



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	DR. TK TOPE ARTS AND COMMERCE NIGHT SENIOR COLLEGE
Name of the head of the Institution	VB Rokade
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02224138617
Mobile no.	9881418831
Registered Email	gestktiqac@gmail.com
Alternate Email	gestktacnc@hotmail.com
Address	Acharya Donde Vidya Nagar, Gokhale Society Lane, Parel
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400012

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Krishnan Nandela
Phone no/Alternate Phone no.	02224138617
Mobile no.	9819323294
Registered Email	krishnannandela34@gmail.com
Alternate Email	krishnan_63@rediffmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://tktopenightcollege.in/wp-content/uploads/2018/12/AQAR-2017-18-converted.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://tktopenightcollege.in/academic-calander/

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	B	2.28	2017	22-Feb-2017	21-Feb-2022
2	B	2.19	2010	04-Sep-2010	03-Sep-2015

6. Date of Establishment of IQAC	20-Jan-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
To encourage the faculty to publish research papers in peer reviewed journals prescribed by the UGC and Gokhale Education Society	28-Apr-2018 180	12
To encourage the faculty to apply for major and minor research programs sponsored by the UGC and other sponsoring agencies.	28-Apr-2018 180	12
To conduct a seminar on Financial Planning in the first half of the academic year for the students and teachers of the college.	28-Apr-2018 01	100
Remedial classes for the weaker sections of the student population in the college.	28-Apr-2018 30	100
To increase reading room space for the students	28-Apr-2018 180	60
Introduction of Student Internship program for Library Science Students	28-Mar-2018 60	2
To introduce a Special Deposit Scheme for the library by extending the library services to off campus users, especially economically backward classes to avail the facilities of the library resources and reading room at close distance and affordable cos	28-Apr-2018 365	100
To maintain neat, clean and conducive environment in the library.	28-Mar-2018 365	1000
Institutional Visit of Library Staff to other outstanding Libraries in the Mumbai University Area to study their best practices.	28-Mar-2018 180	4
Summer School in the subjects of Economics, Accountancy, Mathematics and Communication Skills.	28-Mar-2018 30	200
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. During the year 201819, Winter Schools were organized in the subjects of Economics and Accountancy and Summer Schools were organized in the subjects of Mathematics and Communication Skills

2. Remedial classes for the weaker sections of the student population in the college were conducted in the subjects of Accountancy and Economics during the period December 2018 and March 2019.

3. A seminar on 'Financial Goal Planning & Asset Allocation Strategy in collaboration with Board of Industry-Academia Partnerships was conducted in the first week of March 2019

4. One faculty member completed a minor research program sponsored by the UGC through the University of Mumbai.

5. Winter and summer school Yoga training programs were conducted.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Encourage faculty to conduct minor/major research projects.	One faculty member completed a minor research program sponsored by the UGC through the University of Mumbai.
A seminar on 'Financial Goal Planning & Asset Allocation Strategy in collaboration with Board of Industry-Academia Partnerships	A seminar on 'Financial Goal Planning & Asset Allocation Strategy in collaboration with Board of Industry-Academia Partnerships was conducted in the first week of March 2019.
Remedial classes for the weaker sections of the student population in the college	Remedial classes for the weaker sections of the student population in the college were conducted in the subjects of Accountancy and Economics during the period December 2018 and March 2019.
To increase reading room space for the students.	A new reading room was created to accommodate students.
To conduct winter and Summer Schools in the subjects of Economics, Accountancy, English Language Skills and Mathematics.	During the year 201819, Winter Schools were organized in the subjects of Economics and Accountancy and Summer Schools were organized in the subjects of Mathematics and Communication Skills.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Council	12-Jan-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

12-Feb-2019

17. Does the Institution have Management Information System ?

No

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

To make the curriculum more effective and in keeping with the objectives of the college the following steps have been taken: a) Each faculty member submits a Semester Teaching plan at the beginning of the semester to the Principal. b) An academic calendar is prepared and displayed in prominent places. c) Faculty is required to submit monthly teaching report to the Principal. d) Academic progress is achieved through regular tests and semester end exams. e) The Principal conducts a meeting with all faculty members at the beginning and end of every semester to assess the progress made by the institution. f) Time tables are prepared well in advance and made available before the commencement of each semester. g) Winter and Summer schools are organized for final year BA and B Com students. h) The Suggestion-cum-Complaint Box helps the Principal to become aware of problems. i) Regular feedback of both internal and visiting faculty is obtained. j) Co-curricular activities. Quiz competition. Essay Writing Competition. Individual Department Activities. Elocution competition. k) The online magazine of the college known as "The Nightingale" is a multi-lingual quarterly magazine. It publishes articles written by students and faculty. l) Industrial visits are regularly conducted to places like the Bombay Stock Exchange, the BSE Brokers' Forum, the National Stock Exchange, the Reserve Bank of India, museums and factories. These visits are free of cost to the students. m) Regular seminars are conducted for the students and faculty. n) E-learning resources developed by the faculty are uploaded on the college website. o) Teachers are encouraged to attend seminars and workshops related to their subjects. A detailed presentation of the number of teachers attending various seminars. p) Different Departments conduct guest lecture related to their subjects. q) The use of ICT helps to integrate teaching with technology. There are white boards and overhead projects installed in four class rooms and the college hall. Overhead projector and a screen are also placed in the seminar room. Computers with internet connection and Wi-Fi are available in the staff room and IQAC room. The library also subscribes to journals and periodicals recommended by the staff members. E-books and digital database are available through the INFLIBNET N-list. To ensure that the students gain more than just academic knowledge the teachers use innovative teaching methods like Power Point Presentations, Film screenings and Video Clips. These are followed by discussions and debates. Students are encouraged to attend seminars and workshops as well as participate in quizzes and street plays. The faculty is encouraged to participate and present research papers in seminars, workshops and conferences at all levels. In the last five years, our faculty has presented more than 100 research papers and got them published in ISSN journals and ISBN seminar proceedings. Expert and experienced teachers are invited for guest lectures by all departments to supplement course work. Industrial visits are organized regularly and students from various levels participate in these visits. The visits are free of cost to the students. The college collects feedback

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in	Nil	27/08/2018	05	Improving employability	Improving Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil Courses	Nill
Nill	Nil Courses	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	67	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Naturopathy and Yoga	21/06/2018	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accountancy	31
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Nill
Parents	Nill

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>PROLOGUE. Obtaining student feedback on the various services provided by the college to the students is a regular feature of Dr. TK Tope Arts Commerce College. The IQAC of the college decided to obtain student feedback on teachers' performance during the academic year 2018-19. It was further decided that the feedback will be obtained only from the second- and third-years BA/B</p>

Com students. METHODOLOGY. A sample size of ten responses from each of the classes was determined and responses were collected from the students using convenient random sampling method on 16th February 2019. A four-point rating scale was used to measure responses. The four-point scale was as follows: 4 - Very Good. 3 - Good. 2 - Satisfactory. 1 - Unsatisfactory. The respondents were explained the contents of the feedback form in clear terms to enable them to give true, impartial and intelligent responses. Eight parameters were used to rate the teachers. These parameters are as follows: 1. Knowledge. 2. Communication Skills. 3. Sincerity and Commitment. 4. Interest generated. 5. Real life examples. 6. Syllabus covered. 7. Encouragement. 8. Helpfulness. Overall rating of the teachers was also obtained from the students. Every year a feed back is obtained from the second and third year students. The feed back is analyzed and the feed back report is shared amongst the faculty members.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics & Marathi	120	38	38
BA	Economics & Political Science	120	58	58
BA	Political Science and Marathi	120	29	29
BCom	Accountancy	240	160	160
MCom	Accountancy	60	26	26
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	796	98	12	Nil	2

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
14	14	14	9	Nil	15
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

TKT MENTORING PROGRAM – 2019-20 THE CONCEPT OF MENTORING. Mentoring as a concept is as old as human existence on earth. Mentoring is the very basis of continuous and sustainable evolution. Mentoring implies the existence of an ongoing relationship between a Teacher Mentor and a student mentee. The student will be under the mentorship of a teacher throughout his/her studentship in the educational institution. The Mentor Teacher will guide the student in his/her academic life in matters related to not only academics but also his/her problems and issues personal and otherwise. THE AIMS AND OBJECTIVES OF MENTORING PROGRAM. The following are the aims and objectives of the mentoring program slated to be implemented from the academic year 2019-20 for the First Second -Year BA and B Com students: 1. To achieve a sustained and measurable improvement in the academic performance of the mentee student. 2. To encourage the mentee student to participate in curricular, co-curricular and extra-curricular activities organized in the college. 3. To establish a symbiotic and life-long relationship between the mentee and the educational institution. 4. To encourage and promote all round development of the mentee over the course of his/her academic life in the college. 5. To deliver well rounded and successful citizens to the society and the nation at large. THE PARTICIPANT MENTORS. All full-time faculty members working in the college will participate in the Mentorship Program and will be available to the selected mentees for guidance on a regular basis. Each Mentor Teacher will be assigned five mentees/students. The Mentor Teachers will perform the following duties: 1. The Mentor will meet the Mentee at least once in a week and record the proceedings of the meeting in his/her diary. 2. The Mentor Teachers will equip themselves with necessary inputs to successfully and satisfactorily carry out the Mentorship Program. 3. Over-time, the Mentor Teacher will record the progress made by the Mentee in the various activities of the college. 4. All Mentor Teachers will meet once in a quarter and share their experiences. The shared experiences will be documented on a regular basis by a Committee of Teacher Mentors constituted by the Principal. THE PARTICIPANT MENTEES. The TKT Mentoring Program will begin by selecting 56 students from the First and Second-Year BA B Com divisions. We have three divisions of FY B Com and one division of FYBA and we have two divisions of SY B Com and one division of FYBA. We therefore have a total of seven divisions from which Mentee students will be selected. From each division, 08 Mentees will be included in the program so that we have (7 × 8 56) fifty-six students. a) Conditions for Participation. The conditions for participating in the Mentorship program for the students will be as follows: 1. Participation in the Mentoring Program is voluntary. 2. The participating student must have a minimum attendance of 75 per cent on a regular basis. 3. Academically weak students will be given preference. b) Duties of

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1044	12	1:87

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
13	13	Nil	Nil	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
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examination

No Data Entered/Not Applicable !!!

No file uploaded.

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College is affiliated to the University of Mumbai and follows the examination pattern determined by the University from time to time.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar is prepared in the beginning of the Academic Year and followed through throughout the year.

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 in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Not conducted.**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 – Resource Mobilization for Research**

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	Nil	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not applicable	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	2.1
International	Economics	5	5.5
International	Commerce	1	5.2
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	1
Economics	4
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	1	6	Nil	9
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Athletics	Sixth Rank	University of Mumbai	1
Acting	Consolation Prize	Indian National Theatre	1
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Intercollegiate competition	Consortium of colleges	Sports	Nil	30
Elocution Competition	Ruia College	Intercollegiate competition	Nil	2
International Yoga Day	Cultural Dept	Introductory Session for Yoga	5	45
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant
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		/research lab with contact details			
Nil	Nil	Nil	Nil	Nil	Nil
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25790600	13138128

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul and E-granthalaya	Partially	302	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	26622	102	28073	430	54695	532
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Prof. Santosh Palve	Moodle	CSUT121 Advanced Operating System	16/12/2019

Shri Ankush Vanjiwale	Moodle	CSUT113 Database Technology	01/08/2019
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	35	12	1	0	1	1	1	50	0
Added	0	0	0	0	0	0	0	0	0
Total	35	12	1	0	1	1	1	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4.83	0	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has designed Policy and Procedure for usage and maintenance of physical and academic facilities in 2014 and revised in 2017. 1. Facilities Use Policy: The allocation of space for usage is decided by the Space allocation and usage committee. Time-Table committee decides classroom scheduling and allocation and usage of classrooms. The classrooms are allocated on the basis of student strength of each class. The class which has enrolled "Divyang" students will be given priority in assigning the classroom which is easily accessible. For activities other than teaching, permission is given to use the classroom so that it should not conflict with academic classes' schedule. The schedule of laboratory is decided by time-table committee with the help of head of the departments. Administrative office rooms or cabinets assigned to one or more individuals on a regular basis to administrative and support staff by registrar. The space is allotted to Extra and Co-curricular programs on the basis of importance of the activity and number of students participated in it. The college space may be allocated to external users on the basis of need and their request by the Principal. Library space such as study room, stack, open-stack study room, online resource room, and study service according to the usage is allocated by the Librarian. The Sports Facilities usage rules designed by the college. The usage of these facilities are allocated by Physical

Director in consultation with Gymkhana committee and the Principal. The equipment such as computers, LCD projector, printers, audio-visual are allotted by the registrar and monitored by computer technician and electrician. The allocation and usage of equipment are decided by the respective heads. 2. Maintenance Policy: The maintenance of academic and physical facilities is done as per policy. The routine cleaning and maintenance of classroom and physical space is performed regularly according the policy guidelines. Renovation, alteration, and improvement of the existing academic, research, and support facility is decided by the Principal in consultation with concerned head of the program. The requirement for this is made to Management of the college and after their permission the work is carried out. For maintenance of IT infrastructure and Electrical connections and equipments separate full time computer technician and electrician are appointed and they maintain these facilities as per requirement. Computer technician looks after maintenance of IT resources like maintenance of computers and allied parts, printers, software upgradation etc. while Electrician is responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. If the problem is major it should be brought to the notice of principal. If maintenance or repairing of equipment is necessary, head of department takes care of this. For major maintenance and repair external technicians are called by head of the department. Proper cost of repair and maintenance is taken from the technician and submitted to the principal. With necessary permissions the maintenance of equipment is carried out. If there is necessity to move equipment out of college campus for repair

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NSS	100	69205
Financial Support from Other Sources			
a) National	ANGC	20	20000
b) International	Nil	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skills	21/06/2018	43	Department of English
Remedial	12/11/2018	43	Department of English
Remedial	05/11/2018	30	Economics Department
Yoga	21/06/2018	45	Sports
Personal	07/04/2018	25	Neha Satam
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Nil	Nil	Nil	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	00	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	114	B Com	Commerce	Dr. TK Tope College	M Com
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Intercollegiate Competition	District	65
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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	00	National	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Meritorious students from all the FYBA/B Com to TYBA/B Com are nominated to the student council. From amongst them, one student is elected as the General Secretary. The student council members are mainly nominated to NSS, Sports and cultural committees. The student council members appointed to these committees actively participate in the various functions and programs organized throughout the year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

One meeting was organized and two achiever alumni were felicitated by the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The curricular, co-curricular and extra-curricular activities are distributed amongst the faculty through a number of committees such as the cultural committee, sports committee, NSS committee, Attendance Committee, Anti-ragging committee, Students Grievance Redressal Committee, Library Committee, Womens Development Cell, ISO 9001-2015 committee, IQAC committee etc. These committees are headed by a chairperson each and function autonomously. The decisions taken by these committees are informed to the principal from time to time. Heads of Departments and faculty from one person departments have the autonomy to determine and purchase books for the library.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	The Principal, Vice Principal and Heads of Department are responsible for

	HRM in the college. The statutes and circulars issued by the University of Mumbai, Government of Maharashtra and the University Grants Commission are implemented.
Library, ICT and Physical Infrastructure / Instrumentation	The Library Committee decides the annual plan for purchasing the required books. Heads of Departments are free to chose and purchase books for the library. All class rooms are equipped with ICT equipment.
Research and Development	Faculty members are encouraged to undertake minor and major research projects. In the year 2018-19, one faculty member had successfully submitted a minor research project to the University of Mumbai.
Examination and Evaluation	The Examinations are conducted by the college for the first four semesters. The examination committee decides the examination time table well in advance and the students are accordingly intimated. The fifth and sixth semester examinations are conducted by the University of Mumbai.
Teaching and Learning	The faculty members are required to make a semester based teaching plan. Every month, faculty members are required to submit Monthly Teaching Reports.
Curriculum Development	The curriculum is determined by the Board of Studies, University of Mumbai as we are an affiliated college.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The IQAC prepares the annual Action Plan well in advance. The same is uploaded on the college website. All faculty members are involved in the IQAC activities and hence they are kept informed from time to time about the activities to be organized.
Administration	The College has active faculty and administrative staff WhatsApp groups. All the faculty members and administrative staff is informed from time to time about the developments taking place. All relevant and current circulars are shared with the staff on the WhatsApp groups.
Student Admission and Support	Student admissions were conducted manually. However, online admission facility has been created in the

	academic year 2021-22.
Examination	Results and notices pertaining to various examinations are hosted on the college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	Nil	Nil	Nil	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program	1	03/12/2018	28/12/2018	26
Faculty Development Program	1	08/12/2018	17/12/2018	06
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	3	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Government and ANGC

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The internal audits are conducted by CA Mr. Ginde who is appointed by the college to conduct financial audits. The suggestions made by the auditor are duly complied with. The external audit is conducted by the Office of the Joint Director, Dept of Higher Education, Mumbai Region. External audit is also conducted by the Auditor General.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Mumbai and ISO 9001-2015	Yes	ISO 9001-2015
Administrative	Yes	ISO 9001-2015 and Internal Auditor	Yes	ISO 9001-2015

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The PTA meets regularly. At least two meetings are conducted in a year. 2. The parents are informed about the performance and attendance of the students. 3. The students are given career counseling.

6.5.3 – Development programmes for support staff (at least three)

1. The support staff is encouraged to acquire higher qualification and skills. 2. The support staff is given OJT so that they are equipped to work on the computers. 3. The support staff is deputed for training conducted by the Gokhale Education Society.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Faculty is encouraged to conduct minor and major research programs. 2. Faculty is encouraged to acquire PhD qualification. 3. Mentorship program for all the students is organized.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of
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	initiative by IQAC	conducting IQAC			participants
2018	Summer School in the subjects of Economics, Accountancy, Mathematics and Communication Skills	28/04/2018	01/11/2018	30/11/2018	200
2018	Institutional Visit of Library Staff to other outstanding Libraries in the Mumbai University Area to study their best practices	28/04/2018	05/10/2018	06/10/2018	2
2018	To increase reading room space for the students.	28/04/2018	21/06/2018	30/04/2019	60
2018	Remedial classes for the weaker sections of the student population in the college.	28/04/2018	01/04/2019	30/04/2019	300
2018	To encourage the faculty to apply for major and minor research programs sponsored by the UGC and other sponsoring agencies.	28/04/2018	21/06/2018	30/04/2019	13
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	5
Ramp/Rails	Yes	5
Scribes for examination	Yes	6

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
GE Societys Code of Conduct	11/06/2018	A copy of the conduct is distributed amongst the faculty and non-teaching staff of the college. A session is conducted to discuss the content of the code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Potted plants are placed in all visible areas of the college. 2. Cleanliness is maintained on a regular basis. 3. Bio-degradable and non-biodegradable substances are segregated. 4. Polythene and plastic bags are replaced with gunny and cloth bags. 5. Faculty is encouraged to use public transport.
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The College has introduced Earn and Learn scheme under which every year two students are appointed in the college administrative office for a period of one year on part time basis. If the work of the student learner is found satisfactory, he or she is reappointed in the subsequent year. 2. 6. The college has introduced industrial visits. Accordingly, the IQAC organizes visits to the Reserve Bank of India, Bombay Stock Exchange, National Stock Exchange, Museums and factories.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://tktopenightcollege.in/best-practices-2018-19/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The performance of the students in the program end BA/B Com examinations have been encouraging and results have been above 60 on a regular basis. Similarly, the M Com program offers the opportunity to our students to scale upwards academically and professionally. The results of the M Com program has also been satisfactory. This is an achievement given the poor socioeconomic background from which a vast majority of our students come from.

Provide the weblink of the institution

www.tktopenightcollege.in

8.Future Plans of Actions for Next Academic Year

1. To prepare the ground work for the introduction of BMS from the academic year 2019-20. 2. To expand the library facility to cater to the requirements of BMS and M Com students. 3. To conduct Winter and Summer Schools in the subjects of Economics, Accountancy, English Language Skills and Mathematics. 4. To conduct remedial classes for the weaker sections of the student population in the college. 5. To organize seminars for the students and faculties on various academic topics. 6. To organize placement programs for the students and to improve the placement ratio in a sustained manner. 7. To encourage the faculty to apply for major and minor research programs sponsored by the UGC and other sponsoring agencies. 8. To encourage the faculty to publish research papers in peer reviewed journals prescribed by the UGC and Gokhale Education Society. 9. To continue to provide financial assistance in the form of scholarships and books to the poor and needy students. 10. To conduct winter and summer school Yoga training programs. 11. To conduct workshops/seminars on Women Development. 12. To introduce 'TKT Mentoring Program' for the FYBA/B Com Students.