results of examinations and other tests.
10. Shall receive the report of the unfair means cases reported by the exam supervisors.
11. Shall forward the reports of the cases found guilty of unfair means regarding examinations to the Director for further action.
12. Shall review the results of university and of internal examination.
13. Shall get the answer books assessed by the examiners/moderators.
14. Shall performs such other duties as may be prescribed by the Institute as per the guidelines of the University of Mumbai.



*T. Deshmukh*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



## Roles and Responsibilities of Examination Department Members

1. Shall prepare exam time table before the exam and ensure that it is put up on the notice board twenty one days before the exam commences.
2. Shall ensure exam rules for the students are displayed.
3. Shall prepare supervision duty chart at least one week in advance and communicate it to the Director, concerned faculty members, Registrar and the admin department.
4. Shall prepare the block arrangement for the exam at least two days prior to examinations.
5. Shall ensure that adequate examination related stationery is made available at the time of examination.
6. Shall ensure that the question papers received from the respective faculty members are as per the guidelines prescribed by the Examination Department.
7. Shall prepare files for following documents:
  - a. Attendance sheets
  - b. Answer sheets handed over to faculty
  - c. Time tables of exam
  - d. University correspondence.
8. Shall put up notice informing students appearing for the re-examination to have the exam form collected and returned in due time. Students shall make the payment of required University related examination fees to the Account department and collect the fee receipts.
9. Shall ensure that evaluation and moderation process is completed in time.
10. Shall ensure that all the results are displayed on the notice board latest within 30 days from the last date of examinations.



*Beshmukh*

**Director**  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



## Roles & Responsibilities of Non-teaching Staff including Peon

1. To enter the mail, letters and inter-departmental correspondence/ files etc.
2. To acknowledge letters received.
3. To submit dak to the Registrar/ Director daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/ documents etc.
4. To prepare list of letters issued during the fortnight to which replies have not been received and for which reminders are required to be sent.
5. To maintain different registers, forms etc.
6. To keep a note-book to watch timely disposal of urgent papers.
7. To prepare routine letters/ replies for approval where noting is not required, to issue reminders.
8. To maintain daily worksheet.
9. Any other work assigned from time to time with the approval of the Institute Registrar.

## **Duties of Peons:-**

10. To open windows etc. in morning and switch on fans and lights and at closing to close the same, when not required.
  11. Do dusting of office furniture, machines, files, table equipment etc.
  12. Do the work of opening, pasting, sorting and arranging papers and circulars in accordance with instructions of the seniors and also do the work of stitching agenda and minutes of meeting according to instructions.
  13. To do the work of affixing stamps, sticking and sealing envelopes, packing up of parcels.
  14. Carry messages, papers, files, and registers, circulars from one place to another inside office or outside office as case may be.
  15. Carry within building and other such portable items (office equipment) from one place to another.
  16. Serve drinking water to employees and to visitors, when required.
- Dispatch letters including letter by hand delivery and also shall take cash/ cheques etc. to banks as per instructions.



*B. Deshmukh*



## PTVA's Institute of Management

18. Any other work may be assigned to him by the concerned Seniors from time to time.

Notwithstanding anything contained above, the Director shall direct the Registrar to assign duties to the employees in respect of conduct of University examination / admissions etc. during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the University level.



*Beshmukh*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



# PTVA's Institute of Management

## STANDARD OPERATING PROCEDURE

### **BUILDING MAINTENANCE & REPAIRS**

**AIM:** The Building Maintenance and Repairs Committee (BMRC)\* is dedicated to providing and maintaining a safe, orderly and respectful learning environment which will contribute to student and staff achievements.

#### 1. MAINTENANCE / REPAIR OF BUILDING AND EQUIPEMENTS:

Every 15 days inspection rounds are taken by Building Maintenance and Repairs Committee and following procedure is adopted in case of any observation which requires maintenance and repair.

1.1 The Observations / Complaints received verbally are written in the building maintenance and repairs register.

1.2. The Observations / Complaints are looked into immediately and same is also reviewed during the weekly meeting scheduled by members of BMRC. The meetings are scheduled once in a week (Friday) and urgent meeting can be called if the need arises. All discussions and observations are recorded in the form of minutes of meetings.

1.3. Concerned person / firm is informed within next two working days about the work to be rectified / done.

1.4. Quotation(s) are taken from concerned person / firm with a week.

1.5. Quotation(s) are discussed in the next nearest meeting of building, maintenance & repairs committee.

1.6. If the quotation(s) are below Rs.5000 /- the committee can finalize and get the work done. If the quotation is above Rs. 5000 /- then Directors Sir's approval is required.

1.7. After finalization of the quotation, purchase order is released within 2-3 working days to the concerned person / firm by the accounts department.

1.8. The building, maintenance & repairs committee takes follow up of purchase order issued and work to be done in weekly meeting.

1.9. On completion of work against Purchase order issued, the building, maintenance & repairs committee or any member representative of the committee reviews the work before the vendor leaves the workplace.

1.10. On satisfactory completion of work, intimation about clearance of payment to vendor is given by building, maintenance & repairs committee in the next nearest meeting.



*B. Chavhan*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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### 2. RENEWAL OF ANNUAL MAINTENANCE CONTRACTS FOR EQUIPMENTS / SERVICES:

All the equipment(s) and service(s) from external agencies in PTVA's Institute of Management are done through Annual Maintenance Contracts. Renewal process of Annual Maintenance Contracts is as given below –

- 2.1. The BMRC reviews the annual maintenance contracts calendar in meeting held weekly.
- 2.2. Before 15-30 days of expiring of annual maintenance contract, the respective vendor are informed to submit the renewal quotations.
- 2.3. On receipt of quotation(s), the Building, Maintenance and Repairs committee reviews the quotations and appropriate action is taken.
- 2.4. If the quotations are below Rs.5000 /- the committee can finalize and get the work done. If the quotation is above Rs. 5000 /- then Directors Sir's approval is required.
- 2.5. After finalization of the quotation, purchase order is released within 2 working days to the concerned person / firm by the accounts department.
- 2.6. The building, maintenance & repairs committee takes follow up of purchase order issued and work to be done.
- 2.7. On completion of work against Purchase order issued, the building maintenance & repairs committee shall review or any member representative of the BMRC reviews the work carried out by vendor.
- 2.8. On satisfactory completion of work, intimation about clearance of payment to vendor is given by members of BMRC in the next nearest meeting.



*Beshmubh*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



# PTVA's Institute of Management

## COMPUTER CENTRE STANDARD OPERATING PROCEDURE

### Aim:

- The computer centre is an all-purpose facility designed to meet the requirements of the academic and administrative staff and the students of the institute.
- The systems in the centre are equipped with the latest software which are in tune with the industry requirements.
- The faculty can update their technical skills by using various packages available in the systems and can share their knowledge with the students.

### 1. Email account creation.

- 1.1 The accounts department is entrusted with the task of creating new accounts for new hire, which generates the new email account. All usernames are tracked so as to avoid duplication.
- 1.2 The email account for new hires is created within one hour. The accounts department immediately informs the new hires by mailing the user name and temporary password to their personal email account. The new hire is prompted to change the temporary password on the first login.
- 1.3 The nomenclature followed for teaching staff is;  
firstalphabet(firstname).lastname@domainname.com
- 1.4 The institute has a standard email account id for the Director of the institute with the email id director@domainname.com and Non-Teaching staff which comprises of the accounts admin, and library section with their email ids as accounts@domainname.com , admin@domainname.com and library@ptvaim.com respectively.

### 2. Email account deletion.

- 2.1 When a faculty member leaves the institute by resignation or termination, the email account will revert to the institute. In case of termination the email account gets blocked by the accounts department within 30 minutes of termination.
- 2.2 If the employee resigns the email id will revert to the institute after completing the exit formalities on the last day of the employee in the organization. The accounts department changes the password of the email account and keeps the email account active for 30 days before deleting.
- 2.3 The account holder is expected to clear the account of personal correspondence before leaving.

### 3. Warranty & Annual Maintenance Contract

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Prepared By: Mr. Abhishek Deokule  
Approved By: Dr. Harish Kumar S. Purohit

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*Abhishek Deokule*  
Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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- 3.1 Computers purchased by the institute should be on a comprehensive warranty of 1-year on-site.
- 3.2 After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include OS re-installation and checking virus related problems also.
- 3.3 The computers should be periodically checked every 3 months for any operating system related updates, new versions of software and general hardware related issues.

## 4. Maintenance of Computer Systems provided by the Institute

- 4.1 In case of complaints related to any maintenance issues of the computer hardware or defunct functioning of any software the employee should mail /call the IT resource person.
- 4.2 The responsible person/in charge/AMC personnel of the Computer Centre will attend the complaints related to any maintenance related issues and work towards resolving the same within 2-3 working days depending on the nature of problem.

## 5. Data Backup

- 5.1 The institute has external hard disks drive of data storage capacity of 500 Giga Byte to 2 Tera Byte. Important data relating to various functions viz. academic, examinations, accounts and administration is stored in these hard disks drive. The storage is placed on the campus and outside the premises in the trust office for future retrieval.
- 5.2 Data is backed up periodically every 15 days in the portable drive (external hard disk) which is in the institute and at Pethe Safety Lockers (P) Ltd. The cycle of data backup is twice between 12th to 15th & 28th to 30th of every month.
- 5.3 Data is backed up to provide disaster recovery and for future retrieval.

## 6. Website Updation and Maintenance

- 6.1 Any update to be made on the institute's website has to be routed through the faculty in charge of the website and the Director of the institute.
- 6.2 A request mail containing the nature of the Updation along with the content needs to be mailed to the faculty in charge at least 24 hours in advance

The faculty in charge sends the details of the content to the vendor in charge of the website updation and maintenance.

The vendor updates the content on the website within 3-6 hours of sending him the content if the request is made on working days between Monday to Friday depending on the nature of updation

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Prepared By: Mr. Abhishek Deokule  
Approved By: Dr. Harish Kumar S. Purohit

*Beshmala*  
Director Page 2 of 3

PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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and urgency of the task. If request is raised post working hours after 6:00 pm on Friday, the content would get updated on the next working day i.e. on Monday

### 7. Audio Visual

- 7.1 The Computer Centre resource personnel will assist teaching and non-teaching staff with any audio visual needs. To ensure a successful conference or presentation, the following must occur;
- 7.2 A request is to be raised with the computer centre resource at least 24 hours in advance to ensure the request is met diligently.
- 7.3 The resource person will attend to the request raised to ensure the details of the project and plan accordingly.

### 8. Disposal of Electronic Equipment

- 8.1 The Computer Centre disposes of outdated electronic equipment. In order to dispose of equipment, the user must submit an email to the computer centre resource/ in charge marking a carbon copy to the vendor and the director, faculty in charge and accounts department.
- 8.2 The IT resource will keep outdated equipment in storage for at least 60 days, after which, the equipment will be disposed of at an environmentally friendly electronics recycle location or the vendor where the hard drives will be destroyed and a certificate of destruction will follow.



*Dr. Deekmukh*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



# PTVA's Institute of Management

## COEI STANDARD OPERATING PROCEDURE

### Aim:

- To create a simple and full proof system that helps COEI to fulfil the objectives.
- To help COEI to monitor the activities conducted.

### I. COEI SOP of Hand-holding activities for businesses

1. Each student/ students who approach COEI with a business idea need to fill entrepreneurship assessment form that is scrutinized by the head of the COEI and feasibility of the business is evaluated on the basis of pre-defined norms.
2. The ideas that are found to be feasible by the head of COEI are put in-front of overall mentor and with joint recommendations of head and mentor the business is accepted as a member by COEI.
3. COEI Agreement clauses are discussed with the business team and agreement is signed by both COEI and the student/students of the company in formation.
4. Work-stationed are allotted to the team and necessary documents like identity card are issued to the company.
5. The company meets overall mentor and according to mentor's recommendation start working towards well-structured business activities.
6. COEI documents all the meetings taken by mentor and other consultants and recommendations given.
7. COEI takes regular progress report from each company.
8. As per preparation and requirement of the company investor's fair is organized where companies attached with COEI pitch in front of VCs and PEs.

### II. COEI SOP for extension activities

1. In the first month of every academic year, annual COEI activities calendar is made, tentative budget is calculated and presented to the director and after obtaining the approval the work is allocated to the faculties.
2. The calendar with ownership of each activities is shared with entire staff through staff meeting and emails.
3. COEI team of second year MMS students is formed, the calendar is shared with them, and work is allocated among them. In the same meeting COEI student head is selected.
4. Details of COEI student group, work allocation and student head are shared with entire staff through email.
5. COEI activities orientation is given to the new MMS batch and COEI group of semester one students is formed and merged with existing group to form one team of students working for COEI.
6. Regular progress updates of activities undertaken as decided in calendar is taken from time to time by forming temporary WhatsApp groups of concerned students and faculty members.

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Approved By: Dr. Harish Kumar S. Purohit

*B. Deshmukh*

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PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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7. Post each activity record files are made by concerned faculty members as well as approved updates are uploaded at website and social media groups.



*Dr. Harish Kumar S. Purohit*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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## COEI STANDARD OPERATING PROCEDURE

### Aim:

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- To help COEI to monitor the activities conducted.

### I. COEI SOP of Hand-holding activities for businesses

1. Each student/ students who approach COEI with a business idea need to fill entrepreneurship assessment form that is scrutinized by the head of the COEI and feasibility of the business is evaluated on the basis of pre-defined norms.
  2. The ideas that are found to be feasible by the head of COEI are put in-front of overall mentor and with joint recommendations of head and mentor the business is accepted as a member by COEI.
  3. The winning teams of COEI's Training based business plan competition Wings2Vision as well as finalists of the competition present their ideas to the head of COEI and the overall mentor and are given guidelines on how to chalk out their business further.
  4. COEI Agreement clauses are discussed with the business team and agreement is signed by both COEI and the student/students of the company in formation.
  5. Work-stations and lockers are allotted to the team and necessary documents like identity card are issued to the company.
  6. The company meets overall mentor and according to mentor's recommendation start working towards well-structured business activities.
  7. COEI documents all the meetings taken by mentor and other consultants and recommendations given.
  8. COEI takes regular progress report from each company.
  9. COEI conducts training sessions and organizes workshops for incubatees on regular basis to help them hone and execute their business idea better.
  10. COEI forms a pool of investors. The incubatees get to pitch their ideas to the investors and attract required funding. COEI also generates access to other investors such as banks who the incubatees may approach.
- COEI also helps incubatees to find interns for their business or provide COEI interns for their social media management, content creation and graphic designing needs.

### COEI SOP for extension activities

1. In the first month of every academic year, annual COEI activities calendar is made, tentative budget is calculated and presented to the director and after obtaining the approval the work is allocated to the faculties.
2. COEI team of second year MMS students is formed, the calendar is shared with them, and work is allocated among them. In the same meeting COEI student head is selected.

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Prepared By: Mrs. Sucheta Pawar

Approved By: Dr. Harish Kumar S. Purohit

*Dr. Harish Kumar S. Purohit*  
Director

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3. Details of COEI student group, work allocation and student head are shared with entire staff through email.
4. COEI activities orientation is given to the new MMS batch and COEI group of semester one students is formed and merged with existing group to form one team of students working for COEI.
5. Regular progress updates of activities undertaken as decided in calendar is taken from time to time by forming temporary WhatsApp groups of concerned students and faculty members.
6. Post each activity record files are made by concerned COEI team members as well as approved updates are uploaded at website and social media groups.
7. COEI absorbs student interns from PTVA sister concerns as and when required. Job descriptions are made and circulated with related contact persons in each sister concern and interns are selected.

### III. COEI SOP for Tie-ups

1. COEI makes visits to fellow incubation centres, various collaborators and innovation oriented organizations and invites their representatives for visit to COEI.
2. After a fruitful visit, a contact person is assigned from each side.
3. A tie-up is done between the two after signing a mutually agreeable MoU.



*B. Deshmukh*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.