# DR. TK TOPE ARTS & COMMERCE NIGHT SENIOR COLLEGE

(Established: 1984, Affiliated to University of Mumbai)



NAAC SELF-STUDY REPORT 2016

#### DR. TK TOPE ARTS & COMMERCE COLLEGE – SELF STUDY REPORT 2016

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## **NAAC Steering Committee**

1. Prof. VB Rokade - Principal

2. Prof. Krishnan Nandela - Coordinator

3. Dr. Anjali Bhave - Member

4. Prof. Pankaj Pandagale - Member



#### **PREFACE**

The Self-Study Report for re-accreditation is the result of the sincere efforts made by all the faculty members to collect and quantify data as per NAAC requirement. Our SSR report contains information about Dr. TK Tope Arts & Commerce Night Senior College under two major headings, namely Institutional Data and Evaluative Report. Part I of the report includes the Profile of the Institution and Executive Summary. Part II consists of Criterion-wise report, Departmental Evaluative reports, reports on courses and Annexure.

Dr. TK Tope Arts & Commerce Night Senior College was established by the Gokhale Education Society, Nashik in June, **1984**. It is the college of the first of its kind to be set up in the city of Mumbai with student strength of about 1000. The college was set up with an objective to provide opportunity to students who earn by the day and wish to learn by the night. The college largely caters to the underprivileged students in the society. The college was envisioned as an institution that would inculcate strong human values along with modern knowledge, so as to fulfill our motto "Tam So ma Jyotirgamaya" or from "darkness to light".

We are open to students of all communities. A large proportion of our students are first generation learners in higher education. We are permanently affiliated to the University of Mumbai. We strive to upgrade skills and knowledge, impart values and guide our students to take their place as responsible citizens of India.

The feedback we receive from students, alumni, parents, educationists, IQAC and Local Managing Committee helps us to improve our performance. Our college is ISO 9001-2008 certified institution. In the year **2003**, the administrative and academic systems of the College were assessed by the New Zealand based certification company called the International Certifications Limited (ICL). The ICL awarded the prestigious ISO 9001-2000 certification to the College in the same year and again assessed and certified as ISO **9001-2008** in the years 2009, 2011 and 2014. ISO audits have been conducted in the college for more than a decade. The College was assessed for accreditation by National Assessment and Accreditation Council (NAAC), Bangalore in the year 2003 with B+ and re-accredited in the year 2010 with 'B' Grade. The present NAAC grade expired on 03rd September, 2015. ISO audit reports and NAAC peer team reports have also contributed greatly to the qualitative growth of our college.

We do our best to provide holistic education to our students and we are committed to a better society for all of us. This SSR is a culmination of our efforts towards this end and we look forward to a fruitful interaction with the NAAC peer Team to re-accredit our institution for the third time.

#### PRINCIPAL'S MESSAGE

It is a pleasure to submit the self-study report of our college to NAAC for reaccreditation. This report has been prepared under the leadership of our IQAC coordinator – Prof. Krishnan Gopal Nandela, who along with all the teaching and administrative staff members have meticulously collected, analyzed, documented and articulated all our records and activities listed in the seven criteria for the last five years. We have had several meetings with the staff, as the drafts of the report were being prepared, so that everyone would be familiar with the report and offer suggestions and indicate areas we had overlooked. It was a great joy to see everyone working enthusiastically.

We have made earnest efforts to implement the recommendations given by the last Peer Team in 2010 and we have been quite successful in implementing them except one or two. The college has introduced the third division (unaided) at the FY B Com level, thereby making a beginning in horizontal expansion. The college has also initiated vertical expansion with the introduction of the program of Master of Commerce (Advanced Accountancy) from the academic year 2016-17.

After the second cycle beginning in the year 2010, the college has adopted practices that have yielded incremental improvements in various areas like research, infrastructure development, extension activities, teaching learning process, Industrial Visits, Summer Schools for students belonging to the underprivileged sections of the society, interinstitutional collaboration and student support mechanisms. These changes were in accordance with our vision, that is – "A commitment to guide our students to achieve excellence through holistic education".

The college has increased the support system for teaching-learning in terms of providing ICT friendly campus. LCD projectors have been placed in five class rooms and speakers have been provided in all class rooms. The staff rooms have been equipped with computers with internet and Wi-Fi facilities. The college library has been facilitated with an internet connection and a printer.

In accordance with the best practices identified for our college for this evaluatory period, we have regularly organized industrial visits to the Reserve Bank of India, Bombay Stock Exchange, the National Stock Exchange, industrial units (Camlin factory at Boisar) and museums during the last five years. Our faculty has been using ICT on a regular basis in the class rooms. Further, faculty from the Department of Economics and Accountancy have prepared e-learning resources and also distributed hard copies of the resources to the students. The college has obtained membership under the N-list program of the UGC. The faculty has access to the digital library resources of the UGC provided through the N-list program. The IQAC have also designed and developed an e-magazine titled "The

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Nightingale" in January, 2014. The Nightingale is a quarterly magazine. Thus far, nine issues of the magazine have come and these are uploaded on our college website www.tktopenightcollege.in

As part of our Institutional Social Responsibility, our NSS unit and the Women Development Cell have collaborated with different non-government organizations and conducted several awareness programs in the last five years. Our NSS volunteers have also won awards at the University level for their role in extension activities. As part of its outreach to the community, the college has collaborated with AGNI, SOSVA and Think Foundation and the Blue Ribbon Club. The Women Development Cell has collaborated with AKSHARA which is a non-government organization working on women's issues.

As part of our infrastructural growth process, we have increased the number of classrooms from 9 to 10 (of which 5 are facilitated with LCD projectors and screens). Our conference room has been endowed with ICT facility (consisting of a projector, screen and a desk top computer). Our computer facilities have more than doubled in the last five years (from 10 - 28). A dedicated class room has been provided to the students' cultural group to conduct practice sessions in performing arts and two new class rooms have been added on the third and fourth floors.

Student support forms an integral part of our college's commitment. Since a sizable number of our students are first generation learners at the degree level, we provide additional support in terms of financial assistance, counseling and mentoring. On an average 45 per cent of our students receive financial assistance from government agencies. Free-ship is provided by college for economically weaker students. Provision for medical assistance is provided to students through our group insurance policy. The college has instituted a Counseling Center with a paid and authorized counselor who provides counseling to the needy students. The counselor visits the college once in a month and is available for the students between 7 pm and 9 pm. Career guidance and placement is also organized. The college conducted a number of placement programs and companies such as the ICICI Bank, Life Insurance Corporation of India, All Seasons Hotel, India Bull etc., have visited the college campus for recruitment.

The college has also taken positive steps towards making the campus environment friendly. The NSS Unit has placed potted plants in the college campus and these are being looked after on a regular basis.

The college has also conducted a number of innovative activities such as: earn and learn scheme, English speaking course through the English Study Circle, Sports facilities, expert lectures, academic audit, ISO audit and life-long learning.

#### **EXECUTIVE SUMMARY**

Dr. TK Tope Arts & Commerce Night Senior College was established on June 19, 1984. It is permanently affiliated to the University of Mumbai and is a non-minority institution. The college runs grant-in-aid courses. The third division of FY B Com is self-financed or unaided. It is recognized by UGC under sections 2(f) and 12(B). The vision of the college is a commitment to guide our students to achieve excellence through holistic education. Accordingly, the mission of the college is to mould students to be morally upright, socially committed and spiritually inspired and to be responsible citizens of India and the world. The college also focuses on empowering students to be good leaders who will spread the light of knowledge, harmony and equality in all spheres of life. The activities of the college cater to these goals so that our students imbibe these value systems.

The college was accredited by NAAC in 2010 (second cycle) with GRADE 'B', having obtained a score of 2.19 on a four points scale. We are now moving towards our third cycle of accreditation. Adhering to our vision and mission and bearing in mind the recommendations of the NAAC Peer Team, the college has implemented various programs to enhance the quality and reduce the weaknesses present in the system.

A summary of the **criterion-wise** analysis of the college in the last five years is given below:

#### I. Curricular Aspects:

We conduct the regular B.A. and B.Com. Three year integrated graduate courses. The college has also initiated vertical expansion with the introduction of the program of Master of Commerce (Advanced Accountancy) from the academic year 2016-17. Our teachers assist in the University examinations as paper setters, moderators and evaluators. One teacher has been appointed by the University as Chairperson in Indian Economy, Paper Three at the SYBA level for the Institute of Distance and Open Learning (IDOL). Our teachers have also participated in the Vigilance Squad for Semester V & VI Examinations of the University of Mumbai. Our teachers have been appointed as subject experts in the selection committees constituted by the University of Mumbai.

#### **II. Teaching-Learning and Evaluation:**

We are affiliated to the University of Mumbai and hence follow the policies of University of Mumbai, but we try to provide student –centric learning. For effective implementation of the curriculum, the college deploys the following action plans:

- ♣ Each faculty member submits a subject-wise teaching plan at the beginning of the semester to the Principal. Monthly Teaching Reports are submitted by the faculty on the 05<sup>th</sup> of every month.
- ♣ Semester-wise academic calendar is prepared and displayed on the notice boards and placed in prominent positions. The academic calendar is also published in the college e-magazine "The Nightingale" and placed on the college website.

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- ♣ The progress of the department is maintained through regular tests and semester end exams.
- ♣ 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.
- ♣ Time table is prepared in advance and made available before the commencement of each semester.
- ♣ Special lecture series are organized during the winter and summer of every year. These special lecture series are named as Winter School and Summer School programs. Such lecture series are organized for the TYBA and TYB Com students in the subjects of Accountancy and Economics.

To make the learning process more ICT oriented the college management has equipped five class rooms with learning tools, such as a LCD where subject related topics are presented and discussed. Free internet browsing is provided in the library for the students. The Moodle server also provides the student with course material. There is also a growing trend to foster a sense of social responsibility among the student community through seminars which are focused on burning issues of the day and have prominent speakers invited to deliver their talks.

Faculty is encouraged and sent to participate in faculty development programs. Teachers are encouraged to attend workshops and seminars to upgrade their knowledge and skills. The management provides aid for attending seminars. Research is also encouraged by allowing the faculty to avail the facility of Faculty Improvement Program. One faculty member from the Department of Marathi has been sent for the FIP in the year 2015-16. Faculty members do participate and present papers at the local, national and international seminars. They also publish their research papers in ISSN Journals and ISBN seminar proceedings.

#### III. Research, Consultancy and Extension.

The College conducts seminars for the students and teachers. Every year, three to four seminars are conducted for the students and the teachers. Interested teachers attend these seminars and benefit from such seminars. The IQAC of the College has introduced an e-magazine by the name, "The Nightingale" which is a quarterly magazine. Faculty members and students are encouraged to write and get their articles published in this magazine. The e-magazine was launched in January, 2014 and thus far, nine issues of the magazine have been successfully brought out. Further, faculty members are encouraged to attend seminars and conferences at various levels, present papers and get their research papers published in ISSN journals and ISBN conference proceedings. Sixty per cent of faculty members have registered for the PhD program. One faculty member is in the second year of her FDP sponsored by the UGC. In terms of extension activity, the College NSS Unit has student strength of 100 and conducts various awareness programs in the adopted area as well as in the Mumbai University region. Under the University Department of Life Long and Continuing Education, the students of our college participate in the project work assigned by the Department and successfully complete their project reports.

#### **IV.** Infrastructure and Learning Resources:

We have a total of twelve classrooms. Out of the twelve, five are equipped with audio-visual facilities in the form of fixed LCD projectors for convenient screening of power point presentations, short videos, films and documentaries to brighten and broad-base the classroom experience.

#### V. Student Support and Progression:

The College was set up with a mission of imparting all round and holistic education. We try to fulfill our vision and mission through the following:

- ♣ To help and support students in their pursuit to become responsible citizens, the institution provides welfare schemes /scholarships / free ships for SC / ST / OBC and economically weaker students.
- ♣ Special classes are conducted for academically weak students.
- ♣ The IQAC conducts regular industrial visits to factories, museums, the Reserve Bank of India, the Bombay Stock Exchange and the National Stock Exchange.
- ♣ The college plans and organizes extra and co-curricular activities all through the year to realize our vision and mission goals and provide students with a holistic development.
- → The Counseling Unit was constituted in the College in the year 2012. From the year 2013-14 onwards, a professional counselor visits the college once in a month on the first Saturday and conducts counseling session from 7 pm to 9 pm.
- → Dr. TK Tope College follows democratic policy whereby students are encouraged to approach the class teachers, Heads of Departments, Vice- Principal and Principal to resolve their issues.
- Grievance and Anti-ragging cells look after student complaints.
- **♣** Course in conversational English by the English Study Circle.
- **Land** Earn and learn scheme.
- ♣ Economic support to the students at the University, Institutional and personal level.

#### VI. Governance, Leadership and Management:

Dr. TK Tope College is dedicated to the provision of education to the underprivileged first generation students. A vast majority of our students belong to SC/ST/SBC/OBC category. These students also belong to the economically underprivileged sections of our society precisely because the economic backwardness of our people is rooted in their social backwardness. Opinions and suggestions of staff and students are sought at meetings with both staff and students.

To ensure that our staff remains acquainted with the present happenings in their individual specialized fields as well as in teaching techniques they are sent for orientation programs, refresher courses and short term courses sponsored by the UGC. Our teachers are elected to the Local

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Management Committee and as a result they are enabled to participate in the management of the college. Our teachers' representatives on the Local Management Committee are able to meet and discuss with the Governing Body of the college.

The Management, Principal and Faculty strive to facilitate the development of our students at Dr. TK Tope College to become individuals who are conscious of their role in the college, at home and in the society. The leadership takes initiatives along with the staff to plan and execute academic and extracurricular activities that reflect the goals of the college.

Annual IQAC reports are submitted to NAAC regularly. The IQAC has a constant on-going process of evaluation of requirements for better quality academic instruction and administration. The IQAC discuses, implements and reviews all aspects of the education process in the college including setting parameters. Out college is an ISO 9001-2008 certified institution. The quality management system was put in place in the year 2003. Since then, the college is being regularly audited and recertified. The latest re-certification audit was successfully conducted in the year 2014. A statutory audit is conducted by external auditors appointed by the college every year.

#### VII. Innovations and Best Practices:

- ♣ To ensure safety and security on campus, the entire campus is fitted with CCTV to enable easy monitoring by the Principal and ensure greater security in all the areas of the campus.
- ♣ The IQAC chaired by the Principal decides the academic calendar for the year.
- Wi-Fi facility has been given in the college particularly in the principal's office, administrative office, staff room, IQAC room and the seminar room.
- ♣ "The Nightingale" the first e-magazine introduced in the Mumbai University region was pioneered by our IQAC. It is a quarterly magazine in which articles written by students and faculty are regularly published. The magazine is uploaded on our website <a href="https://www.tktopenightcollege.in">www.tktopenightcollege.in</a>
- ♣ The college has introduced 'Earn and Learn' scheme under which two students of the college are employed on part time basis in the administrative office of the college.
- ♣ The college has introduced industrial visits. Accordingly, the IQAC organizes visits to the Reserve Bank of India, Bombay Stock Exchange, National Stock Exchange, Museums and factories.
- ♣ The students are professionally coached to participate in sports competitions at various levels.
- → The National Stock Exchange's NCFM courses have been introduced in the college after signing an agreement with the NSE.

Our quality policy is enshrined in our vision and mission statements. It is embodied in every activity and every plan undertaken by the institution. Our college strives towards promoting and achieving excellence and works towards providing quality based education

#### **SWOC** Analysis of the Institution

#### **Strengths**

- 1. Adequate, qualified, committed and sincere faculty. Eighty per cent of the faculty has registered for their PhD course and are in various stages of their research work.
- 2. Provides access to higher education in Arts and Commerce faculties to a large number of working students particularly from the weaker sections.
- 3. Students are encouraged to participate in curricular, co-curricular and extra-curricular activities.
- 4. The College is qualified for UGC assistance.
- White boards and LCD projectors in half of the class rooms, well-equipped Conference Room, Computer Laboratories, Auditorium, IQAC Room and Staff Room.
- 6. Research undertaken by staff in terms of presenting and publishing research papers in ISSN Journals and ISBN seminar proceedings.
- 7. Online e-magazine "The Nightingale" introduced to give opportunity to students and faculty to write and publish their articles.
- 8. The college NSS Unit makes concerted efforts under the leadership of the University of Mumbai to spread peace and harmony through the NSS activities.
- 9. Introduction of Master of Commerce (Advanced Accountancy), additional division for the B Com course and special optional papers at the TY B Com level.

#### Weakness

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

#### **Opportunities**

- 1. Introduction of electives in Arts and Commerce faculties.
- 2. Scope for enhancing ICT enabled teaching-learning process.
- 3. Mobilization of resources from funding agencies.
- 4. To encourage students and staff to undertake research in a planned and sustained manner.
- 5. To empower our female students to take their rightful place in the society.
- 6. Introduction of add-on courses with UGC assistance.

#### **Challenges**

- 1. Expansion of academic programs.
- 2. Syllabus framed by the university is oriented towards students scoring marks and rote learning but not increasing their critical mental abilities.
- 3. Professional development of teachers.
- 4. Examination system needs to be revamped.
- 5. Expansion of existing physical facilities.
- 6. Micro learning and regular attendance of students.

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Part-I:

**INSTITUTIONAL DATA** 

# SECTION B: PREPARATION OF SELF-STUDY REPORT 1. PROFILE OF THE COLLEGE

#### 1. Name and Address of the College:

Name	Gokhale Education Society's Dr. T. K. Top	pe Arts & Commerce Night
	Senior College	
Address	Gokhale Lane, Parel, Mumbai	
City	Pin:400 012	State: Maharashtra
Website	www.tktopenightcollege.in	

#### 2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	E-mail
Principal	Prof. VB Rokade	022-24138617	9881418831	022-24137609	gestktacnc@hotmail.com
Vice Principal	Dr. Anjali Bhave	022-24138617	9322249029	022-24137609	arbhave@gmail.com
Steering Committee Co- coordinator	Prof. Krishnan Nandela	022-24138617	9819323294	022-24137609	gestktiqac@gmail.com

3. Status of the Institution - **Affiliated College (Non-minority)** 

4. Type of Institution:

a. By Gender - Co-education

b. By Shift - **Evening** 

**5.** It is a recognized minority institution? - **No** 

**6.** Sources of funding - **Government** 

7. a. Date of establishment of the college: - 21/06/1984

**b.** University to which the college is affiliated - **University of Mumbai.** 

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c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks (If any)				
i. 2 (f)	26/09/2008/	The college is eligible to receive assistance in terms of the rules framed under section				
ii. 12 (B)	F8-86-2007	12-B of the UGC Act 1956(Certificate Enclosed)				

**d.** Details of recognition/approval by statutory/regulatory bodies other than UGC:

#### **Not Applicable**

- 8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

   Yes.
- 9. Is the college recognized
  - a. By UGC as a College with Potential for Excellence (CPF)? No
  - **b.** For its performance by any other governmental agency? **No**
- 10. Location of the campus and area in sq.mts:

Location	Urban: Parel, Mumbai
Campus area in square	1443
meters.	
Built up area in square	2061
meters.	

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

∔ Auditorium - Yes.
‡ Sport facilities.
▶ Playground - Yes.
▶ Swimming pool - No.
▶ Gymnasium - Yes.

**4** Hostel.

➤ Boys' hostel - **No** 

➤ Girls' hostel - **No** 

➤ Working women's hostel - **No** 

**4** Residential facilities for teaching and non-teaching staff (give numbers

available – cadre wise) - Yes

**♣** Cafeteria - **No** 

Health Centre staff - **No.** 

♣ Facilities like banking, post office, book shopsNo

♣ Transport facilities to cater to the needs of students and staff - No

♣ Animal house - No

♣ Biological waste disposal - No

♣ Generator or other facility for management/regulation

of electricity and voltage - Yes

♣ Solid waste management facility - No.

12. Details of programs offered by the college (Give data for current academic year)

SI. No.	Program Level	Name of the Program/Course	Dura- tion	Entry Qualific ation	Medium of instruction	Sanctioned/ approved student strength	No. of students admitted
1.	Under- Graduate	Bachelor of Arts	3 Yrs	10 + 2/	English	372	241
2.		Bachelor of Commerce		HSC		875	794

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13. Does the college offer self-financed Programs? - No.

If yes, how many?

College doesn't offer any self-financed program, but self-financed courses: i) Taxation &

- ii) Computer Systems and Applications are offered.
- 14. New programs introduced in the college during the last five years if any?

Yes	-	No	$\sqrt{}$	Number	Nil

#### 15. List the department:

Faculty	Departments	UG	PG	Research
Arts	Marathi, Political Science, Economics and courses in communication skills, and foundation course.	Bachelor of Arts	NA	NA
Commerce	Economics, Commerce, Accountancy and courses in Business Communication, Environmental Studies, Business Law & Foundation Course	Bachelor of Commerce	NA	NA

- 16. Number of Programs offered under:
  - a) Semester system Two (BA & B Com)
- 17. Number of Programs with:
  - a) Choice based credit system Nil
  - b) Inter/Multidisciplinary approach Nil
  - c) Any other Nil
- 18. Does the college offer UG and / or PG programs in Teacher Education? No.
- 19. Does the college offer UG or PG program in Physical Education? No.
- 20. Number of teaching and non-teaching positions in the Institution.

Positions	Teaching faculty						Non- teaching staff		Technical staff	
	Profes	ssor	Assoc Profe		Assist Profe					
	M	F	M	F	M	F	$\mathbf{M}$	F	M	F
Sanctioned by the UGC/University/State Government Recruited	-	-	4	2	4	-	8	2	-	-
Yet to recruit			1							
Sanctioned by the Management/society or other authorized bodies Recruited	-	-	-	-	-	-	-	-	-	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-

#### 21. Qualification of the teaching staff:

Highest	Prof	essor	Associate	Associate Professor		Professor	Total			
Qualification	Male	Female	Male	Female	Male	Female				
Permanent teachers										
D.Sc./D.Litt.	-	-	-	-	-	-	-			
Ph.D.	-	-	-	1	-	-	1			
M.Phil.	-	-	-	1	2	-	3			
PG	-	-	4	-	3	-	7			
Temporary tea	achers									
Ph.D.	-	-	-	-	1	-	1			
M.Phil.	-	-	-	-	-	-	-			
PG	-	-	-	-	-	1	1			
Part-time teac	hers									
Ph.D.	-	-	-	-	-	-	-			
M.Phil.	-	-	-	-	-	-	-			
PG	-	-	-	-	-	-	-			

22. Number of Visiting Faculty/Guest Faculty engaged with the College - **06** 

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23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	96	22	79	40	83	24	91	25
ST	06	02	05	02	02	00	05	01
OBC	241	57	266	60	277	70	312	76
General	299	96	315	117	327	113	392	133
Others	07	03	53	22	44	11	102	25

24. Details on students' enrollment in the college during the current academic year: 2015-16

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state	1035	-	-	-	1035
where the college is located					
Students from other states of	-	-	-	-	-
India					
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	1035	-	-	-	1035

25. Dropout rate in UG and PG (average of the last two batches)

UG\* - 14.5%

\*The drop-out rate cannot be obtained because all those who fail, reappear for the exam and move up the ladder. Those who leave the college mid-course may take admission in other colleges or learn in the distance mode. The percentage given under serial 25 above is the two years' average percentage of students admitted at various levels as against the sanctioned strength of the college. The sanctioned strength of students for the last two years was 1247 and the actual strength was 1102 and 1035 for the years 2014-15 and 2015-16 respectively.

26. Unit Cost of Education

(a) Including the salary component Rs. 30194.27

(b) Excluding the salary component Rs. 16667.74

27. Does the college offer any program/s in distance education mode (DEP)?: No

28. Provide Teacher-student ratio for each of the program/course offered-

29. Is the college applying for:

Accreditation: Cycle 1: Cycle 2: Cycle 3:  $(\sqrt{})$  Cycle 4:

Re-Assessment:

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30. Date accreditation (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: Accreditation Outcome/Result - **B**+ (2004-2009)

Cycle 2: Accreditation Outcome/Result - **B** 2.19 (2010-2015)

31. Number of working days during the last academic year -

32. Number of teaching days during the last academic year - 189.

33. Date of establishment of Internal Quality Assurance Cell (IQAC) - 20/01/2003

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

i) AQAR 2011-12 - 13/09/2012

ii) AQAR 2012-13 - 26/09/2013

iii) AQAR 2013-14 - 16/12/2015

iv) AQAR 2014-15 - 10/10/2015

v) AQAR 2015-16 - 15/08/2016

35. Any other relevant data (not covered above) the college would like to include. **No.** (Do not include explanatory/descriptive information).

#### CRITERION I: CURRICULAR ASPECTS

#### 1.1 Curricular Planning and Implementation

#### 1.1.1. Vision, Mission and Objectives of the Institution.

#### VISION:

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

#### **MISSION:**

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

#### OBJECTIVES OF THE COLLEGE.

The objectives of the college are:

- 1. To provide knowledge and competency based courses of the University of Mumbai. (Percentage of passing number of students in the examination ensures the fulfillment of this objective). The College fixes the academic targets regularly. Targets are revised based on the performance in the previous year.
- 2. To ensure optimum participation of students in the curricular and extracurricular activities of the college. (30% of total number of students' participation is expected).
- 3. To train our faculty and non-teaching staff to upgrade their knowledge and skills to impart quality education and related services to our customers. (Participation in training programs/seminars/workshops of minimum 6 hours' duration every year. Teachers are also required to attend orientation/refresher courses (28 days) as per the U.G.C. norms for placement in the higher scale.)
- 4. To establish linkages with subject experts to make our education practical oriented through innovative teaching-learning methods. (Minimum 3 subject experts are to be identified for each subject.)

- 5. To provide networking access to the students through UGC NRC.
- 6. To inculcate appropriate skills for their career either as entrepreneurs or professionals in the field of Commerce and Arts. (By conducting seminars/workshops and project work at T.Y.B.Com. & B.A. as per the University requirement)
- 7. To develop quality environment to motivate the students for total personality development. (By making available required infrastructure facilities and resources like Library, Computer Laboratory.)
- 8. To improve the quality management system continually to meet the changing needs & expectations of our students (once in a year).
- 9. To appoint on hourly basis at least two students from the academic year 2012-13 to enable them to acquire work experience in college administration and to facilitate a source of income to the students.
- 10. To augment teaching aids and equipment available in the college.

The objectives are communicated to the staff and students through circulars and meetings. They are also displayed in the Principal's Office, Library and Staff Room.

#### 1.1.2 Action Plans for Effective Implementation of the Curriculum.

The college is affiliated to the University of Mumbai. 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.
  - **Lessay Writing Competition.**
  - Individual Department Activities.
  - **L** 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.
- 1) 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.

#### 1.1.3 Support from the University / Institution

#### **Support from the University:**

- a) The University organizes workshops and seminars through the Board of Studies for each department. They help to orient the teachers to the syllabus, question paper pattern, new elements in the syllabus and revised syllabi.
- b) The University from time to time sends notices and circulars to the institution so that they are kept abreast of developments in curriculum.
- c) Teachers have access to the University library.
- d) The University website is also searched extensively to keep abreast of information on curriculum and examinations.

#### **Support from the Institution:**

- a) Teachers are encouraged to attend seminars and workshops related to their subjects. A detailed presentation of the number of teachers attending various seminars is given in 2.4.3.
- b) Different Departments conduct guest lecture related to their subjects.
- c) 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.

Details for the facilities mentioned above are given in 4.1.2.

#### 1.1.4 Contribution of the College for Curriculum Delivery.

- a) The Institution constantly strives to upgrade its infrastructure to meet the challenges of a technology driven environment.
- b) Book Bank facility is available for the financially weak students.
- c) Guest lectures are conducted to create an interface between the students and the industry.

#### 1.1.5 Network and Interaction with beneficiaries.

- a) Regular industrial visits are organized for the students to understand institutions and organizations work in the real world.
- b) NCFM Certificate courses were organized to supplements course work in collaboration with the National Stock Exchange, Mumbai.
- c) A Skill development course sponsored by the National Skill Development Corporation of India in collaboration with the BSE Learning Institute, BSE, Mumbai was organized.
- d) The Institute conducts seminars for students and faculty on a regular basis.
- e) The Department of Economics publishes an online magazine called "The Nightingale" which is a quarterly magazine. Students and faculty are encouraged write and get their articles published in this magazine on a regular basis.

### 1.1.6 Contributions of the Institution and its staff members to the Development of the Curriculum by the University

Since the college is affiliated to the University of Mumbai, it follows the syllabi framed by the university. The faculty is involved in paper setting, assessment and moderation work for the University examinations for semester V and VI in various subjects. The college has a feedback system in place which helps to understand student requirements. The following chart gives the statistics of the professors involved in University work:

PAPER SETTER	MODERATOR	CHAIR PERSON	BOARD OF STUDIES	UNIVERSITY ASSESSMENT	SYLLABUS COMMITTEE MEMBER
3	5	1	-	6	-

#### 1.1.7 No.

#### 1.1.8 Measures Taken by the College to Achieve the Objectives.

- a) The teaching plan covering the syllabus is submitted by the teachers before the commencement of the semester. Teachers adhere to the same and at the end of the month submit the Monthly Teaching Report to the Principal.
- b) Student Feedback is taken for every teacher so that improvements can be made.
- c) The results are analyzed to understand the overall performance of the students.
- d) Rewards and Prizes have been instituted not only for academics but also for extracurricular activities and sports. Dr. TK Tope College has a good reputation for theatre and drama.

#### 1.2 Academic Flexibility

### Specifying the Goals and Objectives give details of the Certificate/Diploma/ Skill development Courses etc of the institution.

- ♣ Under the aegis of the National Skill Development Corporation and in collaboration with the BSE Learning Institute Private Limited, a skill development course of 60 hours in Banking Correspondent and Business Facilitator was conducted in the year 2014. Fifty-seven students participated in the program and received certificates on successful completion of the course.
- ♣ Under the Rashtriya Kaushal Vikas Yojana, 30 students participated in the course titled "Debt Recovery Agent" and 18 students successfully passed the examination. The course was jointly organized by BSE Learning Institute Private Limited and Dr. TK Tope Arts & Commerce College.

#### Programs that Facilitate Twinning/Dual degree.

**No**. The institute does not offer these as it is affiliated to the University of Mumbai and governed by their rules.

#### **Institutional Provisions to ensure Academic Flexibility.**

The Institute offers various aided and unaided courses at the undergraduate level. Working within the University parameters the following streams are offered by the Degree College:

#### **AIDED PROGRAMS**:

<sup>\*</sup>B.A.

<sup>\*</sup>B.Com.

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In the **final year B.A.** students can decide to pursue Double Major with a combination of 2 subjects - 3 papers in each discipline viz., Economics, Political Science and Marathi.

A Combination of any two subjects is offered by the college:

- \*Economics.
- \*Political Science.
- \*Marathi.

**Final year B Com** students have 7 compulsory papers with one applied component. The applied component papers are as follows:

**Applied Component Papers:** 

- \*Direct & Indirect Taxation **OR** Labor Welfare.
- \*Export Marketing **OR** Computer Systems & Applications.

Out of these four papers, Direct and Indirect Taxes and Computer Systems & Applications are unaided courses.

#### Fee structure for Under Graduate courses

DEPARTMENT	FIRST YEAR	SECOND YEAR	THIRD YEAR
B.A.	5820	5600	4370
B.Com.	6020	5200	6270

However, it follows the rules and regulations of the Affiliating University. Admission and the Curriculum followed are as per the guidelines set by the University of Mumbai and is merit based. Teachers are paid as per the University rules and appointment is on the bases of qualifications prescribed by the UGC.

#### Additional Skill - Oriented Programs.

♣ Under the aegis of the National Skill Development Corporation and in collaboration with the BSE Learning Institute Private Limited, a skill development course of 60 hours in Banking Correspondent and Business Facilitator was conducted in the year 2014. Fifty-seven students participated in the program and received certificates on successful completion of the course.

#### Combining Conventional face-to-face and Distance Mode of Education.

**No,** University of Mumbai does not offer this facility. However, students who have left the college in favor of distance learning are given special permission by the Principal to attend lectures whenever possible.

#### 1.3 Curriculum Enrichment.

#### Supplementing the University's Curriculum.

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.

### Efforts made by the college to cope with the needs of the Dynamic Employment Market.

- 1. The college conducts industrial visits on a regular basis. Industrial visits are not a part of the prescribed curriculum. It is an initiative of the college to expose the students to the realities of employment market. Visits are regularly conducted to the Bombay Stock Exchange, the BSE brokers' Forum, the BSE Learning Institute, the Reserve Bank of India, the National Stock Exchange of India, museums and factories. During these visits, resource persons from the organizations visited deliver talks to the students. Interactions with these professional and regulatory organizations of repute give our students the opportunity to understand the dynamics of the employment market.
- 2. The BSE Brokers' Forum regularly organizes a seminar on "Indian Economy" in collaboration with our college for our students and teachers. The Securities and Exchange Board of India conducts seminar on capital market for our faculty and students. Similarly, seminar on employment opportunities in the financial sector is also organized so that our students get to know the skill sets that are currently demanded by employers.

Efforts made by the Institution to integrate the cross-cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum.

#### **Environment and Social Initiatives.**

- 1. Environment Day is observed by the college. Environmental Education session is organized to create awareness about the importance of conserving environment and climate change.
- 2. To take concrete steps towards environment awareness and protection, students are assigned to carry out tree plantation program. Potted plants are placed within the campus of the college. The NSS unit of the college is active in the field of environmental awareness.
- 3. To create environment consciousness amongst students **Green Campus Day** was celebrated on 13 February, 2015.
- 4. **Gender Sensitization Programs**: The Women's Development Cell has conducted various programs to counsel students on gender issues. Many programs were undertaken in the past five years under the WDC.

#### Student oriented Co-curricular Programs for Human Rights.

The various student oriented cells and committees help to promote values and an understanding of Human Rights. They attempt to make sense of the chaos created by a consumer driven world.

#### **♣** N.S.S. (National Service Scheme).

The College has a very active and vibrant NSS unit. They go on a 7-day camp every year and learn to live within a rural setting. They also conduct Blood Donation camps every year. Students have also participated in "AVHAN Camp" State level Disaster management preparedness program. The volunteers participate in the Peace Rally held at Azad Maidan organized by the University and also in the Peace rally at Mani Bhavan organized by the Yuvak Biradari on their Foundation Day. (Refer to 3.6.5 for details)

### Value-Added courses/enrichment programs to ensure holistic development

We do not provide any value added courses to our students. Nonetheless, the following efforts are made to ensure holistic development of our students:

1. The Principal and senior faculty addresses the first year BA and B Com students in the beginning of the academic year. This program is like an induction program to the newly admitted students. The new students are made aware of the rules and regulations, customs

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and conventions of the college.

- 2. The Career and Placement Cell of the college organizes seminars on career development for the students. Similarly, placement programs are also conducted in the college as and when companies approach us.
- 3. The alumni of the college regularly participate in the examination supervision activity. About 15 alumni participate in the supervision work in the semester end examinations.
- 4. The Alumni Association of the college organizes two functions every year to felicitate two successful alumni.
- 5. The college has signed a Memorandum of Understanding with the National Stock Exchange of India to organize Certificate Courses in Financial Markets. In the year 2015-16, twenty students successfully participated in the certificate courses of the NSE, Mumbai.
- 6. The NSS contingent is known for its social orientation and dynamism. It inducts 100 students every year. These students attend camps and also help the Mumbai police particularly during the Ganesh Festival and whenever required. They go on a 7-day camp every year and learn to live within a rural setting. They also conduct Blood Donation camps every year. The volunteers participate in the Peace Rally held at Azad Maidan organized by the University and also in the Peace rally at Mani Bhavan organized by the Yuvak Biradari on their Foundation Day. Owing to the upcoming elections in 2013 the unit was entrusted to execute the Voter's Registration Drive in college in alliance with the NGO AGNI.

#### Use of the feedback from.

#### 1. Students.

The college collects feedback from the students for the guest lectures, as well as for the teaching of the curriculum. This feedback is analyzed and solutions are sought through meetings held with the faculty members.

#### 2. Alumni.

The college Alumni is an active member of the Institution. Informal feedback is obtained from the alumni in their meetings. Two alumni members are part of IQAC and they give their suggestions in the IQAC meetings.

#### 1.4 Feedback System.

### Contributions of the institution in the design of University Curriculum and Curriculum Enhancement.

Although the Curriculum is designed by the University, teachers are encouraged to help in its design and implementation. They are part of the numerous syllabus planning committees set up by the University. The following are the steps taken for curriculum enhancement:

- 1. **Intensive Preparatory Coaching Program.** One-week program was conducted for the TY B Com and TYBA students in the subjects of Accountancy and Economics in the first week of January, 2015. This program was organized during the one-week winter vacation and was delivered free of cost to the students.
- **2. Summer School Programs.** A summer school program in the subjects of Accountancy and Economics was organized in the month of April 2015 and 2016 for the TY B Com and TYBA students. The month long program prepares the students in advance for the third year program. This program is offered free of cost to the students.
- **3. Study Material and 'E' Learning Resources.** Study material in the subjects of Accountancy and Economics is prepared and distributed amongst the students.
- **4. Remedial Classes.** Remedial classes were organized for the weaker students in the year 2012-13 under the Remedial Coaching program sponsored by the UGC.
- 5. Research Work by Faculty. Staff is encouraged to do minor and major research utilizing grants given by the UGC. They present papers at various conferences and seminars, both national and international. Some are invited as subject experts and University nominees, at interviews held by other colleges. Detailed data is given in 3.2.7
- **6.** The Nightingale Our Online Magazine. Faculty and students are encouraged to write research articles and articles of general interest for our online magazine. The magazine was launched in January, 2014 and since then 10 editions of the magazine have successfully come out. Front page photos of the issues are placed at Annexure.
- 7. The Internal Quality Assurance Cell. The institute has constituted a committee for Internal Quality Assessment as per the norms set by the NAAC, Bangalore and the University of Mumbai. It meets twice a year to discuss means to improve pedagogy and implement programs to encourage inter active student learning. One of the important steps taken in this direction is to have essay competitions on topics beyond the syllabus. Prizes are awarded to the best essays and these are published in the college magazine. Industrial visits and summer school programs and our online magazine are the new components of enrichment planned and executed by the IQAC.
- **8. Staff Seminars and Workshops.** Seminars for staff and students are organized every year. The non-teaching staff is deputed to attend workshops and training programs organized by the University and the Government.

**9. Certificate Course in Conversational English.** The certificate course in conversational English has been introduced in the academic year 2016-17. A batch of 50 students will be coached for a period of three months in conversational English. This program will be an ongoing program and will be run throughout the year.

#### Formal Mechanism to obtain Feedback

We are affiliated to the University of Mumbai and follow their recommended curriculum. We have initiated a process of feedback from students. Feedback on guest lectures and internal faculty is conducted regularly and the faculty is accordingly informed.

#### 1.4.3 New Programs/courses Introduced by the Institution.

#### M.Com. (2016-2017).

A Master in Commerce has been introduced by the Institution from the academic year 2016-17. The long standing demand of our students has been met as a result. In today's challenging world an undergraduate degree does not suffice and a post-graduation helps to increase market value.

The University of Mumbai has introduced the Choice Based Credit and Grading System (CBCGS) for the FYB Com class from the academic year 2016-17. The system will progressively cover SYB Com and TYB Com in successive years. Since our college is affiliated to the University of Mumbai, we will also implement the new CBCG system in our college.

#### CRITERION II: TEACHING - LEARNING AND EVALUATION

#### 2.1 Student Enrollment and Profile

#### 2.1.1 How does the college ensure publicity and transparency in the admission process?

College website and the prospectus provide sufficient publicity to the admission process. Admission process is carried out according to the schedule prescribed by the University of Mumbai. Aspiring students submit online admission forms through the University website and then submit a hard copy to the College. Merit lists are prepared considering the reservation for all categories – SC, ST, NT, OBC, Physically handicapped. A junior college is attached to this College and according to the procedure all in-house applicants are granted admission in the first instance. Remaining seats are filled on the basis of merit. In case of excess applications request is sent to the University authorities for increasing the normal quota of students for a class (which is 12- students). In the academic year 2015-16 total 36 additional students were admitted in Arts (one division) and 24 additional students in the Commerce (two divisions with 12 students each) were admitted.

Besides first year admissions, few students take admission in the second and third year arts and commerce faculties. These admissions can be classified in three categories:

- a) Students who have taken admission in the Institute of Distance and Open Learning in the first year.
- b) Students changing residential locations within Mumbai.
- c) Students from other districts and states.
- d) Students changing their College due to various reasons personal and general.
- 2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programs of the Institution.

Admission to any class is strictly on the basis of merit and according to the procedure prescribed by the University of Mumbai. Following are the major steps in the process:

- a) Students who wish to take admission in the first year of arts or commerce have to fill the Pre-Admission online registration form on the website of University of Mumbai http://mumadmission.digitaluniversity.ac/.
- b) As the second step students submit a hard copy of their online admission form to the College.
- c) College displays the first merit list according to the schedule published by the University.
- d) One or two days are allowed for the students to pay the fee and confirm their admission

by submitting necessary documents.

- e) If all the seats are not filled second merit list is displayed. Third or fourth merit list is also displayed if required. Normally by the third list, the admission process is complete.
- f) 15% seats are filled through Management quota. Admission rights pertaining to management quota are in the hands of the Principal. Admissions may be or may not be on the basis of merit. Students taking admission through this quota are required to pay extra fees.
- 2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programs offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Class	2011-12		2012-13		2013-14		2014-15		2015-16	
	Min	Max								
FYBA	35	-	35/40	-	35/40	-	35/40	-	35/40	-
FYBCOM	35	-	35/40	-	35/40	-	35/40	-	35/40	-

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Admission process is determined by the University and the college has no legal authority to review the admission process.

- 2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion
  - **♣** SC/ST
  - **♣** OBC
  - **♣** Women
  - **♣** Differently abled
  - **Lesson** Economically weaker sections
  - Minority community
  - ♣ Any other

Reservations are provided to each of the above category of students according to the rules prescribed by Government of Maharashtra and the University of Mumbai.

2.1.6 Provide the following details for various programs offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programs	Number of Applications	Number of Students Admitted	Demand Ratio
UG			
FYB Com	600	395	150%
FYBA	195	130	150%

The demand ratio can only be calculated at the entry level i.e. at the FY B Com and FYBA levels. Our college is an undergraduate college and except for these UG programs going up to the TY B Com and TYBA levels, we do not run any other academic programs.

#### 2.2 Catering to Student Diversity

### 2.2.1 How does the institution cater to the needs of differently abled students and ensure adherence to government policies in this regard?

Writers are provided to help blind and otherwise physically disabled students during examination. Extra time is offered to these students for writing their exam. They also get government scholarships and free-ships.

### 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the program? If 'yes', give details on the process.

No.

# 2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the program of their choice?

Remedial classes for some subjects were organized under UGC schemes during summer vacations i.e. April. Guest lecturers are invited on a regular basis. Most of the lectures are conducted by the College faculty of concerned departments - particularly Economics and Accountancy. The Departments of Economics and Accountancy have been conducting winter and summer schools every year to bridge the knowledge gap of the enrolled students. These programs are conducted for the TYBA and TY B Com students.

### 2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The Women's Development Cell conducts a number of programs consisting of guest lectures, workshops etc., to sensitize the stakeholders on gender issues. Additionally, guest lectures are organized throughout the year to sensitize the staff and students on gender, social inclusion and environmental issues.

### 2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Staff members guide such students on a personal level. Many students have improved a lot and secured nice jobs in India and abroad. Some have become Chartered Accountants, others are in the Commodity market and Banks and financial institutions. Our students have reached general

managerial and senior managerial positions in the corporate world.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the program duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow-learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

Students incapable of paying their tuition fees are encouraged to approach the Principal of the college. Principal VB Rokade has been instrumental in awarding scholarships to the needy students from the Association of Principals of Nongovernment Colleges.

Further, through the Book Bank Scheme, sets of text books for all the subjects are distributed amongst the students who are eligible for the Book Bank Scheme. These books are given free of charge. The students are required to return the set of books after the completion of the course.

#### 2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

Every year an Academic calendar is prepared. Each teacher submits his/her teaching plan to the Principal and at the end of every month a monthly report of actual work done is submitted to the Principal.

#### 2.3.2 How does IQAC contribute to improve the teaching –learning process?

The IQAC prepares the academic calendar for the year. The academic calendar is divided into two parts namely: First Term and the Second term which may be alternatively known as Semester I and Semester II. Twenty-eight different committees are constituted to conduct curricular, extra-curricular and co-curricular activities. Amongst these, there are statutory committees like the IQAC, Examination, Admission Committee, WDC etc. These committees organize programs for the students throughout the year and submit their reports periodically to the college. The College NSS Unit and the Department of Life Long Learning and Extension conduct various programs throughout the year.

In particular, the IQAC on its own conducts the following programs to improve the teaching learning process:

- a) Organizes industrial visits to Reserve Bank of India, Bombay Stock Exchange, RBI Coin Museum, BSE Brokers' Forum, BSE Learning Institute Private Limited, the National Stock Exchange, Factory visit and visit to Bhaudaji Lad Museum.
- b) Seminars for faculty and students in the areas of capital markets, financial markets, Indian economy and the role of SEBI in the financial market. These seminars are conducted on a regular basis, year after year.
- c) Winter and summer schools for the students of TYBA and TY B Com. These schools are typically organized in the months of Sept/Oct and April of the year. One hundred and fifty and more students have attended these schools and have benefited from these

academic programs.

- d) The launch of college 'E' Magazine called "**The Nightingale**". This magazine was launched in January 2014. It is a quarterly magazine and since its inception, the IQAC coordinator who is also the executive editor of the magazine has brought out nine issues. This magazine is a platform for students and faculty to publish their academic work.
- e) The departments of Economics and Accountancy have developed study material in their respective subjects. The study material is given to students on non-profit or cost basis. The study material is prepared in an exhaustive manner consisting of syllabus, question papers, answers and reading material. The study material so prepared becomes single point reference for examination to our students.

Industrial visits, seminars and vacation schools are conducted free of charge for the students and faculty. No separate fee is charged for these activities.

2.3.3How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The college is equipped with ICT. Projectors and screens have been installed in four out of ten class rooms. The college seminar hall and conference room have also been equipped with projector and screens. Computers with internet connections are made available to the students. Two such computers are placed in the college library. The staff room and library also have computers with internet connection. The faculty and students are therefore free to use these resources to develop interactive, collaborative and independent learning.

The use of study material and modern tools of teaching and learning like the LCD projectors and screens helps in interactive and collaborative learning. Further, access to internet and the college library helps in independent learning.

Study material in the subjects of Economics and Accountancy is also uploaded on the college website and it is a freely available learning resource to the students of the college in particular and the student community at large.

The college 'E' Magazine called "The Nightingale" is a capable platform to provide the opportunity to express oneself and get published on a regular basis. The college also publishes the annual print magazine called "Nishigandh" which is also an opportunity for the students and teachers alike to get their work published.

The Business Communication teacher has been conducting English Language Proficiency Classes in addition to the normal teaching inputs on a regular basis.

The Department of Political Science has developed the following electronic web based platforms in the subject of political science:

- a) http://drtktopecollege.in/pol
- b) <a href="http://drtktopecollege.in/moodle">http://drtktopecollege.in/moodle</a> Moodle site to conduct online tests.
- c) <a href="http://drtktopecollege.in">http://drtktopecollege.in</a> a blog carrying articles related to current events on topics in

- the syllabus. Occasional quizzes are conducted.
- d) WhatsApp groups of students are created through which discussion and exchange of information continues.

### 2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

Expert series lectures in the subjects of Economics, Accountancy, Human Resource Management, Taxation etc., are conducted twice in the academic year i.e. per semester. Guest lectures are organized by different departmental heads on topical issues. Industrial visits, visits to premier financial institutions in the country, museums and film shows inculcates critical thinking, creativity and scientific temper amongst the students.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? e.g., Virtual laboratories, e-learning - resources from National Program on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

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- d) WhatsApp groups of students are created through which discussion and exchange of

information continues.

### 2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

All teaching staff members attend College, University, State, National and International level seminars and workshops in their respective subjects. All of them have completed the mandatory orientation and refresher courses and short term courses. Some visit as guest lecturers. INFLIBNET facility is provided to the faculty members. The college also conducts expert lecture series twice a year in the various subjects of Commerce Faculty and in the subject of Economics in particular. Guest lecturers are also invited by various departmental heads to organize lectures on topical issues. Further, the IQAC organizes regular seminars for the students and faculty.

## 2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?

The college has appointed Miss. Rajita Ramchandran, a professional counselor on a regular basis. The counselor visits the college in the first week of every month. Students in need of counseling have open access to the counselor. The counselor conducts a two-hour counseling session for the students once in a month i.e. in the first week of every month. The counselor is also available to the students on phone throughout the month. In order to enumerate prospective students in need of counseling, the counselor visits each class room, conducts a small talk on the subject and takes down the details of the students who are in need of counseling. A counseling report submitted by Miss. Rajita Ramchandran for the year 2015-16 is **enclosed** to this report.

# 2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The college has equipped few of the class rooms with ICT equipment. Internet services are freely available to both students and faculty alike. The faculty also uses the ICT facility for PPT presentations on a regular basis. Films of educational value are screened for the benefit of the students. The departments of Accountancy and Economics provide study material to the TYBA and TYB Com students. The college conference room and seminar halls are periodically used by the faculty to conduct seminars for the students and faculty themselves. The IQAC conducts industrial visits to premier regulatory institutions like the Reserve Bank of India, stock market institutions like the Bombay Stock Exchange and the National Stock Exchange of India and Museums like the Bhaudaji Lad museum and the Chattrapati Shivaji Museum (earlier Prince of Wales Museum). The Department of Marathi also conducts visits and talks by individuals of eminence in the social and literary field.

The students have been participating in these events in large numbers and these activities have definitely influenced their awareness and outlook.

### 2.3.9 How are library resources used to augment the teaching-learning process?

Inflibnet is used by the faculty for their research work and to update their own level of information and knowledge. Students have free access to the internet. Two personal computers with internet facility are made available in the library. Further, e-learning resources available are also used by the faculty in the teaching learning process. The library has more than 65000 titles. Every year, the stocks of books are scaled up by additional purchases. Reference books are generally purchased through the funds generated from the library account. Students are entitled to borrow one text book and one reference book at a time. A book bank scheme is implemented wherein meritorious students get a set of text books of all their papers.

## 2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

In the new credit based semester and grading system started from 02<sup>nd</sup> November, 2011, the number of examinations have increased manifold. As a result, time constraint is felt by one and all. However, the faculty has been putting additional efforts to complete the curriculum.

### 2.3.11How does the institute monitor and evaluates the quality of teaching learning?

In the beginning of the academic year, the faculty is required to submit both semester wise and monthly teaching plans. Monthly teaching reports are submitted by the teachers every month. These reports are signed by the Heads of Departments and the Principal. Further, feedback from the students is obtained on a regular basis and the results of the feedback are communicated to the teachers in writing.

### 2.4 Teacher Quality

## 2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest qualification	Professor	r						Total
	Male	Female	Male	Female	Male	Female		
<b>Permanent Teachers</b>	}							
D. Sc. / D. Litt	-	-	-	-	-	-	-	
Ph. D.	-	-	-	1	-	-	1	
M. Phil.	-	-	-	1	2	-	3	
PG	-	-	4	-	2	-	6	
Total	-	-	4	2	4	-	10	
Temporary Teachers	S							
Ph. D.	-	-	-	-	1	-	1	
M. Phil.	-	-	-	-	-	-	-	
PG	-	-	-	-	-	-	-	
Total	-	-	-	-	1	-	1	
<b>Part Time Teachers</b>	- CHB							
Ph. D.	-	-	-	-	-	-	-	
M. Phil.	-	-	-	-	1	-	1	

PG	-	-	-	1	1	1	1
Total	-	-	-	-	1	1	2

In the unaided section 4 Assistant Professors are appointed on Clock Hour Basis. One Permanent teacher working in the aided section also conducts three lectures under the unaided section.

Recruitment of teachers takes place according to the rules and regulations of the University of Mumbai and those prescribed by the Ministry of Higher and Technical Education, Government of Maharashtra. The faculty is given and the management of faculty quality is undertaken by deputing the faculty for undergoing the necessary orientation, refresher and short term courses organized Academic Staff Colleges across the country. The retention of faculty is not an issue on account of inadequacy of employment opportunities in the higher education field. Further, on account of structural rigidities and uniformity in service conditions and pay scales there is very little or no horizontal mobility amongst the permanent faculty of colleges. The faculty is also encouraged to participate in seminars, workshops and conferences at various levels and present and publish their research papers. The curriculum is decided by the University and as an affiliating College, it is followed in letter and spirit. Further, changes in the syllabus takes place once in three years and these changes are made by the respective boards of studies of the University of Mumbai.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programs/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Ours is a traditional Arts and Commerce College with aided programs. New courses cannot be added or existing courses cannot be replaced with new. There is a systemic rigidity as designed by the University of Mumbai and the Government of Maharashtra. In fact, there is no dearth of faculty for the traditional courses and programs.

### 2.4.3 Provide details on staff development programs during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programs

Academic Staff Development Programs	Number of faculty nominated
Refresher courses	6
HRD programs	1
Orientation programs	4
Staff training conducted by the university	1
Staff training conducted by other institutions	3
Summer / winter schools, workshops, etc.	9

b) Faculty Training programs organized by the institution to empower and enable the use

of various tools and technology for improved teaching-learning

### Teaching learning methods/approaches.

The Institution has deputed three teachers for Short Term Training courses of one week. These courses were designed by the training institutions such as the Academic Staff Colleges of various Universities to include teaching-learning methods. Further, both newly appointed faculty and experienced faculty has to undergo orientation and refresher courses. Modules on teaching-learning methods are incorporated in these courses and hence become part of the teachers' training programs.

### **Handling new curriculum.**

The University of Mumbai periodically redesigns its curriculum for various programs and courses. Once a change is effected in the courses and programs, the Board of Studies in the respective courses organizes workshop. Teachers are deputed to attend these workshops so that they become equipped to handle new curriculum.

### Content/knowledge management.

The syllabus for various courses is designed by the Board of Studies of the University of Mumbai. The content and knowledge management is the prerogative of the University of Mumbai. Once the content is developed, the delivery of the content becomes the responsibility of the affiliating colleges.

### **♣** Selection, development and use of enrichment materials

Reference books are regularly purchased by the faculty of various departments. There is a library budget which is apportioned amongst the departments on a proportionate basis. ICT equipment with internet connection is made available to the faculty and students who can freely build upon their knowledge and delivery mechanism. The faculty is also provided with Inflibnet facility.

#### Assessment.

Periodic assessment of the students is undertaken by organizing semester examinations and internal tests as per the rules and regulations of the University of Mumbai. Final year examinations are conducted by the University of Mumbai.

#### **♣** Audio Visual Aids/multimedia

Audio visual aids are provided in four class rooms, one seminar hall and one conference room. Overhead projectors, screens and laptops are made available. The faculty is at liberty to use these resources for their regular use in the class rooms and other facilities. Further, desk tops with internet facility and a computer laboratory are available for the students.

#### OER's.

The Departments of Economics, Accountancy and Political Science have developed OERs. For instance, study material in various courses are developed and distributed

amongst the students by the Departments of Accountancy and Economics. Further, soft copies of these study material can be freely accessed on our college website <a href="https://www.tktopenightcollege.in">www.tktopenightcollege.in</a>

The Department of Political Science has developed the following resources:

http://drtktopecollege.in/pol

http://drtktopecollege.in/moodle

http://drtktopecollege.in

### **♣** Teaching learning material development, selection and use

The Departments of Economics and Accountancy have been regularly developing teaching material and distributing the same amongst the students. Further, soft copies of these study material are also available on the college website for free access to the student community.

### c) Percentage of faculty

invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies

### <u>40%</u>

participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies

#### 100%

presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

#### 80%

## 2.4.4 What policies/systems are in place to recharge teachers? (e.g., providing research grants, study leave, support for research and academic publications, teaching experience in other national institutions and specialized programs industrial engagement etc.)

The faculty is regularly deputed to attend, present and publish their research articles in seminars and conferences at various levels. All the faculty members have attended seminars and conferences at national and international levels. They have also got their research papers published in national and international journals. The Institution bears the expenses for deputing the faculty members for such academic pursuits. Further, the faculty members are also sent for participating in orientation, refresher and short term courses. The faculty members have fulfilled the mandatory requirements in terms of completing orientation, refresher and short term courses. Faculty members are also encouraged to deliver guest talks in other colleges. All the senior faculty members have been invited by other colleges to delivery guest lectures. They also perform as Moderators and External Examiners in other colleges. For instance, Prof. Krishnan Nandela has been appointed as an External Examiner for four courses in Economics by St. Xavier's

College, Mumbai which is a renowned and prestigious educational institution in India. One faculty member from the Marathi department has been awarded UGC sponsored FDP to complete her Ph. D. thesis.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

**Principal Vitthal Baliram Rokade**, the Principal of our college have received three awards for achieving excellence in college administration. The Gokhale Education Society conferred the Best Teacher Award for the year 2014-15 to Principal VB Rokade.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Evaluation of teachers by students is conducted on an annual basis and reports are given to the faculty members. The faculty is allowed to study the results and take remedial action.

#### 2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Orientation program for first year arts and commerce students was conducted in July 2011 when the new Credit Based Semester Grading system (CBSGS) was newly introduced. Every year, the college conducts an orientation program for the newly inducted students and helps them to understand not only the evaluation process but also the traditions and culture of the college. The Principal and senior faculty members address the students in the beginning of the year.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The CBSG system was adopted from the academic year 2011-12 onwards. The institution does not have the freedom to initiate examination reforms. The institution has to strictly follow the examination system determined by the University.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Result software was prepared on the basis of CBSGS rules. Some teachers attended workshops conducted by the University of Mumbai on the new evaluation system. The new evaluation system in operation since 2011 is strictly followed by the institution.

2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.

Formative assessment is done with the help of Class tests of 20 marks conducted in the middle of the semester. Summative assessment is done through a semester end examination of 75 marks at the end of each semester. Under the new system of CBSGS, the students appear to be under examination stress. The students have to appear for two class tests, one each in both the semester and two semester end examination. As a result, the failure rate has gone up substantially. No empirical study has been conducted so far to arrive at definitive conclusions. However, anecdotal evidence suggests that the performance of the students under the new system has considerably declined.

# 2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weights assigned for the overall development of students (weight for behavioral aspects, independent learning, communication skills etc.)

Common class test is conducted in each semester. Besides the class test faculty members personally monitor classroom activities of the students. 20 marks are assigned for the class test and 5 marks are assigned for participation in classroom activities for each paper in each semester. These rules are prescribed by the University of Mumbai. A student must secure at least 10 marks in the internal assessment in each paper in each semester to pass the examination. However, the students have no access to their answer-books pertaining to class tests. They cannot apply for revaluation of their answer books. The internal test system as determined by the University of Mumbai and followed by constituent colleges is therefore opaque and clearly lacks transparency.

### 2.5.6 What are the graduates' attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

Graduates' Attributes specified by the affiliating University are:

- **♣** Enhanced Self-confidence.
- **♣** Understanding social responsibilities.
- ♣ Articulate and bold students
- **♣** Increasing general knowledge of the students.

College strives to achieve these objectives through government sponsored programs such as the National Service Scheme (NSS) and the Department of Life Long and Continuing Education.

During NSS residential camps which are normally held in rural areas, participating volunteers get a good chance to develop their leadership skills. They relate themselves to the rural environment and try to understand their problems. A survey of the adjoining village is normally conducted in every NSS camp. Our NSS students have participated in competitions organized at the University level and won several awards and certificates.

Through a program of department of Lifelong learning and extension students undertake various projects. In the current academic year (2015-16), our students are working on the "Career Project". In the earlier years, students have won award for participating in the project work.

Students participate in various theatre competitions. The Cultural department encourages participation of students in various competitions throughout the year. Our students have won

several university and state level awards in theatre competitions.

Annual quiz competition is held in the College for all classes. Students enthusiastically participate and thereby try to improve their general knowledge.

Women development Cell of the College organizes various programs throughout the year in order to sensitize both male and female students about gender issues.

The IQAC organizes several industrial visits to premier institutions in the country such as the Reserve Bank of India, the Bombay Stock Exchange, the RBI Coin Museum, Bhaudaji Lad Museum, Prince of Wales Museum, the National Stock Exchange and factory visits out of the city. The IQAC has come out with an online Magazine by the name "The Nightingale". Students are encouraged to write poems and articles. Being a quarterly magazine, it becomes a regular platform for the students and the faculty to write and get their articles published in the magazine. The magazine is uploaded on our website (<a href="http://tktopenightcollege.in/download/nightingale-january-2016-issue/">http://tktopenightcollege.in/download/nightingale-january-2016-issue/</a>).

The magazine was launched in January 2014 and so far, nine issues of the magazine have been published. The magazine is an authentic source of information for all the activities college undertaken during the academic year.

### 2.5.7 What are the mechanisms to redress grievances with reference to evaluation both at the college and University level?

At the College level students can apply in the College office for:

- ♣ Photo-copy of the answer-book.
- verification of Marks
- re-evaluation of answer-book within the stipulated time. Re-evaluation is done by an external examiner.

Similar procedure is followed at the University level.

### 2.6. Student performance and Learning Outcomes.

### 2.6.1 Does the college have clearly stated learning outcomes? If 'yes', give details on how the students and staff are made aware of these?

Yes, the institutional vision statement and the course objectives decide our learning outcomes and the students and staff members work in that direction:

- ★ Keeping in mind the institutional and national vision of higher education the learning outcomes are decided by the institution.
- ♣ The Principal presents these expected outcomes in the orientation lecture to the learners and meetings of different stakeholders.
- ♣ College prospectus and website also appeals the students and staff to work for achieving

these goals.

- ♣ The faculty members prepare their teaching plan keeping in mind the learning outcomes of the course.
- 2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/program? Provide an analysis of the students results/achievements (Program/course wise for last four years) and explain the differences if any and patterns of achievement across the programs/courses offered.

	PASSING PERCENTAGE						
Class	FYB Com SYB Com		FYB Com		FYB Com         SYB Com           1         2         3         4		TYB Com
SEM	1	2	1 1 B Com				
2011-12	10	23	35.75	-	86.57		
2012-13	11	19	9	26	75.33		
2013-14	21	32	34	42	73.46		
2014-15	7	9	14	41	72		
2015-16	3		22		57.0		

PASSING PERCENTAGE						
Class	FYBA		SYBA		TYBA	
SEM	1	2	3	4	TIDA	
2011-12	8	23	75.25	-	84	
2012-13	3	33	30	46	77.77	
2013-14	12	21	44	50	90	
2014-15	2	4	32	45	57	
2015-16	2		17		66	

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The faculty is required to prepare the semester-wise teaching plans in the subjects that they teach. A separate teaching plan is prepared in each subject. Further, the faculty is also required to submit their monthly teaching plans. The monthly teaching reports are signed by the Heads of Department and also by the Principal.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

#### **Economic Relevance.**

The institution has been conducting industrial visits, although these visits are not part of the curriculum of the University of Mumbai. Every year, the students of Economics and Commerce are taken for industrial visits. The premier institutions in the country such as the RBI, the BSE, the NSE, Museums and factories are visited. These visits are funded by the Institution. To an extent, visits to these premier institutions make their course content economically relevant and a sense of pride instilled amongst the students.

#### Placements.

Students' placement is also conducted as and when companies approach the college for placements. For instance, in the year 2014-15, one of our students from the TYBA was placed as an Executive in Janlaxmi Financial Services Private Ltd. Fewer companies approach the college for placements. However, final placement record of the college is not satisfactory. An overwhelming majority of our students hail from the bottom of the social pyramid and clearly lacks in communication skills.

#### Social Relevance.

The social relevance of the courses offered is enhanced through the NSS. The NSS volunteers, although only one hundred students are admitted, participates in socially relevant activities throughout the year. The NSS program inculcates a sense of social relevance and responsibility amongst the participating students.

### 2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The result analysis after every semester and the performance in internal examinations help the institution to collect the student performance and learning outcomes and it is used as feedback to overcome the barriers and plan for the future.

- → The learning outcome in the form of student performance is collected through the learner's performance in internal and University examination.
- → The data analysis is a feedback showing remarkable progress of some learners and poor performance of others due to some barriers.
- ♣ The barriers are in the form of intellectual, social, economic and linguistic constraints.
- The institution directs the faculties to pay attention to these barriers so that the students performing poorly are improved.
- ♣ The Departments of Economics and Accountancy conduct two-weeks winter and summer school programs for the TYBA and TY B Com students in the subjects of Economics and Accountancy. These programs prepare the students in advance for their curriculum and examinations.
- ♣ Those who come out with flying colors are encouraged for further excellence.

### 2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The achievements of learning outcomes are monitored and ensured in the following ways:

- ♣ The achievements of learning outcomes are monitored under the formative evaluation in the form of their results in the college and university examinations.
- ♣ They are motivated to achieve higher outcomes by participating in curricular, cocurricular, extracurricular, research and extension activities.
- ♣ The IQAC regularly monitor the achievements of the learning outcomes through student performance in different examinations and competitions and make necessary suggestions to achieve the outcomes. Tests, seminars, assignments etc., are also used to monitor the outcomes and the institution is rigorous about them.

## 2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The teachers are directed to evaluate the student performance and plan their teaching learning process to meet the expected outcomes.

- ♣ The toppers in examination are nominated as Class Representative to Student Council as per Government norms.
- ♣ The learners with leadership quality are preferred for leadership in co-curricular and extra-curricular activities.
- ♣ The learners who perform well are motivated to aspire for good careers in public and private sectors.
- ♣ The Departments of Accountancy and Economics provide ready to use comprehensive study material in their subjects to the students. These study material is also uploaded on our college website. Further, additional classes are conducted for TYBA and TY B Com students in the subjects of Economics and Accountancy

### CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

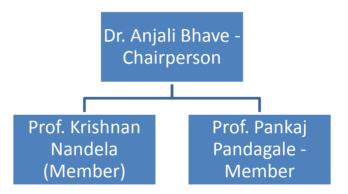
### 3.1 Promotion of research:

### 3.1.1 Recognized research center/s of the affiliating University

The institute does not have a research center.

#### 3.1.2 Research committee to monitor and address the issues of research

The college has a research committee in place. The composition of the research committee is as follows:



In the year 2014-15, the committee processed the application in respect of Prof. Ashwini Torne (Marathi) for the award of UGC fellowship under the faculty development program. The committee recommended her candidature for the program to the Principal Dr. TK Tope College who in turn accepted the recommendation and forwarded her application to the University of Mumbai. The application of Prof. Ashwini Torne was approved by the University of Mumbai and she is now undertaking her research work under the UGC faculty development program.

The research committee has encouraged the faculty to undertake research work and also register for the PhD program. As a result of the efforts made by the research committee, the following faculty members have registered themselves for the PhD program and are presently at various stages of the research program:

- 1. Prof. Krishnan Nandela (Economics).
- 2. Prof. Shubhraj Buwa (Political Science).
- 3. Prof. Prakash Sawant (Commerce).
- 4. Prof. Nagesh Surywanshi (Economics).
- 5. Prof. Pankaj Pandagale (Commerce)

The faculty members are also encouraged to attend workshops, seminars, conferences at various levels and present research papers. As a result, more than 100 research papers have been presented and published in ISSN journals and ISBN seminar proceedings.

### 3.1.3 Measures taken by the institution to facilitate smooth progress and implementation of research schemes / projects

The college has spent a total of Rs. 1, 34, 585/- (Rupees One lakh thirty four thousand, five hundred and eighty five) for the purpose of deputing teachers to conferences and seminars organized by different institutions at various levels. The year wise details of funds spent on deputing teachers for seminars and conference is given in the following table. Prof. Ashwini Torne has been sent on sabbatical to complete her research work under the UGC Faculty Development Program.

Funds	<b>Funds Spent on Facilitating Research</b>				
SNO	Year				
		<b>Amount Spent</b>			
		in INR			
1.	2011-12	17,244.00			
2.	2012-13	43,143.00			
3.	2013-14	21,804.00			
4.	2014-15	37,394.00			
5.	2015-16	15,000.00			
Total		1,34,585.00			

### 3.1.4 Efforts made by the institution in developing scientific temper and research culture and aptitude among students.

The institution provides the infrastructure to promote research. It has a well-equipped computer laboratory and a library with computers which help in searching and locating books. A provision for free access to the internet also exists. Departments conduct seminars and workshops for students.

The IQAC has conducted regular seminars for students and faculty on various topics. During the last five years, seminars on Monetary Policy, Capital markets, Indian Economy, Career Opportunities in the Financial Markets, Role of SEBI in the capital market etc have been conducted in collaboration with premier institutions of the country such as the Reserve Bank of India, BSE Brokers' Forum, BSE Learning Institute Limited and Securities and Exchange Board of India.

### 3.1.5 Details of the faculty involvement in active research.

Faculty involvement in active research is through presentation of research papers and their publication in ISSN journals and ISBN seminar proceedings. The details of publications are given in the following table:

### **Publication details of Departments**

SNO	Department	Period 2011-12 to 2015-16
1.	Economics	19
2.	Commerce	08
3.	Marathi	02
4.	<b>Political Science</b>	02
5.	Accountancy	12

### 3.1.6 Details of workshops/training programs/sensitization programs conducted:

Seminars and workshops organized for the benefit of students and teachers alike.

The following Table summarizes various workshops and seminars conducted from 2011-12 – till Date:

### SNo Name of the Seminar/Workshop

#### 2013-14

- 1. Seminar on Capital Markets in collaboration with BSE Brokers' Forum
- 2. Seminar on Financial Literacy in collaboration with CDSL, Mumbai. 2014-15
- 1. Seminar on Career Opportunities in the Retail Sector in collaboration with Retailability.
- 2. Seminar on Career Opportunities in the Life Insurance Industry in collaboration with LIC of India.
- 3. Workshop on "Understanding Media" organized by the Department of Marathi.
- 4. Seminar on NCFM Courses in collaboration with the National Stock Exchange of India.
- 5. Seminar on NSDC's Training cum Placement Program in collaboration with M'Cons Media Marketing Pvt Ltd.
- 6. Seminar on Professional Education and Government Scholarships in collaboration with Eduyouth.

#### 2015-16

- 1. Seminar on Job Opportunities in collaboration with www.Mykindofjob.com
- 2. Seminar on Stock Market and Indian Economy in collaboration with BSE Brokers' Forum, Mumbai.
- 3. Seminar on NSE's NCFM Courses in collaboration with NSE India.
- 4. Seminar on Careers in Financial Markets.
- 5. Seminar on Financial Literacy in collaboration with SEBI.

### 3.1.7 Prioritized research areas and the expertise available with the institution.

The college does not have PhD research guides and hence research areas are not prioritized. However, with one faculty member with a PhD and six others actively pursuing their PhD program, research expertise and prioritization will surely take place in the next two years.

### 3.1.8 Efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students.

Various seminars, workshops and guest lectures are organized for students through which there is interaction with scholars.

### The following Table lists the number of eminent academicians who visited the college in the last five years:

SNO	Name	Institution	Subject
	<b>Expert Lecture Series (2012-13)</b>		
1.	Prof. (C.A.) Jani	MD College	Auditing
2.	Prof. (C.A.) Jain	MD College	Mgmt Accounts
3.	Dr. A Prasad	SIWS College	Business Economics
4.	Prof. (C.A.) Ashok Gujar	SIES College	Financial Accounting
5.	Prof. (C.A.) Desai	Chetna College	Direct & Indirect Taxes.
	<b>Expert Lecture Series (2013-14)</b>		
1.	Dr. US Biradar	Ambedkar College	Business Economics
2.	Prof. CA Pratap Kadam	Vartak College	Auditing
3.	Prof. CA Santosh Ghag	Jai Hind College	Indirect Taxes
4.	Prof. RB Wani	Dahanukar College	Mgmt Accounting
5.	Prof. CA Ashok Gujar	SIES College	Financial Accounting
	<b>Expert Lecture Series (2014-15)</b>		
1.	Dr. Gopal Kalkoti	NK College	Business Economics
2.	Prof. CA NN Jani	MD College	Auditing
3.	Prof. Laxmi Shahapure	DAV College	Financial Accounting
4.	Prof. Ashok Gujar	SIES College	Mgmt Accounts
5.	Prof. CA Yogesh Patel	Somaiyya College	Cost Accounting
	<b>Expert Lecture Series (2015-16)</b>		
1.	Prof. YS Borkade	Kirti College	Cost Accounting
2.	Prof. CA Satish Pharate	Adarsh College	Indirect Tax
3.	Dr. Firdos Shroff	JJTU University	Financial markets
4.	Prof. CA Mahesh Sathe	Raheja College	Auditing
5.	Prof. Ajai Pillai	Hirachand College	Business Economics
6.	Prof. Aparna Kulkarni	St. Xavier's College	Growth & Development

<sup>\*</sup>Please refer to departmental reports for more eminent speakers.

### 3.1.9 Utilization of sabbatical leave for research activities

Prof. Ashwini Torne from the Department of Marathi is on Faculty Improvement Program to complete her Ph.D.

## 3.1.10 Initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution to students.

The research papers presented by faculty in seminars and conferences are published in the online magazine "The Nightingale" which is uploaded on our college website. The students and the society have access to the research work done by our faculty members.

### 3.2 Resource Mobilization for Research

### 3.2.1 Percentage of the total budget is earmarked for research.

Funds are not earmarked for research. However, funds are provided to faculty to present research papers in seminars and conferences.

Funds	Funds Spent on Facilitating Research						
SNO	Year						
		<b>Amount Spent</b>					
		in INR					
1.	2011-12	17,244.00					
2.	2012-13	43,143.00					
3.	2013-14	21,804.00					
4.	2014-15	37,394.00					
5.	2015-16	15,000.00					
Total R	Rs.	1,34,585.00					

### 3.2.2. Provision by institution to provide seed money for research.

There is no provision for seed money. However, faculty is encouraged and funded to participate in seminars and conferences at national and international levels.

#### 3.2.3 Financial provisions made available to support student research.

No financial provision is made to support student research. However, students are encouraged to write research articles in our online college magazine "The Nightingale" and print magazine "Nishigandha".

### 3.2.4 Inter-disciplinary research initiatives

Faculty from different departments is encouraged to publish their research articles in our online college magazine "The Nightingale".

### 3.2.5 Optimal use of various equipment and research facilities by staff and students.

The college has projectors with speakers in the seminar hall and projectors and white boards are placed in four class rooms. Projector and screen is also placed in the seminar room. Staff and students make extensive use of them to make presentations, screen documentaries and movies to make classes lively and engaging. Library, photocopying and scanning facilities for the faculty are used to the optimum.

Books are stocked in the library along with audio visual material. Students can browse the CDs of different subjects. The purpose is to induce quality research by using good reference books, journals, newspapers, on-line books, inflibnet etc. Students have access to free internet for research purposes.

### 3.2.6 Special grants or finances from the industry or other beneficiary agency for developing research facility.

No special grants are received by the college.

### 3.2.7 Support provided to the faculty in securing research funds from various funding agencies.

The faculty is encouraged to take up minor/major research projects.

#### 3.3 Research Facilities.

### 3.3.1 Research facilities available to the students and research scholars within the campus.

- ♣ Well stocked library.
- **♣** Desk top computers.
- ♣ Two computers in the library for student access.
- **♣** INFLIBNET for staff members.
- Five class rooms with audio-visual facility.
- **♣** Seminar hall with projectors and screen.
- ♣ One air-conditioned conference room with projector and screen.
- ♣ Staff room with WIFI and adequate seating and storage facility.
- Auditorium with 500 seating capacity.
- **♣** Fully furnished and equipped IQAC room.

### 3.3.2 Institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers.

Please refer 3.1.1., 3.2.1, 3.2.2. and 3.4.3.

### 3.3.3. Special grants or finances from the industry or other beneficiary agency for developing research facilities.

No special grants are received for developing research facilities.

### 3.3.4 Research facilities made available to the students outside the campus.

- ♣ University of Mumbai Jawaharlal Nehru library.
- ♣ Visit and use of resources of American Centre Library
- ♣ Visit and Online use of British Council Library

### 3.3.5 Details on the library/information resource center.

- **♣** 23000 reference books
- **♣** E books available through INFLIBNET
- **♣** 579 CDs and DVDs for reference material on various subjects

### 3.3.6 Collaborative research facilities developed/created in the college.

There are no collaborative facilities available in the college.

#### 3.3 Research Publications and Awards

### 3.4.1 Major research achievements of the staff and students in terms of

### Patents obtained.

Since the college is not a post graduate center in Science, this point is not applicable.

### **♣** Original research contributing to product improvement

Since the college does not have Science/Technical departments, this point is not applicable.

### **Research** studies or surveys benefiting the community or improving the services

Faculty members have collected data and published it in reputed journals. These are in the public domain and might be used for larger policy purposes benefitting the community at large.

**Research inputs contributing to new initiatives and social development.**Research conducted by the faculty is basically academic in nature.

#### 3.4.2 Publication of research journals.

The institute has introduced a quarterly online magazine called "The Nightingale" in January 2014 and since then ten issues of the magazine has come out. The faculty is encouraged to publish research articles in the magazine.

### 3.4.3 Details of publications by the faculty and students:

DEPT	PAPERS (PEER/REF .with no.)	CHAPTERS IN BOOKS (with ISSN/ISBN no.)	ISSN/ ISBN Books	IMPACT FACTOR	Total
ECONOMICS & BUSINESS					
<b>ECONOMICS</b>					
Prof. Krishnan Nandela	07	-	04	4.889 & 3.40542	11
Prof. Nagesh Suryawanshi	09	-	-	-	09
Prof. Dnyaneshwar	03	-	-	-	03
Jambhule					
COMMERCE	00				00
Dr. Anjali Bhave	00				00
Prof. Prakash Sawant	08	-	-	-	08
ACCOUNTANCY					
Prof. Pankaj Pandagale	12				12
MARATHI					
Prof. Ashwini Torane	02				02
ENGLISH					
Prof. Pramod Dhengle	00				00
POLITICAL SCIENCE					
Prof. Shubhraj Buwa	00		01		01
MATHEMATICS					
Prof. Sampat Kanase	00				00

Number of papers published by faculty and	students	in	Peer	Review	journals
(national/international)				-	41
Number of publications listed in International Database					NIL
Monographs-NIL Chapter in Books					NIL
Books/ Journals with ISBN / ISSN with details of pu	blishers			-	05

### **Citation Index**

SNIP	-	Nil
SJR	-	Nil
Impact factor	-	4.889

h-index - **Nil** 

### 3.4.4. Research awards received by the faculty.

Nil

### 3.5 Consultancy

We do not have a department of research to undertake consultancy.

### 3.6 Extension Activities and Institutional Social Responsibility (ISR)

### 3.6.1 Promotion of institution – neighborhood- community network and student engagement.

### I. Neighbourhood Community Network and Student Engagement Programs.

Our college promotes the above objectives through the following programs:

- 1. National Social Service.
- 2. Collaboration with NGOs by the NSS Unit.

### NSS:

The NSS Students of our college undertook the activities listed below to serve the local community around the college and promote good citizenship.

- **↓** The NSS Unit celebrates Teachers day in the college every year.
- → The NSS Unit presented a Street play during the Ganesh festival on AIDS awareness at Narepark, Parel, Mumbai.
- ♣ The NSS Unit organized a tree plantation program at Gundage, Karjat.
- → The NSS students performed Traffic warden duty during the Ganpati immersion at Hindamata, Dadar for two days.
- ♣ The NSS students attended a five days Leadership Training Camp.
- → Ten volunteers attended a lecture organized by university at convocation hall. The Vice President of India was the Chief Guest.
- NSS Volunteers participate in "vyasanmukti Rally" at Azad Maidan.
- Six volunteers participated in Gandhi Jayanti program organized by Mumbai University NSS Cell, Vidharthi Bhavan, Churchgate, Mumbai.
- → The NSS students participated in the intercollegiate competition organized by R.A.Poddar College at Sion slum area and got 2nd prize for a street play on "Cancer".
- → The NSS students attended a program on youth for Governance at Shanmukhanand hall, Sion and also participated in the street play competition.
- ♣ The NSS Unit organized a Blood Donation Camp in the college in collaboration with Wadia hospital, Mumbai.
- → The NSS Unit participated in the Intercollegiate Elocution competition organized by Siddharth college on Female foeticide.
- ♣ The NSS Unit attended a Peace Rally (Hiroshima) at Azad maidan organized by the Saryodaya mandal.

. The activities listed above are organized by the NSS Unit on a regular basis every year.

Particulars	2011-12	2012-13	2013-14	20134-15	2015-16
Students Enrolled	100	100	100	100	100
Students completing	90	95	96	89	85
required hours					

### Collaboration with NGOs by the NSS Unit.

A one day Workshop on 'Gender Discrimination' was organized by MAVA in the college. A street play was presented by Mayboli Kala Manch (MDACS) in the college.

### Institutional mechanism to track students' involvement in various social activities which promote citizenship roles.

**NSS.** As per University of Mumbai regulations, a diary is maintained for each student recording the Student's NSS activities for the year and the number of hours the student has worked. This is crosschecked by the NSS Student Leader and the Professor in Charge of the NSS. The NSS Diary is finally checked by the NSS Coordinator of the University of Mumbai for award of 10 marks.

### Mechanisms to solicit stake holder perception on the overall performance and quality of the institution.

Feedback is obtained from the students on the teachers on a regular basis. The results of the feedback is communicated to the teachers for their introspection and corrective action, if any.

### Extension and outreach programs- budgetary details for last four years.

**NSS**. Activities are prescribed by the University and the NSS professor in charge also undertakes additional activities after consultation with the Principal. Finance is partially provided by the University and the college also provides funds

Details of Expenditure on these programs is provided in the table below:

	2011-12	2012-13	2013-14	2014-15	2015-16
NSS Camps	34,988.00	34,300.00	35343.00	56,500.00	30,000.00
NSS	22,780.00	23,950.00	26,583.00	29,382.00	24,875.00

### Promotion of participation of students and faculty in extension activities

- Conducts orientations for NSS and other activities.
- ♣ Additional 10 marks granted to students who complete NSS (as per University of Mumbai regulations).

**↓** Leadership Scholarship for 2 NSS students.

Social surveys, research or extension work undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society

**NSS.** Rural service at annual rural camp. A socio-economic survey is conducted by the camping students in the adopted village.

Extension activities organized by the institution and its impact on student's academic learning experience.

Through the NSS and other extension activities, students are sensitized about the problems faced by the society, particularly women, children and under privileged sections. The NSS students not only experience the difficulties of living among the rural communities without amenities but they also help plant trees, road work and other physical labor.

Awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Nil.

#### 3.7 Collaboration.

### MoUs / collaborative arrangements.

- 1. A MOU was signed with the National Stock Exchange of India Limited to conduct their NCFM courses (courses in financial markets). In the year 2015-16, the 22 students who appeared for the NCFM courses were successful.
- 2. The college entered into collaboration with the BSE Learning Institute Private Limited to conduct skill development courses under the aegis of the National Skill Development Corporation of India. In the year 2014-15, fifty seven students participated in the Banking Correspondent and Business Facilitator course and these students completed the 60 hour course successfully.

#### Industry-institution-community interactions.

The industry-institution interaction is facilitated through industrial visits. The college conducts regular visits to the Reserve Bank of India, Bombay Stock Exchange, National Stock Exchange, museums and factories.

### Linkages/collaborations.

a) Curriculum development/enrichment. The curriculum is determined by the University and we are an affiliating college.

- b) Internship/On-the-job training. There is no scope for internship and OJT.
- c) Summer placement. We are an Arts and Commerce college catering to the underprivileged sections of the society. Summer placements for our students is out of question.

### d) Faculty exchange and professional development

Faculty exchange cannot be conducted due to the rigidity in the system. Further, the University of Mumbai do not have any faculty exchange program. The professional development of teachers take place by participating in orientation, refresher and short term courses. All the faculty members have completed the necessary courses which are also essential for career advancement. Further, faculty members also participate in seminars, conferences and workshops at various levels. They present their research papers and get them published in ISSN journals and ISBN conference proceedings.

e) Research
f) Consultancy
g) Extension
h) Publication.
Nil.
Nil.
Nil.

- i) Student Placement. Placement record of the college is poor. In the year 2014-15, only one student was placed.
- j) Twinning programs NA.
- k) Introduction of new courses.

The college entered into collaboration with the National Stock Exchange of India Limited to conduct the NCFM courses.

The college also entered into collaboration with the BSE Learning Institute Private Limited to conduct the skill development courses under the aegis of the National Skill Development Corporation of India.

1) Systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

We are working on strengthening the linkages already established. In due course of time, more linkages and collaborations will be undertaken.

### CRITERIA IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1. Physical Facilities.

### 4.1.1. Policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning.

The college has given highest priority to effective teaching and learning process. It constantly endeavors to create and enhance its infrastructure as per emerging needs and requirements. It augments adequate infrastructure from its internal resources and financial assistance from state Government and UGC. For this purpose, college constituted the 'Purchases Committee' which frames the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning.

### 4.1.2 Detail the facility available for

### a) Curricular and co-curricular activities.

- i) For teaching there are 10 classrooms. Each classroom is well ventilated, equipped with green board, desk and benches. Out of 10 classrooms 5 classes have audio-visual facilities in the form of fixed LCD projectors for convenient screening of power point presentations, short videos, films and documentaries to enliven and enrich the classroom experience.
- ii) Library has separate technology enabled reading room with 02 computers with internet facility.
- iii) College has one spacious seminar hall and one conference room which are well equipped for conducting seminars and workshops.
- iv) One well equipped computer lab for students with computers.
- v) College campus is under CCTV camera surveillance for smooth disciplinary functioning.
- vi) Staff rooms with adequate seating and storage capacity are available on 3<sup>rd</sup> floor. The room is also equipped with a refrigerator and lockers. Computers with internet facility, printers are available in addition to a Wi-Fi facility.

- b) Extra curricular activities.
  - i) **Conference rooms**: conference rooms and seminar hall mentioned in 4.1.2. (a) are also made available for smaller events and programs.
  - ii) **Sports.** Supporting sport material for Chess, Carom, Volley ball, Cricket kit, Tennis etc., provided to all players participating in inter-college competitions.
  - iii) **Gymnasium**: Facility of gymnasium is available by our sister institute (R.M.Bhat High School) on paid membership in campus.
  - iv) **Special spaces** provided to meet various co-curricular needs are:
    - NSS Room.
    - **Boys Common Room.**
    - Girls Common Room.
- c) **Drinking Water Facility** is provided in the form of water purifier in the college premises.
- d) **Washroom Facilities**. Washroom facilities are available for staff and students. The well-designed staff washroom has a geyser and a shower.
- 4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/ augmented and the amount spent during the last four years (Enclosed the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansion if any).
  - a) The time table is devised in such a way that it ensures optimum utilization of its classrooms.
  - b) Apart from regular classes, classrooms are also utilized for remedial classes and extra lectures.
  - c) We also allow students to use classrooms to study during examinations.
  - d) The college premises are utilized for activities of sports, N.S.S and cultural activities.
  - e) The college auditorium is regularly used for academic functions, National and International Conferences and Cultural Programs of the college and interactive sessions of the students. The college library ensures the optimum use of the books and journals.

YEAR	Particulars	Amount	Facility Provided for (Purpose)
ILAK	Tarticulars	Spent	racinty riovided for (ruipose)
		(Rs)	
2011-12	Flooring	61530	
2011 12	Painting work of classrooms	15114	
	Library Furniture	14062	Chairs in reading room and cupboards in
		- 100-	Library
	Computer in Principal office	39000	For administrative work
2012-13	Computers	95775	For office and Exam related work
	Laptop	68400	For smooth functioning of Examination section
			and for helping teachers in their interactive
			teaching
	College Exam Management	89250	For Systematic and disciplined exam system
	Software		
	Ceramic Board	47618	Enhanced use of ICT facilities through LCD
			projector
	Projector	24800	To Enhance teaching learning experience. This
			will help to the student to enrich learning
	Carron	20500	experiences.
	Scanner	39500	For administrative and exam related Scanning
	Water Purifier	11990	and printing  For providing safe and pure water to girl
	water runner	11990	students in Ladies Room
2013-14	Printer	12000	For college examination
2010 14	LCD (ONIDA)	14000	For getting updated news through electronic
		- 1000	media
	Camera	15779	To get snaps of different curricular activities
	Amplifier with two speakers	38776	To enhance quality of audio
	Projector	24800	To support teaching – learning process
	Window A C/ Split A C	114400	To make comfortable atmosphere in
			Conference room and Guest Room
	Podium	37687	To increase quality of lectures
	Sound Box	39937	,,
	Projector Screen	16400	To help in ICT based lectures
	14 Computers	500250	To give best experiences through interactive teaching learning and help in administrative and
			educational work
2014-15	4 Printer	30010	For improving Speed and quality of Exam work
2014-13	4 I IIIItei	30010	and also for Library work and administrative
			work
	Water Purifier	10700	To provide safe drinking to the students
	2 Laptop	88872	For improved teaching experience
	9 White Board	34829	To avoid dangerous dust of the chalk and
			enhance quality of writing
	13 C.C.T.V.	104283	For behavior monitoring, protection of building
			infrastructure assets and learning tool, and
			safety of students, teachers
	Electronic moving display	21000	To give instant notices to students
			effectively
	4 Projectors	244565	For increase versatility in teaching and
	_	1.10000	utilization of time
	5 computers	148000	For ICT based teaching learning process

### 4.1.4. How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The institution takes care of such students by means of safe corridors, direct access to administrative office, library. The visually and physically challenged students are given preferential treatment by the all staff.

### 4.1.5 Give details on the residential facility and various provisions available within them:

Dr. T.K. Tope Arts and Commerce Night Senior College is located in heart of the city and easily accessible with good transport facility. The need for a residential facility has not been voiced by the students.

### 4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- a) No permanent health care facility is available in the campus. But medicines and emergency healthcare facilities are provided as and when required.
- b) A **First-aid Kit** is available for quick and convenient handling of minor medical emergencies on campus.
- c) Counseling Services are provided by the college.

# 4.1.7 Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

These details have been provided in section 4.1.2

### 4.2) Library as Learning Resource

Library is the heart and Soul of any educational institute. One of the indicators of a good institute is the Library of that institute. The Library of the college is situated on the second floor of the building.

## 4.2.1) Does the library have an Advisory Committee? Specify the composition of such a Committee. What Significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, 'Advisory Committee' has been constituted for library development and for providing library services to the users. Composition of Committee is given below.

Sr.No	Designation	Role
1	Principal	Chairperson
2	Vice –Principal	Member
3	Associate Professor	Member
4	Librarian	Secretary
5	Library Attendant	Member
6	Library Attendant	Member

Following initiatives have been taken by the committee to render the library services student / user friendly.

- a) To render the library user friendly, the committee meets regularly to discuss and finalize proposed policies, budget, specific issues and suggestions to the library. The committee also studies the library needs and issues of its maintenance.
- b) Decides on procedures to facilitate effective functioning of the library.
- c) Organizes book exhibitions.
- d) Conducts library orientations for students.
- e) A significant initiative taken by the Committee is the institution of The 'Best User Award' aimed at encouraging students to make greater use of resources provided by the library.

### 4.2.2) Provide Details of the following:

- \* Total area of the library (in Sq. mts) 87.91
- \* Total seating capacity 50
- \* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Monday to Saturday	2.30 to 10 pm	
Sunday	11 am to 6.30	
(During Exam Period)		
<b>During Holidays</b>	2.30o 10 pm	

<sup>\*</sup>Layout of the library (reading carrels, browsing and relaxed reading, IT zone for accessing e-resources)

## 4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Purchase and use of reading materials is enabled through the following methods:

- a) Recommendations in the syllabi of the University of Mumbai.
- b) Recommendations by faculty.
- c) In addition, the Librarian browses through relevant catalogues, periodicals and website and procures resources on approval basis.

The amount spent on procuring new books, journals and e-resources during the last four years is as follows:

Library Holdings	Year -1		Year-2	,	Year-3		Year-4		Year 5	
	(15-16) 11/2/201	(up to 6)	2014-15		2013-14		2012-13		2011-12	
	No.	Total cost	No	cost						
Text books	411	50003	558	70093	1350	146044	752	82786	358	37725
Reference Books	150	59527	110	39838	151	34206	228	82786	411	133714
Journals/ Periodicals	21	19456	31	14756	36	23381	35	15324	35	9380
e- resources	NLIST	5000	NIL	-	NIL	-	NIL	-	NIL	-
Any other (specific)	-	-	-	-	-	-	-	-	-	-

### 4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- a) OPAC **Not available**
- b) Electronic Resource Management package for e-journals. We have subscribed INFLIBNET's N-LIST Program which gives access to more than 97,000+ e-books and 6000+ e-journals.
- c) Federated searching tools to search article in multiple databases **Nil**
- d) Library Website: is a part of college website.
- e) In-house/ remote access to e-publications: is enabled through the INFLIBNET membership and the moodle server.
- Library Automation: the library is partially automated with SOUL Software
- Total number of computers for public access 2 in library
- f) Total numbers of printers for public access in Library 0
- g) Internet band width/speed 2mbps 10 mbps 1 (GB): 20mbps
- h) Institutional Repository NA
- i) Content management system for e-learning NA
- j) Participation in Resource sharing networks/ consortia (like INFLIBNET): The College is an institutional member of INFLIBNET's N-LIST program.

#### 4.2.5 Provide details on the following items

- Average number of walk-ins **60 per day**
- Average number of books issued/returned **50-60 per day**
- Ratio of library books to students enrolled 10:1
- Average number of logic to opac (OPAC) Nil
- Average number of logic to e-resources 2-3
- Average number of e-resources N –List Consortia (97,000+ e-books and 6000+ e-journals)

- Average number of e-resources downloaded / printed: Data Not Available
- Number of information literacy training organized: one orientation program and one or Two Book Exhibition for students every year
- Details of 'Weeding Out' of books and other materials

2015-16	2014-15	2013-14	2012-13	2011-12
	-	1081	-	-

### 4.2.6 Give details of the specialized services provided by the library.

- a) Manuscripts: NA.
- b) Reference: Adequate number of reference books for all programs is available in the library. Students can refer to these books for completing their assignments and project work.
- c) Reprography Available for staff.
- d) ILL (Inter Library Loan Service) N.A.
- e) Information deployment and notification (Information Deployment and Notification): new arrivals are displayed in cupboard near the entrance of the library.
- f) Download: On demand.
- g) Printing: Nil.
- h) Reading list/ Bibliography compilation: in accordance with reading lists prescribed by the University of Mumbai.
- i) In house/remote access to e resources: -This is made available through access to the Moodle server, college website, internet facility and INFLIBNET
- j) User Orientation and awareness: Orientation and awareness campaigns are organized for all programs at the beginning of every academic year.
- k) Assistance in searching Databases: Help is rendered by the Librarian on 'as and when required' basis.
- I) INFLIBNET/ IUC facilities: available for all staff members. Students can access INFLIBNET with the help of the staff or the Librarian.

### 4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- a) Book Bank Scheme sponsored by the University of Mumbai for economically weak students is implemented in the college.
- b) Assistance is provided to students to search the books for the completion of projects, assignment, preparation for debate, essay, elocution competition etc.
- c) Library staff is enthusiastic and prompt in helping the staff and students.
- d) Suggestions from staff and students are studied and necessary action is taken by the Library Committee.
- e) The library staff orients students about rules and regulations to be followed when using the library so as to ensure that discipline is maintained and also that library resources available are adequately protected.

### 4.2.7 What are the special facilities offered by the library to the visually/ physically challenged persons? Give details?

The visually and physically challenged students and staff are given preferential and personal treatment by the library staff.

4.2.9 Does the library get the feedback from its user? If yes, how is it analyzed and used for improving the library services (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Informal feedback is obtained from students, alumni, teachers and educationist. This feedback is utilized for qualitative improvement of library services.

#### 4.3 IT Infrastructure.

### 4.3.1 Computing facility available (hardware and software) at the institution.

♣ Number of computers with Configuration (provide actual number with exact configuration of each available system).

			ADI	MIN OFFIC	E (2 <sup>ND</sup> FLO	OR)		
Sr.No	Processor	RAM	Hard	Operating	Mouse	Keyboard	Name of	DVD/CD-
1	Type	4CD	Disk	System	C: 1	NA: C	Monitor	ROM ✓
1	Duel	4GB	1TB	Win 7	Circle	Microsoft	View	<b>'</b>
	Core			stater			Sonic	
2	T . 1 T O	4 CD	700	<b>TT</b> '' 0.1	TD 11	3.61 6.	19th	
2	Intel I 3	4 GB	500	Win 8.1	I Ball	Microsoft	Lenovo	✓
2	<b>D</b> 1	2 GD	GB	****	3.51	·	22th	
3	Duel	2 GB	40	Win XP	Microsoft	Lenovo	AOC	✓
	Core 2.4		GB	Proof		_	19th	
4	I 3 3.3	4 GB	1 TB	Win XP	Circle	Lenovo	View	✓
	GBS			Proof			Sonic	
							19th	
5	I3.3.3 Gb	4 GB	500	Win 7	I Ball	I Ball	Acer	✓
			GB	Stater			19th	
6	Duel	2 GB	500	Win 7	Circle	I Ball	View	✓
	Core 2.9		GB	Stater			Sonic 19	
7	Duel	2 GB	250	Win 7	Circle	Logitec	Samsung	✓
	Core 2.7		GB	Stater			19	
8	I3 3.3	4 GB	500	Win 8.1	Lenovo	Lenovo	Lonovo	✓
	Ghs		GB	Single			22th	
				LIBRAR	Y ROOM			
9	Intel 2.7	4 GB	500	Win 7	Circle	I Ball	Acer	✓
	Ghs		GB	Stater			19th	
				Princ	cipal			
10	I3 Cpu	2 GB	1 TB	Win 7	Logitec	Logitec	Lenovo	✓
	3.2 ghs			Stater			22th	
		INT	ERNA	L QUALITY	ASSURAN	ICE CELL		
11	I3 Cpu	2 GB	1 TB	Win 7	Logitec	Logitec	Lenovo	✓
	3.2 ghs			Stater			22th	
12	Intel 2.7	4 GB	500	Win 7	Circle	I Ball	Acer	✓
	Ghs		GB	Stater			19th	
				STAFF	ROOM			
13	I3 3.3	4 GB	500	Win 8.1	Lenovo	Lenovo	Lonovo	✓
	Ghs		GB	Single			22th	
					DMM/ NSS I	ROOM		
14	Duel	2 GB	250	Win 7	Circle	Logitec	Samsung	✓
•	Core 2.7		GB	Stater			19	
						<u> </u>		

**Projectors** 

Sr No	Company	Model No
1	Panasonic PT-LX 270EA	31498
2	Panasonic PT-LX 270EA	31498
3	Panasonic PT-LX 270EA	31498
4	Panasonic PT-LX 270EA	31498
5	ACER	X1140A DLP
6	BENQ	514

### **Router, Switches and Hub Details**

Sr No	Material Name	No of Ports	Make Name	Model	Location
				Name/No	
1	Router 1	16 port	D Link	DES 1016A	Office
2	Router 2	4 Port	D Link	DIR-600M	Staff Room
3	Router 3	4 ports	D Link	DES1008A	NSS Room
4	Router 4	16 Ports	Hathway	TCM471-I	Office
5	Router 5	8 Ports	D Link	DES1008A	Principal
					Office
6	Switch	8 Ports	D Link	DES1008A	Library
7	Switch	8 ports	D Link	DIR-600M	Conference
					Room

Laptops

Sr.No	Name	Model No
1	Dell	3542
2	Dell	3542
3	Wipro	WLG7 F3800

### **Printers**

SNo	Printer	Location
1	Brother All in One	Office
2	Brother All in One	Office
3	Samsung 3310DN	Office
4	LBP2900b	Office
5	Samsung 3310DN	Staff Room
6	Canon LBP 2900b	Library
7	Brother All in One	NSS Room
8	Canon LBP2986B	Conference Room
9	Brother All in one	Principal'S Room

### **SCANNER**

Sr No	SCANNER	<b>Model Number</b>	Location
1	Brother All in One	WP 6710	Office
2	Sharp All in One	AR 5618	Office
3	Brother All in One	HT 6897	NSS Room
4	Brother All in one	RG 9852	Principal'S Room

Computer-student ratio

- 1:10 for B Com . The computer-student ratio

for the overall student population in the
degree college is 25.

Stand alone facility

- Each computer on campus is a stand- alone
system.

LAN facility

- The computers in the Administrative Office
and the IQAC connected through a LAN
network.

Wifi facility

- Staff room on the 2<sup>nd</sup> floor and the IQAC
room on the 4<sup>th</sup> floor have Wifi facility.

### Licensed software.

		SOFTWAR	RE DETAILS		
Sr.No	Software Name	<b>Product No</b>	Installed Location	Serial/Key	No of Users
1	<b>Net Protector</b>	X028D9- AJBB01	Library	E-E55E19D6AE	1
2	<b>Net Protector</b>	X1B031- EJAV01	Office	E-E37161B25B	1
3	Windows 7	GJC-00583	Library	2XTGK-BTKB- BX842-2PQ89- YWCP9	1
4	<b>SOUL 2.0</b>	011	Library	455355ZB- 7170131A	1
5	Windows 7	4HR-00201	Office	YW2FN-8HTF3	1

Number of nodes/ computers with Internet facility - 18.

### Any other.

Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus

- a) Internet Facility. A total of 18 computers in the college have internet facility.
- b) Wi-fi Staff members have wi-fi facility in the staff room and the IQAC room.

# Institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

We constantly procure and upgrade our IT facilities and equipment in accordance with the recommendations of the IQAC and the LMC.

Details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution

Year	<b>Expenditure on Computers &amp; Accessories</b>		
2011-12	70,700 + 144,489	= 2,15,189.00	
2012-13	76,800 + 66,413	= 1,43,213.00	
2013-14	5,93,637 + 2,20,137	= 8,13,774.00	
2014-15	70,000 + 1,41911	= 2,11,911.00	
2015-16	71,100 + 2,14,358	= 2,85,458.00	

#### Use of computer-aided teaching/learning materials by its staff and students.

Our college makes extensive use of ICT resources for the classroom teaching through the LCD projectors that can be projected onto a neat, non-glaring white board mounted in four classrooms. In addition to the classrooms, our conference rooms are also equipped with LCD projectors for screening of Power Point presentations, films and documentaries.

The internet facility in the library provides additional access to ICT resources to supplement learning through e- resources outside the classroom.

# ICT enabled student-centric teaching-learning process.

With the installation of LCD projectors in few of our class rooms, seminar hall and conference room, our teaching learning process has become student centric and ICT enabled. We are making greater use of PPT presentations, and enhance their knowledge through online sources.

# Steps taken for maintenance of sensitive equipment

Since the degree college does not have a science stream, this question is inapplicable to us.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include. - No.

# 4.3.7. Use of National Knowledge Network

The college uses the MKCL network. College admission procedures, filling of university examination forms and submission of internal marks to the university are all done online through the university website.

#### 4.4.1 Maintenance of Campus Facilities

# 4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statement by providing details of budget allocated during last four years)?

Sr.No		2011-12	2012-13	2013-14	2014-15	2015-16
A	Building	76644	-	-	-	-
В	Furniture	14062				
C	Equipment	-	-	-	-	-
D	Computer	48500	267310			
E	Vehicle	-	-	-	-	-
f	Any other	-	-	-	-	-

# 4.4.2 What is the institutional mechanism for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- a) The institution has constituted a Board of Purchases and Maintenance for supervision of purchasing new equipment, their maintenance etc. The committee is mandated with powers to diagnose and give suggestions for developing and maintaining of infrastructure. Accordingly, the institution makes appropriate provisions in the budget.
- b) The computers, its accessories and major technical equipment, are maintained by hiring professional technicians (outsourcing).
- c) The College Management and the Principal based on recommendations from the Board, implements the suggestions about the maintenance of infrastructure.

# 4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment / instruments?

- a) The Institute is totally focused on Commerce and Arts education and therefore do not have precision equipment like the ones used in laboratories of science colleges.
- b) The Institute updates and maintains infrastructure and equipment through its Board of Purchases and Maintenance.
- c) Biometric is calculated from time to time. Since the college does not have faculty of science the equipment / instruments are not needed and hence the question of calibration and precision measures of the same does not arise.

# 4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (Voltage fluctuation, constant supply of water etc?)

- a) The college electrician and the supporting staff are responsible for the upkeep of electrical equipment and their maintenance.
- b) Constant water supply is ensured by filling the overhead tanks on a periodic basis in the day.
- c) Hygienic Drinking water is ensured by installing RO Plant with purified water filters.
- d) Plumber for the campus maintenance ensures block free pipe connectivity for the supply of water.

Any other relevant information regarding infrastructure and learning resources which the college would like to include.

- a) Book bank facility to SC/ST students
- b) Regular maintenance by housekeeping personnel. Housekeeping is outsourced
- c) Availability of latest teaching aids like multimedia projector (LCD)
- d) Adoption of ICT in teaching-learning aspects.

# CRITERION - V STUDENT SUPPORT AND PROGRESSION

#### 5.1 STUDENT MENTORING AND SUPPORT

#### 5.1.1 Publication of updated prospectus/handbook

The institution publishes an updated prospectus every academic year. The information about the college is also uploaded on the college website for easier accessibility.

The following information is provided in the prospectus:

- ♣ Brief history of the College.
- ♣ Vision and Mission statement of the college
- Programs offered
- General admission policy
- Scheme of examinations
- **♣** Campus and infrastructure facilities
- **♣** Co-curricular & extra- curricular activities
- Student support facilities:
  - ✓ Counseling unit
  - ✓ Training and placement cell
  - ✓ Book bank
  - ✓ Alumni association
- College rules and regulations
- ♣ Awards, free-ships and scholarships
- Social responsibility programs
  - ✓ NSS
  - ✓ Life Long and Continuing Education.

The institution ensures commitment and accountability to all the information given in the prospectus and on its website.

#### 5.1.2 Institutional scholarships / free-ships given to the students.

The institution follows the fee structure provided by the University of Mumbai. There is no established provision of concession in fee structure by the University of Mumbai for economically weaker sections, however, the college helps the students in need by giving them the facility of paying their fees in installments. During the last five years (data given below), the institution has disbursed financial aid / scholarship / free-ship to its students from government and management

sources. Relevant documentation is collected from the students in order to verify their financial conditions of the students.

# Table showing the details of scholarships / free-ships disbursed

### 2011-2012

Sr. no	Scholarship Type	Name of scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	259	1269811.00
2.		Free-ship	31	99197.00
3.			-	-
4.	Management		-	-

### <u>2012-2013</u>

Sr. no	Scholarship Type	Name of scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	317	1568701.00
2.		Free-ship	43	146726.00
3.			-	-
4.	Management		-	-

### 2013-2014

Sr. no	Scholarship Type	Name of scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	244	1302750.00
2.		Free-ship	36	150010.00
3.		From College	02	2000.00
4.	Management	ANGC	30	30000.00

### <u>2014-15</u>

Sr. no	Scholarship Type	Name of scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	269	1565245.00
2.		Free-ship	41	179215.00
3.			-	-
4.	Management		-	-

### **2015-16**

Sr. no	Scholarship Type	Name of scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	222	773843.00
2.		Minority Scholarship	26	81270.00
3.			-	-
4.	Management		-	-

# 5.1.3 Percentage of students receiving financial assistance from state government, central government and other national agencies.

The number of recipients of government scholarships in the past five years (data given below) has ranged between students.

Table Show	<b>Table Showing Financial Assistance Provided to Students in the Last Five years</b>			
Year	Students Receiving Scholarship	Amount	Percentage of Total	
2011-12	290	1369008.00	33.22	
2011-12	360	1715427.00	37.62	
2013-14	312	1484760.00	32.61	
2014-15	310	1744460.00	28.10	
2015-16	248	855113.00	23.96	

#### **5.1.4** Specific support services/facilities available for:

The Institution is committed to provide students every possible help and support in their pursuit to become responsible citizens. The college was set up with the mission of imparting holistic education. The institution for this purpose provides the following facilities to its students:

- **Support** services / facilities for SC / ST, OBC and economically weaker section students:
- SC / ST / OBC students are given admission as per government reservation policy.
- The institution provides scholarships / free-ships for SC / ST / OBC and economically weaker section students. The data is given in 5.1.2 and 5.1.3
- To focus on the need of SC / ST / OBC, a committee was formed with two faculty members and with one student representative.
- Students with physical disabilities:
  - As per government guidelines, 3 % seats (within reservation quota) are reserved for the physically handicapped, army personnel's children and sports students.
  - A ramp is available at the college entrance to facilitate easy access.
  - A Wheelchair is available to physically handicapped students.
- **Overseas students.** There are no overseas students.
- **Students to participate in various competitions / National and International:** 
  - Students take part in various co-curricular and extracurricular activities.
  - In-charge teachers are appointed to conduct various extracurricular and cocurricular activities.
  - Talented students are identified to participate in in-house and inter-collegiate competitions. The list of the students who have won prizes and certificates for our college is listed in 5.3.2
- **Medical assistance to students: Health center, health insurance etc.** 
  - There is group insurance for all students in the college.
- College is equipped with a first aid kit to resolve minor medical problems.
- KEM Hospital is in the vicinity of college (0.5 KM).
- Organizing coaching classes for competitive exams.

There is no facility of coaching classes for competitive exams. However, free coaching was given to students to appear for the CA entrance examination in the year 2012. Out of the ten students who participated in the coaching program, one student was successful.

**♣** Skill development (spoken English, computer literacy, etc.)

- Under the aegis of the NSDC and Bombay Stock Exchange, a skill development course of 60 hours was successfully conducted. The course was titled as "Business Correspondent and Business Facilitator". Fifty seven students participated in the course and all the students were successful.
- The college entered into a MOU with the National Stock Exchange of India to conduct their NCFM Courses. The first batch of students appeared for the NCFM examinations in the year 2014-15 and all the students were successful.
- The English Study Circle of the college conducts certificate course in "Conversational English".

### Support for Slow Learners.

- Intensive coaching programs are organized for the 5th and 6th semester Arts & Commerce students in the subjects of Accountancy and Economics before the University examinations. Students attend these programs in large numbers. These programs are offered to the students free of charge.
- Comprehensive study material for the students of 5<sup>th</sup> and 6<sup>th</sup> Semester Arts and Commerce in the subjects of Accountancy and Economics is distributed amongst the needy students at nominal cost.
- Students with learning disabilities are given support as per University guidelines. (For E.g. giving extra 20 minutes per hour during their exams and allowing the use of a writer).
- Remedial classes were conducted for slow and academically weak students.

### **Exposure of Students to Institutions of Higher Learning/Corporate Houses etc.**

- Regular visits are conducted to reputed institutions like the BSE Learning Institute Limited, Mumbai, the Reserve Bank of India, the RBI Coin Museum, the National Stock Exchange of India, the Prince of Wales (CSMVS) Museum, Mumbai, Bhaudaji Lad (Prince Albert) Museum, Mumbai etc.
- Factory visits are also conducted for the students.
- Students were taken the American Library by the Political Science Department.

#### **4** Publication of Student Magazine.

- The college publishes an online magazine titled "**The Nightingale**" on a quarterly basis. The magazine provides an opportunity to students and faculty to publish their creative and research articles. The magazine was launched in January, 2014 and thus far, nine issues of the magazine have come out.
- The college also publishes a print magazine called "Nishigandh". Nishigandh is annually published and also provides an opportunity to all stakeholders to publish their creative and research inputs.

### 5.1.5 Efforts made by the institution to facilitate entrepreneurial skills, among the students.

The Institution and its faculty have always encouraged innovative and creative approaches in order to impart and develop entrepreneurial skills among students. The IQAC Cell has conducted several seminars for the students with a view to develop entrepreneurial skills amongst the students. Seminars conducted by the LIC of India to promote individual entrepreneurship amongst the students constitute a step in this direction.

# 5.1.6 Policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities.

- ♣ We encourage participation through notices, display of posters, blackboard bulletins and class announcements.
- ♣ To appreciate the winners, their names are displayed on the blackboard, and the trophy is displayed in the college campus.
- ♣ Certificates are awarded to winners. Winners are also given cash prizes.
- ♣ Students participating in various University, State and National level sports competition are provided with uniforms and sports materials.

The college plans and organizes extra and co-curricular activities all through the year to realize our vision and mission goals and provide students with a holistic development.

Extra-Curricular Activities	Co-Curricular Activities	Celebrating Special Days
Street Plays and Drama. Folk Dance and Music. Hindi & Marathi Film Music. Annual Intra- collegiate music competition. Changbhala- Intercollegiate Cultural Festival.	Activities conducted by all subject associations (details are given in department reports). Annual sports day Annual Quiz Competition. Annual Debate Competition. Annual Essay competition.	Annual day Teacher's day Traditional day

# 5.1.7 Support and guidance provided to the students in preparing for the competitive exams.

In the year 2012-13, the college conducted free coaching classes for the CA entrance examination. Ten students participated in the program and one student passed the CA entrance examination.

#### 5.1.8 Counseling services are made available to the students.

The Counseling Unit was constituted in the College in the academic year 2014-15 and was aimed at providing services that would help students in their personal, psycho-social, and career development areas. Miss. Rajita Ramchandran, a professional psychologist was appointed to undertake counseling work. The counselor visits the college in the first week of every month and organizes a two-hour counseling session. A good number of students take the benefit of counseling services in the college.

The counseling report presented by the counselor is reproduced below. The report indicates the main issues brought forward by the students to the counselor. Self-esteem, decision making, health, academic, family and financial issues were the main issues dealt by the counselor during the year 2015-16.

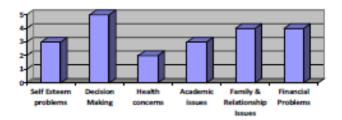


#### COUNSELING REPORT FOR YEAR 2015-16 D.K.Tope College, Parel.

Counseling has seen a positive response in the academic year 2015-16. Students and staff members have actively sought counseling for various issues. A visit was made once every month to the college premises over 8 months (between June 2015-February 2016) of counseling. The students were given an orientation to counseling at the start of the academic year and were followed up actively in classroom interactions approached with intervals. The concerns brought into counseling ranged from self esteem issues, anger problems, academic issues, health concerns, financial problems, decision making issues and family problems.

#### GRAPH A

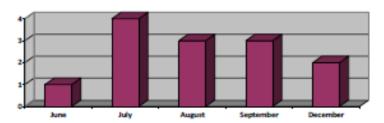
TYPES OF ISSUES BROUGHT INTO COUNSELING BY STUDENTS:



■ Kind of Concerns

#### GRAPH B

STUDENT SESSIONS SEEN BETWEEN JUNE 2015- FEBRUARY 2016:



Number of Sessions per Month

As we can see in Graph A, student concerns brought into counseling ranged from a number of concerns but the most frequently brought top 3 concerns revolved around future decision making, financial decisions and relationship issues. Graph B shows us that the most number of students approach counseling in the months of July, August and September. October and November saw no visits to College.

A-3/20,1Ind Floor, Siddharth Nagar, Off S.V.Road, Near Citi Centre Mall, Behind Anand Vatika Bldg, Goregaon [W], Mumbai-400002. +919907035943/ rajitaformentalhealth@gmail.com/www.rajitaformentalhealth.com

#### 5.1.9 Mechanism for career guidance and placement of students.

The college has Counseling and Placement Cell headed a faculty member. The Cell has conducted the following programs during the last five years:

- Conduct of student counseling through a professional counselor throughout the year.
- Conduct of Seminars on career opportunities in the different sectors of the economy.
- **♣** Conduct of Placement programs as and when the opportunity arose.

Mr. Ravi Rajan, Senior Sales Manager, Retail, ICICI Securities Limited and Mr. Pawar, Senior HR Manager, Ureka Forbes conducted campus interview on 15th July, 2011. 125 students participated in the interview.

Mr. Rajendra Rathor, General Manager (Business Development), Miss. Swapnaja Raut, Manager (Training and Development) from Infinite Myriaads Pvt Ltd, Andheri organized campus interview on 20th December, 2011.

The placement cell has organized placement programs in the year 2014-15 and 2015-16. In the year 2014-15, one student from the TYBA was recruited by Dhanlaxmi Financial Services Limited. In the year 2015-16, although placement organizations had visited the college and interviewed our students, no placement was made.

#### 5.1.10 Student Grievance Redressal Cell.

The college constituted a separate student grievance redressal cell in June 2013. The cell is managed by a faculty member, a co-opted member and a member of the administrative staff as stipulated by the University of Mumbai. Prior to this, student grievances were handled by the Discipline Committee. The present committee resolves grievances by meeting the concerned parties. The college maintains a suggestion/ grievance box where students submit their complaints.

The college follows an open door policy where students are encouraged to approach the class teachers, Heads of Departments, Vice-Principals and the Principal to resolve minor issues.

### 5.1.11 Institutional provisions for resolving issues pertaining to sexual harassment.

The Women's Development Cell is very active in the College. The Cell organizes a number of activities like workshops, guest lectures, essays, debates and discussions every year. The WDC is organized as per the provisions made by the University of Mumbai. Meetings are regularly held and programs organized in a planned manner.

The Cell creates awareness among students about gender issues. The activities conducted by the WDC during the last five years are enumerated below:

#### 2011-12.

- 1. A special session was organized with PALAS, a NGO on 20th September, 2011. This organization works for the welfare of burned patients. It offers help to the burn victims and their families.
- 2. A workshop on "Gender Discrimination Sensitization" was organized on 11 November, 2011. Mr. Anand Pawar, Director, Samyak was the chief guest and lead speaker. About 30 students participated in the workshop.

#### 2012-13.

During the year 2012-13, a total of five programs on gender sensitization were conducted by the College Women Development Cell.

#### 2013-14.

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

#### 2014-15

- 1. The WDC program for the year 2014-15 began with a inter-collegiate workshop on "Capacity building in the light of Human Rights" by Miss. PM Lata who is a senior social worker and an expert on women's studies.
- 2. Five students participated in a four day workshop on Paralegal Volunteers Training Workshop.
- 3. Our students participated in week long program organized by Akshara, a NGO on "Making Mumbai Public Transport Safe for women and girls" during the last week of December 2014.
- 4. On 29th November, 2014, a workshop on Sexual Harassment and Violence was organized by our college in collaboration with Akshara.
- 5. Between 25th November and 10th December 2014, the college library displayed books on Women Studies.
- 6. On 10th December, 2014, a Health Camp was organized for women students and 121 women students participated in the program.

#### 2015-16.

- 1. On 10<sup>th</sup> December, 2015, the WDC conducted its meeting and discussed the program for the year 2015-16.
- 2. On 12<sup>th</sup> December, 2015, the WDC was inaugurated by Dr. Lavesh Jadhav. The NSS Unit presented a play titled "Chukila Mafee Nahee". The play dealt with women's issues. Snehal Pawar gave a power point presentation on "Women's Empowerment". Miss. Gauri Kothari delivered a lecture on "how to find your partner" on 04<sup>th</sup> March 2016.
- 3. On 08<sup>th</sup> March, 2016, Women's Day was celebrated. Dr. Chaitali Chakravarti delivered a talk on "Unleash the Power Within" on the Women's Day.

#### 5.1.12 Anti-Ragging Committee.

The Anti-Ragging committee was constituted as per University guidelines in 2014. Names of faculty in-charge of the anti-ragging cell are displayed on the notice boards, so that students are aware of the same. Periodic patrolling is done by committee members in the corridors to prevent the incidence of ragging. The CCTV surveillance also acts as a deterrent. The committee is very vigilant and safeguards the interest of the students. In the past five years no case has been registered.

#### 5.1.13 Welfare schemes made available to students.

The institution has many welfare schemes for students. Through regular notices students are informed about the various facilities as given below:

- Group insurance
- Scholarships and free ships
- **♣** Flexibility in payment of fees for needy students
- Counselor on campus
- Book bank scheme.

#### 5.1.14 Alumni Association and its activities.

TKT Alumni Association was formed in the year 2011. It consists of faculty member, secretary and eight members in the executive committee. The association is active and conducts Alumni meets twice a year. On each occasion, two distinguished members of the alumni association are felicitated by the college. During the last five years, the following distinguished members of the alumni association were felicitated:

- 1. Mr. Datta Darade, Senior Inspector, Mumbai Police.
- 2. Mr. Umesh Kamerkar, Senior Manager, BEST.
- 3. Mr. Maruti Jadhav, Assistant Commissioner of Police, Mumbai.
- 4. Mr. Suresh Shingte, Police Inspector, Mumbai Police.
- 5. Mr. Manoj Khirsagar, General Manager (HR), Volkswagen India Limited, Mumbai.
- 6. Mr. Balkrishna Dalvi, Assistant Professor, Abhinav College of Commerce.
- 7. Mr. Bhaskar Sadgune, Police Inspector, Mumbai Police.
- 8. Mr. Rajendra Karangutkar, Senior Manager, Shipping Corporation of India.
- 9. Mr. Srinivas Rao, General Manager (HR),
- 10. Mr. Swapnil Tawde, Manager, Magic Bus, Mumbai.
- 11. Mr. Mayur Haryan, Manager, Abudhabi Commercial Bank.
- 12. Mr. Sanjay Tendulkar, Senior Manager, Saraswat Cooperative Bank Limited.
- 13. Mr. Chandrakant Satam, Senior Teacher, Sir Elikadru Junior College, Byculla.

#### **5.2 STUDENT PROGRESSION:**

#### 5.2.1 Percentage of students progressing to higher education.

Student Progression	Percentage/Number of Students
UG to PG	10 %
PG to M	03 students
Phil	
PG to PhD	01 student

#### 5.2.2 Program wise pass percentage.

Comparative Table Showing Year Wise Pass Percentage from 2011-12 to 2015-16

Program: B.A

Year	Dr. TK Tope College	University of Mumbai
2011-12	84.00	65.00
2012-13	77.77	76.05
2013-14	90.00	69.64
2014-15	57.00	66.00
2015-16	72.72	66.67

#### Program: B Com.

Year	Dr. TK Tope College	University of Mumbai
2011-12	86.57	73.18
2012-13	75.33	81.13
2013-14	73.46	55.68
2014-15	72.00	61.00
2015-16	57.63	65.00

#### 5.2.3 Student progression activities organized by the college.

Interest in the well-being of our students has constantly encouraged us to organize activities that would lead to their development. The college had conducted various activities that would provide students an opportunity to showcase their talents and optimize their potential. In the last five years, the following important activities were organized to promote student progression:

- **♣** Organized seminars on career opportunities in the different sectors of the economy, particularly the financial sector.
- Organized placement programs, conducted interviews and were able to get placement for a few of our students.
- ♣ Organized field visits to premier financial institutions of the country such as the BSE, NSE, RBI and factory visit and visits to the museums in the city of Mumbai.
- ♣ Collaborated with the BSE Learning Institute Private Limited to conduct a skill

- development course called BCBF.
- ♣ Collaborated with the National Stock Exchange of India Limited to organize NCFM courses in the college. The first batch of 22 students who appeared for the NCFM examinations came out with flying colors.

### 5.2.3 Special support provided to students who are at risk of failure and drop out.

Departments take revision and remedial lectures for academically weaker students. Teachers provide question banks and useful tips to prepare for exams. In addition to these, the Counseling Unit renders counseling services to students in psychological, personal, social, and academic areas. The Departments of Economics and Accountancy have regularly conducted summer and winter schools for the 5<sup>th</sup> and 6<sup>th</sup> semester BA/B Com students. These programs were offered to the students free of charge. There has been an overwhelming response from the students to these programs and the fruits of these programs are reflected in the BA/B Com results of the college.

## 5.3 Student Participation and Activities.

#### **5.3.1** Extracurricular activities available to students.

The institute has been conducting the following sports, cultural and extracurricular activities every year.

- Annual sports are organized in the months of December/January of every academic year. A large number of students participate in Intra-college and inter-college cricket and kabbaddi competitions. In addition, indoor sports like carom, chess, table tennis are also organized. Athletics such as running, short put, long jump etc are organized every year. Intra-college cricket, kabbaddi and kho-kho competitions are organized for girls as well as boys. The students have won inter-college cricket and kabbaddi competitions up to the semi-final level.
- → During the annual cultural festival called "Chaangbhala", competitions such as elocution, quiz, essay writing, one act plays, singing, drama, rangoli, drawing etc are organized.
- ♣ Students participate in inter-college, university, State and national level drama competitions. Our students have won several prizes at various levels in these competitions.

# 5.3.2 Student achievement in co-curricular, extra-curricular and cultural activities in the last five years.

	Year 2011-12		
SNO	Name of the Festival	Prize	
1.	Yuwa Mahotsav	2 <sup>nd</sup> Prize	
2.	2. Yuwa Mahotsav Consolation pri		
3. Maharashtra Utsav 2 <sup>nd</sup> Prize		2 <sup>nd</sup> Prize	
	Year 2012-13		
1.	Maharashtra Cultural Dept	1st and 2 <sup>nd</sup> prizes.	
2.	Youth Festival	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> prizes.	
3.	Malhar	1st prize.	
4.	Maharashtra Utsav	1 <sup>st</sup> and 2 <sup>nd</sup> prizes.	

Year 2013-14			
1.	Malhar	3 <sup>rd</sup> prize.	
2.	Akhil Bhartiya Natya Parishad	Best Actor	
3.	Yuwa Foundation	Best Actor	
4.	Intercollegiate Competition	1 <sup>st</sup> prize	
5.	Intercollegiate Skit Competition	2 <sup>nd</sup> prize.	
6.	Maharashtra Kalaupsak	2 <sup>nd</sup> prize.	
7.	State level one act play competition	1 <sup>st</sup> prize.	
Year 2014-15			
1.	Maharashtra Utsav	3 <sup>rd</sup> prize.	
2.	Intercollegiate competition	Five 1 <sup>st</sup> prizes.	
Year 2015-16			
1.	Youth Festival (Dance)	Consolation prize	
2.	Youth Festival (Skit)	Consolation prize	
3.	Indian National Theatre	Best Actress	
4.	BMC Cultural Dept competition.	First prize	

# 5.3.3 Use of data and feedback from graduates and employers, to improve the performance and quality of the institutional provisions.

The following methods are used to get data and feedback to improve the performance and quality:

- **♣ Parents feedback**: Since the year 2012 parent-teacher meetings are held in the college and feedback from parents is recorded.
- **Students' Feedback.** Feedback from the students is obtained every year and the results of the feedback are conveyed to the respective teachers.

Informal feedback is obtained from the employers.

#### 5.3.4 Publications brought out by the students during the previous four academic sessions.

The institution has created a platform for the students to express themselves creatively under the guidance of faculty members. Students publish articles on various topics in following magazines:

- **4** "The Nightingale", a quarterly magazine published by the college.
- ♣ "Nishigandh" the college annual magazine.

#### 5.3.5 Student council, its constitution, activities and funding.

- **5.3.5.1** The Student Council is formed according to University of Mumbai guidelines.
- **5.3.5.2** Representatives from all courses i.e. Arts and Commerce are selected based on merit.
- **5.3.5.3** Activities conducted by the Student Council are:
  - **♣** Teacher's Day celebration
  - Friendship Day celebration
  - Traditional Day celebration
  - ♣ Annual Day.

**4** Annual Sports.

# 5.3.6 Details of various academic and administrative bodies that have student representatives on them.

Aca	demic Body	Administrative Body
		> IQAC
		Alumni
	<b>Subject Associations</b>	> NSS
	Magazine committee	College Women Development Cell
>	Student Council	Grievance cell
		Cultural committee

All above mentioned committees are headed by faculty members. Respective committee heads appoint a student head for their committee so that there is student representation in each committee. The bulk of the work is carried out by students and faculty members supervise the work done by students.

### 5.3.6 Network and collaboration with the Alumni and former faculty of the institution.

Institution has good networking with alumni.

- **5.3.6.1** The Alumni Association was formed in the year 2011.
- **5.3.6.2** There are eight members on the executive committee.
- **5.3.6.3** Committee members meet once in six months.
- **5.3.6.4** They discuss alumni activities.
- **5.3.6.5** The College coordinates with the association to contact alumni.
- **5.3.6.6** An Alumni reunion is organized twice a year.

### **CRITERION VI:**

# GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 Institutional Vision and Leadership

6.1.1. Vision and mission of the Institution and its distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations.

#### The Vision Statement.

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

The vision of our college is exemplified in terms of the relentless work of the Management, the Principal and the staff (teaching and non-teaching) in providing good quality education in bringing about individual transformation that finally helps to build a better society. The College is dedicated to the provision of education to the underprivileged first generation learners who come to its portals.

#### The Mission Statement.

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

Our **Mission** is to inculcate independent thinking amongst our students who will have a voice in society and become agents of change. Through our value education and extension programs, we foster a concern for the betterment of the poor and oppressed. The aim of holistic education is to prepare our students to meet the challenges of life besides attaining academic excellence. We work at preparing our students for the world of work; to give them the skill sets that would help them up climb the stairs of material and spiritual success. We aim at creating world class citizens and versatile professionals who will make their mark in the society.

The vision and mission statements are given concrete expression through the provision of:

- 1. Better infrastructure and learning facilities.
- 2. Dedicated teaching faculty.
- 3. On-Campus counselor to provide psychological support as and when needed.

4. Financial assistance to economically disadvantaged students.

The implicit goals behind all that is implemented in the college include the following:

- 1. To empower students to be professionally competent.
- 2. To build interpersonal and decision making skills in students.
- 3. To instill the values of integrity, tolerance and accountability.
- 4. To create responsible global citizens by valuing the environment they live in.
- 5. To incorporate a sense of commitment & teamwork through extra-curricular activities.

The college vision for the future includes the desire to:

- 1. To provide students with required facilities and access to higher education that creates an equitable and sustainable society.
- 2. To share the purpose of education as embodied in the College Logo (Tam so ma Jyotirgamaya) or 'From Darkness to Light'.

# 6.1.2 Role of top management, Principal and Faculty in design and implementation of its quality policy and plans

### The Role of the Top Management:

The college Governing Body is a group of trustees with Principal SB Pandit as the Chairperson. They have regular working committee meetings with the Principal. The management and the Principal are also members of Local Management Committee (LMC). The role of the top management is:

- 1. To provide effective leadership to enhance quality and performance of the institution.
- 2. To motivate, empower and encourage the Principal and staff to enhance their performance of duties
- 3. To encourage innovation and excellence
- 4. To be open and flexible to change
- 5. To ensure the sustainability of the institution.
- 6. To foster values of self-help and mutual aid amongst students through extension work.
- 7. To provide the necessary infrastructure for staff and students.
- 8. To consult the Principal on any administrative matters.
- 9. To participate in the IQAC discussions regarding quality improvement in services provided by the college.
- 10. To ensure that quality procedures as per ISO 9001-2008 are followed in all aspects of administration.

#### The Role of the Principal:

Our Principal is approachable, provides support to and empowers staff and students. The Principal of the college is extremely active in the affairs of the University and has been member of the University Senate Committee for two terms. In addition, he has been and continues to be actively involved in several committees constituted by the University of Mumbai. The Principal has been bestowed with the 'Best Principal Award' by two different organizations. The Principal of the college has also been bestowed with the 'Best Teacher Award' by Gokhale Education Society. The role of the Principal can be summarized as follows:

- 1. Believes in an open door policy that builds an atmosphere for open discussion and consultation.
- 2. Communicates and corresponds with the staff efficiently and quickly. Notices and other information are sent regularly and in time.
- 3. Takes initiatives to empower faculty by promoting participatory management and organizational change through decentralization of the decision making process.
- 4. Promotes faculty skills and career progression. Staff members have presented papers, given public lectures and published papers and articles in ISSN Journals and ISBN conference proceedings. Under the faculty improvement program (F.I.P.) staff is encouraged to pursue the Ph.D. degree. At present one of our faculty member is on a FIP.
- 5. Promotes the participation of students through the Students Council, and other committees to conduct intra- and inter-collegiate extracurricular activities.
- 6. Promotes all round development of staff and students through the organization of and participation in activities of various associations.
- 7. Encourages activities of the alumni association.
- 8. Represents the University as a nominee of the Vice Chancellor in selection committees, and as a member of Local Inquiry Committees.
- 9. Represents the college and management in dealings with the University and the Government.
- 10. Encourages students to avail of opportunities for placement.

#### The Role of the Vice-Principal:

The role of the Vice Principal is as follows:

- 1. An important link between the Principal, staff and students.
- 2. Responsible for overall student discipline,
- 3. Assists the Principal in carrying out his duties.

### The Role of Faculty:

As heads of department faculty are in charge of the overall progress of their respective departments to meet institutional goals.

#### As faculty members:

- 1. Actively participate in and help coordinate the initiatives undertaken by the Principal, and create departmental and academic activities which reflect the goals of the department/college.
- **2.** Impart subject knowledge, interpersonal communication skills, support remedial and extension activities and provide moral support whenever required to the students.
- 3. To implement quality education and enhance the quality of education through effective teaching, learning and evaluation methods. The faculty combines the conventional lecture method (using white boards) with innovative and modern methods of teaching (ICT, student-presentations, guest lectures, films, classroom discussions and debates, subject related field visits) and evaluation of student learning through examinations. The examination committee sets up and monitors all matters relating to the conduct of tests, examinations and results.
- **4.** Some members of the faculty are part of the Committee for implementation of the Career Advancement Scheme of the University of Mumbai. They look after matters relating to promotion of qualified staff under the Performance Based Appraisal System- Career Advancement Scheme (PBAS CAS).

#### **Together, the Management, Principal and Faculty strive to:**

- 1. Inculcate values to create responsible citizens.
- **2.** Facilitate the development of each student to become individuals who are conscious of their role at home and in society.
- **3.** Promote the use of technology to improve performance.

#### **6.1.3** The involvement of the leadership in ensuring:

#### 1. The policy statements and action plans for fulfillment of the stated mission:

The leadership takes initiatives along with the staff to create academic and extra-curricular activities that reflect the institution's goals. The extension programs help building values whilst equipping students to meet environmental and global challenges.

# 2. Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:

An action plan for each academic year detailing the academic, co-curricular, extracurricular activities is drawn up from inputs from the staff, students and the LMC.

#### 3. Interaction with stakeholders:

The major stakeholders are our students, their parents, the staff (both teaching and non-teaching), management, the affiliating university and the society at large. The Principal actively interacts with all the stakeholders on various occasions throughout the academic year. Our Principal meets staff, parents and students on a regular basis. He interacts with

the teaching community at large during university meetings and during seminars and workshops conducted in the college and in other institutions. He also interacts with society in general through invited lectures and open discussions at various forums. The Management represented by the Administrative Officer of the college, is also available to meet staff and students on a regular basis.

# 4. Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:

The College leadership is an active part of the IQAC cell which carries out analysis/scrutiny/consultations about any matter related to the institution and its functioning. Reports by departments, associations, inputs from current students and faculty, all contribute material for analysis, which is useful for making policies and planning for the future.

# 5. Reinforcing the culture of excellence:

The leadership motivates and provides opportunities to staff and students to realize their potential through participatory and leadership initiatives. The staff is motivated to participate in subject and education related national and international seminars, conferences and workshops. A culture of research is promoted.

#### 6. Staff Research:

The teaching staff is encouraged to apply for major and minor research project grants from the University of Mumbai, UGC and other academic bodies. Staff members have presented papers given public lectures, acted as subject experts and published papers and articles. Under the Faculty Improvement Program (F.I.P.) of UGC, staff is encouraged to pursue Ph.D. research. (Details in Criterion 3).

### 7. Champion organizational change:

Opinions and suggestions of staff and students are sought at staff and student council members respectively. Various Committees and the Vice Principals work individually and collectively to ensure the smooth functioning of the college. If changes are required in the way things are done, those changes are considered and put into practice without delay. Efforts are made to decentralize the decision-making process. New ideas are welcomed and implemented through departmental meetings. Our college is a certified institution under **ISO 9001-2008** quality standards. Quality audits are regularly undertaken both by internal and external agencies.

#### 6.1.4 Procedures adopted by the institution to monitor and evaluate policies.

i) The Heads of Departments, Coordinators of courses and associations, and the Chairperson, student council submit annual reports which are incorporated into the IQAC report and published in the college magazine.

- ii) Individual staff members submit reports of their academic achievements and cocurricular and extracurricular activities organized to the Principal as well as for publication in the college magazine.
- iii) The students' feedback is analyzed and the teachers are accordingly informed. The Principal meets individual staff members and discusses the feedback and areas that need improvement.
- iv) Annual IQAC reports are submitted to NAAC.
- v) Finally, the suggestions and recommendations of the peer team of previous NAAC visits are given in-depth consideration by the IQAC, and measures to be introduced are discussed with the staff at large.
- vi) The institution also takes into account feedback received by the staff and Principal in the course of their interaction with parents and students during the year and at the annual orientation program.

#### 6.1.5 Details of the academic leadership provided to the faculty by the top management.

The Principal is given freedom by the Management with regard to implementation of the curriculum and administrative decisions. He works with the faculty members, the administrative staff, and student council members. Staff members who are in-charge of committees independently deal with matters in their charge. Staff members are given the liberty to plan their teaching using the teaching aids they desire.

#### 6.1.6 Leadership grooming at various levels.

- i) Vice Principals: In-charge of academic issues, student discipline, overall growth and interaction with parents regarding matters of welfare of students. Ensure the smooth conduct of college matters.
- **ii) Departmental level:** Make independent decisions regarding the activities in their respective departments and contribute in their respective manner to the overall growth of the college.
- **iii) Individual Staff:** Staff members are put in-charge of various associations, cultural events and NSS. The coordinators are given freedom to plan and execute duties relating to their respective committees/associations programs. The reports regarding each academic year activities are submitted to the Principal. Plans for activities for the next academic year are shared with the Principal prior to the end of the current academic year.

#### iv) Students:

a) The Students Council is a body that has student representatives from every class. The Principal has regular meetings with these members at which issues related to

teaching-learning, activities, examinations and facilities in the college are discussed.

- b) Through the NSS, the students take up issues at the college level which have local, national and global relevance. They have undertaken a cleanliness campaign, a campaign to save electricity and water, and also addressed the issue of substance abuse tobacco, alcohol and drugs.
- c) Students are groomed in leadership positions when they are in-charge of organizing various college events (debates, quizzes, Annual Social), inter- collegiate events, annual cultural festival "Chaang Bhala".
- d) Students also assist in organizing departmental seminars/workshops and the annual awards function.

## **6.1.7** Delegation of Authority to the departments.

The Vice Principal, Heads of Departments and faculty members are given the liberty to plan and execute administration related activities. Heads of Department are given freedom in planning and executing activities related to their streams and departments respectively. The class representatives are members of the Student Council, which is headed by a student chairperson. The chairperson and his/her team are responsible for student matters, and help in conducting college activities. They also organize programs to keep the campus active and lively.

#### 6.1.8 Levels of participative management.

Yes. The college promotes a culture of participative management. The IQAC along with the Principal draft the academic year calendar. The departments and various committees organize activities that help achieve the college goals/mission.

Student and staff committees take responsibility for the various activities of the college. At the department level, Heads of the Departments hold informal meetings periodically and discuss the points to be brought forth to the Principal. Student feedback is analyzed and the teaching staff is accordingly informed.

#### 6.2 Strategy Development and Deployment.

#### **6.2.1** Institution's Quality Policy.

Our quality policy is enshrined in our vision and mission statements stated at 6.1.1. above. It is embodied in every activity and every plan undertaken by the institution. Our college strives towards promoting and achieving excellence and works towards providing quality based education. Some of the important endeavors include the establishment of the IQAC which discusses implements and reviews all aspects of the education process in the college. Teachers submit annual teaching plans and syllabus completion is endorsed/verified by Heads of departments and the Principal. Students also evaluate their teachers at the end of the academic year in an anonymous feedback form.

### 6.2.2. Perspective plan for development.

The institution's perspective plan may be considered as a dynamic rolling plan that continuously evolves according to the academic and administrative requirements of the institution and services it provides. Its requirements are largely influenced by the requirements of the university – parent affiliating body; and the perceived needs of the staff and students.

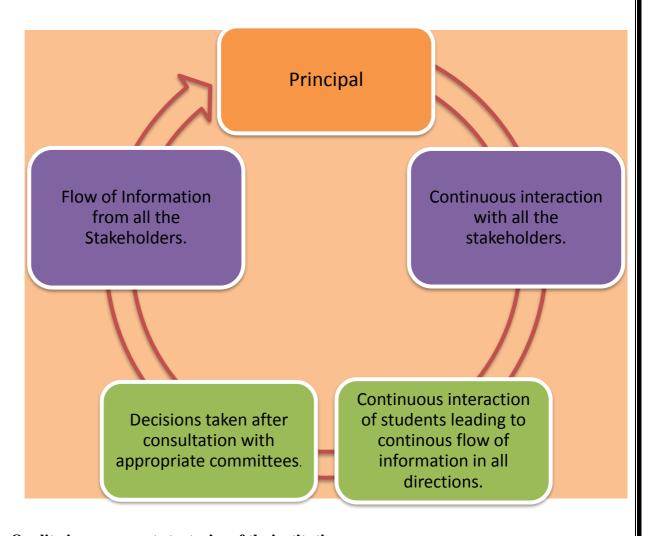
For instance, part of the perspective plan was to introduce more UG and PG courses; as well as to establish a counseling unit. In the case of the PG courses, a feasibility study was carried out, applications sent to the university. For instance, a proposal to introduce Master of Commerce (Accountancy) was sent to the University. The University in turn has given its approval. The college is now awaiting approval from the government. Once the approval is received, the PG section of the college will make its beginning. Similarly, the need for a appointing a counselor was strongly felt and hence we have successfully set-up a counseling unit with a professional counselor. One of the objectives of the college since the last accreditation has been the achievement of 100% Ph.D. qualified staff. We are working towards achieving this goal. Seventy per cent of the faculty have registered for the PhD programs and are in different stages of their research work.

With our expanding curriculum and student population, it is natural that there are increasing demand for infrastructure augmentation and up-gradation. That is taken care of via discussions and decisions taken at the IQAC and Purchase Committee meetings. For instance, as compared to the last round of accreditation, we have augmented our ICT resources. We have refurbished the audio-visual/conference room.

#### 6.2.3 Internal organizational structure and decision-making processes.

The Gokhale Education Society is the governing body of the college. We have a Branch Secretary and an Administrative Officer who are in regular touch with the Principal. They have regular working committee meetings with the Principal to discuss administrative and academic matters.

The Principal is the head of the institution and looks into academic and administrative matters. In this task he is assisted by the office with its general administration and accounts staff. He has helping hands in the form of vice-Principal. In addition, he interacts with the heads of department and course coordinators and individual faculty in their capacity as heads of committees as and when required. Students on an individual basis or as part of the council interact with him bringing their concerns to her.



### 6.2.4 Quality improvement strategies of the institution.

- i. Teaching & Learning. We ensure and work on improving quality of education by asking teaching faculty to submit teaching plans and plans for departmental activities. Departments are encouraged to arrange seminars, workshops and guest-lectures related to their subjects. At the end of the academic year students evaluate faculty in through the feedback form. To ensure that our staff remains abreast of latest happenings in their specialized fields as well as in teaching techniques they are sent for orientation programmes, refresher courses and short term courses of soft skill development or any UGC sponsored course of interest to them.
- ii. Research & Development. Our Principal encourages staff to present papers at conferences and seminars; local, national and international. Faculty is also encouraged to apply for the FIP as well as major and minor research projects. Staff members' efforts are complemented by the physical availability of computers, printers, internet facilities and Wi-Fi in the staff rooms. Our librarian is also very knowledgeable about sources of information. Staff has also been given access to Inflibnet. Teachers are given duty leave for paper presentations, and their fees and travel allowances for one paper presentation at the national level are reimbursed by the college.

- **iii. Community Engagement:** Through our extension program, students interact with the bottom of the social pyramid. The NSS activity brings our students directly in touch with the social and economic realities of our society.
- **iv. Human Resource Management:** As an educational institution, the college has to manage a variety of human resources. Teaching faculty form the basis of the learning aspect and are employed as per government regulations and encouraged to grow via a wide range of activities detailed in this criterion report. Leadership skills of the teaching faculty are encouraged by giving them positions of responsibility as heads of various committees and/or associations. The non-teaching staff is also employed in accordance with government regulations. There are also some who are management employees as the government sanctioned posts are too few to carry out all the functions of the office.
- v. Industry interaction: Interaction with industry takes place through industrial visits and guest-lectures given by invited speakers. We regularly undertake industrial visits to the RBI, BSE, NSE and factories. We also take our students to visit museums in the city of Mumbai. The industrial visits are not prescribed by the University for the Courses conducted by our college. Industry interaction is a self-inspired initiative of the college.

# 6.2.5 Ensuring adequate information is available for the top management and the stakeholders, to review the activities of the institution.

The Principal is the main link between the management and the rest of the institution. He interacts with the management formally at the working committee and governing body meetings with the trustees and informally, regularly with the Branch Secretary and the Administrative Officer. At these meetings, he shares information and issues with the management. In turn, as and when required, he communicates matters to the staff.

Our Principal follows an open door policy and therefore has several one-to-one meetings with students, their parents, teaching and non-teaching staff and their committees. He also interacts with other stakeholders in the LMC and IQAC. Besides these interactions a formal academic calendar is prepared each year which is provided to the management, staff and students.

# 6.2.6 Management support in improving the effectiveness and efficiency of the institutional processes.

The management is always open to suggestions from all stakeholders in the college. They are always ready to lend their years to every staff member and help in whatever way they can. They are always ready to acknowledge work done and encourage all staff members to get fully involved in all the activities of the college.

# 6.2.7 Resolutions made by the Management Council (LMC) in the last year and the status of implementation of such resolutions.

COLLEGE	RESOLUTIONS MADE	IMPLEMENTATION	
Academic Course Expansion	To introduce M Com (Accountancy) from the academic year 2016-17.	University and government approval has been received and the course will begin from July 2016	
Teaching Staff Matters	To consider medical leave of Prof. Sampat Kanase.	Leave application of Prof. Sampat Kanase has been approved.	
Non-teaching Staff			
Infrastructure	i) WIFI facilities in the staff rooms ii) Refurbishment of the Conference Room iii) Increase in the number of class rooms.	i) Done ii) Done iii) Done	
Any other business	To initiate process for filing the Letter of Intent reaccreditation for the 3 <sup>rd</sup> cycle	Process initiated with filing LOI on line.	

### 6.2.8 Efforts made by the institution in obtaining autonomy.

Yes. The University of Mumbai- to which the college is affiliated makes a provision for according the status of autonomy to an affiliated institution. However, our college is a small unit and caters to the underprivileged sections of the society. Hence, the college has decided to not apply for autonomy.

# 6.2.9 Mechanism to resolve grievances / complaints for promoting better stakeholder relationship.

We have Grievance Cell for students. There is also a College Women's Development Cell (CWDC) to look into any matters of harassment. There is a complaint book in which both students and faculty can write their complaints.

**Staff:** They approach the Principal directly. Staff issues are also raised at LMC meetings.

**Students:** In addition to the suggestion boxes on campus, students can also convey their suggestions to their class teachers and the Principal, or via their class representatives in the student's council. Student's complaints regarding their washrooms led to the refurbishment of both the ladies and gents' washrooms.

### 6.2.10 Court cases filed by and against the institute.

No court case has been filed against the institute by any stakeholder.

#### 6.2.11 Mechanism for analyzing student feedback on institutional performance.

Yes, the institution has mechanism for analyzing student feedback. Students provide feedback on teachers. Complaints about the library have been addressed in terms of more books being made available per head and provisions of internet facilities with more internet enabled computers.

## **6.3 Faculty Empowerment Strategies**

# **6.3.1** Efforts made by the institution to enhance the professional development of its teaching and non-teaching staff.

### A. Teaching Staff

The institution encourages its teaching staff to attend UGC sponsored orientation courses, refresher courses and short term courses conducted by the Academic Staff College, University of Mumbai or any other institution recognized by UGC.

	Participation of Staff in UGC Sponsored Programmes R- Refresher course, O- Orientation course, S-Short term course				rse	
SNO	Course Name	2011-12	2012-13	2013-14	2014-15	2015-16
1.	Orientation	02	-	-	-	-
2.	Refresher	02	-	02	01	-
3.	Short term course	-	-	02	01	-

Teaching staff are also encouraged to attend and present papers at conferences, seminars, workshops and also deliver guest lectures.

#### B. Non-Teaching Staff

The institution deputes the non-teaching staff to attend workshops and seminars arranged by other institutions and the Office of the Joint Director, Higher Education, Mumbai.

# 6.3.2 Strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform.

The Institution encourages teachers to apply for minor and major research projects. The following staff members have availed of F.I.P. for completing their Ph.D. studies during the period of this SSR.

### 1. Miss. Ashwini Torne (Dept. of Marathi) F.I.P. from 8/7/15 to 8/7/17.

The Principal encourages teaching staff to become members of professional associations such as the Bombay Management Association, American library, and other associations.

#### 6.3.3. Details on the performance appraisal system of the staff.

**Performance appraisal of the teaching** staff is conducted in terms of the following:

- 1. Self-assessment forms were used until the PBAS system was introduced.
- 2. Teaching Feedback forms are administered to students for all teachers.
- 3. Students provide feedback at student council meetings.

#### Appraisal of activities is conducted through:

- 1. Reports from the faculty in-charge of various activities
- 2. Reports from the heads of department
- 3. Reports shared at IQAC meetings
- 4. Verbal feedback taken by the Principal when he visits classes.

# 6.3.4 Outcome of the review of the performance appraisal reports by the management and the major decisions taken.

Performance appraisal reports of the teaching faculty are directly discussed with the concerned faculty by the Principal. Copies of Feedback on Teacher results are given to the faculty members. Parents provide feedback about matters concerning academics, infrastructure and office services when they meet the class/subject teachers and/or the Principal.

#### 6.3.5 Welfare schemes available for teaching and non-teaching staff.

There are no welfare schemes for teaching and non-teaching staff.

### 6.3.6 Measures taken by the Institution for attracting and retaining eminent faculty.

The Gokhale Education Society was set up teachers and is managed by the teachers. All faculty members are given facilities and encouraged to pursue their doctoral studies and research for presenting papers. e.g., duty leave for attending conferences/seminars and presenting papers, support from the library and physical infrastructure such as computers, internet facilities, including Wi-Fi in the staffrooms.

# 6.4. Financial Management and Resource Mobilization

# 6.4.1 Institutional mechanism to monitor effective and efficient use of available financial resources

The use of financial resources is under the constant supervision of the Principal and Management. The office accounts personnel keep the Principal apprised of all financial matters on daily basis.

#### 6.4.2 Institutional mechanisms for internal and external audit.

An annual statutory audit is conducted by external auditors appointed by the college. A government audit is conducted as per instructions of government officers. During the last 4 years, two government audits have been conducted: (i) By the Nagpur Accountant General, and (ii) By the Senior Auditor- Government of Maharashtra. So far, there have been no major or minor audit objections.

Annual budgets are prepared and presented to the LMC for approval. The library budget is presented to the Library committee for approval.

#### 6.4.3 Major sources of institutional receipts/funding.

Audited income and expenditure statement of academic and administrative activities of the previous four years will be provided for inspection when the peer team visits the college.

The major sources of institutional receipts/funding are Grants-in-aid from the government and fees from students. Deficits are taken care of by the management. There are audited income and expenditure statements of all activities. There is no corpus fund available with the institution.

# 6.4.4 Efforts made by the institution in securing additional funding and the utilization of the same.

The Management arranges for the funding of expenditure and any other eventuality as and when the need arises.

#### **6.5** Internal Quality Assurance System (IQAS)

### **6.5.1** Internal Quality Assurance Cell (IQAC)

# a) Institutional policy with regard to quality assurance and its contribution in institutionalizing the quality assurance processes.

Yes, the institution set up its IQAC in 2004. It follows an on-going process of evaluation of requirements for better quality academic instruction and administration. Towards this end, means and methods of meeting these needs are debated. This is followed by implementation and review of decisions taken.

Steps are constantly being taken to improve infrastructure, teaching—learning techniques, encourage research and extension activities, identify and improve student support services, introduce innovations; all of which assist in achieving the mission of the institution.

# b) Decisions of the IQAC approved by the management / authorities for implementation and how many of them were actually implemented?

The Principal is the chairperson of the IQAC. The IQAC members are active participants and initiators of discussions and decisions which are implemented without delay. During the period 2011-12 to 2015-16, **20** decisions were approved for implementation and all **20** were implemented.

# c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

SNO	Name	Significant Contribution
1.	Mr. Sanjay Tendulkar, Chief Manager, Saraswat Cooperative Bank Limited, Mumbai.	Participates in the decision making process and the alumni association of the college.
2.	Mr. Gautam Gambhir, Assistant Professor (Marathi), Jhunjhunwala College, Mumbai.	Participates in the decision making process and the alumni association of the college.

### d) How do students and alumni contribute to the effective functioning of the IQAC?

Current students express their views and expectations with respect to:

- i. Co-curricular and extra- curricular activities of the college
- ii. Teaching-learning methods adopted by respective subject teachers
- iii. Organisation of college activities
- iv. Suggestions for improvement in attendance of students
- v. Suggestions for examination schedules
- vi. Expectations from the office staff.

#### Alumni of the college assist in:

i. Building healthy relations between Ex-students and college

- ii. Provide suggestions for improvement of the college
- iii. Maintain contacts among ex-students and assist each other.
- iv. Provide career guidance to current students by informing them about industry expectations.
- v. Make suggestions about curricular and extra- curricular activities of the college

# e) How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC reviews the data from various sectors of the institution, lays parameters for quality improvement. Suggestions are invited from every department and continuous monitoring is done to achieve the required benchmark.

#### 6.5.2 Framework for quality assurance of the academic and administrative activities.

Activities of the IQAC are aimed at quality assurance of academic activities and administration. The operational procedures are as follows:

- (i) IQAC meetings are convened at-least twice in an academic year.
- (ii) Areas requiring improvement are identified and possible solutions are recommended.
- (iii) Suggestions given in earlier meetings are reviewed and decisions for further action are taken.
- (iv) Prior decisions and their outcomes are reviewed.
- (v) Best practices followed by other institutions are looked into if applicable.

#### 6.5.3 Training provided to the staff.

Yes. The institute provides training to its academic staff for effective implementation of the Quality assurance procedures. This is done through:

- (i) Encouraging staff to attend orientation courses, refresher courses and soft skills training programmes
- (ii) Encouraging staff to attend workshops and seminars for syllabus revision, paper pattern revision, as well as workshops and seminars for knowledge enhancement/updates in the subject
- (iii) Encouraging staff to present papers at conferences and seminars, local national and international
- (iv) Encouraging staff to undertake research activities, minor and major research projects. The institute assists its administrative staff by:
- (i) Conducting workshops or arranging for guest lecturers
- (ii) Orientation for staff to use ICT in the library.

### 6.5.4 Undertaking Academic Audit or other external review of the academic provisions.

Yes, the institution is an ISO 9000-2008 certified institution and every year, one internal and one external audit is conducted. The external audit is conducted by the auditors deputed by the ISO certifying company. The outcomes are used to suggest improvements in academics and activities of college.

### 6.5.5 Internal quality assurance mechanisms.

The composition of the IQAC is in accordance with the directives and guidelines of NAAC. Its activities are aligned with the requirements of NAAC keeping in mind that the institution is affiliated to the University of Mumbai.

#### 6.5.6 Institutional mechanisms to review the teaching learning process.

The teaching-learning process is an ongoing process. The following steps have been taken to enhance quality of the teaching learning process:

- (i) Preparation of Syllabus Plans
- (ii) Introduction of white boards in classroom. These boards double as screens for A-V presentations via mounted LCD projectors.
- (iii) Screening of subject related films, guest lectures, industrial visits, news reporting and presentations
- (iv) Uploading of documents on the college website and the moodle server.
- (v) End of the year review of methods used in class via a student evaluation of the faculty. The concerned faculty is then informed and steps for improvement in the next semester are discussed and subsequently implemented.

# **6.5.7** Communication of quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders.

The performance of teaching and non-teaching staff is evaluated in confidence. The Principal also analyses the activities of the various academic departments and recommends suggestions for improvement. Students are informed about the outcomes of their suggestions and about new policies at student council meetings or via their class representatives.

#### **CRITERIA VII**

### INNOVATIONS AND BEST PRACTICES

#### 7.1 Environment Consciousness

- 7.1.1. **Green Audit of the Campus.** No, green audit is not undertaken.
- 7.1.2 Initiatives taken by the college to make the campus eco-friendly.

The college has a NSS Unit of 100 students which conducts activities related to environment consciousness and awareness to sensitize our students towards the environment. Faculty and students are encouraged to follow environment friendly measures at home.

- **Energy Conservation.** Cleanliness drive is conducted every year in the college campus. In order to save energy and to dawn realization amongst the students about the importance of energy conservation, we encourage the students to switch off lights and fans when not needed. We have also placed labels in all the class rooms saying "Switch of the Fans and Lights When Not Required".
- **Use of Renewable Energy.** Guest lectures are organized to create awareness amongst the students on the use of renewable energy.
- **Rain Water Harvesting.** Rain water harvesting is not feasible in our campus. However, in order to impress upon the importance of water harvesting, guest lectures on environmental awareness and water conservation are organized for the students.
- **Check Dam Construction.** Our college is placed in the heart of Mumbai city.
- **Carbon Neutrality.** Awareness lectures on carbon footprints and the importance of carbon neutrality are organized for the students.
- Plantation. The college NSS Unit organizes street plays on importance of trees, tree plantation program at Village Gundage, Karjat, Dist. Raigad every year. Placement of potted plants within the college campus and on various floors. Screening of films on environment for the students. A film on Hiroshima Nagasaki-6, August is screened for the students every year. To create environment consciousness amongst students, Green Campus Day was celebrated on 13 February, 2015. Various competitions were held.
- **Hazardous Waste Management.** The college does not produce hazardous waste.
- **E-Waste Management.** e-waste generated by the college is handed over to the IT service provider for their further disposal.
- **Conservation of Paper.** All our reports are available in electronic form. For instance, the AQAR reports, e-magazines etc., are uploaded on our college website. Further, electronic mail is resorted to for communicating with the staff members and service providers. Hence, the use of paper is economized.

#### 7.2 INNOVATIONS:

# 7.2.1 Innovations introduced during the last four years which have created a positive impact on the functioning of the college.

**↓ ICT** (Information and Communications Technology). **Objective:** 

# 7.2.1.1.1 To reduce paper work

# 7.2.1.1.2 To implement eco-friendly measures

# 7.2.1.1.3 To enable quicker and effective communication.

- i) LCD projectors and sound system were installed in five classrooms, the seminar hall and Audio-Visual Room.
- ii) Blackboards were replaced by eco-friendly white boards.
- iii) Wi-Fi spots were created in the college in the staff room, Audio-Visual room, IQAC room and the seminar room to ensure paper-less communication for administrative purposes.
- iv) All notices, information, attendance records, results and departmental reports are communicated by email. The staff also gets updates from the examination committee through the 'Whatsapp group' created.
- v) Teachers' feedback from students is communicated to the teachers through emails. The library was also computerized. Question papers and e-books, reference materials and notes were updated on the college website.

# **Let Campus changes and better security.**

#### Objective: To ensure convenience, safety and security on campus.

- i) The entire campus is fitted with CCTV cameras which enabled easier monitoring by the Principal and ensure greater security in all the areas of the campus.
- ii) The college has a photocopying centre on the campus for the convenience of staff and administration.
- iii) The college gym equipment was upgraded with new machines. Details on infrastructure related to ICT is given criteria 4.

# New college activities:

**Objectives:** 

To sensitize students on the environment. To maintain links with the past alumni.

- i) Environmental awareness is created amongst the students on a regular basis by conducting guest lectures, participating in tree plantation programs and having a clean campus program.
- ii) The Alumni association had a number of meetings to encourage ex-students to stay in touch with their alma mater. The TKT Alumni Association conducts two programs for the alumni every year. In these programs, alumni are invited and two achiever alumni are felicitated by the college authorities.

#### 7.3 BEST PRACTICES.

# 7.3.1 Best practices which have contributed quality improvement of the core activities of the college.

ONE.

Title: Campus Security.

**Goal**: To ensure safety and security of the college property and the stakeholders who visit the college on a regular basis or otherwise.

#### Context.

Safety and security is of prime importance both in terms of material and human beings. Installation of CCTV cameras along with a monitoring system is a sure proof of the activities that take place within the campus. The era in which we live is fraught with all kinds of problems. Terrorist activity is not uncommon to the country and particularly to the city of Mumbai. The safety and security of our students who come to our college for higher education are of prime importance. CCTV cameras are a deterrent to indiscipline in the college premises. Be it be one to one behavior or class room behavior, once one knows that he or she is being watched, there is a positive impact on the behavior of students. Student malpractice in terms of copying during examinations was an important problem.

#### Practice.

CCTV cameras are installed in the entire campus. Class rooms, administrative office, faculty room, library and other common spaces in the campus. The cameras capture any kind of movement that takes place within the campus round-the clock. The records are particularly examined in the event of any untoward happening or whenever examination of the records is warranted. The CCTV camera desktop is installed in the Principal's cabin and hence it is being monitored on an ongoing basis.

# **Evidence of Success.**

After the installation of the CCTV cameras, whatever indiscipline existed in the college campus has come to nil. The incidence of examination related malpractices such as copying either from copy material or from other fellow students have drastically come down.

# Problems Encountered and Resources Required.

There was some resistance from the staff due to the fact that they will be under surveillance. The Principal counseled the staff members on the importance of CCTV surveillance and hence the initial resistance was quickly dissolved. The resources required for installation of the facility were raised through the funds available in the college.

#### Notes.

Nil.

#### TWO.

**Title**: Industrial Visits.

**Goal**: To familiarize our students with the functioning of premier financial institutions and centers of production in and around the city of Mumbai.

#### Context.

The college offers Bachelor of Commerce and Bachelor of Arts courses of the University of Mumbai. The BA courses consist of double majors at the TYBA level whereas the B Com course is focused on accountancy and financial management. The three double majors at the TYBA are: Economics and Political Science, Economics and Marathi and Marathi and Political Science. The Mumbai University syllabus does not prescribe industrial visits for the traditional courses. We thought that the students of finance and economics in particular do need exposure to the financial markets and the regulatory institutions including centers of production. It was therefore decided to take up industrial visits for the students voluntarily. These visits are free of charge for the students. No fee is charged for industrial visits.

#### Practice.

Every year, the IQAC unit of the college organizes field trips to the following institutions:

- 1. The Reserve Bank of India Headquarters in Mumbai.
- 2. The RBI Coin museum.
- 3. The BSE Learning Institute Private Limited.
- 4. The BSE Brokers' Forum.
- 5. The National Stock Exchange.
- 6. Prince Albert (Bhaudaji Lad) Museum at Byculla.
- 7. One factory visit.

In each of these visits, about fifty students participate. The BSE and NSE visits consist of a three-hour lecture session and a demonstration of the online trade in shares. Similarly, the RBI visit consists of a one-hour lecture session. The lectures are delivered by the senior officers of the RBI. We select one of the factories in the MMRDA region surrounding the Mumbai suburbs for our factory visit where the students observe the actual production process. A question hour session is also organized at the end of the factory visit.

# **Evidence of Success.**

The students have expressed great satisfaction after participating in the industrial visits, particularly because no financial burden is imposed on the students. The college spends money on these visits. Snacks are also distributed amongst the students. There is a ready response from the students for participating in industrial visits.

# **Problems Encountered and Resources Required.**

There are no problems in arranging industrial visits. The faculty members accompanying the students are granted duty leave and the expenses of the visit are borne by the college.

Notes.

Nil.

# **Contact Details.**

a) Name of the Principal - Principal Vitthal Baliram Rokade

b) Name of the Institution - Dr. TK Tope Arts & Commerce Night Senior

College.

c) City - Mumbai d) Pin Code - 400 012 e) Accredited Status - B' Grade.

f) Work Phone - 022 4138619 Fax - 022 24137609

i) Mobile - 9881418831

c. INPUTS FROM THE DEPARTMENTS.
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# **Evaluative Report of the Department of Economics and Business Economics**

1. Name of the department: Economics and Business Economics

2. Year of Establishment: 1984

3. Names of Programs/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **Under Graduate course** 

4. Names of Interdisciplinary courses and the departments/units involved: NA

- 5. Annual/semester/choice based credit based credit system (program wise): Credit Based Semester and Grading System (CBSGS)
- 6. Participation of the department in the courses offered by other departments: The faculty of the department takes post graduate classes in the departments of other colleges.
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NA
- 8. Details of courses/programs discontinued (if any) with reasons: NA
- 9. Number of teaching posts.

	Sanctioned	Filled
Professors-	-	-
Associate Professors	01	01
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. /M. Phil. Etc.)

Name	Qualification	Designation	Specializati on	No. of Years of Experience	No. of Ph.D. Student guided for the last 4 years
Mr. Nandela Krishnan	M.A. (Eco), MA (Socio), MLS	Associate Professor	Micro and Macro economics	26	N.A
Mr. Nagesh Suryawanshi.	M.A.	Assistant Professor	Micro & Macro Economics	11	N.A.
Mr. Dnyaneshwar Jambhule	M.A., M Phil	Assistant Professor	Micro and Macro Economics	07	N.A.

11. List of senior visiting faculty.

SNO	Name	Designation	College
1.	Dr. Gopal Kalkoti	Vice Principal	Nagindas College, Mumbai.
2.	Dr. Agnello Menezes	Principal	St. Xavier's College, Mumbai.
3.	Dr. Veena Prasad	Associate Professor	SIWS College, Mumbai.
4.	Dr. Birajdar	Associate Professor	Dr. Ambedkar College, Mumbai.
5.	Miss. Aparna Dharmadhikari	Assistant Professor	St. Xavier's College, Mumbai.

- 12. Percentage of lectures delivered and practical classes handled (program wise) by temporary faculty: **Nil.**
- 13. Students-Teacher Ratio (program wise):

# BA

	2011-12	2012-13	2013-14	2014-15	2015-16
FY	40:1	40:1	40:1	40:1	40:1
SY	30:1	25:1	30:1	26:1	26:1
TY	20:1	20:1	19:1	21:1	19:1

#### B.Com

	2011-12	2012-13	2013-14	2014-15	2015-16
FY	130:1	130:1	130:1	170:1	170:1
SY	80:1	80:1	80:1	80:1	80:1
TY	60:1	60:1	60:1	60:1	60:1

- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled- **There are no academic support staff for the department**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: **Refer to Question No. 10**
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NA**
- 17. Departmental projects funded by DST FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received: **NIL**.
- 18. Research Centre/ Faculty recognized by the University: NIL.

# **Publications from 2011 to date**

sno		Mr. Krishnan Nandela*	Mr. Nagesh Suryawanshi.	Mr. Dnyaneshwar Jambhule.
1.	Publications per faculty( <b>Total</b> )	12	09	03
2	Number of paper published in peer reviewed journals	08	09	03
3	Number of publication listed in International Database	-	-	-
4.	Monographs	-	-	-
5.	Chapter in Books:	-	-	-
6.	Books Edited:	-	-	-
7.	Books with ISBN/ISSN numbers with details of publishers	<ol> <li>Managerial Economics (ISBN 978-93-82791-53-9).</li> <li>Managerial Economics (ISBN 978-93-82612-47-6).</li> <li>Macro Economics (ISBN 978-93-82791-36-2).</li> <li>Introduction to Sociology (ISBN 978-93-83887-65-1).</li> <li>Publisher: Vipul Prakashan, Mumbai.</li> </ol>	-	-
8.	Citation Index :	Nil	Nil	Nil
9.	SNIP:	NIL	Nil	Nil
10.	SJR	-	Nil	Nil
11.	Impact factor:	4.889 & 3.4052	Nil	Nil
12.	h-index:	- IGDN T + 110 + 4 - 16	Nil	Nil

<sup>•</sup> Four books published without ISBN. Total 12 + 4 = 16.

19. Areas of consultancy and income generated: NIL

# 20. Faculty as members in:

a) National committees: b) International Committees: c) Editorial Board. NIL

# 21. Students projects

a) Percentage of students who have done in-house projects including inter departmental/program: Prior to the semester system all the TYBA students undertook research projects and library projects as part of the Applied Component Paper.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **NIL** 

- 22. Awards/ Recognitions received by faculty and students. NIL
- 23. List of eminent academic and scientists/visitors to the department.
  - a) Dr. Aditya Srinivas, Chief Economist, BSE Brokers' Forum, BSE, Mumbai.
- 24. Seminars/ Conferences/ Workshops organized & the source of funding UGC Grant for National Conferences:

S.	Date of Conference	Name of the Conference	Amount Sanctioned
No.			
1.	08 <sup>th</sup> July, 2015	Seminar on Capital Markets	Sponsored by BSE Brokers' Forum.
2.	14 <sup>th</sup> August, 2015	Seminar on Job Opportunities	Sponsored by MKOJ.
3.	10 <sup>th</sup> September, 2014	Seminar on Career Opportunities in the Retail Sector.	Sponsored by Retailability.
4.	16 <sup>th</sup> August, 2014	Seminar on Career Opportunities in the insurance industry.	Life Insurance Corporation of India.
5.	04 <sup>th</sup> July, 2014	Workshop on Career Opportunities in the IT sector.	Sponsored by EDIT computer institute.

# 26. Student profile program/course wise:

26 (b) BACHELOR OF ARTS							
Academic Year	Class	Applications received	C 1 + 1	Enrolled		Description	
Academic rear	Class	Applications received	Selected	M	F	Pass percentage	
	FYBA	120	120	101	19	46.66	
2011-12	SYBA	82	82	66	16	65	
	TYBA	80	80	60	20	84.0	
	FYBA	118	118	105	13	49.16	
2012-13	SYBA	82	82	62	20	64	
	TYBA	75	75	55	20	77.77	
2013-14	FYBA	120	120	105	15	55.0	
	SYBA	66	66	55	11	62.0	

	TYBA	50	50	35	15	90.0
	FYBA	133	133	107	26	6.66
2014-15	SYBA	71	71	61	10	55.0
	TYBA	51	51	41	10	57
2015-16	FYBA	130	130	105	25	57.40
	SYBA	47	47	34	13	60.0
	TYBA	57	57	35	22	72.77

26 (b) BACHELOR OF COMMERCE						
Academic	Class Applica	Applications received	Selected	Enro	olled	Pass
Year	Class	received	Selected	M	F	percentage
	FYB Com	400	239	193	46	44.58
2011-12	SYB Com	179	179	138	41	60.0
	TYB Com	162	162	123	39	86.57
	FYB Com	410	252	151	71	46.42
2012-13	SYB Com	223	223	171	52	48.43
	TYB Com	187	187	142	45	75.33
	FYB Com	500	240	186	54	77.54
2013-14	SYB Com	169	169	115	54	83.52
	TYB Com	177	177	129	48	73.46
	FYB Com	550	395	294	101	31.06
2014-15	SYB Com	271	271	210	61	84.50
	TYB Com	180	180	126	54	72.00

	FYB Com	600	395	306	89	40.0
2015-16	SYB Com	174	174	105	69	60.0
	TYB Com	225	225	176	49	57.63

- 27. Diversity of Students The students are from different parts of the Mumbai city and belongs exclusively to the native Marathi speaking community.
- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? **Data not available**
- 29. Students progression Department data not available.
- 30. Details of Infrastructural facilities
  - a) Library: common to all departments
  - b) Internet facilities for Staff & Students: wifi provided in the staff room, students use internet in the library
  - c) Class rooms with ICT facility: five class rooms provided with LCD
  - d) Laboratories NA
- 31. Number of students receiving financial assistance from college, university, government or other agencies: **Institutional data AS PER 5.1.3**
- 32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:
- 33. Teaching methods adopted to improve student learning
  - Audio-visual tools: Power Point Presentations.
  - Interactive approach discussions
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities

# Mr. Krishnan Nandela

- 1. Admission, Attendance, Alumni Association, Coordinator IQAC (2011-12)
- 2. Admission, Attendance, Staff Academy, Alumni Association, IQAC (2012-13.)
- 3. Examination, Library, Attendance, Alumni Association, Magazine, IQAC (2013-14)
- 4. Unfair Means, Library, Attendance, UGC Planning Board, Convenor UGC Planning Board, Magazine and Coordinator IQAC. 2014-15)
- 5. Unfair Means, Culture, Attendance, Library, Alumni Association, Purchase, UGC Planning Board, Editor Magazine, Coordinator IQAC (2015-16)

# Mr. Nagesh Suryawanshi

- 1. Group Insurance Scheme, Parents Association, Alumni Association, LMC (2011-12).
- 2. Unfair Means, Time Table, Gymkhana, Parents Association, Career Guidance & Placement, Group Insurance Scheme, LMC (2012-13.)
- 3. Unfair Means Inquiry, Internal Assessment, Gymkhana, Career Guidance & Placement, Group Insurance Scheme, Students Grievance Cell, Parents Association, LMC (2013-14)
- 4. Culture, Staff Academy, Gymkhana, WDC, Group Insurance Scheme, Parents Association, LMC (2014-15)
- 5. Culture, Staff Academy, Gymkhana, WDC, Group Insurance Scheme, Parents Association, LMC (2015-16)

# Mr. Dnyaneshwar Jambhule

- 1. Timetable, NSS Advisory, WDC, Special BC Cell, Group Insurance Scheme (2011-12).
- 2. Admission, Time Table, NSS Advisory, WDC, Special BC Cell, Career Guidance & Placement, Group Insurance Scheme (2012-13.)
- 3. Admission, Unfair Means Inquiry, Time Table, Gymkhana, NSS Advisory, WDC, Special BC Cell, Career Guidance & Placement, Group Insurance Scheme & Commerce Association (2013-14).
- 4. Admission, Unfair Means Inquiry, Time Table, Gymkhana, NSS Advisory, WDC, Special BC Cell, Group Insurance Scheme & Commerce Association Timetable (2014-15).
- 5. Admission, Unfair Means Inquiry, Time Table, Gymkhana, NSS Advisory, WDC, Special BC Cell, Career Guidance & Placement, Group Insurance Scheme & Commerce Association (2015-16).
- 35. SWOC analysis of the department and future plans.

**Strengths:** 1. Involvement in research

2. Involvement in postgraduate teaching

3. Lead major college committees

4. University examiners/moderators

5. Industrial Visits.

**Weaknesses:** 1. No representation on Board of Studies

2. Vernacular students.

3. Inability to offer more options

4. Commerce students do not take Economics seriously.

5. Unwillingness of students to venture beyond syllabi

**Opportunities**: 1. Faculty Improvement Program.

2. Undertake major and minor projects

3. Field visits are supported.

4. Costs incurred in the presentation of papers are met.

**Challenges:** 1. Increase quality and quantity of students

2. Inculcate the reading and research habit in students

3. Reconcile theory and practice in pedagogy

4. Introduce employment oriented courses.

Future plans: To meet challenges mentioned above.

# **Evaluative Report of the Department of Political Science**

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

- 1. Name of the department Political Science (<a href="http://drtktopecollege.in/pol">http://drtktopecollege.in/pol</a>)
- 2. Year of Establishment 1984
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) –
  Bachelor of Arts
- 4. Names of Interdisciplinary courses and the departments/units involved
  - None
- 5. Annual/ semester/choice based credit system (program wise)

Bachelor of Arts (BA) – Credit Based Semester and Grading System (CBSGS) Semester 1 to 6 – First year – Sem. 1 & 2 Second year Sem. 2 & 3 Third year Sem. 5 & 6

- 6. Participation of the department in the courses offered by other departments None.
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.

None.

- 8. Details of courses/programmes discontinued (if any) with reasons None.
- 9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors	1	1
Asst. Professors		

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Buwa Shubharaj Purushottam	MA – Political Science, SET and NET	Associate Professor	Political Science	24	0

11. List of senior visiting faculty – None on regular basis but occasional guest lectures are organized throughout the year. Recently following lectures were organized.

Sr.	Name of	Qualifications	Institution	Post held
no.	the guest lecturer			
1	Dr. Sanjay Deshpande	Ph. D.	Centre for Central Eurasian Studies, University of Mumbai	Director
2	Prashant Kelkar	M. Phil.	CHM College, Ulhasnagar	Associate Professor
3	Dr. Swati Pitale	Ph. D.	Shailendra College, Dahisar	Associate Professor
4	Dr. Mahesh Bhagwat	Ph. D.	Mithibhai College, Vile Parle West	Associate Professor
5	Prof. Dr. Suhas Palshikar	Ph. D.	Department of Politics and Public Administration,, Savitribai Phule Pune University, Pune	Professor and Ex- Head of the Department
6	Prof. Dr. Aruna Pendse	Ph. D.	Department of Civics and Politics, University of Mumbai	Professor
7	Abhay Kanta	Ph. D.	Editor, Vatsaru – Marathi magazine	Freelance Journalist

12. Percentage of lectures delivered and practical classes handled (program wise) by temporary faculty

None.

- 13. Student Teacher Ratio (program wise) 231:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled None.
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.
  - Buwa Shubharaj Purushottam MA Political Science.
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received None.
- 17. Departmental projects funded by DST FIST; UGC, DBT, ICSSR, etc. and total grants received None.
- 18. Research Centre / facility recognized by the University None.
- 19. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students None.
    - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.) None.
    - \* Monographs None.
    - \* Chapter in Books 8 chapters in 5 books.
    - \* Books Edited 1
    - \* Books with ISBN/ISSN numbers with details of publishers

Buwa, S. P. (2011). *Major Issues in Contemporary Politics*. (M. Bhagwat, Ed.) Mumbai: Sheth Publication.**ISBN-10**: 9381477248; **ISBN-13**: 978-9381477243

- \* Citation Index 12 https://scholar.google.co.in/citations?user=iVk3Ks0AAAAJ &hl=en
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index 1
- 20. Areas of consultancy and income generated None.
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards....

None.

- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/program None.
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies None.
- 23. Awards / Recognitions received by faculty and students None.
- 24. List of eminent academicians and scientists / visitors to the department None.
- 25. Seminars/ Conferences/Workshops organized & the source of funding
  - a) National None.
  - b) International
    - None
- 26. Student profile program/course wise:

A 1 : 3/	C1	A 1: .: . 1	6.1.1.1	Enro	lled	D (
Academic Year	Class	Applications received	Selected	M	F	Pass percentage
	FYBA	120	120	101	19	47.50
2011-12	SYBA	82	82	66	16	75.25
	TYBA	90	90	63	27	79.26
	FYBA	118	118	105	13	47.50
2012-13	SYBA	82	82	62	20	68.29
	TYBA	89	89	78	15	83.90
	FYBA	120	120	105	15	59.16
2013-14	SYBA	66	66	55	11	78.02
	TYBA	52	52	47	16	97.95
	FYBA	133	133	107	26	39.25
2014-15	SYBA	71	71	61	10	66.89
	TYBA	51	51	41	10	97
	FYBA	130	130	105	25	40.0
2015-16	SYBA	47	47	34	13	76.0
	TYBA	53	53			98

<sup>\*</sup>M = Male \*F = Female

# 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Bachelor of Arts	100%	0%	0%

- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
  - 1 Mr. Ganesh Kadam cleared SET examination

# 29. Student progression

Student progression	Against % enrolled
UG to PG	No data available.
PG to M.Phil.	0
PG to Ph.D.	0
Ph.D. to Post-Doctoral	0
Employed	
- Campus selection	No data available.
- Other than campus recruitment	
Entrepreneurship/Self-employment	No data available.

- 30. Details of Infrastructural facilities
  - a) Library -

Common College Library

- b) Internet facilities for Staff & Students One computer in staff room and two in library for students.
- c) Class rooms with ICT facility None.
- d) Laboratories Not applicable.
- 31. Number of students receiving financial assistance from college, university, government or other agencies BC scholarships to SC and ST students.

#### Institutional data AS PER 5.1.3

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts – for details visit - <a href="http://drtktopecollege.in/?cat=44">http://drtktopecollege.in/?cat=44</a>

Sr.	Name of the guest lecturer/Institution	Qualifications	Institution	Post held	Topic of discussion
1	Dr. Sanjay Deshpande	Ph. D.	Centre for Central Eurasian Studies, University of Mumbai	Director	India Russia relations.
2	Prashant Kelkar	M. Phil.	CHM College, Ulhasnagar	Associate Professor	India Pakistan relations – The Kashmir issue
3	Dr. Swati Pitale	Ph. D.	Shailendra College, Dahisar	Associate Professor	Political Thought of Ravindranath Tagore
4	Dr. Mahesh Bhagwat	Ph. D.	Mithibhai College, Vile Parle West	Associate Professor	Major issues in contemporary politics
5	Prof. Dr. Suhas Palshikar	Ph. D.	Department of Politics and Public Administration,, Savitribai Phule Pune University, Pune	Professor and Ex- Head of the Department	Elections.
6	Prof. Dr. Aruna Pendse	Ph. D.	Department of Civics and Politics, University of Mumbai	Professor	Shetkari Sanghatana.
7	Abhay Kanta	Ph. D.	Editor, Vatsaru  - Marathi magazine	Freelance Journalist	Competitive exams.
8	Visit to American Centre Library, Mumbai	Library Orientation Programme for third year BA students. 21 students participated.			18/3/2016

33. Teaching methods adopted to improve student learning –

Use of internet and social media.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities – Students participate in NSS programmes.

35. SWOC analysis of the department and Future plans

# 1. Strengths

- a. Growing significance of the subject particularly in the context of competitive examinations.
- b. Rich library resources.

#### 2. Weaknesses

- a. Students from vernacular background difficulty in reading reference material in English.
- b. Lack of awareness among the students about current affairs.

# 3. Opportunities

a. Opening new channels of information and knowledge through increased use of ICT.

#### 4. Challenges

- a. Increasing research activities
- b. Increasing number of students
- c. Enhancing student performance

# 5. Future plans

- a. To conduct national and international seminars
- b. To organize visits and programmes to various political and administrative institutions in Mumbai and around such as the Anti Corruption Bureau, the Bombay Natural History Society
- c. To organize guest lectures on all topics in the syllabus.
- d. Conducting periodic online exams.
- e. Special prizes for meritorious students.

# **Evaluative Report of the Department of Marathi**

- 1. Name of the department MARATHI
- 2. Year of Establishment 1984
- 3. Names of Programs / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UNDER GRADUATE COURSE**
- 4. Names of Interdisciplinary courses and the departments/units involved: NA
- 5. Annual/ semester/choice based credit system (program wise): Credit Based Semester and Grading System (CBSGS)
- 6. Participation of the department in the courses offered by other departments: NIL
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
- 8. Details of courses/programs discontinued (if any) with reasons: NIL
- 9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	_
Associate Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Special ization	No. of Years of Experience	No. of Ph.D. Students guided for the
ASHWINI A TORANE	M.A. M.Phil;	Associate Professor	-	15	N.A.

- 11. List of senior visiting faculty: NA
- 12. Percentage of lectures delivered and practical classes handled (program wise)

by temporary faculty: (6 lectures per week or 33%)

13. Student -Teacher Ratio (program wise)

Year	FYBA	SYBA	TYBA
2011-2012	120:1	82:1	22:1
2012-2013	118:1	82:1	22:1
2013-2014	120:1	66:1	30:1
2014-2015	133:1	71:1	18:1
2015-2016	133:1	40:1	12:1

- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NA**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: Refer To Q. No. 10
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NA**
- 17. Departmental projects funded by DST FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**
- 18. Research Centre / facility recognized by the University: NA
- 19. Publications:

Sr.No		ASHWINI A.TORANE
	Publications per faculty	-
	Number of paper published in peer reviewed journals (national/ international) by faculty and students.	-
	Number of publications listed International Database,	-
	Monographs	-
	Chapter in Books:	-
	Books Edited:	-
	Books with ISBN/ISSN numbers	-
	Citation Index :	-
	SNIP:	-
	SJR	-
	Impact factor:	-
	h-index:	-
	Paper published in Proceeding Book with ISBN	2

- 20. Areas of consultancy and income generated: NIL
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Board: NIL
- 22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/program: All Students of FYBA, SYBA and TYBA were having project writing work as part of internal assessment program till 2013 (100% till 2013).
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **NA**
- 23. Awards / Recognitions received by faculty and students: NIL
- 24. List of eminent academicians and scientists / visitors to the department
  - 1. Social Activist: Lata P.M.: 24<sup>th</sup> August 2014
  - 2. Poet Prashant More: Talk On 'Aaichya Kavita': 6th August 2014.
  - 3. Prof. Anant Bhave : Importance Of Reading : 5<sup>th</sup> Sep 2014
- 25. Seminars/ Conferences/Workshops organized & the source of funding
  - a) National: NIL
  - b) International NIL.
  - 26. Student profile programme/course wise: Refer College data.
  - 27. Diversity of Students: As Per Institutional Data.
  - 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **SET 01**
  - 29. Student progression: Department Data Not Available
  - 30. Details of Infrastructural facilities
    - a) Library:

#### Common to all departments.

b) Internet facilities for Staff & Students:

# WIFI provided in the staff room, students use internet in the library.

c) Class rooms with ICT facility - Common.

- d) Laboratories: NA.
- 31. Number of students receiving financial assistance from college, university, government or other agencies: As Per Institutional Data.
- 32. Details on student enrichment programs (special lectures / workshops / seminar) with external experts.

Sr.	Year	Programmee	Guest
		WORKSHOP	
1	2010-11	Unicode Marathi	Rammohan Khanapurkar
2	2010-11	Computer And Different Marathi Tools	Nitin Nimkar
3	2014	Understanding Media	
		Understanding Cinema	Prof. Abhijit Deshpande
		Making Of Cinema	Satish Manawar
		Dialogue Writing	Manaswini L.R.
		Voice Dubbing	Kishor Bhat
		VISITS	
4	2010-11	Educational Tour To Aurangabad(Maharashtra)	Students-Teachers
5	2012-13	Educational Visit To  Jawhar (Thane Dist)	Students-Teachers
6	2014-15	Educational Tour To Raigadh	Students-Teachers
		Theatrical experience	
7	2012-13	Prema Tuza Ranga Kasa? At Dadar-Shivaji Mandir	Students-Teachers
8	2011-12	Wa !Guru!	Students-Teachers
		<b>Guidance Lectures</b>	
		For TYBA	
9	2010-2011 2011-12	Society And Literature	Dr. Geeta Manjarekar
10	2011-12	Gramin Sahitya	Neha Sawant
11	2013-14	Dalit Sahitya	Dr.Anil Sable
12	2013-14	Society And Literature	Uday Rote
13	2013-14	Literary Criticism	Dr. Saroj Patankar
14	2014-15	Travel And Life	Nihar sawant
15	2014-15	Marathi Bhasha Din	Students -teachers

33. Teaching methods adopted to improve student learning:
Audio -Visual Tools, Power point presentations, Film shows, Interactive
Approach-discussions, Map reading, Picture Reading.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

ASHWINI A TORANE				
Year	Head	Member		
2010-11	Literary Association,	Admission committee,		
	Women Development Cell	Special Cell ,		
		Cultural Committee		
		Local management committee,		
		Magazine committee,		
2011-12	Literary Association	Admission committee,		
	Women Development Cell	Special Cell,		
		Cultural Committee,		
		Magazine committee,		
		UGC grant monitoring		
		committee		
2012-13	Literary Association,	Admission committee,		
	Women Development Cell,	Examination Committee,		
	Unfair means committee	Special Cell,		
		Cultural Committee,		
		Magazine committee		
		UGC grant monitoring		
		committee		
2013-14	Literary Association,	Admission committee,		
	Cultural Committee,	Examination Committee		
	Women Development Cell	Special Cell,		
		Magazine committee		
2014-15	Literary Association,	Admission committee,		
	Cultural Committee,	Examination Committee,		
	Women Development Cell	Special Cell,		
		Magazine committee		
2015-16	On Study leave.			

35. SWOC analysis of the department and Future plans:

# **Strengths:**

- 1. Involvement in research.
- 2. Use of LCD.
- 3. Led major college committees
- 4. University paper examiner.
- 5. Mentoring students helps us to build rapport with students.
- 6. Pairing meritorious students with the academically weak students have helped them to improve their academic performance
- 7. The field trips organized by the department sensitize students on social issues

#### Weaknesses:

- 1. No representation on Board of Studies.
- 2 Being first generation learners, their socio-economic backgrounds compel them to focus on jobs. Hence attending lectures and pursuing higher education does not form their immediate priority

# **Opportunities**:

- 1. Encouragement to avail Faculty Improvement Program.
- 3. To offer options of Interdisciplinary courses
- 4. Students are taken to watch a play performance at theaters.
- 5. Provides opportunities for students to research and present seminars which gives a greater insight in to the subject matter

# **Challenges:**

- 1. Inculcate the reading and research habit in students.
- 2. To motivate students to think and analyze situations critically.
- 4. Introduce short-term courses with an eye on employment.

Future plans: To meet challenges mentioned above.

# **Evaluative Report of the Accountancy Department**

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

- 1. Name of the department **Department of Accountancy**
- 2. Year of establishment 1984
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **Under Graduate**
- 4. Names of Interdisciplinary courses and the departments/units involved: NA
- 5. Annual/ semester/choice based credit system (programme wise) Credit Based Semester Grading System
- 6. Participation of the department in the courses offered by other departments: NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NA
- 8. Details of courses/programmes discontinued (if any) with reasons: **NA**
- 9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	2	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. etc.,)

Name	Qualification	Designation	Specialisation	No. of Years of Experience	No. of Phd. Students guided for the last 4 years
Pankaj Pandagale	M.Com. UGC- NET	Assistant Professor	Accountancy	9 years	-
Prof. Nitin Sawant	M.Com. UGC- NET	СНВ	Accountancy	7 years	-
Prof. Manoj Mishra	M.Com. UGC- NET	СНВ	Accountancy	9 years	-
Prof. Rohan Gaikwad	M.Com. UGC- NET	СНВ	Accountancy	5 years	-

- 11. List of senior visiting faculty: None
- 12. Percentage of lectures delivered and practical classes handled (program wise) by temporary faculty: 50%
- 13. Student -Teacher Ratio (program wise)
  BCOM: 120:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NA
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. PG.: 04
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

  NA
- 17. Departmental projects funded by DST FIST; UGC, DBT, ICSSR, etc. and total grants received: NA
- 18. Research Centre / facility recognized by the University: NA
- 19. Publications from 2010 to date

- \* a) Publication per faculty Pankaj Pandagale
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students
    - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.)
    - \* Monographs
    - \* Chapter in Books
    - \* Books Edited
    - \* Books with ISBN/ISSN numbers with details of publishers 3
    - \* Citation Index
    - \* SNIP
    - \* SJR
    - \* Impact factor One
    - \* h-index
    - 20. Areas of consultancy and income generated: NIL
    - 21. Faculty as members in
      - a) National committees b) International Committees c) Editorial Boards....
         NIL
    - 22. Student projects
      - a) Percentage of students who have done in-house projects including inter departmental/program: **NIL**
      - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: NIL
    - 23. Awards / Recognitions received by faculty and students: NI

24. List of eminent academicians and scientists / visitors to the department:

Year	Academic Visitors	Topics
2010-11		
2011-12		
2012-13		
2013-14		
24 Feb. 14	Prof. (C.A.) Ashok Gujar ,S.I.E.S. College, Sion, Mumbai	Financial A/c
24 Feb. 14	Dr U.S.Biradar, Dr.Ambedkar College, Wadala, Mumbai	Economics
25 Feb. 14	Prof.(C.A.) Pratap Kadam, Shri B.V.College, Borivali	Auditing
26 Feb. 14	Prof. (C.A.) Santosh Ghag, Jai Hind College, Churchagate	Indirect Tax
28 Feb. 14	Prof. R.B.Wani, Dahanukar College, Vile Parle	Management A/c
2015-16		
29 Jul.15	CMA (Dr.) Kinnarry Thakkar, Principal of SIES College	Career Guidance
29 Jul.15	Ms. Jyoti Budhia, BSE Brokers' Forum	Stock Market
23 Feb. 16	Prof.(C.A.)Mahesh Sathe Raheja College, Santacruz.	Auditing
26 Feb.16	Dr Firdos T. Shroff, Research Guide, JJT University	Careers in Financial Market
27 Feb. 16	Prof. (C.A.) Satish Pharate, Adarsh College, Badalpur	Indirect Tax
27 Feb. 16	Prof. Y.S.Bhorkade, Kirti College, Dadar (W), Mumbai	Cost Accounting
	-	

25. Seminars/ Conferences/Workshops organized & the source of

funding a) National - NIL. B) International - Nil.

26. Student profile programme/course wise:

	B.Com Clas Applicatio Selecte Enrolled Pass Percentage						
B.Com	Clas	Applicatio	Selecte	Enro	шеа	Pass Percentage	
	s	n	d	*M	*F		
		received					
2011-	FY	400	239	19	46	75.00%	
12				3			
	SY	179	179	13	41	90.00%	
				8			
	TY	162	162	12	39	86.57%	
				3			
2012-	FY	410	252	18	71	65.00%	
13				1			
	SY	223	223	17	52	95.00%	
				1			
	TY	187	187	14	45	75.33%	
				5			

2013-	FY	500	240	18	54	80.00%			
14				6					
	SY	164	169	11	54		95.0	00%	
				5					
	TY	177	177	12	48	A/c 1	A/c 2	A/c3	Tax
				9		92.77	87.88	73.49	98.32
						%	%	%	%
2014-	FY	550	395	29	10	50.00%			
15				4	1				
	SY	271	271	21	61	96.00%			
				0					
	TY	180	180	12	54	A/c 1	A/c 2	A/c 3	Tax
				6		95%	94%	96%	100%
2015-	FY	600	395	30	89		65.0	00%	
16				6					
	SY	174	174	10	69	75.00%			
				5					
	TY	225	225	17	49	A/c1	A/c 2	A/c 3	Tax
				6		95.54	94%	80.29	99.12
						%		%	%

\*M = Male \*F = Female

- 27. Diversity of Students The students are exclusively from the native Marathi speaking community save exceptions.
- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

# One student has cleared NET exam.

- 29. Student progression Institutional data as per 5.2.1
- 30. Details of Infrastructural facilities
- a) Library: Common to all Departments
- b) Internet facilities for Staff & Students: **Yes, Wifi provided in staff room, students use internet in the library**
- c) Class rooms with ICT facility: Yes, few class rooms fitted with LCD & Audio system
- d) Laboratories: Yes, computer laboratory
- 31. Number of students receiving financial assistance from college, university,

government or other agencies Institutional data as per 5.1.3

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

The department organizes many activities involving guest lectures, screening of films and educational trips, workshops, student seminars so that students learn and get first-hand information. Following are the activities. Guest lectures -Refer 24

- 33. Teaching methods adopted to improve student learning

  Lecture Method, White Board, Use of LCD's, PPT, Discussion, Guest lecture, Practice Sums
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities Pankaj Pandagale
  - Chairman of Purchase Committee
  - Chairman of Career Counsel Cell
  - Member of Examination Committee
- 35. SWOC analysis of the department and Future plans

# **Strengths:**

- Qualified Staff with Specialization
- Organizing visit to BSE and NSE
- Organizing guest lectures

#### Weakness:

- Limited choice for students as regards subjects
- Syllabus/Course is not job/practical oriented
- No practical job training for students

### **Opportunities:**

- Many career opportunities for students
- Staff Members to register for PhD
- Guest lecture by subject experts

# **Challenges:**

- 100% participation of students for lectures
- Making the course productive by considering job prospects
- On the job training for students

# **Evaluative Report of the Department of Commerce**

- 1. Name of the department: COMMERCE
- 2. Year of Establishment : 1984.
- 3. Names of Programs / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :- UG
- 4. Names of Interdisciplinary courses and the departments/units involved: NA.
- 5. Annual/ semester/choice based credit system (program wise) :- Semester
- 6. Participation of the department in the courses offered by other departments: Advertising subject taught at SYBA level.
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil.
- 8. Details of courses/programs discontinued (if any) with reasons: NIL.
- 9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	02	02
Asst. Professors	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Stu den ts
Dr.A.R.Bhave		Associate professor	Commerce	35	-
Prof. P.D. Sawant	M.Com, NET		Commerce	20	-

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil.
- 13. Student Teacher Ratio (program wise): 120/01
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled -- Nil.
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. Please refer para 10 above.
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received Nil.
- 17. Departmental projects funded by DST FIST; UGC, DBT, ICSSR, etc. and total grants received Nil.
- 18. Research Centre / facility recognized by the University Nil.
- 19. Publications:

S N O		5 .55	
		Dr. AR Bhave.	Mr. Prakash Sawant
1.	Publications per	Nil	09
	faculty( <b>Total</b> )		
2	Number of paper		09
	published in peer		
	reviewed journals		
3	Number of publication		-
	listed in	-	
	International Database		
4.	Monographs	-	-
5.	Chapter in Books:	-	-
6.	Books Edited:	-	-
7.	Books with ISBN/ISSN	Nil	Nil
	numbers with details of		
	publishers		
8.	Citation Index :	Nil	Nil
9.	SNIP:	NIL	Nil
10.	SJR	NIL	Nil
11.	Impact factor:	NIL	Nil
12.	h-index:	NIL	Nil

- 20. Areas of consultancy and income generated Nil.
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Board. Nil.
- 22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/program. Nil.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies. Nil.
- 23. Awards / Recognitions received by faculty and students: Nil.
- 24. List of eminent academicians and scientists / visitors to the department Nil.

Seminars/ Conferences/Workshops organized & the source of funding

- a) National Nil.
- b) International Nil.
- 26. Student profile program/course wise:

26 BACHELOR OF COMMERCE						
Academic	Class	Applications received	Selected	Enro	olled	Pass
Year				M	F	percentage
	FYB Com (Commerce-I)	400	239	193	46	59.58
2011.12	SYB Com (Commerce-II)	179	179	138	41	60.0
2011-12	TYB Com (Export)	99	99	80	19	86.57
	TY B Com (MHRM)	146	146	101	45	97.0
	TYB Com (LW)	33	33	20	13	94.0
	FYB Com (Commerce-I)	410	252	151	71	56.66
	SYB Com (Commerce-II)	223	223	171	52	73.99
2012-13	TYB Com (Export)	100	100	75	25	75.33
	TY B Com (MHRM)	169	169	110	59	76.10
	TYB Com (LW)	49	49	30	19	74.20
	FYB Com (Commerce-I)	500	240	186	54	61.37
	SYB Com (Commerce-II)	169	169	115	54	84.11
2013-14	TYB Com (Export)	140	140	101	39	73.46
	TY B Com (MHRM)	177	177	129	48	81.00
	TYB Com (LW)	65	65	40	25	82.00
	FYB Com (Commerce-I)	550	395	294	101	46.21
2014-15	SYB Com (Commerce-II)	271	271	210	61	88.92
	TYB Com (Export)	180	180	126	54	72.00

	TY B Com (MHRM)	157	157	101	56	86.0
	TYB Com (LW)	38	38	21	17	95.0
	FYB Com (Commerce-I)	600	395	306	89	51.12
	SYB Com (Commerce-II)	174	174	105	69	75.20
2015-16	TYB Com (Export)	156	156	120	36	85.25
	TY B Com (MHRM)	203	203	146	57	81.77
	TYB Com (LW)	88	88	60	28	98.66

- 27. Diversity of Students: Refer college data.
- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? Nil.
- 29. Student progression Data not available.
- 30. Details of Infrastructural facilities

a) Library - Common.

b) Internet facilities for Staff & Students - Common.

c) Class rooms with ICT facility. - Common.

d) Laboratories. - Nil.

- 31. Number of students receiving financial assistance from college, university, government or other agencies: College data.
- 32. Details on student enrichment programs (special lectures / workshops / seminar) with external experts. Nil.
- 33. Teaching methods adopted to improve student learning Traditional.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities-Nil.
- 35. SWOC analysis of the department and Future plans: The department conducts the courses as per university syllabus and guidelines.

# EVALUATIVE REPORT OF THE COURSES IN BUSINESS COMMUNICATION AND COMMUNICATION SKILLS

1. Name of the Course/s - Courses in Business Communication and

Communication Skills.

2. Year of Establishment - 1984

3. Names of Programmes/Course offered : UG level Compulsory subjects

Business Communication in English - FYBCOM &

**Communication Skills in English - FYBA** 

4. Names of Interdisciplinary course and the departments/units involved: NA

**5.** Annual/semester/choice based credit system (program wise):

> Credit based Semester and Grading System.

6. Participation of the department in the courses offered by other departments: NA

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NA

8. Details of courses/programmes discontinued (if any) with reasons: NA

9. Number of teaching posts:

Designation	Sanctioned	Filled		
Professors	-	-		
Associate Professor	-	-		
Asst. Professors	1	1		

10. Faculty profile with name, qualification, designation, specialization,

(D.Sc. /D.Litt. /PhD/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years	No. of Ph.D
				of	Students
				Experience	guided for
					the last 4
					years
Mr. Pramod	M.A. M.Phil.	Assistant	Language	8	NA
M. Dhengle	SET	Professor	teaching		

- 11. List of senior visiting faculty: NA
- 12. Percentage of lectures delivered and practical classes handled (program wise) by temporary faculty: NA
- 13. Student-Teacher Ratio(Program wise):

Program	Student-Teacher Ratio
FYBA	130:1
FYBCOM	270:1

- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NA
- 15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D / M.Phil / PG:

Name	Qualification	Designation
Mr. Pramod M. Dhengle	M.A. B.Ed, M.Phil.; SET	Assistant Professor

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NA
- 17. Number of faculty with ongoing projects funded by DST FIST; UGC, DBT, ICSSR, etc. and total rants received: NA

- 18. Research Centre / facility recognized by the University:
- 19. Publications: NIL.
- 20. Areas of consultancy and income generated: NA
- 21. Faculty as members in
  - a) National Committees: No
  - b) International Committees: No
  - c) Editorial Boards: No
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/program: NA
  - Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories /Industry / other agencies: NA
- 23. Awards/Recognitions received by faculty and students: No
- 24. List of eminent academicians and scientists / visitors to the department: No
- 25. Seminars / Conference / Workshops organized & the source of funding
  - a) National: No
  - b) International: No
- 26. Student profile program / course wise:

Name of the	Applications	Selected	Enrolled		Pass		
Course/Programme	received		M	F	percentage		
FYBCOM 2011-12							
	550	240	194	46	57.50		
FYBCOM 2012-13							
	570	251	180	71	38.49		
FYBCOM 2013-14							
	550	240	186	51	76.34		
FYBCOM 2014-15							
	700	263	197	66	21.46		
FYBCOM 2015-16							
	700	263	200	63	30.00		

- 27. Diversity of Students: 100% students from the same state i.e. Maharashtra
- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL SERVICES, DEFENSE SSERVICES, etc.: NA
- 29. Student progression: Not applicable as not being major subjects
- 30. Details of Infrastructural facilities;

a) Library: College library includes space for department

b) Internet facilities for Staff & Students: Available for all

c) Class rooms with ICT facility: Yes

d) Laboratories: No

- 31. Number of students receiving financial assistance from college, university, government or other agencies: **Assistance from college for needy students**
- 32. Details on student enrichment programmes (special lectures / workshops / seminar ) with external experts: **No**
- 33. Teaching methods adopted to improve student learning:
  - > Group-wise activity
  - > Presentation

- **➤** Written Communication
- Audio-visual aid: Power Point Presentation, Documentaries, Videos and Films
- > Interactive Sessions
- **➤** Mock-Interviews
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities :
  - ➤ National Service Scheme (NSS)
- 35. SWOC analysis of the department and Future plans:

#### Strengths.

1. The department has been conducting English Language Proficiency Program through Remedial Coaching and has a structural plan to develop the basic skills of English language of our students.

#### Weaknesses.

1. Students are mainly from working background and poor strata of the society. They are of vernacular medium and very poor in functional and academic use of English language.

#### Opportunities.

1. The department is planning to install an English Language Lab.

#### Challenges.

1. Due to working schedule of our students, the department finds it difficult to take constructive measure to enhance their understanding and seriousness of the English language.

### **Evaluative Report of Foundation Course**

1. Name of the Course - Foundation Course

2. Year of Establishment - 1984

3. Names of Programs/Courses offered - Under Graduate

- 4. Names of Interdisciplinary courses and the departments/units involved Nil
- 5. Annual/ semester/choice based credit system (programme wise)

FYBA/FYBCOM - CBSGS SYBA/SYBCOM - CBSGS

- 6. Participation of the department in the courses offered by other departments Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**
- 8. Details of courses/programs discontinued (if any) with reasons NIL
- 9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof.VB Rokade	M.A.Philosophy	Principal	Philosophy	30 Years	Nil
Prof.NM Suryawanshi	M.A.SET	Assistant Professor	Economics	10 Years	Nil

Prof.DB Jambhule M.A. SET M.Phil	Assistant Professor	Economics	7Years	Nil
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- 11. List of senior visiting faculty: Nil
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
- 13. Student Teacher Ratio (programme wise) 120/01
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof.VB Rokade	M.A.Philosophy	Principal	Philosophy	30 Years	Nil
Prof.NM Suryawanshi	M.A.SET	Assistant Professor	Economics	10 Years	Nil
Prof.DB Jambhule	M.A. SET M.Phil	.Phil Assistant Economics 7Ye		7Years	Nil

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
- 17. Departmental projects funded by DST FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications : NIL.
- 20. Areas of consultancy and income generated
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Board: Nil

#### 22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/program. NiL
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
- 23. Awards / Recognitions received by faculty and students: Nil
- 24. List of eminent academicians and scientists / visitors to the department: NIL
- 25. Seminars/ Conferences/Workshops organized & the source of funding: a)

National: Nil b) International: Nil

#### 26. Student profile programme/course wise:

26 (b) BACHELOR OF ARTS							
Academic Year	Class	Applications received	Selected	Enrolled		Paga paraantaga	
Academic Year	Class	Applications received		M	F	Pass percentage	
2011-12	FYBA	120	120	101	19	55.00	
	SYBA	82	82	66	16	65.00	
2012-13	FYBA	118	118	105	13	55.00	
	SYBA	82	82	62	20	79.26	
2013-14	FYBA	120	120	105	15	66.0	
	SYBA	66	66	55	11	84.0	
2014-15	FYBA	133	133	107	26	38.51	
	SYBA	71	71	61	10	55.0	
2015-16	FYBA	130	130	105	25	57.40	
	SYBA	47	47	34	13	60.0	

26 (b) BACHELOR OF COMMERCE							
Academic	Class	Applications received	Selected	Enrolled		Pass	
Year	ar received selected		M	F	percentage		
2011-12	FYB Com	400	239	193	46	67.00	
	SYB Com	179	179	138	41	83.0	
2012-13	FYB Com	410	252	151	71	57.42	
	SYB Com	223	223	171	52	82.51	
2013-14	FYB Com	500	240	186	54	73.54	
	SYB Com	169	169	115	54	87.52	
2014-15	FYB Com	550	395	294	101	55.06	
	SYB Com	271	271	210	61	81.69	
2015-16	FYB Com	600	395	306	89	50.0	
	SYB Com	174	174	105	69	80.0	

- 27. Diversity of Students The students are exclusively from the native Marathi speaking community. Non-Marathi speaking students are an exception.
- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

Nil

- 29. Student progression Data not available.
- 30. Details of Infrastructural facilities a)

Library: Available

b) Internet facilities for Staff & Students: Available

c) Class rooms with ICT facility:

Available

- d) Laboratories: No
- 31. Number of students receiving financial assistance from college, university, government or other agencies Refer College data.
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts. Nil.
- 33. Teaching methods adopted to improve student learning -Chalk and Board.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Extension Activity with Department of Life Long Learning and Extension. NSS.
- 35. SWOC analysis of the department and Future plans:

#### Strengths.

- ♣ The faculty is experienced has been teaching the subject since recruitment.
- ♣ Above average results.

#### Weaknesses.

- ♣ The course in Foundation Course is limited to FY & SY BA/B Com.
- ♣ Most of the students are employed. Due to time constraint, additional inputs cannot be delivered to the students.

#### Opportunities.

♣ The students can be given practical exposure to social and economic problems through project work.

#### Challenges.

**↓** Time constraint is a serious challenge.

# EVALUATION REPORT OF COURSE IN BUSINESS MATHEMATICS

1. Name of the course : Mathematics

2. Year of Establishment : 1984

3. Names of Programmes/Course offered: UG level Compulsory subject-

#### **Business Mathematics – FYBCOM.**

- 4. Names of Interdisciplinary course and the departments/units involved: NA
- **5.** Annual/semester/choice based credit system (program wise):
  - > Credit based Semester & Grading System.
- 6. Participation of the department in the courses offered by other departments: NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NA
- 8. Details of courses/programmes discontinued (if any) with reasons: **NA**
- 9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	-	-
Associate Professor	-	-
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization,

#### (D.Sc. /D.Litt. /PhD/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Mr. Sampat	MSc (Maths)	Associate	Mathematics	28	NA
Kanase	BEd	Professor			

11. List of senior visiting faculty : NA

12.	Perce	entage of lectures delivered a	and practical	classes hand	led (prog	gram wise) by temporary
	facul	ty : NA	Λ			
13.	Stude	ent-Teacher Ratio(Program	wise):			
	Prog	gramme		Student-Te	acher Ra	atio
	FYF	ВСОМ		270:1		
14.	Num	ber of academic support st	aff (technica	al) and adm	inistrativ	ve staff; sanctioned and
	filled				:	NA
15.	Quali	fications of teaching faculty	with D.Sc.	/ D.Litt. / Ph	ı.D / M.I	Phil / PG:
		Name	Q	ualification		Designation
		Mr. Sampat Kanase	MSc. B.Ed	l.		Associate Professor
16.		ber of faculty with ongoing	ng projects	from a) Na	tional b	n) International funding
17.	Num	ber of faculty with ongoing	projects fund	ded by DST	- FIST;	UGC, DBT, ICSSR, etc.
	and to	otal rants received			:	NA
18.	Resea	arch Centre / facility recogn	ized by the U	University	:	NA
19.	Publi	cations			:	NIL.
20.	Areas	s of consultancy and income	e generated		:	NA
21.	Facul	ty as members in				
	d) N	ational Committees			:	NIL
	e) Ir	nternational Committees			:	NIL
	f) E	ditorial Boards			:	NIL

- 22. Student projects
  - c) Percentage of students who have done in-house projects including inter departmental/program : NA.
  - d) Percentage of students placed for projects in organizations outside the institution i.e. in

Research laboratories /Industry / other agencies: NA

- 23. Awards/Recognitions received by faculty and students : NIL
- 24. List of eminent academicians and scientists / visitors to the department : NIL.
- 25. Seminars/Conference / Workshops organized & the source of funding

c) National : NIL
d) International : NIL

26. Student profile program / course wise:

Name of the	Applications	Selected	Enro	lled	Dogg noveentage	
Course/Program	received	Selecteu	M	F	Pass percentage	
FYBCOM 2011-12						
	550	240	194	46	30.41	
FYBCOM 2012-13						
	570	251	180	71	31.34	
FYBCOM 2013-14						
	550	240	186	51	40.11	
FYBCOM 2014-15						
	700	263	197	66	15.15	
FYBCOM 2015-16						
	700	263	197	66	57.40	

- 27. Diversity of Students: 100% students from the same state i.e. Maharashtra.
- 28. How many students have cleared national and state competitive examinations such as NET,

SLET, GATE, CIVIL SERVICES, DEFENSE SSERVICES, etc.: NA

- 29. Student progression: Not applicable as not being major subject.
- 30. Details of Infrastructural facilities;

e) Library : College library common for all.

f) Internet facilities for Staff & Students : Available for all

g) Class rooms with ICT facility : Ref. College data.

h) Laboratories : NIL

31. Number of students receiving financial assistance from college, university, government or

other agencies : Refer College data.

32. Details on student enrichment programs (special lectures / workshops / seminar ) with

external experts : **NIL.** 

- 33. Teaching methods adopted to improve student learning : Problem Solving.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities :
  - o National Service Scheme (NSS).

0

35. SWOC analysis of the department and Future plans:

#### Strengths.

♣ The department has been conducting Mathematical Proficiency Program through Remedial Coaching.

#### Weaknesses.

♣ Students are mainly from working background and poor strata of the society. They are of vernacular medium and very poor in Mathematics.

#### Opportunities.

♣ To inculcate mathematical skills amongst the students.

#### Challenges.

♣ Due to working schedule of our students, the department finds it difficult to take constructive measure to enhance their understanding and seriousness of mathematics.

# EVALUATIVE REPORT OF THE COURSE IN ENVIRONMENTAL STUDIES

1. Name of the Course : ENVIRONMENTAL STUDIES

2. Year of Establishment : 1984

**3.** Names of Program/Course offered : EVS (FYB Com)

4. Names of Interdisciplinary course and the departments/units involved: NA

**5.** Annual/semester/choice based credit system (program-wise):

#### > Credit based Semester & Grading Program.

- 6. Participation of the department in the courses offered by other departments: NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. :

NA

- 8. Details of courses/programmes discontinued (if any) with reasons: NA
- 9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	-	-
Associate Professor	-	-
Asst. Professors	1 (CHB)	1 (CHB)

10. Faculty profile with name, qualification, designation, specialization,

(D.Sc. /D.Litt. /PhD/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Mr. Sanjay Aghav	MA	Assistant Professor (CHB)	EVS	15	NA

11. List of senior visiting faculty : NA

12. Percentage of lectures delivered and practical classes handled (program-wise) by temporary faculty : NA

13. Student-Teacher Ratio(Program-wise):

Program	Student-Teacher Ratio
FYB Com – Business law	260:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NA

15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D / M.Phil / PG:

Name	Qualification	Designation
Mr. Sanjay Aghav	MA	Assistant Professor
		(CHB)

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NA

17. Number of faculty with ongoing projects funded by DST – FIST; UGC, DBT, ICSSR, etc. and total rants received: NA

18. Research Centre / facility recognized by the University:

19. Publications: NIL.

20. Areas of consultancy and income generated: NA

21. Faculty as members in

g) National Committees: No

h) International Committees: No

- i) Editorial Boards: No
- 22. Student projects
- e) Percentage of students who have done in-house projects including inter departmental/program: NA
- f) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories /Industry / other agencies: NA
- 23. Awards/Recognitions received by faculty and students: No
- 24. List of eminent academicians and scientists / visitors to the department: No
- 25. Seminars / Conference / Workshops organized & the source of funding
- e) National: No
- f) International: No
- 26. Student profile programme / course wise:

Name of the	Applications	Selected	Enrolled		Pass		
Course/Program	received	Selected	M	F	percentage		
SYBCOM 2011 – 12							
	360	240	200	40	55.0		
SYBCOM 2012-13							
	360	240	175	60	57.14		
SYBCOM 2013-14							
	550	360	200	160	70.65		
SYBCOM 2014-15							
	520	360	210	150	51.76		
SYBCOM 2015-16	SYBCOM 2015-16						
	560	360	220	140	55.0		

- 27. Diversity of Students: 100% students from the same state i.e. Maharashtra
- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL SERVICES, DEFENSE SSERVICES, etc.: NA
- 29. Student progression: Not applicable as not being major subjects
- 30. Details of Infrastructural facilities;

- i) Library: Common college library.
- j) Internet facilities for Staff & Students: Available for all
- k) Class rooms with ICT facility: Yes
- 1) Laboratories: No
- 31. Number of students receiving financial assistance from college, university, government or other agencies: Refer College data as the students are common.
- 32. Details on student enrichment programmes (special lectures / workshops / seminar ) with external experts: **No**
- 33. Teaching methods adopted to improve student learning: Chalk and Board method.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: N.A.
- 35. SWOC analysis of the department and Future plans:

#### Strengths.

**♣** The faculty is committed and experienced.

#### Weaknesses.

- ♣ The course in EVS is limited to FYB Com.
- ♣ Most of the students are employed. Due to time constraint, additional inputs cannot be delivered to the students.

#### Opportunities.

**4** The aforesaid weaknesses present the opportunities.

#### Challenges.

The course is taught by a teacher appointed on CHB basis. Time constraint is therefore a serious challenge.

# EVALUATIVE REPORT OF DEPARTMENTS OF BUSINESS LAW

1. Name of the Course : **BUSINESS LAW** 

2. Year of Establishment : 1984

**3.** Names of Program/Course offered : Business Law (SYB Com)

4. Names of Interdisciplinary course and the departments/units involved: NA

**5.** Annual/semester/choice based credit system (program-wise):

#### > Credit based Semester & Grading Program.

- 6. Participation of the department in the courses offered by other departments: NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.

: **NA** 

- 8. Details of courses/programmes discontinued (if any) with reasons: NA
- 9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	-	-
Associate Professor	-	-
Asst. Professors	1 (CHB)	1 (CHB)

10. Faculty profile with name, qualification, designation, specialization,

(D.Sc. /D.Litt. /PhD/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Miss.		Assistant			
Neeleshwari	LLM	Professor	Law	02	NA
Gaikwad		(CHB)			

11. List of senior visiting faculty : NA

12. Percentage of lectures delivered and practical classes handled (program-wise) by

temporary faculty : NA

13. Student-Teacher Ratio(Program-wise):

Program	Student-Teacher Ratio
SYB Com – Business law	260:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NA

15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D / M.Phil / PG:

Name		Qualification	Designation	
Miss.	Neeleshwari	LLM	Assistant Professor	
Gaikwad			(CHB)	

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NA

Number of faculty with ongoing projects funded by DST – FIST; UGC, DBT,
 ICSSR, etc. and total rants received: NA

18. Research Centre / facility recognized by the University:

19. Publications: NIL.

20. Areas of consultancy and income generated: NA

21. Faculty as members in

j) National Committees: No

k) International Committees: No

- 1) Editorial Boards: No
  - 22. Student projects
- g) Percentage of students who have done in-house projects including inter departmental/program: NA
- h) Percentage of students placed for projects in organizations outside the institution i.e. in
   Research laboratories /Industry / other agencies: NA
  - 23. Awards/Recognitions received by faculty and students: No
  - 24. List of eminent academicians and scientists / visitors to the department: No
  - 25. Seminars / Conference / Workshops organized & the source of funding
- g) National: No
- h) International: No
  - 26. Student profile programme / course wise:

Name of the	Applications	Selected	Enrolled		Pass
Course/Program	received		M	F	percentage
<b>SYBCOM 2011 – 12</b>					
	200	200	150	50	59.20
SYBCOM 2012-13					
	200	200	150	50	56.95
SYBCOM 2013-14					
	200	200	150	50	62.35
SYBCOM 2014-15					
	200	200	150	50	62.52
SYBCOM 2015-16					
	200	200	150	50	61.0

- 27. Diversity of Students: 100% students from the same state i.e. Maharashtra
- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL SERVICES, DEFENSE SSERVICES, etc.: NA
- 29. Student progression: Not applicable as not being major subjects
- 30. Details of Infrastructural facilities;

- m) Library: Common college library.
- n) Internet facilities for Staff & Students: Available for all
- o) Class rooms with ICT facility: Yes
- p) Laboratories: No
  - 31. Number of students receiving financial assistance from college, university, government or other agencies: Refer College data as the students are common.
  - 32. Details on student enrichment programmes (special lectures / workshops / seminar ) with external experts: **No**
  - 33. Teaching methods adopted to improve student learning: Chalk and Board method.
  - 34. Participation in Institutional Social Responsibility (ISR) and Extension activities :
    N.A.
  - 35. SWOC analysis of the department and Future plans:

#### Strengths.

♣ The faculty is a professional advocate and is therefore experienced in the field of jurisprudence.

#### Weaknesses.

- Let Students are mainly from working background and poor strata of the society. They are of vernacular medium and very poor in functional and academic use of English language.
- ♣ The course in Business Law is limited to SYB Com.
- ♣ Most of the students are employed. Due to time constraint, additional inputs cannot be delivered to the students.

#### Opportunities.

**♣** The aforesaid weaknesses present the opportunities.

#### Challenges.

♣ The course is taught by a teacher appointed on CHB basis. Time constraint is therefore a serious challenge.

#### POST ACCREDITATION INITIATIVES

Post Accreditation Initiatives has been identified under the following categories based on the suggestions made by last NAAC peer team when they visited the college in 2010.

#### **Curricular Aspects.**

- 1. The feed-back system has been improved. A new format for feedback has been made and feedback is obtained for all the faculty members in the college.
- **2.** The following best practices in curricular aspects have been introduced in the last five years:
  - a) **Installation of CCTV Cameras in the Campus.** To ensure safety and security on campus, the entire campus is fitted with CCTV to enable easy monitoring by the Principal and ensure greater security in all the areas of the campus.
  - b) The IQAC chaired by the Principal decides the academic calendar for the year.
  - c) The First Online Magazine the Mumbai University Region. "The Nightingale" the first e-magazine introduced in the Mumbai University region was pioneered by our IQAC. It is a quarterly magazine in which articles written by students and faculty are regularly published. The magazine is uploaded on our website <a href="https://www.tktopenightcollege.in">www.tktopenightcollege.in</a>
  - d) **Earn and Learn Scheme.** The college has introduced 'Earn and Learn' scheme under which two students of the college are employed on part time basis in the administrative office of the college.
  - e) **Industrial Visits.** The college has introduced industrial visits. Accordingly, the IQAC organizes visits to the Reserve Bank of India, Bombay Stock Exchange, National Stock Exchange, Museums and factories. These visits are free of cost to the students and the expenses are borne by the college.
  - **f) Professional Coaching for Sports.** The students are professionally coached to participate in sports competitions at various levels.
  - g) Free Additional Academic Coaching for Weaker Students. Free intensive preparatory coaching through summer and winter school programs for Third year BA and B Com students.
  - h) Certificate Course in Conversational English. The college has introduced a Certificate course in Conversational English from the academic year 2016-17. A batch of 50 students will be professionally coached in the subject.

#### **Teaching-Learning Evaluation**

1. **ICT Facility.** The college has increased the support system for teaching learning in terms of providing ICT facility. LCD projectors have been provided in 06 of the 10 class rooms. The college has two Audio Visual rooms; one is used as the conference room whereas the second is used as the lecture hall for organizing big academic activities. The staff rooms have been equipped with computers with internet facility, a printer-cum-scanner in addition to wire-free facility. As a result, ICT enabled teaching learning process has gone up since the last Peer Team's visit to the college.

#### 2. Collaboration with National Institutions.

- a) The college has entered into national level collaboration with the National Stock Exchange of India for introducing the NCFM (NSE's Certificate Courses in Financial Markets) in the year 2015.
- b) The college also conducted skill development courses in collaboration with the BSE Learning Institute Private Limited. In the year 2014-15, the Business Facilitator and Banking Correspondent course was conducted in which 57 students participated and all of them passed the course with flying colors.
- c) In the year 2015-16, under the aegis of the National Skill Development Corporation and in collaboration with the BSE Learning Institute Private Limited, thirty students from the college participated in the PMKVY (Prime Minister's Kaushal Vikas Yojana) by undergoing "Debt Recovery Agent" course and 18 of the 30 students passed the examination.
- 3. **Staff Development Programs.** The college has introduced Staff Development Programs where experts from different fields are invited to conduct talks on topics related to professional development of teachers and their involvement in the academic life of the college.
- 4. **Training and Development.** Faculty members are deputed to attend refresher /orientation/ short term courses from time to time and all our faculty members have completed their quota of training.
- 5. **Introduction of Master of Commerce (M Com).** In order to fix weakness identified by the last Peer Team that the college has limited number of academic programs, in the year 2016, the college has applied to the university of Mumbai to introduce Masters' program in Commerce with Advanced Accountancy as a specialization and an approval to that effect has been received. The Masters' program in commerce has begun from August 2016.

#### Research, Consultancy and Extension.

- 1. **PhD Registrations.** Number of teachers with Ph.D. registration has substantially gone up from one to six. Thus with a sanctioned strength of 11 faculty members, one is with PhD qualification and six are in various stages of PhD course. One faculty member is on FIP.
- 2. Professional Development of Faculty. About ninety per cent of staff has attended Workshops/ seminars at local, state, national and international levels and have also presented and published research papers. The total publications of the staff numbered 25 research papers and six books during the last five years. Research papers have been published in ISSN peer reviewed journals with impact factor and ISBN seminar proceedings.
- 3. **External Experts.** To enhance the learning process, the college has adopted a policy of inviting eminent academicians from different fields to share their expertise. The departments have invited around 15 guest lecturers annually.
- 4. **The Nightingale.** The college has introduced the first online magazine christened as "The Nightingale" in January, 2014. The online magazine is an opportunity to students and faculty members to publish their articles. The faculty and the students have been regularly writing for the magazine. Thus far, nine issues of the magazine have been published and uploaded on our college website <a href="www.tktopenightcollege.in">www.tktopenightcollege.in</a>.
- 5. **Extension Activity.** As part of its outreach to the community, the college has collaborated with various non-government agencies to contribute to the development of the community.

#### **Infrastructure and Learning Resources**

- 1. **Horizontal and Vertical Expansion.** On account of horizontal and vertical expansion in terms of adding one more division to the commerce faculty and the ensuing post graduate section in commerce, we have increased the number of classrooms from 08 to 11 (out of which 5 are provided with audio visual facility i.e. projectors and screens). We have refurbished the conference room and also provided a projector and a screen.
- 2. **More Books**. Our library has seen 665 books added on an average during the last 5 years.
- 3. **Supplementary Academic Resources.** The INFLIBNET, moodle server, access to e-resources are part of our academic movement towards excellence.
- 4. **Website Update.** The website is updated from time to time by the teacher in-charge.

- 5. **Computing Facilities.** Our computer facilities have more than doubled in the last five years (from 35-60).
- 6. **Gymnasium.** A modernized gymnasium is provided for the use of staff and students.
- 7. **CCTV Surveillance in the Campus.** CCTV cameras have been installed at the right places to improve campus security.

#### **Student Support and Progression**

- 1. **Financial Assistance to the Under-privileged.** On an average 40 per cent of our students receive financial assistance from government agencies. Free-ship is provided for economically weaker students.
- 2. **Medical and Group Insurance.** Medical and group insurance is provided to the students. The management also provides any additional assistance when required.
- 3. **Student Counseling Center.** The college has instituted a Counseling Center with a professionally qualified counselor being appointed. The counselor visits the college once in a month and provides counseling services in a two hour session.
- 4. **Alumni Association.** The alumni association conducts two programs every year in which our achievers are felicitated. We select two achievers from the alumni and felicitate them in programs specially designed for them.
- 5. **Good Academic Results.** The TYBA results have been consistently good. In the last five years, the results have been 62, 84, 77, 90 and 57 per cent respectively. Similarly the TYB Com results have been 61, 86, 75, 73 and 72 per cent respectively.
- 6. **Skill Development Effort.** The college has conducted skill development courses in collaboration with the BSE Learning Institute Private Limited and with the National Stock Exchange of India Limited. The students of our college also participated in the Prime Ministers Kaushal Vikas Yojana.
- 7. **Course in "Conversational English".** The English Study Circle has been conducting a certificate course in "Conversational English".

#### Governance Leadership and Management.

- 1. **ISO 9001-2008 Quality Management System.** IQAC has an on-going process of discussion and debate to improve the quality of education and administration. In this direction, it may be noted that our college is an ISO 9001-2008 certified college. Internal and external audits are regularly conducted and every three years, recertification audit is also conducted. The management has conducted an external audit with the objective of assessing the institutional profile and performance appraisal of teaching and non-teaching staff.
- 2. **Local Management Committee.** Teachers' representatives are elected to the Local Managing Committee. Three faculty members and one representative from the non-teaching staff have been elected to the LMC. The LMC regularly conducts the meeting and the minutes of the meeting are duly recorded.

#### **Innovations**

- 1. **Prominence of IQAC.** During the last five years, the IQAC has become the center of the nervous system of the college. A large number of new activities have begun under the aegis of the IQAC. Student training programs, industrial visits, online magazine, seminars, expert lecture series, winter and summer schools for the TY BA and B Com students etc have been undertaken.
- 2. **CCTV Cameras.** To ensure safety, convenience and security on campus, high definition CCTV has been installed.
- 3. **Alumni Association.** The Alumni Association of the college has come of age. In the last five years, we have consistently organized two alumni functions every year and felicitated two of our alumni for being successful in their careers.

### **Declaration by the Head of the Institution**

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

(Prof. VB Rokade) Principal

Lecur

Place: Mumbai.

Date: 13th August, 2016.

# PART - II

#### CERTIFICATE OF COMPLIANCE

(Permanently affiliated to the University of Mumbai vide letter No. Aff./Recog./2246 of 1998 and listed under Section 2(f) and 12(B) vide UGC letter No. F8-247/2003 (CPP-I) dated 30<sup>th</sup> September 2003).

This is to certify that Dr. TK Tope Arts & Commerce Night Senior College fulfills all norms:

- 1. Stipulated by the University of Mumbai, the affiliating University and/or
- 2. Regulatory Council/Body [such as UGC] and
- 3. The affiliation and recognition is valid as on date.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically once the institution loses its university affiliation or Recognition by the Regulatory Council as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

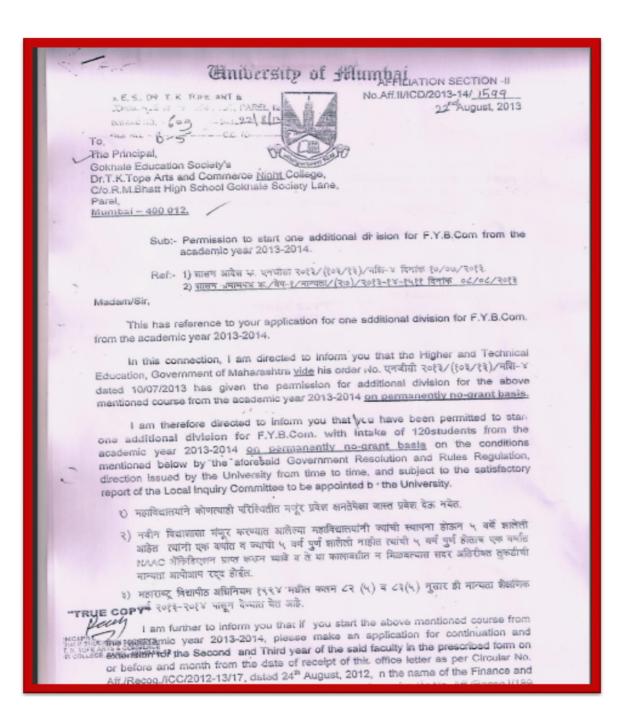
(Prof. VB Rokade) Principal

Date: 13<sup>th</sup> August, 2016.

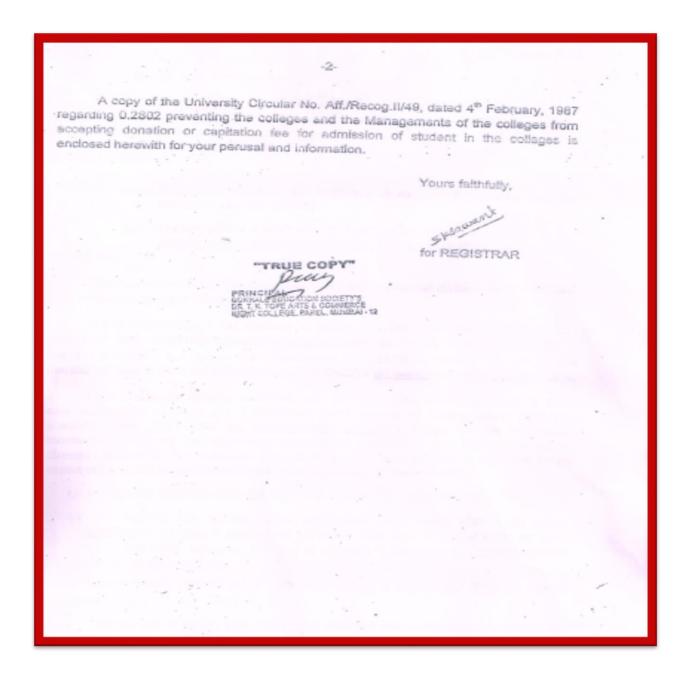
Place: Parel, Mumbai.

#### Annexure I - APPROVAL OF COURSES OF AFFILIATED UNIVERSITY.

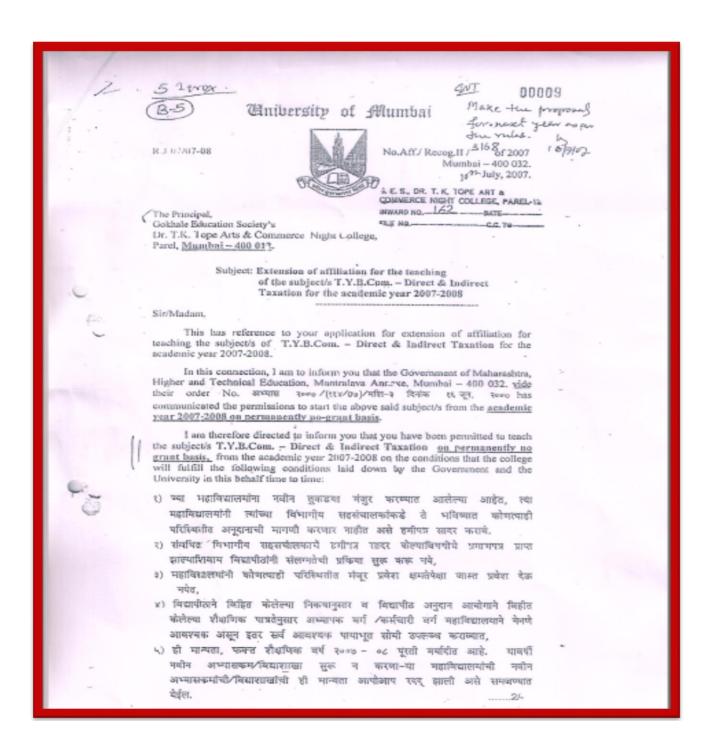
#### 1. FYB Com 3<sup>rd</sup> Division Approval Letter, Page one.



1. FYB Com 3<sup>rd</sup> Division Approval Letter, Page two.



## 2. TYB Com Approval Letter for unaided course in Direct and Indirect Taxation, Page one.



### 3. TYB Com Approval Letter for the course in Computer Applications..

Dr. Brase	
Zevox. University of Mumbai svi	
DRGENT BY HAND 18106104.	
SMILINCE NIGHT COLL . PAREL 12 No. Aff/Recog. 308 47 2004. 0009	
NWARD NO 17 DATE 8- 6.04 Mumbai: 400 032.	
THE NO. BEST CO. TO	
The Principal Education Society's Gokhale Education Society's Dr.T.K.Tope Arts and Commerce Night College, C/o.R.M.Bhatt High School Gokhale Society Lane, Parel, Mumbai - 400 012.  Subject: Extension of affiliation for teaching the subject/s	
from the academic year 2004-2005.	- 1
***************************************	
Si fadam,	
This has reference to your application for extension of affiliation for teaching the subject of Computer System and Application at T.Y. B. Com.	
class from the scademic year 2004-2005.	
class from the academic year and academic	
In this connection, I am to inform you that the Government of Maharashtra . Higher and	
To boical Education, Mantralaya Amexe, Mumbai:400 032, vide their letter No. 1984er -2009	
/(২/০১)/মাজি ২, বিলাফ ২ং ম. ২০০১. has communicated the permission to start the above said	
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to a sense the subject is	
I am therefore pleased to inform you that you have been permitted to teach the subjects of ompaired system & Application at T-y.B.com. class	
dm the seadentic year 2004-2005 ga permanently no-grant basis on the condition that the college will	
Tulfit the conditions laid down by the University and the Government in this behalf time to time.	ч
I am to request you kindly send an undertaking to the Joint Director, Higher Education, Mumbai	
A tracket starting therein that the management and our college, in future in any circumstances	
shall not ask for any financial assistance from the Government for running the said subject, with a copy	
to the University, on receips of this letter immediately.	
"TRUE COPY" Yours faithfully,	
- Deuly	
PRINCIPLE AT	
DEL THE TOPP ARTS & COMMISSION FOR REGISTRAR NEIGHT REMAINS COMMISSION OF THE PROPERTY	

### ANNEXURE II – UGC 2(f) AND 12(b) CERTIFICATE.

P.K. Sharma Under Secretary Ph. 011-23238849 UGC Website: www.ugc.ac.in



विश्वविद्यालय अनुदान आयोग वहाद्रशाह जफर मार्ग नई दिल्ली-110 002 UNIVERSITY GRANTS COMMISSION: BAHADURSHAH ZAFAR MARG NEW DELHI-110 002

F.8-86/2007 (CPP-I)

Mumbai-400 032 (M.S).

G. E. S., DR. T. K TOPE ART'S COMMENCE Finance

September, 2008

The Registrar,

INWASONS 227 University of Mumbai, FILE NO. 9 - 5

DATE 5 10 2009 26 SEP 2008

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-Inclusion of New College.

I am directed to refer to the letter No. Aff/B5/08-09/92 dated 15.7.2008 receivedfrom the Principal, Gokahle Education Society's Dr. T.K. Tope Arts and Commerce Night (Senior) College, Mumbai on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks :
Gokahle Education Society's Dr. T.K. Tope Arts and Commerce Night (Senior) College, Parel, Mumbai-400 012 (M.S),  (On permanent affiliation)	1984,	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The Indemnity Bond and other documents submitted in respect of the above College have been accepted by the Commission.

Yours faithfully.

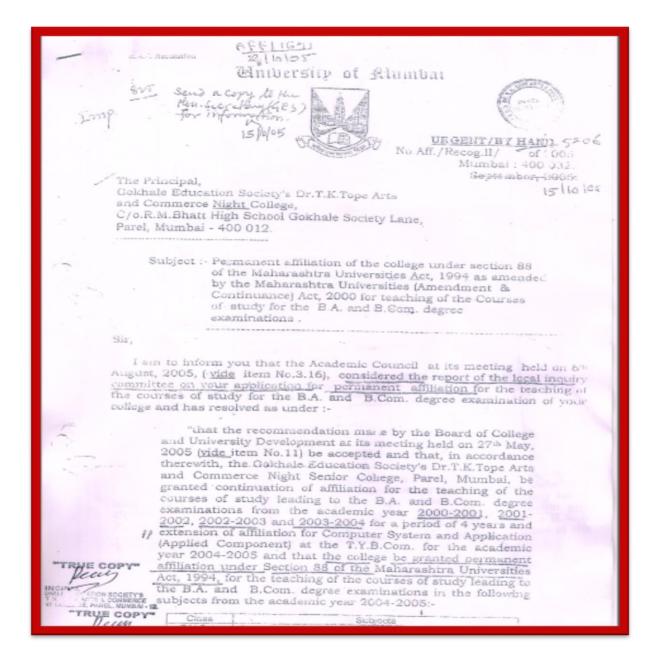
(P.K. Sharma) Under Secretary

#### Copy forwarded to:-

- The Principal, Gokahle Education Society's Dr. T.K. Tope Arts and Commerce Night (Senior) College/Parel, Mumbal-400 012 (M.S).
- The Secretary, Government of India, Ministry of Human Resource Development Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001.
- 3. The Secretary, Government of Maharashtra, Higher Education Department, Mumbai (M.S).
- The Deputy Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune (M.S)-411 007.
- Publication Officer, UGC-Website, New Delhi.
- Section Officer (F.D.-III Section) U.G.C., New Deihi.
- All Sections, U.G.C, New Delhi.
- 8. Guard file.

Squati

#### ANNEXURE III – PERMANENT AFFILIATION – UNIVERSITY OF MUMBAI.



# PAGE TWO.

1	Trans.
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	ace of the above resolution of the Academic Council, I am to the Gokhale Education Society's Dr.T.K.Tope Arts and the Gokhale Education School Gokhale Society Lane,
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### ANNEXURE IV – ISO 9001-2008 CERTIFICATION

OF THE PROPERTY OF THE

5 & A Certifications is unconditionally affiliated to IAF.

# Certificate of Registration & Approval Awarded to

# Gokhale Education Society's

H. P. T. Arts & R.Y.K. Science College.

Prin. T. A. Kulkarni Vidyanagar, College Road, Nashik-422005. Maharashtra, India.

B. Y. K. College of Commerce.

Prin. T. A. Kulkarni Vidyanagar, College Road, Nashik-422005. Maharashtra, India.

RNC Arts, JDB Commerce of MSC Science College of Arts, Commerce of Science Jr. College. Nashik Pune Road, Nashik-422101. Maharashtra, India.

H. A. L. College of Science & Commerce.

Clear Township, Tal. Nighad, Dist-Nashik - 422 207, Maharashtra, India.

Dr. T. K., Tope Arts and Commerce Night College.

Adhaya Donde, Vidyanagar, Golhale Lane, Paret, Huntial-400012, Nationastera, India.

Shri Bhausaheb Vartak Arts, Commerce and Science College.

Benino HHB Colony, Goral Road, Bornvill (West), Humbar - 400-052, Maharashtra, India-

Arts , Commerce & Science College.

Juwhar, Dist. Palghar-401603. Maharashtra, India.

N. B. Mehta College of Science & Commerce.

Acherya Bhise Vidyanagar, Bordi-401 701, Tal. Dahanu, Dist. Palghar Maharashtra, India.

The Quality Management System has been assessed successfully and found to comply with the requirements of the International Standard.

### ISO 9001:2008

Scope of Certification

To Provide College Education Services in Arts, Commerce, Science & Management Studios, Computer Science & Information Technology leading to B.A., B.Sc., M.A. & M.Sc. Degrees, B.Com and M.Com Degree courses of the University of Pune and Mumbal University.

Certificate Number: S & A Certifications 3/8/DMS/23/12/14-15

Certification Audit Date: 18/12/2014

1st Surveillance Audit: November 2015 2<sup>nd</sup> Surveillance Audit: November 2016

Issue Date: 23/12/2014 Expiry Date: 17/12/2017

Mr. Shrinivas Joshi

(Authorised Signatory) S & A Certifications

CIDI SARET, M. B. Rout Read. Shiroli Park. Barber Mondrai ABBBYR afformatification of course a Gr 1002 working

# **Annexure V: List of Subjects**

AIDED COURSES - Credit Based Semester & Grading System for SYBA/B Com.

**Choice Based Semester and Grading System for** 

**FYBA/B Com from 2016-17.** 

### **Graduate Courses.**

SNO	ARTS FACULTY COURSE	SNO	COMMERCE FACULTY COURSE
1.	Marathi	1.	Accountancy
2.	Economics	2.	Commerce
3.	Political Science	3.	<b>Business Economics</b>
		4.	<b>Business Law</b>
		5.	<b>Environmental Studies</b>
		6.	<b>Mathematics and Statistics</b>

### SELF FINANCED COURSES.

A. Master of Commerce (Advanced Accountancy). Choice based Credit and Grading System.

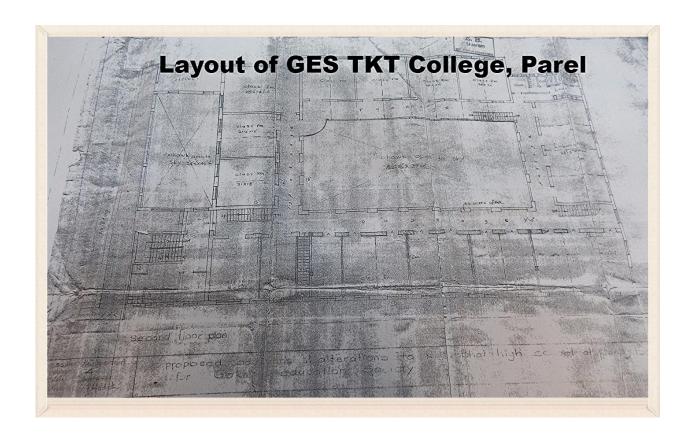
	COMMERCE FACULTY
SNO	COURSE
	SEMESTER ONE
1.	Strategic Management
2.	<b>Economics for Business Decisions</b>
3.	Cost and Management Accounting

4.	Business Ethics and CSR		
	SEMESTER TWO		
1.	Research Methodology for Business		
2.	Macro Economics – Concepts and Applications		
3.	Corporate Finance		
4.	E-Commerce.		
SEME	STER THREE & FOUR (Any one Group + Project Work).		
1.	Group A – Advanced Accounting, Corporate Accounting and Financial Management.		
2.	Group B – Business Studies (Management).		
3.	Group C – Banking and Finance.		
4.	Group D – E-commerce.		

# Annexure VI: List of teachers who have attended Refresher Course and Orientation Programs.

Academic year	Orientation Program	Refresher Course	Short Term and Other Courses
2011-12	1. Prof. Pankaj Pandangale.	1. Miss. Ashwini Torne (12.9. 2011 to 01.10.2011).	-
	2. Prof. Pramod Dhengle (06.11 2011 to 05.12.2011)	2. Mr. Nagesh Suryawanshi (16.7.2011 to 5.8.2011)	
2012-13	-	-	-
2013-14		<ol> <li>Prof. Pankaj         Pandangale             (09.6.2013 to</li></ol>	<ol> <li>Miss. Ashwini Torne.</li> <li>Mr. Prakash Sawant (16.12.2013 to 21.12.013)</li> </ol>
2014-15	-	1. Mr. Nagesh Suryawanshi (4.8.2014 to 26.8.2014).	Mr. Krishnan Nandela (09.3.2015 to 14.3.2015)
2015-16	-	-	-

### Annexure VII: MASTER PLAN.



### **Annexure VIII: LIBRARY.**











### Annexure IX - ACCREDATION CERTIFICATES 2004 AND 2010.

### NAAC ACCREDITATION CERTIFICATE - 2004.



# राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL An Autonomous Institution of the University Grants Commission

# Certificate of Accreditation

The Executive Committee of the

Xational Assessment and Accreditation Council
on the recommendation of the duty appointed

Poer Jeam is pleased to declare the

Sakhale Education Society's

Dr. J. K. Tope Arts & Commerce Kight Senior College Parel, Mumbai, affiliated to University of Mumbai, Maharashtra as

Accredited

Dale: Fanuary 08, 2004



Director

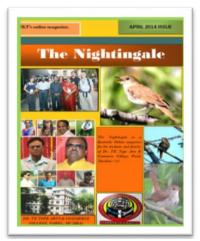
- This certification is valid for a period of Five years with effect from January 08, 2004.
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65 C<sup>+</sup> grade, 65-70 C<sup>++</sup> grade, 70-75 B grade, 75-80 B<sup>+</sup> grade, 80-85 B<sup>++</sup> grade, 85-90 A grade, 90-95-A<sup>+</sup> grade, 95-100 A<sup>++</sup> grade (upper limits exclusive).

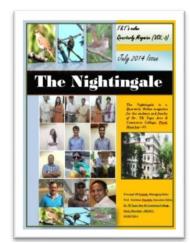
### NAAC ACCREDITATION CERTIFICATE - 2010.



# **Annexure X: FRONT PAGE PHOTOS OF VARIOUS ISSUES** OF OUR E-MAGAZINE – "THE NIGHTINGALE".

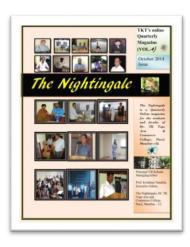




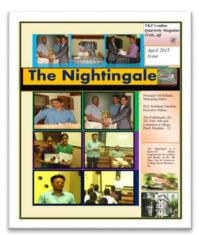


1. January 2014 - The inaugural issue. 2. The April 2014 Issue.

3. The July 2014 Issue.



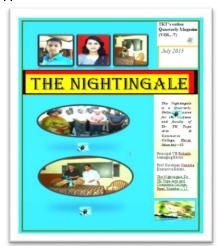




4. The October 2014 Issue.

5. The First Anniversary Issue - Jan 2015. 6. The April 2015 Issue.

7.



7. The July 2015 Issue.



8. The October 2015 Issue.



9. The 03<sup>rd</sup> Anniversary January Issue.

### Annexure XI: PEER TEAM REPORT 2010.

# NAAC Peer Team Report Institutional Re-Accreditation DR.T.K. TOPE ARTS AND COMMERCE NIGHT COLLEGE 21, Gokhale Society Lane, Parel, Mumbai - 400 012, Maharashtra. Peer Team Visit Dates August 19 - 21, 2010 NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL P.O. Box No. 1075, Nagarabhavi, BENGALURU - 560 072

Section 1: GENERAL	INFORMATION
1.1 Name & Address of the Institution:	Dr.T.K. Tope Arts and Commerce Night College 21, Gokhale Society Lanc, Parel Mumbe: - 400 012, Maharashtra.
1.2 Year of Establishment:	June, 1984.
1.3 Current Academic Activities at the Institution (Numbers):	
Faculties	Two
Departments	12
Programmes/Courses offered	PG UG Sesearch hers
<ul> <li>Permanent Faculty Members:</li> </ul>	12
Permanent Support Staff	10
· Students:	922
1.4 Three major features in the institutional Context (As perceived by the Peer Team)	The first co-education aided night college in the city of Mumbai.  It caters to the needs of large number of working and backward class students.  Offers B.A. and B.Com. programmes under the annual system.
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure)	August 19th to 21st, 2010
1.6 Composition of the Peer Team which undertook the on-site visit:	
Chairman	Prof. Dahiya, L.N.
Member-Coordinator	Prof. H.M. Rajashekara
Member	Dr. Abraham George
NAAC Coordinating Officer	Dr. Sujata P. Shanbhag

ction II: RITERION WISE NALYSIS	Observations (Strengths and/or Weaknesses) on Key-Aspects
1.1 Curriculum Design & Development:	The college follows the syllabi prescribed by the Mumbai University. The curriculum includes some recent developments. Some teachers contribute to the development of curriculum as members of BOS.
1.1.2 Academic flexibility:	Flexibility in courses is limited.     During the last five years two new electives on Computer Application and Direct and Indirect Taxation have been introduced.     No add-on courses / interdisciplinary courses offered.
2.1.3 Feedback on Curriculum	Formal feed back mechanism on curriculum is not adequate.  Feedback from stakeholders is informal in nature.  Steps may be taken to obtain feedback from students / parents / academic peers.
2.1.4 Curriculum update:	The Mumbai University revises the syllabi periodically.  During the last two years significant changes have been effected in both arts and commerce streams.  As an affiliated institution the Coilege does not have the flexibility to introduce any changes in the curriculum.
2.1.5 Best practices in Curricular aspects	Focus on remedial coaching classes.
2.2 Teaching-Learning	& Evaluation:
2.2.1 Admission Process and Student Profile	Students are admitted on merit basis.
2.2.2 Catering to the diverse needs:	Slow and advanced learners are identified at the entry level.     The college is sympathetic to the needs of economically weaks students.  Tutorial system is followed in Business Communication Mathematics and Communication Skills papers.

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Process:	Lecture method is widely used.  Computer and other visual sids are used wheavver required.  Froject works are assigned to students as part of curricula.  Feedback system is followed for the evaluation of teachers by students.
	Teachers are appointed by the college on the basis of qualifications prescribed by the University. One teacher has Ph.D. and 3 possess M.Phil. A few teachers have attended conferences, seminars & workshops. Professional development of teachers needs to strengthened.
2.2.5 Evaluation Process and Reforms:	<ul> <li>College prospectus contains details about evaluation methods.</li> <li>Annual examination system is foilowed.</li> <li>System of verification of answer papers and revaluation is adopted.</li> </ul>
2.2.6 Best Practices in Teaching-learning and Evaluation (if any)	Adoption of project work in many subjects.     Adoption of additional subjects for B.Com students.
2.3 Research, Consuitance	y & Extension
2.3.1 Promotion of Research	No Research Committee is constituted. No specific funds earmarked for the promotion of research. Research activities are to be strengthened.
2.3.2 Research and Publications Output:	Some teachers have published a few books and articles.     No research papers have been published in professional journals.     No research projects are undertaken.
2.3.3 Consultancy:	No consultancy services offered.
2.3.4 Extension Activities:	Extension activities are conducted through the NSS unit.     Blood donation camp, AIDS awareness, consumer rights an other social awareness programmes promote college neighborhood network.     Extension programmes are organized with the support of NGO and local community.

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2.3.5 Collaborations.	<ul> <li>Collaborations with industries and other academic bodies need to be developed.</li> </ul>
2.3.6 Best Practices in Research Consultancy and Extension (if any):	Arranging awareness programmes on child labour.     Helping the traffic police during festival seasons in Mumbai.
2.4 Infrastructure and L	earning Resources:
2.4.1 Physica! Facilities for Learning:	Class rooms are shared with R.M. Bhatt High School which belongs to Gokhale Education Society.  Physical facilities for learners and office management are inadequate.  The college makes optimum use of physical facilities available.
2.4.2 Maintenance of Infrastructure:	Expenditure on infrastructure maintenance is borne by the Coilege.     Infrastructure is not properly maintained.
2.4.3 Library as a Learning Resource:	The Library has 16798 books, 7 journais, 23 magazines, 19 CDs/DVDs, 14 audio-visual resources with book bank facility. The library has a total carpet area of 609 sq.ft. and is partially computerised. Advisory Committee is constituted. The library can take step to make use of INFLIBNET/DELNET facilities.
2.4.4 ICT as Learning Resources:	The college has 09 computers  No central computing facility is available.  ICT-enabled teaching-learning methods need to be adopted.
2.4.5 Other Facilities:	Facilities for indoor games are available. For outdoor games arrangements are made outside.     Sports field and canteen facilities are not provided.
2.4.6 Best Practices in the development of infrastructure & Learning Resources (if any):	Availability of infrastructure facilities are put to optimum use.

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.5 Student Support and I	Progression:
2.5.1 Student Progression:	Progression to higher education is menitored in an informal manner.  The drop out rate is about 10 per cent.
2.5.2 Student Support:	<ul> <li>The college updates its website and publishes prospectus every year.</li> <li>Financial support is given to students in the form of freeships / scholarships and group insurance scheme as per Government rules.</li> <li>Student counselling centre and women development cell are set up.</li> </ul>
2.5.3 Student Activities:	Students' council is formed to promote extra curricular activities. Alumni Association was formed in October 2009. The college encourages students to prepare wall papers and to contribute articles to college magazine 'Nishigandh'.
2.5.4 Best Practices in Student Support and Progression (if any):	<ul> <li>English speaking course is conducted for four weeks every year free of cost.</li> </ul>
2.6 Governance and Le	adership:
2.6.1 Institutional Vision and Leadership:	The objectives of the college are reflected in the institutional vision.  The Gokhale Education Society provides effective leadership.  The Principal plays a pivotal role in both academic and administrative activities of the college.
2.6.2 Organizational Arrangements:	The college is managed by the Gokhale Education Society. The Local Managing Committee provides guidance in the administration of the Coilege.  Decentralized governance is followed through various committees.
2.6.3 Strategy development and deployment:	The Local Managing Committee plays a major role in the development of the institution.  MIS does not exist.  Inter-departmental cooperation needs to be strengthened.

2.6.4	Human Resource Management:	<ul> <li>Ail but one sanctioned posts are filled up.</li> <li>In case of necessity, ad hoc teachers are appointed on clock hour basis by the management.</li> <li>Welfare measures for the staff and faculty are available as per Government / University rules.</li> <li>The management, Principal and staff work in tandem.</li> </ul>
2.6.5	Financial Management and Resource Mobilization	The institution receives salary grant from the government and also gets UGC assistance.  Administrative expenses are met from students' fees.  Financial management is partially computerized.  Audit mechanism is adopted.
2.6.6	Best practices in Governance and Leadership (if any)	The college is certified under ISO 9001-2003 QMS.

### 2.7 Innovative Practices

2.7.1 Internal Quality Assurance System	IOAC is constituted.     The functioning of IOAC needs to be strengthened.     The college is making efforts to implement the core values of NAAC.
2.7.2 Inclusive practices:	<ul> <li>Of the total number of students, 20.53 per cent are SC/ST, 31.25 percent OBC and 21.05 per cent are girl students.</li> <li>Out of 12 permanent teachers, 5 are SC and one is OBC. There are two women teachers.</li> <li>The college has no mechanism to record the incremental academic growth of the students from weaker sections.</li> </ul>
2.7.3 Stakeholder Relationships	Stakeholders' perception of the college is good.     The institution promotes community oriented work.     Aiumni Association may be strengthened.

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SECTION III:	OVERALL ANALYSIS
3.1 institutional Strengths:	Provides access to higher education in Arts and Commerce to a large number of working students particularly from weaker sections.  Adequate number of teachers are appointed.  Students are encouraged in both curricular & extra-curricular activities.  The coilege has a supportive management.  The college is qualified for UGC assistance.
3.2 Institutional Weaknesses:	Limited number of academic programmes are offered.     Research culture and publication output are weak.     Professional development of teachers is inadequate.     ICT-enabled teaching-learning process is minimal.     No collaborations with state/national level institutions.     Physical facilities are inadequate.
3.3 Institutional Opportunities :	Introduction of more electives both in Arts and Commerce faculties.     Scope for the adoption of ICT enabled Teaching – Learning process.     Mobilisation of resources from funding agencies.     Introduction of Add-on courses with UGC assistance.
3.4 Institutional : Challenges	Appointment and retention of quality teachers.     Expansion of academic programmes.     Professional development of teachers.     Mobilisation of financial resources.     Implementation of core values suggested by the NAAC.     Expansion of existing physical facilities.

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### Section IV: Recommendations for Quality Enhancement of the Institution

- Programmes for professional development of teachers may be organized in the Acollege periodically.
- Teachers may be motivated to undertake major / minor UGC research projects.
- Publications by teachers are to be encouraged.
- Introduction of professional/ skill oriented courses may be explored. —
- Academic collaborations may be adopted with state/ national level institutions.
- Steps may be taken to set up Commerce and Language Labs.
- Library needs to be strengthened with more physical facilities and automation.
- Co-curricular, sports and cultural activities need to be further strengthened.
- Computer Lab needs to be expanded and upgraded.
- College-Alumni Association nexus may be strengthened.

I agree with the observations of the Peer Team as mentioned in this report.

Signature of the Hoad of the Institution with Date

Signature of the Peer Team Members:

FRIED of the Institution

	ING. V. K. TOPE ARVE & COMMITTED		
Name and Designation	Signature with date		
Prof.Dahiya. L.N. Former Pro Vice-Chancellor M.D. University, Rohtak, Haryana	Chairman	LXDR.	
Prof.H.M. Rajashekara Professor of Political Science & Former Director, UGC-ASC University of Mysore, Mysore - 570 006, Karnataka	Member - Coordinater	Mult 31/8/16	
Dr. Abraham George Former Principal, Mar Thoma College, Thiruvalla - 689103, Kerala	Member	1 21.8.10.	
Dr. Sujata P. Shanbhag Assistant Adviser, NAAC, Bangalore 560 072	Coordinating Officer	-	

Place: Mumbai

Date: Aug 21, 2010

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