

Form A

**Proforma for common Information of organization promoting
Various Colleges/ Institutes for the year
(Information of the Trust)**

1	Name of the Trust / Society	Parle Tilak Vidyalaya Association			
2	Address (with pin code)	Parle Tilak Vidyalaya's English Medium School, 1st Floor, Hanuman Road, Vile Parle (East), Mumbai 400 057			
	Telephone No.(with STD code)	022 26118601			
	Fax No.(with STD code)	022 26100199			
	E-mail ID	ptv_association@rediffmail.com			
	Website	----			
3	Registration No. of the trust	F – 223 (BOM) under Bombay Public Trust Act, 1950			
4	Year of Establishment of the Trust	26.10.1923			
5	Name of the Trustees	1. Shri Yeshwant Bapat 2. Shri Dilip Pethe 3. Shri Anil Bhaskar Ganu			
6	Names of all the educational institution established/ funded/ operated by the Trust/ Society	1. Parle Tilak Vidyalaya School (Marathi Medium – Primary & Secondary Schools) 2. Parle Tilak Vidyalaya School (English Medium – Primary & Secondary Schools) 3. Parle Tilak Vidyalaya ICSE School 4. Paranjape Vidyalaya – Primary & Secondary schools 5. Sathaye College of Arts, Science and commerce (Junior & Degree College) 6. M.L. Dahanukar College of Commerce (Junior & Degree College) 7. Mulund College of Commerce (Junior & Degree College) 8. PTVA's Institute of Management			
7	Name of the Courses	Sr. No.	Name of the Courses	Statues	Duration
		01	Master of Management Studies (MMS)	Full Time	2 Years

8	Annual financial report of Trust/ Society for last 2 years	Attach certified audited copy			
9	Details of the Land				
Sr.No.	Particulars	Area (in Sq. Mtr.)		Cost of Acquisition in lakhs	Extent of Subsidy/concession
		As per norms	Available		
College / Institute					
	Land	2023	2023	Land acquired by the Trust in 1959, used for Institute of Management	
1)	Free Hold		2023		
a.	Govt.		-		
b.	Others		-		
	Total		2023		
2)	Lease Hold		-		
a.	Govt.		-		
b.	Others		-		
	Total		-		
Note: Please give separately the details for each college / Institute					
Whether Income tax return filed every year by the trust		(Attach certified attested copies of income tax return of last three assessment years. Yes / No			
Status of the Building :					
If Rented	College / Institute	Other		Total	
Built up Area (In Sq.Mtr.)	NA	NA		NA	
Annual rent (Amt, in Rs.)	NA	NA		NA	
If owned	College / Institute	Other		Total	
Built up Area (In Sq.Mtr.)	2603.59	-		2603.59	
Cost. Amount (In Sq. Mtr)	Rs. 1,82,21,477 /-			Rs. 1,82,21,477 /-	
Built up Area required Available as per AICTE/PCI/COA					
If Rented	College / Institute	Other		Total	
Built up Area (In Sq.Mtr.)	NA	NA		NA	
If owned					
Built up Area (In Sq.Mtr.)	2603.59	NA		2603.59	

Date: June 2011

Place: Mumbai

Anil B. Ganu
Hon. Secretary

Form B
Proforma for information of Technical Education Institutes
(Health Science Course and Technical Degree and Diploma and MCA Post
Graduation course) for the year 2011-12.
(Information of the College / Institute to be filled with the Form A and
for each course separately)

Name of the Trust / Society		Parle Tilak Vidyalaya Association				
Name of the Course		Masters of Management Studies (MMS)			UG-/PG	
(a) Whether accreditation given by NBA ?	(Yes/ No)	If yes Grade		Year	-----	
(b) Whether gradation given by Govt. of Maharashtra ?	(Yes/ No)	If yes Grade		-----		
(Gradation as on 19.8.2003 vide G.R. No. TEC-2003/(212/03)/TE-1, dated 19.8.2003.)						
1.	Name of the College/Institute	PTVA'S Institute of Management				
	Address (with Pin code)	Chitrakar Ketkar Marg, Behind M.L. Dahanukar College Vile Parle (East), Mumbai 400057				
	Telephone No. (with STD code)	022 26100100 / 26100200				
	Fax No.(with STD code)	022 26100199				
	E-mail ID	admin@ptvaim.com				
	Website	www.ptvaim.com				
2	Name of the Director / Principal of the College/ Institute	Dr. S. Ramachandran				
3	Sanctioned Intake capacity as per AICTE/PCI/COA/University	60 students				
4	(A) Total No. of Students for the Course (Excluding PIO / year Foreign National Students)	I Year	II Year	III Year	IV Year	V Year
		61	59	-	-	-
	(B) Total No PIO / Foreign National Students for the Course	-	-	-	-	-
5	Year of recognition by respective council	AICTE Dated 12.06.2009				
6	Name of the University to which this course is affiliated	University of Mumbai				

7	Whether Permitted by State Govt.	Yes/No	YES				
8	Whether Hostel Facility is available	Yes/No	NO				
	If Yes, mention capacity	Boys - NA	NA				
		Girls - NA	NA				
		Total Capacity	NA				
9	Total No. of laboratories in the Department	Name of Laboratory – Computer Lab			Cost of equipments Rs. In Lakhs Rs. 7,71,947/-		
	Total cost of equipments in the department						
10	Total Cost of equipments in the Department including software (Rs. In Lakhs) in Working Condition	a) UG	-				
11		b) PG	Rs. 7,92,487/-				
12	a) Whether library facility is available (Departmental) Excluding Central Library if yes give details	No. of Titles		1612			
		No. of Books Available		2582			
		No. of Journals subscribed in current year		36			
	b) Carpet Area in Use for Library (in Sq. Mtr.)	132					
	c) Facilities in Department – Library	1.	OPAC (Online Public Access Catalogue) Computerized- LAN (Internal)				
		2.	SDI (Selective Dissemination of Information) Books & Journal – articles Indexing				
3.		E-books & CD's					
4.		CAS (Current Awareness Service)					
		5.	List of Additions				
		6.	I.L.L.				
13	No. of Staff	Attach subject wise details statement of teaching & non-teaching staff in the following format Annexure 18 & 19					
Teaching Staff	As per Council Norms	Filled Post			Total Filled post	Vacant post	
		Regular	Adhoc	Contract			
a) Professors	1	1	-	-	1	-	
b) Assistant Professors/HOD	7	7	-	-	7	-	

c) Lecturers	-	-	-	-	-	-
List of approved Staff by the University –	Letter sent for University's approval. Subjects taken attached Annexure 20					
Student – Teacher Ratio	Sanction Intake				Students on roll	
a) With Approved staff						
b) With (approved adhoc + contract) staff	15:1				120	
Non Teaching Staff (In the Department Attach list)	As per Council Norms	Filled Post			Total Filled Posts	Vacant Posts
		Regular	Adhoc	Contract		
a) Technical	No Norms Available	--	--	--	0	-
b) Non-technical	No Norms Available	7			7	-
c) Class IV	No Norms Available	4			4	-
Ratio of Non -Teaching - Teaching staff		1:1.5				
<i>Note : please separately indicate common staff, teaching and non-teaching declared as separately employed for various colleges/course. NA</i>						
14	Staff in the Library Department if any	Give details of staff in Library Department with posts and scale, nature of Appointment Annexure 21				
15	Salary given to the staff (Whether it is as per 5th Pay commission / any other norms)	Yes / No Salary is given to staff as per 6 th pay commission. Salary Certificate and Form 16 A for relevant employees attached Annexure 22				
Whether Building is owned / Rental by College / Institute : Owned						
16	a) If owned Built-up area in 2603.59 sq. mtr.		College Institute	/	Others	Total
		Capital Investments (Amount Rs. In Lakhs)	Rs. 1,82,21,477		0	Rs. 1,82,21,477
		Recurring annual expenditure (Amount Rs. in. Lakhs)	0		0	0
	b) If Rental Built-up area in sq. mtr.		College Institute	/	Others	Total

		Annual Expenditure (Amount Rs. In Lakhs)	NA	NA	NA
17	Mention relation of the landlord with the College / Institute, if any	NA			
18	Financial Information				
Annual Income (Rs. in lakhs) (attach certified audited statement showing income from all sources of last two years i.e. 2009 – 10, 2010-11) Annexure 5					
a) College / Institute		Approved Courses		Non Approved other courses	
		Under Graduate	Post graduate		
	Tuition Fee		91,34,900		
	Development Fee		-		
	Gymkhana Fee		-		
	Training & Placement Fee		-		
	Library Fee		-		
	Laboratories Fee		-		
	Internet & Email facility fee		-		
	Cultural activity fee		-		
	Forms & Brochure Fee		-		
	Exam. Fee		2,73,000		
	By way of Fine & Penalty		22,630		
	Any other fee		13,385		
Total (a)		94,43,915			
b) General		Approved		Non Approved other courses	
		Under Graduate	Post graduate		
	Donation				
	Interest		2,90,224		
	Dividend				
	Other Misc		46,457		
Total (b)		3,36,681			
Grand total (a + b)		97,80,596			

*** Please give the break-up of Income course wise and discipline wise.**

Annual Expenses (Rs. in lakhs)

(Attach audited statement showing expenditure from all sources of last two years i.e.

2009 – 10, 2010-11)				
Sr. No.		College / Institute		
		Expenses directly attributable to course (Rs. in lakhs)	Share of common expenses (Rs. in lakhs)	Total expenses (Rs. in lakhs)
I	Rent Paid	NA	NA	NA
II	Advertisement Expenses	1,45,135	0	
III	Salary Cost	Salaries, wages & Bonus	59,46,373	0
		Contribution to provident fund & other Funds	0	0
		Staff Welfare & training expenses	32,027	0
		Others	0	0
IV	Consumables	Workshop	0	0
		Component	0	0
		Project Ex	0	0
		Chemicals	12,937	0
		Others	0	0
V	Operating & other expenses	Electricity	10,32,667	0
		Telephone, postage and Xerox expenses	59,559	0
		Water charges	0	0
		Traveling & conveyance	30,913	0
		Vehicle expenses	0	0
		Repair & maintenance	5,10,826	0
		Others	0	0
VI	Administrative expenses	1,87,075	0	
VII	Scholarships	0	0	
VIII	Cost of Software	20,540	0	
IX	Printing Expenses	99,630	0	
X	Stationary	68,640	0	
XI	Insurance	19,766	0	
XII	Interest on Loan	0	0	
XIII	Depreciation	Building	4,46,754	0
		Equipments	7,09,776	0
		Furniture	16,64,118	0
		Computers & Books	6,69,189	0
XIV	Educational Tours expenses for students	6,180	0	
XV	Training & Placement expenses for students	2,02,710	0	
XVI	Sports expenses	0	0	
XVII	Annual Social expenses	0	0	
XVIII	Internet expenses	74,488	0	
XIX	Taxes	0	0	
XX	* Any other expenses Annexure 23	28,97,317	0	
Grand total		1,48,36,620	0	

* Any expenditure which is more than 5% of the total expenses should be shown separately. (Note : In the case of "common" cost which are apportioned, please attach a separate note indicating the bases

<i>adopted by you for apportioning such costs, giving your justification for the same)</i>					
19	List of the Equipment, Furniture, Vehicles etc. (only items costing more than Rs.50,000/- to be included)	Attach certified audited details of cost of equipments with date of purchase & cost of annual maintenance Annexure 24			
20	Fixed Asset Details	<i>With all major heads of fixed assets</i>			
	Cost Data	College / Institute / Hostel			
	Particular	Gross block 31/3/2011 Amount in Rs.	WDV as on 31/3/2011 Amount in Rs.	Depreciation for the year on 31/3/2011 Amount in Rs.	Rate of depreciation %
a	Land (area.3300.716 sq.mts)				
b	Building(s) (Builtup area in sq.mtr.)	1,82,21,477	13,701,663	4,46,754	2.50%
c	Lab / Work shop	0	0	0	0
d	Laboratory Equipments	0	0	0	0
e	Books	13,59,331	8,36,997	2,70,083	25%
f	Furniture & dead Stock	1,79,41,012	11,698,523	16,64,118	10%
g	Vehicle		0	0	0
h	Computers	89,69,012	8,24,475	3,99,106	25%
i	Others (Equipments)	76,83,942	5,275,585	7,09,777	10%

	Projected Addition	College/Institute/Hostel		
	Particulars	2011-12 _____ (Rs. In lakhs)	2012-13 _____ (Rs. In lakhs)	2013-14 _____ (Rs. In lakhs)
a	Land (area)			
b	Buildings (Built-up area in 3300.716 sq. mtr.)	41 lakhs		
c	Lab / Work shop	-		
d	Laboratory equipments	7 lakhs	7 lakhs	
e	Books	2 lakhs	9 lakhs	9 lakhs
f	Furniture & dead stock	49 lakhs	5 lakhs	3 lakhs
g	Vehicle	-		
h	Others	-		
	Total	99 lakhs	21 lakhs	12 lakhs
21	The common infrastructure used by the trust for various colleges run by them	NONE		
22	a) Expenses per student for UG course	NO STUDENTS FOR UG		
	b) Expenses per student for PG course	Rs. 94557/-		

23	Fees collected during last three years per student for UG course									
Year	Management Seats		Payment Seats		Free Seats		Total		Average fees collected per student (Rs.)	
	No. of students	Fees Collected (Rs.)	No. of Students	Fees Collected (Rs.)	No. of Students	Fees Collected (Rs.)	No. of Students	Fees Collected (Rs.)		
2009-10										
1 st Year										
2 nd Year										
3 rd Year				Not Applicable						
4 th Year										
5 th Year										
2010-11										
1 st Year										
2 nd Year										
3 rd Year				Not Applicable						
4 th year										
5 th Year										
24	Fees collected during last three years per student for PG course									
Year	Management Seats		Payment Seats		Free Seats		Total		Average fees collected per student (Rs.)	
	No. of Students	Fees Collected (Rs.)	No. of Students	Fees Collected (Rs.)	No. of Students	Fees Collected (Rs.)	No. of students	Fees Collected (Rs.)		
2009-2010										
1st Year	12	6,00,000	48	24,00,000	-	-	60	30,00,000	50,000	
								* 7,33,000 to be received from Social Welfare		
2 nd Year	--	--	--	--	--	--	--	--	--	
2010-11										
1 st year	12	12,00,000	49	49,00,000	0	0	61	61,00,000 Rs.11,50,000 to be received from social welfare	1,00,000	

2 nd year	0	0	59	50,15,000	0	0	59	50,15,000 Rs. 11,05,000 to be received from social welfare	85,000
25									
Fees collected (2010-11) per student for UG/ PG course				Rs.1,00,000/- (2010-11 1 st year) Rs.85,000/- (2010-11 2 nd year)					
No. of Students of 1st year			Average fees collected per student (Amount in Rs.)			Total fees collected (Amount Rs. In Lakhs)			
a) Indian (Govt. Quota + Management) 60 (48+12)+ 1 J & K category			1,00,000			61,00,000 Rs.11,50,000 to be received from social welfare			
b) PIO + Foreign National			NA			NA			
26									
Fees proposed for each course during 2011- 12. Justification for this.			As per Schedule attached [Estimation of fees for 2011-12] Annexure 10						

a) Administrative Staff in the Institute / College

Name of the Principal / Director		Dr. S. Ramchandran		Regular / Regular Incharge	
Pay scale : 16400-450-20900-500-22400					
Sr.No.	Name of the Staff	Designation	Whether required as per AICTE norms	Scale Pay in band [6 th pay]	Nature of Appointment
1	Mr. Vijay Chavan	Registrar	Yes	6500-200-10500	Regular
2	Mr. Utpal Samant	Placement Coordinator	Yes	8000-275-13500	Probation
3	Mrs. Suchitra Pradhan	Accountant	Yes	4000-100-6000	Permanent
4	Mrs. Shruti Sathe	Receptionist cum Office Assistant	Yes	3050-75-3950-45-4590	Permanent
5	Mrs. Ashvini Ghatge	Office Assistant	Yes	2550-55-2660-60-3200	Probation
6	Mr Santosh More	Peon	Yes	2550-55-2660-60-3200	Permanent
7	Mr Shashank Kalekar	Peon	Yes	2550-55-2660-60-3200	Permanent
8	Mr. Dinesh Geete	Peon	Yes	2550-55-2660-60-3200	Temporary

b) Staff in the Central Library

Sr. No.	Designation	Whether required as per AICTE norms	Qualification	Scale	Nature of Appointment
1	Librarian	Mrs. Jyoti Kunte	M.A(Philosophy, Psychology), B.Lib, B.F.A (Music)	8000-275-13500	Regular
2	Asstt. Librarian	Mr. Pankaj Godse	B.Com, M.Com, B.Lib, M.lib	4500-125-7000	Permanent
3	Attendant	Mr. Nitin Ipte	SSC	2550-55-2660-60-3200	Permanent

c) Student - Teacher Ratio (Total no. of students & total no. of staff in the college)

	Ratio
1. Regular approved staff	15:1
2. Regular + Contract + Adhoc	

d) Ratio of Non-Teaching -Teaching Staff

	Ratio	As per Council Norms
Inclusive of administrative, ministerial, Technical & other unskilled & semi skilled staff	1.5:1	NA

Verification

I, DR. S. RAMACHANDRAN, son of Shri Subramaniam, solemnly declare that to the best of my knowledge, the information given in this proforma and statements accompanying is correct and complete. I further declare that I am submitting this proforma in my capacity as Director of PTVA's Institute of Management and I am also competent to submit the same and verify it.

Date : 29th June 2011

Dr. S. Ramachandran
(Sign with Stamp)

Place : Mumbai

Form C

Central Library facility

Total No of students in the institute - 120

Reading hall capacity - 60

Total carpet Area sq.mtr. – 132 sq.mtr.

a)	No. of Titles	1612	
b)	No. of Books	2582	
c)	No. of National Journals	24	
d)	No. of International Journals	9	
e)	Non-Technical Journals	3	
f)	Total Cost of		
	a) Books	13.03	Lakhs
	b) Subscription for Journals	2.87	Lakhs
g)	Cost of furniture	1.79	Lakhs
h)	Whether xerox facility is available	Yes / No	
i)	Whether Internet facility is available	Yes / No	
		Band Width	2 mbps
j)	No. of Computers available in the Library	PIII	
		PIV	
		PV	5
k)	Whether multimedia facility available	Yes/No	
l)	Whether digitization of library is done	Yes/No (to some extent)	
m)	Any other amenities provided to students in library.	OPAC (Internal LAN) JOURNAL – ARTICLE INDEXING S.D.I. C.A.S. List of Additions e-books & CDs I.L.L.	

Date : 29th June 2011

Place : Mumbai

Dr.S. Ramachandran
(sign with stamp)

FORM- D

Information of the Central Computing Facilities in the Institute

1	Whether the central computing facility is available		Yes /No
2	Number of PIII or equivalent and above PC available		60 Computers
3	Whether legal licenses of System & Application Software available?		Yes/No
4	Number of System Softwares available		2 Windows XP, 1 VISTA
5	Number of Applications Softwares available		86
6	Number of Printers available (Type: DMP/ DeskJet /LaserJet)		2 Laser Jet, 4 Desk Jet
7	Number of Scanners available		1 scanner and 2 printer cum fax cum scanner
8	Total cost of the Printers and Scanners		Included in cost of computers
9	Whether the Generator / UPS back-up available (back-up period and capacity in KVA)		Yes-/No
10	Whether the Campus is Networked		Yes /No
11	Whether the Laboratories are Networked through LAN		Yes /No
12	Whether is Internet connection is available		Yes / No
13	If Yes specify type Dial-up/ISDN/DSL/Leased Line/any other		Yes /No
14	Specify Bandwidth available		2 mbps - 2 lines
15	Specify compression ratio		1:2
16	Cost of Hard Ware in Computer Center		Rs. 7,71,947/-
17	Cost of Software in Computer Center		Rs. 20,540/-
18	Cost of furniture in Computer Center		Rs. 8,59,902/-
19	Annual fee of the Internet Services in		Rs. 74,488/-
20	Staff in Computer Center	Yes/No	Outsourced
	1. System Manager	Yes/No	
	2. System Analyst	Yes/No	
	3. Computer Programmer	Yes/No	
	4. Computer Operator	Yes/No	
	5. Non – Teaching Staff	Yes/No	
	6. Maintenance Staff	Number	

Date: 29th June 2011

Dr. S. Ramachandran
(sign with stamp)

Place: Mumbai.