REPORT OF THE ACADEMIC AND ADMINISTRATIVE COMMITTEE

(2019-20)

Date of audit: 26 /11 /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) – 30 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

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7	Accounts Assistant	01	----	Permanent
8	Office Assistant-Exam	01	----	Permanent
9	Full Time Non-Teaching Coordinator	01	----	Permanent
10	Peon - Full Time	07	----	Permanent
11	Peon – Part Time	01	----	Temporary
	Total	17		

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	10003
No. of Titles	2985
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
 	
Library Software
	• More than 21200 e –books can be accessed through **ProQuest.**
	
	• 10696 e-journals can be accessed through **J-Gate** and **ProQuest.**
	
	• Subscription of **Capitaline** database especially for Finance students.
	• Library has an account with **National Digital Library.**
	
	• Students can view status of books through **Web OPAC** (Online

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Remote Access Facility Institutional Membership	Public Access Catalogue). **Remote Access Facility** • Library has provided **Remote Access** for e – journals through ProQuest and J - Gate database. • 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 Education Government of India.
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	• **12 DVDs of National Programme on Technology Enhanced Learning (NPTEL), Ministry of Education, Govt. of India and 06 DVDs of Ahmedabad Management Association.** **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

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	12	Operations & Supply Chain Management
	13	Dil at Work
	14	Extraordinary Managerial Lessons from Ordinary Stories
	15.	International Business opportunities
	16.	Leading Change and Growth in a Family Business.
	17.	Limited Life to Chase Unlimited Money
	18.	Motivation - The Driving Force

I.T. CENTRE (Computer Centre)

Details of computers, software, internet facility etc.

a	No. of computers in the College	
	i. Desktops	153
	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 6) Tally ERP 9 7) Bio-Metric Attendance 8) Khushi Software (Exam and Admission-Attendance Module) 9) Coreldraw 10) SLIM –Library Software
e.	LCD projectors	14
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, 100 mbps and 50 mbps are available in the Institute

j.	Any other	Internet connection: In Computer Centre, classrooms and in the COEI office – 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, classrooms and in the COEI office respectively. 50 mbps broadband line connection in the Institute office.
k.	Networking and use of National Program on Technology Enhanced Learning (NPTEL)	12 DVD's published by NPTEL available

ACADEMIC

a. **STUDENTS (2019-20)**

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

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	54	62	53	62	01	---
2nd Semester	54	62	53	62	01	---
3rd Semester	51	67	51	67	---	---
4th Semester	53	67	53	67	---	---

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

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	22	07	22	07	04	---
2nd Semester	22	07	22	07	04	---
3rd Semester	10	17	10	17	---	---
4th Semester	10	17	10	17	---	---
5th Semester	16	06	16	06	---	---
6th Semester	16	06	16	06	---	---

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3. Result semester-wise : **MMM**

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	02	04	02	04	---	---
2nd Semester	02	04	02	04	---	---
3rd Semester	03	02	03	02	---	---
4th Semester	03	02	03	02	---	---
5th Semester	15	00	15	00	---	---
6th Semester	15	00	15	00	---	---

4. Result semester-wise : **MHRDM**

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	02	01	02	01	01	---
2nd Semester	02	01	02	01	01	---
3rd Semester	06	03	06	03	01	---
4th Semester	05	03	05	03	---	---
5th Semester	04	07	04	07	---	---
6th Semester	04	07	04	07	---	---

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

Programs	Dates
CV Desigining & Resume Building Session	• 11/08/2019 • 31/08/2019 • 30/11/2019
Aptitude Calibration Test	• 20/11/2019
Career in Retail and Supply Chain Management	18/01/2020
Career Opportunities in Marketing & Sales	13/02/2020
Career Opportunities in Finance	14/02/2020

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Career opportunities in HR	12/03/2020
Mock Interviews of students with Industry experts	15/12/2019
	22/12/2019
	05/01/2020
	12/01/2020
	18/01/2020

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

Title of the programme/Activity	Celebrated on Date	Number of participants
International Women's Day	March 7, 2020	167
Marathi Bhasha Gaurav Din (27/02/2020)	February 27, 2020	29
National Anthem	February 25, 2020	49
Matrubhasha Diwas (International Mother Language Day) 22/02/2020	February 22, 2020	81
Swachhata Pakhwada Pledge	January 16, 2020	68
Constitution Day (26/11/2019)	November 26, 2019	124
National Education Day	November 11, 2019	85
Rashtriya Ekta Divas (01/11/2019)	November 01, 2019	65
Vigilance Awareness Week	November 01, 2019	64
Vachan Prerana Divas (15/10/2019)	October 15, 2019	111
Sadbhavana Divas (20/08/2019)	August 20, 2019	68
Ethics in Profession (Mani Bhavan)	August 30, 2019	37

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

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

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Co-curricular activities:-

1) **Bazaarhaat, a one day Student Skill Development Program** was organized on January 20, 2020 to impart practical business education to PTVAIM's full time and part time students.

2) **Wings 2 Vision 2020:** PTVAIM's COEI successfully organized "Wings 2 Vision 2020" during January & February 2020 to boost and nurture the entrepreneurial talent among students of various colleges across Mumbai.

3) **Demo Sessions on e-Database such as ProQuest, J-Gate, Capitaline, SLIM, Web OPAC, etc.** – The demo sessions on ProQuest, J-Gate, Capitaline, SLIM & Web OPAC were organized by Librarian, Mr. Pankaj Godse in the Computer Centre for our MMS Sem I students on October 05, 2019, October 07, 2019, October 12, 2019, October 19, 2019 respectively.

4) **One day National Level Conference "NCMAT 2020 - Leveraging Innovation, Technology and Management for Vision 2025"** was held in association with **Navinchandra Mehta Institute of Technology and Development and the University of Mumbai** on Saturday, 29th February 2020.

5) **HR Conclave** in association with HR Shapers: a Global HR Networking Platform on March 14, 2020.

6) **15th Dr. D.R. Gadgil Memorial Lecture - 28/08/2019**

7) **Certificate Course in Digital Marketing** for MMS Marketing Specialization students- 29th August ,2019 – 30th November, 2019

8) **Finance Club of PTVAIM organized Certificate Courses in "Research Analysis" and "Equity Derivatives"** in association with **NISM** for the finance specialization students in December 2019 and January 2020.

9) **Start-up Expo 2020** was organized on 22nd February 2020 in Keshavrao Ghaisas Auditorium. The incubatees and pre-incubatees arranged an exhibition of their business plan canvases. The expo was inaugurated by Dr. Abhay Jere, Chief Innovation Officer (CIO) of Ministry of Education, Govt. of India. Dr. Jere interacted with each incubatee and pre-incubatee, understood their business model and gave them valuable suggestions.

10) **IPR & IP Management:** Wings2Vision participants were later engaged in mentoring and handholding for the training based business plan competition. Apart from the basic EDP, following session was organised for the W2V participants IPR & IP Management: Sol. Darius Dalal, Legal Ethics & their importance by Shri. Pratik Kanitkar.

11) **Motivational Talk**: Entrepreneur Speaks: Motivational talks in context to entrepreneur's journey were delivered by Mr. Deepak Ghaisas: Chairman of Gencoval Strategic Services Pvt. Ltd.

12) **Social Innovation and Entrepreneurship**: Introductory session on social entrepreneurship by Mr. Uday Wankawala: CEO Atal Incubation Centre- Rambhau Mhalgi Prabodhini (AIC-RMP).

Extra-curricular activities:

- **CLEAN-A-THON**, a beach cleaning drive organized by Rajani Foundation India in collaboration with United for Greater Cause and supported by Brihan-Mumbai Municipal Corporation, at Juhu beach on September 08, 2019 after Ganesh Visarjan.
- **Blood Donation Camp in association with HDFC Bank** was organized at the Institute on December 6, 2019.
- **Self Defense workshop** for Girl Students was organized on February 12, 2020.

Extension Activities:

- **Wings 2 Vision 2020:** PTVAIM's COEI successfully organized "Wings 2 Vision 2020" during January & February 2020 to boost and nurture the entrepreneurial talent among students of various colleges across Mumbai.
- Application to start **2 Years PG Course of MBA in Innovation, Entrepreneurship and Venture Development (IEV) with the intake of 30 students from the academic year 2020-21** on 28/02/2020.
- Application for the **First Time Recognition for the Ph.D Centre** was sent to the **University of Mumbai** on 30/09/2019.
- Students and staff members of PTVAIM actively participated in the **Cyclathon** organized by **CFA Institute India Pvt. Ltd.** and helped them in spreading financial literacy in November 2019.

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

   No. of students placed = 23   **Average package Rs.** 4,01,258/- p.a.

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

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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.

12. Details of Alumni Association with important activities undertaken:

PTVAIM ALUMNI ASSOCIATION (PAA) is registered under the Societies Registration Act, 1860. The details of the registration are as below:

The Registration No is 1295/2018 and the Date of Registration 12/06/2018.

In the Academic year 2019-20, 126 life members joined PTVAIM Alumni Association as life members taking the total number of life members to 166.

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. - PAA actively organizes sessions and panel discussions by the Industry experts for all.
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

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		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 – Head of Operations, KayM Capital - *Batch 2012-14*
		6. Madhuja Yadav - Assistant Manager, Flipkart - *Batch 2012-14*
		7. Ankita Pujari – Senior HR Executive, PlayGames 24x7 - *Batch 2012-14*
		8. Pratik Thakur – Supply Chain Distribution Planning Manager, Abbot - *Batch 2012-14*
		9. Richa Dani – Business Finance Executive, L & T Infotech - *Batch 2013-15*
		10. Indraneel Gore – Assistant Manager, Citi - *Batch 2013-15*
		11. Aditya Pednekar – Senior Manager, Industrial and Commercial Bank of China - *Batch 2013-15*
		12. Kunal Kanchan – Marketing Specialist Associate, FedEx - *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 – Executive Officer, Legal Entity Identifier India Limited (LEIL) - *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

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		5. Guest sessions & panel discussions organized by PAA	

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	Professor	01	--	Permanent
03	Associate Professor	03	--	Permanent
04	Assistant Professor	08	--	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	Professor Director	Ph.D., M.M.M., B.Sc.	Marketing	----	CONCOL/SA/ 2/32 of 2014 11.09.2014
2	Dr. Tejashree Deshmukh	Professor Dean-Academics IQAC Coordinator	Ph.D., M.H.R.D.M., B.A.	HR	----	CONCOL/ICD /2016-17/55796 30.04.2016
3	Dr. CA Ajit Joshi	Associate Professor	Ph.D.,CA, M. Com., B. Com., UGC-NET,	Finance	----	CONCOL/ICD /2016-17/39966 20-01-2016
4	Dr. Anand Hindolia	Associate Professor	Ph.D., M.B.A., Bachelor of Fashion Technology, JRF, UGC-NET,	Marketing	----	TAAS(CT)/IC D/2016-17/34402 02.05.2017
5	Dr. Sucheta Pawar	Associate Professor	Ph.D., M.Phil.,	Economics and General	----	----

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			M.A., B.A.	Management		
6	Mr. Jigar Patel	Assistant Professor	M.M.S., B.Sc., NET	HR	----	CONCOL/ICD /2016-17/39966 20-01-2016
7	Mrs. Manali Patil	Assistant Professor	M.M.S., B.Com., Pursuing Ph.D.	HR	----	CONCOL/ICD /2016-17/55796 30.04.2016
8	Mr. Abhishek Deokule	Assistant Professor	M.M.S., B.E., UGC-NET, Pursuing Ph.D.	Marketing	----	TAAS(CT)/IC D/2016-17/34402 02.05.2017
9	CA Rajul Murudkar	Assistant Professor	CA, M.Com., B.Com.	Finance	----	TAAS(CT)/IC D/2017-18/35164 25.09.2018
10	Mrs. Shalini Kakkar	Assistant Professor	M.M.M., PGDM, M.Sc., B.Sc., Pursuing Ph.D.	Marketing	----	----
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)/IC D/2019-20/24848, 10.02.2020
13	Ms. Ridhima Mahabal	Assistant Professor	M.A. (English), SET, Advanced PGDM Comparative Mythology, B.M.M.		----	----
14	Mr.Sujit Apte	Assistant Professor	MIM, B.Sc.	IT	----	----
15	Mrs. Aparna Patil	Assistant Professor	M.M.S. (Finance), B.Tech. (Polymers)	Finance	----	----

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16	Mr. Ajinkya Kumawat	Assistant Professor	M.B.A (Marketing), B. Tech (Pharmaceuticals & Fine Chemicals)	Marketing	----	----
17	Mr. Pradeep Gupte	Assistant Professor	M.F.M. (NMIMS), PGDMM, PGDM, B. Sc.	Marketing	----	----
18	Mr. Bhaskar Joshi	Assistant Professor	M.S.W., B.A.	HR	----	----
19	Mr. Kiran Wagle	Assistant Professor	PGDBM, PGDPM, LLB, B.Com.	HR	----	----
20	Dr. Velerian Rodrigues	Assistant Professor	Ph.D., FCA, M.Com., B.Com.	Finance	----	----
21	Mr. Prashant Dandekar	Assistant Professor	M.H.R.D.M., B.Sc.	HR	----	----
22	Mr. Farokh Mistry	Assistant Professor	M.M.S., CA, LLB, M.A.M., M.Com.	Finance	----	----

3. Teacher : Student Ratio   : 1:11

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 :

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MMS course:

Semester	Starting date of the teaching	End date
1	September 27, 2019 (Friday)	December 24, 2019 (Tuesday)
2	January 13, 2020 (Monday)	April 18, 2020 (Saturday)
3	July 15, 2019 (Monday)	November 23, 2019 (Saturday)
4	December 14, 2019 (Saturday)	April 11, 2020 (Saturday)

MFM/ MMM/ MHRDM course:

Semester	Starting date of the teaching	End date
1	August 23, 2019 (Friday)	December 08, 2019 (Sunday)
2	January 03, 2020 (Friday)	April 19, 2020 (Sunday)
3	July 19, 2019 (Friday)	November 24, 2019 (Sunday)
4	January 03, 2020 (Friday)	April 19, 2020 (Sunday)
5	July 19, 2019 (Friday)	November 23, 2019 (Saturday)
6	January 03, 2020 (Friday)	April 26, 2020 (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

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- Aptitude Calibration
- Entrepreneurship Development Program

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

- 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

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) **Faculty**: Every semester, a written feedback is taken from students regarding each subject teacher teaching them during that semester. The feedback form allows students to rate the performance of the faculty members using following seven parameters: Conceptual Clarity, Course Coverage: Quality of the Academic Inputs Practical Applications, Communication/Presentation Skills of the Faculty, Innovative Methods of Teaching, Motivation Conducive Ambience, Gained Greater Understanding of the Subject, Was encouraged to think and participate. Feedback is compiled and discussed with faculty members by Director and Dean-Academics on one-on-one basis. A plan for growth and development of the faculty members is also discussed during such session and in case of a weak feedback, the Institute tries to find out the kind of support mechanism required to improve the performance of the concerned teacher and then such support is provided by the Institute.

e) **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) Mentoring students and their parents about specialisation

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

4) Bazaarhaat, a one day Student Skill Development Program

5) HR Conclave

6) Saksham Project, a rural entrepreneurship development 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

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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:

- 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.

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- 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

➢ PTVAIM received **Permanent Affiliation by the University of Mumbai** on November 21, 2020.

➢ **PTVA's Institute of Management** is appointed as the **Lead Cluster College** for the post-graduate management institutes by the University of Mumbai to facilitate smooth and effective administration, coordination and execution of the various activities to enhance the performance by these post-graduate management institutes. **Seven Post-graduate management institutes in the western zone including N. L. Dalmia Institute of Management Studies and Research**, excluding our own Institute are part of this cluster 4.

➢ **PTVAIM's COEI's IIC** received **4.5 stars out of 5** by Ministry of Education's Innovation Cell and AICTE for quality and quantity of entrepreneurial activities conducted throughout the year 2019-20.

➢ **Dr. CA Ajit Joshi** is chosen as a Member of the Task Force, appointed by Government of Maharashtra on NEP 2020. Presently, it is chaired by Dr. Mashelkar and comprises of several present and former Vice Chancellors as well as Dr. Sukhdeo Thorat, former Chairman of UGC. He was also invited as Key Note speaker, on the topic *"Financial Literacy and Independence for Women",* in the inauguration of Lecture series, organized jointly by renowned NGO International Justice Mission and Maharashtra State Commission for Women.

➢ **Mr. Abhishek Deokule, Assistant Professor, PTVAIM** got the second prize in Research Competency Test (RCT) conducted by India Academicians & Researchers Association (IARA). This was an All India Test on Research Methodology.

➢ Our **MMS student** of 2018-20 batch, **Ms. Richa Agarwal** secured **2nd position in the University of Mumbai, Ms. Asavari Mehendale, our MHRDM student** of 2017-20

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batch secured **3rd position in the University of Mumbai, Mr. Viresh Sachdeva from MMM** batch 2017-20 secured **3rd position in the University of Mumbai Examination.**

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
- PTVAIM's COEI's IIC received 4.5 stars out of 5 by Ministry of Education's Innovation Cell and AICTE for quality and quantity of entrepreneurial activities conducted throughout the year 2019-20.

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.

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- Delay in Admission Process due to COVID19
- Online Lectures & examinations due to COVID19

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

Dr. Tejashree Deshmukh
(Member, Audit committee)

Mr. Jigar Patel
(Member, Audit committee)

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