

To,  
The Director  
Thakur Institute of Management Studies and Research,  
Kandivali(East)  
Mumbai 400101

**Sub: Submission of AAA Report by Peer Team**

The peer team conducted the Academic and Administrative Audit(AAA) of the institute for Academic Year 2019-20 on 21<sup>st</sup> August 2020. The details on infrastructural facilities, programmes conducted, admissions done, placement, academic, curricular, co-curricular, extra-curricular, and alumni activities and the activities of various cells were placed before the team which are placed at annexure. The team examined the documents and verified the same. The team hereby submits the report of (AAA) on the following academic and administrative aspects:

1. Implementation of applicable statutory regulations
2. Infrastructural and Administrative support to Academic activities
3. Initiatives of the Institute for Academic, Curricular, Co-curricular and Extra-curricular and Alumni activities and Assessment and Evaluation
4. Placement activities and steps taken by the Institute for promotion of placement
5. Research & Development of Faculty Members
6. Activities of various cells
7. Initiatives taken by the institute to make sustainable improvements in all activities on a continual basis

**Peer Team**

Dr. Chandrahauns Chavan, Professor and former Director, JBIMS  
(Chairperson, Peer Team)

Dr. Suhasini Arya, Director, Smt. K.G.Mittal College  
(Co-Chairperson, Peer Team)


Dr. Kamal Shah, Dean R& D, TCET  
(Member, Peer Team)

Dr. Shuchi Gautam, Professor, TIMSR  
(Internal Member, Peer Team)

Dr. Leena Gadkari, Associate Professor, TIMSR  
(Internal Member, Peer Team)

  
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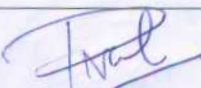


  
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**Report of Peer Team**  
**Academic and Administrative Audit 2019-20**  
**Date of Conduct of AAA: 21<sup>st</sup> August 2020**

Sr No	Scope of Audit	Key Observations	Point of check/department						
1	A. Implementation of applicable statutory regulations	<ul style="list-style-type: none"> <li>• The Institute adheres to norms and regulations laid down by various government and statutory bodies and frames its rules and procedures in accordance with the same.</li> <li>• Extension of Approval for A.Y. 2019-20 has been received by the Institute from AICTE on 10<sup>th</sup> April 2019.</li> <li>• The letter of Affiliation has been received from the University of Mumbai on 22<sup>nd</sup> May 2020 for conduct of full time and part time programmes during the year 2020-21.</li> <li>• The academic programmes were conducted as per the calendar of University of Mumbai for the year 2019-20.</li> </ul>	<ul style="list-style-type: none"> <li>• As per the letter of approval from AICTE and Letter of Affiliation from University of Mumbai</li> <li>• Circulars and Notifications issued by Government of India, Government of Maharashtra, University of Mumbai, AICTE</li> </ul>						
	B. Instructions from authorities for conduct of Institute functions during lock down period	Compliance with the lock down instructions, social distancing norms and safety measures prescribed by Government of India, Government of Maharashtra, University of Mumbai and AICTE has been done from time to time.	As per Circulars received from authorities						
2	Names of Programmes and Sanctioned intake capacity and Shift	<p><b>Programmes run &amp; Sanctioned Intake:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th data-bbox="464 1699 762 1753">Programme</th> <th data-bbox="769 1699 997 1753">No. of Seats</th> <th data-bbox="1003 1699 1233 1753">Shift</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1762 762 1817">MMS</td> <td data-bbox="769 1762 997 1817">120</td> <td data-bbox="1003 1762 1233 1817">Full Time</td> </tr> </tbody> </table>	Programme	No. of Seats	Shift	MMS	120	Full Time	Checked and Verified from Administration Department
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MMS	120	Full Time							



  
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capacity and Shift	PGDM	120	Part Time																					
	MFM	60																						
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	MIM	30																						
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MIM	43	2019-22																						
4	Infrastructural and Administrative support to Academic activities	<ul style="list-style-type: none"> <li>• <b>Infrastructure</b> The institute has complied the AICTE norms with regards to infrastructure &amp; learning resources and has gone beyond it.</li> <li>• <b>Amenities</b> <b>Air-conditioned</b> class rooms, tutorial rooms, lecture hall, computer labs, Study Skill Centre, library, ideation room, cubicles for faculty members equipped with computers and internet access, boys and girls common rooms, recreation room, first aid room, student council room, Consciousness Lab, Centre for Creativity and Innovation with co-working space and incubators as well as Entrepreneurship Labs.</li> <li>• <b>Facilities</b> For indoor and outdoor sports, games, and cultural activities</li> <li>• <b>Auditorium</b> 600-seater capacity</li> <li>• <b>Library</b></li> </ul>	Checked and Verified from Administration Department, Library and Computer Lab																					



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SR NO	ITEMS	TOTAL
01	Books	29737
02	E-Books	26687
03	Journals	48
04	Magazines	18
05	Audio - Visual Material	148
06	Newspapers	8

Library uses KOHA software to manage resources

- **Subscribed Online Resources (E-Resources)**

Sr. No	E Resources
1	KNIMBUS Remote Access
2	EBSCO E-Books
3	ProQuest Database
4	ACE Equity
5	Taylor & Francis E-books

- **Digital Library**

To provide access to the students

- subscribed online resources
- Institutional Repository available on LAN (Intranet)

- **IT Infrastructure**

- Video Conferencing and Live streaming facility in Study Skill Centre (Seminar Hall)
- 4 labs with 233 computers
- Upgraded Tata Teleservice leased line for Internet
- Remote access facility for Library databases
- TV display screens in Institute for stock market and placement updates.
- Fintech lab to facilitate practical learning



*Final*

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		<ul style="list-style-type: none"> <li>➤ CCTV Surveillance with recording facility</li> <li>➤ Secured server and Data Backup</li> <li>➤ In house developed software for online attendance</li> <li>➤ ERP for administrative and academic processes</li> <li>• <b>Maintenance of infrastructure and amenities</b></li> </ul> <p>Mainly outsourced to reputed agencies and supervised by maintenance unit.</p> <ul style="list-style-type: none"> <li>• <b>Material requirement</b></li> </ul> <p>Requisition is made as per the laid down process by inviting quotations.</p> <ul style="list-style-type: none"> <li>• <b>Waste Management</b></li> </ul> <p>Measures for management of solid, liquid and E-Waste</p>	
5	A. Academic, Curricular, Co-curricular and Extra-curricular	<p><b>A. <u>ACADEMIC</u></b></p> <p><b><u>Curricular</u></b></p> <ul style="list-style-type: none"> <li>• <b>Curriculum</b></li> <li>➤ The curriculum for Masters in Management Studies (MMS) and Part-Time programs laid down by University of Mumbai is followed by Institute.</li> <li>➤ Post Graduate Diploma in Management (PGDM) curriculum is developed based on the Model Curriculum given by AICTE keeping in mind Outcome Based Education (OBE).</li> <li>➤ For curriculum design, inputs are collected from all stakeholders and gap analysis is done. Thereafter, the matter is placed before the Advisory Board to receive their suggestions.</li> <li>• <b>Program calendar and timetable</b></li> <li>➤ Program calendar is prepared in line with University of Mumbai, AICTE and institutional guidelines.</li> <li>➤ Timetable is prepared before start of academic year.</li> <li>• <b>PO-CO Mapping</b></li> </ul>	Checked and Verified from Course coordinators and Planning Team and sample course files and reports



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	<p>Program Outcomes and Course Outcomes (PO-CO) mapping is done by respective faculty.</p> <ul style="list-style-type: none"> <li>• <b>Teaching pedagogy</b> <ul style="list-style-type: none"> <li>➤ Experiential and participative teaching pedagogy</li> <li>➤ Knowledge, Skill, Attitude (KSA) Approach</li> <li>➤ Use of ICT Tools for teaching</li> </ul> </li> <li>• <b>Semester Plans</b> <ul style="list-style-type: none"> <li>➤ Semester plan is prepared in line with prescribed syllabus and institutional guidelines.</li> <li>➤ Semester plan specifies weightage and faculty conducts concurrent evaluation (CCE) as per plan</li> <li>➤ The HoDs and the Director verify timely completion of stated topics in documented semester plan and monitor attendance at regular intervals.</li> </ul> </li> </ul> <p><b><u>Co-curricular</u></b></p> <ul style="list-style-type: none"> <li>➤ Activities such as conclaves, guest sessions and webinars are conducted</li> <li>➤ Students submit Learning Outcome Report after an event/activity.</li> <li>➤ Feedback reports were available for the activities.</li> </ul> <p><b><u>Extra-curricular</u></b></p> <ul style="list-style-type: none"> <li>➤ TIMSR Fest</li> <li>➤ Ganpati Festival</li> <li>➤ Garba Night</li> <li>➤ Diwali Celebration</li> <li>➤ Christmas Celebration</li> <li>➤ Out-door sports</li> <li>➤ Cultural Events</li> </ul>	
B. Alumni activities	<ul style="list-style-type: none"> <li>➤ Alumni have participated in Institutional events.</li> <li>➤ They have given feedback to contribute in areas such as Innovation &amp; Entrepreneurship, Placement, Guest session, Viva and other institutional events.</li> </ul>	Checked and Verified from Reports



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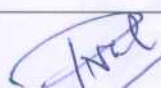
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		<ul style="list-style-type: none"> <li>➤ Mentoring was done by the alumni for advanced learners.</li> <li>➤ Institute partners with alumni to train students on company profiles to improve their skill set by conducting simulation activities, group discussion, interview skills.</li> </ul>																															
6	Assessment and Evaluation	<table border="1"> <thead> <tr> <th>Sr No</th> <th>Programme</th> <th>Sem ester</th> <th>Batc h</th> <th>Observation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MMS</td> <td>Sem II</td> <td>19-21</td> <td rowspan="3">Due to lock down situation, result declared as per University of Mumbai guidelines.</td> </tr> <tr> <td rowspan="2">2</td> <td rowspan="2">MFM, MMM, MIM, MHRDM</td> <td>Sem II</td> <td>19-22</td> </tr> <tr> <td>Sem IV</td> <td>18-21</td> </tr> <tr> <td>3</td> <td>PGDM</td> <td>Sem II</td> <td>19-21</td> <td>Exams were conducted in April 2020 in online mode and result was declared in June 2020.</td> </tr> <tr> <td>4</td> <td>MMS &amp; PGDM</td> <td>Sem IV</td> <td>18-20</td> <td rowspan="2">Exams are pending</td> </tr> <tr> <td>5</td> <td>MFM, MMM, MIM, MHRDM</td> <td>Sem VI</td> <td>17-20</td> </tr> </tbody> </table>	Sr No	Programme	Sem ester	Batc h	Observation	1	MMS	Sem II	19-21	Due to lock down situation, result declared as per University of Mumbai guidelines.	2	MFM, MMM, MIM, MHRDM	Sem II	19-22	Sem IV	18-21	3	PGDM	Sem II	19-21	Exams were conducted in April 2020 in online mode and result was declared in June 2020.	4	MMS & PGDM	Sem IV	18-20	Exams are pending	5	MFM, MMM, MIM, MHRDM	Sem VI	17-20	Checked and Verified from Exam Department
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7	Development of Faculty Members - Research, Conferences & Workshops, Membership of professional bodies and	<ul style="list-style-type: none"> <li>• Faculty members are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies.</li> <li>• Case Study publication has been done.</li> <li>• <b>Conferences, workshops, FDPs and membership of professional bodies</b></li> </ul> <table border="1"> <thead> <tr> <th>Sr.</th> <th>Particulars</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr.	Particulars	Number				Checked and Verified																								
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and FDPs	<b>No</b>										
	1	Number of papers published in UGC listed journals	40								
	2	Number of Faculty provided with financial support to attend conferences / workshops and towards membership fee of professional bodies	29								
	3	Number of professional development / administrative training programs organized by the Institution for teaching and non-teaching staff	Teaching	7							
			Non teaching	5							
4	Number of teachers attending FDPs	29									
8	National and International MOUs signed during the year	<p>6 National MOUs and 1<sup>4</sup> International MOUs are functional during A.Y. 2019-20.</p> <p><b>National MOUs</b></p> <ul style="list-style-type: none"> <li>➤ ICICI Securities ICICI Centre for financial learning</li> <li>➤ XLNC</li> <li>➤ Grey Bricks</li> <li>➤ Edupristine Neev Knowledge Management Pvt. Ltd.</li> <li>➤ NISM</li> <li>➤ TiEMumbai</li> </ul> <p><b>Certification Programmes under national MOUs</b></p> <table border="1"> <thead> <tr> <th>Sr. No</th> <th>Topic</th> <th>Dates</th> <th>Conducted By</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Advanced Equity Trading &amp; Investment</td> <td>11th,12th, 13th, 18th,19th, 20th, 25th, 26th, and 27th July 2019</td> <td>Mr. Purv Shah, Trainer, ICICI</td> </tr> </tbody> </table>	Sr. No	Topic	Dates	Conducted By	1	Advanced Equity Trading & Investment	11th,12th, 13th, 18th,19th, 20th, 25th, 26th, and 27th July 2019	Mr. Purv Shah, Trainer, ICICI	Checked and Verified from Administration Department
Sr. No	Topic	Dates	Conducted By								
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			Securities Ltd
2	Advanced Excel	July 22nd, 23rd, 24th, 25th, 27th and Aug 10th, 2019	Mr. Tarun Bothra, Founder, Greybricks
3	Advanced Excel	November 7, 8 and 9, 2019	Mr. Tarun Bothra, Founder, Greybricks
4	Financial Modeling	Jan 23 to Jan 25, 2020 and Jan 27 to Jan 29, 2020	Mr. Manoj Rajgopal, trainer, Edupristine

#### International MOUs

- 1) Camosun College, Victoria, British Columbia, Canada
- 2) Universidad Politecnica De Cartagena, Cartagena, Spain
- 3) University of East London
- 4) Seneca College of Applied Arts and Technology, Toronto, Canada
- 5) James Cook University, Singapore
- 6) Waikato Institute of Technology (Wintec), New Zealand
- 7) Royal Roads University, Canada
- 8) College of Saint Benedict Saint Johns, USA
- 9) BCIT Canada
- 10) NZMA, New Zealand
- 11) Weltec, New Zealand
- 12) Whitireia, New Zealand
- 13) Middlesex University, Dubai

14) Mages Institute of Excellence



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		<p><b>Activities Conducted under International MOUs</b></p> <ul style="list-style-type: none"> <li>➤ <b>Global Immersion Programme</b> - It was organized in Singapore for TIMSR students from 4th September 2019 to 9th September 2019 in association with James Cook University (JCU), Australia (Singapore Campus) &amp; Mages Institute of Excellence, Singapore.</li> <li>➤ <b>Fintech Lab</b>- TIMSR in collaboration with Seneca College, Canada inaugurated TIMSR-Seneca FinTech Lab on November 20, 2019.</li> <li>➤ <b>Finance Conclave</b> - TIMSR organized Finance Conclave on August 31, 2019 with JCU on the theme “The Pull and Power of New Age India: Investment Magnet of the World”.</li> </ul>	
9	Mechanism for timely redressal of student grievances	<ul style="list-style-type: none"> <li>• Most of the academic grievances are resolved at the level of faculty.</li> <li>• Minor Administration related grievances are resolved by the Administration officer.</li> </ul>	Checked and Verified
10	Students’ representation on academic & administrative bodies/ committees of the Institute	<p>Students are represented on various academic &amp; administrative bodies/ committees of the Institute such as:</p> <ul style="list-style-type: none"> <li>• Internal Quality Assurance Cell (IQAC)</li> <li>• Student Council</li> <li>• Anti-ragging committee</li> <li>• TIMSR Center for Creativity and Innovation and Entrepreneurship (TCEI)</li> <li>• Social Responsibility Cell</li> <li>• Placement Committee</li> <li>• College Development Committee (CDC)</li> <li>• Newsletter Editorial Board</li> </ul>	Checked and Verified
11	Activities of Social Responsibility Cell	<ul style="list-style-type: none"> <li>• The Social Responsibility Cell ‘Samvedna’ conducted activities that promote social well-being through blood donation camps, Communal</li> </ul>	Checked and Verified



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		<p>Harmony Campaign, Women Safety and Security, Road Safety initiative etc.</p> <ul style="list-style-type: none"> <li>• Samvedna has taken initiatives to promote Universal, National and Human Values.</li> <li>• Samvedna conducted year-round activities for upliftment of society in tune with the institutional values.</li> </ul>	
12	Activities of TIMSRCenter for Creativity and Innovation & Entrepreneurship (TCEI)	<ul style="list-style-type: none"> <li>• Institute encourages young entrepreneurs to express their ideas by providing a platform through TCEI.</li> <li>• TCEI motivated students to explore creative avenues for start-ups.</li> <li>• TCEI held entrepreneurial developmental activities for the students which included organizing sessions by experienced entrepreneurs, events, co-working space, E-labs etc.</li> </ul>	Checked and Verified
13	Activities of Women Development Cell (WDC)	<ul style="list-style-type: none"> <li>• WDC conducted activities on important aspects such as: <ul style="list-style-type: none"> <li>➤ Gender Equality</li> <li>➤ Combating Sexual Harassment</li> <li>➤ Women Empowerment</li> <li>➤ Women Health and Hygiene</li> </ul> </li> <li>• Event reports are available for the activities conducted</li> </ul>	Checked and Verified
14	Placement activities and steps taken by the Institute for promotion of placement	<p><b>Preplacement</b></p> <ol style="list-style-type: none"> <li>1. Pre preplacement Training is provided</li> <li>2. Special programmes on placement coaching are arranged and guidance is provided to groom slow learners</li> <li>3. Pre-Placement Coaching (PPC) sessions care conducted by way of group discussions, personal interviews, profile briefing, simulation, and interview skills.</li> </ol>	Checked and Verified from Placement Coordinator



  
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4. Alumni give inputs through Alumni Speak.

**Placement data**

Training and placement coordinator keeps track of the following

- No. of industries coming to campus
- Selection Process
- Placement Policy
- Record of students placed
- Constant feedback is taken from industry and students for continuous improvement.

**Peer Team**

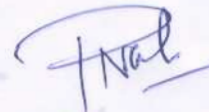

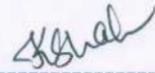
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**Report of Peer Team**  
**Academic and Administrative Audit 2019-20**  
**Date of Conduct of AAA: 21<sup>st</sup> August 2020**

**Recommendations of the Peer Team**

Institute has good admission and placement track record. Many initiatives have been taken by the Institute to enhance the quality. Based on the audit we hereby give the following recommendations:

- 1) Institute has taken a good effort for promoting the research work. It is recommended to conduct FDPs on:
  - Research Analytics
  - How to write Scopus and ABDC and other high impact journal
  - Research Writing Skills
- 2) Entrepreneurship activities can be conducted in online mode.
- 3) Sessions can be conducted on topics such as:
  - Awareness to combat sexual harassment
  - Mental Wellbeing
  - Digital Skills
  - Google Classroom
- 4) Guest Sessions can be conducted to enhance employability and business skills in current pandemic scenario.
- 5) Workshops on ERP and other IT related topics can be conducted.
- 6) Students to be encouraged to do one course per semester from Swayam or Arpit platform.
- 7) Institute is getting good placements. It is recommended to take efforts for higher pay package and tap new opportunities.



  
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- 8) Open book examination or other modes such as MCQs or case study can be continued during the pandemic situation to ease the burden of students.
- 9) <sup>Online</sup> Zoom training can be conducted for the visiting faculties.
- 10) Online engagements through webinars can be conducted on emerging/contemporary topics with national and international speakers.

TIMSR has taken effective steps for continual improvements. We wish all the best to the Institute for its future endeavors.

#### Peer Team

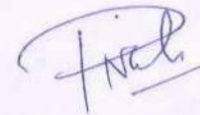
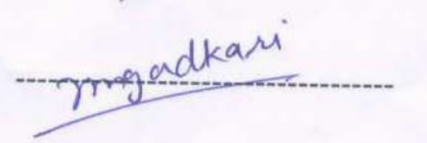
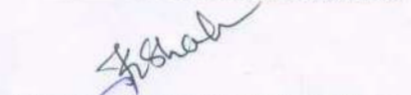
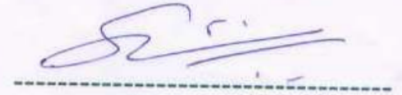
Dr. Chandrahauns Chavan, Professor and former Director, JBIMS  
(Chairperson, Peer Team)

Dr. Suhasini Arya, Director, Smt. K.G.Mittal College  
(Co-Chairperson, Peer Team)

Dr. Kamal Shah, Dean R& D, TCET  
(Member, Peer Team)

Dr. Shuchi Gautam, Professor, TIMSR  
(Internal Member, Peer Team)

Dr. Leena Gadkari, Associate Professor, TIMSR  
(Internal Member, Peer Team)



**Director**

**THAKUR INSTITUTE OF MANAGEMENT  
STUDIES & RESEARCH**  
Shyamnarayan Thakur Marg, Thakur Village,  
Kandivali (E) Mumbai - 400 101