

Gokhale Education Society's
DR. T. K. TOPE ARTS & COMMERCE NIGHT COLLEGE
PAREL, MUMBAI-400012



Permanently affiliated to University of Mumbai from 2004-05
Reaccredited by NAAC with B-Grade (2024-2029) and ISO 9001-2015 Certified
Phone: 022 24138617 / 24137609, Email: gestktacnc@hotmail.com, gestktiqac@gmail.com
Website: <https://drktopecollege.in>

First IQAC Meeting: 13 July 2024

Ref. no. IQAC/2024-25/01

Date: Wednesday, 10th July 2024

Notice

IQAC first meeting of academic year 2024-25

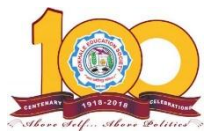
The first IQAC meeting for the academic year 2024-25 will be conducted in the Principal's office, Dr. T. K. Tope Night College, Parel, Mumbai, at 5:00 pm on Saturday, 13th July 2024. Presence of all members of the IQAC is solicited. Following is the agenda for the meeting:

1. To read and confirm the minutes of the previous IQAC meeting.
2. Discussion on NAAC Peer Team Visit preparation and AQAR progress.
3. Staff issues.
4. Any other relevant point may be raised during the meeting with the permission of the Chairperson.

1. Principal Dr. Suhasini Sant (Chairperson, Gokhale Education Society, Nashik)	Management Representative
2. Prof. Prakash Sawant	Teacher
3. Prof. Ashwini Torane	Teacher
4. Prof. Dnyaneshwar Jambhule	Teacher
5. Prof. Pankaj Pandagale	Teacher
6. Prof. Pramod Dhengle	Teacher
7. Prof. Supriya Gaikwad	Teacher
8. Prof. Sandeep Kajabe	Teacher
9. Mr. Vasant Jathar	Administrative officer, GES
10. Mr. Sunil Kirve	Administrative officer
11. Mr. Sharad Ambole	Local society representative
12. Mr. Samyak Kadam	Student representative
13. Ms. Archana Shelke	Alumni member
14. Mr. Rohit Kadam	Stakeholders - Parents
15. Mr. Hrishikesh Joshi	Stakeholders - Employers
16. I/C Principal Dr. Nagesh Suryawanshi	Chairperson
17. Prof. Shubharaj Buwa	IQAC coordinator

S. P. Buwa
IQAC coordinator

Dr. Nagesh Suryawanshi
I/C Principal



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Minutes of the meeting

Date: 15th July 2024

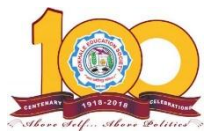
The first IQAC meeting for the academic year 2024-25 was conducted in the Principal's office, Dr. T. K. Tope Night College, Parel, Mumbai, at 5:00 pm on Saturday, 13th July 2024.

Agenda and Meeting proceedings

1. **To read and confirm the minutes of the previous IQAC meeting:** Principal Dr. Nagesh Suryawanshi read the minutes of the previous meeting and they were confirmed by all members present.
2. **AQAR & NAAC preparation progress:** Prof. Shubharaj Buwa briefed the committee on the post-SSR submission status and outlined the preliminary preparations required for the upcoming academic year's AQAR.
3. **Staff issues:** The committee welcomed Mr. Sunil Kirve to his role as Administrative officer. I/C Principal Dr. Suryawanshi discussed the distribution of administrative workloads for the new term.
4. **Any other relevant point:** Student representative Mr. Samyak Kadam suggested extending library hours during the upcoming internal exam period.

Vote of thanks The meeting concluded with a vote of thanks proposed by Prof. Shubharaj Buwa.

1. Principal Dr. Suhasini Sant (Chairperson, Gokhale Education Society, Nashik)	Management Representative
2. Prof. Prakash Sawant	Teacher
3. Prof. Ashwini Torane	Teacher
4. Prof. Dnyaneshwar Jambhule	Teacher
5. Prof. Pankaj Pandagale	Teacher
6. Prof. Pramod Dhengle	Teacher
7. Prof. Supriya Gaikwad	Teacher
8. Prof. Sandeep Kajabe	Teacher
9. Mr. Vasant Jathar	Administrative officer, GES
10. Mr. Sunil Kirve	Administrative officer
11. Mr. Sharad Ambole	Local society representative
12. Mr. Samyak Kadam	Student representative
13. Ms. Archana Shelke	Alumni member
14. Mr. Rohit Kadam	Stakeholders - Parents



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15. Mr. Hrishikesh Joshi

16. I/C Principal Dr. Nagesh Suryawanshi

17. Prof. Shubharaj Buwa

Stakeholders - Employers

Chairperson

IQAC coordinator

S. P. Buwa
IQAC coordinator

Dr. Nagesh Suryawanshi
I/C Principal



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Action Taken Report

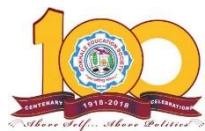
Date: 30th July 2024

Based on the agenda of the 1st IQAC meeting held on Sat. 13th July 2024, the following actions were taken:

- Preliminary data collection formats for the 2023-24 AQAR were circulated to all department heads.
- Administrative duties were officially restructured and assigned to Mr. Sunil Kirve.
- The library committee was notified to extend reading room hours by one hour during the internal examination weeks.

S. P. Buwa, Associate Professor Coordinator IQAC

Prof. Nagesh Suryawanshi I/C Principal and Chairman of IQAC



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Second IQAC Meeting: 31 Aug 2024

Ref. no. IQAC/2024-25/02

Date: Wednesday, 28th August 2024

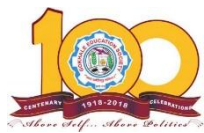
Notice

IQAC second meeting of academic year 2024-25

The second IQAC meeting for the academic year 2024-25 will be conducted in the Principal's office, Dr. T. K. Tope Night College, Parel, Mumbai, at 5:00 pm on Saturday, 31st August 2024. Presence of all members of the IQAC is solicited. Following is the agenda for the meeting:

1. To read and confirm the minutes of the previous IQAC meeting held on 13th July 2024.
2. AQAR data collection review.
3. Staff issues and training.
4. Any other relevant point may be raised during the meeting with the permission of the Chairperson.

1. Principal Dr. Suhasini Sant (Chairperson, Gokhale Education Society, Nashik)	Management Representative
2. Prof. Prakash Sawant	Teacher
3. Prof. Ashwini Torane	Teacher
4. Prof. Dnyaneshwar Jambhule	Teacher
5. Prof. Pankaj Pandagale	Teacher
6. Prof. Pramod Dhengle	Teacher
7. Prof. Supriya Gaikwad	Teacher
8. Prof. Sandeep Kajabe	Teacher
9. Mr. Vasant Jathar	Administrative officer, GES
10. Mr. Sunil Kirve	Administrative officer
11. Mr. Sharad Ambole	Local society representative
12. Mr. Samyak Kadam	Student representative
13. Ms. Archana Shelke	Alumni member
14. Mr. Rohit Kadam	Stakeholders - Parents
15. Mr. Hrishikesh Joshi	Stakeholders - Employers
16. I/C Principal Dr. Nagesh Suryawanshi	Chairperson



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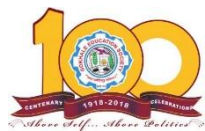
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17. Prof. Shubharaj Buwa

IQAC coordinator

S. P. Buwa
IQAC coordinator

Dr. Nagesh Suryawanshi
I/C Principal



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Minutes of the meeting

Date: 2nd September 2024

The second IQAC meeting was conducted in the Principal's office at 5:00 pm on Saturday, 31st August 2024. (Attendance: All 17 members of the formulated 2024-25 IQAC committee were present, except Mr. Sharad Ambole).

Agenda and Meeting proceedings

1. **To read and confirm the minutes of the previous IQAC meeting:** Minutes of the 13th July 2024 meeting were read and confirmed.
2. **AQAR data collection review:** Prof. Shubharaj Buwa reported that 70% of the departmental data for the AQAR had been collected and reviewed. Reminders will be sent for the pending files.
3. **Staff issues and training:** I/C Principal Dr. Suryawanshi proposed a one-day workshop on new educational technologies for the teaching staff. The management representative, Dr. Suhasini Sant, approved the initiative.
4. **Any other relevant point:** Alumni member Ms. Archana Shelke proposed organizing an alumni mentorship session for third-year students.

Vote of thanks The meeting concluded with a vote of thanks proposed by Prof. Shubharaj Buwa.

1. Principal Dr. Suhasini Sant (Chairperson, Gokhale Education Society, Nashik)	Management Representative
2. Prof. Prakash Sawant	Teacher
3. Prof. Ashwini Torane	Teacher
4. Prof. Dnyaneshwar Jambhule	Teacher
5. Prof. Pankaj Pandagale	Teacher
6. Prof. Pramod Dhengle	Teacher
7. Prof. Supriya Gaikwad	Teacher
8. Prof. Sandeep Kajabe	Teacher
9. Mr. Vasant Jathar	Administrative officer, GES
10. Mr. Sunil Kirve	Administrative officer
11. Mr. Sharad Ambole	Local society representative
12. Mr. Samyak Kadam	Student representative



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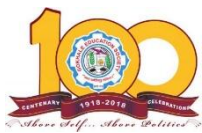


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| 13. Ms. Archana Shelke | Alumni member |
| 14. Mr. Rohit Kadam | Stakeholders - Parents |
| 15. Mr. Hrishikesh Joshi | Stakeholders - Employers |
| 16. I/C Principal Dr. Nagesh Suryawanshi | Chairperson |
| 17. Prof. Shubharaj Buwa | IQAC coordinator |

S. P. Buwa
IQAC coordinator

Dr. Nagesh Suryawanshi
I/C Principal



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Action Taken Report

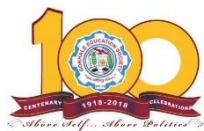
Date: 15th September 2024

Based on the agenda of the 2nd IQAC meeting held on Sat. 31st Aug 2024, the following actions were taken:

- Final reminders were issued to departments for pending AQAR documentation.
- A faculty development workshop on digital pedagogy has been scheduled for late September.
- The Alumni Committee was tasked with coordinating the proposed mentorship session with Ms. Archana Shelke.

S. P. Buwa, Associate Professor Coordinator IQAC

Prof. Nagesh Suryawanshi I/C Principal and Chairman of IQAC



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Third IQAC Meeting: 10 Dec 2024

Ref. no. IQAC/2024-25/03

Date: Saturday, 7th December 2024

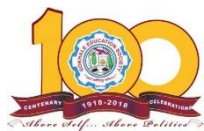
Notice

IQAC third meeting of academic year 2024-25

The third IQAC meeting for the academic year 2024-25 will be conducted in the Principal's office, Dr. T. K. Tope Night College, Parel, Mumbai, at 5:00 pm on Tuesday, 10th December 2024. Presence of all members of the IQAC is solicited. Following is the agenda for the meeting:

1. To read and confirm the minutes of the previous IQAC meeting held on 31st August 2024.
2. Final review of AQAR before submission.
3. Staff issues and administrative updates.
4. Any other relevant point may be raised during the meeting with the permission of the Chairperson.

1. Principal Dr. Suhasini Sant (Chairperson, Gokhale Education Society, Nashik)	Management Representative
2. Prof. Prakash Sawant	Teacher
3. Prof. Ashwini Torane	Teacher
4. Prof. Dnyaneshwar Jambhule	Teacher
5. Prof. Pankaj Pandagale	Teacher
6. Prof. Pramod Dhengle	Teacher
7. Prof. Supriya Gaikwad	Teacher
8. Prof. Sandeep Kajabe	Teacher
9. Mr. Vasant Jathar	Administrative officer, GES
10. Mr. Sunil Kirve	Administrative officer
11. Mr. Sharad Ambole	Local society representative
12. Mr. Samyak Kadam	Student representative
13. Ms. Archana Shelke	Alumni member



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14. Mr. Rohit Kadam

15. Mr. Hrishikesh Joshi

16. I/C Principal Dr. Nagesh Suryawanshi

17. Prof. Shubharaj Buwa

Stakeholders - Parents

Stakeholders - Employers

Chairperson

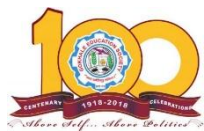
IQAC coordinator

S. P. Buwa

IQAC coordinator

Dr. Nagesh Suryawanshi

I/C Principal



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Minutes of the meeting

Date: 12th December 2024

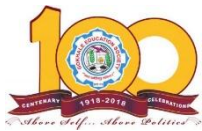
The third IQAC meeting was conducted in the Principal's office at 5:00 pm on Tuesday, 10th December 2024. (Attendance: All 17 members of the formulated 2024-25 IQAC committee were present).

Agenda and Meeting proceedings

1. **To read and confirm the minutes of the previous IQAC meeting:** Minutes of the 31st August 2024 meeting were read and confirmed by all present.
2. **Final review of AQAR before submission:** Prof. Shubharaj Buwa presented the compiled AQAR to the committee. Minor corrections were suggested by Prof. Prakash Sawant and Prof. Ashwini Torane.
3. **Staff issues and administrative updates:** Mr. Vasant Jathar provided an update on the maintenance of college infrastructure and requested minor repairs in the staff room, which were approved.
4. **Any other relevant point:** Parents' representative Mr. Rohit Kadam inquired about scheduling a parent-teacher meeting for the upcoming semester.

Vote of thanks The meeting concluded with a vote of thanks proposed by Prof. Shubharaj Buwa.

1. Principal Dr. Suhasini Sant (Chairperson, Gokhale Education Society, Nashik)	Management Representative
2. Prof. Prakash Sawant	Teacher
3. Prof. Ashwini Torane	Teacher
4. Prof. Dnyaneshwar Jambhule	Teacher
5. Prof. Pankaj Pandagale	Teacher
6. Prof. Pramod Dhengle	Teacher
7. Prof. Supriya Gaikwad	Teacher
8. Prof. Sandeep Kajabe	Teacher
9. Mr. Vasant Jathar	Administrative officer, GES
10. Mr. Sunil Kirve	Administrative officer
11. Mr. Sharad Ambole	Local society representative
12. Mr. Samyak Kadam	Student representative



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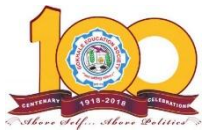
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| 13. Ms. Archana Shelke | Alumni member |
| 14. Mr. Rohit Kadam | Stakeholders - Parents |
| 15. Mr. Hrishikesh Joshi | Stakeholders - Employers |
| 16. I/C Principal Dr. Nagesh Suryawanshi | Chairperson |
| 17. Prof. Shubharaj Buwa | IQAC coordinator |

S. P. Buwa
IQAC coordinator

Dr. Nagesh Suryawanshi
I/C Principal



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Action Taken Report

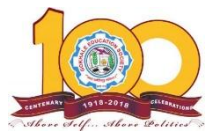
Date: 26th December 2024

Based on the agenda of the 3rd IQAC meeting held on Tue. 10th Dec 2024, the following actions were taken:

- The AQAR was updated with the suggested corrections and has been finalized for upload.
- Maintenance requests for the staff room were submitted to the estate department and repairs are underway.
- Departments were instructed to schedule parent-teacher meetings in the first week of February.

S. P. Buwa, Associate Professor Coordinator IQAC

Prof. Nagesh Suryawanshi I/C Principal and Chairman of IQAC



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Fourth IQAC Meeting: 29 Mar 2025

Ref. no. IQAC/2024-25/04

Date: Wednesday, 26th March 2025

Notice

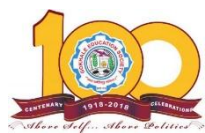
The fourth IQAC meeting for the academic year 2024-25 will be conducted in the Principal's office, Dr. T. K. Tope Night College, Parel, Mumbai, at 5:00 pm on Saturday, 29th March 2025. Presence of all members of the IQAC is solicited. Following is the agenda for the meeting:

1. To read and confirm the minutes of the previous IQAC meeting held on 10th December 2024.
2. Academic year 2024-25 review and planning for 2025-26.
3. Staff issues.
4. Any other relevant point may be raised during the meeting with the permission of the Chairperson.

1. Principal Dr. Suhasini Sant (Chairperson, Gokhale Education Society, Nashik)	Management Representative
2. Prof. Prakash Sawant	Teacher
3. Prof. Ashwini Torane	Teacher
4. Prof. Dnyaneshwar Jambhule	Teacher
5. Prof. Pankaj Pandagale	Teacher
6. Prof. Pramod Dhengle	Teacher
7. Prof. Supriya Gaikwad	Teacher
8. Prof. Sandeep Kajabe	Teacher
9. Mr. Vasant Jathar	Administrative officer, GES
10. Mr. Sunil Kirve	Administrative officer
11. Mr. Sharad Ambole	Local society representative
12. Mr. Samyak Kadam	Student representative
13. Ms. Archana Shelke	Alumni member
14. Mr. Rohit Kadam	Stakeholders - Parents
15. Mr. Hrishikesh Joshi	Stakeholders - Employers
16. I/C Principal Dr. Nagesh Suryawanshi	Chairperson
17. Prof. Shubharaj Buwa	IQAC coordinator

S. P. Buwa
IQAC coordinator

Dr. Nagesh Suryawanshi
I/C Principal



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Minutes of the meeting

Date: 31st March 2025

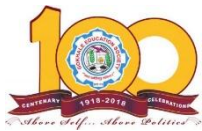
The fourth IQAC meeting was conducted in the Principal's office at 5:00 pm on Saturday, 29th March 2025. (Attendance: All 17 members of the formulated 2024-25 IQAC committee were present, except Prof. Supriya Gaikwad).

Agenda and Meeting proceedings

1. **To read and confirm the minutes of the previous IQAC meeting:** Minutes of the 10th December 2024 meeting were read and confirmed.
2. **Academic year 2024-25 review and planning:** Prof. Shubharaj Buwa led a review of the year's academic and extracurricular achievements. The committee discussed the academic calendar draft for the 2025-26 term.
3. **Staff issues:** I/C Principal Dr. Suryawanshi commended the teaching and non-teaching staff for their cooperation throughout the academic year. No major grievances were reported.
4. **Any other relevant point:** Employers' representative Mr. Hrishikesh Joshi recommended introducing a short-term certificate course in basic accounting software for commerce students.

Vote of thanks The meeting concluded with a vote of thanks proposed by Prof. Shubharaj Buwa.

1. Principal Dr. Suhasini Sant (Chairperson, Gokhale Education Society, Nashik)	Management Representative
2. Prof. Prakash Sawant	Teacher
3. Prof. Ashwini Torane	Teacher
4. Prof. Dnyaneshwar Jambhule	Teacher
5. Prof. Pankaj Pandagale	Teacher
6. Prof. Pramod Dhengle	Teacher
7. Prof. Supriya Gaikwad	Teacher
8. Prof. Sandeep Kajabe	Teacher
9. Mr. Vasant Jathar	Administrative officer, GES
10. Mr. Sunil Kirve	Administrative officer
11. Mr. Sharad Ambole	Local society representative



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| 12. Mr. Samyak Kadam | Student representative |
| 13. Ms. Archana Shelke | Alumni member |
| 14. Mr. Rohit Kadam | Stakeholders - Parents |
| 15. Mr. Hrishikesh Joshi | Stakeholders - Employers |
| 16. I/C Principal Dr. Nagesh Suryawanshi | Chairperson |
| 17. Prof. Shubharaj Buwa | IQAC coordinator |

S. P. Buwa
IQAC coordinator

Dr. Nagesh Suryawanshi
I/C Principal



**Gokhale Education Society's
DR. T. K. TOPE ARTS & COMMERCE NIGHT COLLEGE
PAREL, MUMBAI-400012**



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Website: <https://drtktopecollege.in>

Action Taken Report

Date: 15th April 2025

Based on the agenda of the 4th IQAC meeting held on Sat. 29th Mar 2025, the following actions were taken:

- The academic calendar for 2025-26 has been tentatively finalized and sent to the management for final approval.
- The Commerce and Accountancy departments were requested to draft a proposal and syllabus for a short-term certificate course in accounting software, as suggested by Mr. Hrishikesh Joshi.

S. P. Buwa, Associate Professor Coordinator IQAC

Prof. Nagesh Suryawanshi I/C Principal and Chairman of IQAC