

MRS. PRITI RANJIT SURVE

Vice-Principal

Patuck-Gala College of Commerce & Management

Experience

**Patuck-Gala College of Commerce and Management
(19 Yrs.)**

It is an integrated institution wherein K.G. to Degree courses are run by the Management Re-accredited with A+ (CGPA 3.34) by NAAC in 3rd Cycle.

Position

- Vice-Principal
- Full-time lecturer in Mathematics & Statistics

Subjects taught at various levels

- FYBCom – Mathematical & Statistical Techniques
- TYBCom – Computer System & Applications
- FYBBI – Quantitative Methods
- FYBMS – Business Statistics
Business Mathematics
- FYBSC - Algebra - I
- SYBSC - Linear Algebra - I
- FYBSC (CS) – Discrete Mathematics
- FYBSC (IT)– Computational Logic & Discrete Structures

Job Responsibilities

- HOD – Department of Mathematics & Computers
 - convener - Examination Committee, Time Table Committee
 - Member – IQAC, CDC, Attendance, Library, Feedback
 - NIRF Nodal Officer
 - Academic Audit Officer
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Contact

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DETAILED WORK PROFILE

- Co-ordination with all department and committees for their Academic related activities of the College
- Handling the Events Conducted at the Institute – Annual Functions, Seminars, Conferences

- Planning and overall conduct of Internal / External College Exams
- Preparation of exam schedule, Time tables, duty chart, seating arrangement
- Question Paper verification
- Result Preparation
- Conduct of University Exam
- Conduct of CIEs
- Conduct of SET / NET / CS / CA exams
- Paper Setter – TYBCom University Exams, FYBCOM IDOL exam

- Planning and Conduct of departmental activities for students
- Preparation of Course Content & Conduct of Bridge Course,
- Conduct of Capacity Building Program in Vedic Maths
- Conduct of Certificate Courses – Advance Excel and Quantitative Aptitude

Vice Principal

Since AY 2012-13

Examination Committee Convener

Since AY 2012-13

HOD – Department of Mathematics & Computers

Since AY 2002-03.

- Guiding Criteria Teams (C1, C4 and C6) for preparation of Documents and online documents for upload during NAAC cycle 3
- Upload of data and documents for Criteria – 1, 4 and 6
- Preparation of Curriculum Feedback Manual
- Analyzation of COs-POs/PSOs Attainment
- Guiding Academic Departments for the Documental Presentation during NAAC and documenting departmental records.
- Data Preparation and Record Management
- Preparation and Planning of Infra Visit Schedule during the Visit
- Auditor for departmental and Internal Audit

- Preparation of workload
- Academic Time tables

- “Working with MS-Excel” conducted for non-teaching staff
- “CO-PO-PSO Mapping and Attainment” conducted for Vivek College Team
- Counselling session – FYBCom conducted for IDOL, UoM
- “Understanding Google class, Meet platforms” conducted for English Medium Section
- Webinar - Initiatives to Enhance Quality in Higher Education
- Session on “Vedic Maths” conducted during Student Exchange Program with Maharashtra Tilak Vidyapeeth
- Orientation for teachers on Examination aspects through Exam
- Add-on certificate course – “Quantitative Aptitude”

IQAC Member

Responsibilities handled during two NAAC Cycles

Time-Table Committee Convener

Invited as Resource Person

- Short Term Training Program on “Data Analysis using MS Excel, IBM SPSS and R”
- Statistical Analysis of Quantitative Data using Advance Excel for Research Scholars organized by Rizvi College of Arts, Science & Commerce
- Workshop on Online Course Design, Development and Delivery organized by UGC HRDC, Uiniversity of Hyderabad
- National Level Workshop on Research Methodology, Statistical Techniques & Data Analysis using MS Excel organized by Tilak College of Science & Commerce, Vashi
- Workshop on Use of Basic Quality Improvement Tools & Root Cause Analysis Techniques organized by National Centre for Quality Management
- National Conference on Students Satisfaction Survey as a Quality Practice organized by V.G.Vaze College of Art, Science and Commerce, Mulund
- Workshop on Latest Refinement in NAAC Guidelines with Accentuation on SSR writing (July17) organized by KLE Society Science &Commerce
- Workshop on Workshop on Revised Examination Pattern and Norms organized by Vikas College of Arts Science & Commerce
- Short Term Course on – Statistical data analysis using software organized by University of Mumbai (UGC – HRDC)
- Training for NAAC organized by RUSA & IQAC University of Mumbai
- Paperless Office - The Need of The Hour & Document Control and Record Management
- Orientation -"Audits - a pre-requisite for the Quality Assurance Process"

Seminars / Workshops Attended

- Received note of appreciation for guiding C1 and C4 team along with C6 work during 3rd NAAC cycle
- Received recognition from Institute for - “Exceptional commitment and contribution to the College during the COVID-19 pandemic”
- Appreciation received for handling the responsibility of uploading NIRF data
- Recognition received for successfully performing duties as Exam Convener during Pandemic
- Received note of appreciation for successfully conducting Annual Day Function during AY 2018-19
- Received note of appreciation for smooth conduct of SET / CA / CS Exams
- Appreciated received from Principal for handling the conduct of Annual Prize Distribution Function during AY 17-18

Degree	University	Year	Percentage / Class
M. Phil. (Mathematics)	MKU University	2008	50 (II Class)
M.Sc. (Mathematics)	University of Mumbai (Kalina Campus)	2004	64 (I Class)
T.Y.B. Sc. (Mathematics)	Ruia college (Mumbai University)	2002	79 (I Class)
H.S.C. (Science)	S.I.W.S. College (Mumbai Board)	1999	54 (II Class)
S.S.C.	I.E.S. School (Mumbai Board)	1997	69 (II Class)

Achievements And Appreciation

Education Qualification

- Operating systems (Dos, Windows 95 /98 / 2K / XP)
- Ms Office (Word, Excel, Power Point)
- Advanced Diploma in Computer Programming.
- Programming – C, C++.

- Date of Birth: 21st March 1982
- Marital Status: Married
- Languages Known: English, Hindi, Marathi
- Caste : Open

Other Qualification

Personal Details

