Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**PTVA'S INSTITUTE OF MANAGEMENT**
Name of the head of the Institution	**Harish Kumar S. Purohit**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**022-26100100**
Mobile no.	**9930268818**
Registered Email	**admin@ptvaim.com**
Alternate Email	**director@ptvaim.com**
Address	**Chitrakar Ketkar Marg, Behind M L Dahanukar College, Vile Parle (East), Mumbai**
City/Town	**Mumbai**

State/UT	Maharashtra
Pincode	400057

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Tejashree Ranjit Deshmukh
Phone no/Alternate Phone no.	02226100200
Mobile no.	9821062159
Registered Email	iqac@ptvaim.com
Alternate Email	tdeshmukh@ptvaim.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.ptvaim.com/aqar-2018-19.html

4. Whether Academic Calendar prepared during the year

	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.ptvaim.com/academic-calendar-2019-20.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	2.79	2019	14-Jun-2019	13-Jun-2024

6. Date of Establishment of IQAC	10-Mar-2017

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Minor Paid Research Projects approved and sanctioned by the University of Mumbai to 2 faculty teams of PTVAIM	17-Mar-2020 1	4
2 major paid research proposals submitted to ICSSR	15-Oct-2019 1	2
HR Conclave in association with HR Shapers, a global HR Networking Group	14-Mar-2020 1	63
One-day National Conference in association with the University of Mumbai and DES	29-Feb-2020 1	32
Certificate Course in Research Analysis and Equity Derivatives in association with NISM	09-Dec-2019 62	28
Certificate Course in Digital Marketing to all students of PTVAIM	29-Aug-2019 90	51
Faculty Development Program: Essentials of Entrepreneurship	02-Dec-2019 5	31

Application to start MBA in Innovation, Entrepreneurship & Venture Development to the AICTE	28-Feb-2020	397	
	1		
LIC Visit for Permanent Affiliation by the University of Mumbai	03-Dec-2019	397	
	1		
Academic Administrative Audit	26-Oct-2020	397	
	1		

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.	

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0

View File

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	**View File**
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	**View File**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

· Application for the Ph.D. Centre to University of Mumbai.

· Certificate Course in 'Research Analysis' and 'Equity Derivatives' in association with NISM.

· SAKSHAM Project to enable rural youth to earn livelihood and develop entrepreneurial talent.

· HR Conclave in association with HR Shapers, a global HR Networking Group to improve the visibility of our Institute among our prospective employers.

· Faculty Development Program on Essentials of Entrepreneurship to boost entrepreneurial culture among academic institutions.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To introduce MBA in Entrepreneurship, Innovation and Venture Development to promote Entrepreneurship Culture in India	Application to start MBA in Innovation, Entrepreneurship Venture Development to the AICTE.
To apply for major paid research proposals	2 major paid research proposals submitted to ICSSR and 1 to STRIDE
To hone the management skills of the students	Bazaarhaat - Student's Skill Development Programme was organized in January 2020
To foster the research culture among faculty members and students of PTVAIM	One-day National Conference in association with the University of Mumbai and Deccan Education Society's Navinchandra Mehta Institute Of Technology And Development (NMITD)
To improve the visibility of our Institute among our prospective	HR Conclave in association with HR Shapers, a global HR Networking Group

employers	
To apply for Permanent Affiliation to the University of Mumbai	LIC Visit for Permanent Affiliation by the University of Mumbai

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Development Committee (CDC)	20-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	31-Jan-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Institute uses Management Information System in the following areas: 1. Admission Process for student details 2. Examination Process 3. Finance and Accounts 4. Library Information and Resource Centre for all transactions 5. Staff attendance 6. Administrative processes 7. Academic processes

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institute is affiliated to the University of Mumbai and thus we follow the curriculum designed and developed by it, which specifies the Course Outcomes, Program Outcomes and Program Specific Outcome. • The academic calendar is prepared at the beginning of every year for all programmes. • Subjects are allocated to faculty members based on their area of specialisation and a subject preference letter given by them. Using this, a subject preference grid is prepared which also mentions faculty member's feedback on the concerned subject for last two years. • Semester-wise teaching plan is prepared by respective subject faculty members. • Time-table is displayed at prominent places including notice board, and an e-copy is distributed to staff and students. • Faculty register is maintained in 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 programmes, who ensure that sessions are conducted as per time-table and teaching plan. • In order to keep students abreast with latest trends and practices in the industry, Institute invites eminent industry experts as guest speakers and visiting faculty. • Faculty members are encouraged to adopt innovative teaching pedagogy and sessions are supplemented by way of case studies, relevant assignments, presentations, group discussions, psychometric tools, management exercises etc. • Summer internship projects after MMS Semester-II, final projects in MMS Semester-IV and MMM/MFM/MHRDM projects in Semester-V, as stated in the curriculum are undertaken by students. It enhances practical exposure of students on one side and also fulfill the norm of undertaking an industry project laid down by the University. • Institute has excellent infrastructure for making teaching more wholesome. Computers are equipped with latest multimedia, licensed software and internet facility. It is used extensively by every faculty member to make teaching more interesting and comprehensive. • The students use the Wi-Fi enabled infrastructure, equipped with latest teaching aids such as projector and speakers, for curriculum assimilation and downloading relevant information from e-databases, e-Books, leading newspapers, magazines, journals and books. • Faculty members are continuously encouraged to attend and participate in various seminars, research conferences, Faculty Development Programs and workshops to update their knowledge. • Mid Term Tests and End Term Examinations are conducted as per the University and Institute norms. • Performance Improvement Initiative undertaken by the Institute helps to identify areas in which students need more guidance. Additional remedial lectures are provided to these students based on gaps thus identified, which gives them confidence and equips them to handle these areas in a more effective manner. • Meetings with teaching and non-teaching staff members are conducted by the Director regularly. As COVID-19 pandemic forced nation-wide lockdown from March 2020, the syllabus that was yet to be completed, was covered using online platforms and this was started by our Institute proactively even before getting the

official communication from the Government agencies and the University. The viva-voce for MMS Semester-IV was conducted online along with other examinations.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in Digital Marketing	Nil	29/08/2019	90	Employability/Entrepreneurship	Usage of Digital Marketing Tools, Techniques like SEO,SEM,Google Adwords, etc.
Certificate Course in Equity Derivatives	Nil	09/12/2019	62	Employability (As per new regulations, NISM certification is a must for any person to be gainfully employed in any profile related to the Securities Market. This course prepares students for National Institute of Security Management certification)	Understanding practical aspects of the equity markets
Certificate Course in Research Analysis	Nil	09/12/2019	62	Employability (This course prepares students for the NISM certification, which is now a must for gainful employment as a research analyst and/or get engaged in jobs involving the preparation and/or publication of research report or research analysis)	Understanding practical aspects of the equity markets

1.2 - Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MMS	Management (Course on Management Information Systems)	13/01/2020
MMS	Management (Course on International Logistics)	15/07/2019

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MMS	Master of Management Studies	27/09/2019
MBA	Masters Degree in Financial Management (MFM)	23/08/2019
MBA	Masters in Marketing Management (MMM)	23/08/2019
MBA	Masters in Human Resources Development & Management (MHRDM)	23/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	107	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Digital Marketing	29/08/2019	51
Certificate Course in Equity Derivatives	09/12/2019	28
Certificate Course in Research Analysis	09/12/2019	28
English Communication	15/07/2019	233

View File

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MMS	Master of Management Studies	233
MBA	Masters in Financial Management (MFM)	22
MBA	Masters in Marketing Management (MMM)	15

| MBA | Masters in Human Resources Development & Management (MHRDM) | 11 |

[View File](#)

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The Institute is affiliated to University of Mumbai and follows the curriculum prescribed by University for all the offered programmes namely Master of Management Studies (MMS), Masters in Marketing Management (MMM), Masters in Financial Management (MFM) and Masters in Human Resources Development and Management (MHRDM). In order to incorporate constant innovation and upgradation in the curriculum and pedagogy, and make students' future ready and employable, University of Mumbai revises the curriculum of the above said programmes periodically. Our Director and faculty members actively participated in revising the curriculum at the University level as below: · Participating in curriculum development and revision in consultation with teachers of University affiliated colleges · Sending suggestions about inclusion or omission of topics in current curriculum · Proposing new subjects in their relevant specialization · Our Director, Dr. Harish Kumar Purohit is a member of Ad-hoc Board of Studies in Management in the University of Mumbai. Feedback from stakeholders such as students, parents, teachers and alumni is collected when the curriculum is revised by the University. It is compiled and shared with the University by our Director. 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. Performance Improvement Initiative gives us a unique opportunity to discuss with the students their performance and any additional support they need from the Institute to improve their performance. This meeting is conducted by the Board Members of PTVAIM, the Director and Dean-Academics. Based on the discussion with the students and their parents in such meetings, Institute organizes additional and support activities to improve the performance of the students. Feedback is also obtained from Parents at the time of Performance Improvement Initiative and Parents' Orientation to understand their views about the Institute. Any suggestions by the parents are considered sincerely for improvements. Institute also collects a written feedback from students regarding Infrastructure and Library and Information Resource Centre. Taking appropriate actions regarding feedback thus taken ensures satisfaction among students and helps in the smooth functioning and overall improvement of the Institute.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MMS	Master of Management Studies (MMS)	120	123	116
MBA	Masters in Financial Management (MFM)	60	32	29
MBA	Masters in Marketing Management (MMM)	60	8	6
MBA	Masters in Human Resources Development and Management (MHRDM)	60	4	3

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

		in the institution (PG)			
2019	Nill	360	Nill	22	22

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
22	22	15	11	11	9

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

While pursuing the post graduate programs in our Institute, students need someone to discuss their problems or doubts related to academics, career and personal life. Direct academic issues can be discussed and communicated easily with students but the finer and softer nuances of their personal and academic life need greater involvement of the mentors. The Institute believes that teachers are the best role models and mentors to the students and they can help the students by guiding, motivating, supporting and leading them in their academic, personal and career related matters. Mentoring is an on-going process in the Institute and each student is allotted a mentor for the entire programme which runs for two years in case of Master of Management Studies (MMS) and three years in case of Masters in Marketing Management (MMM), Masters in Financial Management (MFM) and Masters in Human Resources Development and Management (MHRDM). The mentor-mentee allocation is done for every batch at the beginning of the academic year. The mentees are informed to contact their respective mentors and frequent meetings are conducted between them at a mutually convenient time. To help the mentors administer this process two reporting forms are prepared for the mentoring process namely Mentor-Mentee Report Form Part-A and Mentor-Mentee Report Form Part-B. At the beginning of the year, in the preliminary meeting with the mentees, the mentor explains to the mentees the importance and benefits of the mentor-mentee process. The mentor then shares the Mentor-Mentee Report Form Part-A with the mentees and they are required to submit it in the next meeting. This form contains details of the mentee such as personal information, profession of their parents, strengths and weaknesses, medium of instruction at school level, areas of interest and CGPA / SGPA of the last result. This basic information provides the mentor the background of the mentee and helps them to respond accordingly. The Mentor-Mentee Report Form Part-B is to be exclusively filled by the mentor post the first meeting. In this part, the details regarding each mentee on learning attitude of mentee, academic performance of mentee, latest academic performance of mentee with respect to interpersonal skills, assignments, presentation, case study, examination result, co-curricular activities etc. The mentor is available on campus and on phone for the mentee whenever required at a mutually convenient time. In case the mentor is of the opinion that the

mentee needs counselling, the mentee is referred to the Student Counsellor who reports to the campus at least once a week. Complete privacy and comfort is offered to the mentee in this process. In addition to this, in case it is found that the student is not up to the mark for the minimum outcomes of any course, he/she is referred for the Performance Improvement Initiative wherein the student is individually mentored by the subject faculty till he/she reaches the minimum standard.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
360	22	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	22	Nill	10	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mrs. Manali Patil	Assistant Professor	Prof. Indira Parikh 50 Women in Education Leaders received from World Education Congress

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	1-1393026979	6/3	09/10/2020	23/11/2020
MBA	1-1393026977	6/3	09/10/2020	25/11/2020
MMS	1-	4/2	03/10/2020	09/11/2020

	1393026973			
MBA	1-1393026970	6/3	09/10/2020	03/12/2020

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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. End Term Examination and Internal Assessment. For each subject of 100 marks, there is an End Term Examination (60 Marks) and Internal Assessment (40 Marks). A student has to pass separately in both components i.e. he/she needs to score 50 percent marks in End Term Examination AND 50 percent marks in Internal Assessment. We follow continuous internal evaluation wherein the candidate is given ample opportunities to showcase his/her abilities, skills and knowledge of the subject. It also helps us to conduct assessment 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 maintenance and standardization of the quality of internal assessment, the Institute introduced the system of Mid Term Tests carrying 20 marks for all subjects of Master of Management (MMS) in each semester, after completion of about 40 percent of the subject syllabus. This also helps in maintaining standardization and monitoring the progress of the students throughout the semester. The dates of Mid Term Tests are declared well in advance i.e. 14-21 days before their exam. The faculty members are 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 their 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 Part Time programmes, the Institute requests the respective faculty members to conduct a class test of 20 marks and the test dates are communicated to students well in advance i.e. 7-14 days before their exam. From the A.Y. 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. Following COVID19 induced lockdown, as per the directives of University of Mumbai, the End Term Examination of all programs were conducted online.

The Institute used Eklavya Software for conducting online examinations. The Institute was appointed as a lead college for a cluster of eight colleges under the University. The entire examination process right from preparation of the question bank, uploading question papers, creating examination, scheduling examination and downloading results was done efficiently in a virtual environment without any glitches.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Director along with the Dean – Academics, releases the Calendar for the academic year before the commencement of the programme. In this Academic Calendar, the following dates are incorporated: 1. Date of the commencement of the semester. 2. Dates of the Mid Term Tests. 3. Dates of the End Term Examinations. 4. Last date of the submission of the Internal Assessment Marks by the faculty members for their respective subjects. 5. Last date of the submission of the End Term Examination Marks by the faculty members for their respective subjects. 6. Dates of the celebration of days of social, festive, commemorative, national and international importance. 7. Date of the SIP/Final Projects submission and viva-voce. 8.The dates of commencement of term and end of term are provided by the University. The above dates are also communicated to the respective faculty members and are requested to adhere to it for timely declaration of the results. The Institute adheres to the academic calendar for the timely conduction of Mid-Term Tests and End Term Examinations.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.ptvaim.com/course-outcomes.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1-1393026970	MBA	Masters in Financial Management (MFM)	22	22	100
1-1393026973	MMS	Master of Management Studies (MMS)	120	120	100
1-1393026977	MBA	Masters in Marketing Management (MMM)	15	15	100

| 1-1393026979 | MBA | Masters in Human Resources Development and Management (MHRDM) | 11 | 11 | 100 |

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.ptvaim.com/student-satisfaction-survey-results-2019-20.html

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Story Telling by Incubetee – Shri. Ravi Ravariya	Management	21/12/2019
Lecture on Government Funding Opportunities – Smt. Meenal Mohadikar	Management	31/12/2019
Lecture on Social Innovation and Entrepreneurship by Shri. Uday Wankawala	Management	27/11/2019
Ideation workshop at M. L. Dahanukar College by Ms. Ridhima Mahabal	Management	22/11/2019
Ideation workshop at Sathaye College by Ms. Ridhima Mahabal	Management	16/11/2019
Lecture series for incubatees: Cost Accounting – by CMA Sarvottam Rege	Management	20/07/2019
Lecture series for incubatees: Advance Excel – by Smt. Shamal Parab	Management	23/08/2019
Leadership Talk by Dr. Ramesh Pokhriyal	Management	22/08/2019

Ideation workshop at Mulund College of Commerce by Dr. Sucheta Pawar	Management	17/09/2019
Ideation workshop by Ms. Ridhima Mahabal (with MMS Sem-I students)	Management	23/09/2019
Innovation Day Campaign	Management	07/10/2019
Motivational Talk: Entrepreneur Speaks - Shri. Deepak Ghaisas	Management	12/10/2019
Soft Skills and Grooming Lecture by Smt. Sneha Vaskar	Management	12/10/2019
One Day Workshop on HR for Non-HR	Management	28/09/2019
HR Conclave on Future of Work	Management	14/03/2020
Conversation Series-III - Scope of NISM Certificate Courses	Management	21/08/2019
Digital Transformation and Strategy	Management	16/01/2020
One-to-One counselling of Pre-incubatees by IPR consultant Sol. Darius Dalal	Management	12/06/2020
Virtual Ideation Workshop for IIC National Innovation Contest	Management	12/06/2020
Pre-Incubation Program 2019-20	Management	29/04/2020
17 Online Sessions on Entrepreneurship: IIC Driven Activity	Management	28/04/2020
21 Leadership Talks organized by MHRDs Innovation Cell virtually	Management	07/04/2020
How to build an Effective Presentation by Shri. Pavan Sawant	Management	12/02/2020
Start-up Expo inauguration and session on Opportunities for Non-Tech persons in Entrepreneurship by Dr. Abhay Jere	Management	22/02/2020
Lecture on Building Costing Models by Shri. Sushrut Chitale	Management	10/02/2020
Lecture on IPR and IP Management by Sol. Darius Dalal	Management	23/01/2020
Lecture on Legal Ethics and their Importance by Shri. Pratik Kanitkar	Management	05/02/2020
Basic Entrepreneurship Development Program	Management	16/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Ray2Vision	Nikita Masavkar, Shweta Wairkar and Sanjeevani Patade	Parle Tilak Vidyalaya Association	15/02/2020	Seed Funding for Development of a Business Idea

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Incubation and Avocation Facility	Centre of Entrepreneurship and Innovation (COEI)	PTVA and PTVAIM	Finomental Techserve LLP (Extension)	FinTech and Education based	02/03/2020
Incubation and Avocation Facility	Centre of Entrepreneurship and Innovation (COEI)	PTVA and PTVAIM	Rcube Recycling Pvt. Ltd. (Extension)	E-waste management	01/04/2020
Incubation and Avocation Facility	Centre of Entrepreneurship and Innovation (COEI)	PTVA and PTVAIM	Iinfobucket Technoplex LLP (Extension)	Smart Communication	01/04/2020

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Management	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Management	14	Nill
International	Management	4	0.31

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Management	3

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2020	0	NIL	Nill

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A Study on Employee Retention Strategies Adopted by ICICI Bank	Trupti Gupte	International Journal of Scientific Technology Research	2020	Nill	Nill	PTVAs Institute of Management

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	51	17	12
Presented papers	Nill	4	Nill	Nill
Resource persons	Nill	1	Nill	12

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Project Saksham	PTVAIMs COEI and Research Cell	3	13
Certificate Course in Digital Marketing	M/s. Learning Catalyst	2	51
Students Skill Development Programme – Navadhaara	PTVAIMs Faculty organising team – SDP	6	104

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Blood Donation	HDFC Bank and Mahatma Gandhi Blood Bank	Blood Donation Camp	2	56

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
One-day Multidisciplinary National Level Conference on Leveraging Innovation, Technology and Management for Vision 2025 by PTVAIM and NMITD in association with the University of Mumbai on February 29, 2020	82	University of Mumbai	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Aamhi Udyogini Pratisthan will provide training and marketing support to Project Saksham	PTVAIMs Project Saksham – Livelihood Project for Adivasi Women of Tansa River Valley Area, Palghar	Aamhi Udyogini Pratishthan	06/01/2020	30/06/2020	18

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
M/s. Learning Catalyst	06/08/2019	Certificate Course in Digital Marketing	53
Navinchandra	21/01/2020	Purpose: To jointly organize National/International Level	17

Mehta Institute of Technology and Development		Research conferences. Activity conducted: One-day Multidisciplinary National Level Conference on Leveraging Innovation, Technology and Management for Vision 2025 on February 29, 2020	
Atal Incubation Centre - Rambhau Mhalgi Prabodhini (AIC - RMP)	14/09/2020	Tie-up for conducting programs related to entrepreneurial development and for resource sharing (space, human resource, content)	89

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
36	4.05

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM	Fully	3.7	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9757	3726976	12	7988	9769	3734964
Reference Books	227	82219	7	4763	234	86982
CD & Video	723	2700	Nill	Nill	723	2700
e-Books	20000	173026	4000	9450	24000	182476
e-Journals	3800	255989	5559	14380	9359	270369

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	155	0	155	0	1	13	14	100	0
Added	0	0	0	0	0	0	2	0	0
Total	155	0	155	0	1	13	16	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Webcam and Zoom Application	https://ptvaim-my.sharepoint.com/:v:/p/iqac/EYxMZBYGet9Jgqeu17Ow8dAB4gi_w6qCEdYqneGydCq9eQ
Laptop and online meeting application	https://ptvaim-my.sharepoint.com/:v:/p/iqac/EeRYKD5ICltCkRJWCLnjrsUBn6wboI33i670I-209jiRIQ

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
51.7	33.94	69.73	59.19

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Institute has various policies for maintaining and utilizing physical, academic and support facilities, such as Library and Information Resource Centre (LIRC), Computer Centre, Building, Maintenance and Repairs, COEI and Research Cell. LIRC functions as the primary information resource and repository for all teaching and research activities at Institute. Apart from curriculum related textbooks and recommended reading material prescribed for each course offered by the Institute, it houses a growing collection of research reports, reference books, handbooks, case studies, e-journals and e-books with remote access, and e-database. LIRC has an established policy to facilitate procurement towards books acquisition and books circulation policy for students. LIRC policy exists to achieve smooth, coordinated functioning of library and help students, faculty and staff to get maximum benefits of the facilities available in library. Computer and Information Technology Infrastructure: Institute's Computer Centre policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by Institute on the campus. This policy establishes institute-wide strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by Institute. Information assets addressed by the

policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information. Building, Maintenance and Repairs Policy: The Building, Maintenance and Repairs policy exists to timely maintain Institute's building and its assets according to regulatory statutory compliance. COEI: PTVA's Institute of Management has created an ecosystem to foster innovations and entrepreneurship. COEI policy aims to ensure that sufficient handholding is provided to all companies attached with it and it also ensures optimum and responsible utilization of COEI infrastructure by its members. COEI has a policy of handholding activities of business and extension activities. Research Cell: Institute subscribes to SPSS Software (10 Licenses) and Turnitin (Anti-plagiarism software). Institute's Research Cell inculcates research attitude and aptitude among students and faculty members. A detailed plagiarism policy exists for students and faculty members. The COVID-19 pandemic induced lockdown mandated the Institute to completely shut down its campus activities from 22nd March 2020. Owing to the lockdown, the Institute sanitized the entire premises along with pest-control also undertook the termite treatment during April and May 2020. Also, the Institute purchased sanitizers, sanitizer dispensers, Infrared thermometer, pulse in addition to oximeter which was already available with us, to ensure the safety of our staff and students. The temperature and pulse rate of every person visiting the Institute premises used to be checked by the security personnel who were trained to conduct these checks, at the entry gate. Sanitizers were placed at all the locations including Institute's reception area, Faculty area, LIRC, etc. To support continuous learning process, the Institute facilitated remote access for e-books e-journals through J-Gate ProQuest to the faculty and students. The Institute followed all guidelines issued by the Central Government and Government of Maharashtra from time to time with respect to wearing of masks, social distancing, use of sanitizers etc. and the staff members were instructed accordingly.

https://www.ptvaim.com/policies-and-procedures.html

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Tuition Fees and Examination Fees to OBC students –	27	1723639.5

	OBC,SEBC,VJNT SBC Welfare Department			
b)International	NIL		Nill	0

	View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
CV Designing and Resume Building Sessions for MMS-II Year Students	11/08/2019	118	Mr. Bhooshan Malkani, an HR professional and HR Business Partner with Viacom 18
CV Designing and Resume Building Sessions for MMS-I Year	30/11/2019	116	Mr. Bhooshan Malkani, an HR professional and HR Business Partner with Viacom 18
Remedial Coaching on Operations Management	06/03/2020	1	Mrs. Aparna Patil, Faculty PTVAIM
Remedial Coaching on Perspective Management	06/03/2020	1	Mrs. Manali Patil, Faculty PTVAIM
Remedial Coaching on Financial Accounting	07/03/2020	3	Dr. (CA) Ajit Joshi, Faculty PTVAIM
Remedial Coaching on Business Statistics	04/03/2020	8	Mrs. Shalini Kakkar, Faculty PTVAIM
Remedial Coaching on Business Ethics	05/03/2020	2	Mr. Bhavesh Vaity, Faculty PTVAIM
Remedial Coaching on Organizational Behaviour	04/03/2020	1	Dr. Tejashree Deshmukh, Faculty PTVAIM
Remedial Coaching on Managerial Economics	04/03/2020	1	Dr. Sucheta Pawar, Faculty PTVAIM
Remedial Coaching on Effective and Management Communication	05/03/2020	1	Mr. Sujit Apte, Faculty PTVAIM

	View File

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	Mock Interviews by Industry Professionals for MMS students (from 15th December, 2019 to 18th January, 2020)	Nill	118	Nill	73

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Apex Fund Services LLP	13	8	CaratLane Trading Pvt. Ltd.	1	1

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	Nill	NIL	NIL	NIL	NIL

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Retro Day on 26th February 2020	Institutional Level	108
Field Trip to Kala Ghoda Arts Festival on 4th February 2020	Institutional Level	14
Traditional Day on 25th February 2020	Institutional Level	110
Back to School Day on 24th February 2020	Institutional Level	105
Bazaarhaat 2020 on 25th January 2020	Institutional Level	104

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	NIL	Nill	Nill	Nill	NIL	NIL

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

At PTVAIM, we believe that our students are the most valued stakeholders of our Institute and hence their active presence and participation in various activities, academic as well as administrative

bodies, is considered to be very important for the growth and overall development of the Institute. All committees prescribed by All India Council of Technical Education, New Delhi, Directorate of Technical Education, Maharashtra and University of Mumbai such as College Development Committee, Women Development Committee, IQAC, Anti Ragging Committee, Internal Complaints Committee and Maitri Sangha are formed as per their guidelines mentioned and they have students representatives on them to voice their opinions regarding different issues from the perspective of the students. Student Council is formed as per the guidelines of Maharashtra Public Universities Act, 2016. In addition to this, we have Class Representatives for each year and coordination as well as communication of day to day academic activities are handled by them under the guidance of Program Co-ordinators. Students are also an integral part of the Placement Committee, Research Cell and Centre of Entrepreneurship and Innovation and are given roles and responsibilities that allow them to interact with industry people and plan and execute various activities, thus honing their managerial skills.

5.4 - Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

PTVAIM Alumni Association is formally registered under The Societies Registration Act, 1860. Regn. No. 1295/2018. The copy of the registration certificate can be found on the link: http://bit.do/PAARC. Some of the major objectives of PTVAIM Alumni Association are: i. To contribute to the development of PTVA's Institute of Management (PTVAIM) and its alumni through improvement and development of Institute and its current students, provision of financial and material support and enhancing networking and career development among the students and alumni. ii. To enhance and maintain links among members of the alumni and between alumni and the Institute. iii. To promote and foster mutually beneficial interaction between the Alumni and the present students of PTVA's Institute of Management (PTVAIM) and between the Alumni themselves. iv. To offer career counseling to the present students of the Institute. v. To promote PTVA's Institute of Management's educational and training activities through alumni network. vi. To promote incubation facilities available at PTVA's Institute of Management (PTVAIM) in industries. vii. To promote PTVA's Institute of Management (PTVAIM) training programs and facilities in the industry. viii. To invite alumni in the process of enhancement in developing curriculum. ix. To provide insights by having a discussion with the placement team and guide the current students in order to improve their employability as per the current industry trends. x. To assist current students for appropriate placement on a regular basis. xi. To develop strong industry-institute linkage. The present Managing committee comprises seven members as below: 1. Mr. Kunal Kanchan – President 2. Mr. Sagar Shah – Vice President 3. Mr. Jigar Patel –Secretary 4. Ms. Shraddha Rahate

– Joint Secretary 5. Ms. Suchitra Pradhan – Treasurer 6. Mr. Chinmay Vaidya – Committee Member 7. Ms. Anamika Salunkhe – Committee Member. The managing committee meets at least once every quarter to discuss new programs and initiatives and also to take the stock of administrative activities. All members of the alumni association meet at least once in a year in the annual general meeting. Apart from this Alumni Meets are organized which are open to all alumni irrespective of their membership status. As of Academic Year 2019-20, PAA has a total of 166 life members.

5.4.2 – No. of enrolled Alumni:

126

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Institute has active alumni who regularly engage with the Institute by delivering career guidance sessions and pep talks with the current students. The alumni also engage with the students as interview panellists for conducting their mock interviews and attending the alumni meets. To give our alumni a more structured and formal representation PTVAIM Alumni Association was formed in June 2018 and was formally registered under The Societies Registration Act, 1860. (Regn. No. 1295/2018). During the Academic Year 2019-20, the following meetings/activities were organised: • Our Alumni Mr. Shailesh Sutar - Deputy Manager, SBI Capital Markets Ltd. (2013 Passing-out batch), Ms. Shraddha Rahate - Senior Financial Planning Analyst, MFA Consulting Pvt. Ltd. (2017 Passing-out Batch), Mr. Ashwin Tayde - Assistant Manager Marketing, BYJUS (2018 Passing-out Batch) and Ms. Pooja Dave - Marketing Associate, Edelweiss Financial Services (2018 Passing-out Batch) were invited to conduct an "Interaction with your Alumni" session with the MMS 2019-21 students on Saturday, March 7, 2020. • Our Alumni Ms. Monica Pandey, Consultant at Acumen Business Consulting Founder of Monicas Metamorphose Counselling (2016 Passing-out Batch), Mr. Rohit Swami - Associate Consultant, Acquisory Risk Consulting Pvt. Ltd. (2016 Passing-out Batch) and Mr. Viraj Kamble, Cluster HR at Trent Hypermarket Pvt Ltd - Star Bazaar (2015 Passing-out Batch) were invited as panellists for conducting the mock interviews of our MMS students on Sunday, December 15, 2019. • Our Alumnus Mr. Sandeep Kasare - Assistant Manager HR, Electrolab India Pvt. Ltd. (2017 Passing-out Batch) was invited as a panellist to conduct the mock interviews of our MMS students on Sunday, January 5, 2020. • An Alumni Meet was organized on Saturday, January 11, 2020 from 6.30 pm onward at our institute. The current batch students organised and performed several dances and other such performances for the alumni followed by dinner for all. • The First Annual General Meeting of PTVAIM Alumni Association (PAA) was held in the Institute on Saturday, September 21, 2019 which was attended by 26 members. • The Managing Committee of PTVAIM

> Alumni Association met four times during the Academic Year 2019-20 to discuss the routine administrative activities and plan other activities for the association.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- "Project Saksham" – Contributing to Unnat Bharat Abhiyan by Empowering Rural Women through Skill development and Revenue Generation PTVAIM's Research Cell and COEI completed a project for providing livelihood for Adivasi Women of Tansa River Valley Area, Palghar between January and October 2020. Both departments divided the work amongst themselves, Research cell members looked after initial research, related to need analysis in rural areas as well as urban markets and COEI looked after entire project. Project was designed by three partners – PTVAIM, Learning Space Foundation and Amhi Udyogini and responsibilities were divided among them. Rural area issues were tacked by Learning Space Foundation, experts for training women as well help in marketing products was extended by Amhi Udyogini and PTVAIM raised crowd fund for the project, framed operational, marketing strategies, created marketing linkages and gave entrepreneurial training to rural project participants interested in taking the project ahead. Concept was approved by Director, Dr. Harish Kumar Purohit and he appointed Dr. Sucheta Pawar as Project Head. She was given freedom to select her own team comprising faculty and student representatives from research cell as well as COEI. Work was further allocated within these team. In initial phase three teachers were involved with team of 15 students and three industry counsellors. In later phase other members of COEI stepped in for marketing products and providing entrepreneurial training to rural population. Unit of 5 sewing machines at LSF campus created livelihood opportunities for 10 adivasi women of Tansa River Valley area who made masks and cloth bags. One rural entrepreneur emerged from this project who is now training a small group of rural youth. • HR Conclave –Dr. Tejashree Deshmukh, Dean-Academics, PTVAIM approached Dr. Harish Kumar Purohit, Director - PTVAIM regarding organizing HR Conclave in association with HR Shapers, a global HR Networking Platform. Dr. Purohit upon consultation with the Management of PTVAIM approved of it and entrusted the responsibility to plan and execute this Conclave to Dr. Tejashree, Mr. Jigar Patel, Placement In-charge and the Placement and HR team of PTVAIM. A core team consisting of the Director, Dean-Academics, Placement In-charge of PTVAIM planned and executed HR Conclave with HR Shapers. Mr. Jigar in his capacity of Placement In-charge discussed this concept with other members of Placement committee comprising of the faculty members and students. Theme for this Conclave was finalized as "Future of Work" unanimously. Mr. Jigar created sub-teams to coordinate and execute various tasks required for successful execution of this Conclave including sponsorship team, hospitality team, registration team, etc. These teams were encouraged to give their suggestions and to take a few decisions

within limited scope. Each team reported to Mr. Jigar and gave their report to him who in turn would apprise the Director and Dean-Academics about it. Dr. Purohit used to update the Management about the progress. Entire Conclave was a great success with more than 250 industry professionals registering for it and more than 80 HR professionals attending it despite the fears of COVID-19 surfacing.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	PTVAIM being affiliated to the University of Mumbai, we follow the curriculum prescribed by the University. Our teaching staff members have contributed in the revision of this curriculum. However, realizing the importance of English communication in the success of a management student, lectures of English Communication are included in the timetable of MMS students. Certificate Course in Digital Marketing was offered as a value-added course to all students to improve their employability skills along with the Certificate Courses in Research Analysis and Equity Derivatives in association with NISM. Teachers are encouraged to cover the latest development in the subjects they teach in addition to the completion of the syllabus.
Teaching and Learning	Students of MMS Semester IV completed internships with NGOs as a part of their social relevance project. They learnt about various social issues by actually interacting with the people who work for such social causes and also with their beneficiaries. This helped the students to learn and understand various social causes and develop social sensitivity. Our teachers mentoring these students monitored their work to understand how well these students were working with these NGOs and also to provide them necessary guidance and support, in case they faced any problem or did not understand the relevance of a social cause well. Due to COVID-19 pandemic, the mode of teaching-learning was shifted online at the end of March 2020. Taking into consideration that some students may not have accessibility to online platform and/or may have internet connectivity issues, it was decided to record the lectures and send these recordings to the students on request. Before conducting the viva-voce of our MMS Semester IV students with respect to three

	projects, our faculty members continued guiding them online with respect to preparing the reports of these projects.
Examination and Evaluation	Performance Improvement Initiative was organized this year too for the students of MMS which is a unique practice followed only at PTVAIM. All students of MMS semester IV were required to complete an internship with the NGOs as a part of their social relevance project to make them socially sensitive. Our faculty members continuously monitored their work with the NGOs to understand their level of sincerity and efforts put in. Facility of online evaluation of the university exams was started at the Institute to enable faster checking and evaluation of the University papers and faster declaration of results. In order to ensure that the viva-voce of MMS Semester IV projects happen seamlessly despite the challenges thrown to us due to COVID-19, we conducted online viva-voce for the aforesaid projects.
Research and Development	Turnitin, an anti-plagiarism software was purchased by the Institute to ensure quality research by the staff and students. Students' projects which are the part of their evaluation are also run through this software to ensure sincere efforts by the students in preparing the project reports. An application was sent to the University of Mumbai for Ph.D. Centre. Three faculty teams of PTVAIM applied for the Minor Paid Research Projects to the University of Mumbai out of which two were sanctioned, approved by the University of Mumbai.
Library, ICT and Physical Infrastructure / Instrumentation	PTVAIM created an account with SWAYAM, an initiative launched by then Ministry of H.R.D., Government of India and AICTE. Turnitin, an anti-plagiarism software was purchased by the Institute to ensure quality research by staff and students. Students were allowed remote access to the Library facility. New physical facility was created for Incubation Center of COEI to nurture and develop the entrepreneurial skills of the students which is fully equipped with the latest infrastructure required by the budding entrepreneurs to develop their business ideas into a business venture. A separate facility of Ideation Room was created for such students where they can relax, unwind and come up with more creative business ideas.
Human Resource Management	As COVID-19 pandemic forced the nationwide lockdown from March 2020 onwards, staff members were provided the support to conduct the Institute related work from home. It is worth noting that all such work including curricular, co-curricular and administrative work, was handled very effectively by PTVAIM even proactively in some cases. Faculty members were encouraged to enroll for the MOOC Courses offered by NPTEL, SWAYAM, AICTE and other prestigious bodies.

Industry Interaction / Collaboration	**HR for Non-HR and HR Conclave were two most significant events organized and successfully executed by PTVAIM which gave good opportunities for our faculty members and students to interact with the industry experts/professionals besides the two Certificate Courses organized by PTVAIM in association with NISM in the areas of Research Analysis and Equity Derivatives.**
Admission of Students	**Following COVID-19 pandemic, our website mentioned the contact details of the admin staff to get in touch regarding admission enquiries. They proactively attended all such enquiries and guided the students about the admission process in these tough times where almost all prospective students were tensed about the future course of action.**

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	• **The Institute uses a biometric system installed by Venus systems and solutions for capturing and maintaining of the attendance of Institute staff. This enables real time tracking of the attendance of the staff. The system enables generation of daily, monthly, employee-wise or department-wise attendance reports.** • **Institute has availed the benefits of a computer-based results processing application called Khushi Software. In this software the student details need to be fed on admission at the beginning of the program. The software then enables us to maintain the daily attendance of each student manually in the system for office purpose.** • **The Time-table sent to the faculty members and students are prepared in the licensed MS Word software and are sent by Program Coordinator/Administration staff using official email accounts.** • **The Institute has registered the domain name ptvaim.com for all its official email communication and all faculty members, and departments have been given a unique email address for the same.** • **The lecture co-ordination is taken care of by the Program Co-ordinators using the official email accounts provided by the Institute and WhatsApp groups specifically created for this purpose.** • **Scheduling of the meetings of various committees happens using official email accounts as well as WhatsApp, minutes of such meetings are prepared in MS Word and are circulated to all committee members again using official email accounts.**
Finance and Accounts	• **The Institute has availed internet banking facility from its banker. This not only helps in doing banking transactions electronically but also helps in tracking bank transactions in real time and avail historical transaction data immediately.** • **The Accounts department uses ECS facility for transferring the salaries to the staff and honorarium to the visiting faculty members. Internet banking facility is also**

	utilized for keeping a track of day to day account transactions. • The Institute has purchased a licensed version of Tally ERP 9 software. This helps in recording daily transactions and also prepare the balance sheet towards the end of the month, quarter or financial year. • In order to promote electronic fee payment, the Institute allows the students to transfer their fees to the Institute via NEFT or RTGS. • Because of the availability of the internet banking facility and accounting software, the entire process of fee collection gets smooth and paperless.
Student Admission and Support	• Khushi software is used for keeping the data of the admissions in all programs. • In the software there are two options, one for full time and another for part time. Each new student is allotted a fresh GR No. as per their Surnames. Each student's surname, name, father's name, mother's name, gender etc. are entered once and stored. • The software also provides a provision to store other details such as category of the student, educational details, work experience etc. After entering such details of the students, roll numbers are allotted to them. • This student data is used later by the software in administering the examination marks and results.
Examination	• Examinations are conducted by the Institute as per the rules of University of Mumbai. • For efficient functioning and tracking of the evaluation process the Institute has availed the benefits of a computer-based results processing application called Khushi Software. • Student details such as Gr. No., Roll. No., Name, etc. of MMS and Part Time programs are fed in the application during the admission process when the new batch is admitted. • The software has provision of maintaining the list of subjects semester-wise across specialization by assigning unique codes to each of the subjects. Internal Assessment and External Theory Marks are entered in the software which can then be checked for internal errors if any. • The application is robust and is coded in a manner which can be upgraded if the need arises. • The marksheets of individual students and the examination gazette for a particular Year/Semester containing the Grade Points of individual subjects and Semester Grade Point Average (SGPA) for the entire semester can be automatically prepared using the software and then downloaded and printed. The software helps in timely declaration of Internal Semester Results thereby enhancing the efficiency of the evaluation process.
Planning and Development	The institute has licensed versions of Microsoft Office and has registered the domain name ptvaim.com for all its official email communication. • Invitations to Visiting Faculty Members: The invitations are made in MS Word and are emailed to the respective visiting faculty members through our official email accounts created for the staff members. • Subject Preference Letters: Subject preference letters are sent

by all full-time faculty members via official email accounts to the Dean Academics to communicate which subjects they wish to teach in the forthcoming semester. These Subject Preference Letters are prepared in MS Word. • Teaching Plans: The template of the Teaching plan is sent to all visiting and core faculty members by the Dean-Academics/Course Coordinator/ administration staff using official email accounts. The filled Teaching Plans are sent back by all faculty members via official email accounts to the official email account from which they received the template of the teaching plan. The teaching plans are prepared in MS Word. • Timetables sent to students: The Time-table sent to the faculty members and students are prepared in MS Word and are sent by Program Coordinator/ admin staff using official email accounts. • Lecture Co-ordination: This is taken care of by the Program Coordinators using official email accounts and WhatsApp groups specifically created for this purpose. • Scheduling of the meetings of various committees happens using official email accounts as well as WhatsApp, minutes of such meetings are prepared in MS Word and are circulated to all committee members again using official email accounts. • In addition to this, we have purchased an anti-plagiarism software, Turnitin which helps us to ensure the best possible quality of research work. The Institute has given a remote access facility to our staff members and students so that they can use this software whenever they are working on the research assignments, irrespective of their physical presence in the Institute.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Tejashree Deshmukh	One Day Workshop on New AQAR Methodology jointly organised by IQAC of Valia C L College of Commerce and IQAC Cluster India on 23rd July, 2019	Nill	1000
2019	Mr. Jigar Patel	One Day Workshop on New AQAR Methodology jointly organised by IQAC of Valia C L College of Commerce and IQAC Cluster India on 23rd July, 2019	Nill	1000
2019	Dr. (CA)	10th Indian Management Conclave on 2nd 3rd August, 2019 at	Nill	7500

Year				Nill	
	Ajit Joshi	New Delhi		
2019	Dr. Sucheta Pawar	2 Days Venture Capital Immersion Programme on 19th 20th October, 2019 by Indian Academy of Venture Capital	Nill	6000
2019	Mr. Pankaj Godse	National Workshop on Content Management System using Joomla for Libraries on 11th 12th October, 2019 at Navinchandra Mehta Institute of Technology and Development	Nill	1000
2020	Mr. Abhishek Deokule	National Conference on Management and Technology (NCMAT) 2020 on 29th February, 2020 at Navinchandra Mehta Institute of Technology and Development	Nill	2500
2020	Dr. (CA) Ajit Joshi	SIFICO 2020 International Conference on 17th and 18th January, 2020 at K J Somaiya Institute of Management	Nill	3540
2020	Dr. Harish Kumar S. Purohit	National Conference on Management and Technology (NCMAT) 2020 on 29th February, 2020 at Navinchandra Mehta Institute of Technology and Development	Nill	2500
2019	Dr. Anand Hindolia	Paper Development Workshop 2019 from 26th to 28th July, 2019 by IIM Rohtak	Nill	17110
2019	Dr. Harish Kumar S. Purohit	One Day Workshop on New AQAR Methodology jointly organised by IQAC of Valia C L College of Commerce and IQAC Cluster India on 23rd July, 2019	Nill	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

| 2019 | NIL | Yoga Workshop for Non-Teaching Staff Members | 19/08/2019 | 19/08/2019 | Nill | 14 |
| 2020 | NIL | Safety and Fire Mock Drill for Non-Teaching Staff Members | 11/02/2020 | 11/02/2020 | Nill | 15 |

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
5-Day Virtual International Faculty Development Program on Research Methodology organised by Department of BAMMC – Pillai College of Arts, Commerce and Science in association with BIAP	1	04/05/2020	08/05/2020	5
Three Day National Level FDP on Online College Management and Online Content Creation Tools organised by Lala Lajpatrai College of Commerce and Economics and University of Mumbai with North Storm Academy	2	30/04/2020	02/05/2020	3
Swayam Annual Refresher Programme in Teaching (ARPIT) – Financial Markets and Emerging Business Models by University of Kerala – AICTE approved FDP Course	1	01/09/2019	15/01/2020	138
NPTEL-AICTE Faculty Development Programme on Leadership	1	29/07/2019	23/08/2019	26
Paper Development Workshop 2019 by IIM Rohtak	1	26/07/2019	28/07/2019	3
NPTEL-AICTE Faculty Development Programme on Project Management for Managers	1	29/07/2019	18/10/2019	82
Swayam Annual Refresher Programme in Teaching (ARPIT) – Online Refresher Course In Management by Banasthali Vidyapith – AICTE approved FDP Course	1	01/09/2019	16/01/2020	139
Ph.D. Course Work at R. A. Podar College of Commerce and	1	01/11/2019	14/11/2019	15

Economics, Mumbai			
Five-Day Online FDP on Evolution from Offline to Online Teaching by Satish Pradhan Dyanasadhana College in association with University of Mumbai and Microsoft	3	30/05/2020	03/06/2020	5
National Level Faculty Development Programme on Tools for E-Content Development organised by Lala Lajpatrai College of Commerce and Economics, Mumbai	1	27/05/2020	29/05/2020	3

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
22	22	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Accidental Insurance Policy. 2. Special leaves granted to faculty members for their Ph.D. related work. 3. Counselling facility available especially taking COVID-19 pandemic into consideration. 4. Sanitization and fumigation of entire campus. 5. Sanitizers placed at all important locations. 6. Pulse oximeter and infrared thermometer available on the campus.	1. Rs.20463/- spent on hospitalization and treatment of Mr. Vijay Sakhare, Peon. 2. A new bicycle is provided to office peons for travelling related to office work. 3. Accidental Insurance Policy. 4. Employees Provident Fund started for non-teaching staff (11 members). 5. Uniforms and washing allowance are provided to office Peons. 6. Counselling facility available especially taking COVID-19 pandemic into consideration. 7. Sanitization and fumigation of entire campus. 8. Sanitizers placed at all important locations. 9. Pulse oximeter and infrared thermometer available on the campus.	1. Yuva Raksha Group Insurance Policy for students. 2. Counselling facility available especially taking into considering the COVID-19 pandemic situation.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: All account books are maintained by the accountant as per the admissions and Fees Regulating Authority appointed by Government of Maharashtra. Entries done by one accountant are verified by the other accountant. The trust representative monitors these activities and guides wherever required. External Audit: The Institute regularly conducts external audit and all account books are maintained by the accountant as per the guidelines of the accounting standards. The Cash books, Ledgers, Invoices, Petty cash accounts and Bank pass-books are inter-changeably assessed by the auditor. The accounts of the Institute are audited by Chartered Accountant appointed by the Trust regularly as per the Accounting Standards at the end of each fiscal year and are certified. The annual reports of the external audit since 2009 are available with the Institute.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Association of Indian Management Schools (AIMS)	100000	Five Days Faculty Development Program on Essentials of Entrepreneurship

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. Sunil Karve	Yes	Dean – Academics and Assistant Professor – HR
Administrative	Yes	Dr. Sunil Karve	Yes	Dean – Academics and Assistant Professor – HR

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

1. Yoga Workshop for Non-Teaching Staff Members. 2. Safety and Fire Mock Drill for Non-Teaching

	Staff Members				

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Application to start MBA in Innovation, Entrepreneurship and Venture Development to the AICTE. 2. Application for Ph. D. Research Centre to the University of Mumbai. 3. Preparation for NBA Accreditation.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Academic Administrative Audit	26/11/2020	26/11/2020	26/11/2020	5
2019	LIC Visit for Permanent Affiliation by the University of Mumbai	03/12/2019	03/12/2019	03/12/2019	30
2020	Application to start MBA in Innovation, Entrepreneurship and Venture Development to the AICTE	28/02/2020	28/02/2020	28/02/2020	5
2019	Application to set-up Ph.D. Research Center to the University of Mumbai	30/09/2019	30/09/2019	30/09/2019	4
2019	Faculty Development Program: Essentials of Entrepreneurship	02/12/2019	02/12/2019	06/12/2019	31
2019	Certificate Course in Digital Marketing to all students of PTVAIM	29/08/2019	29/08/2019	30/11/2019	51
2020	Minor Paid Research Projects approved and sanctioned by the University of Mumbai to 2 faculty teams of PTVAIM	17/03/2020	17/03/2020	17/03/2020	4
2019	2 major paid research proposals submitted to ICSSR	15/10/2019	15/10/2019	15/10/2019	2

| 2019 | 1 major paid research proposal submitted to STRIDE | 30/09/2019 | 30/09/2019 | 30/09/2019 | 1 |
| 2020 | SAKSHAM Project to enable rural youth to earn livelihood and develop entrepreneurial talent. | 12/03/2020 | 12/03/2020 | 30/06/2020 | 16 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defense Workshop for Girl Students	12/02/2020	12/02/2020	39	Nill
International Womens Day – organized by WDC of PTVAIM	07/03/2020	07/03/2020	65	102

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
2.10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	Nill
Rest Rooms	Yes	1
Scribes for examination	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating

	locational advantages and disadvantages	engage with and contribute to local community					students and staff
2019	Nill	1	01/07/2019	258	Library and Information Resource Centre - Visitors Facility	To facilitate students/visitors with a suitable learning environment in the form of Library and Resource Centre.	5
2019	Nill	1	07/12/2019	1	Blood Donation Camp	To motivate people to donate blood and raise awareness about the importance of blood donation.	62
2019	1	Nill	10/07/2019	8	Monthly meetings of Amhi Udyogini	Facilitate women entrepreneurs to showcase their talent and discuss new business opportunities	6
2020	1	Nill	25/01/2020	1	Bazaarhaat 2020	To develop entrepreneurial and managerial skills of students	92
2020	Nill	1	12/02/2020	1	Swachhta – Pakhwada Pledge	The objective of celebrating Swachhta Pakhwada fortnight, as a part of the Swachh Bharat Mission, was to take up sanitation initiatives, mobilise people and reinforce the mass movement for cleanliness to contribute to Mahatma Gandhis dream	68

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of	Follow up(max 100 words)

	publication	
Students Handbook	**Nill**	**Students Handbook was published on 10/12/2017. It is also accessible to all on our Institute website using the following link: https://www.ptvaim.com/students-handbook.html**
Code of Conduct for Students	**Nill**	**Code of Conduct was published on 10/12/2017. It is also accessible to all on our Institute website using the following link: https://www.ptvaim.com/code-of-conduct-for-students.html**
Code of Conduct for Teachers and Staff	**Nill**	**Code of Conduct for Teachers and Staff was published on 10/12/2017. It is also accessible to all on our Institute website using the following link: https://www.ptvaim.com/code-of-conduct-for-teachers-staff.html**

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	**Duration From**	**Duration To**	**Number of participants**
Session on Ethics in Profession - 27th Naval Tata Memorial Lecture 2019 by Shri. Sadhu Gyanvatsaldas (BAPS Swaminarayan Sanshta) organized by National Institute of Personnel Management, Mumbai Chapter	30/08/2019	30/08/2019	37
Field Visit to Mani Bhavan, Mumbai to Learn Understand Principles and Values of Father of Nation Shri. Mohandas Karamchand Gandhi (Mahatma Gandhiji)	12/12/2019	12/12/2019	56
Lecture on Need of Ethics in Society - MMS Sem-I Div. B	30/09/2019	30/09/2019	56
Lecture on Need of Ethics in Society - MMS Sem-I Div. A	01/10/2019	01/10/2019	49
Perspective of Ethics - Indian Context	15/10/2019	15/10/2019	112
Ethical issues in Various Sectors	24/10/2019	24/10/2019	40
Gandhian Philosophy Chanakya Neeti for Ethics	18/11/2019	18/11/2019	91
Green Initiatives and Activism	28/11/2019	28/11/2019	81
Social Responsibility, Ethics and Sustainable Development - MMS Sem-I Div. B	11/10/2019	11/10/2019	44
Social Responsibility, Ethics and Sustainable Development - MMS Sem-I Div. A	16/10/2019	16/10/2019	47

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rain water harvesting - PTVAIM is using a natural reservoir. Rain water is captured from the roof catchments and stored in tank. The tank water is used for garden plantation purposes. The educational campus houses a well which is connected to the tank earmarked as bore-well water tank which supplies water to all the washrooms for flushing purposes in the premises. The bore-well water is used for various purposes such as watering trees and plants, general washing and cleaning purposes on campus. Drinking water is supplied by Brihanmumbai Municipal Corporation (BMC). All taps and water outlets are serviced periodically to prevent water wastage. To ensure supply of safe water in the Institute, water-potability tests are conducted at regular intervals.

3R approach (i.e. Reduce, Reuse and Recycle) - Institute promotes eco-friendly practices through 3Rs 'Reduce, Reuse, and Recycle'. Communication with staff, students and other stakeholders is done majorly via sms, WhatsApp and email. Institute encourages staff to reuse one-sided used papers for rough print-outs and rough work. The posters of "SAVE PAPER" with 3R approach are displayed near the printers and photocopier machines. The faculty members scan the notes and reading materials using photocopier facility available which can be circulated via email to students for references so that paper is consumed as per the need.

Plastic-free campus - At PTVAIM, we do not encourage use of plastic and inculcate the habit of not using plastic carry bags, PET bottles, and other plastic materials which are not permitted as per the guidelines of BMC. Also, efforts are being taken to educate our staff members and students to use recyclable and environmental friendly materials in order to become more sensitive towards environment.

Plantation within the Campus - Maintenance of trees, plants, shrubs and planting new saplings is done. Cow dung soil is used for the maintenance of plantation in the campus. Institute has initiated compositing facility. Food waste generated on the campus is collected in a compost bin and through the process of composting, it is mixed into the soil for enriching existing trees and plants. Institute plans to extend the concept of composting to nearby societies by conducting workshop on the same. Our entire campus is surrounded with Green trees that are maintained throughout the year. Our membership of "Maharashtra Harit Sena" granted by the Forest Department of Government of Maharashtra reflects our commitment to the Green Cover in Maharashtra.

Renewable Energy: The Institute has installed solar cell panels on its terrace to harness the solar energy. The lights around the institute building are powered by the solar energy harnessed by these installed solar cells.

Encouraging Digital Access: Faculty members and students are encouraged to access e-journals using J-Gate, and e-books and e-journals using Proquest subscribed by our Institute, thereby reducing paper consumption. The Institute has also facilitated remote access of these online databases for academic and research purposes. Students are given access to CDs of Summer Internship reports and Final Project reports for their reference thereby eliminating the need for printouts/ photocopies. Our Institute is committed to this eco-friendly practice.

Solid Liquid Waste Management – Solid waste (Wet and Dry Waste) generated on campus such as paper, cardboard, food waste, is managed efficiently through an initial segregation process (Wet and Dry Waste). All waste bins in the campus are earmarked separately for the collection of solid waste, which is presently collected by Brihanmumbai Municipal Corporation (BMC). There is no chemical laboratory and hence chemical waste in the form of liquid is not generated on the premises. However, liquid waste or grey waste is connected to the sewage system provided by BMC through covered underground drainage system.

E-waste Management - The Institute has a provision for the appropriate disposal of e-waste generated on campus. E-waste generated on campus is never dumped mindlessly in or around the campus. Our institute computers/laptops/ printers are under the Annual Maintenance Contract (AMC) provided by M/s. Tejpal Enterprises. Periodic checking ensures that nonworking or old electronic waste is filtered out by the Institute and then this is disposed-off through M/s. Tejpal Enterprises, and/or with any responsible agencies/organisation such as EcoCentric Management Pvt. Ltd., which is offering solutions towards e-waste in an eco-friendly manner.

7.2 - Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 01: Title of the Practice: Bazaarhaat 2020 1. Objectives of the Practice: To impart practical business education to PTVAIM's full time and part time students 2. The Context: Bazaarhaat is systematically conducted by PTVAIM for last two years to allow the students to apply the theoretical management concepts taught to them during the classroom teaching, in actual real life scenario. This year Bazaarhaat was held on January 25th 2020, and was inaugurated by MLA Adv. Parag Alavani and former Vice Chancellor of University of Mumbai who is also our Board Member and Mentor, Dr. Snehalata Deshmukh. PTVAIM's campus hosted 27 stalls ranging from food to artefacts to financial services to nail art to contemporary costumes to games and fun galore. Competitive atmosphere was created for PTVAIM students. 7 stalls were booked by outsiders including students of sister concerns, Amhi Udyogini, and other commercial units. It was a fully funded activity and major sponsors included Union Bank of India, Neckbook, Xenos Playspace etc. The event witnessed footfall of nearly 800 visitors. Team of 49 students from MMS-II batch under the guidance of faculty organising team including Mrs. Shalini Kakkar, Dr. Anand Hindolia, Dr. CA Ajit Joshi, Mr.

Abhishek Deokule, Mr. Sujit Apte and CA Rajul Murudkar, put in a lot of efforts in turning this event into a great success. 3. The Practice: • Bazaarhaat is one of its kind activity undertaken by PTVAIM where students learn about Resources Management, Negotiation, Creativity, Conflict Management and Team Building. • Students learn importance and relevance of team handling skills, leadership, stress handling, conflict management and get good opportunity to test their own skills in these areas. • A core team of faculty member i.e. the faculty organising team (Mrs. Shalini Kakkar, Dr. CA Ajit Joshi, Dr. Anand Hindolia, Mr. Abhishek Deokule, Mr. Sujit Apte, CA Rajul Murudkar) is there throughout to monitor and guide students at each step of the activity. • A core student organizing team is formed. The core student team is further sub-divided into different task teams like decoration team, sponsorship team, promotion team etc. The core student's team works closely with faculty organising team to execute Bazaarhaat every year. • The stalls are set up in the institute premises and allotted to students on nominal rent. • The students are encouraged to come up with creative/ innovative business ideas to compete in the Bazaarhaat and make maximum revenue and profit. • For the evaluation purpose a team of juries is formed, the jury members visit each stall and evaluate them. On completion of evaluation, the jury members share their evaluation with the faculty organising team. • Based on the evaluation done by the jury members, the winners of Bazaarhaat are declared by the end of the event. 4. Evidence of success: • Total visitors were nearly 800 including local residents, staff and students from sister concerns, students from other management institutes. • Total 27 stalls of eatables, nail art, craft, apparels etc. were put up. • Competitive atmosphere was created for PTVAIM students by offering stalls to students of sister concerns, Amhi Udyogini, and other commercial units. Additional revenue generated by offering stalls to outsiders - Rs. 25000 • Students have achieved better understanding of business. There has been a better demand for stalls and more number of stalls was required this year in comparison to previous year. Problems Encountered and Resources Required: To motivate students to come up with more innovative business ideas is a challenge because they tend to come up with already existing business ideas in order to not make loss in the competition. Best Practice 02: Title of the Practice: PTVAIM's "Project Saksham" – Contributing to Unnat Bharat Abhiyan by PTVAIM 1. Objectives of the Practice: • To contribute towards Unnat Bharat Abhiyan by empowering Rural Women in Maharashtra to become self-sufficient. • To develop the skills among them required for making them self-sufficient. • To sensitize management students to the problems faced by rural population. • To provide experiential learning opportunities for faculty-students to explore the possibilities of different business sources which can be started in the rural areas involving the local population. • To provide handholding to rural population in starting a rural enterprise and creating jobs for locals. • To create opportunities of applied research. 2. The Context: Empowering rural women and to bring about a transformational change in their livelihoods and to contribute to the Unnat Bharat Abhiyan (UBA), a flagship programme of Ministry of Human Resource Development (MHRD), Govt. of India, PTVAIM's Research Cell and Centre of Entrepreneurship

Innovation completed a project for providing livelihood for Adivasi Women of Tansa River Valley Area, Palghar between January to October 2020. This opportunity enabled faculty and students of PTVAIM to work with these women in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth of villages. 3. The Practice: On March 17th, 18th and 19th 2019, four students of PTVAIM had surveyed 161 adivasi women of 24 self-help groups (registered under Umed Foundation) from five villages of Vajreshwari Palghar district. Focus group approach was used to collect information. It was decided to explore the possibility of setting up a cottage unit using "sewing skills". This also necessitated research of urban markets. So in the month of October 2019 the new batch of MMS students were given a market survey project under the subject of Managerial Economics, where almost 18 groups (approximately 100 students) surveyed retailers and wholesalers in Mumbai to understand different options adopted by them to replace plastic bags and tap requirement of cloth bags. The research findings indicated demand and supply gap for cloth bag. Based on research, the project was designed by three partners - PTVAIM two NGOs, Learning Space Foundation and Amhi Udyogini. Responsibilities were divided among three partners. Rural area issues were to be tacked by Learning Space Foundation, Experts for training women as well help in marketing products was extended by Amhi Udyogini and PTVAIM was to raise crowd fund for the project, frame operational, marketing strategies, create marketing linkages and give entrepreneurial training to rural project participants interested in taking the project ahead. It was decided to start the cottage unit that will make cloth bags of used as well as unused cloth and sell those to urban market. In the visit, cloth bag samples were scrutinized, tentative sizes and types of bags to be stitched were decided, the area at LSF office that was to be made as a temporary workshop was seen. 4. Evidence of success: The unit created job for 360 hours and income of Rs.7200/- was generated for 10 to 12 women who stitched 1324 masks. Two more machines were bought by LSF and the unit was expanded from 3 machine units to 5 machine units. Five sewing machines (three machines purchased and two machines acquired through donation) Problems Encountered and Resources Required: The initial challenge encountered was generation of capital for head starting the project. This issue was solved with help from Mr. Pavan Sawant, who helped students strategize the crowd funding efforts. PTVAIM's students and staff helped to raise an initial crowd funding of one lakh rupees. The unit required 5 sewing machines. Two machines were purchased and others were acquired through donation. Formal training was to be provided to the Tribal women, who were initially skeptical about the project. Government Imposed lockdown, due to Covid-19 Pandemic, led to complete shutdown of market and hence demand for cloth bags. The focus then shifted to production of masks. This led to additional training cost towards manufacturing of masks.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our Institute in association with HR Shapers organised an HR Conclave on Future of Work on 14th March 2020. HR Shapers is an HR Networking group having its presence across the Globe and PAN India (50 locations, 25 countries and 5 regions). This conclave aimed at sharing of insights, expertise and experience by HR Leaders and the intended audience were HR Practitioners from the industry, our students, and faculty members. The main theme of the Conclave was "Future of Work", which is about how the world of work is changing and shall continue to change majorly due to globalization, demographic changes, artificial intelligence, automation, and robotics. Such a changing work environment will result in the loss of some jobs while many others will be created, but almost all jobs will change. The Future of Work offers unparalleled opportunities, but also significant challenges. It is crucial that HR professionals help the employers and employees as well as the society at large to manage such transition with the least possible disruption, while maximizing the potential benefits. The main objective of organizing this Conclave was to help the Institute in two ways: 1. To increase the visibility of our Institute among corporations from the placement point of view as the intended audience was majorly working HR personnel from the industry 2. To attract prospective students for the part-time Executive MBA programs we offer i.e., MMM, MFM and MHRDM The Conclave was a massive success and attracted sponsors from the industry. Tata Teleservices Limited, Samrat Catering Services, Impact Enterprises, Prasad Bakery and Burgundy Box offered sponsorship for the event in cash and kind. The Conclave involved two main panel discussions in the conclave and the following panellists were present: 1st Panel Discussion: • Aditi Mukherjee, EVP and HR Head – NCDEX • Colin Mendes, HR Head - Voltas Beko • Satyajit Mohanty, CHRO - Crompton Greaves Electricals • Vikas Kar, CHRO - Zee Learn • Ashish Gakrey, Founder - HR Shapers (Moderator) 2nd Panel Discussion: • Pooja Minocha CHRO - CFO Bridge • Yamini Krishnan, Sr. HR Director AMESA - IQVIA • Dr. Saumya Badgayan, GM HR - Gold Star Jewellery • Bhushan Malkani, HRBP - Viacom 18 • Pratik Vaidya, MD - Karma Management Consultants • Ashish Gakrey, Founder - HR Shapers (Moderator) More than 250 industry professionals registered for the conclave while more than 80 industry professionals graced the event by attending it. That time COVID-19 was emerging as a pandemic, still the Institute proactively ensured proper sanitizing and hand-sanitizers were made available for all panellists, attendees and organisers.

Provide the weblink of the institution

https://www.ptvaim.com/institutional-distinctiveness-2019-20.html

8.Future Plans of Actions for Next Academic Year

• In keeping with our vision and mission statements which focus on nurturing and developing managerial, entrepreneurial and research talent, PTVAIM plans to organize workshops/conferences/conclaves/faculty development programs/entrepreneurship development program in the above mentioned areas. • We are expecting to get our Permanent Affiliation from the University of Mumbai in the coming academic year. • To strengthen our research activities, we are in the process of applying for the Ph.D. Research Centre to the University of Mumbai. • We also want our faculty members to explore the possibility of applying for major paid research proposals in addition to the minor paid research proposals which are sent by three research teams even in the current academic year. We shall also encourage the faculty members and students to publish their research articles in the SCOPUS and UGC CARE journals. • We are also preparing to apply for NBA accreditation which we expect will need one more year. • We will also be applying for the NIRF ranking in 2019-20. As an Institutional Innovation Council appointed by the Ministry of Education's (MoE) Innovation Cell, Government of India, we shall ensure that we are conducting all the activities as suggested by MIC and also conduct additional activities to boost the innovation culture in the Institute. • We shall explore the possibility of starting MBA in Entrepreneurship Development in accordance with our vision and mission statements. • To enhance the employability of our students we propose to conduct Certificate Courses in different specializations. • Keeping in mind the effects of COVID 19 pandemic on education sector, we shall gear up our efforts to offer curricular and co-curricular activities using digital media in the most effective manner. • Also we plan to address the issues of physical and mental wellbeing of the students and staff members, especially on the background of COVID 19. • In order to contribute towards National Education Policy 2020, we plan to explore the possibilities of starting multidisciplinary courses/programs in emerging areas to enhance the professional development of the students. We also plan to contribute towards Unnat Bharat Abhiyaan.