Yearly Status Report - 2019-2020

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	**PRINCIPAL VITTHAL BALIRAM ROKDE**
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	**gestktiqac@gmail.com**
Alternate Email	**gestktacnc@hotmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://tktopenightcollege.in/aqar-2018-19/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://tktopenightcollege.in/academic-calender-2019-20/

5. Accrediation Details

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

6. Date of Establishment of IQAC	**20-Jan-2003**

7. Internal Quality Assurance System

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

To conduct winter and summer school Yoga training programs.	20-Jun-2019 30	50
To continue to provide financial assistance in the form of scholarships and books to the poor and needy students.	20-Jun-2019 180	100
To encourage the faculty to apply for major and minor research programs sponsored by the UGC and other sponsoring agencies.	20-Jun-2019 180	12
To organize seminars for the students and faculty on various academic topics.	20-Jun-2019 05	300
Remedial classes for the weaker sections of the student population in the college.	20-Jun-2019 30	100
Summer School in the subjects of Economics, Accountancy, Maths and Communication Skills	20-Jun-2019 30	200
To expand the library facility to cater to the requirements of BMS and M Com students.	20-Jun-2019 180	120
[View File]()		

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
No Data Entered/Not Applicable!!!				
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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	**Yes**

website	
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)

A proposal to augment space and infrastructure was sent to the Management. The college has received clearance from the Management. However, work on creating new facilities could not be started because of the ongoing pandemic in the country and particularly in Maharashtra and Mumbai.

A workshop on Union Budget 2019-20 was organized on 18th July 2019. Prof. Aparna Dharmadhikari from the Department of Economics of St. Xavier's College was the resource person. Students and faculty attended the workshop. On 01st August 2019, a seminar on Commodity Markets was organized. Mr. Abhishek Bendre was the resource person from NCDEX

Remedial teaching program for TYBA students in the subjects of Economics and Accountancy was conducted in the month of Nov 2019.

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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	Achivments/Outcomes
To expand the library facility to cater to the requirements of BMS and M Com students.	A proposal to augment space and infrastructure was sent to the Management. The college has received clearance from the Management. However, work on creating new facilities could not be started because of the ongoing pandemic in the country and particularly in Maharashtra and Mumbai
To conduct winter and Summer Schools in the subjects of Economics, Accountancy, English Language Skills and Mathematics.	We were able organize only winter school in the month of Nov in these subjects.
To conduct remedial classes for the weaker sections of the student population in the college.	Remedial coaching was organized in the month of October 2019. The summer school program could not be initiated due to the pandemic.
To organize seminars for the students and faculties on various academic topics.	A workshop on Union Budget 2019-20 was organized on 18th July 2019. Prof. Aparna Dharmadhikari from the Department of Economics of St. Xavier's College was the resource person.

	Students and faculty attended the workshop. On 01st August 2019, a seminar on Commodity Markets was organized.
To organize placement programs for the students and to improve the placement ratio in a sustained manner.	Life Insurance Corporation of India visited the college for the purpose of placement. Five students were placed as Financial Advisors by the company.
To encourage the faculty to apply for major and minor research programs sponsored by the UGC and other sponsoring agencies.	Dr. Nagesh Suryawanshi, Assistant Professor (Economics) has submitted a minor research project titled 'A Socio-economic and Educational Study of Warli Tribe in Palghar District' to the University of Mumbai on 30th August 2019

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee	25-Jan-2020

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**

Part B

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/entreprene urship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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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	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	Nil	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	21/06/2019	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	Stock Market Real Trading (Accountancy)	35
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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
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/BCom 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
MCom	Advanced Accountancy	60	69	69
BCom	Accountancy	240	240	150
BA	Marathi, Political Science and Economics	120	29	29

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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
2019	937	112	12	Nill	4

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	Numberof smart classrooms	E-resources and techniques used
13	13	13	9	Nill	17

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

TKT MENTORING PROGRAM . 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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1049	13	1:81

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	Nill	Nill	3

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
No Data Entered/Not Applicable !!!			
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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 examination
BCom	UG	2019-20	03/04/2020	21/07/2020
BA	UG	2019-20	04/04/2020	21/07/2020
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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 the examination system is centralized Nonetheless, all reforms initiated in the area of examinations by the University of Mumbai are duly implemented by the college.

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

The Chairman examination committee prepares the academic calendar for examinations. It is approved by the Principal. All examination related activities are conducted as per the schedule of examinations. After the completion of each examination, the Unfair Means Committee is held to examine the cases brought before it. The Committee submits its report to the Chairman Examination Committee and the Principal and thereafter the results are

declared.

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)

https://tktopenightcollege.in/cultural/

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
PG	MCom	Advanced Accountancy	55	47	85
UG	BCom	Accountancy	150	135	90
UG	BA	Economics, Political Science and Marathi	29	28	95
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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)

Student Satisfaction Survey has not been 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
Nill	Nill	Nil	Nill	Nill
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	Nill	Nill	Nill	Nill
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	Nill	Nill	Nill	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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	Nill

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)
International	Accountancy	1	6.3
National	Economics	1	00

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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
Accountancy	1

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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	Nill	Nill	Nill	Nill	Nill	Nill

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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	Nill	Nill	Nill	Nill	Nill	Nill

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	Nill	9

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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
No Data Entered/Not Applicable !!!			
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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
Hindi Skit Competition	Third Prize	University of Mumbai	7
Street Play Competition	Second Prize	University of Mumbai, Youth Festival	10
Story Telling Competition	Second Prize	University of Mumbai, Youth Festival	1
One Act Play	Second Prize	Snehbandh Pachpandhari	2
One Act Play	First Prize	Vignharta Trophy	1
Cricket	Country Cricket, London	Gautam Gamdbhir Academy	1
Taftygas National Game 2019	Gold in 200 meter running, Silver Medal in Long Jump and 800 meter running	-	2
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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 activites	Number of students participated in such activites
Intercollegiate Competition	MD College, Parel, Mumbai	Kabbadi, Kho Kho and Cricket	3	25
International Yoga Day	Cultural Dept	Yoga Session	4	20
Acting	Indian National Theatre	One Act Play	Nill	1
Intercollegiate Competition	University of Mumbai	Elocution/Story telling/	Nill	10
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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	Nill	Nill	Nill

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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 /research lab with contact details	Duration From	Duration To	Participant
Nil	Nill	Nill	Nill	Nill	Nill

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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	Nill	Nill	Nill

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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
41116293	21173081

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nill	Existing

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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 patially)	Version	Year of automation
Soul and E Granthalaya 3.2	Partially	302	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	55	Nill	28073	Nill	28128	Nill

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	CSUT 121 Advanced Operating Sysem	16/12/2019
Shri. Ankush Vanjiwale	Moodle	CSUT 113 Database Technologies	01/08/2019

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	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 incurredon maintenance of physical facilites
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 PhysicalDirector 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.

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	590
Financial Support from Other Sources			
a) National	ANGC	20	20000
b)International	0	Nill	0
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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 implemetation	Number of students enrolled	Agencies involved
Yoga	21/06/2019	70	Dr. Pratibha
Personal	21/06/2020	50	Neelam Girap

Counseling				
[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 passedin the comp. exam	Number of studentsp placed
2019	Nil	Nill	Nill	Nill	Nill
[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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	100	B Com	Commerce	Dr. TK Tope College	M Com Advanced Accountancy
[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
SET	1
[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	University	100
[View File](#)		

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
2019	Gautam Gambhir Academy	National	1	Nill	20210134	Adway Shidaye
2019	Taftygas National Game	National	1	Nill	18192256	Dayanand Chavan
2019	Taftygas National Game	National	1	Nill	18191031	Sanjay Kasture
2019	Taftygas National Game	National	1	Nill	18192256	Dayanand Chavan

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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 :

01

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
Admission of Students	The admission calendar issued by the University of Mumbai is strictly followed. The Admission Committee finalizes the yearly admissions as per rules and reservation criteria of the Government of Maharashtra.
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.
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.
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 prepares a semester based teaching plan for each paper taught. It is followed by a Monthly Teaching Plan which is evaluated by the respective Heads of Departments and finally signed by the Principal.
Curriculum Development	The curriculum is determined by the University of Mumbai. We are an affiliated college and follow the

	curriculum in letter and spirit.

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

E-governace 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
Nill	Nil	Nill	Nill	Nill
View File				

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)
Nill	Nil	Nill	Nill	Nill	Nill	Nill
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	Number of teachers who attended	From Date	To date	Duration

programme				
Nil	Nill	Nill	Nill	Nill

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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	13	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Government schemes

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	Nill	Nill

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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	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 initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	To expand the library facility to cater to the requirements of BMS and M Com students.	20/06/2019	20/06/2019	30/04/2020	100
2019	Remedial classes for the weaker sections of the student population in the college	20/06/2019	01/11/2019	30/11/2019	100
2019	To organize seminars for the students and faculty on various academic topics.	20/06/2019	20/06/2019	30/04/2020	300
2019	To encourage the faculty to apply for major and minor research programs sponsored by the UGC and other sponsoring agencies	20/06/2019	20/06/2019	30/04/2020	13
2019	To encourage	20/06/2019	20/06/2019	30/04/2020	13

the faculty to publish research papers in peer reviewed journals prescribed by the UGC and Gokhale Education Society				

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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	Nill	Nill	Nill	Nill

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	5

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	Nill	A copy of the conduct is distributed amongst the faculty and non teaching staff of the college. A session is

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.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
1. Dr. TK Tope Arts and Commerce College is a night degree college operating in Central Mumbai (Parel) which is the erstwhile Textile Village of Mumbai city. Our college is a co-education college and an overwhelming majority of the students come from the low income class. In order to offer an income earning opportunity to our students, we have started the Earn and Learn scheme in the year 2015. Every year, two students are appointed in the administrative office of the college for a period of one academic year. The student may be continued in the next year, if no other students willing to work under the scheme. The following are the objectives of the scheme: a. To provide income earning opportunity to our students coming from low income families. b. To provide work experience along with income to our poor students. c. To establish a long lasting bond between the college and the students. We have been able to employ two students on a regular basis from the year 2015 onwards. There are more applicants for placement. However, the college is financially constrained from employing more than two students.The required financial resources were allocated to the implementation of the scheme. 2. 2. EMPLOYMENT OF PROFESSIONAL COACHES FOR SPORTS. CONTEXT. Sports are an integral extra-curricular activity in schools and colleges. Our students are good in sports and in order to improve their competitiveness at various levels of sports competitions, we began to employ professional coaches for games like cricket and kabbadi. Quiet a good number of students are with a rural background and are found to be good in kabbadi. THE OBJECTIVES. 1. To provide professional coaching to students participating in sports at intercollegiate and higher levels. 2. To improve the competitive abilities of our sports participants. THE PRACTICE. The sports enthusiasts ordinarily begin their practice in the months of July and August and continue throughout the year. Professional coaches visit the college students and coach them in sports such as Kho Kho, Kabbadi, Cricket and Athletics. EVIDENCE OF SUCCESS. Two of our students won a gold and a bronze medal each in athletic competitions. Our students have also been successful in Zonal cricket competitions of Mumbai University. One of our students was selected for coaching in cricket and was sent to England. OBSTACLES. There were no obstacles. RESOURCES REQUIRED. Necessary financial resources are allocated to pay the professional coaches.

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

 The pandemic had begun in March 2020. Hence the plan of activities began only in the month of July 2020. It was decided to organize and execute E-learning and teaching vide Google Apps such as Google Class Room and Zoom. Faculty members were encouraged to equip themselves with online teaching skills. It was also decided to conduct national and international online seminars on various topics. A gender sensitivity workshop to be organized under the aegis of the Womens Development Council. To organize online examinations for various courses offered by the college. To conduct ISO 9001-2015 academic and administrative audit of the college. To conduct cultural activities online.