

**DR. TK TOPE ARTS & COMMERCE NIGHT SENIOR COLLEGE,  
PAREL, MUMBAI – 400 012**

**The Annual Quality Assurance Report (AQAR) of the IQAC  
2013-14**

**Part – A**

**I. Details of the Institution**

1.1 Name of the Institution	Dr. TK Tope Arts & Commerce Night Senior College
1.2 Address Line 1	Gokhale Society Lane
Address Line 2	Acharya Donde Vidya Nagar
City/Town	Parel, Mumbai
State	Maharashtra
Pin Code	400 012
Institution e-mail address	gestktacnc@hotmail.com
Contact Nos.	022 24138617, 022 24137609
Name of the Head of the Institution:	Principal Vitthal Baliram Rokade
Tel. No. with STD Code:	022 24138617
Mobile:	9881418831
Name of the IQAC Co-coordinator:	Mr. Krishnan Nandela
Mobile:	9819323294
IQAC e-mail address:	gestktiqaac@gmail.com
1.3 NAAC Track ID (For ex. MHC0GN 18879)	<b>08844</b>

**1.4 NAAC Executive Committee No. & Date:**

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/53/RAR/72 dated 04<sup>th</sup> September, 2010.

**1.5 Website address:**

www.tktopenightcollege.in

**Web-link of the AQAR:**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+		2004	2004-2009
2	2 <sup>nd</sup> Cycle	B	2.19	2010	2010-2015
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC : DD/MM/YYYY**

20/01/2003

**1.8 AQAR for the year (for example 2010-11)**

2012-13 submitted to NAAC on 26.9.2013

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)**

- i. AQAR 2011-12 (13/09/2012)
- ii. AQAR 2012-13 (26/09/2013)
- iii. AQAR 2013-14 (30/12/2014)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

**1.10 Institutional Status**

University

State  State\_  Central  Deemed  Private

Affiliated College

Yes  Yes  No

Constituent College

Yes  No  No

Autonomous college of UGC

Yes  No  No

Regulatory Agency approved Institution

Yes  Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Yes  Men  Women   
Urban  Urban  Rural  Tribal   
Financial Status Grant-in-aid  UGC 2(f)  UGC 12B   
Grant-in-aid + Self Financing  Totally Self-financing

#### 1.11 Type of Faculty/Program

Arts  Science  Commerce  Law  PEI (Phys Edu)   
TEI (Edu)  Engineering  Health Science  Management   
Others (Specify)

#### 1.12 Name of the Affiliating University (*for the Colleges*)

**University of Mumbai**

#### 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Program  DST-FIST

UGC-Innovative PG program  Any other (*Specify*)

UGC-COP Program

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>		
2.3 No. of students	<input type="text" value="01"/>		
2.4 No. of Management representatives	<input type="text" value="01"/>		
2.5 No. of Alumni	<input type="text" value="02"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="13"/>		
2.10 No. of IQAC meetings held			
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="02"/>	Faculty <input type="text" value="02"/>
	Non-Teaching Staff	<input type="text" value="02"/>	Alumni <input type="text" value="02"/>
	Students		Others <input type="text" value="Nil"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text" value="Yes"/>	No <input type="text"/>
If yes, mention the amount	<input type="text" value="3 Lakhs"/>		
2.13 Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total Nos.	<input type="text" value="Nil"/>	International <input type="text" value="Nil"/>	National <input type="text" value="Nil"/>
		State <input type="text" value="Nil"/>	Institution Level <input type="text" value="06"/>
(ii) Themes	<input type="text" value="Capital Market, Financial Market, Indian Economy &amp; Career Opportunities."/>		

## 2.14 Significant Activities and contributions made by IQAC

1. Organized six seminars on Capital Market, Financial Market, Indian Economy and Career Opportunities.
2. Organized field visits to Bombay Stock Exchange and Bhaudaji Lad Museum.
3. Organized Alumni meet during the year and felicitated successful past students of the college.
4. Organized Expert Lecture series in the subjects of Accountancy, Financial Management, Taxation and Business Economics.
5. Launched the first online magazine 'The Nightingale' in the Mumbai University region in the month of January, 2014.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. To start MCom Course (Self financed) of the Mumbai University from the academic year 2014-15.	A proposal to start M Com course of the Mumbai University has been sent to the Management of GES for approval.
2. To start professional course (BMS Self financed) in the college from the academic year 2014-15.	A proposal to start BMS course of the Mumbai University has been sent to the management of GES for approval.
3. To encourage the faculty to publish research articles in professional journals.	The full time faculty has published research articles in ISBN and ISSN journals.
4. To improve the grades in Commerce and Arts Faculties.	The TYBA results of the college improved from 77.77% in 2013 to 90% in 2014. The TYBCom results declined marginally from 75.53% to 73.46%.
5. To expand library resources.	One additional reading room has been provided for the students.
6. To equip the college auditorium and cultural hall with equipment and ICT technology.	The college auditorium and cultural hall has been equipped with ICT equipment.
7. To equip the conference room with ICT	The conference room of the college has

equipment.	been equipped with ICT.
8. To organize CAS for eligible teachers.	CAS was organized for eligible teachers.
9. To encourage the faculty to participate in seminars and conferences at various levels.	The full time faculty members of the college have participated in a number of seminars and conferences at various levels.
10. To modernize the college website.	The college website was modernized during the year.

\* Attach the Academic Calendar of the year as Annexure. Academic Calendar for 2013-14 attached.

2.15 Whether the AQAR was placed in statutory body    Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The management has given permission to make infrastructural development. Accordingly, ladies room and girls toilet has been renovated.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02	Nil	Nil	Nil
PG Diploma	-			
Advanced Diploma	-			
Diploma	-			
Certificate	-			
Others	-			
<b>Total</b>	02	-	-	-
Interdisciplinary	-			
Innovative	-			

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
 (ii) Pattern of programs:

Pattern	Number of programmes
Semester	02
Trimester	-
Annual	-

- 1.3 Feedback from stakeholders\* (On all aspects) Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure (Copy of the feedback is enclosed).*

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Regulations and syllabi are updated by the University of Mumbai.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

UGC Network Resource Center has been established.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	06	04	-	05

2.2 No. of permanent faculty with Ph.D.

01

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	-	-	-	-	-	-	-	01	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

Nil

07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	12	10
Presented papers	10	12	10
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Introduced Earn and Learn Scheme. Under this scheme, two students are appointed in the administrative office for four hours per day.
2. Launched Online 'E' magazine titled 'The Nightingale' in the month of January 2014.
3. Industrial visits were organized during the year to the Bombay Stock Exchange and Bhaudaji Lad Museum.
4. Counseling services for students and staff were introduced during the year.

2.7 Total No. of actual teaching days during this academic year

190

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Photocopy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

Nil

Nil

Nil

as member of Board of Study/Faculty/Curriculum Development workshop



2.10 Average percentage of attendance of students

65%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	75	Nil	4	62	11	77
B Com	169	2	45	28	0.5	75.5

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes: The IQAC decides the academic calendar for the whole year. The activities are conducted according to the academic calendar. The individual faculty members are required to submit their Semester-wise teaching plan. The faculty is also required to submit Monthly Teaching Reports. Student feedback is obtained regularly. It is analyzed and suggestions are given to the faculty members to make improvements.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	05
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	10
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	Nil	Nil	Nil
Technical Staff	Nil	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Five faculty members have registered for the PhD program during the year 2013-14.

#### 3.2 Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	01	-	-
e-Journals	02	-	-
Conference proceedings	06	06	06

#### 3.5 Details on Impact factor of publications: Nil

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: Nil

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : N.A

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges : Nil

Autonomy  CPE  DBT Star Scheme  
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	2
Sponsoring agencies					BSE Brokers' Forum

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: Nil

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : Nil

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year : Nil

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialized	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year : Nil

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): Nil  
 JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:  
 University level  State level   
 National level  International level

3.22 No. of students participated in NCC events: Nil  
 University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:  
 University level  State level   
 National level  International level

3.24 No. of Awards won in NCC: Nil  
 University level  State level   
 National level  International level

3.25 No. of Extension activities organized: Two  
 University forum  College forum   
 NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- One hundred students participated in the NSS Activity. A seven day camp was organized and fifty students participated in the NSS camp.
- Thirty students participated in the extension activity under Life Long and Continuing Education Program of the University of Mumbai. NSS and Extension Activity Report enclosed.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area in Square Feet	15,530	-	-	15,530
Class rooms	10	-	-	10
Laboratories	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	12	22	UGC	29
Value of the equipment purchased during the year (Rs. in Lakhs)	4,25,250.00	1,48,000.00	UGC	5,73,250.00
Others	-	-		-

#### 4.2 Computerization of administration and library

The library and the administrative office have been fully computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1370	148565	291	39,922	1661	188487
Reference Books	131	31685	53	22650	184	54335
e-Books	-	-	-	-	-	-
Journals	9	23,381	-	-	9	23,381
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	32	13,761	-	-	32	13,761
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23	1	2	-	-	1	-	-
Added	5	-	-	-	-	-	-	-
Total	28	1	2	-	-	1	-	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

Two computers for the students, two computers for the faculty and three computers to the IQAC with internet connection have been provided.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

Nil

ii) Campus Infrastructure and facilities

Nil

iii) Equipments

Rs.30,300/-

iv) Others

Nil

**Total :**

Rs.30,300/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has organized awareness lectures on student support services and information related to student support is displayed in the college premises.

#### 5.2 Efforts made by the institution for tracking the progression

A Student Progression File is maintained in which the details of progression made by students are recorded.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
835	-	-	-

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men

No	%
637	73.29

Women

No	%
198	26.71

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
424	90	2	317	2	835	507	93	6	332	3	941

Demand ratio 150%

Dropout 10%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The College organized a free coaching program for CA-CPT examinations. Ten students attended the program and one student passed the examination.

5.5 No. of students qualified in these examinations

01

NET  
IAS/IPS etc


SET/SLET  
State PSC

01

GATE  
UPSC


CAT  
Others


5.6 Details of student counseling and career guidance

A career and counseling cell has been established in the college. The counselor visits the college once in a month. The cell has organized seminars on career opportunities in the financial market. The college also organized industrial visits to the Bombay Stock Exchange and Bhaudaji lad Museum.

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	30	15	Nil

5.8 Details of gender sensitization program

Women Development Cell has been set up in the college. The cell has organized the following programs:

1. The WDC program for the year 2013-14 began with a lecture on “Self-awareness” by Miss. PM Lata who is a senior social worker and an expert on women’s studies.
2. A Women’s Grievance Cell was established in the college on the lines of Sexual Harassment of Women at Work Place Act 2013.
3. Girl Child Day was celebrated on 11<sup>th</sup> October, 2013 by the WDC.
4. On 06<sup>th</sup> December, 2013, ‘Fearlessness Day’ was celebrated by the WDC.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

275

National level

Nil

International level

Nil

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	02	2000.00
Financial support from government	265	13,38,145.00
Financial support from other sources	30	30,000.00
Number of students who received International/ National recognitions	-	-

5.11 Student organized / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievance from the students was received.



## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

#### **THE VISION STATEMENT**

**Dr. T.K.T.A.C.N.C.** is committed to impart quality education in Commerce & Arts at Degree level to fulfil the needs and expectations of students, parents and society at large. This is done through the total involvement of the faculty, students and the staff in the process of teaching and learning, complying with the quality system and continually improving the processes and system.

#### **MISSION STATEMENT**

**The College is committed to the cause of students' empowerment through access to education at all levels particularly higher education and to have world class citizenship through relevant courses under formal & informal streams. Further the College is committed to raise the dignity of teaching profession and to establish a culture of caring and excellence by providing a wide range of professional and vocational courses for all classes of people and particularly the underprivileged to meet the changing socio-economic needs with human values, social responsibility and to achieve excellence with total quality in all walks of life and learning.**

6.2 Does the Institution have a management Information System: No.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college is affiliated to the University of Mumbai who decides the curriculum. The college in turn follows the curriculum determined by the University of Mumbai.

### 6.3.2 Teaching and Learning

The College is ISO 9001-2008 certified. It follows the quality practices laid down in the ISO Quality Manual. Annual Teaching Plan and Monthly Teaching Reports are obtained from the faculty, examined and signed by the Heads of Department and the Principal. Feedback from the students is obtained regularly, analysed and copies of the Feedback Analysis Report given to the faculty members.

### 6.3.3 Examination and Evaluation

The examination and evaluation system followed by the college is laid down by the University of Mumbai.

### 6.3.4 Research and Development

The college encourages the faculty to write, present and publish research papers. Faculty members are deputed to attend seminars and conferences at various levels and to present their research papers. Faculty members are also encouraged to take up minor and major research projects and register for the PhD program. Six faculty members have registered for the PhD program.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college is equipped with Information and Communication Technology. The strategy adopted by the college to install ICT equipment is to obtain UGC Grants. SOUL software has been installed.

### 6.3.6 Human Resource Management

The faculty and members of the administrative staff are periodically deputed to participate in Orientation, Refresher and Faculty Development programs. The members of the administrative staff are also deputed to participate in training programs.

### 6.3.7 Faculty and Staff recruitment

The recruitment strategy and policy for faculty and staff recruitment is determined by the University and the State Government. The college follows these strategies and policies in order to conduct recruitment.

### 6.3.8 Industry Interaction / Collaboration

The College has conducted industrial visits and seminars with the help of industry organizations. Industrial visit to the Reserve Bank of India, the Bombay Stock Exchange and Bhaudaji Lad Museum was organized by the college. The BSE Brokers' Forum conducted seminars in our college for our students and faculty in the subject of Indian Economy and Capital Markets.

### 6.3.9 Admission of Students

The college follows the admission policy laid down by the State Government and the University of Mumbai.

### 6.4 Welfare schemes for:

Teaching	Nil
Non teaching	Nil
Students	Book Bank Scheme, Earn and Learn Scheme and Scholarship Scheme. University of Mumbai special aid to students. Financial aid given to the students on a regular basis from the Principals' Association Forum.

### 6.5 Total corpus fund generated

Nil

### 6.6 Whether annual financial audit has been done

Yes

Yes

No

### 6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	ISO 9001-2008
Administrative	Yes	State Govt	Yes	ISO 9001-2008

### 6.8 Does the University/ Autonomous College declare results within 30 days? N.A.

For UG Program

Yes

No

For PG Program

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University of Mumbai has a scheme for awarding Academic Autonomy to the constituent colleges. However, our college has not opted for the scheme of Autonomy.

6.11 Activities and support from the Alumni Association

The TKT Alumni Association has been constituted. Every year two programs are conducted by the Alumni Association. Successful alumni are felicitated during these programs.

6.12 Activities and support from the Parent – Teacher Association

The College has a Parent Teacher Association (PTA). Every year meetings are conducted with the Parents of the students in the college.

6.13 Development program for support staff

The support staff members of the college are periodically deputed for training and development programs organized by the University and the State Government and are also trained at the institutional level.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The NSS Unit of the college has undertaken Plantation Program in Village Gundage, Karjat. Further, potted plants are placed within the college campus. A clean college campus program was organized during the year.

## **Criterion – VII**

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

During the year, the college introduced an online Magazine called “The Nightingale”. It is a quarterly ‘E’ Magazine in which the students, faculty and others are free to contribute their articles and other publishable material. The Nightingale was launched in January 2014. Two quarterlies since January 2014 i.e. the January and April editions of the magazine have come up. Students in particular have contributed greatly to the success of this magazine.

The College has introduced the ‘Earn and Learn” scheme under which two students of the college are employed on part time basis in the administrative office of the college.

The College has introduced industrial visits. Accordingly, visits to the Reserve Bank of India, Bombay Stock Exchange and the Bhaudaji Lad Museum were organized during the year.

Health Camp was organized for women students. 120 women students participated in the health camp. The camp was sponsored by Global Hospital, Wadia Hospital and KEM hospital.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:

- A proposal to start M Com course of the Mumbai University has been sent to the Management of the college for approval.
- A proposal to start BMS course of the Mumbai University has been sent to the management of the college for approval.
- The full time faculty has published research articles in ISBN and ISSN journals.
- The TYBA results of the college improved from 77.77% in 2013 to 90% in 2014. The TY B Com results declined marginally from 75.53% to 73.46%.
- A proposal to expand the physical space of the library has been sent to the management of the college for approval.
- The conference room of the college has been equipped with ICT.
- CAS was organized for eligible teachers. CAS recommendations in respect of the teachers have been approved by the University of Mumbai.
- The full time faculty members of the college have participated in a number of seminars and conferences at various levels.
- The college website was modernized during the year 2013-14.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Preparation of comprehensive study material containing model question papers, case studies, objective and subjective questions along with answers and University question papers along with syllabus so that it becomes a single point reference material for the students.
2. Use of ICT on a regular basis by the faculty and the students.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii). Annexure Enclosed.***

7.4 Contribution to environmental awareness / protection

The NSS Unit of the college had conducted tree plantation programs at Village Gundage, Karjat, Raigad District. The students performed Skit on environmental awareness.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT analysis was conducted by the IQAC Cell. The details of the SWOT analysis are as follows:

**Strengths:**

1. Provides access to higher education in Arts and Commerce faculties to a large number of working students particularly from the weaker sections.
2. Adequate numbers of teachers are appointed.
3. Students are encouraged in curricular, co-curricular and extra-curricular activities.
4. The college has a supportive management.
5. The college is qualified for UGC assistance.
6. Research culture and publication output is satisfactory.
7. The college conducts Extension activities.
8. The college has a full-fledged faculty and non-teaching staff with a principal.

**Weaknesses:**

1. Limited numbers of academic programs are offered.
2. Professional development of teachers is inadequate.
3. The college operates under time and space constraints.
4. The student intake from the night junior college is academically weak.
5. Collaboration with State/National level institutions is minimal.
6. Physical facilities are inadequate.

**Opportunities:**

1. Introduction of electives in Arts and Commerce faculties.
2. Scope for enhancing ICT enabled teaching-learning process.
3. Mobilisation of resources from funding agencies.
4. Introduction of Add-on courses with UGC assistance.

**Challenges:**

1. Expansion of academic programs.
2. Professional development of teachers.
3. Mobilization of financial resources.

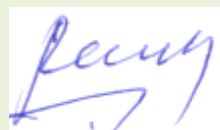
## **8. Plans of institution for next year.**

### **ACTION PLAN FOR THE YEAR 2014-15**

1. To equip the IQAC with necessary equipment and furniture.
2. To make preparations for the Recertification Audit under ISO 9001-2008 scheduled to be conducted during the course of the year.
3. To implement the career advancement scheme for eligible faculty members.
4. To conduct periodic seminars for the students and faculty on various topics.
5. To conduct vocational training courses and subsequent placement for students under the auspices of National Skill Development Corporation and training institutes/companies appointed by NSDC.
6. To appoint a professional Counsellor for Students and Staff members who would visit the college once in a month and conduct counselling sessions.
7. To conduct industrial visits for the students and faculty.
8. To organize the death centenary celebrations of Namdar Gopal Krishna Gokhale.
9. To celebrate Dr. TK Tope's birth centenary by organizing inter-collegiate essay and elocution competitions.
10. To continue the 'Earn and Learn' scheme launched by the college in the year 2013-14.
11. To install CCTV Cameras in the college class rooms, staff rooms and premises.
12. To install IT enabled boards in two class rooms and projectors in four class rooms.
13. To install modern sound system in the college premises, electronic bell and electronic notice board.
14. To renovate toilets for staff and students.
15. To develop content for the Quarterly E-Magazine 'The Nightingale'. The magazine was launched in the month of January 2014.
16. To analyze the first semester results of the college and submit the report before December 2014.
17. To explore Academic collaboration with State and National level institutions.
18. To review the recommendations of the NAAC Committee and their fulfilment.
19. To equip the computer lab with additional computers.
20. To place necessary furniture and fixtures in the conference room and in the auditorium.



**(Krishnan Nandela)**  
**Associate Professor**  
**Coordinator, IQAC**



**(Prof. VB Rokade)**  
**Principal**  
**Chairperson, IQAC**

\*\*\*

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Program
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Program
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*



# ANNEXURE ONE TO THE ANNUAL QUALITY ASSURANCE REPORT

BY

DR. TK TOPE ARTS & COMMERCE COLLEGE, PAREL,  
MUMBAI – 400 012.



## Academic Calendar for the First Half of the Academic Year 2013-14

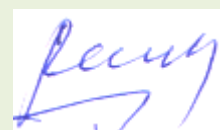
SNO	Month and Dates	Program
<b>JUNE 2013</b>		
1.	11 <sup>th</sup> June, 2013	College Re-opening - Faculty Meeting.
2.	12 <sup>th</sup> June, 2013	Preparation of the Academic Calendar by IQAC.
3.	25 <sup>th</sup> June, 2013	ISO 9001-2008 Internal Audit.
<b>JULY 2013</b>		
3.	15 <sup>th</sup> July, 2013	NSS Meeting for Enrollment.
6.	22 <sup>nd</sup> Jul, 13	Inauguration of Women Development Cell.
<b>AUGUST 2013</b>		
7.	02 <sup>nd</sup> Aug, 13	<b>NSS Inauguration.</b>
9.	15 <sup>th</sup> Aug, 13	Independence Day Celebration in the College.
10.	24 <sup>th</sup> Aug, 13	Tree Plantation Program by the College NSS unit in the GES Camp at Karjat.
12.	20 <sup>th</sup> Aug to 23 <sup>rd</sup> Aug, 13	Internal Tests.
13.	24 <sup>th</sup> Aug, 13	
14.	21 <sup>st</sup> Aug to 27 <sup>th</sup> Aug 13	Indoor Sports
<b>SEPTEMBER 2013</b>		
16.	02 <sup>nd</sup> Sep, 13	Tree Plantation Program at Gundage Village, Karjat.
17.	04 <sup>th</sup> Sep, 13	Guest Lecture on Gender Discrimination.
18.	05 <sup>th</sup> Sep, 13	Teachers' Day Celebrations.
19.	13 <sup>th</sup> Sep, 13	TKT Alumni Meet.
21.	16 <sup>th</sup> Sep, 13	1 <sup>st</sup> and 3 <sup>rd</sup> Semester End Examinations.
<b>OCTOBER 2014 (EXAMINATIONS &amp; RESULTS)</b>		

**Academic Calendar for the Second Half of the Academic Year 2013-14**

<b>SNO</b>	<b>Month and Dates</b>	<b>Program</b>
<b>NOVEMBER 2013</b>		
1.	25 <sup>th</sup> November, 2013	Faculty Meeting
2.	30 <sup>th</sup> November, 2013	IQAC Meeting
<b>DECEMBER 2013</b>		
3.	09 <sup>th</sup> December, 2013	Release of College Magazine and Guest Lecture
4.	09 <sup>th</sup> Dec to 14 <sup>th</sup> Dec 13	Cultural Festival
5.	11 <sup>th</sup> December 2013	Attendance Committee Meeting
6.	15 <sup>th</sup> December, 2013	Annual Sports
7.	16 <sup>th</sup> December, 2013	NSS Advisory Committee Meeting and Felicitation of the Student Council Members.
8.	18 <sup>th</sup> Dec, 2013	ISO 2001-9008 Surveillance Audit
9.	18 <sup>th</sup> Dec, 2013	Seminar on Financial Markets by Bombay Stock Exchange Brokers' Forum
10.	20 <sup>th</sup> Dec, 2013	Cricket
11.	23 <sup>rd</sup> Dec, 2013	Annual Social
12.	24 <sup>th</sup> Dec, 2013	Parent Teachers Meeting (PTA).
13.	25 <sup>th</sup> to 31 <sup>st</sup> Dec 13.	NSS Camp
<b>JANUARY 2014</b>		
14.	13 <sup>th</sup> January, 2014	Alumni Association Meeting
15.	15 <sup>th</sup> to 18 <sup>th</sup> Jan 14.	Internal Tests.
16.	18 <sup>th</sup> January, 2014	Library and 'E' Magazine Committee Meetings
17.	25 <sup>th</sup> January, 2014	Annual Prize Distribution
<b>FEBRUARY 2014</b>		
18.	01 <sup>st</sup> February, 2014	Magazine Committee Meeting
19.	03 to 08 <sup>th</sup> Feb, 2014	Additional Tests
20.	10 Feb to 01 <sup>st</sup> Mar	ATKT Examination
<b>MARCH &amp; APRIL 2014 (EXAMINATIONS)</b>		
21.	03 <sup>rd</sup> to 20 <sup>th</sup> Mar 14	2 <sup>nd</sup> and 4 <sup>th</sup> Semester End Examinations.
22.	29 <sup>th</sup> March, 2014	2 <sup>nd</sup> and 4 <sup>th</sup> Semester Results.
23.	22 Mar to 09 <sup>th</sup> Apr 14	1 <sup>st</sup> and 3 <sup>rd</sup> Semester Additional Examinations.
24.	18 <sup>th</sup> to 26 <sup>th</sup> April 2014	2 <sup>nd</sup> and 4 <sup>th</sup> Additional Examinations.
25.	19 <sup>th</sup> April, 2014	1 <sup>st</sup> and 3 <sup>rd</sup> Semester Additional Exam Results.
26.	30 <sup>th</sup> April, 2014	2 <sup>nd</sup> and 4 <sup>th</sup> Semester Additional Exam Results.



**(PROF. KRISHNAN NANDELA)**  
**IQAC COORDINATOR**



**(PROF. VB ROKADE)**  
**PRINCIPAL**

**DR. TK TOPE ARTS & COMMERCE NIGHT SENIOR  
COLLEGE, PAREL, MUMBAI – 400 012**

**ANNEXURE 2**

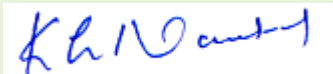
**ANNUAL QUALITY ASSURANCE REPORT 2013-14**

**LIST OF BEST PRACTICES FOLLOWED IN THE COLLEGE IN THE YEAR 2013-14**

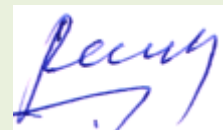
1. Preparation of comprehensive study material containing model question papers, case studies, objective and subjective questions along with answers and University question papers along with syllabus so that it becomes a single point reference material for the students. Study material was distributed to the students of TYB Com and SYB Com in the subjects of Economics and Accountancy.
2. Use of ICT on a regular basis by the faculty and the students. The faculty members generally use ICT equipment on a regular basis.
3. The IQAC conducted industrial visits to the following institutions during the academic year:
  - a) The Reserve Bank of India.
  - b) The Bombay Stock Exchange.
  - c) Bhaudaji Lad Museum.

About 100 students participated in each of these visits along with faculty members.

4. Preparation of free e-learning resources in the subjects Economics, Taxation and Accountancy and their uploading on the college website.
5. Increasing the availability of internet facility to the students by setting up the UGC Network Resource Center in the college.



**(PROF. KRISHNAN NANDELA)  
IQAC COORDINATOR**



**(PROF. VB ROKADE)  
PRINCIPAL**