SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

PTVA'S INSTITUTE OF MANAGEMENT

CHITRAKAR KETKAR MARG, BEHIND M. L. DAHANUKAR COLLEGE OF
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

About Parle Tilak Vidyalaya Association (PTVA):

PTVA was established in 1921 as a rich tribute to the iconic freedom fighter Lokmanya Bal Gangadhar Tilak. Though the journey began in modest setting of one classroom and with 4 students, today the Trust runs 4 schools, 3 colleges and 1 management institute. Over nine decades, PTVA has carved out a niche in academics by providing Quality and Value Based Education.

PTVA's passion for empowerment through education and sensitivity to the societal needs is reflected in its exponential growth in quality and quantity of students. In sync with its ideology to build an ethical, student-centric environment and to be in stride with changing times, PTVA established a management institute.

About PTVA's Institute of Management (PTVAIM):

Established under the aegis of PTVA, PTVAIM was founded in the year 2009 with an objective of offering quality Management Education to students interested in pursuing Post-graduate Degree in Management. The Institute offers Two Year Full Time MBA Course namely, MMS (Master of Management Studies) & Three Year Part-time MBA Courses, for Working Executives, namely, Masters in Financial Management (MFM), Masters in Marketing Management (MMM) and Masters in Human Resources Development & Management (MHRDM).

Our Institute is governed by Board of Governors & College Development Committee under the chairmanship of CA Anil Ganu - President of PTVA and comprise of illustrious members from diverse fields.

Institute has completed nine years of operation and offers five specialisations to its MMS students. Without compromising on the curricular aspects of the management courses, students are encouraged to participate in various co-curricular activities such as successfully organizing *"ArthJaniv" ?* an exhibition on Financial Literacy, Half-day **HR Conference**, **Grand Finale of** *"MARKETNITI" ?* an inter-collegiate mock-stock competition, One-day **National Conference on "Be a Job Creator… Not a Job Seeker"** from the perspective of Start-up India**,** One-day Workshop in association with NSDL on **"Being a Prudent Investor",** **"Wings2Vision" ?** a Business Plan Competition, One Day State Level Conference on **"Relevance of Financial Literacy in Women Empowerment",** One Day National Level conference on **"Empowering Women Towards Leadership"** in association with Maharashtra State Commission for Women.

Vision

Vision Statement:

- To be one of the leading, value based, ethical management institutions in India that contributes to nurturing and development of managerial and entrepreneurial talent, leadership and research.

Mission

Mission Statement:

- PTVAIM shall foster a culture of excellence in fields of academics, research and entrepreneurship development by:

1. Collaborating with academicians and industry,
2. Providing state-of-the-art infrastructure,
3. Ensuring conducive work environment for professional growth and development of teaching as well as non-teaching staff members.

- It shall strive to be a continuous learning organization which is committed to the adherence of system while meeting expectations of students, employees, corporate and other stakeholders.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1) **Legacy of PTVA:** PTVAIM is run by PTVA which is known for providing value based quality education.

2) **Recognition:** PTVAIM is affiliated to University of Mumbai and approved by AICTE, and DTE, Maharashtra.

3) **Commitment to Quality:** ISO 9001:2015 certified.

4) **Encouragement to Entrepreneurial Development:** Incubation Centre established under Centre of Entrepreneurship & Innovation (COEI) to provide platform for budding entrepreneurs.

5) **State-of-the-Art Infrastructure:**

- Wi-Fi facility available.
- Air-conditioned, ergonomically designed classrooms.
- LCD Projector in classrooms and Computer Centre.
- Air-conditioned, multipurpose seminar hall-cum-auditorium, equipped with latest technology, audio-video systems and LCD projector.
- Separate Common rooms for boys and girls with locker facility.
- Gymkhana facility provided free-of-cost to students and staff.

6) **State-of-the-Art Library & Information Resource Centre (LIRC):**

- Apart from textbooks and recommended reading material prescribed by the University, LIRC houses a growing collection of students' project reports, reference works.
- Over 9829 barcoded books (2964 titles).
- Subscription to reputed magazines, journals, e-journals and e-Books.
- Account with National Digital Library and anti-plagiarism software URKUND.
- Collection of DVDs of NPTEL (National Programme on Technology Enhanced Learning, MHRD,

Govt. of India) and Ahmedabad Management Association, alongwith 500 CD-ROMs.

7) **Encouraging Research among Staff and Students:** Research cell with well-defined research policy.

8) **Competent Workforce:**

- Qualified, experienced staff.
- Appointment of faculty members on various committees at University level and their contribution to syllabus review.

9) **Student-centric Approach:**

- Use of management games/exercises/business simulations/psychometric tools/role plays, etc. in teaching-learning process.
- Performance Improvement Initiative undertaken to understand needs and problems of slow-learners, advanced-learners and students from diverse backgrounds and then arranging remedial activities.
- Systematic students' induction programme.
- Parents' orientation.

10) **Consistent Placement Record:**

- Dedicated placement team.
- Alumni play a constructive role in leading companies across diverse sectors.

11) **Safety & security of the Premises:**

- Premises under CCTV surveillance in addition to 24x7 presence of security.
- General insurance provided for assets.
- Water potability test carried out regularly.
- Fire safety system.
- Back-up of important documents on external hard-disc stored at a distant location.

12) **Care & Concern for Staff & Students:**

- Flexi-hours for faculty members.
- Students insured under *Yuva Raksha* Insurance Policy and staff members under Accidental-Disability policy.

Institutional Weakness

1. Institute is not a degree awarding body as it is affiliated to University of Mumbai.
2. Less flexibility in admitting International students to degree programs.
3. Lack of flexibility in introducing updated, innovative topics/subjects as part of the syllabus.
4. Hostel facility not available.

Institutional Opportunity

PTVAIM is conveniently located at Vile Parle (East), a prime and busy suburb of Mumbai known for its academic and cultural heritage. It is close to the Domestic & International Airport, Western Express Highway (NH8) and walking distance from Vile Parle Railway Station which makes commuting easier for staff and students. Adequate parking space is available for faculty members and students which is a luxury in Mumbai. This locational advantage opens up a number of opportunities that can be explored by the Institute to augment the quality and quantity of programs offered.

1. To arrange more number of National Level & International Level conferences.
2. Scope for interdisciplinary and sponsored projects.
3. More collaboration with industry bodies.
4. Introduction of new value-added courses.
5. Establishing Research Centre.
6. Establishing more campuses.
7. Applying for Autonomy.
8. To be one of the nationwide recognized amongst top-ranking Institutions of Management.

Institutional Challenge

1. No control over intake of students.
2. Students with diverse background and with diverse needs.
3. Enhancing number of students opting for entrepreneurship.
4. Better placement opportunities for our students.
5. Ensuring Value Based Education in a highly competitive, commercially driven world.
6. To retain academic rigor of the students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Criterion 1: Curricular Aspects

The Institute conducts 2 Year Full time Master of Management Studies (MMS) and Part Time Masters in Marketing Management (MMM) / Masters in Financial Management (MFM) / Masters in Human Resources Development and Management (MHRDM) programs affiliated to University of Mumbai and ensures effective curriculum delivery through a well-planned and documented process that involves preparation of academic calendar, systematic subject allocation to teachers, monitoring proper coverage of syllabus. Institute follows Credit Based Semester & Grading System (CBSGS) as prescribed by University of Mumbai. It offers number of value added sessions for skill enhancement, employability & entrepreneurship development. Sessions are arranged to hone life skills in pursuit of human values, and holistic development of the students. Director is a Member of Ad-hoc Board of Studies in Management and a former member of Board of Colleges and University Development (BCUD) in University of Mumbai. He has contributed significantly towards the syllabus revision of MMS program in the area of Marketing. Other faculty members are on various bodies and committees of the University/ Autonomous College such as Board of Studies (BoS), Local Inquiry Committee, Paper Setting. The feedback is collected from stakeholders and is used for taking corrective/developmental activities.

Teaching-learning and Evaluation

Criterion 2: Teaching Learning and Evaluation

Institute upholds utmost transparency in the admission process by strictly adhering to the guidelines of University of Mumbai, State Common Entrance Test Cell, Directorate of Technical Education (DTE) norms. The seats are filled against seats reserved for various categories as per the norms. The Institute adopts latest teaching pedagogy and teaching aids. While taking care of the needs of advanced learners, slow learners are also identified and remedial coaching is provided so as to bring them at par with other students. The strategies of the Institute are directed towards fulfilment of diverse needs of all stakeholders. The Institute implements student-centric approach such as experiential learning, participative learning and problem-solving methodologies to make learning more effective. The Institute nurtures critical thinking, creativity by encouraging participation of students in various activities. The eligibility criteria of teaching staff members is as per university norms. The examination committee facilitates effective implementation of evaluation process.

Program Outcomes, Program Specific Outcomes and Course Outcomes are stated and communicated to teachers and students. The Institute evaluates these outcomes. The Institute strictly adheres to transparency in conduct of examination system as per University of Mumbai norms. A formal feedback mechanism from stakeholders is maintained which helps to enhance the teaching quality.

Research, Innovations and Extension

Criterion 3: Research, Innovations and Extension

PTVAIM believes in creating research culture. The Institute has designed appropriate research and plagiarism policies. It provides financial support to faculty members and students with respect to publication/ presentation of research papers, participation in conference/ workshop/ seminar. Special leaves are granted to them for such activities. Institute has necessary infrastructure in the form of well-equipped computer centre, library, data bases and research related software. This institutional support has made its impact in the form of growing research contributions of faculty members and students in the form of ISBN, ISSN, as well as UGC notified journal publications. Staff members are encouraged to pursue their academic growth and almost all teachers are either Ph.D. or are enrolled for Ph.D. They are granted necessary support including special leaves for attending Ph.D. related course work.

Good work displayed by members of Institute in the area of research and innovation is recognized by Management by giving additional increments and recognition.

PTVAIM promotes entrepreneurial culture at campus through various activities conducted by Centre of Entrepreneurship and Innovation (COEI) which has its own incubation centre that accommodates 7 business-teams per year and provides consultancy in all aspects of business formation from ideation to marketing and launch.

In order to bridge industry-academia gap, several activities are conducted in the form of guest lectures, seminars, conferences, minor paid or unpaid projects on the topics relevant to industry. Collaboration with National Securities Depository Limited (**NSDL**) and Maharashtra State Commission for Women are steps taken by the Institute to enhance Industry connect. Institute believes in sensitising students towards social issues and conducts social awareness drives, joins hands with NGOs and encourages staff members and students to extend

helping hand to weaker sections of society.

Infrastructure and Learning Resources

Criterion 4: Infrastructure and Learning Resources

- **Physical Infrastructure**

Institute has nine classrooms well-equipped with white boards, LCD projector, Audio-Visual aids, and internet facility. Wi-Fi facility is available in the Institute. PTVAIM provides safe, and secure environment including safety provisions related to fire and other calamities. General Insurance is provided for assets against fire, burglary and other calamities. Water potability tests are carried out regularly to ensure safe water.

- **Incubation Centre**

Wi-Fi enabled Incubation Centre of approx. 650 sq. ft. area, can accomodate 5 to 7 business teams and has individual drawers, soft boards, white boards, laptop connections, 14 lockers and two meeting rooms. It has 'Ideation- Avocation' Centre for business teams equipped with games and TV screen.

- **Library and Information Resource Centre (LIRC)**

Institute subscribes to Journals, books and periodicals, E-Journals & E-books from ProQuest and J-Gate. Library has institutional membership with British Council Library. Institute subscribes to National Digital Library. We have craeted an account of anti-plagiarism software -'URKUND' of INFLIBNET (Information & Library Network) of UGC. Institute offers facility of inter-library book loan.

- **Computer Centre**

It is well equipped with 103 PCs, latest licensed softwares and has subscription to databases alongwith LCD projector and LAN based computers.

- **Support facilities**

Support facilities include Lift, Air Conditioners, Cafeteria, Security, Housekeeping, First Aid facilities. Borewell/ underground stored water is used for watering trees, plants and in washrooms. Institute regularly enters into annual maintenance contracts for maintaining physical infrastructure and providing support facilities. Institute also extends support to its stakeholders by providing personal and academic counselling.

Student Support and Progression

Criterion 5: Student Support and Progression

Student support and progression is an important parameter in the assessment of quality of education imparted in any academic institution. Student support is the gamut of all activities that helps in progression of students in their studies, acquisition of skills for employability, inculcation of values and overall development of their personality. Many factors that contribute to the development of student support services are facilitated by value

added sessions, guidance and counselling. Institute facilitates in providing scholarships under government schemes so that students are benefitted with financial support. Payment of fees in instalments is allowed to students who have vigour for further studies, but have financial constraints. Capability Enhancement Sessions are organised for students that enhance their knowledge of corporate and practices followed.

Career guidance and placement services are facilitated to bridge the industry-academia gap and facilitate employment for students. Various competitions, workshops and conferences are organized by the Institute to enhance the performance of students in all activities, including academic, individual, interpersonal and co-curricular. Active participation of students in such activities contributes to their holistic development, thus making them capable of facing challenges.

Alumni are the ambassadors of an institution and their achievements contribute to the enhanced prestige that an institution commands. PTVAIM Alumni Association (PAA) is formed with involvement of alumni in various activities happening at the Institute.

Governance, Leadership and Management

Criterion 6: Governance, Leadership and Management

College Development Committee and Board of Governors of PTVAIM comprising stalwarts from diverse fields, guide the Institute towards realization of its vision and mission through regular meetings and interactions with Director and staff members. Actionable plans based on Perspective Plan of the Institute, are prepared during these interactions and progress is discussed in subsequent meetings. Institute practices participative management which is evident through working of various committees/ teams/ cells and their Minutes of Meetings maintained and events organized. Welfare of staff members is considered important for healthy growth of the Institute and is evident through measures such as accident and disability group-insurance policy and 3 months maternity leave with full pay granted to staff members despite being a Permanently No-grant basis institution. Recognizing importance of professional growth of staff members, Institute encourages them to conduct and attend Faculty Development Programs, seminars, workshops, conferences, Ph.D. Coursework. Performance Appraisal System helps the Institute and staff members to understand gaps between desired and actual performance so that corrective actions can be taken to bridge this gap. Financial management and resource mobilization of the Institute is managed efficiently by conducting financial audits regularly and devising strategies for funds mobilization and optimal utilization of resources. Efficient Internal Quality Assurance System of the Institute is evident through well documented, regular meetings of IQAC and ISO 9001:2015 certification awarded to the Institute. Various quality initiatives suggested during IQAC meetings and their effective implementation is testimony of the Institute's commitment to quality education.

Institutional Values and Best Practices

Criterion 7: Institutional Values and Best Practices

PTVAIM organises activities to promote gender equity including guest sessions by prominent personalities. It shows gender sensitivity by providing facilities such as Sanitary Pad Vending Machine in ladies washroom, Sakhi Box, female security guard and separate common room for female students. Institute has Women Development Cell and Internal Complaints Committee to address women related issues.

PTVAIM encourages green practices with emphasis on 3R: 'Reduce, Reuse, and Recycle'. Institute has its own facility for composting food waste generated on Institute campus. PTVAIM has rain-water accumulation facility, installed solar panels for generation of electricity for meeting staircase and street light requirements in campus, and has initiated conversion of existing lighting to LED.

Institute has slopes & ramp for smooth commute, lift and other facilities such as disabled-friendly washrooms, for differently-abled students.

PTVAIM has General Rules & Code of Conduct for students and staff. Library and Information Resource Centre and Computer Centre also have rules prescribed for students and staff. Institute conducts activities to promote universal values including cyber safety and hygiene in association with '*Responsible Netism'*.

Institute practices Performance Improvement Initiative. Based on performance of students in First Semester, students are categorized into Above Average, Average and Weaker sections and measures are undertaken for improving their performance based on needs thus identified.

To create business culture among students and faculty members, PTVAIM through its COEI organises thoughtful activities and business plan competition by involving industry professionals.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PTVA'S INSTITUTE OF MANAGEMENT
Address	Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai 400057.
City	Mumbai
State	Maharashtra
Pin	400057
Website	www.ptvaim.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Harish Kumar S. Purohit	022-26100100	9930268818	022-2610019 9	admin@ptvaim.co m
IQAC Coordinator	Tejashree Ranjit Deshmukh	022-26100200	9821062159	022-2617278 2	tdeshmukh@ptvai m.com

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	12-06-2009

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	04-04-2018	15	Extension of Approval carried out every year which has been received from the beginning year of the start of the college

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai 400057.	Urban	0.5	3331

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
PG	MBA,Management	36	Graduation	English	60	27
PG	MMS,Management	24	Graduation	English	120	119
PG	MBA,Management	36	Graduation	English	60	8
PG	MBA,Management	36	Graduation	English	60	9

Position Details of Faculty & Staff in the College

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Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				3				8
Recruited	1	0	0	1	0	1	0	1	5	2	0	7
Yet to Recruit				0				2				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				3
Recruited	0	0	0	0	0	0	0	0	0	3	0	3
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	10	6	0	16
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	0	1	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	4	0	9

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	0	0	5

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	6	0	0	0	0	0	0	0	0	6
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	24	3	0	0	0	0	0	0	0	27

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	25	3	0	28

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	177	2	0	0	179
	Female	190	0	0	0	190
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	9	8	9	10
	Female	3	8	8	8
	Others	0	0	0	0
ST	Male	0	0	1	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	9	9	7	2
	Female	7	6	5	4
	Others	0	0	0	0
General	Male	25	29	32	36
	Female	56	34	53	33
	Others	0	0	0	0
Others	Male	5	7	4	7
	Female	6	4	1	2
	Others	0	0	0	0
Total		120	105	120	103

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 316

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	4

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
327	316	289	273	282

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
150	150	150	150	150

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
132	133	143	122	131

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	12	10	10	14

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	16	16	16

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 12

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
122.54	123.17	144.53	129.73	82.51

Number of computers

Response: 115

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

- The Institute conducts MMS (Master of Management Studies), MFM (Masters in Financial Management), MMM (Masters in Marketing Management) and MHRDM (Masters in Human Resource Development & Management) courses. The curriculum is designed and developed by University of Mumbai, which specifies the Course Outcomes, Program Outcomes and Program Specific Outcomes, and is run by the Institute.
- The academic calendar is prepared at the beginning of every semester for all programmes.
- The subjects are allocated to respective faculty members based on their area of specialisation and a subject preference letter given by them. Basis the same, a subject preference grid is prepared which also mentions the faculty member's feedback on the concerned subject for last two years.
- Semester wise teaching plan is prepared for all courses by respective subject faculty members.
- Time-table for the subjects is displayed at prominent places on the notice board, and an e-copy is distributed to the staff and students.
- Faculty register is maintained in the administration department which includes details regarding date and time on which the session is conducted, topic(s) covered and number of sessions conducted.
- Coordinators are allocated for MMS and Part-Time courses, who ensure that sessions are conducted as per the time table and teaching plan.
- In order to keep students abreast with latest trends and practices in the industry, the Institute invites eminent industry experts as guest speakers.
- 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 student on one side and also fulfils the norm of undertaking an industry project laid down by the University.
- Institute has excellent infrastructure for making teaching more wholesome in terms of imparting knowledge and overall development of students. Computers are equipped with latest multimedia, licensed software and internet facility. It is used extensively by every faculty member, which aids in making teaching more interesting and comprehensive.
- The students extensively 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-Semester Examination and Semester End Examinations are conducted as per the University and Institute norms respectively.

- 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 Director of the Institute on regular basis to ensure smooth and effective operations of the Institute.

File Description	Document
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)
Any additional information	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 35.09

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	1	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 62.03

1.2.1.1 How many new courses are introduced within the last five years

Response: 196

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 4

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 56.89

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
225	222	218	191	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

To enrich the curriculum with cross cutting issues of Gender, Environment and Sustainability, Human Values and Professional Ethics, the Institute takes additional efforts by encompassing real life examples. Every faculty member is encouraged to embed such cross cutting issues while delivering the lecture. The complete details of the topic which are being covered by the faculty member is provided in additional information.

The courses offered by the University include subjects like Organisation Behaviour and Business Ethics in the curriculum which include some of the cross cutting issues.

Organisation Behaviour helps

- To understand how and why people behave in organizations as they do, either as individuals or in groups and how their behaviours affect their performance and performance of the organization as a whole.
- Students to understand human behaviour in organizations and equip them to enhance their performance as well as performance of the people reporting to them.
- To realize the importance of inter-personal skills including treating people with dignity, respect and courtesy irrespective of gender, caste, creed, religion, socio-economic status, etc.

Business Ethics helps

- To have an in-depth knowledge of the issues concerning morals, values, ideologies and ethics in personal and professional lives. It also sensitizes students on issues related to environment, equal opportunity for all genders and sustainability as an important tool of driving organisational goals.
- To prepare the budding managers and entrepreneurs to develop themselves into better corporate citizens and have a balance between the theoritical and practical aspects of ethics.

The Institute believes in sensitizing the students on social issues and hence organised various events in last five years, such as:

- Swachh Bharat Abhiyan Rally - A cleanliness drive to inculcate the culture of social responsibility among students and staff was organised by the Institute.The students had prepared impressive & impactful posters and banners on the theme.
- As a CSR initiative, a Blood Donation Camp was organized by HDFC Bank and our Institute thrice in recent years. Director, Staff and Students of the Institute contributed enthusiastically and donated

blood in the spirit of good citizenship.

- Women's Day was marked by an interactive talk on 'Disclosure of Diet Secrets' by Nutritionist & Dietician of Four Care Hospital, for the female students.
- A session was also organized on "Women's Safety" to create awareness among the students and staff about this socially sensitive issue.
- Also an interactive session on 'The Provisions of Hindu Succession Act and Indian Succession Act & Right of Women to Property and Inheritance' by Senior Advocate, Ms. Snehalata Paranjape was conducted to make students and staff conscious of their legal rights.
- The Institute has Internal Complaint Committee (ICC) for the prevention, prohibition and redressal of sexual harassment of female students and employees.
- The regular meetings of the Anti-Ragging Committee, and Maitri Sangh (as per The Scheduled Castes and the Scheduled Tribes Act, 1989), are conducted for maintaining a congenial working environment with all the stakeholders in the Institute.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 5

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 100

1.3.3.1 Number of students undertaking field projects or internships

Response: 345

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document]
URL for stakeholder feedback report	[View Document]

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	[View Document]
URL for feedback report	[View Document]

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.22

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	6	3	3

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 50.73

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
172	155	161	128	145

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
300	300	300	300	300

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 59.33

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
38	42	35	34	29

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

- The Institute conducts systematic Induction in the form of orientation programme for every MMS batch that includes introducing students to very important subjects of the course, namely, Financial Accounting, Business Statistics, Communication Skills and Economics. This helps the Institute to gauge the level of understanding of students with respect to these subjects, before beginning the semester that will be covering these important management subjects.
- English language test is conducted for every student at the beginning of the first semester which helps to identify advanced learners and slow learners with respect to English language. Lectures on "English Communication" are designed based on the results of this test and are scheduled for every batch as an add-on subject free of cost, though it is not a part of MMS syllabus prescribed by University of Mumbai.
- The regular attendance and mid-term examination helps the Institute to monitor the performance of students. Letters regarding poor performance and poor attendance are sent to the parents/guardians of the concerned students and Director and Dean-Academics personally interact with the parents/guardians of these students to make them aware of the problem and also to discuss how to improve in these areas.
- Mentoring is an on-going process in which students discuss their problems related to academics, career and personal life with their mentors who try to guide them in these areas.
- Performance Improvement Initiative is one of its kind activity undertaken by the Institute where based on the performance of students in First Semester, students are categorized into Advanced learners, Average and Slow learners and then Board Members of the Institute alongwith Director, Dean-Academics as well as concerned faculty members, personally meet these students and their parents to discuss the progress and identify areas in which these students need guidance. Remedial

lectures and training are provided to these students based on gaps thus identified which gives confidence to the students and equips them to handle these areas in more effective manner.

- The Institute conducts parent's orientation to give an overview about the KRAs required for and scope and opportunities available with respect to each specialization offered by the Institute so that parents develop an understanding about the suitability of a particular specialization for their wards.
- Interactive guest sessions by industry experts are arranged with respect to each specialization so that students understand the KRAs for and scope and opportunities available with respect to these specializations.
- Aptitude calibration test is conducted for these students. This entire process of parent's orientation, students' orientation and aptitude calibration allows the students to decide their MMS specialization which is one of the vital life-time decisions.

- All these activities help to understand and identify the skills and competencies of the students and help us to decide which students are apt to be sent for different competitions/events.

  The accolades won by the students are the testimony of how well this process works for the Institute.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

2.2.2 Student - Full time teacher ratio

Response: 28.75

File Description	Document
Any additional information	[View Document]

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.31

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Faculty members use a combination of different teaching-learning methods to make learning an enjoyable and fruitful experience for the students.

Experiential learning:

- Institute encourages the teachers to practise experiential learning as a part of their teaching pedagogy which stimulates thinking process among students. Use of psychometric tool such as FIRO-B helps the students understand their interpersonal orientation and forms a strong foundation for subject such as Organizational Behaviour. Various management exercises such as in-basket exercises, role plays allow students to experience the real life situations and then to analyse and take pro-active / reactive actions which would develop their professional perspective.
- Few faculty members ask students to work on live projects to understand the operational nuisances of business.
- Institute ensures a good blend of core and visiting faculty members so that the theoretical concepts taught to the students, are backed by solid industry examples.
- Interactive guest sessions by industry experts give opportunities to students to learn through the experiences of these experts.
- As part of MMS syllabus as prescribed by University of Mumbai, every student undergoes a Summer Internship after Semester II which gives them hands-on experience in the area in which they wish to specialize. Also Semester IV students are required to undergo one project each in the areas of general management, their specialization area and social relevance. This equips them better to understand the issues related to these areas.
- Students are the part of research projects undertaken by faculty members and are encouraged to develop research oriented approach.
- Mock interviews, workshops on Excel, Financial Modelling are conducted regularly to allow students to improve their skills in these areas through practice.

Participative Learning:

- Students are an integral part of every major activity happening at the Institute and contribute to its organization and implementation actively. This hones their managerial skills.
- Screening of management movies along with briefing and de-briefing let the students to develop better understanding and perspective of management concepts.
- During the lectures, faculty members use various presentations and videos to make the teaching more interesting. Teacher student interaction is encouraged and difficulties encountered by the students are discussed during the lecture.
- Faculty members also use the interactive methods of teaching such as role plays, quizzes, puzzles, case studies to make learning an interesting experience. The subject teacher has freedom to choose appropriate activities for the delivery of the subject.
- Faculty members encourage students to work independently to complete the projects. Projects are

also useful in developing problem solving and research skills among the students.

Problem Solving:-

* The faculty members use the case study method to encourage students to study the practical application of the theoretical concepts. Institute subscribes to ProQuest, an e-database which allows the faculty members and students to access Harvard Business Review.
* Simulation exercise, in-basket exercises and various management games such as negotiation game, encourage the students to critically think, analyse and find rational solutions to the problems, thus presented.

File Description	Document
Any additional information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 11

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 29.73

2.3.3.1 Number of mentors

Response: 11

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

* The Institute promotes an environment to teachers to put in their best. An environment with academic and research freedom promotes innovative approaches in teaching and learning. The environment in classroom promotes interactions amongst students and teachers and is conducive to

promote innovation and creativity.

- "Creativity and Innovation Management" is taught as a part of syllabus of Semester III of Part-time MBA course. This subject was also taught to MMS Semester IV as a part of syllabus till academic year 2015-16.
- Dr. Sucheta Pawar asked the students to build and write a case study related to "Managerial Economics" after arranging a guest lecture on "How to Write a Case Study" by Dr. Kavita Laghate, Director, Jamnalal Bajaj Institute of Management Studies.
- To give students a feel of experience of working in different areas, simulation exercise and in-basket exercises are conducted, wherever they deem fit.
- Brainstorming is encouraged among students while teaching them various behavioural concepts such as team work, conflict management, motivation, devising marketing strategies, branding, and retailing.
- Screening of videos and movies along with briefing and debriefing sessions, are conducted by faculty members, which are followed by interactive sessions with students for better understanding of management concepts.
- Students are encouraged to discuss current affairs issues to management subjects in the class.
- Management games are conducted to improve analyzing skills, to enable quick decision making, to make students cooperative and team players, and to give them long lasting impressions of the subjects, which they have learnt inside classrooms.
- In its pursuit of encouraging entrepreneurial talent, the Institute has established COEI. Few of our students take up projects with COEI as part of their curriculum. This results in nurturing and developing their entrepreneurial talent and skills and also strengthening COEI. An "Ideation & Avocation Centre" of PTVAIM's COEI facilitates staff and sudents to relax themselves and come up with newer ideas, using their creative and innovative skills.

File Description	Document
Any additional information	[View Document]

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 75

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document]
List of the faculty members authenticated by the Head of HEI	[View Document]

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 16.4

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	2	2	2	01

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 7.85

2.4.3.1 Total experience of full-time teachers

Response: 86.4

File Description	Document
Any additional information	[View Document](#)

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	00	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the

last five years

Response: 6.25

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	01	2

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The Institute follows the guidelines related to examinations as per the University of Mumbai. The pattern of Evaluation in each subject is divided into two components viz. Semester-End Examination and Internal Assessment.

For each subject of 100 marks:

Semester-End Exam = 60 Marks

Internal Assessment (IA) = 40 Marks

A student has to pass separately in both of the above components separately i.e. he/she needs to score 50% marks in the Semester End Examination AND 50% Marks in the Internal Assessment.

We follow the continuous internal evaluation where in the candidate is given ample of opportunities to showcase his abilities, skills and knowledge of the subject. It also helps us to conduct examinations in diverse way so that the student gets best opportunities to perform better.

Till A.Y. 2015-16 the University gave full freedom to the affiliated Institutes to decide and implement their own internal assessment criteria. To ensure the quality of internal assessment is maintained and standardized, the Institute started the system of Mid-Semester Examinations (Mid-Term Exams) which is usually conducted for all the subjects of Master of Management (MMS) in each semester, after the completion of about 40% of the subject syllabus. This Mid-Term Examination carries 20 marks. This is to maintain standardization and to monitor the progress of the students throughout the semester. The dates of

this Mid-Term Exam are declared well in advance i.e. 14-21 days before their exam. The faculty members were given the liberty to decide the parameters for internal assessment for remaining 20 marks.

Each Faculty member has to compulsorily declare the internal assessment components and their weightage in the teaching plans before the commencement of the semester and the same in announced in the class by the respective faculty member in the first session of the subject itself. Further a copy of this teaching plan is made available in library for the reference of students and others anytime.

For the Part Time courses, the Institute requests the respective faculty members to conduct a class test of 20 marks and the dates of these tests are communicated to the students well in advance i.e. 7-14 days before their exam.

From the academic year 2016, the University of Mumbai has provided clear guidelines of the internal assessment components with the introduction of its Restructured and Revised Syllabus under the Credit Based Semester & Grading System for MMS. Under this the internal breakup of the 40 marks of Internal Assessment is as follows:

Attendance and Class Participation = 10 Marks and Minimum Three criteria to be picked up from below (30 marks):

- Mid-Term Test (Min 1)
- Group Presentations
- Role Plays
- Case Studies
- Assignments
- Projects
- Quizzes

File Description	Document
Any additional information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

As per the University of Mumbai guidelines, we follow a pattern of Evaluation wherein each subject is divided into two components viz. Semester End Examination and Internal Assessment

For each subject of 100 marks:

Semester End Exam = 60 Marks

Internal Assessment (IA) = 40 Marks

A student has to pass separately in both of the above components separately i.e. he/she needs to score 50%

marks in the Semester End Examination AND 50% Marks in the Internal Assessment.

From the academic year 2016, the University Of Mumbai has provided clear guidelines of the internal assessment components with the introduction of its Restructured and Revised Syllabus under the Credit Based Semester & Grading System for MMS. Under this the internal breakup of the 40 marks of Internal Assessment is as follows:

Attendance and Class Participation = 10 Marks and Minimum Three criteria to be picked up from below (30 marks):

- Mid-Term Test (Minimum 1)
- Group Presentations
- Role Plays
- Case Studies
- Assignments
- Projects
- Quizzes

In order to ensure continuous assessment of the performance of the students throughout the semester, following measures are undertaken by the Institute:

1. The Internal Assessment components for each subject are communicated to the students via:
   1. Teaching Plans provided by the respective faculty member which is made available in the library for the reference of the students.
   2. Internal Assessment components are announced and explained in the class by the individual faculty member in their first session itself.
2. A common Mid-Semester Examination weighing 20 marks is conducted for all the MMS course subjects after the completion of about 40% of the subject syllabus and the time-table of this examination is declared 14-21 days in advance. The portion to be studied for the mid-semester examination is announced by the individual faculty members.
3. As per the University guidelines, the affiliated Institutes are directed to keep Class Participation & Attendance as a compulsory component in the Internal Assessment. The Institute maintains and monitors attendance records of all students and students who are falling short of attendance are called along with their parents or guardians for counselling by the Director and the Dean - Academics.
4. The Institute strives hard to ensure all its students perform to the best of their abilities, skills and knowledge in their internal assessment and students who do not perform well enough to score the minimum required marks to pass the internal assessment are counselled and given additional assignments, projects, case studies by the respective subject teachers.

File Description	Document
Any additional information	[View Document](#)

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

After the conduction of the semester end examination, the results of which are declared within 45 days as per the university rules, these marks are displayed on the notice board.

A notice is also put up on the notice board that any student can apply independently for:

1. Re-evaluation of the Marks awarded for as many subjects as he/she desires

OR

2. Procurement of the Photocopy/Xerox of the answer sheet of any subject for as many subjects as he/she desires

OR

3. BOTH

The candidate can request for re-evaluation of the marks awarded to him/her AND/OR Photocopy of his/her answer books of as many subjects he/she desires, in not more than seven days from the declaration of the result. The candidate is expected to apply for the same by submitting a duly filled prescribed form which is available with the administration office along with a non-refundable fee as prescribed by the University and the students belonging to the reserved categories are granted 50% concession in the fees as per the applicable rules of the University.

On receipt of an application for the procurement of the photocopy of the answer sheet by the student, the institute strives to provide the concerned photocopy to the student at the earliest. In any case, the Institutes provides the candidate with the photocopy of the concerned answer sheet within Fourteen (14) working days from the date of the receipt of the application.

In case the student finds any discrepancy in his/her answer book photocopy, the student is allowed to apply to the Director within Three (03) working days for the:

1. Mistake in totalling of the marks
2. Non-assessment of a question / sub-question if required

In case of such an eventuality, the Director ensures the rectification of the marks without charging any further fee from the student.

The student can apply for revaluation of his/her marks in as many subject as he/she desires.

The Director appoints a Second Examiner to evaluate the answer books which have been effect to the change in the original marks on revaluation are given as under, as per the prescribed rules of University of Mumbai:

1. The marks obtained after revaluation shall be accepted if the marks awarded as a result of revaluation result in an Increase or decrease by ten percent (10%) or more than the maximum marks

assigned to that paper and the original marks are treated as null and void.

2. Notwithstanding the above, the marks obtained after revaluation shall be accepted if the candidate gets the benefit of passing the subject/examination with or without the grace marks.

The institute accepts the applications of revaluation and/or photocopy for all courses offered.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The Director along with the Dean – Academics, releases the Calendar for the academic year before the commencement of the course. In this Academic Calendar, the following dates are incorporated:

1. Date of the commencement of the semester.
2. Date of the Mid-Term Examinations.
3. Date of the Semester End Examinations.
4. Last date of the submission of the Internal Evaluation Marks by the faculty members for their respective subjects.
5. Last date of the submission of the External Evaluation Marks by the faculty members for their respective subjects.
6. 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 on the timely conduction of the Mid-Term Examinations as per the Academic Calendar.

File Description	Document
Any additional information	View Document

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 on website and communicated to teachers and students

Response:

University of Mumbai specifically outlines the program, program specific, course objectives and the course

outcomes in its syllabus copy.

This copy given by the University bearing the course outcomes and objectives is made available on the following forums:

1. University Website
2. Institute Website
3. Copy of the syllabus is in the Institute Library

Further each faculty member is requested to prepare each the objectives and the outcomes for his/her subject and the same is requested to be made a part of their teaching plan.

The respective faculty member also communicates the objectives and the outcomes of his/her subject to the students.

This teaching plan is then kept in the library and made available for the reference of all.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

University of Mumbai specifically outlines the program, program specific, course objectives and the course outcomes in their syllabus copy.

The Dean-Academics ensures that the program outcomes, program specific outcomes and course outcomes are clearly communicated to the faculty members.

The teaching plan is prepared by the faculty members in a way that these outcomes are incorporated for each subject.

The Dean-Academics regularly checks the progress of the course subjects taught by each faculty members and a register is maintained wherein faculty members note the subject topics covered.

Since the institute follows the continuous evaluation process, it tests the students' knowledge of the subject and thus attainment of the program outcomes, program specific outcomes and course outcomes by:

- Mid-Term Test (Minimum One)
- Group Presentations
- Role Plays

- Case Studies
- Assignments
- Projects
- Quizzes

This is then followed by the Semester End Final Examinations wherein students' are again tested for their courses.

In case it is found that the student is not up to the mark for the minimum outcomes of the 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 standards.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 96.97

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 128

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 132

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.78

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	0	0

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 9.09

3.1.2.1 Number of teachers recognised as research guides

Response: 01

File Description	Document
Any additional information	[View Document]

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 59

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

PTVAIM established COEI in 2015-16. It began its journey by organizing boot camp facilitated by Dr. Kaustubh Dhargalkar, Mentor at Centre for Innovation Incubation and Entrepreneurship (CIIE), IIM-Ahmedabad, for students with business ideas in association with National Entrepreneurship Network (NEN). It led to 6-7 business ideas generated by PTVAIM students including "Sanskar Puzzle" by our student Mr. Mitesh Chalmela that secured 2nd Position with Silver Medal at 28th AIMS CONVENTION–2016.

COEI organized National Conference on 'Be a Job Creator…..not a Job Seeker' - from perspective of Start-up India, on January 21, 2017 in which 12 industry stalwarts including Mr. Rajiv Vaishnav ? Head Reliance Generation Next, Mr. Ravi Tyagi ? MD & CEO, SIDBI Venture Capital among other eminent professionals, shared their knowledge with participants, related to risks & opportunities of doing business, funding opportunities in an existing start-up eco-system. Mr. Harish Mehta, MD-Onward Technologies was the key-note speaker. About 120 students of different institutes participated in the conference. Reliance Jio web telecasted the event. Post conference, counselling of in-house students with business ideas was started by two in-house faculty members, Director and one industry expert. COEI organized a Business Plan Competition: 'Wings2Vision', during September 2017?January 2018 for current undergraduate and post graduate students of colleges run by PTVA. It was a training based competition where 55 selected candidates on the basis of test & panel interview out of 100 total candidates, were trained. Training consisted of one-to-one counselling by industry expert and 'Entrepreneurship Development Workshop' on 9th & 10th January 2018. Eight industry experts interacted with participants. Post workshop, competition was held on 12th & 13th January 2018. Three winners were given prizes of INR 1 Lakh, INR 75,000 and INR 50,000 respectively. Fourth team was given INR 10,000 as prize of appreciation. Post Wings2Vision, PTVAIM continued handholding of ideas which reached till final round of Wings2Vision, by setting up Incubation Centre in 2018 that was inaugurated at the hands of Hon'ble Vice Chancellor of University of Mumbai, Prof. Dr. Suhas Pednekar.

Stalwarts from diverse fields such as Banking, IT, Bio-technology, Law, and Finance among others, are associated with COEI as mentors. They guide our budding entrepreneurs in the areas that are vital for a start-up or a business covering topics such as Idea Generation and Opportunity Scanning, Feasibility Analysis, IPR, Raising Capital for Business, Business Evaluation from Investor's Perspective, Modern Avenues of Business Building and Building Brands.

COEI is honoured to be one of the **Institutional Innovation Councils** (IIC) under **MHRD Innovation Cell (MIC).** Innovation Cell is MHRD's recent initiative established at AICTE with a purpose to systematically foster the culture of Innovation in all Higher Education Institutions (HEIs) across the

country.

Various activities that are planned/are being planned by COEI are aligned with the objectives of MIC such as Pre-incubation Programme and Entrepreneurship Development Programme in 2018-19, Faculty Development Programme and "Wings2Vision, Chapter 2" for students of Mumbai in coming years. COEI is now going one step ahead from PTVA family to society at large.

File Description	Document
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 2

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	00	00	00	00

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 1

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.88

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
09	01	00	00	00

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.23

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in

national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	08	00	01	00

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

PTVAIM has conducted variety of activities every year undertaken to sensitise students about various social issues.

- **Environment Rally** was organized on January 30, 2014, in Vile Parle East, in the vicinity of the institute covering M.L.Dahanukar College of Commerce & Sathaye College in order to generate environmental consciousness among students. Director Dr. Harish Kumar S. Purohit highlighted the importance of energy conservation and resource optimization by adopting Kaizen principles and staff and students planted saplings on the day.
- **Swachh Bharat Abhiyan Rally -** On November 29, 2014, our students took out a rally to promote the concept of keeping our country 'Clean'. The students prepared impressive & impactful posters and banners on the theme and performed an eye catching Flash Mob on the resounding beats of the Nashik Dhol.
- During same academic year, Our Institute was a venue partner with HDFC Bank for their CSR initiative, and organized a **Blood Donation Camp** at our premises on December 5, 2014.
- **Arth-Janiv 2015** - An Exhibition in Financial Literacy: The students & teachers of Finance Department of PTVAIM organized "ArthJaniv"…the Finance Exhibition in association with Investor Guidance Cell of Lokmanya Seva Sangh, Vile Parle on October 10, 2015 to create awareness about financial issues. The exhibition had 10 stalls, covering areas of financial spectrum which were manned by Finance Specialization students of the Institute. Arth Janiv was a joint venture between PNB Asset Management Company & PTVAIM Each stall had informative material that was carefully developed by faculty members & students of this Forum.
- **One day workshop on "Being a Prudent Investor"** was organized by the Institute jointly with National Securities Depository Limited (NSDL) on Sunday, April 2, 2017. It was one day joint certification seminar conducted by PTVAIM and NSDL for 50 participants from the area between Vile Parle to Dadar.
- In the year 2017-18, 34 students and 3 faculty members joined hands with **Isha Foundation** for

Nation-wide campaign to create awareness to **'Save Rivers'**. Post the campaign, save rivers policy document draft was submitted to Prime Minister.

- The institute joined with '**Ahaan Foundtion' as "partners for Change**" at Responsible Netism 2nd National Cyber Psychology Conference 2018 themed Building Cyber Hygiene. Ten students of PTVAIM assisted the NGO in organizing the event.
- Three teachers and three students of the institute initiated a **Fund Raising Campaign to support programmes of Impact India Foundation** for reduction of disability through cure and prevention.
- **CSR projects** were done by semester four students **with different NGOs** under the guidance of faculty members.
- **A One Day state level conference**, funded by State Commission on Women was organized on "RELEVANCE OF FINANCIAL LITERACY IN WOMEN EMPOWERMENT" on 26th March 2018. The conference had two sessions. Session one was on 'Women Empowerment and Financial Awareness'. Second panel discussion was on 'Women Entrepreneurship and its financial aspects'. The conference was attended by 200 participants who were students, outside college faculty members and women entrepreneurs of 'Amhi Udyogi' from different parts of Maharashtra had attended the conference.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 3

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	0	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 11.88

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
163	17	12	00	00

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 10

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	02	01	01

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)
Copies of collaboration	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 4

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	00	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The Institute has nine classrooms, two tutorial rooms and one seminar hall cum auditorium which are well-equipped with teaching-learning facilities such as desktop computers, whiteboards, LCD projectors, Audio Visual aids, internet facility etc. Institute keeps updating the facilities as and when required. Wi-Fi facility is available with an internet bandwidth of 50 MBPS in the campus.

PTVAIM's Centre of Entrepreneurship & Innovation (COEI) inaugurated its Incubation Centre on August 21, 2018. The Incubation Centre of approx. 650 sq. ft. area has workstations of 14 seats, individual drawers, soft boards, white boards, laptop connections, and 14 lockers for activities to be carried out by 5 to 7 business teams. The Centre has administrative office for three administrative staff, one reception counter and two meeting rooms with capacity of 5 to 6 people each. The Centre provides WiFi of 50 MBPS speed. COEI also provides a separate 'Ideation-Avocation' Centre for business teams, which is fully air conditioned with space and furniture for 12 to 15 students and has WiFi, TV screen and games.

Institute's Computer Centre is well equipped with 103 computers, a LAN and an LCD projector. The Research Centre of the Institute has three computers and the Centre of Entrepreneurship & Innovation has one computer made available for the student usage.

IT infrastuture of our institute is equipped with latest licensed software such as:

1. Microsoft Windows OS
2. Microsoft Office
3. SPSS
4. Orell Language Lab
5. R Software
6. Kaspersky Anti-Virus

The Institution also has subscription to databases such as:

1. CapitaLine
2. Proquest
3. J-Gate

The Institute Library & Information Resource Centre (LIRC) has a rich collection of 9829 barcoded books with 2964 titles, over 3800 international and national e-journals, over 20000 e-Books along with 500 CD-ROMs. The Institute has subscription to e-databases, e-journals, e-books, magazines & journals to promote overall development of the students and faculty members. It is equipped with 10 computers, SLIM software and one photocopier and scanner machine.

The campus hosts a centralized air conditioned, multipurpose seminar hall cum auditorium with a seating

capacity of 250 people and a greenroom. It is adequately equipped with latest technology equipment with sound systems, audio-video facility, Internet facility and an LCD projector to facilitate Guest Lectures, Seminars, Conferences and Workshops.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The Institute values health and well-being of its students and staff. Hence it encourages their participation in various activities and provides them with necessary facilities.

- **Sports facilities (Indoor Games):**

Institute has following equipments available for Chess, Carrom and Badminton, and students are encouraged to use them in their free time in campus:

Equipment	User Rate		
	2018-19	2017-18	2016-17
One complete set Carrom Board and keys	103	301	217
Two Badminton Racquets and shuttlecocks	24	63	38
One set of Chess Board and keys	09	--	--
Business/Monopoly	02	--	--

- **Sports facilities (Outdoor Games):**

Institute has following equipments available for Football and Cricket. Students are encouraged to use them in their free time in campus:

- One Football
- One Cricket Bat
- Four stumps
- Six balls

Equipment	User Rate		
	2018-19	2017-18	2016-17

Cricket Bat	43	86	37
Football	14	--	--

Vaman Dubhashi Maidan is very close to the Institute i.e. in 100 metres vicinity from the Institute and is used for various competitions such as Rink Football, Volleyball, Football, Kho-Kho, Kabaddi etc.

Gymnasium

Parle Tilak Vidyalaya Association (PTVA), the parent body of the Institute, has built a separate building for Gymkhana for our institute & Dahanukar College, which became operational from 21st June, 2015, before that we had it in our campus. This Gymkhana has equipments for Indoor Games like Carrom, Chess and Table-Tennis. It also has Gymnasium at the basement and is equipped with weight training instruments such as Arm Curl, Leg Curl, and Chest Press.

Area of Gymkhana – 2087 sq. feet. (Carpet Area - 132 sq. mtrs.)

The user rate is as under:

Year	People visited (User rate)
2017-18	23000
2016-17	31000
2015-16	9000
2014-15	1400
2013-14	2250

- **Yoga**

Institute organises workshops on Meditation, Yoga, Wellness where qualified teachers and mentors interact with students and staff members, such as 'Upa Yoga' and 'Yoga – A way of life'.

- **Cultural Activities:**

Institute hosted its own inter-collegiate event 'Aavega' for three consecutive years in which students performed and participated in dance, singing, cultural events, team building games, sports, etc. It also conducts activities such as Traditional Day, Ras Garba, Teachers Day, etc. Staff members also play an active role in organising such events.

Every year the Institute welcomes new batch of students for MMS stream by organising 3-4 days orientation program in which team-building activities such as Ice-breaking sessions, Treasure Hunt, etc. to familiarise new students with each other, with teaching & non-teaching staff members and with Institute's premises.

Institute holds degree distribution ceremony for full-time and part-time management students who successfully completed their course in previous year. On the same day, an Alumni meet is also hosted which gives opportunity to current year students and alumni to mingle with each other and indulge in dancing, singing, skits/role play, etc.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 8.3

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
14.5	08	11.5	15	03

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Library & Information Resource Centre (LIRC) has a rich collection of 9829 barcoded books along with 2964 titles covering subjects such as, Business Management, Law, IT and related areas. The Reference Section of the Library has varied collection of Dictionaries, Handbooks, Rare Books on Various aspects of Management studies and related areas. The Periodical section of the Library covers more than **50 national and international journals**. Various reputed magazines and UGC recommended journals are subscribed regularly by us. Our library boasts of a large- database that comprises over 3800 international and national e-journals and over 20000 e-Books along with 500 CD-ROMs. The e –Resource section plays vital role in academic research. This keeps our students and staff abreast about the global corporate environment, thereby enhancing their knowledge. LIRC has been subscribing following e – databases:

1. e – journal Databases (02): ProQuest[ABI/Inform], J-Gate
2. e – Database (01): Capitaline

LIRC has account with National Digital Library. It has created an account for **anti-plagiarism software URKUND** with the help of INFLIBNET (UGC Autonomous Inter University Centre). LIRC has collection of NPTEL **(National Programme on Technology Enhanced Learning, Ministry of HRD, Government of India)** DVDs which contains lectures series of eminent professors from various IIMs and IITs. In addition to this, it has collection of **AMA (Ahmedabad Management Association)** DVDs on various management related subjects.LIRC has membership with **e– shodhsindhu**, a consortium for Higher Education Electronic Resources, an Initiative by **Ministry of HRD, Government of India.**

LIRC is automated using Integrated Library Management System (ILMS)

Name of the ILMS Software: SLIM–21 (System for Library Information and Management)

Nature of Automation: Full

Version: 3.5

Year of Automation: Since 2009

Sr. No	Year	Description–SLIM Software	Amount Rs.
1	2017-2018	A.M.C	24780
2	2017-2018	WebOPAC Purchased	44528
3	2016-2017	A.M.C	24045
4	2015-2016	A.M.C	39000
5	2013-2014	Single Visit Cost	5000
6	2009	Purchased Cost	140000

In addition to the above, Institute also subscribes for e–journals, e–databases & e-books. Details are as follows:

Sr.No	Particulars	Name of Product	
1	E-books	ProQuest	
2	E-Journals	ProQuest, J-gate	
3	E-Database	Capitaline	

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Sr. No.	Name of the Book/manuscript	Publisher	Author	Copies	Ye pu
1	Age of Discontinuity	Pan Books	Drucker, Peter	1	19
2	Motion & Time Study	Taraporevala Pvt.Ltd	Niebel, Benjamin	1	19
3	Theories of Management	Mcgraw hill Kogakusha	Miles, Raymond	1	19
4	Art of Japanese Management	Simon & Schuster	Pascale, R& Athos, A	1	19
5	Principles of Management	South – Western Pub. Company	Sisk, H.L	1	19

6	Management	Collier Macmillan Ltd	McFarland, Dalton	1	19
7	Economics	Allyn & Bacon Inc.	Dye, Moore, Holly	1	19
8	Handbook of Management	Weidenfeld & Nicolson	Kempner, Thomas	1	19
9	Perspective Management	Lalvani Pub.	Murty, V	1	19
10	Classics in Management	Taraporevala Pvt.Ltd	Merrill, Harwood	1	19
11	Management Principles	Hutchinason	Puckey, Walter	1	19
12	Essays in Monetary Economics	Allen & Unwin Ltd	Johnson, Harry	1	19
13	Principles of Personnel Management	Mcgraw hill Kogakusha	Flippo, Edwin	1	19
14	History of Management Thought	Prentice hall of India	George, Claude	1	19
15	Advertising	Houghton Mifflin Company	Kirkpatrik	1	19
16	Classical Economists & Economic Policy	Methuen & Co. Ltd.	Coats, A.W	1	19
17	Principles of Management Finance	Harper & Row Pub	Gitman, Lawrence	1	19
18	Principles of Marketing	Holt, Rinehart &Winston, Inc.	Buskirk, Richard	1	19
19	Vedic Mathematics	Motilal Banarsidass Pub.	Swami Sri Bharatikrisna Tirthaji	1	19
20	Parkinson : The Law	Houghton Mifflin Co.	Parkinson, C.N	1	19
21	Dr. Babasahab Ambedkar: Writings & Speeches	Govt.of Maharashtra, Higher Education Dept.	Govt.of Maharashtra, Higher Education Dept.	Set of volumes	7 19
22	Fourth Eye	Wheeler & Co	Khandwala, Pradip	1	19
23	World Development Report: Reshaping Economic Geography	World Bank	World Bank	1	20
24	Oxford History of Indian Business	Oxford	Tripathi, Dwijendra	1	20
25	Horizons: The Tata – India Century 1904-2004	India Book House	Aman Nath & Vithalani, Jay	1	20
26	Mumbai: Human Development Report 2009	Oxford University Press	Oxford	1	20
27	Global Sustainable Development Report 2015: Climate Change & Sustainable Development	Oxford University Press	Oxford	1	20
28	In search of a Good Doctor	Akshar Vyavasthapan	Dr. Deshmukh, Snehalata	1	20
29	India Development Report 2015	Oxford University Press	Mahendra Dev	1	20

List of Special DVD's available in LIRC

Sr. No.	Name of the Video's/DVD's	Publisher	Copies	Year of publishing
1	Marketing Management	N.P.T.E.L Ministry of	1	2016
2	Service Marketing: Practical	H.R.D.Govt. of India	1	2016

	Approach			
3	Organisational Behaviour		1	2016
4	Principles of H.R.M		1	2016
5	International Business Communication		1	2016
6	Business Ethics		1	2016
7	Managerial Economics		1	2016
8	Foundation Course Managerial Economics		1	2016
9	Strategic Management		1	2016
10	Corporate Social Responsibility		1	2016
11	Dil at Work	A.M.A.	1	2013
12	Extraordinary Managerial Lessons from Ordinary Stories		1	2014
13	International Business opportunities		1	2013
14	Leading Change and Growth in a Family Business.		1	2014
15	Limited Life to Chase Unlimited Money		1	2014
16	Motivation - The Driving Force		1	2014

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 8.17

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
6.86	10.10	13.04	5.42	5.43

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 12.72

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 43

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Institute's IT infrastructure is equipped with 150 personal computers adequately supported by 50 MBPS dedicated internet bandwidth through M/s. Hathway Broadband & M/s. Sudarshan Cable Network.

Over the last five years the internet speed was upgraded to 50 MBPS which is accessible by all students and staff members through 150 personal computers and is also accessible on their personal mobile device, tab, and laptops via Wi-Fi.

Understanding the importance of fast computer processing and better user experience while working on a computer, the RAM Chips of 26 personal computers were upgraded from 2GB memory to 4GB in June 2017 & February 2018.

10 new personal computers were procured in May 2014 which already had an embedded 4 GB RAM.

LCD Projector in the Computer Centre facilitates faculty members to conduct lectures there. All classrooms are equipped with state-of-the-art IT facilities like a Computer, LCD Projector, Internet connectivity & Speakers).

The details of IT facilities are as follows:

Sr. No.	Particulars	Quantity
1	Director cabin	01 Laptop, 01 PC for C
2	Faculty	11 PCs
3	Admin staff	07 PCs
4	Library & Information Resource Centre	10 PCs
5	Classrooms	10 PCs
6	Exam Control Office	01 PC
7	Computer Centre	103 PCs
8	Research Cell	03 PCs
9	Placement Cabin	01 PC
10	Office	01 Laptop
11	COEI	03 PCs
11	LCD Projector	11

12	Mikes	8	
13	Screen (Classrooms, Auditorium, Computer centre)	11	
14	Speakers	4	
15	Audio-visual capturing facility –Handycam and Camera	1 Handycam & 1 DSLR C	

The Institute's Computer Centre is well-equipped with a wide range of latest licensed software.

Our Institute has created an account of anti-plagiarism software, URKUND through INFLIBNET (Information & Library Network Centre) of UGC in order to strengthen the quality of research article/papers.

There is also a language lab (Orell Software) of M/s.Orell Technosystems India Pvt. Ltd. available to students. The Institute subscribes to various database softwares like e-Journals from Pro Quest and J-Gate and E-Books from ProQuest, finance software - Capitaline for analysing financial data.

Details of software:

Software	Quantity	
Windows XP Professional	02	
Office 2007 Professional	04	
Windows 7	02	
Windows Vista	01	
Language Lab Software	01 (for 25 users)	
Kaspersky Internet Security *Antivirus Is Updated Every Three Yearly Basis.	51 (for 152 users)	
Windows 8.1	150	
Ms Office Professional Plus 2013	150	
TallyERP 9 *Annual Maintenance is with M/s Mark IT Solutions Pvt. Ltd.	01	
SPSS (Statistical Package For Social Sciences) SOFTWARE – Procured from IBM	10	
Bio-Metric Attendance	01	
SLIM (System For Library Information Management) SOFTWARE (Web OPAC version)	01	
EXAM and Admission-Attendance Module From M/s Khushi Software	01	
E-TDS Wizard Software *Annually We Procure From M/s Tax Print Sales Corporation	01	

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 3	

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 35-50 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 84.71

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
109.96	103.24	121.11	110.86	72.76

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

PHYSICAL INFRASTRUCTURE & SUPPORT FACILITIES POLICY:

POLICY STATEMENT :

The Institute aims to ensure that the physical infrastructure is maintained in a manner that provides a safe, reliable and secure environment.

The Physical Infrastructure:

The key objectives of the Building Maintenance & Repairs (BMR) Policy are to –

- Specify minimum requirements for the management of maintenance.
- Ensure that building assets are adequately maintained.
- Ensure that the buildings are managed in line with regulatory, statutory compliance.
- Ensure that health, safety and security objectives are met.
- Ensure effective maintenance at operational level.
- Ensure that the authority has necessary information for the monitoring, maintenance, condition and performance of buildings assets at an organisational level.

The institute building is fully equipped with Class Rooms, Tutorial Rooms, Seminar Hall/Auditorium, Library (LIRC), Computer Centre etc. The Institute also takes care of physically challenged students in the form of providing a ramp facility at the entrance. All the Class Rooms, Tutorial Rooms, are well equipped with Air Conditioners, LCD Projectors, Chairs, Tables, Computers & Internet/Broadband facility. Director's cabin, Faculty area, Administration office area, Library (LIRC), Computer Centre, Placement Cell, Research Cell are well-equipped with Computers, Internet & Wi-fi facility.

The Institute has formed the Building and Maintenance Committee, which includes teaching and non-teaching staff members including peon in order to facilitate the smooth functioning of the various activities which are being carried out within the premises. The details of the Committee Members are displayed on every floor. The Institute has internet facility which is being provided by 2 Internet service providers i.e. M/s. Hathway and M/s. Sudarshan Cable network.

Library (LIRC):

LIRC functions as the primary information resource and repository for all teaching and research activities at the Institute. Apart from textbooks and recommended reading material prescribed for each course

offered by the institute, it houses a growing collection of research reports, reference works, handbooks, case studies and so on. The well-furnished, air conditioned and Wi-Fi enabled LIRC is located on 1st floor of the Institute. It has a rich collection of 9829 barcoded books along with 2964 titles covering subjects such as, Business Management, Law, IT and related areas. The Reference Section of LIRC has varied collection of Dictionaries, Handbooks, Rare Books on various aspects of Management studies and related areas. The periodical section of the LIRC covers more than **50 national and international journals**. Various reputed magazines and UGC recommended journals are subscribed regularly by us. Our LIRC boasts of a large- database that comprises over 3800 international and national e-journals and over 20000 e-Books along with 500 CD-ROMs. The e –Resource section plays vital role in academic research. This keeps our students abreast about the global corporate environment, which helps in enhancing their knowledge. LIRC has been subscribing following e – databases:

1. e – journal Databases (02): ProQuest [ABI/Inform], J-Gate
2. e – Database (01): Capitaline

LIRC has account with National Digital Library. It has created an account for **anti-plagiarism software URKUND** with the help of INFLIBNET (UGC Autonomous Inter University Centre). It has collection of NPTEL **(National Programme on Technology Enhanced Learning, Ministry of HRD, Government of India)** DVDs which contains lectures series of eminent professors from various IIMs and IITs. In addition to this, LIRC has collection of **AMA (Ahmedabad Management Association)** DVDs on various management related subjects. LIRC has membership with **e– shodhsindhu**, a consortium for Higher Education Electronic Resources, an initiative by **Ministry of HRD, Government of India.**

LIRC follows an open access system encouraging the user to browse freely in the stack area.

Computer and Information Technology Infrastructure:

The Institute's Computer Centre policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the 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 the institute. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

The institute has two external hard disk drives having data storage capacity of 500 Giga Byte to 2 Tera Byte. Important data relating to various functions viz. academic, examinations, accounts and administration is stored in these hard disk drives. Data is backed up periodically every 15 days (at least once a month for teaching staff) in the portable drive (external hard disk), one of which is kept in the institute and second one at a safe location outside institute premises i.e. Pethe Safety Lockers (P) Ltd.

Data is backed up to provide disaster recovery and for future retrieval.

Support Facilities:

In order to support quality education in safe environment, there is a detailed policy for maintenance of support facilities like:

a) Lift

b) Air Conditioners

c) Cafeteria

d) Security

e) Housekeeping

f) General Requirement Policies:

1. **Fire**
2. **Safe Drinking Water**
3. **First Aid facilities**
4. **Garden**
5. **Borewell / Underground stored water**

File Description	Document
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 21.86

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
76	72	61	56	61

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.12

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

   1. For competitive examinations
   2. Career counselling

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 54.42

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
203	149	182	143	134

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 67.15

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
218	206	202	179	193

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 56.32

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
82	81	76	62	70

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 6.25

5.2.2.1 Number of outgoing students progressing to higher education

Response: 8

File Description	Document
Details of student progression to higher education	[View Document]

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	00	0	00	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	1	0

File Description	Document
Upload supporting data for the same	[View Document]
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document]

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) during the last five years.

Response: 0

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

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 and academic as well as administrative bodies is considered to be very important for the growth and development of the Institute.

All committees prescribed by AICTE, DTE and University of Mumbai such as College Development Committee, IQAC, Anti-ragging Committee, ICC, Maitri Sangha, are formed as per their guidelines mentioned and have students representatives on them to voice the opinions regarding different issues related these committees 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 regarding day to day academic activities are handled by them under the guidance of Course Coordinators.

Students are also an integral part of Placement Cell, Research Cell and Centre of Entrepreneurship & 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.

File Description	Document
Any additional information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 1.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	01	02	02

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

PTVAIM Alumni Association is formally registered under The Societies Registration Act, 1860. Regn. No. 1295/2018. It was registered in the year 2018.

PTVA's Institute of Management's alumni contribute to the holistic development of the students pursuing MMS Course in the institute. Alumni get involved at various levels. They are involved in student development activities by interviewing and guiding our current students towards making a successful career. Also, they get involved in informal talks with new batch students helping them acclimatise to the MMS course and environment. Alumni also give inputs for possible changes in the curriculum.PTVA's Institute of Management encourages its alumni to contribute to the Institute by non-financial means like interacting with their juniors:

1. Pep-talks
2. Mock interviews of students
3. Providing career guidance to students
4. Providing recruiting leads for placements

The Institute organises an 'Alumni Meet' every year where alumni are invited to the institute. The current year students organise some cultural performances for them such as dance, fashion show, drama, skit, musical plays among others. This is followed by DJ and dinner.

File Description	Document
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	01	01	01	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision Statement:

"To be one of the leading, value based ethical management institutions in India that contributes to nurturing and development of managerial and entrepreneurial talent, leadership and research."

The vision focuses on nurturing and developing global corporate citizens.

Mission Statement:

- PTVAIM shall foster a culture of excellence in fields of academics, research and entrepreneurship development by:
    - collaborating with academicians and industry,
    - providing state-of-the-art infrastructure,
    - ensuring conducive work environment for professional growth & development of teaching as well as non-teaching staff members.
- It shall strive to be a continuous learning organization which is committed to the adherence of system while meeting expectations of students, employees, corporate & other stakeholders.

Institute is governed by College Development Committee and Board of Governors that comprise value-driven stalwarts from diverse fields committed to create a dynamic environment that prepares students to face complex, ever changing Corporate world and motivates them as well as the staff to remain involved in academic pursuits of their choice.

Participation of Teachers in Decision Making Bodies

- All important committees of the Institute such as College Development Committee, IQAC, WDC (ICC) and Anti-ragging Committee have teachers as the members of these committees. They are also given the responsibility to head key Cells such as Research Cell, Centre of Entrepreneurship & Innovation and Placement Cell.
- Our Director, Dr. Purohit is the member of Ad-hoc Board of Studies in Management in the University of Mumbai and has actively participated in the syllabus review of the MMS course. He also actively participates in the meetings regarding selection and appointment of paper setters and moderators for various subjects of Management faculty for the University examinations.

Aspects Considered while Formulating the Perspective Plans

Keeping pace with paradigm shift in management education worldwide, the Institute updates its resources, processes and activities continuously in order to provide learner-centric education to combine information, knowledge, skills and abilities that are required to meet diverse challenges of today's world. Aspects

considered while formulating Perspective Plan are:

1. Curriculum prescribed by University of Mumbai as a base and value additions that can be made to this curriculum to make it more contemporary, meaningful, applicable and futuristic.
2. Student centric policies and steps to raise the quality of teaching, learning and evaluation catering to needs and diversity of the students.
3. Novel policies such as 'Performance Improvement Initiative'. To promote quality in academics.
4. Developing a positive attitude towards research among students and staff members by providing support for Institute-Industry association through consultancy and extension such as research project with NSDL on financial literacy.
5. Promoting creative ideas by establishing COEI,a step towards developing "Job Creators" instead of mere "Job Seekers".
6. Principles of Governance based on ethical practices and holistic leadership to make the Institute a trusted brand in the field of Management Education.

File Description	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Institute in its endeavour to support Start-up India and to boost the entrepreneurial attitude among young minds, decided to arrange one day conference on the topic, 'Be a job creator…..not a job seeker' – from the perspective of Start-up India on Saturday January 21, 2017 under Centre of Entrepreneurship and Innovation (COEI).

Mrs. Sucheta Pawar who heads the COEI was entrusted the responsibility of organizing and executing this Conference and was appointed as its Convenor. She was given constant support and guidance by the Chief Mentors of this Conference, Mr. Mohan Tanksale – Former CMD, Central Bank of India and Former CEO of Indian Banks' Association and Mr. Deepak Ghaisas – Chairman and Chief Mentor, Gencoval Group, Mumbai, as well as the Board members of our Institute especially Honorary President of PTVA, Shri Anil Ganu and Dr. (Smt.) Snehalata Deshmukh as well as Director, Dr. Harish Kumar Purohit. Mrs. Pawar formed various groups for the purpose of this conference that comprised the teaching and non-teaching staff members of the Institute and students who looked after every detail required to make this conference successful. Mrs. Pawar was working on designing this conference for more than three months and prepared a detailed structure that included number and themes of the sessions, speakers for these sessions, etc. She discussed her plans periodically with the Management, Mentors, Director and Dean–Academics and after getting approvals/suggestions, executed them with the help of her teams. She was given the autonomy to plan this conference by the Management and she, in turn, gave the autonomy to all different groups that were executing various functions to manage this event successfully. The objectives and targets for each team were discussed and decided unanimously and each team was accountable for the effective and efficient execution of its tasks.

The conference was a great success with Mr. Harish Mehta, Chairman of Onward Technologies and Co-

founder of NASSCOM gracing it as a Key-note speaker and 12 industry stalwarts engaging in the panel discussion on various topics relevant to our theme. 120 students from various other colleges benefited by attending this conference besides participants of PTVAIM. The conference was webcasted live by Reliance Jio.

This kind of autonomy and participatory style of management is practised at our Institute for various activities and teams are formed for such purpose that in turn takes the complete responsibility of handling and executing these tasks under the leadership of faculty member/s who is made in-charge of such events.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective/Strategic Plan of the Institute cover following areas:

1. Sustainable development of the campus through Green Initiatives
2. ISO Certification
3. COEI & Incubation Centre
4. NAAC Accreditation
5. Permanent Affiliation
6. Research Centre
7. Autonomy of the Institute

In keeping with its mission which aims to foster a culture of excellence in the fields of academics, research and entrepreneurship development, PTVAIM's Board of Governors decided to apply for ISO 9001:2015 certification in the meeting held on December 22, 2016.

Gadgil Enterprises was appointed as a consultant for this purpose and CA Anil Ganu – President of PTVA, Dr. (Smt.) Snehalata Deshmukh – Board Member of PTVA, Dr. Harish Kumar Purohit – Director of PTVAIM and Dr. Tejashree Deshmukh – Dean-Academics of PTVAIM held multiple meetings with Mr. Prakash Gadgil of Gadgil Enterprises to understand the process of ISO 9001:2015 and the parameters on which an institution is evaluated for this purpose. Dr. Purohit was appointed as a Management Representative for ISO 9001:2015 by PTVA.

An internal audit was conducted at the Institute by Mrs. S. P. Gadgil of Gadgil Enterprises on July 15, 2017 and a report was submitted to the Institute on July 26, 2017. Based on the observations of this report regarding compliance and/or area of improvement, the Institute began to strengthen its systems and processes in the areas of i) Customer Care, ii) Leadership, iii) Engagement of People, iv) Process

Approach, v) Improvement, vi) Evidence-based Decision Making and vii) Relationship Management.

Management Review Meeting was held on April 20, 2018 to assess the level of preparations of the Institute for an ISO Audit by an authorized ISO agency. The members deliberated over various certification bodies and decided to contact AQC Middle East FZE as a certification body for our Institute.

An audit was conducted by AQC Middle East FZE on May 11, 2018 and an ISO 9001:2015 certificate was awarded to the Institute on May 16, 2018.

We are committed to maintain the quality of our services along with continual improvement as prescribed by ISO 9001:2015, in alignment with the vision and mission of PTVA and PTVAIM which focus on providing value based quality education to the students.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Board of Governors and College Development Committee are the apex decision making bodies formulating and governing the policies, procedures and various activities of the Institute and are headed by the President of our parent trust, PTVA. Director, being the head of the Institute, is overall in-charge of all academic and administrative activities of the Institute and is assisted by Dean-Academics and Registrar for effective functioning of these activities respectively. Most of the mandatory committees of the Institute are headed by the Director to ensure smooth and systematic working of the Institute. Librarian, Accountant and Placement In-charge report to Director to strengthen their respective areas. Centre of Entrepreneurship and Innovation (COEI) and Research Cell are two areas which the Institute focuses on, to create niche in the Management Education sector.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

One of the points discussed in CDC meeting held at PTVAIM on February 23, 2018 was **t**o contact industry experts to get the demand based projects for the Research Cell of the Institute. It was also suggested to contact *Amhi Udyogini* and NSDL in this regard. Accordingly, both these organizations were contacted by the Head of Research Cell, Dr. Sucheta Pawar and after detailed discussion with both the organizations, it was decided to carry out a research related to financial awareness among female entrepreneurs who are the members of *Amhi Udyogini*. After data collection and analysis which was done by our Research Cell wherein Dr. Sucheta Pawar was primary investigator and Dr. Tejashree Deshmukh was co-investigator, the findings of this study were shared with *Amhi Udyogini* and NSDL. After consulting both the organizations and taking note of their valuable suggestions, one day seminar on "Being a Prudent Investor" was organized by the Institute jointly with NSDL on September 27, 2018. It was one day joint certification seminar conducted by PTVAIM and NSDL for 65 female entrepreneurs of *Amhi Udyogini*, jointly designed by PTVAIM, NSDL and *Amhi Udyogini* based on findings of survey of 611 female entrepreneurs conducted by Research Cell of PTVAIM.

A meeting of Advisory Board of PTVAIM held on March 14, 2015, approved of a Finance Exhibition to be organized by the faculty members and MMS Finance specialization students. A detailed plan regarding this exhibition was presented by a senior Finance faculty member, CA Ajit Joshi and was approved by

Advisory Board after a detailed discussion on it. The event was planned keeping in mind dual objective: i) to create awareness among common people about financial issues and ii) to train and develop management skills of our students.

Accordingly, students & teachers of Finance Forum of PTVAIM under the able guidance of Director Dr. Harish Kumar S. Purohit, started working on this project and organized "*ArthJaniv*", the Finance Exhibition in association with Investor Guidance Cell of Lokmanya Seva Sangh, Vile Parle on October 10, 2015. The exhibition had 9 stalls, covering diverse areas of financial spectrum such as i) Shares, Mutual funds and Debentures, ii) Scams (How to Avoid?) iii) Careers in Finance iv) Banking v) Insurance vi) Elementary Principles of Financial Management vii) Taxation – Direct and Indirect viii) other Investment avenues (NSIC, PPF, Gold, Coins, Art) ix) Real Estate. Each stall was manned by our students and had informative material that was developed by faculty members & students. Event that was visited by more than 1000 people including 700 students, proved to be a mutually beneficial experience for the Institute as well as the society at large, and was attended by dignitaries like MLA Mr. Parag Alavani, Mr. Dilip Pethe, Mr. Anil Ganu, Dr. (Smt.) Snehalata Deshmukh, Mr. Hemant Bhatawdekar, Mr. Ashok Dhere among others. It was an Investor Education Initiative by Principal PNB Asset Management Company and was concluded with "Finance & Entrepreneurship Talk" with famous Marathi Film Personality, Mr. Sachin Pilgaonkar by CA Ajit Joshi.

File Description	Document
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

1. **Recognition of good work of the staff**– Good work done by the staff members is appreciated by giving them financial incentives as well as giving them appreciation letters.
2. **Accidental Insurance policy for Teaching and Non-teaching Staff**– Accident and Disability - Group Insurance Policy for staff members and Group Insurance Scheme of the University of Mumbai as per Department of Students' Welfare (Yuva Raksha Policy) for students are provided by the Institute.
3. **Employees' Provident Fund started for non-teaching staff (9 members)** – Facility of Employees' Provident Fund is extended to every employee of the Institute whose salary is less than Rs. 20,000/- per month.
4. **3 months maternity leave** with full pay is granted to staff members as per University of Mumbai norms, despite being the permanently no-grant basis institution.
5. **Common Celebration of birthday on a mutually decided day**–On a day convenient to all staff members, we gather in the Institute to celebrate the birthdays of members falling in that month. A cake is cut by the concerned staff members which is followed by enjoying the cake along with other refreshments, the expenses of which are borne by the Institute.
6. **Flexi working hours** – Facility of Flexi working hours is extended to the teaching staff members to help them achieve good quality of work-life balance. For the faculty members who conduct lectures

on Sundays, a weekly off is allowed on any other day of the week, as mutually agreed upon by the Institute and concerned members.

7. **Open door policy of Management** – Management of the institute practises open door policy whereby every staff member can approach the Director and Members of the Management for guidance, support, complaints, concerns, etc. which are of professional as well as of personal nature.

8. **Special leave** is granted to the teaching staff who are pursuing further studies, on request – Our Parent Trust believes strongly that the development of staff is essential for the development of students, and encourages every staff member to enhance their knowledge including pursuing further studies.

9. **Financial support for attending course work, workshops, conferences**, etc. is granted to all faculty members on request – In pursuit of developing the knowledge, skills and abilities of the staff members, they are motivated to attend various conferences, seminars, workshops, course work, etc., the expenses for which are borne by the Institute.

10. Institute has **appointed a mental health expert** who visits the Institute once a week and staff members can avail the facility, if they require her services.

11. Providing **uniforms, umbrellas, windcheaters and bicycles** to the peons.

12. **Gymkhana facility** available for staff is along with **indoor games**.

File Description	Document
Link for Additional Information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 55.93

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
08	7	4	08	4

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by

the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<u>View Document</u>
Any additional information	<u>View Document</u>

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 0

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Institute practises formal appraisal system for the teaching and non-teaching staff members. An appraisal of teaching staff is based on four criteria: 1) Teaching, Learning and Evaluation, 2) Research & Academic

Contribution, 3) Co-Curricular, Extension, Professional Development Activities, 4) Any additional work/task done during the appraisal period that the faculty member would like to mention.

Every semester a written feedback is taken from the students regarding every subject teacher who teaches them during that semester. The feedback form allows the students to rate the performance of the faculty members using following seven parameters: i) Conceptual Clarity ii) Course Coverage: Quality of the Academic Inputs & Practical Applications iii) Communication/Presentation Skill of the Faculty iv) Innovative Methods of Teaching v) Motivation & Conducive Ambience vi) Gained Greater Understanding of the Subject vii) Was encouraged to think and participate.

This feedback is compiled and discussed with every faculty member by the Director and Dean-Academics of the Institute on one-to-one basis. A plan for the growth and development of the faculty members is also discussed during such session and in case of weak feedback, the Institute tries to find out what kind of support mechanism is required to improve the performance of the concerned teacher and then such support is provided by the Institute.

Research contribution and other activities related to the growth and development of the Institute, faculty members and students are duly recognized by making them a part of appraisal system and ensures whole hearted participation of the teaching staff members in many such activities besides conducting lectures and assessing the performance of the students.

Appraisal of non-teaching staff is based on their skills, abilities and knowledge required to carry out their work effectively as an individual as well as a team player.

Utmost care is taken while assessing the performance of every employee to ensure just and unbiased appraisal for each one of them.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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.

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.

File Description	Document
Any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	00	00	00

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

PTVAIM is permanently unaided and self – financed institution. The primary source of income is tuition fee from the students. The tuition fees itself is regulated by Fees Regulating Authority (FRA) appointed by Government of Maharashtra. However, considering the infrastructure constrains and market reality in addition to strict control by FRA related to tuition fees, the Institute has to explore additional avenues of generating income. COEI is established for nurturing and developing entrepreneurial talent among students. In near future, Institute plans to start a Research Centre to inculcate research acumen among the research scholars and to encourage quality research in the frontiers of Management education and interdisciplinary areas. We plan to recruit more industry experienced faculty members to render consultancy, Management Development Programs and collaborate with other institutes/agencies to expand our offering thereby, generating additional revenue.

On the utilization side, the Institute has a robust process given below:

- In the beginning of every academic year, the budget is prepared by Institute authorities which includes recurring and non-recurring expenses.
- Budget is scrutinized and approved by College Development Committee and Board of Governors.
- Constant checks are done with regard to the funds received and the expenses incurred with the help of the admin and accounts staff.

File Description	Document
Any additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

1. *GAP Analysis:* As discussed in the IQAC meeting on March 16, 2017, a GAP analysis was done by the Institute by finding out the best practices of the top B schools in 5 important areas, i.e. Placements, Industry Interaction, Faculty Development, Research and Entrepreneurial Activities and also examining our current standing in these areas. This analysis was presented in the next IQAC meeting held on June 10, 2017 by our faculty member Mrs. Sucheta Pawar. A detailed plan to meet the contingencies in the above areas was discussed in the meeting and an actionable plan was devised accordingly. An update on these plan such as organizing FDP on "How to write a research paper", workshop on Excel for students and initiating a process of Business Plan Competition, etc. was discussed in the subsequent IQAC meeting held on September 9, 2017.

2. *Mentoring sessions by alumni:* In the IQAC meeting held on March 16, 2017, it was discussed that arranging the interactions between our current students and alumni will facilitate better understanding among the current batch about the specialization, they will be opting for and may help them select the specialization that suits them best. Accordingly, such interactions among the alumni and current batch were initiated by the placement cell of the Institute which will be an ongoing activity every year.

File Description	Document
Any additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

1. Conversion of Good SIP Projects into Research Article: As discussed in the IQAC meeting held on December 14, 2017, SIP project of MMS student, Ms. Ekta R. Savani (Batch 2016-18) was converted into a research article which she co-authored with her SIP guide, Dr. Sucheta Pawar in a peer reviewed UGC listed journal No. 47026, "An International Multidisciplinary Half Yearly Research Journal ISSN-2319-359X with impact factor 4.988 by Ajanta Prakashan on "A Study on Investor Education as a Prominent Solution for Sustainable Financial System in VUCA World"

2. Sessions to improve English language skill of the students: As discussed in the IQAC meeting held on June 10, 2017, sessions on "English Language" are now incorporated in the timetables of both years and

students are given additional input in this area, besides the scheduled lectures on "Effective & Management Communication" to improve their skills and enhance their employment opportunities.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	00	00	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Academic Initiatives:

1. **Systematic Subject Allocation:** Faculty members are required to submit their subject preference letters at least three months prior to commencement of new semester. Subject Preference grid is prepared by Dean – Academics that details subjects opted by faculty members and also the feedback of faculty members who taught the concerned subject in last two years. Feedback of the faculty member opting this subject in other areas, is also taken into consideration before actually allotting the subject.

2. **Parents' Orientation and Aptitude Calibration of Students:** In order to facilitate right choice of specialization by students, Institute organizes Parents' Orientation where faculty members of PTVAIM give information to the parents about the scope, opportunities and challenges of different specializations and also the skill-sets required for success in the concerned areas. This is followed by guest lectures by industry professionals who interact with our students to give them overview about the above mentioned points. Last step in facilitating the decision, is aptitude calibration of students which gives them clear indication if they have an aptitude for the specialization, they are opting for.

3. **Centre Of Entrepreneurship & Innovation (COEI):** To develop entrepreneurial skills and talent among our students and to encourage, guide and support young, budding entrepreneurs, the Institute established COEI in the year 2015. In last three years it has made a remarkable journey of organizing a national level conference, a business plan competition and has also set up its own Incubation Centre that can accommodate 5-7 business ideas at a time.

Administrative Initiatives:

1. **ISO Certification:** Institute received ISO 9001:2015 certification in the year 2018.
2. **Faculty Approval Process:** In the year 2014-15, Institute initiated faculty approval process and today has eight approved faculty members including Director.
3. **Digital Lockers for Students:** Our Institute was the first Institute affiliated to the University of Mumbai that organized a session by National Academic Depository to help our students open the digital accounts where they can store all their important academic records electronically.
4. **Accidental Insurance for Staff and Students:** Accident and Disability - Group Insurance Policy for staff members and Group Insurance Scheme of the University of Mumbai as per Department of Students' Welfare (Yuva Raksha Policy) for students are provided by the Institute.
5. **Safety & security of the Premises:** Premises is under CCTV surveillance to ensure safe campus for students and staff. Floor-wise evacuation plan during fire and other emergences is in place with the mock-drill for the same carried out. Institute has adequate fire safety system along with Public

Address (PA) System Back-up of all important documents are taken at regular intervals on an external hard disc stored at a safe location outside the Institute. Water potability test are carried out at regular intervals to ensure safe drinking water.

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 8

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	01	2

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
    1. Safety and Security
    2. Counselling
    3. Common Room

Response:

    1. **Safety and Security**

The entire campus is under CCTV surveillance, supported with 16 TB Hard Drives and 45 days back-up and is equipped with enough lighting arrangements. Professionally trained security personnel safeguard the campus 24x7 including female security guard.

The ladies washroom on the first floor is equipped with sanitary napkins vending machine, with the aim of providing basic sanitisation facilities to female students and staff.

      ○ **Women Development Cell (WDC)**

At PTVAIM, WDC aims to create awareness about problems faced by women. It emphasizes the importance of safety, health and hygiene among women by organizing interactions with experts from various fields including police officers, health professionals, lawyers, social activists and yoga teachers.

- ○ **Internal Complaints Committee (ICC)**

At PTVAIM, we have ICC formed to address the issues pertaining to sexual harassment of staff and students. Two *Sakhi* boxes are installed in the campus as per the guidelines of University of Mumbai. An online grievance mechanism is provided on our website where students and staff can lodge their grievances/complaints.

- ○ **Anti-ragging Committee**

Ragging is strictly prohibited at PTVAIM. Institute instructs all the students during orientation that ragging is a punishable offence and is totally prohibited at PTVAIM. It is mandatory for every student and his/her/its parent/guardian to sign an anti-ragging affidavit at the time of admission. Anti-ragging Committee has been formed to ensure campus free from ragging and keep constant vigil on student activities, and take action, if required. Anti-ragging instructions for the students are prominently displayed on students' notice boards and at other prominent locations.

2. Counselling

Director, Dean and Faculty members maintain constant interaction with students pertaining to their academics, career, personal life and overall progress. The students are also counselled by Industry experts and faculty members for choosing their academic specialisation.

For issues which cannot be handled by faculty members and require professional guidance, the services of a professional counsellor are sought, who is available in the Institute, once every week.

Interactive talk on 'Importance of Sound Mental Health for Work-Life Balance in Corporate World' by a psychiatrist focussed on role of sound mental health in striking an effective balance between work and family life.

A session on 'Cyber Hygiene' was organized in association with 'Responsible Netism'. It discussed precautions to be taken in the vast and ever changing world of social media and internet, hacking, cyber bullying, and online game addiction among others.

3. Common Room

The Institute has separate common rooms for male and female students with adequate lighting arrangement. The common rooms house facilities such as notice board, lockers, seating arrangement, indoor games, microwave oven, electrical charging points for laptops, mobiles and other electrical devices. Dustbins for disposal of dry and wet waste are available. Informative posters such as Anti-Ragging, No-Smoking, Save Electricity, Save Water are displayed in common rooms. *Sakhi* Box is placed in the Girls common room.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

    1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 1.65

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 2380

7.1.3.2 Total annual power requirement (in KWH)

Response: 144510

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 35.62

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 2.8

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7.86

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

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

An interaction on Kitchen-Waste Management by Mr. Aniruddha Deshpande (Consultant – Kitchen Waste Management) was held in the Institute on November 21, 2017 and the area for decomposting facility was identified in the Institute premises. The Institute has initiated its own composting facility for food waste.

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.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

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.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students, staff using

a) Bicycles –

Bicycle facility is provided to office boys for commuting to Trust office and daily work related to banking, stationery and miscellaneous activities in the vicinity of the Institute. Bicycles are used at least once in a week by some staff members. The Institute has facility of bicycle stand to which bicycles can be securely attached for parking purposes.

b) Public Transport –

PTVAIM is sensitive towards environment and encourages the healthy practice of using public transport wherever possible. Staff is encouraged to use shared cab services and public transport to commute daily and for official purposes. The Institute is close to Western Express Highway (NH8) and walking distance from Vile Parle Railway Station which makes commuting easier for staff and students. Also, about 70% of the students avail facility of railway-concession for commuting from residence to Institute.

c) Pedestrian friendly roads –

Institute is strategically located and is easily accessible via pedestrian friendly roads. Institute has sidewalks which are connected to cafeteria, auditorium, COEI and parking area from main entrance.

- **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.

- **Paperless office –**

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.

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.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.27

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.95	0.013	0.66	0.15	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**

7. Special skill development for differently abled students

8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	
link to photos and videos of facilities for Divyangjan	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory

bodies / regulatory authorities for different professions

Response: No

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 8

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	00

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

At PTVAIM, we take immense pride in inculcating the values and leadership qualities among staff & students by celebrating the birth and death anniversaries of the great Indian personalities.

Inspired by the ideology of the iconic freedom fighter Lokmanya Bal Gangadhar Tilak, PTVA was established in 1921 as a rich tribute to him. Every year, various institutions which are run by PTVA Trust, organize different competitions and inspirational addresses by legends from diverse fields to commemorate his death anniversary on 1st of August.

The Institute celebrates "*Rashtriya Ekta Divas*" (National Unity Day) on October 31 every year to mark the Birth Anniversary of Sardar Vallabhbhai Patel. The intent is to pay tribute to Sardar Vallabhbhai Patel,

who was instrumental in keeping India united. The students participate in various activities such as quiz contests, group discussions etc. on the theme. The students, Director, faculty members and staff takes pledge of commitment to the unity, safety and development of the nation.

The Birth Anniversary of late Prime Minister of India, Mr. Rajiv Gandhi is celebrated as *"Sadbhavana Divas"* on August 22, at the Institute. The Director, Teaching & Non-teaching Staff Members and students of the Institute take pledge to work for emotional oneness and harmony of all the people of India regardless of caste, region, religion or language.

"Vachan Prerana Din" is celebrated at PTVAIM on October 15 every year to pay tribute to veteran scientist and the former Hon'ble President of India, Dr. APJ Abdul Kalam on his birth anniversary, as directed by the Hon'ble Minister of State for Higher & Technical Education, Mr. Vinod Tawde. The birth anniversary of Dr. APJ Abdul Kalam also termed as 'Reading Inspiration Day' is observed in at PTVAIM to inculcate habit of reading amongst all.

"Constitution Day" also known as *"Samvidhan Divas"*, is celebrated in the Institute on 26th November every year to commemorate the adoption of Constitution of India. On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India, and it came into effect on 26th January 1950. A lecture on "Preamble of Constitution of India" is organized at the Institute premises to increase awareness among the students about the Constitution of India.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Institute maintains financial records based on the accounting standards prescribed by The Institute of Chartered Accountants of India (ICAI) and passed by Parliament of India. The balance sheets and account statements are audited by M/s. B.K. Khare and Co. on an annual basis. The annual budget of the Institute is also approved by the College Development Committee.

The Institute has well documented HR policies alongwith the organization structure (Organogram) which are communicated to all the employees and are accessible to them, whenever required. New employees are inducted formally as per Induction Policy of the Institute.

All academic records such as attendance sheets, teaching plans, results, are accessible to employees and students of the Institute. The institute maintains individual files of teaching and non-teaching staffs records which are well documented.

The important correspondence by the Institute with all statutory bodies as well as with all vital stakeholders, is well documented and maintained.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1

1. **Title of the Practice: Performance Improvement Initiative**

1. **Objectives of the Practice:**

- To enhance the academic performance of the students.
- To make parents aware about their wards' academic performance.
- To enable students to improve their academic performance.
- To understand the areas of weak performance of the students
- To identify the areas in which additional resources are required to be provided to the students to improve their overall academic performance.

1. **The Context:**

To enhance the academic performance of the students which would eventually make them more employable with better grasp on management subjects Performance Improvement Initiative is systematically conducted every year. Remedial lectures are provided to those students in subjects where they lack in performance. The students are counselled individually by the Board members alongwith Director and Dean Academics.

The Institute has formalized the Performance Improvement Initiative, specially designed and earmarked specific sessions for solving students' doubts/problems related to various subjects. Students are also trained in various areas such as Soft Skills, General Awareness, Language Lab, Interview Clinic and Development of Leadership Qualities based on the needs identified during this process.

1. **The Practice:**

- Performance Improvement Initiative is one of its kind activity undertaken by PTVAIM where based on the performance of students in First Semester, students are categorized

into Above Average, Average and Weaker sections.

- Board Members of the Institute that include eminent personalities like **Dr. (Smt.) Snehalata Deshmukh, Former Vice Chancellor of University of Mumbai and CA Mukund Chitale,**

former President of Institute of Chartered Accountants of India, along with Director & Dean Academics, personally meet these students and their parents to discuss the progress and identify areas in which these students need guidance and support.

- Additional remedial lectures are provided to these students based on gaps thus identified. This gives confidence to the students and equips them to handle the weak areas of study in more effective manner.

- The Institute identifies students based on their academic performance in MMS Semester I for the purpose of Performance Improvement Initiative.
- Soft skills training is given to students with the help of Language Lab, Interview Clinic. Also guest lectures on current topics of socio-economic, political, business and social relevance are organized for students to improve their general knowledge, boost their confidence and bring in clarity of thoughts eventually making them more academically oriented and better equip them to face the challenges of corporate world.
- The practice is unique as it is planned and executed every year after intense observation of the performance of students throughout MMS Semester I including Mid-Term and Semester End Exam results.
- Performance Improvement Initiative is a major step for developing better understanding of management subjects among students and to bring in multidimensional improvement in their personality.

1. **Evidence of success:**

- Students have achieved better results. There has been an improvement in the students' performance post the Performance Improvement Initiative. Results post the Initiative have shown a significant increase in the percentage of marks in the subjects where students lacked in performance.
- Average feedback received from students as well as parents about this practice is approximately 4.5 on a 5-pointer scale.

1. **Problems Encountered and Resources Required:**

- To motivate students for attending remedial sessions is a challenge.
- Students' parents living in other cities find it difficult to attend the joint counselling sessions arranged with Board Members, Director, Dean Academics and respective faculty members.

1. **Notes (Optional):**

The Performance Improvement Initiative is a novel approach initiated by PTVAIM, which provides a platform for students coming from diverse academic background. Every student possesses different skill-sets and learning abilities, the Institute, thus identifies the areas in which students need additional support and guidance that effectively helps in their holistic development.

The Performance Improvement Initiative is well appreciated by the stakeholders as a step towards improving the quality of Management Education and creating and developing competent young management professionals.

Best Practice 2:

1. **Title of Practice: Centre of Entrepreneurship & Innovation (COEI)**

   1. **Objectives –**

COEI's Vision:

PTVAIM's COEI shall be a leading incubation facility in India which stimulates entrepreneurial culture, spirit of innovation and fosters development of start-ups as well as SME's.

COEI's Mission:

- To provide a platform for nurturing sustainable entrepreneurial ventures and imbibe entrepreneurial spirit among students of PTVA family and eventually the society.
- To create state-of-art infrastructural set-up and provide best possible support and guidance to members of the centre.
- To build a bridge between ideation and actualization of business and develop job creators.

COEI's Objectives:

- To incubate businesses of current students as well as alumni of colleges of Parent Trust PTVA.
- To conduct various entrepreneurial promotional activities.
- To create a platform for student community to showcase their start-up as well as business ideas.
- To extend incubation centre activities to students belonging to educational institutions of PTVA as well as other educational institutions.
- To extend incubation centre activities to promote women entrepreneurship.
- To extend incubation centre activities to urban and rural areas of Maharashtra.

3. The Context:

An entrepreneur is the single most important player in a modern economy. Choosing to be an entrepreneur requires an understanding of a variety of business areas. An entrepreneur must possess the ability to combine talents and manage those of others.

- PTVAIM being a Management Institute, believes in training students for not only managing business for others but also doing their own business.
- Understanding the relevance of developing business cult among the students, the Centre of Entrepreneurship & Innovation (COEI) was established in 2015-16. Since the inception, COEI has been undertaking variety of activities like boot camps, conferences, entrepreneurship development workshops, business plan competitions etc. in order to develop entrepreneurial culture in the Campus. Since February 2018, COEI has established its own Incubation Centre with a space for 5 to 7 business teams.

4. The Practice:

COEI was established in 2015-16 and the activities described below, give a glimpse of its journey:

COEI 2015-16

· **A boot camp** was organized by COEI which was facilitated by Dr. Kaustubh Dhargalkar for students with business ideas in association with National Entrepreneurship Network (NEN). The topic was"**Ideation & Creative Thinking".** It led to 6-7 business ideas developed by the students. "Sanskar Puzzle" by Mitesh Chalmela was developed into a product generated through one of these ideas. It received good response during Ganesh Festival at different places in Mumbai. Mitesh **secured 2nd Position** with **Silver Medal** in **WE SCHOOL INNOVATION AWARD at 28th Association of Indian Management Schools (AIMS) CONVENTION - 2016 held at Ranchi University for his product**.

COEI 2016-17

· Organized **one day National Level conference** on the topic, **'Be a job creator…..not a job seeker' - from the perspective of start-up India, on Saturday January 21, 2017**.The conference had three panel discussions through which 12 renowned industry experts shared their knowledge with participants related to various aspects of business and entrepreneurship. About 120 young student of different institutes participated in the conference. People across the country could watch the conference proceeding through 'live coverage' by Reliance Jio as web telecast.

· Post conference, **counselling of in-house students** with business ideas was started.

COEI 2017-18

· Organized a **Training-based Business Plan Competition titled as 'Wings2Vision', during the period of September 2017-January 2018** for then current students of the colleges and institute run by PTVA, who have workable business ideas. In the competition 55 candidates, out of 100 registered ones, were selected on the basis of test & panel interview and were trained thereafter. The training consisted of one-to-one counselling by an industry expert and two days 'Entrepreneurship Development Workshop' on 9th & 10th January 2018 where eight industry experts had interactive sessions with the participants. Post workshop, the competition was held in two rounds on 12th & 13th January 2018 wherein 16 industry experts evaluated business plans presented by the participants. Three winners were chosen and cash prizes were given of INR 1 Lakh, INR 75,000 and INR 50,000 respectively. INR 10,000 was given to the fourth team as a prize of appreciation.

· Post 'Wings2Vision', COEI continues handholding of winning teams, **through creating pool of industry experts as mentors, consulting them in business management areas such as Finance, Marketing, Legal (IPR) and Project Planning among others.**

COEI 2018-19

· Infrastructure of **'Incubation Centre'** was created for 5 to 7 business teams, which was inaugurated by Hon'ble Vice Chancellor Prof. Dr. Suhas Pednekar in August 2018. COEI has its website and is also actively promoting entrepreneurship through social media.

· At present 4 teams are working with the Incubation Centre out of which 2 teams are first two prize winners of Wings2Vision, who in addition to self-employment, have created direct employment for 11 people.

· Pre-incubation Programme is started with 21 student participants. Six days **'Entrepreneurship Development Programme'** was organized from November 29 to December 5, 2018 for 31 participants where 15 industry experts guided the aspiring entrepreneurs.

- COEI is honoured to be one of the **Institutional Innovation Councils** (IIC) under **MHRD Innovation Council** and have Faculty Development Programme and "Wings2Vision, Chapter 2" for students of Mumbai on cards.

5. **Evidence of success:**

- Mr. Meetesh Chalmela secured 2nd Position with Silver Medal in WE SCHOOL INNOVATION AWARD at 28th AIMS CONVENTION-2016 held at Ranchi University for "Sanskar Puzzle" which was generated through an idea, he developed by attending a session on "Ideation & Creative Thinking".
- COEI which got participation of a few students initially for the boot camp, could motivate around 120 students from different colleges of Mumbai to participate in one day national conference on the topic, "Be a Job Creator, Not a Job Seeker" held on 21st January 2017.
- Post conference in-house counselling was initiated for which nine students came forward with their business idea. On the basis of the experience received from the counselling session, COEI designed training based business plan competition for students of colleges run by parent trust PTVA, where 100 students participated out of which 34 students were from PTVAIM.

- Four business ideas of Wings2Vision got seed fund of Rs. 1 Lakh, Rs. 75,000/-, Rs. 50,000/- and Rs.10,000/- respectively.
- COEI started giving hand holding to these businesses from February 2018 by creating pool of business counsellors.
- COEI's Incubation Centre was formally inaugurated at the hands of Hon'ble Vice Chancellor of University of Mumbai, Prof. Dr. Suhas Pednekar in August 2018.
- Now first & second prize winner teams are incubatees of COEI and already have converted the ideas into the products. In addition to these two teams who have come through Wings2Vision, COEI has two more incubatees attached.
- In the year 2018-19 COEI introduced pre-incubation programme as well as many entrepreneurial skill development activities. It will host training based business plan competition "Wings2Vision, Chapter 2" for all undergraduate and post graduate colleges of Mumbai. Thus, COEI is now going one step ahead from PTVA family to society at large.

6. Problems Encountered and Resources Required:

- Students had good ideas but they lacked the ability to execute the same.
- Lack of knowledge in making business plan.
- Lack of knowledge in making cash flow statements.
- Students were not aware of the significance of the market research while developing their business ideas.

- Students were unsure and indecisive about their own desire of doing business.
- They were sceptical of taking responsibility of their own business.
- Work-space to accomodate 25 business ideas.
- Research laboratory, 3D printers, and high-end machines to create mobile applications.
- Bigger ideation space.
- Additional pool of funds for investment as seed capital for businesses.

7. Notes (Optional):

Despite the challenges faced (as mentioned above), PTVAIM decided to continue handholding activities for young entrepreneurs by establishing Incubation Centre. Thus, from 2017-18 PTVAIM's COEI became an Incubation Centre. COEI is one of its kind initiatives started by PTVA trust. COEI office has area of 650 sq. feet with workstations for maximum 7 teams and two meeting rooms alongwith free Wi-Fi connectivity of 50Mbps besides 'Ideation and Avocation' facility. COEI proposes the following activities other than hand holding for businesses:

- Creating awareness drives of "Start-up Ecosystems".
- Promoting entrepreneurship through organizing fairs of products and artefacts made by students.
- Conducting training sessions in the area of technology, project planning.
- Organizing various activities as joint ventures between different professional bodies as well as other incubation and innovation centres.
- Collaborations with small and large business houses.
- Promoting these activities through its own website

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Institute believes in not just nurturing and developing managerial talent among students, but also the entrepreneurial talent among them. It believes that management graduates should not restrict themselves to be only job seekers, but should be able to create job opportunities for others. In keeping with its vision and mission which encourages and supports entrepreneurship development among students, PTVAIM established COEI in 2015-16. It began its journey by organizing boot camp facilitated by Dr. Kaustubh Dhargalkar, mentor at Centre for Innovation Incubation and Entrepreneurship (CIIE), IIM Ahmedabad, for students with business ideas in association with National Entrepreneurship Network (NEN) on "Ideation & Creative Thinking". It led to 6-7 business ideas generated by PTVAIM students. "Sanskar Puzzle" was an outcome of one such idea developed by our student Mr. Mitesh Chalmela. Mitesh secured 2nd Position with Silver Medal in WE SCHOOL INNOVATION AWARD at 28th AIMS CONVENTION - 2016 held at Ranchi for his product. COEI organized one day National Level Conference on 'Be a Job Creator…..not a Job Seeker' - from perspective of Start-up India, on January 21, 2017. Conference proceedings which had three sessions, were panel discussions through which 12 industry experts including Mr. Rajiv Vaishnav ? Head Reliance Generation Next, Mr. Ravi Tyagi ? MD & CEO, SIDBI Venture Capital among other eminent professionals shared their knowledge with participants related to risks & opportunities of doing business, funding opportunities in an existing start-up eco-system. Mr. Harish Mehta, MD, Onward Technologies was the key-note speaker at this conference. About 120 students of different institutes participated in the conference. Many more across the country could watch the conference through 'live web telecast' by Reliance Jio. Post conference, counselling of in-house students with business ideas was started by two in-house faculty members, Director and one industry expert. COEI organized a Business Plan Competition titled as 'Wings2Vision', during September 2017 ? January 2018 for current undergraduate and post graduate students of 3 colleges run by PTVA and PTVAIM, who have workable business ideas. It was a training based competition where 55 selected candidates on the basis of test & panel interview out of 100 total candidates, were trained. Training consisted of one-to-one counselling by industry expert and two days 'Entrepreneurship Development Workshop' on 9th & 10th January 2018 where eight industry experts had interactive sessions with participants. Post workshop, competition was held on 12th & 13th January 2018. Three winners were chosen and cash prize was given of INR 1 Lakh, INR 75,000 and INR 50,000 respectively. The fourth team was given INR 10,000 as a prize of appreciation. Post Wings2Vision, PTVAIM continued handholding of seven business ideas which reached till final round of Wings2Vision, by setting up Incubation Centre in 2018 that was inaugurated at the hands of Hon'ble Vice Chancellor of University of Mumbai, Prof. Dr. Suhas Pednekar.

Stalwarts from diverse fields including Mr. Mohan Tanksale - Former CMD of Central Bank of India and CEO of Indian Banks' Association, Mr. Deepak Ghaisas – Chairman of Gencoval Group of Companies,

CA Mukund Chitale – Managing Partner of Mukund M. Chitale & Co., Dr. Kaustubh Dhargalkar – Founder of Potentials & Possibilities, Mr. Vikrant Potnis – CEO of SP-TBI, Mr. Ajit Deshmukh – MD of Equirus Capital, Mr. Manoj Sathe – VP of NSDL and Solicitor Darius Dalal – Partner of Jehangir, Gulabbhai & Billimoria & Daruwalla, are associated with COEI as the mentors, members of advisory council and business counsellors. They guide our budding entrepreneurs in the areas that are vital for a start-up or a business covering topics such as Idea Generation and Opportunity Scanning, Feasibility Analysis, IPR, Raising Capital for Business, Business Evaluation from Investor's Perspective, Modern Avenues of Business Building and Building Brands.

COEI is honoured to be one of the **Institutional Innovation Councils** (IIC) under **MHRD Innovation Cell (MIC).** Innovation Cell is MHRD's initiative established at AICTE with a purpose to systematically foster the culture of Innovation in all Higher Education Institutions (HEIs) across the country.

Various activities that are planned/are being planned by COEI are aligned with the objectives of MIC such as Pre-incubation Programme and Entrepreneurship Development Programme in 2018-19, Faculty Development Programme and "Wings2Vision, Chapter 2" for students of Mumbai in coming years. COEI is now going one step ahead from PTVA family to society at large.

To ensure that innovation is primary fulcrum of all HEIs, Ministry of Human Resource Development (MHRD), Government of India is introducing 'Atal Ranking of Institutions on Innovation Achievements (ARIIA)' to systematically rank education institutions and universities primarily on innovation related indicators. ARIIA considers all major indicators which are commonly used globally to rank most innovative education institutions/ universities in the world. PTVAIM's COEI is in the process of applying for ARIIA. It constantly scans the internal and external environment for improving its systems and practices to ensure effective development of entrepreneurial skills among youth.

File Description	Document
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

Additional Information:

The students of PTVAIM, under the guidance of Management and faculty members participate in various social causes such as organizing the **Environment Rally,** helping the **victims of Jammu-Kashmir Floods,** participating *in Swachh Bharat Abhiyan.* Students of MMS Semester IV (2016-18 Batch) worked with various NGOs across Mumbai and one team of students managed to **raise the crowd-funding of Rs. 1.06 Lakh in less than a month for the NGO**, they were working for. Our staff and students participated actively in **"Rally for Rivers"**, a movement to save India's lifelines (rivers), initiated by *Isha Foundation*. Recently our staff and students participated in **CLEAN-A-THON, a beach cleaning drive** organized by *Rajani Foundation India* **in collaboration with** *United for Greater Cause* at Juhu beach on September 18, 2018 after *Ganesh Visarjan*.

Our association with *Amhi Udyogini* provides another platform for the Institute to strengthen Industry-Institute Interface and various activities with them such as guest sessions/conferences/seminars/workshops, are beneficial to our students and staff members to upgrade their knowledge. One day **seminar on "Being a Prudent Investor"** was organized by the Institute jointly with **National Securities Depository Limited (NSDL)** on September 27, 2018. It was one day joint certification seminar conducted by PTVAIM and NSDL for 65 female entrepreneurs of *"Amhi Udyogini"*. The seminar was jointly designed by **PTVAIM**, **NSDL and** *Amhi Udyogini* based on findings of survey of 611 female entrepreneurs.

We are connected to our alumni who are playing a constructive role in leading companies such as Abbott Healthcare, Axis Bank, BYJU's, CRISIL, Deutsche Bank, Ernst & Young, KPMG, Fab Hotels, FUWA India, Hansa Cequity, ICICI Bank, ICICI Securities, IDBI Trusteeship Services, Insync Analytics, Kotak Mahindra Bank, Kotak Life, Nomura Services, Religare Securities, State Bank of Mauritius, S. L. Raheja Hospital, TATA Business Support Services Ltd. and Ubereats among others in sectors such as BFSI, Healthcare, IT, KPOs, Logistics, Manufacturing and Marketing/Advertising Agencies.

For last few years, our endeavour in the area of institutional outreach includes trying to create awareness among undergraduate students about Post-Graduate Management Courses offered by University of Mumbai across the Degree Colleges managed by our parent Trust.

Concluding Remarks :

Conclusion:

PTVAIM's commitment to holistic development of the students is evident though the accolades won by the Institute, students and staff and include **IPTA award** in the year 2012**, Gold Medal in Students' Category at BMA Young Managers Competition** in the year 2013, **The President of India, Dr. Shanker Dayal Sharma Gold Medal** for the Year 2014 jointly with the University of Mumbai, **Second Runners-up at Business Standard Quiz Competition** 2014, **Silver Medal in WE SCHOOL INNOVATION AWARD at 28th AIMS CONVENTION** – 2016, **First position at the University of Mumbai's Inter-collegiate Cross-country Tournament** 2016-17, **Gold Medal at BMA Dandekar Trophy Competition** 2018, to name a few. **"Outstanding B-School West"** award was conferred upon PTVAIM at 23rd BSA (Business School Affaire) &

Dewang Mehta National Education Award. Also the **"Outstanding Contribution to Education"** award was bestowed upon Director, Dr. Harish Kumar S. Purohit at this ceremony. Computer Society of India (CSI) conferred the **"Best Director of the Year"** award upon him in 2018.

In sync with its vision and mission which focuses on nurturing and developing entrepreneurial talent, PTVAIM established its **Centre of Entrepreneurship and Innovation (COEI)** in 2015. It is a **business incubator** with a special focus on creating conducive environment including Ideation and Avocation Centre for conceptualization of businesses of students. The incubatees of COEI receive access to experts, mentors, seed fund and infrastructure and are given all assistance to translate their idea into a project and project into product. COEI Team upon realising the importance and deep need of training people with business ideas, decided to organize Entrepreneurial Skill Development Activities for budding entrepreneurs including **Entrepreneurship Development Program** which is a week-long series of training and development workshops on all aspects of entrepreneurship such as ideation, IPR and digital marketing. The objective of such programs is to make entrepreneurship an approachable domain and empower the participants with applicable knowledge.

With all systems and processes in place and with dedication and focus on quality education, PTVAIM is marching towards realizing its vision of being one of the leading management institutes in India.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.2	Number of certificate/diploma program introduced during the last five years **1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years** Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
3	0	0	0	0 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
01	0	0	0	0	
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
3	3	1	1	0 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
01	01	01	1	0	 Remark : As per the HEI rsponse and the attached data, Dr Purohit is considered in 2014-15. He is not counted in 2015-16 and 2016-17 as tenure is 03 years. He counts 01 in 2017-18 again. His membership of BCUD committee counts 01 in 2015-16 only. Dr Sucheta Pawar has been counted in 2016-17 for BoS for Mithibai College.
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 124 Answer after DVV Verification: 196 Remark : As per the the HEI revised data which has 138 courses introduced in 2014-15 and 58 in

	2016-17.
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
225	222	218	191	202

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
225	222	218	191	00

2.1.2	Average Enrollment percentage

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

2.1.2.2. Number of sanctioned seats year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
300	300	301	300	301

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
300	300	300	300	300

2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

2.3.2.1. Number of teachers using ICT
Answer before DVV Verification : 12
Answer after DVV Verification: 11

2.3.3	Ratio of students to mentor for academic and stress related issues

2.3.3.1. Number of mentors
Answer before DVV Verification : 12

	Answer after DVV Verification: 11
2.4.2	Average percentage of full time teachers with Ph.D. during the last five years 2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	2	2	2	01

Remark : Dr Sucheta Pawar has been awarded PhD in Jan 2019 and hence will not count for 2017-18. Only Dr. Harish Kumar S. Purohit and Dr.Tejashree Deshmukh count.

2.4.3	Teaching experience per full time teacher in number of years 2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 95.91677 years Answer after DVV Verification: 86.4 years
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	00	0	0

2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years 2.4.5.1. Number of full time teachers from other states year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	2	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	01	2

3.1.1	Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)
	3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.55	0.63	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	0	0

3.1.3	Number of research projects per teacher funded, by government and non-government agencies, during the last five year
	3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years Answer before DVV Verification : 2 Answer after DVV Verification: 0 3.1.3.2. Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 59
3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years
	3.2.2.1. Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	02	02	01	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	00	00	00	00

	Remark : As per the HEI data attached with the Metric in response. Only Session on IPR, Compliance & Business Ethics as a part of Entrepreneurship Development Workshop by CA Mr. Mukund Chitale Managing Partner - M.M. Chitale & Co. IPR & Plagiarism policy orientation to students by Dr. Sucheta Pawar have been considrered. The HEI was advised for E-copy of brochure/invitation letter of workshop /seminar be attached. HEI was also advised that Only activities with a bearing on Intellectual Proper Rights, Innovation practices, and Industry- academia initiatives can only be considered here. The HEI has not attached any report with the Metric. Support document in the form of a report with photographs, This has not been done.	
3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification:	

2017-18	2016-17	2015-16	2014-15	2013-14
11	04	01	02	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
09	01	00	00	00

Remark : Only such papers where a valid ugc link is provided, have been considered. In addition paper Analyzing Consumer Behavior Towards Organic Food With Special Reference to cities of Mumbai and Thane with an impact factor of 2016-5.42 & 2017 - 7.31 has been considered.

3.3.5	Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years 3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years Answer before DVV Verification:	

2017-18	2016-17	2015-16	2014-15	2013-14
07	06	02	01	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
05	08	00	01	00

3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years	

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

Remark : Only Tree Plantation Activity contribution towards Green cover of Manarashtra State in 2017-18 has been considered. Responsible Netism 2nd National Cyber Psychology Conference 2018 Fund Raising Campaign for Impact India Foundation are not extension activities and Social Media for Social Responsibility and Beyond recognition is not from Government /recognised body. Dewang Mehta award is not for extension activities.

3.4.3	Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	1	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	0	0

Remark : Financial Literacy related research based workshop, Responsible Netism 2nd National Cyber Psychology Conference have NOT been considered. CSR projects by students with NGOS is considered in 3.4.4 and not here as the same is thro NGO. Only Rally for rivers of 2017-18 and both the activities of 15-17 considered.

3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
274	17	00	144	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
163	17	12	00	00

Remark : As per the HEI data attached for the relevant year.

3.5.2

Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	02	00	00	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	00	00	00

Remark : Only MpU woth Mulind college. MoU dated 01/Feb 2018 and 13.11/2017 have been considered

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4.1.3

Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 12
Answer after DVV Verification: 12

4.1.4

Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

16	12	17	16	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
14.5	08	11.5	15	03

Remark : The HEI response is apparently signed by the CA bot does not bear stamp of CA. The HEI has included expenditure for purchase of Equipment, Computers, BOOKS and Furniture. Books have been covered under 4.2.4. There is no expenditure for Buildings. The HEI has attached amount budgeted and not expenditure.

4.2.5	Availability of remote access to e-resources of the library Answer before DVV Verification : Yes Answer After DVV Verification: Yes
4.2.6	Percentage per day usage of library by teachers and students 4.2.6.1. Average number of teachers and students using library per day over last one year Answer before DVV Verification : 145 Answer after DVV Verification: 43
4.3.3	Available bandwidth of internet connection in the Institution (Lease line) Answer before DVV Verification : >=50 MBPS Answer After DVV Verification: 35-50 MBPS
4.3.4	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) Answer before DVV Verification : Yes Answer After DVV Verification: No
5.1.3	Number of capability enhancement and development schemes – 1. For competitive examinations 2. Career counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and meditation

8. Personal Counselling

Answer before DVV Verification : A. 7 or more of the above

Answer After DVV Verification: D. Any 4 of the above

Remark : The HEI has not provide any details on its website as requested. The time table for remedial classes and bridge courses in not attached. The HEI has not included photographs of the language Lab. The HEI has attached 150 pages Annual reports and did not high light any information.

5.1.4	Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
221	212	215	185	199

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
203	149	182	143	134

5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	00	0	00	0

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

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) during the last five years.

5.3.1.1. 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-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	4	2	5	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	4	20	12

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	01	02	02

Remark : The HEI did not provide any support documents with the Metric in response. recommendations as per the HEI website and relevance of the activity.

5.4.3	Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	01	01	01	0

6.2.3	Implementation of e-governance in areas of operation
	1. Planning and Development
	2. Administration
	3. Finance and Accounts
	4. Student Admission and Support
	5. Examination

Answer before DVV Verification : A. All 5 of the above

Answer After DVV Verification: B. Any 4 of the above

Remark : The HEI has not provided snap shots of the screen. The HEI has not provided details of the S/W or copies of the invoices.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	7	4	9	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
08	7	4	08	4

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	7	6	5	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : The HEI has attached only attendance without any reports or supporting document. For insufficient proof the HEI cannot be given benefit of doubt. A session of two hours duration cannot qualify as capacity enhancement program.

6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	2	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	0

Remark : The HEI has not attached names of the faculty in the new list. in the absence of the data no validation or verification is possible.

6.4.2	Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0.01265	0.00765	0.00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	00	00	00

Remark : As per the HEI data attached with the Metric in response.

6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
15	02	00	00	00

| | Answer After DVV Verification : | | | | |

2017-18	2016-17	2015-16	2014-15	2013-14
05	00	00	00	00

Remark : Feed back activities have been split by the HEI. these have been considered combined.The HEI has not provided any documents in support of its claim.

| 6.5.4 | Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

Answer before DVV Verification : B. Any 3 of the above
Answer After DVV Verification: C. Any 2 of the above
Remark : The ISO certificate dated may 2018 and the AAA reports have been considered. |

| 7.1.1 | Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years
Answer before DVV Verification: |

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	2	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	01	2

| 7.1.3 | Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources |

	7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH) Answer before DVV Verification : 2380 Answer after DVV Verification: 2380 7.1.3.2. Total annual power requirement (in KWH) Answer before DVV Verification : 144510 Answer after DVV Verification: 144510 Remark : As per the HEI photographs showing 02 panels of Approx 1KW power ea. The Annual power generated works to 5.7 KWH
7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution: 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) Answer before DVV Verification : A. 7 and more of the above Answer After DVV Verification: C. At least 4 of the above
7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
02	02	02	01	01 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
00	00	00	00	00	 Remark : The activities like Facilitation centre for MBA/MMS Exam 2018-19, CMAT EXAM, Library & Information Resource Centre, Visitors Facility, Book Exhibition , ALLEN Exam are general activities that could be any where and are not specific to location. The HEI was advised that No supporting documents, reports or photographs have been included as proof of the specific initiatives to address the locational advantages and disadvantages. However the same has not been provided.Blood donation is considered under 3.4.3.
7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise

during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	01	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : The HEI was advised that since the HEI had not attached any data or report of any activity showing engagement with local community it was not possible to validate the claim. It may be pertinent to mention that engagement and activities under this Metric must involve community and preferably should be off campus. Initiatives taken to engage with and contribute to local community must be supported with reports, newsprints, photographs and the like must exhibit such interaction and engagement. The HEI was requested to attach reports signed by the coordinator and the principal for each of these. Photographs may also be attached. Activities conducted through or involving NSS and NCC are not to be considered for this Metric. However tha HEI has not provided any supporting documents.

7.1.12	Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff Answer before DVV Verification : Yes Answer After DVV Verification: Yes
7.1.14	The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations Answer before DVV Verification : Yes Answer After DVV Verification: Yes
7.1.15	The institution offers a course on Human Values and professional ethics Answer before DVV Verification : Yes Answer After DVV Verification: Yes
7.1.16	The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions Answer before DVV Verification : Yes Answer After DVV Verification: No
7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years 7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous

conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	4	3	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	00

Remark : Donation for J&K flood victims Sadbhavana Divas in 2014-15, National Unity Day and Medi-Help, (15-16) and Vigilance Awareness Week considered Sadbhavana Divas. Most of the activities are depicted as class room discussions or even as normal academics. The reports are generic academic write up rather than specific activities being under taken.

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 396 Answer after DVV Verification : 316
2.1	Number of students year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>345</td><td>316</td><td>320</td><td>290</td><td>312</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>327</td><td>316</td><td>289</td><td>273</td><td>282</td></tr></table>
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>60</td><td>60</td><td>60</td><td>60</td><td>60</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>

150	150	150	150	150

2.3	Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
128	133	142	121	135

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
132	133	143	122	131

3.1	Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	11	11	14

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	12	10	10	14

4.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
136	123	144	129	82

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
122.54	123.17	144.53	129.73	82.51