REPORT OF THE ACADEMIC AND ADMINISTRATIVE COMMITTEE

(2020-21)

Date of audit: 05 /10/2021

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 : First Time Affiliation Letter:
21.08.2009, PG/2/3175 of 2009
Permanent Affiliation Letter:
20.08.2021, Aff./ICD/2021-22/779

5. Name/s Programme/courses :

1) Master of Management Studies (MMS)

2) Three Years Part-Time MMS (Marketing Management) degree Program

3) Three Years Part-Time MMS (Financial Management) degree Program

4) Three Years Part-Time MMS (Human Resource Development Management) degree Program

6. Sanctioned Intake capacity :

1) Master of Management Studies (MMS) – 120 students

2) Three Years Part-Time MMS (Marketing Management) degree Program – 30 students

3) Three Years Part-Time MMS (Financial Management) degree Program – 60 students

4) Three Years Part-Time MMS (Human Resource Development Management) degree Program – 30 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. Office	25

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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
8	Office Assistant-Exam	01	----	Permanent

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9	Full Time Non-Teaching Coordinator	01	----	Permanent
10	Peon - Full Time	06	----	Permanent
11	Peon – Part Time	01	----	Temporary
	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	10009
No. of Titles	2993
No. of Journals & Magazines	National journals - 29 , International Journals – 01
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* Library Software Remote Access Facility Institutional Membership	• More than 25000 e –books can be accessed through **ProQuest.** • 10696 e-journals can be accessed through **J-Gate** and **ProQuest.** • Library has an account with **National Digital Library.** • Students can view status of books through **Web OPAC** (Online Public Access Catalogue). **Remote Access Facility** • Library has provided **Remote Access** for e – journals through ProQuest and J - Gate database.

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	• 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.
<u>**Special Collection**</u>	• **12 DVDs of National Programme on Technology Enhanced Learning (NPTEL), Ministry of Education Govt. of India. And 6 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 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

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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	153
	ii. Laptops	09
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 11) Eklavvya Online Examination Software 12) Windows 10 operating system 13) McAfee internet security 14) Adobe Creative Cloud
e.	LCD projectors	14
f.	Smart Classrooms	11
g.	Virtual classroom facility	NIL
h.	e-learning initiatives undertaken by the college	1) Demo session (Online) of ProQuest Database providing wide range of e-books and e-journals. 2) Demo Session of J-Gate Database (Online) providing a wide collection of e-journals
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. **(50 Mbps Discontinue from 1st January 2021)**
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. **(Hathway Cable and Datacom Limited 50**

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		Mbps Discontinue from 1st January 2021)
k.	Networking and use of National Program on Technology Enhanced Learning (NPTEL)	12 DVD's published by NPTEL available

ACADEMIC

a. **STUDENTS (2020-21)**

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

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	42	51	42	51	---	---
2nd Semester	*	*	---	---	---	---
3rd Semester	53	62	53	62	---	---
4th Semester	53	62	53	62	01	---

* MMS 2nd Semester Examination is scheduled on 06/10/2021

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

	Appeared		Pass		Fail	
	Male	Female	Male	Female	Male	Female
1st Semester	18	16	18	16	---	---
2nd Semester	18	16	18	16	---	---
3rd Semester	18	06	18	06	---	---
4th Semester	18	06	18	06	---	---
5th Semester	10	17	10	17	---	---
6th Semester	10	17	10	17	---	---

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

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

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

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

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

Programs	Dates
CV Designing & Resume Building Session for MMS 2019-21	02,04 and 09 November 2020
Online Session on Corporate Readiness for MMS 2019-21	21/01/2021
Career Opportunities in Retail" for MMS Sem I (Batch 2020-22)	20/02/2021
"A Bird's Eye View of Global Marketing"	01/05/2021
An Online Panel Discussion on "Workforce Challenges and Opportunities for Hybrid and Remote Working Environments: Indian and Global Perspectives" for Panel I & II	08/05/2021
Certificate Course in Advanced Excel with introduction to VBA and Macros (2019-21 batch)	December 2020 to July 2021
CV Designing & Resume Building Session for MMS Sem I Div A & B (Batch 2020-22)	09/05/2021
Career Opportunities in HR for MMS Sem I students (Batch 2020-22)	11/05/2021
Career Opportunities in Marketing & Sales for MMS Sem I students (Batch 2020-22)	12/05/2021
Career Opportunities In Finance for MMS Sem I students (Batch 2020-22)	15/05/2021
Career Opportunities in Operations & IT for MMS Sem - I for MMS Sem I students (Batch 2020-22)	16/05/2021
Effective Communication: It's Importance & Practice' for MMS Sem I students (Batch 2020-22)	16/05/2021

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

Title of the programme/Activity	Celebrated on Date	Number of beneficiaries
International Women's Day	8th March 2021	85
Constitution Day (26/11/2020)	November 26, 2020	80

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

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

   Co-curricular activities:-

   1) The **Certificate course in HR Analytics** of total 44 hours by PTVAIM and Sharp Institute of Individual & Organizational Development OPC Pvt. Ltd. (SIIOD) was organised in the month of June 2021 .The aim of the certificate course was to envisage upgrading of the skill-sets required for the HR specialization students in the domain of HR Analytics and thus, enhance their employability.

   2) An Online Panel Discussion on **"Workforce Challenges and Opportunities for Hybrid and Remote Working Environments: Indian and Global Perspectives"** was organized on May 08, 2021.

   3) Session on **'How to create Successful Startups'** was conducted for the 1st and 2nd year students of MMS 2020-21 by Dr. Dhruv Nath, Director Lead Angels on 19/05/2021.

   4) **Online Demo Sessions details for the year 2020-21 by LIRC**

      1. J –Gate Online Demo session was arranged on 30th March, 2021 at 04.00 p.m. to 5.30 p.m.
      2. ProQuest Online Demo session was arranged on 31st March, 2021 at 04.00 p.m. to 5.30 p.m.

   5) To celebrate the Centenary Year of the parent Trust, Parle Tilak Vidyalaya Association, an Essay Writing Competition 2020 on the subject of **"India's Freedom Struggle - A Lesson in Management"**, was organized for the various colleges in Mumbai. 03 Winners were announced on 24th March 2021.

   6) **The Finance Review Competition** was organized for the students from the PTVA's Institute of Management, M.L. Dahanukar College of Commerce and Sathaye College. 03 Winners were announced on 24th March 2021.

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7) **One day National Level Conference "NCMAT 2021"** - Leveraging Technologies and Management Skills to Improve Economy during 'New Normal' was held in association with Navinchandra Mehta Institute of Technology and Development and the University of Mumbai on Saturday, 06th March 2021.

8) **Wings 2 Vision 2021:** PTVAIM's COEI successfully organized "Wings 2 Vision 2021" during January & February 2021 to boost and nurture the entrepreneurial talent among students of various colleges across Maharashtra and also the alumni of the PTVAIM. Prize Distribution Ceremony of Wings2Vision 2021: a training based business plan competition's was held virtually on 28th February, 2021. **Prof. Anil Sahasrabuddhe, Chairman, All India Council for Technical Education (AICTE), Delhi & Professor of Mechanical Engineering at Indian Institute of Technology (IIT), Guwahati** graced the occasion as the Chief Guest for the ceremony.

9) To celebrate the Centenary Year of the parent Trust, Parle Tilak Vidyalaya Association, a Campaign Competition # **Lets Fight Online Harassment**, was organized in association with 'Mumbai Cyber Crime Branch' and 'Responsible Netism' in the month of February 2021 for the students from the colleges run by Parle Tilak Vidyalaya Association. A Panel discussion involving experts in the Cyber Security Domain was organized on 17th February 2021. Students received a valuable guidance was of Dr. Rashmi Karandikar, Deputy Police Commissioner. 03 winners of the 'Content Creation Campaign Competition' were declared on this day.

Extra-curricular activities:

- **Self Defense workshop** for Girl Students was organized on March 17, 2021.

Extension Activities:

- **Wings 2 Vision 2021:** PTVAIM's COEI successfully organized "Wings 2 Vision 2021" during January & February 2021 to boost and nurture the entrepreneurial talent among students of various colleges across Maharashtra and also the alumni of the PTVAIM. Prize Distribution Ceremony of Wings2Vision 2021: a training based business plan competition's was held virtually on 28th February, 2021. **Prof. Anil Sahasrabuddhe, Chairman, All India Council for Technical Education (AICTE), Delhi & Professor of Mechanical Engineering at Indian Institute of Technology (IIT), Guwahati** graced the occasion as the Chief Guest for the ceremony.

- The Launch Ceremony of the YouTube Channel by the Former Vice-Chancellor of the University of Mumbai, Dr. Snehalata Deshmukh which is titled as "Palakatvacha Kaleidoscope" was screened for all the students and staff members. This channel focuses on

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the inspirational stories of women from different walks of life about how they manage/managed parental responsibilities and career simultaneously and successfully.

- 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 2021-22** on 05/04/2021.

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

   No. of students placed = 27   **Average package Rs.** 3,83,540 /- p.a.

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

11. Details of Alumni Association with important activities undertaken:

   PTVAIM ALUMNI ASSOCIATION (PAA) was 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.

   The Third Annual General Meeting of PTVAIM Alumni Association (PAA) was held online on Sunday, September 26, 2021.

   During the financial year 2020-21, a total of 129 members joined PTVAIM Alumni Association as life members taking the total number of life members to 295.

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 – Finance Business Partner & FP&A Manager, Sub Saharan Africa Region, Cipla – *Batch 2011-13* 3. Anuja Agarwal - Product Analyst, Johnson Controls, Canada.

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Former Marketing Manager, DSV Global Transport & Logistics - *Batch 2011-13*

4. Shailesh Sutar - 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 – Finance Executive, L & T Infotech - *Batch 2013-15*

10. Indraneel Gore – Assistant Manager, Citi - *Batch 2013-15*

11. Nishant Kamble – Associate (Manager) at Deutsche Bank – *Batch 2013-15*

12. Aditya Pednekar – Senior Manager, Industrial and Commercial Bank of China - *Batch 2013-15*

13. Kunal Kanchan – Marketing Specialist Associate, FedEx - *Batch 2013-15*

14. Amol Borwankar – Senior Associate, Morgan Stanley Fund Services Inc.- *Batch 2014-16*

15. Gunvant Ijapure – Manager Sales, ELGI Equipments - *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. Prathamesh Naik - Executive - Happydemic - *Batch 2015-17*

19. Shraddha Rahate – Financial Planning Analyst – MFA Consulting Pvt. Ltd. - *Batch 2015-17*

20. Sagar Shah – Knowledge Services Analyst – Kroll - *Batch 2015-17*

21. Renukant Pikale – PSG Executive, HDFC AMC - *Batch 2016-18*

22. Mugdha Kulkarni – Associate Consultant – Capgemini – *Batch 2017-19*

23. Chinmay Vaidya – Senior Executive – Godrej Properties Limited – *Batch 2017-19*

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		24. Parag Thakkar – Treasury Analyst – Apex Group Ltd. – *Batch 2018-20* 25. Prachi Gawande – Senior Analyst – Capgemini – *Batch 2018-20*
3	Activities organised by Alumni for the welfare of the students	1. Guest sessions & panel discussions organized by PTVAIM Alumni Association 2. Pep-talks 3. PTVAIM alumni actively volunteered as panellists for conducting the mock interviews of students during the year 4. Providing career guidance to students 5. Providing recruiting leads for placements 6. PTVAIM Alumni Association (PAA) organized an online panel discussion on 'Personal Finance Lessons from the Pandemic' on September 12, 2020.

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*	*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	Prof. Dr. Tejashree Deshmukh	Professor Dean-Academics IQAC Coordinator	Ph.D., M.H.R.D.M., B.A.	HR	----	CTA/SA/ICD/ 2020-21/217 18.06.2021

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3	Dr. CA Ajit Joshi	Associate Professor	Ph.D.,CA, M. Com., B. Com., UGC-NET,	Finance	-----	CONCOL/IC D/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)/I CD/2016-17/34402 02.05.2017
5	Dr. Sucheta Pawar	Associate Professor	Ph.D., M.Phil., M.A., B.A.	Economics and General Management	-----	-----
6	Mr. Jigar Patel	Assistant Professor	M.M.S., B.Sc., NET	HR	-----	CONCOL/IC D/2016-17/39966 20-01-2016
7	Mrs. Manali Patil	Assistant Professor	M.M.S., B.Com., Pursuing Ph.D.	HR	-----	CONCOL/IC D/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)/I CD/2016-17/34402 02.05.2017
9	CA Rajul Murudkar	Assistant Professor	CA, M. Com., B.Com.	Finance	-----	TAAS(CT)/I CD/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)/I CD/2019-20/24848, 10.02.2020
13	Ms. Ridhima Mahabal	Assistant Professor	M.A. (English), SET, Advanced PGDM Comparative	English	-----	-----

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			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	----	----
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	Mr. Prashant Dandekar	Assistant Professor	M.H.R.D.M., B.Sc.	HR	----	----
21	Mr. Farokh Mistry	Assistant Professor	M.M.S., CA, LLB, M.A.M., M.Com.	Finance	----	----

3. Teacher : Student Ratio : 1:15

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	February 08, 2021 (Monday)	May 16, 2021 (Sunday)
2	July 01, 2021 (Tuesday)	October 03, 2021 (Sunday)
3	July 15, 2020 (Thursday)	December 05, 2020 (Saturday)
4	January 09, 2021 (Saturday)	May 08, 2021 (Saturday)

MFM/ MMM/ MHRDM course:

Semester	Starting date of the teaching	End date
1	August 28, 2020 (Saturday)	January 10, 2021 (Sunday)
2	February 05, 2021 (Friday)	May 02, 2021 (Sunday)
3	July 17, 2020 (Saturday)	December 21, 2020 (Monday)
4	January 15, 2021 (Friday)	April 25, 2021 (Sunday)
5	July 17, 2020 (Saturday)	December 06, 2020 (Sunday)
6	January 15, 2021 (Friday)	May 21, 2021 (Friday)

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**

The Teaching-learning process for the entire Academic Year was condcuted using online mode. PTVAIM subscribed to premium Zoom accounts to ensure that the faculty members who do not have such facility individually, can use this account for conducting their lectures seamlessly.

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**

   - Excel Training
   - English Communication Lectures
   - 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
   - Aptitude Calibration

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- Entrepreneurship Development Program
- Certificate course in HR Analytics

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. This year an online feedback was taken from the students regarding every subject teacher who taught them during the year semester wise. 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) **Faculty**: Faculty members regularly share their feedback about the lectures, teaching-learning process, new trends in their respective fields which need to be communicated to the students, etc. during the faculty meetings that take place throughout every semester. Based on their suggestion and its discussion in the IQAC meetings, the new value-add courses are introduced for different specializations.

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.

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

   - Semester wise teaching plan was 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 was maintained by the faculty members which includes details regarding date and time on which the session is conducted, topic(s) covered and number of sessions conducted and was submitted to Course Coordinator/admin department online.

- Coordinators were 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) Mentoring students and their parents about specialisation

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

3) Saksham Project, a rural entrepreneurship development initiative: an Initiative under Unnat Bharat Abhiyan.

4) Lead College

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

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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 available for the counselling of the students online with prior appointment 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 August 20, 2021.

➢ **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 Atharva Institute of Management Studies, N. L. Dalmia Institute of Management Studies and Research, St. Francis Institute of Management & Research, Aditya Institute of Management Studies & Research (AIMSR), Humera Khan Institute of Mangement Studies & Reserch, Kala Institute of Management Studies & Research and Durgadevi Saraf Institute of Management Studies** excluding our own Institute are part of this cluster 4.

➢ Approval to the New Course /Program-MBA in Innovation, Entrepreneurship & Venture Development (IEV) from the academic year 2021-22.

OVERALL ANALYSIS (maximum 3 bullet points)

A. Strength
- NAAC Accreditation
- ISO 9001:2015 Certification
- Commitment to Quality
- Encouragement to Entrepreneurial Development
- Permanent Affiliation
- 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.

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Management

- The only Institute in Maharashtra to get an approval from AICTE to start MBA-IEV from the academic year 2021-22.

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
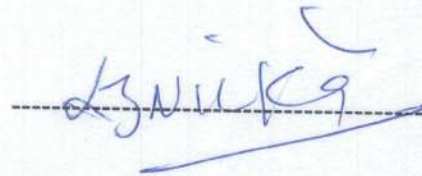- Hostel facility not available

C.   Opportunities

- To get accreditation from National Board of Accreditation
- 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
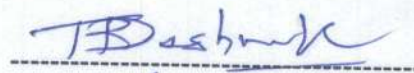- To be one of the nationwide recognized amongst top-ranking Institutions of Management

D.   Challenges

- No control over intake of students.
- Enhancing number of students opting for entrepreneurship.
- Better placement opportunities for our students.
- Delay in Admission Process due to COVID19
- Online Lectures & examinations due to COVID19
- Addressing stress related issues of students & staff due to COVID19

Prof. Dr. Sunil Karve

(Chairperson, Audit committee)

Dr. Tejashree Deshmukh

(Member, Audit committee)

Mr. Jigar Patel

(Member, Audit committee)