To.

The Director
Parle Tilak Vidyalaya Association's
PTVA's Institute of Management,
Chitrakar Ketkar Marg,
Behind M.L. Dahanukar College of Commerce,
Vile Parle (East), Mumbai- 400 057

23rd January 2019

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Sub: Submission of (AAA) report by peer team

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We are hereby submitting consolidated Academic and Administrative Audit (AAA) report for the four years 2017-18, 2016-17, 2015-16 and 2014-15. The peer team conducted academic and administrative audit on the following aspects during its visit to the institute:

1. Infrastructural and Administrative support to academic activities.

2. Efforts made by the institute in enhancing the teaching-learning process.

3. Initiative taken by institute in the holistic development of its student.

4. Various curricular, co-curricular, extra- auricular and placement activities and the steps taken by the institute in promoting such activities for students.

5. The level of implementation of all statutory applicable regulations, policies, systems and procedures.

6. The efforts made by the institute in making sustainable improvements in all its activities on continuous basis.

This audit combined physical inspection of institute & inspection of the campus, a review of relevant documentation and interviews with various stakeholders like Management, director, faculty members, non-teaching staff and students.

Prof. Dr. Sunil Karve
(Chairperson, Peer Team)

Mr. Kiran Wagle
(Member, Peer Team)

Dr. Milind Joshi
(Member, Peer Team)

Director
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Vile Parle (E), Mumbai - 400 057.

OBSERVATIONS OF THE PEER TEAM

1. The institute has made genuine efforts to make available to its students and staff a clean, spacious and aesthetically pleasant environment that is conducive for the teaching-learning process.

2. The physical infrastructure and basic amenities provided by the institute has been found to be quite satisfactory.

3. The quality and motivation to the faculty members & non-teaching staff is found excellent.

4. The facilities and operational procedures in the Computer Center and Library Resource Information Centre for assisting the students and faculty members are found to be conducive for a memorable learning experience.

5. The use of information technology by the institute although commendable, needs to be further encouraged and strengthened for better performance.

6. The academic performance of the students of the institution with reference to the University average is fairly good.

7. The encouragement provided by the institution and the interest shown by the students in community related activities has been quite appreciable.

8. The role played by the Internal Quality Assurance Cell of the institute is very much appreciated as it has been found that it has taken continuous measures to guide and direct the academic, non-academic and administrative activities in constantly innovating and adopting new measures in many areas of the teaching-learning process as well as co-curricular and ex.-curricular and research activities.

9. Committee appreciated activities of Centre Of Entrepreneurship & Innovation

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Mr. Kiran Wagle
(Member, Peer Team)
Dr. Milind Joshi
(Member, Peer Team)

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RECOMMENDATIONS OF THE PEER TEAM

1. It is suggested that the institute should take more initiatives to develop research appetite of students and faculty members by encouraging them to participate in research activities.

2. Faculty members may be encouraged to conduct research projects, through various funding options and also to publish papers, articles or participate in book review.

3. Organise more workshops, conferences, training progammes by inviting eminent personalities.

4. The institute should make efforts to further strengthen its ICT by adopting more technology driven teaching-learning process.

5. The peer team is of the view that there is a scope for the institute to introduce bridge courses and short term courses for enhancing skills and employability of students.

6. The institution may formulate a consultancy policy and encourage its faculty members to participate in consultancy projects.

7. The institution may partner with other institutions and universities of repute through formal MoU.

8. Formal feedback mechanism may be introduced from external stakeholders.

9. More competitions and programmes may be organized to encourage activities of Centre Of Entrepreneurship & Innovation to make it vibrant and viable.

10. Students are given good placements and it may further be improved by placing more students in MNC.

11. Collaboration and community outreach programmes & social connect to be encouraged more.

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REPORT OF THE ACADEMIC AND ADMINISTRATIVE COMMITTEE

(2017-18)

Date of audit: 20.04.2018

GENERAL

1.	Name of the Institute	: PTVA's Institute of Management
2.	Address of the Institute	: Chitrakar Ketkar Marg, Behind M.L. Dahanukar College of Commerce, Vile Parle (E), Mumbai-400057.
3.	Year of Establishment	: 12th June 2009 **Annexure - 01**
4.	Affiliations details (Date & letter reference)	**Annexure - 02**

AICTE   : 12.06.2009 & 08/01/MHA/MBA/2008/51

Government of Maharashtra   : 15.06.2009 & GR No.:- GEC-2009/(82/09) / Tanshi - 4

University of Mumbai   : 21.08.2009, PG/2/3175 of 2009

5. Name/s Programme/courses   : 1) Master of Management Studies (MMS)

   2) Masters in Marketing Management (MMM)

   3) Masters in Financial Management (MFM)

   4) Masters in Human Resources Development and Management (MHRDM)

6. Sanctioned Intake capacity   : 1) Master of Management Studies (MMS) – 120 students

   2) Masters in Marketing Management (MMM) – 60 students

   3) Masters in Financial Management (MFM) – 60 students

   4) Masters in Human Resources Development and Management (MHRDM) – 60 students

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INFRASTRUCTURE AND FACILITIES SUPPORTING ACADEMICS

1. Institute area in sq.mts: 3301 sq. mtr.

2. Number and total area of classrooms, laboratories, library, office, boys and girls common rooms, washrooms(male, female, staff) gymkhana, NSS, NCC, offices etc.

Sr.	Room No.	Room Type (Mention Class Room/ Lab/Toilet, etc.)	Carpet Area (in sqm)
1	101	Class Room	152
2	102	Class Room	151
3	103	Computer Centre	170
4	104	Library and Reading Room	132
5	201	Class Room	66
6	202	Class Room	81.45
7	203	Placement Office	30
8	203 A	Central Store	30
9	203 B	Maintenance	14
10	204	Class Room/ Tutorial Room	73.15
11	205	Exam Control Office	31.25
12	206	Class Room	66
13	207	Class Room	66
14	301	Tutorial Room	39
15	302	Class Room	102
16	303	Housekeeping	8.7
17	401	Tutorial Room	39
18	402	Class Room	102
19	403	Stationery Store	8.7
20	404	Stationery Store	2.5
21	404 A	Housekeeping	2.5
22	405	Staff Pantry	38
23	0.1	Security	10
24	1	Administration area	173
25	010	Director's Cabin	30
26	009	Board Room	20
27	1.1 to 1.13	Faculty Rooms	125
28	1.14	Cabin for Head of Dept.	11
29	1.17	Departmental Office	20

30	002	Seminar Hall cum Auditorium	283
31	004	Store cum Green Room	19
32	011	Gymkhana	98
33	005	First aid cum Sick room	16
34	208	Girls Common Room	75
35	209	Boys Common Room	78
36	304	Cafeteria	170
37	003	Toilet	19
38	006	Toilet	4
39	007/008	Toilet	29
40	105/106	Toilet	29
41	107	Washroom/Toilet	4.8
42	210/211	Toilet	29
43	212	Toilet	4
44	305/306	Toilet	29
45	307	Washroom	4.5

3. **How is the ambience, discipline in classrooms and campus?**

Entire campus of the Institute is well-maintained including the classrooms and is equipped with state-of-the-art infrastructure.

ADMINISTRATION SUPPORTING ACADEMICS

1. Give details of non –teaching staff   - **Annexure -03**

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status (permanent/proba tion/temporary)
1	Registrar	01	----	Permanent
2	Assistant Librarian	01	----	Permanent
3	Accountant	01	---	Permanent
4	Office Assistant	02	----	Permanent
5	Junior Clerk	01	----	Permanent
6	Library Clerk	01	----	Permanent
7	Accounts Assistant	01	----	Permanent
8	Office Assistant-Exam [in the grade of Junior	01	----	Permanent

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	Typist Clerk- Exam Section]			
9	Peon	05	----	Permanent
	Total	14		

2. Is there cell/committees established in accordance to AICTE / University guidelines (give names) **Yes**

1) College Development Committee
2) Board of Governors
3) Internal Quality Assurance Cell
4) Women Development Cell
5) Internal Complaints Committee
6) Grievance Redressal Cell
7) Anti-ragging Committee
8) Committees for SC/ST (Maitri Sangh)

KNOWLEDGE CENTER

Details of books, journals, magazines, newspaper, software, internet facility, photocopy, etc.

Library

No. of Books	9674
No. of Titles	2925
No. of Journals	National journals - 51, International Journals – 3
No. of Magazines	12
No. of Newspaper	10
Software	System for Library and Information Management (SLIM)-21
Internet Facility	50 MBPS Bandwidth
Photocopy	Reprographic facility is available in the library
Other facilities	• More than 20000 e –books can be accessed through **ProQuest** & 10696 e-journals can be accessed through **J-Gate**. • Subscription of **Capitaline** database especially for Finance students. • Library has account with **National Digital Library.** • Students can view status of books through **Web OPAC** (Online Public Access Catalogue). • Library has provided **remote access** for e – journals through ProQuest database. • Fully air conditioned Library • Open Access for books, Collection of Management movies. • Library has Institutional membership with **American Library.** • Library has created an account for anti-plagiarism software **URKUND** with the help of **INFLIBNET** (UGC Autonomous

	Inter University Centre) in **2017.**
Special Collection (s) CD's	• **10 DVDs of National Programme on Technology Enhanced Learning (NPTEL), Ministry of H.R.D., Govt. of India.** • List of the DVDs as follows: 1. Marketing Management-I 2. Services Marketing: A Practical Approach 3. Organizational Behavior 4. Principles of Human Resource Management 5. International Business Communication 6. Business Ethics 7. Managerial Economics 8. Foundation Course in Managerial Economics 9. Strategic Management 10. Corporate Social Responsibility

I.T. CENTRE (Computer Centre)

Details of computers. software. internet facility etc.

a	No. of computers in the College	
	i. Desktops	150
	ii. Laptops	02
b.	No. of Printers	6 printers+1 scanner
c.	No. of Servers	NIL
d.	Special software's	1) Orell Language Lab software 2) SPSS 3) MS Office Licensed copies 4) Kaspersky Internet Security 5) Urkund- an Anti -Plagiarism software
e.	LCD projectors	13
f.	Smart Classrooms	11
g.	Virtual classroom facility	NIL
h.	e-learning initiatives undertaken by the college	1) ProQuest Database Demo session-E-books and e-journals view, read, download, etc. 2) Capitaline Database Demo Session-Finance related information regarding various companies 3) J-Gate Database Demo Session – For accessing e-journals 4) System for Library and Information Management (SLIM)-21- Library software Demo Session 5) Assistant Librarian Mr. Pankaj Godse attended advanced training programme for URKUND : anti-plagiarism software at INFLIBNET (UGC Autonomous Inter University Centre) Gandhinagar, Gujrat.

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i.	Wi-Fi facility with bandwidth	Wi-fi system is available in the Institute and following classrooms are covered under that. 101,201,202,207,301,302, common room, Library passage, Admin office, Faculty area, cafeteria, computer centre.
j.	Any other	Internet connection: In Computer Centre – Sudarshan Vision Cable Internet, In Institute Admin office, Faculty area and Library – Hathway Cable and Datacom Limited 50 mbps broadband line connection in Computer Centre and 50 mbps broadband line connection in the Institute office.
k.	Networking and use of National Program on Technology Enhanced Learning (NPTEL)	10 DVD's published by NPTEL available

ACADEMIC

a. **STUDENTS (2017-18)**

1. Result semester-wise : **MMS**

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	47	71	46	71	01	--
2nd Semester	47	71	Result Awaited			
3rd Semester	54	51	54	51	--	--
4th Semester	54	51	Result Awaited			

2. Result semester-wise : **MFM**

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	15	6	15	6	0	0
2nd Semester	15	6	Result Awaited			
3rd Semester	13	6	13	6	0	0
4th Semester	13	6	Result Awaited			
5th Semester	14	6	11	6	3	0
6th Semester	12	6	Result Awaited			

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3. Result semester-wise : MMM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	7	2	4	2	3	0
2nd Semester	7	2	Result Awaited			
3rd Semester	4	1	4	1	0	0
4th Semester	6	1	Result Awaited			
5th Semester	3	1	3	1	0	0
6th Semester	3	1	Result Awaited			

4. Result semester-wise : MHRDM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	3	5	2	5	1	0
2nd Semester	3	5	Result Awaited			
3rd Semester	1	5	1	5	0	0
4th Semester	1	5	Result Awaited			
5th Semester	0	5	0	5	0	0
6th Semester	0	5	Result Awaited			

5. Programmes conducted for placement? **Yes**

- **Interview Clinic** for MMS Semester II was held on March 31 & April 4, 2018.
- **A Workshop on "Excel"** - August 4, 16 & 23 and September 15, 16 & 22, 2017
- **CV Designing & Resume Building Workshop** –February 3, 2018.
- **International Marketing -Scope and Opportunities**- Friday 16th February 2018
- **Career Opportunities in Finance Domain**- Wednesday 7th March 2018
- **Building Successful Career**- Thursday 8th March 2018
- **Career Opportunities in Marketing and Sales** - Saturday 24th March 2018
- **Career Opportunities in Human Resources** - Saturday 24th March 2018

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6. Value /ethics based programmes conducted? **Yes**

Title of the programme/Activity	Date	Number of participants
Cyber Hygiene for Women	March 14, 2018	69
Constitution Day	November 26, 2017	74
Vigilance Awareness Week	November 03, 2017	114
National Unity Day	October 31, 2017	111
Sadbhavana Divas	August 22, 2017	67

7. Is there a student council /committee in place? **Yes**

8. Co-curricular /extra-curricular /extension activities ?

   Co-curricular activities:-

   1) **MMS Batch 2017-18 - Induction Program-** August 10 – August 14, 2017

   2) **Demo Sessions on e-Database such as Capitaline, ProQuest, J-Gate, SLIM, Web OPAC, etc.** -September 9, 2017, September 3, 2017, September 17, 2017 & September 29 respectively.

   3) **Language Lab (Orell Software)** – Introduction and training session for the students - March 17, 2018.

   4) **Effective Thinking and Communication** - Sunday 25th March 2018

   5) **Revenue Management-** Monday 2nd April 2018

   Extra-curricular activities:

   - **A Workshop on "Upa-Yoga"-** August 5, 2017
   - **Alumni Meetings** were held with Director, Dean – Academics & Placement team on July 22 & October 14, 2017.

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Extension Activities:

- **"Wings 2 Vision": A Business Plan Competition**, a journey of guiding the students of PTVA who have some business ideas and need support, guidance, mentoring and motivation to turn these ideas into reality began in **September 2017** and ended with a very successful **Grand Finale** held at our own auditorium on **January 13, 2018**.

- "**Economic Implication of Budget 2018** "- February 9, 2018.

- **ICICI Stock Mind Competition & Basics of Stock Markets & Trading -** February 9, 2018.

- **Certificate Courses on GST (Regitration and Returns)** were organized **by CA Ajit Joshi & CA Rajul Murudkar** at the Institute in association with **Department of GST, Government of Maharashtra** on October 5 – 7, 2017 for students & October 23 – 27, 2017 for Vocational Training Course for VTPs.

- **One day State level conference on "Relevance of Financial Literacy in Women Empowerment" in association with Maharashtra State Commission for Women** was organized on March 26, 2018 and was graced by **Mrs. Arundhati Bhattacharya, former CMD of State Bank of India.**

- **Kitchen Waste Management- Tuesday, 22nd November 2017**

- 34 students and 3 faculty members joined hands with **Isha Foundation** for Nation-wide campaign to create awareness to **'Save Rivers'.** Nadi Abhiyaan (Rally For Rivers) Awareness Drive was conducted on Friday, September 1, 2017. Post the campaign, save rivers policy document draft was submitted to Prime Minister by Isha Foundation.

9. Placement details (no. of students placed, average package)

   No. of students placed = 64   **Average package Rs.3,40,000/- p.a.**

10. Do you have any placement feedback Mechanism ? **Yes**

11. **Details of teacher-parents interaction :**

- The feedback is encouraged from parents regarding various mechanisms of the Institute including quality of teaching, syllabus, parents' orientation regarding specialization of their wards and Performance Improvement Initiative.

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- Performance Improvement Initiative is one of its kind activity undertaken by PTVAIM where based on the performance of students in First Semester, students are categorized into Above Average, Average and Weaker sections. Board Members of the Institute that include eminent personalities like Dr. (Smt.) Snehalata Deshmukh, Former Vice Chancellor of University of Mumbai and CA Mukund Chitale, former President of Institute of Chartered Accountants of India alongwith Director & Dean Academics, personally meet these students and their parents to discuss the progress and identify areas in which these students need guidance.

12. Details of Alumni Association with important activities undertaken:

Alumni Association registration is in process.

Sr.	Description	
1	Alumni involvement in the college development	PTVA's Institute of Management's alumni contribute to the holistic development of the students pursuing MMS Course in the institute. Alumni get involved at various levels. They are involved in student development activities by interviewing and guiding our current students towards making a stable career. Also, they get involved in informal talks with new batch students helping them acclimatise to the MMS course and environment. Alumni also give inputs for possible changes in the curriculum.
2	Some of the positions occupied by Alumni	1. Hiraj Kotian - Expansion Head - West (Mumbai & Goa), Fab Hotels – *Batch 2011-13* 2. Nitesh Varma - Assistant Manager, Glenmark Pharmaceuticals – *Batch 2011-13* 3. Anuja Agarwal - Product Analyst, Johnson Controls, Canada. Former Marketing Manager, DSV Global Transport & Logistics - *Batch 2011-13* 4. Shailesh Sutar - Assistant Manager, Project Finance - Infrastructure - IL&FS - *Batch 2011-13* 5. Kunj Maru – Consultant, Ernst & Young - *Batch 2012-14* 6. Madhuja Yadav - Assistant Manager (Risk & Audit), WNS Global Services - *Batch 2012-14* 7. Ankita Pujari – Senior Executive,

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		PlayGames 24x7 - *Batch 2012-14*
		8. Pratik Thakur – Supply Network Planner Deployment Executive, General Mills - *Batch 2012-14*
		9. Richa Dani – Business Finance Executive, L & T Infotech - *Batch 2013-15*
		10. Indraneel Gore – Senior Associate, SS&C GlobeOp - *Batch 2013-15*
		11. Aditya Pednekar – Officer TMO & Risk Department, State Bank of Mauritius - *Batch 2013-15*
		12. Kunal Kanchan – Assistant Manager, e-commerce & TFM Solutions, Virtual Veda - *Batch 2013-15*
		13. Amol Borwankar – Associate, SS&C GlobeOp - *Batch 2014-16*
		14. Gunvant Ijapure – Manager Sales, ELGI Equipments - *Batch 2014-16*
		15. Priyanka Shelke – Deputy Manager, ICICI Bank - *Batch 2014-16*
		16. Nikhil Fatnani – Analyst, CRISIL - - *Batch 2014-16*
		17. Bhavna Chaurasia - Assistant Manager - Axis Bank - *Batch 2015-17*
		18. Radheya Supnekar – Analyst, Nomura - *Batch 2015-17*
		19. Prathamesh Naik - Executive - Happydemic - *Batch 2015-17*
		20. Shraddha Rahate – Financial Planning Analyst – MFA Consulting Pvt. Ltd. - *Batch 2015-17*
3	Activities organised by Alumni for the welfare of the students	1. Pep-talks 2. Mock interviews of students 3. Providing career guidance to students 4. Providing recruiting leads for placements

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b. Faculty

1. Faculty strength

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status(permanent/probation / temporary)
01	Director	01	--	Permanent
02	Associate Professor	04	03	Permanent
03	Assistant Professor	11	02	Permanent

2. Faculty details

Sr. No.	Name	Designation	Qualifi-cations	Specialization	No. of M.Phil. / Ph. D supervised	Approvals
1	Prof. Dr. Harish Kumar S. Purohit	Director	Ph.D., M.M.M., B.Sc.	Marketing	----	CONCOL/ SA/2/32 of 2014 11.09.2014
2	Dr. Tejashree Deshmukh	Associate Professor Dean-Academics IQAC Coordinator	Ph.D., M.H.R.D.M. , B.A.	HR	----	CONCOL/I CD/2016-17/55796 30.04.2016
3	Mr. Ajit Joshi	Assistant Professor	CA, M. Com., B.Com., UGC-NET, Pursuing Ph.D.	Finance	----	CONCOL/I CD/2016-17/39966 20-01-2016
4	Mr. Jigar Patel	Assistant Professor	M.M.S., B.Sc., NET	HR	----	CONCOL/I CD/2016-17/39966 20-01-2016
5	Mrs. Manali Patil	Assistant Professor	M.M.S., B.Com., Pursuing Ph.D.	HR	----	CONCOL/I CD/2016-17/55796 30.04.2016
6	Mr. Abhishek Deokule	Assistant Professor	M.M.S., B.E., UGC-NET,	Marketing	----	TAAS(CT)/ ICD/2016-17/34402

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			Pursuing Ph.D.			02.05.2017
7	Mr. Anand Hindolia	Assistant Professor	M.B.A., Bachelor of Fashion Technology, JRF, UGC-NET, Pursuing Ph.D.	Marketing	----	TAAS(CT)/ ICD/2016-17/34402 02.05.2017
8	CA Rajul Murudkar	Assistant Professor	CA, M.Com., B.Com.	Finance	----	Report of the Seven Page awaited from University of Mumbai
9	Mrs. Shalini Kakkar	Assistant Professor	M.M.M., PGDM, M.Sc., B.Sc., Pursuing Ph.D.	Marketing	----	----
10	Mrs. Sucheta Pawar	Assistant Professor	Ph.D., M.Phil., M.A., B.A.	Economics and General Management	----	----
11	Mrs. Trupti Gupte	Assistant Professor	M.B.A. Finance & HR, B.Com., Pursuing Ph.D.	HR	----	----

3. Teacher : Student Ratio   : 1:31

4. Teacher-wise list of publications during the year (mentioning author(s) name(s), year of publication, title, name of journal, volume and issue no. and page no. for publications in journals and author(s) name(s), year of publication, title of book, name of publisher, page nos. for book/edited book/conference proceedings **(Annexure - 04)**

5. Details of seminar/symposia/conference/refresher course/training programmes /guest lectures organized by institute during the year. **(Annexure - 05)**

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c. LEARNING PROCESS

1. Is academic calendar being prepared and implemented/monitored ?   **Yes**

2. Number of effective teaching days **semester-wise** as per academic calendar :

MMS course:

Semester	Starting date of the teaching	End date
1	August 16, 2017 (Wednesday)	December 02, 2017 (Saturday)
2	January 03, 2018 (Tuesday)	April 14, 2018 (Saturday)
3	July 10, 2017, (Monday)	October 27, 2017 (Friday)
4	January 03, 2018 (Wednesday)	April 14, 2018 (Saturday)

MFM/ MMM/ MHRDM course:

Semester	Starting date of the teaching	End date
1	August 11th 2017	December 3rd, 2017
2	January 6th 2018	April 16th, 2018
3	14th July 2017	November 5th 2017
4	January 6th 2018	April 16th, 2018
5	July 14th 2017	November 12, 2017
6	January 6th 2018	April 16th, 2018

3. Use of Teaching – Learning Tools like OHP, LCD, Videos, Interactive boards, Any other (Please specify briefly) :

   Internet connectivity in every classroom with PC, LCD, Audio-Visual aid

4. Use of ICT in teaching – Learning Evaluation, e-journals, IT enabled classrooms, Online assessment, Online assignment Submission, Online feedback on teaching & learning: **Yes**

5. Do you offer Bridge Courses / remedial courses?   **Yes**

6. Are projects, assignments, field work, seminars etc. part of curriculum teaching? **Yes**

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7. Does the Institute do anything for the Given improvement in learning quality enhancement? **Yes**

- Performance Improvement Initiative
- Language Lab sessions
- Excel Training
- English Communication Lectures

8. Do you conduct study visits, field trips, Exhibitions learning quality enhancement ? **Yes**

Raymonds, Vapi

ESIC Hospital, Bandra

Provident Fund Office, Bandra

9. Do you have any teacher Feedback Mechanism (students, Faculties & Industry) ? **Yes**

a) **Students**: Yes. Every semester a written feedback is taken from the students regarding every subject teacher who teaches them during that semester. The feedback form allows the students to rate the performance of the faculty members using following seven parameters: i) Conceptual Clarity ii) Course Coverage: Quality of the Academic Inputs & Practical Applications iii) Communication/Presentation Skill of the Faculty iv) Innovative Methods of Teaching v) Motivation & Conducive Ambience vi) Gained Greater Understanding of the Subject vii) Was encouraged to think and participate.

b) **Alumni**: Yes. Feedback is encouraged from Alumni regarding the Institute teaching, syllabus & course.

c) **Parents**: The feedback is encouraged from parents regarding various mechanisms of the Institute including quality of teaching, syllabus, parents' orientation regarding specialization of their wards and Performance Improvement Initiative.

d) **Industry**: Industry experts visit our campus quite frequently for various reasons such as interactive guest sessions with the students, mock interviews, conducting workshops, discussing placement opportunities, etc. Depending on their time availability, they are requested to write their feedback in the visitor's book maintained by the Institute.

10. **Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty ?   Yes**

- Semester wise teaching plan is prepared for all the full time and part time courses by the respective subject faculty members and submitted to the Institute at the beginning of the semester.

- Faculty register is maintained in the administration department which includes details regarding date and time on which the session is conducted, topic(s) covered and number of sessions conducted.

- Coordinators are allocated for MMS and Part Time courses, which ensure that the sessions are conducted as per the time table and the teaching plan.

11. Innovative teaching practices: Yes

Innovative teaching pedagogy such as brainstorming, in-basket exercises, psychometric tools and business simulation are used to make teaching-learning more interesting and effective.

12. Best practices & benchmarking : Yes

1) Performance Improvement Initiative

2) Centre of Entrepreneurship & Innovation (COEI)

3) Mentoring students and their parents about specialisation

4) Green Initiative

13. Mode of evaluation (class test/home assignment/student seminar/quiz etc): details

The Institute follows the guidelines related to examinations as per the University of Mumbai. The pattern of Evaluation in each subject is divided into two components viz. Semester-End Examination and Internal Assessment.

For each subject of 100 marks:

Semester-End Exam = 60 Marks

Internal Assessment (IA) = 40 Marks

A student has to pass separately in both of the above components separately i.e. he/she needs to score 50% marks in the Semester End Examination AND 50% Marks in the Internal Assessment. We follow the continuous internal evaluation where in the candidate is given ample of opportunities to showcase his abilities, skills and knowledge of the subject. It also helps us to conduct examinations in diverse way so that the student gets best opportunities to perform better. Till A.Y. 2015-16 the University gave full freedom to the affiliated Institutes to decide and implement their own internal assessment criteria. To ensure the quality of internal assessment is maintained and standardized, the Institute started the system of Mid-Semester Examinations (Mid-Term Exams) which is usually conducted for all the subjects of Master of Management (MMS) in each semester, after the completion of about 40% of the subject syllabus. This Mid-Term Examination carries 20 marks. This is to maintain standardization and to monitor the progress of the students throughout the semester. The dates of this Mid-Term Exam are declared well in advance i.e. 14-21 days before their exam. The faculty members were given the liberty to decide the parameters for internal assessment for remaining 20 marks. Each Faculty member has to compulsorily declare the internal assessment components and their weightage in the teaching plans before the commencement of the semester and the same is announced in

the class by the respective faculty member in the first session of the subject itself. Further a copy of this teaching plan is made available in library for the reference of students and others anytime.

For the Part Time courses, the Institute requests the respective faculty members to conduct a class test of 20 marks and the dates of these tests are communicated to the students well in advance i.e. 7-14 days before their exam.

From the academic year 2016, the University of Mumbai has provided clear guidelines of the internal assessment components with the introduction of its Restructured and Revised Syllabus under the Credit Based Semester & Grading System for MMS. Under this the internal breakup of the 40 marks of Internal Assessment is as follows:

Attendance and Class Participation = 10 Marks and Minimum Three criteria to be picked up from below (30 marks):

- Mid-Term Test (Min 1)
- Group Presentations
- Role Plays
- Case Studies
- Assignments
- Projects
- Quizzes

14. **Student Mentoring details: Yes**

- The Director, Dean and Faculty members maintain constant interaction with the students pertaining to their academics, career, personal life and overall progress. The students are also counselled by Industry experts and faculty members for choosing their academic specialisation.

- Each faculty mentor is assigned a group of students who are from diverse specialization as their mentees.

- Mrs. Sonali Patankar (President-Ahaan Foundation & Founder-Responsible Netism) conducted a session on contemporary issue of 'Cyber Hygiene' discussing about precautions to be taken in the vast and ever changing world of social media and internet, hacking, cyber bullying, online game addiction and pornography. -14th March 2018

- Maitri Sangh is established at PTVAIM to ensure equal opportunity and social justice to students belonging to SC and ST and also to ensure their economic well-being through effective economic welfare measures. Guidance and counselling is also provided to other students belonging to reserved categories, economically backward and minority students as per the state government guidelines.

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AWARDS AND RECOGNITIONS RECEIVED

➢ Director, **Dr. Harish Kumar S. Purohit** received **"Best Director of the Year"** award at **TechNext 2018** organized by **Computer Society of India (CSI)** on February 10, 2018

➢ MMS SEM II students, **Ms. Mugdha Kulkarni, Ms. Priyal Bhosale** and **Mr. Omkar Kanerkar** won the **'Dandekar Trophy'** an event organized by **Bombay Management Association (BMA)** at **IES Management College and Research centre** on 21st March 2018.

➢ **Mr. Kushal Gandhi** along with our alumnus **Mr. Sagar Shah** won **third prize** at a Business Plan Competition **"Wings2Vision"** under the **guidance of our Faculty Member, Mr. Anand Hindolia.**

➢ **Mr. Chinmay Vaidya** and **Mr. Ankit Jadhav** secured **First Runners-up at Biz Quiz** organized by St. Francis College Institute of Management & Research on February 9, 2018.

➢ Prizes/ Awards received at various sports activities:

Sr.	Year	Rank / Prize	Type of the Event / Game	Event Organiser	Date	Name of the student
1	2017-18	Third prize	5000 Mts. Running	Bombay YMCA	18th November 2017	Ms. Akshaya Jadyar
2	2017-18	Third prize	1500 Mts. Running	Bombay YMCA	18th November 2017	Ms. Akshaya Jadyar
3	2017-18	Runner Up Position	Box Cricket	Durgadevi Saraf Institute of Management	29th December 2017	Mr. Aditya Chavan
						Mr. Ankit Jadhav
						Mr. Pratih Parekh
						Mr. Arif Shaikh
						Mr. Saurabh Gandhi
						Mr. Rohan Bhuwad
						Mr. Prasad Allakonda
4	2017-18	1st Prize	5000 Mtrs. running at 3rd Five Districts Open Track and Field Championship	Indian Masters Athletics	3rd, 4th and 5th November 2017	Ms. Akshaya Jadyar
5	2017-18	1st Prize	1500 Mtrs. running at 3rd Five Districts Open Track and Field Championship	Indian Masters Athletics	3rd, 4th and 5th November 2017	Ms. Akshaya Jadyar

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OVERALL ANALYSIS (maximum 3 bullet points)

A. Strength

- Commitment to Quality
- Encouragement to Entrepreneurial Development
- Developing Socially Responsible Management Graduates

B. Weaknesses

- Institute is not a degree awarding body as it is affiliated to University of Mumbai
- Less flexibility in admitting International students to degree programs
- Hostel facility not available

C. Opportunities

- To arrange more number of National Level & International Level conferences.
- Scope for interdisciplinary and sponsored projects.
- More collaboration with industry bodies
- Introduction of new value-added courses
- Establishing Research Centre
- Establishing more campuses
- Applying for Autonomy
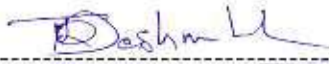- To be one of the nationwide recognized amongst top-ranking Institutions of Management

D. Challenges

- No control over intake of students.
- Enhancing number of students opting for entrepreneurship.
- Better placement opportunities for our students.

Prof. Dr. Sunil Karve

(Chairperson, Audit committee)

Dr. Tejashree Deshmukh

(Member, Audit committee)

Mr. Jigar Patel

(Member, Audit committee)

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REPORT OF THE ACADEMIC AND ADMINISTRATIVE COMMITTEE

(2016-17)

Date of audit: 20.04.2017

GENERAL

1. Name of the Institute : PTVA's Institute of Management
2. Address of the Institute : Chitrakar Ketkar Marg, Behind M.L .Dahanukar College of Commerce,
   Vile Parle (E). Mumbai- 400057.
3. Year of Establishment : 12th June 2009 **Annexure - 01**
4. Affiliations details (Date & letter reference) **Annexure - 02**

AICTE : 12.06.2009 & 08/01/MHA/MBA/2008/51

Government of Maharashtra : 15.06.2009 & GR No.:- GEC-2009/(82/09)/ Tanshi-4

University of Mumbai : 21.08.2009, PG/2/3175 of 2009

5. Name/s Programme/courses : 1) Master of Management Studies (MMS)

 2) Masters in Marketing Management (MMM)

 3) Masters in Financial Management (MFM)

 4) Masters in Human Resources Development and Management (MHRDM)

6. Sanctioned Intake capacity : 1) Master of Management Studies (MMS) – 120 students

 2) Masters in Marketing Management (MMM) – 60 students

 3) Masters in Financial Management (MFM) – 60 students

 4) Masters in Human Resources Development and Management (MHRDM) – 60 students

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INFRASTRUCTURE AND FACILITIES SUPPORTING ACADEMICS

1. Institute area in sq.mts: 3301 sq. mtr.

2. Number and total area of classrooms, laboratories, library, office, boys and girls common rooms, washrooms(male, female, staff) gymkhana, NSS, NCC, offices etc.

Sr.	Room No.	Room Type (Mention Class Room/ Lab/Toilet. etc.)	Carpet Area (in sqm)
1	101	Class Room	152
2	102	Class Room	151
3	103	Computer Centre	170
4	104	Library and Reading Room	132
5	201	Class Room	66
6	202	Class Room	81.45
7	203	Placement Office	30
8	203 A	Central Store	30
9	203 B	Maintenance	14
10	204	Class Room/ Tutorial Room	73.15
11	205	Exam Control Office	31.25
12	206	Class Room	66
13	207	Class Room	66
14	301	Tutorial Room	39
15	302	Class Room	102
16	303	Housekeeping	8.7
17	401	Tutorial Room	39
18	402	Class Room	102
19	403	Stationery Store	8.7
20	404	Stationery Store	2.5
21	404 A	Housekeeping	2.5
22	405	Staff Pantry	38
23	0.1	Security	10
24	1	Administration area	173
25	010	Director's Cabin	30
26	009	Board Room	20
27	1.1 to 1.13	Faculty Rooms	125
28	1.14	Cabin for Head of Dept.	11
29	1.17	Departmental Office	20
30	002	Seminar Hall cum Auditorium	283
31	004	Store cum Green Room	19

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32	011	Gymkhana	98
33	005	First aid cum Sick room	16
34	208	Girls Common Room	75
35	209	Boys Common Room	78
36	304	Cafeteria	170
37	003	Toilet	19
38	006	Toilet	4
39	007/008	Toilet	29
40	105/106	Toilet	29
41	107	Washroom/Toilet	4.8
42	210/211	Toilet	29
43	212	Toilet	4
44	305/306	Toilet	29
45	307	Washroom	4.5

3. **How is the ambience, discipline in classrooms and campus?**

Entire campus of the Institute is well-maintained including the classrooms and is equipped with state-of-the-art infrastructure.

ADMINISTRATION SUPPORTING ACADEMICS

1. Give details of non –teaching staff - **Annexure - 03**

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status (permanent/probation/temporary)
1	Registrar	01	----	Permanent
2	Assistant Librarian	01	----	Permanent
3	Accountant	01	----	Permanent
4	Office Assistant	02	----	Permanent
5	Junior Clerk	01	----	Permanent
6	Library Clerk	01	----	Permanent
7	Peon	05	----	Permanent
	Total	12		

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2. Is there cell/committees established in accordance to AICTE / University guidelines (give names) **Yes**

1) Board of Governors
2) Women Development Cell
3) Grievance Redressal Cell
4) Anti-ragging Committee
5) Committees for SC/ST (Maitri Sangh)

KNOWLEDGE CENTER

Details of books, journals, magazines, newspaper, software, internet facility, photocopy, etc.

Library

No. of Books	9472
No. of Titles	2891
No. of Journals	National journals - 58, International Journals – 4
No. of Magazines	7
No. of Newspaper	10
Software	System for Library and Information Management (SLIM)-21
Internet Facility	50 MBPS Bandwidth
Photocopy	Reprographic facility is available in the library
Other facilities	- More than 20000 e –books can be accessed through **ProQuest** & 10696 e-journals can be accessed through **J-Gate**. - Subscription of **Capitaline** database especially for Finance students. - Library has account with **National Digital Library**. - Library has provided **remote access** for e – journals through ProQuest database. - Fully air conditioned Library - Open Access for books, Collection of Management movies.

I.T. CENTRE (Computer Centre)

Details of computers, software, internet facility etc.

a	No. of computers in the College	
	i. Desktops	150
	ii. Laptops	02
b.	No. of Printers	6 printers+1 scanner

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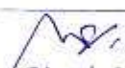|		
c.	No. of Servers	NIL
d.	Special software's	1) Orell Language Lab software 2) MS Office Licensed copies 3) Kaspersky Internet Security
e.	LCD projectors	13
f.	Smart Classrooms	11
g.	Virtual classroom facility	NIL
h.	e-learning initiatives undertaken by the college	1) ProQuest Database Demo session-E-books and e-journals view, read, download, etc. 2) Capitaline Database Demo Session-Finance related information regarding various companies 3) J-Gate Database Demo Session – For accessing e-journals 4) System for Library and Information Management (SLIM)-21- Library software Demo Session
i.	Wi-Fi facility with bandwidth	Wi-fi system is available in the Institute and following classrooms are covered under that. 101,201,202,207,301,302, common room, Library passage, Admin office, Faculty area, cafeteria, computer centre.
j.	Any other	Internet connection: In Computer Centre – Sudarshan Vision Cable Internet. In Institute Admin office, Faculty area and Library – Hathway Cable and Datacom Limited 50 mbps broadband line connection in Computer Centre and 50 mbps broadband line connection in the Institute office.
k.	Networking and use of National Program on Technology Enhanced Learning (NPTEL)	---

ACADEMIC

a. **STUDENTS**

1. Result semester-wise : **MMS (2016-17)**

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	54	51	54	51	---	---
2nd Semester	54	51	Result Awaited			
3rd Semester	51	66	51	66	---	---
4th Semester	51	66	Result Awaited			

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2. Result semester-wise : MFM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	12	18	12	18	---	---
2nd Semester	12	18	Result Awaited			
3rd Semester	14	5	14	5	---	---
4th Semester	14	5	Result Awaited			
5th Semester	6	3	6	3	---	---
6th Semester	6	3	Result Awaited			

3. Result semester-wise : MMM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	7	1	7	1	---	---
2nd Semester	7	1	Result Awaited			
3rd Semester	4	1	4	1	---	---
4th Semester	4	1	Result Awaited			
5th Semester	3	0	3	0	---	---
6th Semester	3	0	Result Awaited			

4. Result semester-wise : MHRDM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	3	7	3	7	---	---
2nd Semester	3	7	Result Awaited			
3rd Semester	1	5	1	5	---	---
4th Semester	1	5	Result Awaited			
5th Semester	3	1	3	1	---	---
6th Semester	3	1	Result Awaited			

5. Programmes conducted for placement? Yes

- **Interview Clinic** -Saturday, April 8, 2017
- **Career Opportunities after MMS** - January 9, 2017.
- **"Career Options in Securities Market"** - August 12, 2016.

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- "Career Opportunities in Banking Sector" -October 19, 2016
- "Concepts of Investors' Education & Financial Literacy- September 22, 2016.

6. Value /ethics based programmes conducted ? **Yes**

Title of the Programme/Activity	Duration	Number of participants
Constitution Day	November 26th 2016	90
National Unity Day	October 31st 2016	78
Sadbhavana Divas	August 20th 2016	85

7. Is there a student council /committee in place?   ----

8. Co-curricular /extra-curricular /extension activities ?

Co-curricular activities:-

1) **"Data Analytics in Rising Industry"** - March 18, 2017

2) **Language Lab (Orell Software)** – Introduction and training session for the students were conducted in the month of March 2017

3) **Ms. Anuranjita Kumar**, Managing Director, Chief Human Resources Officer Citi - South Asia, conducted **a talk on her book named** *"Can I Have it All"* for our students on December 6, 2016.

4) Demo Sessions on e-Database such as Capitaline, ProQuest, J-Gate - October 6, 2016, October 7, 2016, & October 21, 2016 respectively

5) *"NABARD initiatives in Skill India and Start-Up India mission of government"* - November 10, 2016

6) *"Brand Management"* - October 5, 2016

7) *"Art & Science of being an Entrepreneur"* - August 31, 2016

Extra-curricular activities:

- **Women's Day Initiative:** Women's Day 2016 was marked by an interactive session on 'The Provisions of Hindu Succession Act and Indian Succession Act & Right of Women to Property and Inheritance" by Senior Advocate, Ms. Snehalata Paranjape Saturday, March 18, 2017.

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- A motivational Talk themed **"Achievers of Excellence"** - Saturday, February 4, 2017.

Extension Activities:

- **One day National Conference on "Be a Job Creator.....Not a Job Seeker" from the perspective of Start-up India** was organized on Saturday, January 21, 2017.

- **One day workshop on "Being a Prudent Investor" was organized by the Institute jointly with NSDL** on Sunday, April 2, 2017.

- **Finale of "MARKET NITI 2016", a Plan & Play the Stock Market Game** was successfully conducted at the premises of PTVA's Institute of Management on Sunday, May 29, 2016.

9. Placement details (no. of students placed, average package)

   No. of students placed = 68   **Average package Rs.2,82,000/- p.a.**

10. Do you have any placement feedback Mechanism ? **Yes**

11. **Details of teacher-parents interaction :**

- Performance Improvement Initiative is one of its kind activity undertaken by PTVAIM where based on the performance of students in First Semester, students are categorized into Above Average, Average and Weaker sections. Board Members of the Institute that include eminent personalities like Dr. (Smt.) Snehalata Deshmukh. Former Vice Chancellor of University of Mumbai and CA Mukund Chitale, former President of Institute of Chartered Accountants of India alongwith Director & Dean Academics, personally meet these students and their parents to discuss the progress and identify areas in which these students need guidance.

12. Details of Alumni Association with important activities undertaken:

    Alumni Association registration is in process.

Sr.	Description	
1	Alumni involvement in the college development	PTVA's Institute of Management's alumni contribute to the holistic development of the students pursuing MMS Course in the institute. Alumni get involved at various levels. They are involved in student development activities by interviewing and

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			guiding our current students towards making a stable career. Also, they get involved in informal talks with new batch students helping them acclimatise to the MMS course and environment. Alumni also give inputs for possible changes in the curriculum.
2		Some of the positions occupied by Alumni	1. Hiraj Kotian - Expansion Head - West (Mumbai & Goa), Fab Hotels – *Batch 2011-13* 2. Nitesh Varma - Assistant Manager, Glenmark Pharmaceuticals – *Batch 2011-13* 3. Anuja Agarwal - Product Analyst, Johnson Controls, Canada. Former Marketing Manager, DSV Global Transport & Logistics - *Batch 2011-13* 4. Shailesh Sutar - Assistant Manager, Project Finance - Infrastructure - IL&FS - *Batch 2011-13* 5. Kunj Maru – Consultant, Ernst & Young - *Batch 2012-14* 6. Madhuja Yadav - Assistant Manager (Risk & Audit), WNS Global Services - *Batch 2012-14* 7. Ankita Pujari – Senior Executive, PlayGames 24x7 - *Batch 2012-14* 8. Pratik Thakur – Supply Network Planner Deployment Executive, General Mills - *Batch 2012-14* 9. Richa Dani – Business Finance Executive, L & T Infotech - *Batch 2013-15* 10. Indraneel Gore – Senior Associate, SS&C GlobeOp - *Batch 2013-15* 11. Aditya Pednekar – Officer TMO & Risk Department, State Bank of Mauritius - *Batch 2013-15* 12. Kunal Kanchan – Assistant Manager, e-commerce & TFM Solutions, Virtual Veda - *Batch 2013-15* 13. Amol Borwankar – Associate, SS&C GlobeOp - *Batch 2014-16* 14. Gunvant Ijapure – Manager Sales,

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		ELGI Equipments - *Batch 2014-16*
		15. Priyanka Shelke – Deputy Manager, ICICI Bank - *Batch 2014-16*
		16. Nikhil Fatnani – Analyst, CRISIL - - *Batch 2014-16*
3	Activities organised by Alumni for the welfare of the students	1. Pep-talks 2. Mock interviews of students 3. Providing career guidance to students 4. Providing recruiting leads for placements

b. Faculty

1. Faculty strength

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status(permanent/probation / temporary)
01	Director	01	--	Permanent
02	Associate Professor	04	03	Permanent
03	Assistant Professor	11	05	Permanent

2. Faculty details

Sr. No.	Name	Designation	Qualifications	Specialization	No. of M.Phil. / Ph. D supervised	Approvals
1	Prof. Dr. Harish Kumar S. Purohit	Director	Ph.D., M.M.M., B.Sc.	Marketing	----	CONCOL/SA/2/32 of 2014 11.09.2014
2	Dr. Tejashree Deshmukh	Associate Professor Dean-Academics IQAC Coordinator	Ph.D., M.H.R.D.M., B.A.	HR	----	CONCOL/ICD/2016-17/55796 30.04.2016
3	Mr. Ajit Joshi	Assistant Professor	CA, M. Com., B.Com., UGC-NET, Pursuing	Finance	----	CONCOL/ICD/2016-17/39966 20-01-2016

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			Ph.D.			
4	Mrs. Krutika Zarapkar	Assistant Professor	M.M.S. B.Com., NET	Finance	----	CONCOL/I CD/2016-17/39966 20-01-2016
5	Mr. Jigar Patel	Assistant Professor	M.M.S., B.Sc., NET	HR	----	CONCOL/I CD/2016-17/39966 20-01-2016
6	Mr. Utpal Samant	Assistant Professor	M.B.A. B.Sc. (Hotel & Tourism Management)	Marketing	----	----
7	Mrs. Manali Patil	Assistant Professor	M.M.S., B.Com., Pursuing Ph.D.	HR	----	CONCOL/I CD/2016-17/55796 30.04.2016
8	Mr. Abhishek Deokule	Assistant Professor	M.M.S., B.E., UGC-NET, Pursuing Ph.D.	Marketing	----	Report of the Seven Page awaited from University of Mumbai
9	Mr. Anand Hindolia	Assistant Professor	M.B.A., Bachelor of Fashion Technology, JRF, UGC-NET, Pursuing Ph.D.	Marketing	----	Report of the Seven Page awaited from University of Mumbai
10	Mrs. Shalini Kakkar	Assistant Professor	M.M.M., PGDM, M.Sc., B.Sc., Pursuing Ph.D.	Marketing	----	----
11	Mrs. Sucheta Pawar	Assistant Professor	M.Phil., M.A., B.A.	Economics and General Management	----	----
12	Mrs. Trupti Gupte	Assistant Professor	M.B.A. Finance & HR, B.Com., Pursuing Ph.D.	HR	----	----

3. Teacher : Student Ratio : 1:26

4. Teacher-wise list of publications during the year (mentioning author(s) name(s), year of publication, title, name of journal, volume and issue no. and page no. for publications in

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journals and author(s) name(s), year of publication, title of book, name of publisher, page nos. for book/edited book/conference proceedings **(Annexure - 04)**

5. Details of seminar/symposia/conference/refresher course/training programmes /guest lectures organized by institute during the year. **(Annexure - 05)**

c. LEARNING PROCESS

1. Is academic calendar being prepared and implemented/monitored? **Yes**

2. Number of effective teaching days **semester-wise** as per academic calendar :

MMS course:

Semester	Starting date of the teaching	End date
1	August 01, 2016	December 3, 2016
2	January 02, 2017	April 15, 2017
3	July 11, 2016	October 27, 2016
4	December 9, 2016	April 01, 2017

MFM/ MMM/ MHRDM course:

Semester	Starting date of the teaching	End date
1	August 06, 2016	December 04, 2016
2	January 06, 2017	April 16, 2017
3	July 15, 2016	November 06, 2016
4	January 06, 2017	April 16, 2017
5	July 15, 2016	November 06, 2016
6	January 06, 2017	April 16, 2017

3. Use of Teaching – Learning Tools like OHP, LCD, Videos, Interactive boards, Any other (Please specify briefly) :

   Internet connectivity in every classroom with PC, LCD, Audio-Visual aid

4. Use of ICT in teaching – Learning Evaluation, e-journals, IT enabled classrooms, Online assessment. Online assignment Submission. Online feedback on teaching & learning: **Yes**

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5. Do you offer Bridge Courses / remedial courses? **Yes**

6. Are projects, assignments, field work, seminars etc. part of curriculum teaching? **Yes**

7. Does the Institute do anything for the Given improvement in learning quality enhancement? **Yes**

- Performance Improvement Initiative
- Language Lab sessions
- Excel Training
- English Communication Lectures

8. Do you conduct study visits, field trips, Exhibitions learning quality enhancement? **Yes**

9. Do you have any teacher Feedback Mechanism (students, Faculties & Industry)? **Yes**

a) **Students**: Yes. Every semester a written feedback is taken from the students regarding every subject teacher who teaches them during that semester. The feedback form allows the students to rate the performance of the faculty members using following seven parameters: i) Conceptual Clarity ii) Course Coverage: Quality of the Academic Inputs & Practical Applications iii) Communication/Presentation Skill of the Faculty iv) Innovative Methods of Teaching v) Motivation & Conducive Ambience vi) Gained Greater Understanding of the Subject vii) Was encouraged to think and participate.

b) **Alumni**: Yes. Feedback is encouraged from Alumni regarding the Institute teaching, syllabus & course.

c) **Parents**: The feedback is encouraged from parents regarding various mechanisms of the Institute including quality of teaching, syllabus, parents' orientation regarding specialization of their wards and Performance Improvement Initiative.

d) **Industry**: Industry experts visit our campus quite frequently for various reasons such as interactive guest sessions with the students, mock interviews, conducting workshops, discussing placement opportunities, etc. Depending on their time availability, they are requested to write their feedback in the visitor's book maintained by the Institute.

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10. **Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty?** Yes

- Semester wise teaching plan is prepared for all the full time and part time courses by the respective subject faculty members and submitted to the Institute at the beginning of the semester.
- Faculty register is maintained in the administration department which includes details regarding date and time on which the session is conducted, topic(s) covered and number of sessions conducted.
- Coordinators are allocated for MMS and Part Time courses, which ensure that the sessions are conducted as per the time table and the teaching plan.

11. **Innovative teaching practices: Yes**

Innovative teaching pedagogy such as brainstorming, in-basket exercises, psychometric tools and business simulation are used to make teaching-learning more interesting and effective.

12. **Best practices & benchmarking : Yes**

1) Performance Improvement Initiative
2) Centre of Entrepreneurship & Innovation (COEI)
3) Green Initiative

13. **Mode of evaluation (class test/home assignment/student seminar/quiz etc): details**

The Institute follows the guidelines related to examinations as per the University of Mumbai. The pattern of Evaluation in each subject is divided into two components viz. Semester-End Examination and Internal Assessment.
For each subject of 100 marks:
Semester-End Exam = 60 Marks
Internal Assessment (IA) = 40 Marks

A student has to pass separately in both of the above components separately i.e. he/she needs to score 50% marks in the Semester End Examination AND 50% Marks in the Internal Assessment. We follow the continuous internal evaluation where in the candidate is given ample of opportunities to showcase his abilities, skills and knowledge of the subject. It also helps us to conduct examinations in diverse way so that the student gets best opportunities to perform better. Till A.Y. 2015-16 the University gave full freedom to the affiliated Institutes to decide and implement their own internal assessment criteria. To ensure the quality of internal assessment is maintained and standardized, the Institute started the system of Mid-Semester Examinations (Mid-Term Exams) which is usually

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conducted for all the subjects of Master of Management (MMS) in each semester, after the completion of about 40% of the subject syllabus. This Mid-Term Examination carries 20 marks. This is to maintain standardization and to monitor the progress of the students throughout the semester. The dates of this Mid-Term Exam are declared well in advance i.e. 14-21 days before their exam. The faculty members were given the liberty to decide the parameters for internal assessment for remaining 20 marks. Each Faculty member has to compulsorily declare the internal assessment components and their weightage in the teaching plans before the commencement of the semester and the same is announced in the class by the respective faculty member in the first session of the subject itself. Further a copy of this teaching plan is made available in library for the reference of students and others anytime.

For the Part Time courses, the Institute requests the respective faculty members to conduct a class test of 20 marks and the dates of these tests are communicated to the students well in advance i.e. 7-14 days before their exam.

From the academic year 2016, the University of Mumbai has provided clear guidelines of the internal assessment components with the introduction of its Restructured and Revised Syllabus under the Credit Based Semester & Grading System for MMS. Under this the internal breakup of the 40 marks of Internal Assessment is as follows:
Attendance and Class Participation = 10 Marks and Minimum Three criteria to be picked up from below (30 marks):

- Mid-Term Test (Min 1)
- Group Presentations
- Role Plays
- Case Studies
- Assignments
- Projects
- Quizzes

14. Student Mentoring details: Yes

- The Director, Dean and Faculty members maintain constant interaction with the students pertaining to their academics, career, personal life and overall progress. The students are also counselled by Industry experts and faculty members for choosing their academic specialisation.

- Each faculty mentor is assigned a group of students who are from diverse specialization as their mentees.

- *Maitri Sangh* is established at PTVAIM to ensure equal opportunity and social justice to students belonging to SC and ST and also to ensure their economic well-being through effective economic welfare measures. Guidance and counselling is also provided to other students belonging to reserved categories, economically backward and minority students as per the state government guidelines.

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AWARDS AND RECOGNITIONS RECEIVED

➢ MMS Semester III student, Mr. Meetesh Chalmela secured 2nd Position with Silver Medal in WE SCHOOL INNOVATION AWARD at 28th AIMS CONVENTION - 2016 held at Ranchi University for his innovative product: "SANSKAR PUZZLE".

➢ MMS Semester IV students, Ms. Charuhasini Natrajan and Mr. Karan Gorad won the First Prize at the Brand game that was held at Sathaye College by the BMS department under the annual umbrella event- Resonance'16.

➢ MMS Semester IV student, Mr. Sandeep Jaiswal secured the First Position in competition- Shark Tank (Start-ups & Innovative business Idea) that was held at Sathaye College by the BMS department under the annual umbrella event- Synergy Resonance'16.

➢ **Prizes/ Awards received at various sports activities:**

Sr.	Year	Rank / Prize	Type of the Event / Game	Event Organiser	Date	Name of the student
1	2016-17	1st Prize	53rd Annual Athletic Championship -10 KM Cross Country	Thane District Athletic Association	14th November 2016	Ms.Akshaya Jadyar
2	2016-17	1st Prize	800 Mtr. Running - Thane Mahapaur Chashak Athletic Spardha 2016	Thane District Athletic Association	29th November to 1st December 2016	Ms.Akshaya Jadyar
3	2016-17	2nd Prize	400 Mtr. Running- Thane Mahapaur Chashak Athletic Spardha 2016	Thane District Athletic Association	29th November to 1st December 2016	Ms.Akshaya Jadyar

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OVERALL ANALYSIS (maximum 3 bullet points)

A. Strength

- State-of-the Art Air-conditioned Library
- Encouraging Research among Staff and Students
- Collaboration with Professional Bodies

B. Weaknesses

- Institute is not a degree awarding body as it is affiliated to University of Mumbai
- Less flexibility in admitting International students to degree programs
- Hostel facility not available

C. Opportunities

- To arrange more number of National Level & International Level conferences.
- Scope for interdisciplinary and sponsored projects.
- More collaboration with industry bodies.
- Introduction of new value-added courses.
- Establishing Research Centre.
- Establishing more campuses.
- Applying for Autonomy.
- To be one of the nationwide recognized amongst top-ranking Institutions of Management.
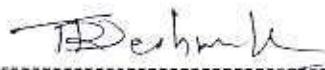- ISO Certification

D. Challenges

- No control over intake of students.
- Enhancing number of students opting for entrepreneurship.
- Better placement opportunities for our students.

Prof. Dr. Sunil Karve
(Chairperson, Audit committee)

Dr. Tejashree Deshmukh
(Member, Audit committee)

Mr. Jigar Patel
(Member, Audit committee)

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REPORT OF THE ACADEMIC AND ADMINISTRATIVE COMMITTEE

(2015-16)

Date of audit: 21.04.2016

GENERAL

1.	Name of the Institute	: PTVA's Institute of Management
2.	Address of the Institute	: Chitrakar Ketkar Marg, Behind M.L. Dahanukar College of Commerce, Vile Parle (E), Mumbai-400057.
3.	Year of Establishment	: 12th June 2009 **Annexure - 01**
4.	Affiliations details (Date & letter reference)	**Annexure - 02**

AICTE : 12.06.2009 & 08/01/MHA/MBA/2008/51

Government of Maharashtra : 15.06.2009 & GR No.:- GEC-2009/(82/09)/ Tanshi-4

University of Mumbai : 21.08.2009, PG/2/3175 of 2009

5. Name/s Programme/courses : 1) Master of Management Studies (MMS)

2) Masters in Marketing Management (MMM)

3) Masters in Financial Management (MFM)

4) Masters in Human Resources Development and Management (MHRDM)

6. Sanctioned Intake capacity : 1) Master of Management Studies (MMS) – 120 students

2) Masters in Marketing Management (MMM) – 60 students

3) Masters in Financial Management (MFM) – 60 students

4) Masters in Human Resources Development and Management (MHRDM) – 60 students

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INFRASTRUCTURE AND FACILITIES SUPPORTING ACADEMICS

1. Institute area in sq.mts: 3301 sq. mtr.
2. Number and total area of classrooms, laboratories, library, office, boys and girls common rooms, washrooms(male, female, staff) gymkhana, NSS, NCC, offices etc.

Sr.	Room No.	Room Type (Mention Class Room/ Lab/Toilet, etc.)	Carpet Area (in sqm)
1	101	Class Room	152
2	102	Class Room	151
3	103	Computer Centre	170
4	104	Library and Reading Room	132
5	201	Class Room	66
6	202	Class Room	81.45
7	203	Placement Office	30
8	203 A	Central Store	30
9	203 B	Maintenance	14
10	204	Class Room/ Tutorial Room	73.15
11	205	Exam Control Office	31.25
12	206	Class Room	66
13	207	Class Room	66
14	301	Tutorial Room	39
15	302	Class Room	102
16	303	Housekeeping	8.7
17	401	Tutorial Room	39
18	402	Class Room	102
19	403	Stationery Store	8.7
20	404	Stationery Store	2.5
21	404 A	Housekeeping	2.5
22	405	Staff Pantry	38
23	0.1	Security	10
24	1	Administration area	173
25	010	Director's Cabin	30

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26	009	Board Room	20
27	1.1 to 1.13	Faculty Rooms	125
28	1.14	Cabin for Head of Dept.	11
29	1.17	Departmental Office	20
30	002	Seminar Hall cum Auditorium	283
31	004	Store cum Green Room	19
32	011	Gymkhana	98
33	005	First aid cum Sick room	16
34	208	Girls Common Room	75
35	209	Boys Common Room	78
36	304	Cafeteria	170
37	003	Toilet	19
38	006	Toilet	4
39	007/008	Toilet	29
40	105/106	Toilet	29
41	107	Washroom/Toilet	4.8
42	210/211	Toilet	29
43	212	Toilet	4
44	305/306	Toilet	29
45	307	Washroom	4.5

3. **How is the ambience, discipline in classrooms and campus?**

Entire campus of the Institute is well-maintained including the classrooms and is equipped with state-of-the-art infrastructure.

ADMINISTRATION SUPPORTING ACADEMICS

1. Give details of non –teaching staff   - **Annexure -03**

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status (permanent/probation/temporary)
1	Registrar	01	----	Permanent (On notice period)
2	Registrar	01	----	Temporary

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3	Assistant Librarian	01	----	Permanent
4	Accountant	01	----	Permanent
5	Office Assistant	02	----	Permanent
6	Junior Clerk	01	----	Permanent
7	Library Clerk	01	----	Permanent
8	Peon	04	----	Permanent
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2. Is there cell/committees established in accordance to AICTE / University guidelines
(give names) **Yes**

1) Board of Governors
2) Women Development Cell
3) Grievance Redressal Cell
4) Anti-ragging Committee
5) Committees for SC/ST (Maitri Sangh)

KNOWLEDGE CENTER

Details of books, journals, magazines, newspaper, software, internet facility, photocopy, etc.

Library

No. of Books	9227
No. of Titles	2847
No. of Journals	National journals - 43, International Journals – 3
No. of Magazines	9
No. of Newspaper	10
Software	System for Library and Information Management (SLIM)-21
Internet Facility	04 MBPS Bandwidth
Photocopy	Reprographic facility is available in the library
Other facilities	- More than 20000 e – books can be accessed through **ProQuest** & 10696 e-journals can be accessed through **J-Gate**. - EBSCO host Database for accessing e-journals. - Subscription of **Capitaline** database especially for Finance students. - Fully air conditioned Library - Open Access for books, Collection of Management movies.

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I.T. CENTRE (Computer Centre)

Details of computers, software, internet facility etc.

a	No. of computers in the College	
	i. Desktops	150
	ii. Laptops	02
b.	No. of Printers	6 printers+1 scanner
c.	No. of Servers	NIL
d.	Special software's	1) Orell Language Lab software 2) MS Office Licensed copies 3) Kaspersky Internet Security
e.	LCD projectors	13
f.	Smart Classrooms	11
g.	Virtual classroom facility	NIL
h.	e-learning initiatives undertaken by the college	1) ProQuest Database Demo session-E books and e-journals view, read, download, etc. 2) EBSCO host Database for accessing e-journals. 3) Capitaline Database Demo Session-Finance related information regarding various companies 4) J-Gate Database Demo Session – For accessing e-journals 5) System for Library and Information Management (SLIM)-21- Library software Demo Session
i.	Wi-Fi facility with bandwidth	Wi-fi system is available in the Computer Centre & Library passage
j.	Any other	Internet connection: In Computer Centre – Sudarshan Vision Cable Internet, In Institute Admin office, Faculty area and Library – MTNL. 04 mbps broadband line connection in Computer Centre and 02 mbps broadband line connection in the Institute office.

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ACADEMIC

a. STUDENTS

1. Result semester-wise : MMS (2015-16)

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	53	66	51	65	2	1
2nd Semester	51	65	Result Awaited			
3rd Semester	51	48	51	48	---	---
4th Semester	51	48	Result Awaited			

2. Result semester-wise : MFM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	15	7	15	7	---	---
2nd Semester	15	7	Result Awaited			
3rd Semester	9	3	9	3	---	---
4th Semester	9	3	Result Awaited			
5th Semester	12	9	12	9	---	---
6th Semester	12	9	Result Awaited			

3. Result semester-wise : MMM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	7	2	7	2	---	---
2nd Semester	7	2	Result Awaited			
3rd Semester	3	0	3	0	---	---
4th Semester	3	0	Result Awaited			
5th Semester	5	1	5	1	---	---
6th Semester	5	1	Result Awaited			

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4. Result semester-wise : MHRDM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	3	6	3	6	---	---
2nd Semester	3	6	Result Awaited			
3rd Semester	3	1	3	1	---	---
4th Semester	3	1	Result Awaited			
5th Semester	9	7	9	7	---	---
6th Semester	9	7	Result Awaited			

5. Programmes conducted for placement ? **Yes**
   - **"Excel Workshop"** for our Semester II students on April 9, 2016.
   - **"Interview Clinic"** - MMS Semester IV students who are yet to be placed on March 29, 2016.
   - **"Interview Clinic"** - MMS Semester II students on March 19, 2016.
   - **"Trends & Careers in Digital Management"** on August 22, 2015.
   - **"Resume Writing & CV Building"** - July 16, 2015 and on August 7, 2015

6. Value /ethics based programmes conducted? **Yes**

Title of the programme/Activity	Date	Number of participants
Constitution Day	November 26th 2015	94
National Unity Day	October 31st 2015	78
Sadbhavana Divas	August 22nd 2015	72

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7. Is there a student council /committee in place? ----

8. Co-curricular /extra-curricular /extension activities ?

   Co-curricular activities:-

   1. **"Technical Analysis"** on February 6, 2016 for MMS Semester II.

   2. A half day HR Conference on **'What Corporates Want from Business Graduates'** was successfully conducted by the Students' Forum of PTVA's Institute of Management in association with Bombay Management Association on January 30, 2016.

   3. **"Understanding of Law"** on January 21, 2016 for MMS Semester II.

   4. **"Management Movie Screening"** - January 9, 2016. (Movies: Miracle Man & Power of Vision).

   5. **6 Months SPSS On-line Course:** MMS Semester I and faculty members commenced in October, 2015.

   6. The demo sessions **–Capitaline , EBSCO, and J-Gate** - MMS Sem 1 - August 27, 2015, September 1, 2015, & September 7, 2015 respectively.

   7. **MMS Batch 2015-16 Induction Program**- July 29, 2015

   8. **"Globalization"** on August 5, 2015 for MMS Semester III.

Extra-curricular activities:

1. **Aavega-2016:** Aavega-2016, an annual Management Fest of Parle Tilak Vidyalaya Association's PTVA's Institute of Management was successfully organized under the guidance of Director, Dr. Harish Kumar Purohit by the team of faculty members and students on February 22 & 23, 2016 at the Institute premises. **It was a two days event that included Throne of Games (Sports Activities) & Dance Fiesta. Mr. Uday Deshpande, an eminent Mallakhamb Legend graced the event as a Chief Guest on the first day and Mr. Nishikant Kamat, a well-known Bollywood personality added zest on the second day as a Chief Guest.** Keeping with the pioneering spirit. Throne of Games was an invention of PTVA's Institute of Management which saw the teams relay through a maze of sports. The sports tested both physical & mental capabilities of the participating students. Dance Fiesta was an expression of art in the form of dance. It was a great opportunity for students to combine their creative talents with the practical aspects of self-promotion.

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coordination and management. The event proved to be an enriching experience to all the participants.

Extension Activities:

1. **L & T Infotech Non-Engineering Campus Recruitment Pooled Drive:** PTVA's Institute of Management hosted L & T Infotech's Non- Engineering Campus Recruitment Pooled Drive for 2016 passing out students from the functional areas of IT, Computer Science, Statistics & Electronics, etc. on September 15, 2015. It provided an excellent opportunity to the bright, promising students who are willing to withstand the corporate challenges and want to grow with the organization.

2. **Arth-Janiv 2015 - An Exhibition in Financial Literacy:** The students & teachers of Finance Forum of PTVA's Institute of Management under the able guidance of Dr. Harish Kumar Purohit, Director of the Institute organized "ArthJaniv"...the Finance Exhibition in association with Investor Guidance Cell of Lokmanya Seva Sangh, Vile Parle on October 10, 2015 to create awareness about financial issues.

9. Placement details (no. of students placed, average package)

   No. of students placed = 57   **Average package Rs.3,15,000/- p.a.**

10. Do you have any placement feedback Mechanism ? **Yes**

11. **Details of teacher-parents interaction :**

- The feedback is encouraged from parents regarding various mechanisms of the Institute including quality of teaching, syllabus and Performance Improvement Initiative.
- Performance Improvement Initiative is one of its kind activity undertaken by PTVAIM where based on the performance of students in First Semester, students are categorized into Above Average, Average and Weaker sections.

   Board Members of the Institute that include eminent personalities like Dr. (Smt.) Snehalata Deshmukh, Former Vice Chancellor of University of Mumbai and CA Mukund Chitale, former President of Institute of Chartered Accountants of India alongwith Director personally meet these students and their parents to discuss the progress and identify areas in which these students need guidance.

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12. Details of Alumni Association with important activities undertaken:

Alumni Association registration is in process.

Sr.	Description	
1	Alumni involvement in the college development	PTVA's Institute of Management's alumni contribute to the holistic development of the students pursuing MMS Course in the institute. Alumni get involved at various levels. They are involved in student development activities by interviewing and guiding our current students towards making a stable career. Also, they get involved in informal talks with new batch students helping them acclimatise to the MMS course and environment. Alumni also give inputs for possible changes in the curriculum.
2	Some of the positions occupied by Alumni	1. Hiraj Kotian - Expansion Head - West (Mumbai & Goa), Fab Hotels – *Batch 2011-13* 2. Nitesh Varma - Assistant Manager, Glenmark Pharmaceuticals – *Batch 2011-13* 3. Anuja Agarwal - Product Analyst, Johnson Controls, Canada. Former Marketing Manager. DSV Global Transport & Logistics - *Batch 2011-13* 4. Shailesh Sutar - Assistant Manager, Project Finance - Infrastructure - IL&FS - *Batch 2011-13* 5. Kunj Maru – Consultant, Ernst & Young - *Batch 2012-14* 6. Madhuja Yadav - Assistant Manager (Risk & Audit), WNS Global Services - *Batch 2012-14* 7. Ankita Pujari – Senior Executive, PlayGames 24x7 - *Batch 2012-14* 8. Pratik Thakur – Supply Network Planner Deployment Executive, General Mills - *Batch 2012-14* 9. Richa Dani – Business Finance Executive, L & T Infotech - *Batch*

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		2013-15
		10. Indraneel Gore – Senior Associate, SS&C GlobeOp - *Batch 2013-15*
		11. Aditya Pednekar – Officer TMO & Risk Department, State Bank of Mauritius - *Batch 2013-15*
		12. Kunal Kanchan – Assistant Manager, e-commerce & TFM Solutions, Virtual Veda - *Batch 2013-15*
3	Activities organised by Alumni for the welfare of the students	1. Pep-talks 2. Mock interviews of students 3. Providing career guidance to students 4. Providing recruiting leads for placements

b. Faculty

1. Faculty strength

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status (permanent/probation/ temporary)
01	Director	01	--	Permanent
02	Associate Professor	04	03	Permanent
03	Assistant Professor	11	06	Permanent

2. Faculty details

Sr. No.	Name	Designation	Qualifi-cations	Specialization	No. of M.Phil. / Ph. D supervised	Approvals
1	Prof. Dr. Harish Kumar S. Purohit	Director	Ph.D., M.M.M., B.Sc.	Marketing	----	CONCOL/S A/2/32 of 2014 11.09.2014
2	Dr. Tejashree Deshmukh	Associate Professor	Ph.D., M.H.R.D.M.,	HR	----	----

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		Dean-Academics IQAC Coordinator	B.A.			
3	Mr. Ajit Joshi	Assistant Professor	CA, M. Com., B.Com., UGC-NET, Pursuing Ph.D.	Finance	----	----
4	Mrs. Krutika Zarapkar	Assistant Professor	M.M.S, B.Com., NET	Finance	----	----
5	Mr. Jigar Patel	Assistant Professor	M.M.S., B.Sc., NET	HR	----	----
6	Mr. Utpal Samant	Assistant Professor	M.B.A. B.Sc. (Hotel & Tourism Management)	Marketing	----	----
7	Mrs. Shalini Kakkar	Assistant Professor	M.M.M., PGDM, M.Sc., B.Sc., Pursuing Ph.D.	Marketing	----	----
8	Mr. Umesh Nihalani	Assistant Professor	C.A., M.Com., B.Com.	Finannce	----	----
9	Mrs. Manali Patil	Assistant Professor	M.M.S., B.Com., Pursuing Ph.D.	HR	----	----
10	Mr. Manmeet Barve	Assistant Professor	M.M.S., PGDM, B.E. (IT)	Marketing	----	----

3. Teacher : Student Ratio : 1:32

4. Teacher-wise list of publications during the year (mentioning author(s) name(s), year of publication, title, name of journal, volume and issue no. and page no. for publications in journals and author(s) name(s), year of publication, title of book, name of publisher, page nos. for book/edited book/conference proceedings **(Annexure - 04)**

5. Details of seminar/symposia/conference/refresher course/training programmes /guest lectures organized by institute during the year. **(Annexure - 05)**

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c. LEARNING PROCESS

1. Is academic calendar being prepared and implemented/monitored? **Yes**

2. Number of effective teaching days **semester-wise** as per academic calendar :

MMS course:

Semester	Starting date of the teaching	End date
1	August 3, 2015	December 5, 2015
2	January 04, 2016	April 16, 2016
3	July 11, 2015	October 27, 2015
4	January 04, 2016	April 03, 2016

MFM/ MMM/ MHRDM course:

Semester	Starting date of the teaching	End date
1	August 06, 2015	December 04, 2015
2	January 06, 2016	April 16, 2016
3	July 15, 2015	November 06, 2015
4	January 06, 2016	April 16, 2016
5	July 15, 2015	November 06, 2015
6	January 06, 2016	April 16, 2016

3. Use of Teaching – Learning Tools like OHP, LCD, Videos, Interactive boards, Any other (Please specify briefly) :
   Internet connectivity in every classroom with PC, LCD, Audio-Visual aid

4. Use of ICT in teaching – Learning Evaluation, e-journals, IT enabled classrooms, Online assessment, Online assignment Submission, Online feedback on teaching & learning: **Yes**

5. Do you offer Bridge Courses / remedial courses?   **Yes**

6. Are projects, assignments, field work, seminars etc. part of curriculum teaching? **Yes**

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7. Does the Institute do anything for the Given improvement in learning quality enhancement?

Yes

- Performance Improvement Initiative
- Language Lab sessions
- Excel Training
- Interview Clinic
- Financial Modelling

8. Do you conduct study visits, field trips, Exhibitions learning quality enhancement? **Yes**

- A retail visit was arranged for MMS Semester III Marketing students to Decathlon on September 26, 2015. The visit helped the students to augment their knowledge about Retail Marketing.

- One more visit to Decathlon was arranged for MMS II Marketing & HR students on March 21, 2016.

9. Do you have any teacher Feedback Mechanism (students, Faculties & Industry)? **Yes**

a) **Students:** Yes. Every semester a written feedback is taken from the students regarding every subject teacher who teaches them during that semester. The feedback form allows the students to rate the performance of the faculty members using following seven parameters: i) Conceptual Clarity ii) Course Coverage: Quality of the Academic Inputs & Practical Applications iii) Communication/Presentation Skill of the Faculty iv) Innovative Methods of Teaching v) Motivation & Conducive Ambience vi) Gained Greater Understanding of the Subject vii) Was encouraged to think and participate.

b) **Alumni:** Yes. Feedback is encouraged from Alumni regarding the Institute teaching, syllabus & course.

c) **Parents:** The feedback is encouraged from parents regarding various mechanisms of the Institute including quality of teaching, syllabus and Performance Improvement Initiative.

d) **Industry:** Industry experts visit our campus quite frequently for various reasons such as interactive guest sessions with the students, mock interviews, conducting workshops, discussing placement opportunities, etc. Depending on their time availability, they are requested to write their feedback in the visitor's book maintained by the Institute.

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10. **Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty?   Yes**

- Semester wise teaching plan is prepared for all the full time and part time courses by the respective subject faculty members and submitted to the Institute at the beginning of the semester.
- Faculty register is maintained in the administration department which includes details regarding date and time on which the session is conducted, topic(s) covered and number of sessions conducted.
- Coordinators are allocated for MMS and Part Time courses, which ensure that the sessions are conducted as per the time table and the teaching plan.

11. **Innovative teaching practices: Yes**

Innovative teaching pedagogy such as brainstorming, in-basket exercises, psychometric tools and business simulation are used to make teaching-learning more interesting and effective.

12. **Best practices & benchmarking : Yes**

1) Systematic subject allocation to teachers
2) Thoughtfully designed orientation program for new batch of students
3) Performance Improvement Initiative
4) Centre of Entrepreneurship & Innovation (COEI)
3) Green Initiative
4) Initiating the process of ISO 9001:2015 Certification

13. **Mode of evaluation (class test/home assignment/student seminar/quiz etc): details**

The Institute follows the guidelines related to examinations as per the University of Mumbai. The pattern of Evaluation in each subject is divided into two components viz. Semester-End Examination and Internal Assessment.
For each subject of 100 marks:
Semester-End Exam = 60 Marks
Internal Assessment (IA) = 40 Marks

A student has to pass separately in both of the above components separately i.e. he/she needs to score 50% marks in the Semester End Examination AND 50% Marks in the Internal Assessment. We follow the continuous internal evaluation where in the candidate is given ample of opportunities to showcase his abilities, skills and knowledge of the subject. It also

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helps us to conduct examinations in diverse way so that the student gets best opportunities to perform better. To ensure the quality of internal assessment is maintained and standardized, the Institute started the system of Mid-Semester Examinations (Mid-Term Exams) which is usually conducted for all the subjects of Master of Management (MMS) in each semester, after the completion of about 40% of the subject syllabus. This Mid-Term Examination carries 20 marks. This is to maintain standardization and to monitor the progress of the students throughout the semester. The dates of this Mid-Term Exam are declared well in advance i.e. 14-21 days before their exam. The faculty members were given the liberty to decide the parameters for internal assessment for remaining 20 marks. Each Faculty member has to compulsorily declare the internal assessment components and their weightage in the teaching plans before the commencement of the semester and the same is announced in the class by the respective faculty member in the first session of the subject itself. Further a copy of this teaching plan is made available in library for the reference of students and others anytime.

For the Part Time courses, the Institute requests the respective faculty members to conduct a class test of 20 marks and the dates of these tests are communicated to the students well in advance i.e. 7-14 days before their exam.

The Institute provides clear guidelines of the internal assessment components. The internal breakup of the 40 marks of Internal Assessment is as follows:
Attendance and Class Participation = 10 Marks and Minimum Three criteria to be picked up from below (30 marks):
- Mid-Term Test (Min 1)
- Group Presentations
- Role Plays
- Case Studies
- Assignments
- Projects
- Quizzes

14. Student Mentoring details: Yes

- The Director, Dean and Faculty members maintain constant interaction with the students pertaining to their academics, career, personal life and overall progress. The students are also counselled by Industry experts and faculty members for choosing their academic specialisation.

- Each faculty mentor is assigned a group of students who are from diverse specialization as their mentees.

- Women's Day Initiative: Women's Day 2016 was marked by an interactive talk on 'Importance of Sound Mental Health for Work-Life Balance in Corporate World' by

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a Psychiatrist, Dr. Sheetal Deshmukh on April 5, 2016 for the female students, faculty and staff members of our Institute.

- *Maitri Sangh* is established at PTVAIM to ensure equal opportunity and social justice to students belonging to SC and ST and also to ensure their economic well-being through effective economic welfare measures. Guidance and counselling is also provided to other students belonging to reserved categories, economically backward and minority students as per the state government guidelines.

AWARDS AND RECOGNITIONS RECEIVED

1. "Outstanding B-School West" award was bestowed upon our Institute on November 28, 2015 at 23 BSA (Business School Affaire) & Dewang Mehta National Education Award ceremony.

2. Director, Dr. Harish Kumar S. Purohit received "Outstanding Contribution to Education" award at 23 BSA (Business School Affaire) & Dewang Mehta National Education Award ceremony on November 28, 2015.

3. MMS Semester I students (Batch 2015-17), Mr. Meetesh Chalmela & Ms. Charuhasini Natarajan made us proud by winning the 3rd position at the Biz Buzz, a Presentation Competition by M. L. Dahanukar College of Commerce on August 15, 2015.

4. The same students also won the 1st position at the Grand Plan, a Business Plan Competition by St. Francis Institute of Management on January 22, 2016. Our students presented a business plan for Sanskar Puzzle.

5. MMS Semetser I (Batch 2015-17) student, Mr. Simranjeet Singh was among five Finalist of Pratishthan, the B Plan Challenge, held at Symbiosis Institute of Business Management, Bangalore on January 21, 2016. He presented a business plan for India's First Dating Pet Portal. Other four finalist were NMIMS, JBIMS, Xavier Institue of Management Bangalore, IIT Bombay.

6. MMS Semester I (Batch 2015-17), Mr. Darshan Kothari was among top the 20 finalists selected from 300 top B-schools of the Country at MICA, Ahemadabad Best Business Manager Event.

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OVERALL ANALYSIS (maximum 3 bullet points)

A. Strength

- State of the Art Infrastructure
- Innovative Teaching-Learning Process
- Accolades won by the Institute, Staff & Students

B. Weaknesses

- Institute is not a degree awarding body as it is affiliated to University of Mumbai
- Less flexibility in admitting International students to degree programs
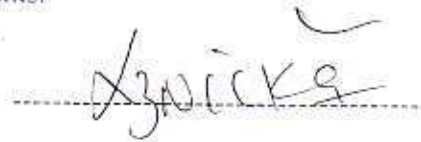- Hostel facility not available

C. Opportunities

- To arrange more number of National Level & International Level conferences.
- Scope for interdisciplinary and sponsored projects.
- ISO Certification

D. Challenges

- No control over intake of students.
- Enhancing number of students opting for entrepreneurship.
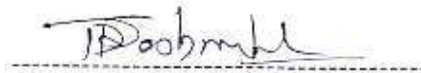- Better placement opportunities for our students.

Prof. Dr. Sunil Karve

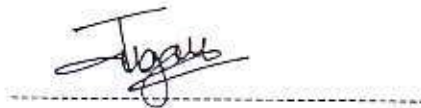(Chairperson, Audit committee)

Dr. Tejashree Deshmukh

(Member, Audit committee)

Mr. Jigar Patel

(Member, Audit committee)

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REPORT OF THE ACADEMIC AND ADMINISTRATIVE COMMITTEE

(2014-15)

Date of audit: 20.04.2015

GENERAL

1. Name of the Institute
: PTVA's Institute of Management

2. Address of the Institute
: Chitrakar Ketkar Marg, Behind M.L. Dahanukar College of Commerce, Vile Parle (E), Mumbai- 400057.

3. Year of Establishment
: 12th June 2009   **Annexure - 01**

4. Affiliations details (Date & letter reference)   **Annexure - 02**

AICTE
: 12.06.2009 & 08/01/MHA/MBA/2008/51

Government of Maharashtra
: 15.06.2009 & GR No.:- GEC-2009/(82/09)/ Tanshi-4

University of Mumbai
: 21.08.2009, PG/2/3175 of 2009

5. Name/s Programme/courses
: 1) Master of Management Studies (MMS)

2) Masters in Marketing Management (MMM)

3) Masters in Financial Management (MFM)

4) Masters in Human Resources Development and Management (MHRDM)

Sanctioned Intake capacity   :

1) Master of Management Studies (MMS) – 120 students
2) Masters in Marketing Management (MMM) – 60 students
3) Masters in Financial Management (MFM) – 60 students
4) Masters in Human Resources Development and Management (MHRDM) – 60 students

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INFRASTRUCTURE AND FACILITIES SUPPORTING ACADEMICS

1. Institute area in sq.mts: 3301 sq. mtr.
2. Number and total area of classrooms, laboratories, library, office, boys and girls common rooms, washrooms(male, female, staff) gymkhana, NSS, NCC, offices etc.

Sr.	Room No.	Room Type (Mention Class Room/ Lab/Toilet, etc.)	Carpet Area (in sqm)
1	101	Class Room	152
2	102	Class Room	151
3	103	Computer Centre	170
4	104	Library and Reading Room	132
5	201	Class Room	66
6	202	Class Room	81.45
7	203	Placement Office	30
8	203 A	Central Store	30
9	203 B	Maintenance	14
10	204	Class Room/ Tutorial Room	73.15
11	205	Exam Control Office	31.25
12	206	Class Room	66
13	207	Class Room	66
14	301	Tutorial Room	39
15	302	Class Room	102
16	303	Housekeeping	8.7
17	401	Tutorial Room	39
18	402	Class Room	102
19	403	Stationery Store	8.7
20	404	Stationery Store	2.5
21	404 A	Housekeeping	2.5
22	405	Staff Pantry	38
23	0.1	Security	10
24	1	Administration area	173
25	010	Director's Cabin	30
26	009	Board Room	20
27	1.1 to 1.13	Faculty Rooms	125
28	1.14	Cabin for Head of Dept.	11
29	1.17	Departmental Office	20
30	002	Seminar Hall cum	283

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		Auditorium	
31	004	Store cum Green Room	19
32	011	Gymkhana	98
33	005	First aid cum Sick room	16
34	208	Girls Common Room	75
35	209	Boys Common Room	78
36	304	Cafeteria	170
37	003	Toilet	19
38	006	Toilet	4
39	007/008	Toilet	29
40	105/106	Toilet	29
41	107	Washroom/Toilet	4.8
42	210/211	Toilet	29
43	212	Toilet	4
44	305/306	Toilet	29
45	307	Washroom	4.5

3. How is the ambience, discipline in classrooms and campus?

Entire campus of the Institute is well-maintained including the classrooms and is equipped with state-of-the-art infrastructure.

ADMINISTRATION SUPPORTING ACADEMICS

1. Give details of non –teaching staff   - **Annexure -03**

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status (permanent/probation/temporary)
1	Registrar	01	----	Permanent
2	Assistant Librarian	01	----	Permanent
3	Accountant	01	----	Permanent
4	Receptionist cum Office Assistant	01	----	Permanent
5	Office Assistant	02	----	Permanent
6	Peon	06	----	Permanent

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7	Sweeper on daily wages	02	--	On daily wages

2. Is there cell/committees established in accordance to AICTE / University guidelines (give names) **Yes**

1) Board of Governors
2) Women Development Cell
3) Grievance Redressal Cell
4) Anti-ragging Committee

KNOWLEDGE CENTER

Details of books, journals, magazines, newspaper, software, internet facility, photocopy, etc.

Library

No. of Books	6739
No. of Titles	2497
No. of Journals	National journals -39, International Journals – 3
No. of Magazines	9
No. of Newspaper	10
Software	System for Library and Information Management (SLIM)-21
Internet Facility	04 MBPS Bandwidth
Photocopy	Reprographic facility is available in the library
Other facilities	• Access to E-journals through J-Gate. • EBSCO host Database for accessing e-journals. • Fully air conditioned Library • Open Access for books

I.T. CENTRE (Computer Centre)

Details of computers, software, internet facility etc.

a	No. of computers in the College	
	i. Desktops	150
	ii. Laptops	02
b.	No. of Printers	6 printers + 1 scanner
c.	No. of Servers	NIL
d.	Special software's	1) Orell Language Lab software

		2) MS Office Licensed copies
		3) Kaspersky Internet Security
e.	LCD projectors	13
f.	Smart Classrooms	11
g.	Virtual classroom facility	NIL
h.	e-learning initiatives undertaken by the college	1) J-Gate Database Demo Session – For accessing e-journals 2) EBSCO host Database for accessing e-journals. 3) System for Library and Information Management (SLIM)-21- Library software Demo Session
i.	Wi-Fi facility with bandwidth	Wi-fi system is available in the Computer Centre & Library passage
j.	Any other	Internet connection: In Computer Centre – Sudarshan Vision Cable Internet, In Institute Admin office, Faculty area and Library – MTNL. 04 mbps broadband line connection in Computer Centre and 02 mbps broadband line connection in the Institute office.

ACADEMIC - (2014-15)

a. **STUDENTS**

1. Result semester-wise : MMS

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	56	47	53	46	03	01
2nd Semester	52	47	Result Awaited			
3rd Semester	47	41	47	41	---	---
4th Semester	47	41	Result Awaited			

2. Result semester-wise : MFM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	11	3	11	3	---	---
2nd Semester	11	3	Result Awaited			
3rd Semester	11	10	11	10	---	---

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4th Semester	11	10	Result Awaited			
5th Semester	11	11	11	11	---	---
6th Semester	11	11	Result Awaited			

3. Result semester-wise : MMM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	5	0	5	0	---	---
2nd Semester	5	0	Result Awaited			
3rd Semester	5	1	5	1	---	---
4th Semester	5	1	Result Awaited			
5th Semester	4	3	4	3	---	---
6th Semester	4	3	Result Awaited			

4. Result semester-wise : MHRDM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	3	1	3	1	---	---
2nd Semester	3	1	Result Awaited			
3rd Semester	9	7	9	7	---	---
4th Semester	9	7	Result Awaited			
5th Semester	2	2	2	2	---	---
6th Semester	2	2	Result Awaited			

5. Programmes conducted for placement? **Yes**

- 'Campus to Corporate with Professionalism & Self Confidence' on October 18, 2014
- CV designing & Resume Building- September 22, 2014
- CV designing & Resume Building- September 17, 2014
- 'Career Opportunities in Equity Analysis' on September 16, 2014
- A workshop on GD/PI for our MMS Semester III students on December 4, 2014

6. Value /ethics based programmes conducted? **Yes**

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Title of the programme/Activity	Date	Number of participants
Sadbhavana Divas	August 20th 2014	136
Donation for J&K flood victims	September 30th, 2014	124
Constitution Day	November 26th 2014	96

7. Is there a student council /committee in place? ----

8. Co-curricular /extra-curricular /extension activities?

Co-curricular activities:-

1. MMS Batch 2014-16 Induction Program - August 9 – August 16, 2014

2. Language Lab (Orell Software) – Introduction and training session for the students were conducted from October - November, 2014.

3. MMS Semester III Finance specialization students on 'Mergers & Acquisitions' on August 9, 2014

4. 'Capital Markets' to our students on August 12, 2014 in collaboration with ICSI

5. 'Derivatives' with MMS Semester III students on September 27, 2014

6. 'Brand Management' November 18, 2014

7. 'Status of Indian Economy : Today & Tomorrow' on January 23, 2015

8. 'Giver and Grabber Test' and an experiment on Happiness Level with respect to Money on February 3, 2015

9. Importance of sound mental health for work life balance in corporate life – April 05, 2015

Extra-curricular activities:

1. **Aavega 2K15 – Dance Fiesta** - was organised by our students under the guidance of our Director, Faculty Members and Staff on February 13, 2015. The event was a great success with 32 colleges participating in this event. Well known Model and Bollywood Actress Ms. Madhurima Tuli, graced the occasion as the Chief Guest. The event was judged by budding choreographers Mr. Sahil Mayekar and Mr. Deepak Sahu. An

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upcoming Marathi actor, Mr. Satya Manjarekar visited the event and motivated the participants

2. **Blood Donation Camp** – Our Institute partnered with HDFC Bank for their CSR initiative, and organized a Blood Donation Camp at our premises on December 5, 2014.

Extension Activities:

1. **Jammu & Kashmir Donations to Goonj**– In September 2014, our students responded to the appeal for donations and aid for the unfortunate flood victims in Jammu & Kashmir. They collected food stuff, medical supplies, clothes etc. and donated to Goonj (a NGO).

2. **Book Launch : "In Search of a Good Doctor"** - On November 1, 2014, a book titled "In Search of a Good Doctor" – compiled and conceptualized by Dr. (Smt.) Snehalata Deshmukh was launched at Keshavrao Ghaisas Auditorium of our Institute and was attended by eminent personalities from diverse fields like Medicine, Politics, Theatre and Arts, Education and Business etc.

3. **Swachch Bharat Abhiyan Rally** - On November 29, 2014, our students took out a rally to promote the concept of keeping our country 'Swachh'. The students prepared impressive & impactful posters and banners on the theme. They performed an eye catching Flash Mob on the resounding beats of the Nashik Dhol at our ground and also at M. L. Dahanukar College and Sathaye College. We take this opportunity to thanks Dr. Madhavi Pethe & Dr. Kavita Rege for allowing us to conduct this activity at their premises. We also appreciate Dr. Kavita Rege's presence at the Rally and support and guidance she gave us in assembling their students for this event.

4. **Job Fair** – It was organised on our campus in association with Intern-desk on January 23, 2015. This event was meant exclusively for the students of our Institute. Companies like HDFC Life, Brindley Technologies, Appetal Solutions Pvt. Ltd, Integrity Solutions visited our campus during this fair. Integrity Solutions is the recruitment partner for Motilal Oswal Securities Ltd, Angel Broking, Neelkamal Plastics, India Infoline etc.

5. **Women's Day 2015** was marked by a session on "Women's Safety" by PI Mahadev Nimbalkar on Saturday, March 7, 2015 to create awareness among our students and staff about this socially sensitive issue. He was accompanied by PSI Vikas Patil.

9. No. of students placed = 50   Average package Rs.2,82,000/- p.a.

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10. Do you have any placement feedback Mechanism ? **Yes**

11. **Details of teacher-parents interaction** :

* The feedback is encouraged from parents regarding various mechanisms of the Institute including quality of teaching, syllabus.

12. Details of Alumni Association with important activities undertaken:
    Alumni Association registration is in process.

Sr.	Description	
1	Alumni involvement in the college development	PTVA's Institute of Management's alumni contribute to the holistic development of the students pursuing MMS Course in the institute. Alumni get involved at various levels. They are involved in student development activities by interviewing and guiding our current students towards making a stable career. Also, they get involved in informal talks with new batch students helping them acclimatise to the MMS course and environment. Alumni also give inputs for possible changes in the curriculum.
2	Some of the positions occupied by Alumni	1. Hiraj Kotian - Expansion Head - West (Mumbai & Goa), Fab Hotels – *Batch 2011-13* 2. Nitesh Varma - Assistant Manager, Glenmark Pharmaceuticals – *Batch 2011-13* 3. Anuja Agarwal - Product Analyst, Johnson Controls, Canada. Former Marketing Manager, DSV Global Transport & Logistics - *Batch 2011-13* 4. Shailesh Sutar - Assistant Manager, Project Finance - Infrastructure - IL&FS - *Batch 2011-13* 5. Kunj Maru – Consultant, Ernst & Young - *Batch 2012-14* 6. Madhuja Yadav - Assistant Manager (Risk & Audit), WNS Global Services -

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			Batch 2012-14
			7. Ankita Pujari – Senior Executive, PlayGames 24x7 - *Batch 2012-14*
			8. Pratik Thakur – Supply Network Planner Deployment Executive, General Mills - *Batch 2012-14*
3	Activities organised by Alumni for the welfare of the students		1. Pep-talks 2. Mock interviews of students 3. Providing career guidance to students 4. Providing recruiting leads for placements

b. **Faculty**

1. Faculty strength

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status(permanent/probation / temporary)
01	Director	01	--	Permanent
02	Associate Professor	04	04	Permanent
03	Assistant Professor	11	11	Permanent

2. Faculty details

Sr. No.	Name	Designation	Qualifi-cations	Specialization	No. of M.Phil. / Ph. D supervised	Approvals
1	Prof. Dr. Harish Kumar S. Purohit	Director	Ph.D., M.M.M., B.Sc.	Marketing	----	CONCOL/S A/2/32 of 2014 11.09.2014
2	Mr. Ajit Joshi	Assistant Professor	CA, M. Com., B.Com., UGC-NET, Pursuing Ph.D.	Finance	----	----
3	Mrs. Shalini	Assistant	PGDM,	Marketing	----	----

	Kakkar	Professor	M.Sc., B.Sc., Pursuing Ph.D.			
4	Mrs. Prajakta Dhuru	Assistant Professor	M.M.S., M.Com., B.Com.	HR	----	----
5	Mrs. Krutika Zarapkar	Assistant Professor	M.M.S. B.Com., NET	Finance	----	----
6	Dr. Tejashree Deshmukh	Assistant Professor	Ph.D., M.H.R.D.M., B.A.	HR	----	----
7	Mr. Jigar Patel	Assistant Professor	M.M.S., B.Sc., NET	HR	----	----
8	Mrs. Vidya Panicker	Assistant Professor	M.M.M., B.Sc., Post Graduate Diploma in Textile Chemical Processing Technology	Marketing	---	----
9	Mr. Utpal Samant	Assistant Professor	M.B.A. B.Sc. (Hotel & Tourism Management)	Marketing	----	----

3. Teacher : Student Ratio : 1:32

4. Teacher-wise list of publications during the year (mentioning author(s) name(s), year of publication, title, name of journal, volume and issue no. and page no. for publications in journals and author(s) name(s), year of publication, title of book, name of publisher, page nos. for book/edited book/conference proceedings **(Annexure - 04)**

5. Details of seminar/symposia/conference/refresher course/training programmes /guest lectures organized by institute during the year. **(Annexure - 05)**

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c. LEARNING PROCESS

1. Is academic calendar being prepared and implemented/monitored? **Yes**

2. Number of effective teaching days **semester-wise** as per academic calendar :

MMS course:

Semester	Starting date of the teaching	End date
1	August 21, 2014	November 29, 2014
2	January 08, 2015	April 06, 2015
3	July 05, 2014	September 30, 2014
4	January 02, 2015	April 05, 2015

MFM/ MMM/ MHRDM course:

Semester	Starting date of the teaching	End date
1	August 06, 2014	December 04, 2014
2	January 06, 2015	April 16, 2015
3	July 15, 2014	November 06, 2014
4	January 06, 2015	April 16, 2015
5	July 15, 2014	November 06, 2014
6	January 06, 2015	April 16, 2015

3. Use of Teaching – Learning Tools like OHP, LCD, Videos, Interactive boards, Any other (Please specify briefly) :

   Internet connectivity in every classroom with PC, LCD, Audio-Visual aid

4. Use of ICT in teaching – Learning Evaluation, e-journals, IT enabled classrooms, Online assessment, Online assignment Submission, Online feedback on teaching & learning: **Yes**

5. Do you offer Bridge Courses / remedial courses? **Yes**

6. Are projects, assignments, field work, seminars etc. part of curriculum teaching? **Yes**

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7. Does the Institute do anything for the Given improvement in learning quality enhancement? **Yes**

- Language Lab sessions
- Excel Training
- English Communication Lectures

8. Do you conduct study visits, field trips, Exhibitions learning quality enhancement ? **Yes**

   a. **Larson & Toubro (Panvel)** - Our MMS Semester II students visited L & T, Panvel Training Centre where they got valuable inputs regarding CSR activities carried out by the organization. They learnt about various vocational courses conducted there and how these courses helped the participants in enhancing their employability.

   b. **GPX Data Center** - Our students specialising in IT were taken to GPX Data Center, which is South Asia's first Uptime Institute "Certified TIER-IV IDC" in Mumbai GPX develops and operates state-of-art, private, carrier neutral data centres in emerging, but fast growing commercial markets along the undersea cable systems.

9. Do you have any teacher Feedback Mechanism (students, Faculties & Industry) ? **Yes**

a) **Students:** Yes. Every semester a written feedback is taken from the students regarding every subject teacher who teaches them during that semester. The feedback form allows the students to rate the performance of the faculty members using following seven parameters: i) Conceptual Clarity ii) Course Coverage: Quality of the Academic Inputs & Practical Applications iii) Communication/Presentation Skill of the Faculty iv) Innovative Methods of Teaching v) Motivation & Conducive Ambience vi) Gained Greater Understanding of the Subject vii) Was encouraged to think and participate.

b) **Alumni:** Yes. Feedback is encouraged from Alumni regarding the Institute teaching, syllabus & course.

c) **Industry:** Industry experts visit our campus quite frequently for various reasons such as interactive guest sessions with the students, mock interviews, conducting workshops, discussing placement opportunities, etc. Depending on their time availability, they are requested to write their feedback in the visitor's book maintained by the Institute.

10. **Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty?** **Yes**

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- Semester wise teaching plan is prepared for all the full time and part time courses by the respective subject faculty members and submitted to the Institute at the beginning of the semester.

- Faculty register is maintained in the administration department which includes details regarding date and time on which the session is conducted, topic(s) covered and number of sessions conducted.

- Coordinators are allocated for MMS and Part Time courses, which ensure that the sessions are conducted as per the time table and the teaching plan.

11. Innovative teaching practices: Yes

Innovative teaching pedagogy such as brainstorming, in-basket exercises, psychometric tools and business simulation are used to make teaching-learning more interesting and effective.

12. Best practices & benchmarking : Yes

1. Systematic subject allocation to teachers
2. Thoughtfully designed orientation program for new batch of students

13. Mode of evaluation (class test/home assignment/student seminar/quiz etc): details

The Institute follows the guidelines related to examinations as per the University of Mumbai. The pattern of Evaluation in each subject is divided into two components viz. Semester-End Examination and Internal Assessment.

For each subject of 100 marks:

Semester-End Exam = 60 Marks

Internal Assessment (IA) = 40 Marks

A student has to pass separately in both of the above components separately i.e. he/she needs to score 50% marks in the Semester End Examination AND 50% Marks in the Internal Assessment. We follow the continuous internal evaluation where in the candidate is given ample of opportunities to showcase his abilities, skills and knowledge of the subject. It also helps us to conduct examinations in diverse way so that the student gets best opportunities to perform better. To ensure the quality of internal assessment is maintained and standardized, the Institute started the system of Mid-Semester Examinations (Mid-Term Exams) which is usually conducted for all the subjects of Master of Management (MMS) in each semester, after the completion of about 40% of the subject syllabus. This Mid-Term Examination carries 20 marks. This is to maintain standardization and to monitor the progress of the students throughout the semester. The dates of this Mid-Term Exam are declared well in advance i.e. 14-21 days before their exam. The faculty members were given the liberty to decide the parameters for internal assessment for remaining 20 marks. Each Faculty member

has to compulsorily declare the internal assessment components and their weightage in the teaching plans before the commencement of the semester and the same is announced in the class by the respective faculty member in the first session of the subject itself. Further a copy of this teaching plan is made available in library for the reference of students and others anytime.

For the Part Time courses, the Institute requests the respective faculty members to conduct a class test of 20 marks and the dates of these tests are communicated to the students well in advance i.e. 7-14 days before their exam.

The Institute provides clear guidelines of the internal assessment components. The internal breakup of the 40 marks of Internal Assessment is as follows:
Attendance and Class Participation = 10 Marks and Minimum Three criteria to be picked up from below (30 marks):

- Mid-Term Test (Min 1)
- Group Presentations
- Role Plays
- Case Studies
- Assignments
- Projects
- Quizzes

14. Student Mentoring details: Yes

- The Director, Dean and Faculty members maintain constant interaction with the students pertaining to their academics, career, personal life and overall progress. The students are also counselled by Industry experts and faculty members for choosing their academic specialisation.

- Each faculty mentor is assigned a group of students who are from diverse specialization as their mentees.

AWARDS AND RECOGNITIONS RECEIVED

1. The President of India, Dr. Shankar Dayal Sharma Gold Medal jointly with University of Mumbai for the year 2014 – awarded to Ms. Kunj Maru (MMS Batch 2012 – 14) on 24th January 2015.

2. Business Standard Quiz Competition – Our Semester II students Parth Bhatt and Monica Somne represented our Institute at the Regional Level Business Standard Quiz Competition held on February 7, 2015 and won the 2nd Runners Up position.

3. Chakravyuh 2014 at Lala Lajpatrai College – Our students won prizes in events like Word War, Brand Housie and Jumble Fumble in September, 2014

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4. **Munijan 2014 at University of Mumbai** – Our students who were the finalists at Munijan 2014, presented on the theme of developing awareness against Child Trafficking. The theme was appreciated and specially mentioned by the judges on October 2, 2014

5. **N L Dalmia Institute of Management Studies and Research organised their HR Conference 'Utkarsh – Make in India'** on February 13, 2015. Our students **Parth Bhatt and Karthik Chodankar were the finalists** at this event.

Staff Achievements

1. **Shotput Championship 2015 – Mr. Dinesh Geete (Non-teaching Staff)** - stood First at this event organized by Saraf College in January 2015.
2. **Shotput Championship 2015 - Mr. Kalpesh Bare (Non-teaching Staff)** – stood Second at this event organized by Saraf College in January 2015.

OVERALL ANALYSIS (maximum 3 bullet points)

A.   **Strength**

- Legacy of Our Parent Trust, Parle Tilak Vidyalaya Association
- Convenient Location of the Institute
- Competent Workforce

B.   **Weaknesses**

- Institute is not a degree awarding body as it is affiliated to University of Mumbai
- Less flexibility in admitting International students to degree programs
- Hostel facility not available

C.   **Opportunities**

- To arrange more number of National Level & International Level conferences.
- Scope for interdisciplinary and sponsored projects.
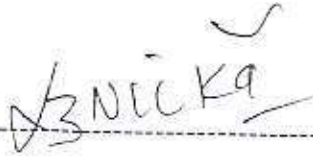- ISO Certification

D.   **Challenges**

- No control over intake of students.

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- Enhancing number of students opting for entrepreneurship.
- Better placement opportunities for our students.

Prof. Dr. Sunil Karve

(Chairperson, Audit committee)

Dr. Tejashree Deshmukh

(Member, Audit committee)

Mr. Jigar Patel

(Member, Audit committee)

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