



Gokhale Education Society's

# Dr. T. K. TOPE ARTS & COMMERCE NIGHT (SENIOR) COLLEGE

Permanently Affiliated to University of Mumbai From 2004-05

Parel, Mumbai - 400 012. • Phone : 022-2413 8617 / 2413 7609 • Fax : 022-2413 7609

Email : gestktacnc@hotmail.com • Website : www.tktopenightcollege.in / http://drtktopecollege.in

(Re-Accredited by NAAC with B Grade) (AN ISO 9001-2008 CERTIFIED INSTITUTION)



## Minutes of the 20th July 2023 IQAC meeting

Ref. no. IQAC/Meetings/2023-24/2

Date: Fri. 21 July 2023

As mentioned in the meeting notice the first IQAC meeting for academic year 2023-24 was held online on 20th July 2023.

Following members along with the Principal and IQAC coordinator were present

1. Principal Dr. Suhasini Sant Management Representative *Sant*  
(Vice Chairman Gokhale Education Society, Nashik)
2. Prof. Prakash Sawant Teacher *Sawant*
3. Prof. Ashwini Torane Teacher *A Torane*
4. Prof. Dnyaneshwar Jambhule Teacher – Absent (on sick leave – due to a major operation) *Absent*
5. Prof. Pankaj Pandagale Teacher *Pandagale*
6. Prof. Pramod Dhengle Teacher *Dhengle*
7. Prof. Sandeep Kajabe Teacher *Kajabe*
8. Prof. Supriya Yadav Teacher *Supriya*
9. Mr. Vasant Jathar Administrative officer *Jathar*
10. Mrs. Sayali Adivrekar Administrative officer *Adivrekar*
11. Mr. Sharad Ambole Local society representative *Ambole*
12. Ms. Archana Shelke Student representative *Shelke*
13. Mr. Prabhakar Pasthe Alumni member *Pasthe*
14. Mrs. Sindhu Sawant Stakeholders – Parents *सि.ड. सावंत*
15. Mr. Hrishikesh Joshi Stakeholders – Employers



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(Estd. 1984)

At the beginning minutes of the 25th April 2023 meeting were read by the Principal and confirmed by the chairperson and the committee.

Prof. Buwa informed the committee that work for AQAR 2022-23, IIQA and SSR are in progress. IIQA will be submitted as the college gets a letter of confirmation of affiliation from the University of Mumbai.

The Accountancy and Commerce departments submitted a proposal for starting a 30 hours certificate course. Permission was granted by the chairperson. She also suggested that more such courses should be started by other departments. She appreciated the efforts of the Accountancy and Commerce departments.

The examination committee decided to take special efforts to improve the result. Remedial classes are planned. Provision of study material to students is also discussed. Dr. Ashwini Torane informed the committee about the exam committee plans.

Chairperson Dr. Sant suggested starting a bridge course of maths for first year BCom students. As most of the students opt for secretarial practice and neglect maths at 12th exam, some extra guidance is required for those students. Prof. Kajabe agreed to conduct such courses from next year.

Stating the current position of the staff members, Principal Suryawanshi said there are only two permanent non-teaching staff members.

Librarian and junior clerks, working on a temporary basis for the last two years, have requested for a pay hike. Dr. Sant asked to send the applications via proper channel.

Dr. Sant also ordered that all communication to the society should be forwarded through her office.

There was a complaint about the continuing irregularity of a non-teaching staff member who commutes daily from Nashik, even after issuing letters and memos. Dr. Sant ordered that if there is no improvement in his behaviour, reminders must be sent.

Staff room improvements were requested by the Principal. Toilet has to be repaired. Dr. Sant asked the Principal to send a detailed proposal along with quotations for all required

infrastructure development. She also added that separate cabins for each teacher is not possible due to financial and space constraints.



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There was discussion about the National Education Policy (NEP) and its implementation. NEP will be applicable to affiliated colleges from academic year 2024-25, though it was started by autonomous colleges this year. Prof. Buwa informed the committee that a guest lecture about NEP will be organised next week.

Student representative Archana Shelke said toilet facilities for girls should be improved. Classrooms are to be kept clean. Prof. Buwa assured her that the college administration will look into the complaint and try to resolve the issues.

Parent representative Sindhu Sawant, initially hesitating to talk, said that the drinking water facility is near the toilet and that is a problem. Prof. Buwa assured her that the issue will be resolved.

Rishikesh Joshi, employer representative, thanked all members for including him in the committee. He said he was impressed by all the activities of the college and has nothing specific to say.

Sharad Ambole, society representative, thanked the college for including him in the committee and offered to help the college in all possible ways.

Chairperson Dr. Sant Madam's guidance

According to Dr. Sant the meeting was nicely conducted. She asked to plan for a NAAC visit by this December (2023). She also asked to review and fulfil the recommendations of the previous NAAC committee (2017) – and to be ready with justifications in case something is not done.

We feel that we are doing our best. But there is always a scope to improve. Quality improvement is a continuous process. We should always try to improve the personality of students. Vision and mission should be reflected in the academic plan. Staff development is also important. Encouragement for Ph. D. NET / SET.

Result improvement is a must. Regular lectures should be conducted. Self-discipline is important. Teaching methods should be pondered upon and continuously improved. Appraisal of teachers should not be done negatively. SWOT analysis is required. (1)

Senior teachers must observe the lectures of the newly joined teachers and help them to improve. At least two books – reference books other than syllabus – should be read by teachers. Well read teachers can provide better references to students.



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She concluded by saying that all staff members are doing a good job and they should continue with their good work. I am there to guide and help anytime.

Prof. Buwa proposed a vote of thanks and the meeting concluded.

Shubharaj P. Buwa  
IQAC Coordinator

Prof. Nagesh Suryawanshi  
I/C Principal



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## Action Taken Report - 20th July 2023 IQAC meeting

Ref. no. IQAC/Meetings/2023-24/3

Date: - Saturday, 4th November 2023

As per the minutes of the meeting held on Thu. 20th July 2023, following tasks were assigned:

Keeping the toilets clean and making some alternative arrangements for drinking water – this has been achieved. Arrangements are being made to shift the drinking water tank on the first floor near the staircase.

Remedial classes were arranged before the ATKT examinations held in October 2023. Students appearing for the ATKT exam were contacted and special online/offline classes were organised. They were informed about the paper pattern and expected style of writing answers. They were provided with related study material in the form of most likely questions and model answers. Past question paper sets were made available in the library. Library was kept open for the whole day on Sundays and public holidays. ATKT results were significantly improved.

Shubharaj P. Buwa  
IQAC Coordinator

Prof. Nagesh Suryawanshi  
I/C Principal