YEARLY STATUS REPORT - 2022-2023

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

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**University of Mumbai**	
• Name of the IQAC Coordinator	**Shubharaj P. Buwa**	
• Phone No.	**02224138617**	
• Alternate phone No.	**02224137609**	
• Mobile	**8779843694**	
• IQAC e-mail address	**gestktiqac@gmail.com**	
• Alternate Email address	**shubharaj.buwa@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://drtktopecollege.in/wp/?p=3906#2021-22
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://drtktopecollege.in/wp/?p=5542

5.Accreditation Details

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

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

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

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

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Exam expenses saved - in-house printing of question papers

Computerisation of exam work

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

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

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

• Name of the statutory body

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

14.Whether institutional data submitted to AISHE

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

15.Multidisciplinary / interdisciplinary

Nil

16.Academic bank of credits (ABC):

The first batch of ABC IDs was dispatched to the University of Mumbai on 24th April 2023. Beginning from May 2023, a distinct field for the ABC ID will be incorporated into the admission forms. As a result, the college will receive the ABC IDs for all enrolled students once the admission process has been finalised. A second batch of ABC IDs will follow, scheduled for dispatch in September 2023. It should be noted that the University of Mumbai also collects these ABC IDs through their mandatory registration form. This form is required for all students seeking admission into undergraduate courses, including first, second, and third year, as well as postgraduate courses.

17.Skill development:

Nil

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

Nil

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

Nil

20.Distance education/online education:

Nil

Extended Profile

1.Programme

1.1   **106**

Number of courses offered by the institution across all programs
during the year

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

2.Student

2.1   **971**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **858**

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

File Description	Documents
Data Template	View File

2.3   **75**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **10**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **11**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**106**

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

2.Student

2.1 Number of students during the year	**971**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

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

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

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

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

3.Academic

3.1 Number of full time teachers during the year	**10**

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

3.2 Number of sanctioned posts during the year	**11**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**16**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**87.05**
4.3 Total number of computers on campus for academic purposes	**24**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Ensuring effective curriculum delivery through a well-planned and documented process is a crucial aspect of any educational institution's success. In following ways college triesto achieve this:

1. **Lesson Planning:Translates the curriculum into detailed lesson plans.Outlines instructional strategies, activities, assessments, and resources for each lesson.Addresses diverse learning styles and student needs in the lesson plans.**
2. **Teacher Training and Professional Development:Trains teachers on the curriculum's goals, structure, and teaching methods.Provides workshops and ongoing professional development to enhance teaching skills and familiarity with the curriculum.Encourages collaboration among teachers to share best practices and experiences.**
3. **Documentation: Preparesthe teaching monthly plan for each**

subject to be taught
4. **Assessment and Feedback:**Semester wise assessment as per university rules conducted to test the learning outcomes and tomeasure student progress. Collect feedback from both teachers and studentscollected over time.
5. **Technology Integration:**Incorporate technology tools and resources that enhance curriculum delivery through online platforms andmultimedia.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[https://docs.google.com/spreadsheets/d/1dj 3hlIyIAB0Jj8qgA1BdVeHGErl4mQsg5i0BC3adgkM/ edit?usp=sharing](#)

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Here's a general overview of how the college adheres to the academic calendar for CIE:

1. **Calendar Planning:** At the beginning of each academic year, the college's IQAC and relevant departmental heads collaborate to create an annual academic calendar. This calendar outlines important dates such as the start and end of each semester, holidays, examination periods, and other significant academic events.
2. **CIE Component Integration:** The academic calendar should also include specific dates for Continuous Internal Evaluation (CIE) components.
3. **Communication to Faculty and Students:**thenthe academic calendar is finalized,and communicated to both faculty members and students. Faculty members are informed of the dates for submission, completion of evaluation before hand.
4. **setting the question papers:** Faculty members preparesthe question paperswhich is aligned with the learning objectives of the course and the curriculum as per university paper format.
5. **Assessment Implementation:** As per the calendar, college exam department administer assessments on the designated dates.
6. **Evaluation and Grading:** After students complete their assessments, faculty members evaluate the papers andsubmit themwithin a reasonable timeframe.

7. **Record Keeping:** The college maintains records of assessment scores, and grades of students. This documentation helps in tracking students' performance over time.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://drtktopecollege.in/wp/?p=5542

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

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

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

71

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

All papers of FYBA, SYBA & TYBA of literature includes syllabus on Gender andHuman Values

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

Environmental science of FYBCOM paper refers the environmental issues.

TYBA MARATHI specialisqation paper 'Literature and society' teach about feminism and human values.

TYBA POLITICS specialisation paper 'indian political thought' &

'western political thought' teach aboutProfessional Ethics, Gender.

TYBCOM Financial Accounting paper has syllabus of professional ethics for accountant and corporate governance.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

59

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	https://drtktopecollege.in/wp/?p=6112
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://drtktopecollege.in/wp/?p=6112

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

971

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

250

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

There are no special programs organized by the College. However, every teacher has a good relationship with their students and guides them accordingly. Guidance is provided to those students who approach us with their questions on a personal level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
971	**10**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Physical maps, Google map is used while teaching Political Science papers. Students are encouraged to solve map quizzes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	http://drtktopecollege.in/wp/?tag=map-games

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Link to webpage YouTube channels

Following teachers have developed YouTube channels and uploaded several videos. Those videos are used as references by students

Dr. Pankaj Pandagale, Associate Professor, Accountancy, 237 videos and 813 subscribers, 81,298 views

Shubharaj Buwa- Associate Professor, Political Science, 233 videos and 787 subscribers, 64,427 views

Dr. Ashwini Torane, Associate Professor, Marathi, 24 videos and 82 subscribers, 4,975 views

Projector

Dr. Supriya Yadav uses a projector while teaching accountancy.

WhatsApp & Telegram groups

All classes have subjectwise WhatsApp groups and teachers regularly communicate with students via these groups. Study material is shared with students. Shubharaj Buwa, Associate Professor, Political Science has used Telegram groups to communicated with the students and provide them study material, reference links.Online quizzesare shared with the students.

eBooks, YouTube videos and Swayam

Students download eBooks from sites likeProject Gutenberg

YouTube videos on various topics are extensively referred by teachers.

We also encourage students to use theSwayam website

College office also uses student WhatsApp groups to communicate important information to students.

Google Meet & Zoom

Google meet and Zoom meetings are conducted by Dr. Prakash Sawant besides regular classroom teaching, whenever necessary. The practice started from COVID19 lockdown days.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

180

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Students are not required to conduct internal assessments at the undergraduate level of study, except in a few subject areas where they are expected to complete their own project work. As part of the Mocm (Advanced Accountancy) Program, there is an internal assessment. A 60:40 marking pattern is followed.There is a 60 mark exam conducted by the university and an internal class conducted by the college for 40 marks. The subect teachers set and assessed the papers. There is a minimum passing score of 40%. As per the schedule, the MCOM Coordinator prepares the Time Table and conducts internal class tests as per the schedule. All exam papers have been evaluated and the college has uploaded the marks to the university portal. This examination has been conducted in accordance with the university's guidelines. There is an in-house printing facility in our college. As far as outsourcing is concerned, there is none.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

After the result of first to fourth semesters are declared, students are asked to apply for verification, demand of photo copies and re-evaluation of question papers, if they have any doubt about their result. After the due process of verification and re-evaluation is completed, results are declared. Providing photocopies of answer sheets has proved to be very effective. Students are assured of fair practices in result preparation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

This college is affiliated to the University of Mumbai and is a non-autonomous college. The college has running programs that are set up by the university. This university frames the syllabus for

the coursework and also the pattern for the exams as part of its program outcomes. A new education policy based on program outcomes is yet to be implemented by the university.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://drtktopecollege.in/wp/?p=6615
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

Attainment calculations yet not done.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

75

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

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

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

12

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out through NSS unit. 2022-23 NSS activities report is attached.

1. Total No. of Unit 1
2. Total No. of Students Enrolled 100
3. Total No. of Volunteers Attended Camp 13 volunteers
4. Name of District Co-Oridinator Prof. Kranti Ukey
5. Name of Area Co-Ordinator Prof. Vijay Gawade
6. Name of PO Prof. Dr. Supriya A Yadav
7. Name of Leader (Male) Vighnesh Mandadkar
8. Name of Leader (Female) Maya Bheke

File Description	Documents
Paste link for additional information	https://drtktopecollege.in/wp/?page_id=6828
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

27

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

60

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://drtktopecollege.in/wp/?p=4656

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The gymnasium is owned and operated by the Gokhale Education Societybut is available to our students. Yoga classes are conducted in theSociety Hall on the ground floor. The college has no separate playground, but playgrounds are hired for Cricket, Kabaddi, Kho-Kho, and athletics annually. Indoor sports tournaments for carrom,table tennis, and chess are organized every year in the collegecampus on the fourth floor.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://drtktopecollege.in/wp/?p=4656

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Library automation is a crucial aspect of managing library functions and services. It involves various activities like

acquisition, cataloging, serial control system, stock
verification, and related services. All these functions are
streamlined through Integrated Library Management Software (ILMS),
specifically the E-Granthalaya, which is currently in version 2.0.

The automation process was initiated in the year 2018-19, marking
a significant step toward modernizing and efficiently managing
library operations. This has undoubtedly contributed to a more
organized and user-friendly library experience.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.96

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

25

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

AMC with GLS computers. They maintain the IT infrastructure.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drtktopecollege.in/wp/?p=6711

4.3.2 - Number of Computers

16

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

40.34

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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

Gokhale Education Society maintains the college building, theyprovide desks and tables.There are regular electricians for electrical maintenance.There is no laboratory in the college and the college doesn't haveits own sports complex.We have an AMC with GLS computers for the maintenance of computers andother accessories.Cleaning is done regularly by twoemployees appointed on a contractbasis.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drive.google.com/file/d/15wVvQXIzj xeTYAIWkOsdmFLqshwkFUh2/view?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

124

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File]()

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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

Ad-hoc Students Council for the Academic Year- 2022-23

Name of the Students

Class / Roll No.

Designation

Contact Number

Raj Sachin Nanavare

FYBA

Class Representative

Aniket Subhash Kanal

FYBCOM

Class Representative

Shelke Archana Namdev

SYBA

Class Representative

Jathyar Rutiksha Ravindra

SYBCOM

Class Representative

Pol Dattatraya Manohar

TYBA

Class Representative

Waingankar Rohit Vijay

TYBCOM

Class Representative

Arsheen Patel

FYBA

Ladies Representative

Sonali Dalvi

SYBCOM

Cultural Representative

Maya Bheke

SYBA

N.S.S. Representative

Siddhesh Raut

SYBCDOM

Sports Representative

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

20

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni association is not registered.

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

File Description	Documents
Paste link for additional information	https://drtktopecollege.in/wp/?p=6684
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college is deeply dedicated to the empowerment of students, ensuring access to education at every level, with a special emphasis on higher education. The aim is to foster world-class citizenship by offering a diverse array of courses through both

formal and informal channels. Moreover, there is a steadfast commitment to elevating the dignity of the teaching profession. The college aspires to cultivate a culture rooted in care and excellence, manifested through the provision of an extensive range of professional and vocational courses catering to people from all walks of life. A particular focus is placed on extending educational opportunities to the underprivileged, aligning with the dynamic socio-economic landscape. This commitment is underscored by a dedication to instilling human values and social responsibility, ultimately striving for excellence and total quality across all facets of life and learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Operational Strategies Overview

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

Strategic planning is evident in the acquisition of books, with the Library Committee orchestrating an annual plan to enrich resources. The college prioritizes Information and Communication Technology (ICT) and physical infrastructure, cultivating an environment conducive to contemporary learning methods.

Human Resource Management responsibilities lie with the Principal, Vice Principal, and Heads of Departments, collectively ensuring effective faculty management and a supportive work environment. Faculty members are actively encouraged to engage in research, exemplified by a successful minor research project in the academic year 2018-19.

Examinations for the first four semesters are conducted internally, with a thoughtfully crafted timetable communicated well in advance. The fifth and sixth semester examinations are overseen by the University of Mumbai.

Teaching and learning are structured with semester-based plans for each paper, complemented by Monthly Teaching Plans evaluated by Heads of Departments and endorsed by the Principal.

Curriculum development aligns with the University of Mumbai's guidelines, emphasizing fidelity to the prescribed curriculum to meet academic standards. This concise overview highlights the college's commitment to strategic operational practices across various domains.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

Efficient Institutional Governance for Enhanced Effectiveness

Planning and Development: The Institutional Quality Assurance Cell (IQAC) plays a pivotal role in shaping our trajectory. Proactively, the IQAC formulates an annual Action Plan, ensuring timely preparation and dissemination. Transparency is paramount, with the Action Plan uploaded on the college website, engaging all faculty members in informed decision-making. Regular updates are maintained.

Administration: To facilitate seamless communication, active faculty and administrative staff WhatsApp groups have been established. These serve as dynamic platforms for disseminating information, ensuring consistent awareness of ongoing developments. Relevant circulars are promptly shared on these groups, fostering quick and effective communication.

Student Admission and Support: The transition to online admission facilities in the academic year 2021-22 underscores our commitment to accessibility and efficiency. Evolving from traditional manual admissions, this shift reflects our adaptability to contemporary methods, streamlining processes for both students and administrators.

Examination Results and Notices: Our commitment to transparency extends to examination-related processes. Results and pertinent notices are promptly hosted on the college website, ensuring accessibility and timely dissemination of crucial information to all stakeholders.

In essence, our institution's commitment to transparent governance is tangible through these well-structured practices, fostering an environment of informed decision-making and operational efficiency.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user inter faces	[View File](#)
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

A set of uniforms is provided to class four non-teaching staff members. Medical, Duty, and study leave are sanctioned to all teaching -non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

3

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

Performance appraisal forms designed by University are filled out annually by all staff members and the information is sent to the society for further action.

File Description	Documents
Paste link for additional information	https://drtktopecollege.in/wp/?p=7071
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

File Description	Documents
Paste link for additional information	https://drtktopecollege.in/wp/?p=6548
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

During this year no efforts were made to mobilise funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC had planned thoroughly for the teaching and assessment system. The system was successfully implemented throughout the academic year 2022-23

File Description	Documents
Paste link for additional information	https://drtktopecollege.in/wp/?cat=147
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

Annual teaching plan and Monthly teaching reports are submitted by teachers regularly. (Some are also uploaded through google forms - . Every teacher maintains a file containing all the reports. The files are reviewed during ISO audits.

File Description	Documents
Paste link for additional information	https://drtktopecollege.in/wp/?p=6266
Upload any additional information	No File Uploaded

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

File Description	Documents
Paste web link of Annual reports of Institution	http://drtktopecollege.in/wp/?paged=4&s=iqac
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

GENDER EQUITY

Gender equity is a significant parameter of national progress which measures an attitude, involvement, and socio-cultural

formation of the society. The institute has always taken measurable steps to have gender sensitization on the campus and in the classroom. All teachers have their intended efforts through their syllabi sensitizing learners about their career choices, human rights, property rights, equal treatment at home and workplace. Through co-curricular engagement like NSS, sports, Cultural, students are made aware of equality, impartiality, and constitutional values and provisions. Talks by invited speakers are conducted to sensitize them accordingly. The institution follows ethical standards in this regard and is committed to maintain the same.

Following activities have been the central of the action plan of gender sensitization:

7.1.1: Measures initiated by the institution for the promotion of gender equity during the year.

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

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

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

- **Solid Waste Management:**

Local housekeeping persons are appointed every year for the solid waste management, keeping the college clean. Dustbins are installed in each classroom, staffroom, library, administrative office and at other places in the premises to have proper segregation of the solid waste. All the solid wastes are collected and segregated in solid garbage dustbin to be collected by the municipality vehicle, following the guidelines of the municipality.

- **Liquid Waste Management:**

No liquid waste like chemicals used in laboratory, water and the like comprise the part of college, but water used in washrooms, toilets and washbasin in the college are properly channelized and utilized. Students are instructed to use water properly and keep the campus clean.

- **E-waste Management:**

Non-functioning computer, printers, photocopier machines, cartridges, cables and wires and other electronic equipment are recycled properly through the policy of buy-back or exchange and others are sold to e-waste collector vendors.

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

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

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

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	E. None of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	[View File]

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

Institute has always focussed to have harmonious environment in

and outside the classroom. It has the democratic policy toward students, in which their minds are trained how they should be broad and open minded while living in the society and respecting other cultures and religions. Through Foundation Course and Business Communication, they are trained in communication with the spirit of 'Live and Let Live'. Celebration of Dessehra, Diwali, national days, birth anniversary of great leaders and other invited talks are organised inculcating the spirit of equality and harmony intending the national and cultural spirit of India.

Institute has Students' grievance redressal cell and women grievance redressal cell to resolve the issues without any consideration of caste, culture, and background. Students failing to pay the full payment of admission fees are given facility of installments considering their socio-economic background irrepsective of any bias or caste and religion.

Through NSS, Cultural and Sports activities and participation, students irrespective of culture, caste and religion are motivated to participate and the platform is made available for their potential qualities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college is very much committed to inculcate such constitutional values to make our students responsible citizens. NSS and Cultural department always strive to shape the personality in this direction. Through several activities organised by the departments, they are made aware about their fundamental rights, duties, legal and constitutional ways living. The importance of cleanliness, social-service, social harmony, right of voting and gender free equality are inculcated among the students through curricular and co-curricular engagements.

They are made aware of the fact that though our nation has diversity regarding language, caste, religion, region and resources, the constitution is the only thing which is at the edge

which bind them together for their development and bring national unity.

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

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

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

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

The college has observed and celebrated national and international commemorative days on the respective occasions. Considering the importance of such engagements, national significance and cultural thoughts have been shared among students and teachers in regard to various days, events and festivals. Students have been made aware of their responsibility and respect towards other culture, great leaders and observance of national days. Every year NSS volunteers join the peace rally on Hiroshima Day organized by Sarvodaya Seva Mandal and understand the importance of peace and terrible effects of war and hate. On the occasion of Independence Day and Republic Day, skit on social issues have been presented by the volunteers, spreading a message of becoming a true citizen. Such kind of celebrations and observance has resulted in developing fellow-feelings and understanding the true spirit of the nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Nil

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

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institute is a night college affiliated to University of Mumbai and learners are from working background managing their time to attend the college. The college has aimed at changing their perception for their career options and accordingly the distinctive focus is served with NSS, Sports, Cultural and other such activities, though no specific distinctiveness like research, patent or awards have been the marker of distinctiveness in the institution.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

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

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