YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Dr. T. K. Tope Arts & Commerce Night College, Parel
• Name of the Head of the institution	Nagesh Suryawanshi
• Designation	I/C Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02224138617 02224137609
• Mobile no	9867004182
• Registered e-mail	gestktiqac@gmail.com
• Alternate e-mail	gestktacnc@hotmail.com
• Address	21, Gokhale Society Lane, Acharya Donde Vidyanagar, R. M. Bhatt High School, Parel
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400012
2.Institutional status	
• Affiliated /Constituent	Affiliated

• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Shubharaj P. Buwa**
• Phone No.	**02224138617**
• Alternate phone No.	**02224137609**
• Mobile	**8779843694**
• IQAC e-mail address	**gestktiqac@gmail.com**
• Alternate Email address	**shubharaj.buwa@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**http://drtktopecollege.in/wp/?p=3906#2021-22**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**http://drtktopecollege.in/wp/?p=5542**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**Nil**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**B**	**2.19**	**2010**	**04/09/2010**	**03/09/2015**
Cycle 3	**B**	**2.28**	**2017**	**22/02/2017**	**21/02/2022**

6.Date of Establishment of IQAC	**06/06/2020**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	**View File**
9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Exam expenses saved – in-house printing of question papers
Computerisation of exam work

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

Plan of Action	Achievements/Outcomes
Reducing exam expenses	**In-house printing of question papers and results**

13.Whether the AQAR was placed before statutory body?	**Yes**

• Name of the statutory body

Name	Date of meeting(s)
College Development Council	**04/11/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	**31/01/2024**

15.Multidisciplinary / interdisciplinary

Nil

16.Academic bank of credits (ABC):

The first batch of ABC IDs was dispatched to the University of Mumbai on 24th April 2023. Beginning from May 2023, a distinct field for the ABC ID will be incorporated into the admission forms. As a result, the college will receive the ABC IDs for all enrolled students once the admission process has been finalised. A

second batch of ABC IDs will follow, scheduled for dispatch in September 2023. It should be noted that the University of Mumbai also collects these ABC IDs through their mandatory registration form. This form is required for all students seeking admission into undergraduate courses, including first, second, and third year, as well as postgraduate courses.

17.Skill development:
Nil

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
Nil

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
Nil

20.Distance education/online education:
Nil

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	106

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	963

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	858

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	75

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	10

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	11

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	13
4.2 Total expenditure excluding salary during the year (INR in lakhs)	87.05
4.3 Total number of computers on campus for academic purposes	24

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and docu

Ensuring effective curriculum delivery through a well-planned and doc aspect of any educational institution's success. In following ways co

1. **Lesson Planning:** Translates the curriculum into detailed lesson pl strategies, activities, assessments, and resources for each lesso styles and student needs in the lesson plans.
2. **Teacher Training and Professional Development:** Trains teachers on structure, and teaching methods. Provides workshops and ongoing pr enhance teaching skills and familiarity with the curriculum. Encou teachers to share best practices and experiences.
3. **Documentation:** Prepares the teaching monthly plan for each subject
4. **Assessment and Feedback:** Semester wise assessment as per universit learning outcomes and to measure student progress. Collect feedbac students collected over time.

5. Technology Integration:Incorporate technology tools and resources delivery through online platforms andmultimedia.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	**https://docs.google.com/spreadsheets/d/1dj3hlIyIAB0Jj8qgA1l usp=sharing**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Contin

Here's a general overview of how the college adheres to the academic

1. **Calendar Planning: At the beginning of each academic year, the co departmental heads collaborate to create an annual academic calen important dates such as the start and end of each semester, holid other significant academic events.**
2. **CIE Component Integration: The academic calendar should also incl Continuous Internal Evaluation (CIE) components.**
3. **Communication to Faculty and Students:thenthe academic calendar i both faculty members and students. Faculty members are informed c completion of evaluation before hand.**
4. **setting the question papers: Faculty members preparesthe question the learning objectives of the course and the curriculum as per u**
5. **Assessment Implementation: As per the calendar, college exam depa on the designated dates.**
6. **Evaluation and Grading: After students complete their assessments papers andsubmit themwithin a reasonable timeframe.**
7. **Record Keeping: The college maintains records of assessment score documentation helps in tracking students' performance over time.**

File Description	Documents
Upload relevant supporting document	**Vi**
Link for Additional information	**http://drtktope**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the ab**

File Description
Details of participation of teachers in various bodies/activities provided as a response to the me

Any additional information

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective cou

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description
Any additional information
Minutes of relevant Academic Council/ BOS meetings
Institutional data in prescribed format (Data Template)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requir

2

File Description
Any additional information
Brochure or any other document relating to Add on /Certificate programs
List of Add on /Certificate programs (Data Template)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total

71

File Description
Any additional information
Details of the students enrolled in Subjects related to certificate/Add-on programs

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Hum Sustainability into the Curriculum

All papers of FYBA, SYBA & TYBA of literature includes syllabus on Ge

Foundation Course paper of FYBA, FYBCOM, SYBA & SYBCOM have syllabus
Human Values, Environment and Sustainability.

Environmental science of FYBCOM paper refers the environmental issues

TYBA MARATHI specialisqation paper 'Literature and society' teach abc

TYBA POLITICS specialisation paper 'indian political thought' & 'west
aboutProfessional Ethics, Gender.

TYBCOM Financial Accounting paper has syllabus of professional ethics
governance.

File Description
Any additional information
Upload the list and description of courses which address the Professional Ethics, Gender, Human and Sustainability into the Curriculum.

1.3.2 - Number of courses that include experiential learning through project work/field

4

File Description
Any additional information
Programme / Curriculum/ Syllabus of the courses
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses
MoU's with relevant organizations for these courses, if any
Institutional Data in Prescribed Format

1.3.3 - Number of students undertaking project work/field work/ internships

59

File Description
Any additional information
List of programmes and number of students undertaking project work/field work/ /internships (

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the ab

File Description	Documents
URL for stakeholder feedback report	**https://drive.google.com/drive/u/2/folders/1A**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collec been taken

File Description	Documents
Upload any additional information	No File Uploaded

URL for feedback report	**https://drive.google.com/drive/u/2/folders/1A|**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

963

File Description	Documen
Any additional information	
Institutional data in prescribed format	

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the ye

250

File Description
Any additional information
Number of seats filled against seats reserved (Data Template)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Prog learners

There are no special programs organized by the College. However, ever relationship with their students and guides them accordingly. Guidanc who approach us with their questions on a personal level. The College program. It is the responsibility of every teacher to oversee a certa

File Description	Documents
Paste link for additional information	
Upload any additional information	

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
963	10

File Description	Documents
Any additional information	

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and pr enhancing learning experiences

Physical maps, Google map is used while teaching Political Science pa
to solve map quizzes.

File Description	Documents
Upload any additional information	No File U
Link for additional information	http://drtktopecollege

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write descript

Teachers conducted their regular lectures in a hybrid mode in either
using Zoom/Google Meet.There are many individuals who record their le
YouTube so that other individuals can view them. It is common for tea
presentations during their offline lectures. Almost all subject teach
group for their students to communicate with them. The subject teache
communicate with their students. As an effective method of distributi
important announcements and so on, it is a very useful tool. A colleg
process admissions, conduct examinations, and take attendance on a pa
reduce the cost of examinations and admissions, we purchased a photoc
capability of conducting admissions and examinations online.As part c
and the filing up of the necessary forms, we will provide the college
use during the admission process. In order to conduct an online test
contest, we are using a google form.As a result, teachers are able to
manner. We expect that it will increase the level of proficiency of c

File Description
Upload any additional information
Provide link for webpage describing the ICT enabled tools for effective teaching-learning proces

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the la

2.3.3.1 - Number of mentors

0

File Description
Upload, number of students enrolled and full time teachers on roll
Circulars pertaining to assigning mentors to mentees
Mentor/mentee ratio

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

10

File Description
Full time teachers and sanctioned posts for year (Data Template)
Any additional information
List of the faculty members authenticated by the Head of HEI

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality

6

File Description
Any additional information
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / of full time teachers for year (Data Template)

2.4.3 - Number of years of teaching experience of full time teachers in the same institut academic year)

2.4.3.1 - Total experience of full-time teachers

180

File Description
Any additional information
List of Teachers including their PAN, designation, dept. and experience details(Data Template)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency an words.

Students are not required to conduct internal assessments at the unde except in a few subject areas where they are expected to complete the the Mocm (Advanced Accountancy) Program, there is an internal assessm followed.There is a 60 mark exam conducted by the university and an i college for 40 marks. The subect teachers set and assessed the papers score of 40%. As per the schedule, the MCOM Coordinator prepares the internal class tests as per the schedule. All exam papers have been e uploaded the marks to the university portal. This examination has bee the university's guidelines. There is an in-house printing facility i outsourcing is concerned, there is none.

File Description	Documents
Any additional information	
Link for additional information	

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-

After the result of first to fourth semesters are declared, students verification, demand of photo copies and re-evaluation of question pa about their result. After the due process of verification and re-eval are declared. Providing photocopies of answer sheets has proved to be assured of fair practices in result preparation.

File Description	Documents

| Any additional information | |
| Link for additional information | |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are sta communicated to teachers and students.

This college is affiliated to the University of Mumbai and is a non-a has running programs that are set up by the university. This universi coursework and also the pattern for the exams as part of its program policy based on program outcomes is yet to be implemented by the univ

| File Description |
| Upload any additional information |
| Paste link for Additional information |
| Upload COs for all Programmes (exemplars from Glossary) |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institu

Not applicable

File Description	Documents
Upload any additional information	
Paste link for Additional information	

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination duri

75

| File Description |
| Upload list of Programmes and number of students passed and appeared in the final year examir Template) |
| Upload any additional information |
| Paste link for the annual report |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution (results and details need to be provided as a weblink)

http://drtktopecollege.in/wp/?p=6112

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research p during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research pro during the year (INR in Lakhs)

0

File Description
Any additional information
e-copies of the grant award letters for sponsored research projects /endowments
List of endowments / projects with details of grants(Data Template)

3.1.2 - Number of teachers recognized as research guides (latest completed academic ye

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documen
Any additional information	
Institutional data in prescribed format	

3.1.3 - Number of departments having Research projects funded by government and no

3.1.3.1 - Number of departments having Research projects funded by government and n year

0

File Description
List of research projects and funding details (Data Template)
Any additional information
Supporting document from Funding Agency
Paste link to funding agency website

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation a

Nil

File Description	Documents
Upload any additional information	
Paste link for additional information	

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Inte entrepreneurship year wise during the year

0

File Description

Report of the event
Any additional information
List of workshops/seminars during last 5 years (Data Template)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description
URL to the research page on HEI website
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (l
Any additional information

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the

0

File Description
Any additional information
List of research papers by title, author, department, name and year of publication (Data Templa

3.3.3 - Number of books and chapters in edited volumes/books published and papers pub conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and pap conference proceedings year wise during year

12

File Description
Any additional information
List books and chapters edited volumes/ books published (Data Template)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing stude development, and impact thereof during the year

Extension activities are carried out through NSS unit.

File Description	Documents
Paste link for additional information	
Upload any additional information	

3.4.2 - Number of awards and recognitions received for extension activities from govern during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from (
bodies year wise during the year

0

File Description
Any additional information
Number of awards for extension activities in last 5 year (Data Template)
e-copy of the award letters

3.4.3 - Number of extension and outreach programs conducted by the institution through
including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. an
with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with in
Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

27

File Description
Reports of the event organized
Any additional information
Number of extension and outreach Programmes conducted with industry, community etc for the (Data Template)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during ye

3.4.4.1 - Total number of Students participating in extension activities conducted in col
and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issu

60

File Description
Report of the event
Any additional information
Number of students participating in extension activities with Govt. or NGO etc (Data Template)

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student excha

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exc
year

0

File Description
e-copies of related Document
Any additional information

Details of Collaborative activities with institutions/industries for research, Faculty

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corpo

3.5.2.1 - Number of functional MoUs with Institutions of national, international importan corporate houses etc. year wise during the year

0

File Description
e-Copies of the MoUs with institution./ industry/corporate houses
Any additional information
Details of functional MoUs with institutions of national, international importance, other universi year

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learni computing equipment etc.

Details are provided on the website. The link is provided below in th

File Description	Documents
Upload any additional information	No Fil
Paste link for additional information	http://drtktopeⅽ

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, o

The gymnasium is owned and operated by the Gokhale Education Societyb students. Yoga classes are conducted in theSociety Hall on the ground separate playground, but playgrounds are hired for Cricket, Kabaddi, annually. Indoor sports tournaments for carrom,table tennis, and ches the collegecampus on the fourth floor.

File Description	Documents
Upload any additional information	No Fil
Paste link for additional information	http://drtktopeⅽ

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

1

File Description
Upload any additional information
Paste link for additional information
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (IN

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year

0

File Description
Upload any additional information
Upload audited utilization statements
Upload Details of budget allocation, excluding salary during the year (Data Template

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library automation is a crucial aspect of managing library functions various activities like acquisition, cataloging, serial control syste related services. All these functions are streamlined through Integra (ILMS), specifically the E-Granthalaya, which is currently in version

The automation process was initiated in the year 2018-19, marking a s modernizing and efficiently managing library operations. This has und organized and user-friendly library experience.

File Description	Documents
Upload any additional information	
Paste link for Additional Information	

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more o

File Description
Upload any additional information
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Templ

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journa

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/ Lakhs)

0.213

File Description
Any additional information
Audited statements of accounts
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the Template)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login da completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	D(
Any additional information	
Details of library usage by teachers and students	

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

AMC with GLS computers. They maintain the IT infrastructure.

File Description	Documents
Upload any additional information	
Paste link for additional information	

4.3.2 - Number of Computers

13

File Description	Documents
Upload any additional information	
List of Computers	

4.3.3 - Bandwidth of internet connection in the Institution	A. ≥ 50MBPS

File Description
Upload any additional Information
Details of available bandwidth of internet connection in the Institution

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic su component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and salary component during the year (INR in lakhs)

File Description
Upload any additional information
Audited statements of accounts
Details about assigned budget and expenditure on physical facilities and academic support facili Templates)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, laboratory, library, sports complex, computers, classrooms etc.

Gokhale Education Society maintains the college building, theyprovide
regular electricians for electrical maintenance.There is no laborator
college doesn't haveits own sports complex.We have an AMC with GLS cc
computers andother accessories.Cleaning is done regularly by twoemplc
contractbasis.

File Description	Documents
Upload any additional information	
Paste link for additional information	

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Gov

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the G

112

File Description
Upload self attested letter with the list of students sanctioned scholarship
Upload any additional information
Number of students benefited by scholarships and free ships provided by the Government during Template)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the in during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by agencies during the year

0

File Description
Upload any additional information
Number of students benefited by scholarships and free ships institution / non- government agen (Date Template)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above

File Description
Link to Institutional website
Any additional information
Details of capability building and skills enhancement initiatives (Data Template)

5.1.4 - Number of students benefitted by guidance for competitive examinations and car institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and c institution during the year

0

File Description
Any additional information
Number of students benefited by guidance for competitive examinations and career counseling (Data Template)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the ab

File Description
Minutes of the meetings of student redressal committee, prevention of sexual harassment comm Ragging committee
Upload any additional information
Details of student grievances including sexual harassment and ragging cases

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description
Self-attested list of students placed
Upload any additional information
Details of student placement during the year (Data Template)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	D

Upload supporting data for student/alumni
Any additional information
Details of student progression to higher education

5.2.3 - Number of students qualifying in state/national/ international level examinations GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinatio GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description
Upload supporting data for the same
Any additional information
Number of students qualifying in state/ national/ international level examinations during the ye Template)

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activitie international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activi international level (award for a team event should be counted as one) during the year.

2

File Description
e-copies of award letters and certificates
Any additional information
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)

5.3.2 - Institution facilitates students' representation and engagement in various administrat activities (student council/ students representation on various bodies as per established proc

Following students worked over the year for smooth conduct of various college.

File Description
Paste link for additional information
Upload any additional information

5.3.3 - Number of sports and cultural events/competitions in which students of the Instit (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Ins

20

File Description
Report of the event
Upload any additional information
Number of sports and cultural events/competitions in which students of the Institution participa (organized by the institution/other institutions (Data Template)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the developr and/or other support services

Alumni association is not registered.

At least one meeting of the Alumni assocation is held every year.

File Description	Documents
Paste link for additional information	
Upload any additional information	

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and miss

The college is deeply dedicated to the empowerment of students, ensur every level, with a special emphasis on higher education. The aim is citizenship by offering a diverse array of courses through both forma Moreover, there is a steadfast commitment to elevating the dignity of college aspires to cultivate a culture rooted in care and excellence, provision of an extensive range of professional and vocational course walks of life. A particular focus is placed on extending educational underprivileged, aligning with the dynamic socio-economic landscape. by a dedication to instilling human values and social responsibility, excellence and total quality across all facets of life and learning.

File Description	Documents
Paste link for additional information	
Upload any additional information	

6.1.2 - The effective leadership is visible in various institutional practices such as decentrali

The curricular, co-curricular and extra-curricular activities are dis through a number of committees such as the cultural committee, sports Attendance Committee, Antiragging committee, Students Grievance,Redre

Committee, Womens Development Cell, ISO 9001-2015 committee, IQAC com
are headed by a chairperson each and function autonomously. The decis
are informed to the principal from time to time. Heads of Departments
departments have the autonomy to determine and purchase books for the

File Description	Documents
Paste link for additional information	
Upload any additional information	

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Operational Strategies Overview

The college meticulously follows the University of Mumbai's admission
transparent and systematic student admission process. In tandem, adhe
Maharashtra's reservation rules is a steadfast commitment.

Strategic planning is evident in the acquisition of books, with the I
an annual plan to enrich resources. The college prioritizes Informati
(ICT) and physical infrastructure, cultivating an environment conduci
methods.

Human Resource Management responsibilities lie with the Principal, Vi
Departments, collectively ensuring effective faculty management and a
Faculty members are actively encouraged to engage in research, exempl
research project in the academic year 2018-19.

Examinations for the first four semesters are conducted internally, w
timetable communicated well in advance. The fifth and sixth semester
the University of Mumbai.

Teaching and learning are structured with semester-based plans for ea
Monthly Teaching Plans evaluated by Heads of Departments and endorsed

Curriculum development aligns with the University of Mumbai's guideli
the prescribed curriculum to meet academic standards. This concise ov
commitment to strategic operational practices across various domains.

File Description
Strategic Plan and deployment documents on the website
Paste link for additional information
Upload any additional information

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from po appointment and service rules, procedures, etc.

Efficient Institutional Governance for Enhanced Effectiveness

Planning and Development: The Institutional Quality Assurance Cell (I
shaping our trajectory. Proactively, the IQAC formulates an annual Ac
preparation and dissemination. Transparency is paramount, with the Ac

college website, engaging all faculty members in informed decision-ma
maintained.

Administration: To facilitate seamless communication, active faculty
WhatsApp groups have been established. These serve as dynamic platfor
information, ensuring consistent awareness of ongoing developments. F
shared on these groups, fostering quick and effective communication.

Student Admission and Support: The transition to online admission fac
2021-22 underscores our commitment to accessibility and efficiency. E
admissions, this shift reflects our adaptability to contemporary meth
both students and administrators.

Examination Results and Notices: Our commitment to transparency exten
processes. Results and pertinent notices are promptly hosted on the c
accessibility and timely dissemination of crucial information to all

In essence, our institution's commitment to transparent governance is
structured practices, fostering an environment of informed decision-m
efficiency.

File Description	Doc
Paste link for additional information	
Link to Organogram of the institution webpage	
Upload any additional information	

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the abov

File Description
ERP (Enterprise Resource Planning)Document
Screen shots of user inter faces
Any additional information
Details of implementation of e-governance in areas of operation, Administration etc(Data Templ

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

A set of uniform is provided to class four non-teaching staff members

File Description	Documents
Paste link for additional information	
Upload any additional information	

6.3.2 - Number of teachers provided with financial support to attend conferences/ works professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/wor professional bodies during the year

0

File Description
Upload any additional information
Details of teachers provided with financial support to attend conference, workshops etc during t Template)

6.3.3 - Number of professional development /administrative training programs organized non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes teaching and non teaching staff during the year

File Description
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).
Reports of Academic Staff College or similar centers
Upload any additional information
Details of professional development / administrative training Programmes organized by the Univ and non teaching staff (Data Template)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Program (Professional Development Programmes, Orientation / Induction Programmes, Refresher

6.3.4.1 - Total number of teachers attending professional development Programmes viz. Refresher Course, Short Term Course during the year

File Description
IQAC report summary
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)
Upload any additional information
Details of teachers attending professional development programmes during the year (Data Temp

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisal forms designed by University are filled out ann the information is sent to the society for further action.

File Description	Documents
Paste link for additional information	
Upload any additional information	

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the va audits carried out during the year with the mechanism for settling audit objections within a

The internal audits are conducted by CA Mr. Ginde who is appointed by the parent organisation,to conduct financial audits. The suggestions complied with. The external audit is conducted by the Office of the J Education, Mumbai Region. External audit is also conducted by the Aud

File Description	Documents
Paste link for additional information	
Upload any additional information	

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

0

File Description
Annual statements of accounts
Any additional information
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthrope (Data Template)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resource

During this year no efforts were made to mobilise funds.

File Description	Documents
Paste link for additional information	
Upload any additional information	

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizi processes

The IQAC had planned thoroughly for the teaching and assessment syste implemented throughout the academic year 2022-23

File Description	Documents
Paste link for additional information	
Upload any additional information	

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of c periodic intervals through IQAC set up as per norms and recorded the incremental improvem

Annual teaching plan and Monthly teaching reports are submitted by te also uploaded through google forms - click here to access annual tea

maintains a file containing all the reports. The files are reviewed d

File Description	Documents
Paste link for additional information	
Upload any additional information	

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the ab**

File Description	Documents
Paste web link of Annual reports of Institution	**http:/**
Upload e-copies of the accreditations and certifications	
Upload any additional information	
Upload details of Quality assurance initiatives of the institution (Data Template)	

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the ye

7.1: INSITUTIONAL VALUES & SOCIAL RESPONSIBILITIES

GENDER EQUITY

Gender equity is a significant parameter of national progress which m
involvement, and socio-cultural formation of the society. The institu
steps to have gender sensitization on the campus and in the classroom
intended efforts through their syllabi sensitizing learners about the
rights, property rights, equal treatment at home and workplace. Throu
like NSS, sports, Cultural, students are made aware of equality, impa
values and provisions. Talks by invited speakers are conducted to sen
institution follows ethical standards in this regard and is committed

Following activities have been the central of the action plan of gend

7.1.1: Measures initiated by the institution for the promotion of gen

1. Annual gender sensitization action plan
2. Specific facilities provided for women in terms of

- Safety and security
- Counselling
- Common Rooms
- Day care centre for young children
- Any other relevant information

File Description	Documents
Annual gender sensitization action plan	Annual Gender Sensitization Action Plan: At the outset calendar was planned, which included annual gender sen carried out through guest lectures, activities, visits departments and subjects' teachers. NSS, Sports, Women department have their activities of participation and t of the Programme Date No. of Beneficiary Self defence students in the college 27 August 2022 50 A talk on inequality' by Dr. Ashwini Torane at NSS camp 18 Januar organised by NSS 11 February 2023 40 International Women 20
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Specific facilities provided for women: a. Safey and harassment and violence against female students was e boards with due information, committee names and conta displayed on the wall in the premises. Same information the college to make them aware of the safety and securi friendlier atmosphere was maintained by the teachers s their issues freely. ☐ Female students are instructed should think this place as secured for them. Female st lectures by 10 pm. b. Counselling ☐ Women Development different activities, counselling them how they would fearless whenever they had such situations. ☐ Grievance had their words with students, teaching, and non-teachi had their sessions on the following: • Human's Right different government agencies • Preparation of Compe Justice and Gender Equality • Laws of Inheritance of

share • Health check-up session • Health awareness ta
rooms have been allocated for female staff and studen
reading. ☐ Well-furnished and hygienic washrooms have b
staff and students. d. Any other relevant information
respective programmes, students were taught how they sh
what they should do in due situation. ☐ Foundation Cou
make aware of gender equity through its course contents
their special focus on gender free communication at wor
a leader having skills of negotiations and decision-ma
for seven-day and during this stay, a gender equity awa
as girls and boys live together on the campus, they co
with cooperation, they wash and clean the utensils toge
and well-decorated. This is highly engaging activity fo
have the sense of gender equality. Also, they visit in
present their skits based on social issues making
cleanliness, girls' education and 'save girl'

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the ab

File Description	Documents
Geo tagged Photographs	
Any other relevant information	

7.1.3 - Describe the facilities in the Institution for the management of the following types of (within 200 words) Solid waste management Liquid waste management Biomedical waste ma recycling system Hazardous chemicals and radioactive waste management

7.1.3: Describe the facilities in the Institution for the management
degradable and non-degradable waste (withing 500 words) :

- o Solid waste management
- o Liquid waste management
- o Biomedical waste management
- o E-waste management
- o Waste recycling system
- o Hazardous chemicals and radioactive waste management

- • Solid Waste Management:

Local housekeeping persons are appointed every year for the solid was
college clean. Dustbins are installed in each classroom, staffroom, l
and at other places in the premises to have proper segregation of the
wastes are collected and segregated in solid garbage dustbin to be co
vehicle, following the guidelines of the municipality.

- • Liquid Waste Management:

No liquid waste like chemicals used in laboratory, water and the like
but water used in washrooms, toilets and washbasin in the college are

utilized. Students are instructed to use water properly and keep the

- **E-waste Management:**

Non-functioning computer, printers, photocopier machines, cartridges, electronic equipment are recycled properly through the policy of buy-sold to e-waste collector vendors.

File Description
Relevant documents like agreements / MoUs with Government and other approved agencies
Geo tagged photographs of the facilities

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the ab

File Description
Geo tagged photographs / videos of the facilities
Any other relevant information

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	C. Any 2 of the ab

File Description
Geo tagged photos / videos of the facilities
Various policy documents / decisions circulated for implementation
Any other relevant documents

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institu

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the abo

File Description
Reports on environment and energy audits submitted by the auditing agency
Certification by the auditing agency

| Certificates of the awards received |
| Any other relevant information |

| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading** | C. Any 2 of the ab |

| File Description |
| Geo tagged photographs / videos of the facilities |
| Policy documents and information brochures on the support to be provided |
| Details of the Software procured for providing the assistance |
| Any other relevant information |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 wor

Institute has always focussed to have harmonious environment in and c the democratic policy toward students, in which their minds are train open minded while living in the society and respecting other cultures Foundation Course and Business Communication, they are trained in com 'Live and Let Live'. Celebration of Dessehra, Diwali, national days, leaders and other invited talks are organised inculcating the spirit intending the national and cultural spirit of India.

Institute has Students' grievance redressal cell and women grievance issues without any consideration of caste, culture, and background. S payment of admission fees are given facility of installments consider background irrepsective of any bias or caste and religion.

Through NSS, Cultural and Sports activities and participation, studen caste and religion are motivated to participate and the platform is m potential qualities.

| File Description |
| Supporting documents on the information provided (as reflected in the administrative and acade the Institution) |
| Any other relevant information |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obliga responsibilities of citizens

The college is very much committed to inculcate such constitutional v responsible citizens. NSS and Cultural department always strive to sh direction. Through several activities organised by the departments, t

fundamental rights, duties, legal and constitutional ways living. The
social-service, social harmony, right of voting and gender free equal
students through curricular and co-curricular engagements.

They are made aware of the fact that though our nation has diversity
religion, region and resources, the constitution is the only thing wh
them together for their development and bring national unity.

1. Independence Day, Republic Day, Constitution Day and the like are
   inculcating the spirit of oneness and togetherness.
2. Foundation Course has inclusion of such constitutional values in
   students understand the framework of constitution.
3. Guest lectures or invited talks are organised on such topics to p
   democratic thinking.
4. Activities like essay competition, elocution competition, one-act
   adoption of village form the part of the learning and inculcation
   duties as responsible citizens.
5. Teachers through their syllabi always take care to be democratic
   of their rights and avail of opportunities in career choices.

File Description
Details of activities that inculcate values; necessary to render students in to responsible citizens
Any other relevant information

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the ab

File Description
Code of ethics policy document
Details of the monitoring committee composition and minutes of the committee meeting, numb organized, reports on the various programs etc., in support of the claims
Any other relevant information

7.1.11 - Institution celebrates / organizes national and international commemorative days, e

The college has observed and celebrated national and international co
respective occasions. Considering the importance of such engagements,
cultural thoughts have been shared among students and teachers in reg
festivals. Students have been made aware of their responsibility and
great leaders and observance of national days. Every year NSS volunte
Hiroshima Day organized by Sarvodaya Seva Mandal and understand the i
effects of war and hate. On the occasion of Independence Day and Repu
have been presented by the volunteers, spreading a message of becomin

celebrations and observance has resulted in developing fellow-feeling spirit of the nation.

File Description
Annual report of the celebrations and commemorative events for the last (During the year)
Geo tagged photographs of some of the events
Any other relevant information

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

Nil

File Description
Best practices in the Institutional website
Any other relevant information

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and t

The Institute is a night college affiliated to University of Mumbai a background managing their time to attend the college. The college has perception for their career options and accordingly the distinctive f Sports, Cultural and other such activities, though no specific distin or awards have been the marker of distinctiveness in the institution.

File Description	Docu
Appropriate web in the Institutional website	
Any other relevant information	

7.3.2 - Plan of action for the next academic year

Considering the outcomes based on our efforts, we would like to do as

1. Strengthening of NSS Unit
2. To open a study centre of competitive exams for students
3. To start some skill based short term courses considering requirem
4. To pay attention to issues related to health and life betterment