REPORT OF THE ACADEMIC AND ADMINISTRATIVE COMMITTEE

(2018-19)

Date of audit: 12/03/2020

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. Approvals/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: 3331 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	73.15
11	205	Examination 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	10
23	0.1	Security	10
24	1	Administration Area	173
25	010	Director Office	30
26	009	Board Room	20
27	1.1 to 1.16	Faculty Rooms	125.
28	1.17	Cabin for Head of Dept./ Dept.	25

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		Office	
29	002	Seminar Hall cum Auditorium	283
30	004	Store cum Green Room	19
31	11/406	Cafeteria Area	150
32	005	First Aid cum Sick Room	16
33	208	Girls Common Room	75
34	209	Boys Common Room	78
35	008	Gymkhana / Sports-Recreation Area	132
36	003	Toilet (Ladies & Gents)	19
37	006/007	Toilet (Ladies & Gents)	33
38	105/106	Toilet (Ladies & Gents)	33
39	210/211	Toilet (Ladies & Gents)	33
40	305/306	Toilet (Ladies & Gents)	33
41		25% of Sum of Instructional, Administrative and Amenities Area include Common Walkways, Staircases and Entrance Lobby (Circulation Area)	666.79
42		Total	3331

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, conducive for enhanced quality teaching-learning process.

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	Librarian	01	----	Permanent
3	Senior Clerk Accounts	01	----	Permanent
4	Senior Clerk	01	----	Permanent
5	Junior Clerk	01	----	Permanent
6	Library Clerk	01	----	Permanent
7	Accounts Assistant	01	----	Permanent

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8	Office Assistant-Exam [in the grade of Junior Typist Clerk- Exam Section]	01	----	Permanent
9	Full Time Non-Teaching Coordinator	01	----	Permanent
10	Part time Faculty Coordinator	01	----	Permanent
11	Peon	06	----	Permanent
	Total	16		

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 & Information Resource Centre (LIRC)

No. of Books	9978
No. of Titles	2970
No. of Journals	National journals - 54 , International Journals – 01
No. of Magazines	03 (Outlook, Outlook Business, Outlook Money)
No. of Newspaper	12
Software	System for Library and Information Management (SLIM)-21
Internet Facility	50 MBPS Bandwidth
Photocopy	Reprographic facility is available in the library
e – resources *e– books* *e – journals* *e- database*	• 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 an account with **National Digital Library**.
Library Software	• Students can view status of books through **Web OPAC** (Online

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	Public Access Catalogue). **Remote Access Facility**
Remote Access Facility	• Library has provided **Remote Access** for e – journals through ProQuest and J - Gate database.
Institutional Membership	• Library has Institutional membership with **American Library.** • Library has membership with **e– shodhsindhu**, a consortium for Higher Education Electronic Resources, an Initiative by Ministry of H.R.D.Government of India, in **2018.**
Plagiarism Detection Software	• Library has created an account for anti-plagiarism software **URKUND** with the help of **INFLIBNET** (UGC Autonomous Inter University Centre). • PTVAIM LIRC has purchased **TURNITIN** anti plagiarism software for ethical research practice.
Other facilities	• Air conditioned LIRC • 10 PC's for students • Open Access for books, Collection of Management movies. • LIRC has **Student Project Report collection** in soft copy as well as hard copy. • LIRC has **faculty members' research collection** in soft copy as well as hard copy.
Special Collection	• **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 Behaviour 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 11 **Global Supply Chain Management** 12 **Operations & Supply Chain Management**

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) Windows 8.1
e.	LCD projectors	13
f.	Smart Classrooms	11
g.	Virtual classroom facility	NIL
h.	e-learning initiatives undertaken by the college	1) Demo session of ProQuest Database providing wide range of e-books and e-journals 2) Demo Session of Capitaline Database which contains finance related information regarding various companies 3) Demo Session of J-Gate Database providing a wide collection of e-journals 4) Demo Session of System for Library and Information Management (SLIM)-21- Library software
i.	Wi-Fi facility with bandwidth	Wi-fi system of 3 different lines of 100 mbps, 75 mbps and 50 mbps are available in the Institute
j.	Any other	Internet connection: In Computer Centre – M/s. Sudarshan Vision Cable Internet, In Institute Admin office, Faculty area and Library – Hathway Cable and Datacom Limited 100 mbps broadband line connection in Computer Centre and 50 mbps broadband line connection in the Institute office. 75 mbps broadband line connection in the COEI office.
k.	Networking and use of National Program on Technology Enhanced Learning (NPTEL)	10 DVD's published by NPTEL available

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ACADEMIC

a. **STUDENTS (2018-19)**

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

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	52	67	51	67	01	--
2nd Semester	51	67	51	67	--	--
3rd Semester	46	71	46	71	--	--
4th Semester	46	71	44	71	02	--

2. Result semester-wise : MFM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	11	16	11	16	--	--
2nd Semester	11	16	10	16	01	--
3rd Semester	16	07	16	07	--	--
4th Semester	16	07	16	07	--	--
5th Semester	17	10	17	10	--	--
6th Semester	17	10	17	10	--	--

3. Result semester-wise : MMM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	06	02	04	02	02	--
2nd Semester	05	02	04	02	01	--
3rd Semester	15	--	15	--	--	--
4th Semester	15	--	15	--	--	--
5th Semester	04	--	04	--	--	--
6th Semester	04	--	04	--	--	--

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4. Result semester-wise : MHRDM

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	06	03	06	03	--	--
2nd Semester	06	03	06	03	--	--
3rd Semester	04	07	04	07	--	--
4th Semester	03	07	03	07	--	--
5th Semester	03	07	03	07	--	--
6th Semester	03	07	03	07	--	--

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

Programs	Dates
Workshops on "Microsoft Excel"	• MMS 2017-19 on November 14, 15, 19, 20 & 24, 2018 • MMS 2018-20 Sem II on April 16 & 17, 2019
Mock Interviews of students by Industry Experts for Sem II	• April 12, 17, 18, 19 & 28, 2019 • March 30 & 31, 2019
Mock Interviews of students by Industry Experts for Sem IV	• March 31, 2019; April 7, 13 & 14, 2019 and May 11 & 12, 2019
Career Opportunities in Operations	• April 28, 2019
Career Opportunities in Finance & Interaction with Alumni	• February 2, 2019
Career Opportunities in Human Resources & Interaction with Alumni	• January19, 2019
Career Opportunities in Marketing & Sales	• January 5, 2019

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CV Designing & Resume Building Workshop	• Sem II on November 24, 2018 • Semester III on October 06 & 07, 2018
Aptitude Calibration Test	• January 5, 2019
Blood Donation Camp	• December 8, 2018
"Why is listening, speaking, reading and writing important"–	• September 28, 2018
Introduction to ICICI Stock Mind competition & basics of Stock Markets and Trading	• October 31, 2018
Career Opportunities in Finance	• November 22, 2018
Opportunities in Banking Industry	• April 4, 2019

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

Title of the programme/Activity	Celebrated on Date	Number of participants
Passion Knows No Age and Gender- Women's Day Initiative	March 9, 2019	119
Constitution Day (26/11/2018)	November 29, 2018	102
Rashtriya Ekta Divas (31/10/2018)	October 31, 2018	109
Vachan Prerana Divas (15/10/2018)	October 15, 2018	108
Sadbhavana Divas (20/08/2018)	August 22, 2018	95

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

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

Co-curricular activities:-

1) **Language Lab (Orell Software)** – Introduction and training session for the students were conducted on May 2, 2019. The software follows the LSRW Model (Learn, Speak, Read and Write). It provides videos on Mock GD / PIs, Business Etiquette, Dining Etiquette etc. along with modules on basic communication.

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2) "Navadhaara", a five days **Student Development Program** was organized from March 16 to 20, 2019.

3) **Cyber Hygiene & Cyber Safety**- Tuesday, 11th February 2019

4) **Wings 2 Vision Chapter 2:** PTVAIM's COEI successfully organized "Wings 2 Vision Chapter 2" during January & February 2019 to boost and nurture the entrepreneurial talent among students of various colleges across Mumbai.

5) **Demo Sessions on e-Database such as Capitaline, ProQuest, J-Gate, SLIM, Web OPAC, etc.** – The demo sessions on Capitaline, ProQuest, J-Gate, SLIM & Web OPAC were organized by Assistant Librarian, Mr. Pankaj Godse in the computer lab for our MMS Sem I students on January 16, 2019, September 7, 2018, August 24, 2018 & September 29 respectively.

6) **Parents' Orientation Regarding Specialization of their Wards** was conducted for parents of MMS Semester I on December 1, 2018

7) **ICICI Stock Mind Competition & Basics of Stock Markets & Trading** was organized for MMS Semester II students **by Mr. Vismeet Mehta, Marketing Manager – ICICI Securities** on October 31, 2018.

8) **15th Dr. D.R. Gadgil Memorial Lecture- 28/08/2019**

9) **MMS Batch 2018-19 - Induction Program**- August 10 – August 14, 2018

10) Our MMS student, Ms. Drashti Desai co-authored a research paper on **"A Study on Financial Investment Decision of Female Entrepreneurs of Mumbai District"** in an International Multi-disciplinary Quarterly Research Journal – Ajanta, Issue: October 2018, ISSN 2277-5730, Vol. VI, Issue 4, impact factor 5.5.

11) **Certificate Course in Digital Marketing** for MMS Marketing Specialization students.

12) **Formation of Finance Club** to enhance the knowledge of the students with respect of finance specialization

Extra-curricular activities:

- **E-Waste Management** – Saturday, 19th January 2019

- **Blood Donation Camp in association with HDFC Bank** was organized at the Institute on December 8, 2018.

- **A Workshop on "Yoga-A way of life"** was conducted by Ms. Chaitali Joshi, students of PTVA's IM on December 3, 2018.

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- **One day state level conference** on 'Women Empowerment towards Leadership' in association with Maharashtra State Commission for Women was organized on October 12, 2018.

Extension Activities:

1. **Formal inauguration of Incubation Centre** at the hands of Hon'ble Vice Chancellor of University of Mumbai, Dr. Suhas Pednekar on August 27, 2019.

2. **Application for Permanent Affiliation** to the University of Mumbai in August 2018.

3. **Installation of Sakhi Box** on the ground floor and Girls' Common Room of the Institute.

4. **Installation of Solar Panel** in the Institute premises.

5. **Introduction of Digital Payment Gateways** for payment of fees related to conference/workshop, etc.

6. Purchase of **Turnitin, an anti-plagiarism software.**

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

   No. of students placed = 68   **Average package Rs. 3,17,000/- 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.

- 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. Remedial lectures and/or supporting activities are organized and conducted by the Institute on the basis of this initiative.

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12. Details of Alumni Association with important activities undertaken:

In the current academic year, we registered our Alumni Association under the Societies Registration Act, 1860 as **"PTVAIM ALUMNI ASSOCIATION (PAA)"**

Registration No: 1295/2018   Date of Registration: 12/06/2018

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 - Hub Head - West Region, Fab Hotels – *Batch 2011-13* 2. Nitesh Varma - F&PA Manager, Sub Saharan Africa Region, Cipla – *Batch 2011-13* 3. Anuja Agarwal - Product Analyst, Johnson Controls, Canada. Former Marketing Manager, DSV Global Transport & Logistics - *Batch 2011-13* 4. Shailesh Sutar - Deputy Manager, SBI Capital Markets - *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 &

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		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 - Deputy Manager - Axis Bank - *Batch 2015-17*
		18. Chinmay Vaidya – Senior Executive – Godrej Properties Limited – *Batch 2017-19*
		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

b. **Faculty**

1. Faculty strength

Sr. No.	Designation	No of sanctioned posts	No of vacant posts	Status(permanent/probation/ temporary)
01	Director/ Professor	01	--	Permanent
02	Associate Professor	03	--	Permanent
03	Assistant Professor	08	--	Permanent

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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	Professor 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	CA 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, Pursuing Ph.D.	Marketing	----	TAAS(CT)/ ICD/2016-17/34402 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	----	TAAS(CT)/ ICD/2017-18/35164 25.09.2018
9	Mrs. Shalini Kakkar	Assistant Professor	M.M.M., PGDM, M.Sc.,	Marketing	----	----

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			B.Sc., Pursuing Ph.D.			
10	Dr. 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	----	----
12	Mr. Bhavesh Vaity	Assistant Professor	M.Com., B.M.S., SET	Marketing	----	TAAS(CT)/ ICD/2019-20/24848, 10.02.2020

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)**

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, 2018 (Thursday)	December 4, 2018 (Tuesday)
2	January 02, 2019 (Wednesday)	April 12, 2019 (Friday)
3	July 08, 2018 (Sunday)	October 19, 2018 (Friday)
4	December 09, 2018 (Sunday)	April 09, 2019 (Tuesday)

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MFM/ MMM/ MHRDM course:

Semester	Starting date of the teaching	End date
1	August 18, 2018 (Saturday)	December 23, 2018 (Sunday)
2	January 04, 2019 (Friday)	May 05, 2019 (Sunday)
3	July 13, 2018 (Friday)	December 07, 2018 (Friday)
4	January 04, 2019 (Friday)	May 05, 2019 (Sunday)
5	July 13, 2018 (Friday)	December 02, 2018 (Sunday)
6	January 04, 2019 (Friday)	May 05, 2019 (Sunday)

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**

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
   - Certificate course in Digital Marketing
   - Use of Turnitin, an anti-plagiarism software to ensure good quality research work
   - Availability of e-journals and e-books such as J-Gate and ProQuest
   - Availability of e-resources such as Capitaline
   - Availability of licensed statistical software SPSS

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

   - Mumbai- Nashik- 3 days Industrial Visit- March 17-19, 2019
   - Visit to Mani Bhavan, Gamdevi, Mumbai for an event on "Ethics in Profession" as a part of study visit for the subject of Business Ethics (MMS students) - 30/08/2019

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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.

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12. Best practices & benchmarking : Yes

1) Performance Improvement Initiative

2) Mentoring students and their parents about specialisation

3) Compulsory Internship of all students of MMS Semester IV with NGOs

4) Navdhaara – Student Skill Development Program

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:

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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**:

- 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.

- Dr. Manasi Bhat, a professional counselor is appointed and is in the campus every week to guide and counsel the students who need professional help.

- 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 and Cyber Safety' 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 -11th February 2019

- 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

➢ **Mr. Darshan Pandit- Stood 1st in University of Mumbai- MMM-May 2019 Examination**

➢ **Mr. Kaustubh Helekar- Stood 2nd in University of Mumbai- MFM- May 2019 Examination**

➢ **Ms. Priyanka Jadhav- Scored 60 out of 60 in the Project Management subject of University of Mumbai**

➢ **Ms. Drashti Desai -MMS 2nd Year 2018-19 student co-authored a research paper on "A Study on Financial Investment Decision of Female Entrepreneurs of Mumbai**

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District" in an International Multi-disciplinary Quarterly Research Journal – Ajanta, Issue: October 2018, ISSN 2277-5730, Vol. VI, Issue 4, impact factor 5.5.

➢ **Mr. Omkar Kanerkar** -MMS 2nd Year 2018-19 student, developed an IOS and android application`Infobucket'.

OVERALL ANALYSIS (maximum 3 bullet points)

A. Strength

- NAAC Accreditation
- ISO 9001:2015 Certification
- 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
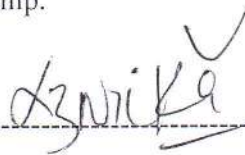- Hostel facility not available

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.
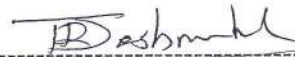- Better placement opportunities for our students.
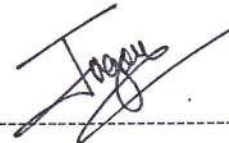
Prof. Dr. Sunil Karve

(Chairperson, Audit committee)

Dr. Tejashree Deshmukh

(Member, Audit committee)

Mr. Jigar Patel

(Member, Audit committee)

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