

Dr. T. K. Tope Night College

**Dr. T. K. TOPE ARTS AND COMMERCE NIGHT COLLEGE
PAREL, MUMBAI – 400012**

Annual Quality Assurance Report 2004

PART – A

PLAN OF ACTION

In the light of the recommendations made by the Peer Committee, the IQAC chalked out the following Plan of Action for the year 2004. The views of the teaching and non-teaching staff members were taken into consideration in deciding the plan of action.

1. To introduce a paper in Computer Systems and Applications as an optional subject under applied component for TYBCom.
2. Computerisation of Library services and Office Administration.
3. Internet access to staff and students.
4. Examination reforms.
 - a) Computerisation of Results.
 - b) Improvement in the Examination process.
5. Coverage of Students under Group Insurance scheme.
6. Counseling services for students.
7. Improvement of Results.
8. Larger participation of students in Sports and Cultural activities.
9. Total Computer literacy of teaching and non-teaching staff.
10. Formation of women's cell.

PART – B

Activities reflecting the goals and objectives of the institution:-

Permanent Affiliation

The College has applied for permanent affiliation in response to the circular from University of Mumbai making all Colleges having B+ grade from NAAC, eligible for permanent affiliation.

ISO 9001-2000 Certification

The College is at present undergoing the process of ISO certification. The Management systems of the College have been assessed and certified by the ICL. (International Certifications Ltd.) Internal audits are conducted periodically throughout the year. Annual ISO 9001-2000 certification Surveillance Audit was conducted by ICL on 10th January 2005. Mr. S. S. Saharia Lead Auditor conducted the Audit and made suggestions for improvement which are being worked upon.

Academic Calendar

Academic Calendar was prepared at the beginning of the year and programmes were conducted accordingly except a few changes.

Teaching

Teaching plan was submitted by each Teacher at the beginning of the year. The details of the course to be covered in each month are outlined and at the end of the month a teaching report is submitted covering the academic and co-curricular and extra curricular activities.

Student Enrolment

Formation of different committees.

For effectively executing the various plans twenty different committees were formed including Library committee, Examination committee, Student's council.

Performance in Annual Examination 2004

Subject-wise Result Analysis for TYBA Examination held in March 2004

	Economics	Politics	Marathi	Overall
Absent	4	7	6	10
Failed	23	4	3	24
Passed	56	71	23	65
Total Appeared	79	75	26	89
% of Passing	70.89	94.67	88.46	73.03
60 & above	1	11	0	4
above 45 & below 59	20	48	12	48
above 35 & below 44	35	12	11	13

Subject-wise Result Analysis for TYBCom. Examination held in March 2004

	MHRD	BUS ECO	ACC I	ACC II	ACC III	Export Marketing	Labour .Welfare.	Grand Total
Absent	19	20	22	20	20	19	21	18
Failed	31	68	61	39	41	11	4	97
Passed	153	115	120	144	142	173	178	88
Total Appeared	184	183	181	183	183	184	182	185
% of Passing	83.15	62.84	66.30	78.69	77.60	94.02	97.80	47.57
60 & above	19	3	19	29	23	49	42	13
above 45 & below 59	48	27	40	36	56	60	78	60
above 35 & below 44	86	85	61	79	63	64	58	15

Sports

Sports and Cultural Activities of the College were conducted throughout the year. Various competitions were held including Debating, Elocution, and Singing etc. Indoor as well as Outdoor sports were organised.

The students also participated in a number of inter collegiate events organised by various colleges and the University like Chess, Carom, Kabbadi, Kho-Kho, Volley ball Cricket etc.

Mr. Abhay Sudhir Shinde won a silver medal in Power lifting (90 kg) at Ratnagiri at the Inter Collegiate Power lifting competition organised by University of Mumbai.

Cultural activities

The students secured a number of prizes in various inter collegiate events as follows

1. Inter Collegiate One Act Play competition held by G. S. Medical College, Mumbai.
 - Best One Act Play – “Amhi Ekankika Shodhtoy” (January 2005)
 - Consolation prizes for acting:
Rohan Dhalawalkar
Swapnil Pathare
2. Mrigjal Intercollegiate One Act Play competition
 - Second prize - “Amhi Ekankika Shodhtoy” (December 2004)
3. INT (Indian National Theatre)
 - First prize (Rs. 1000/-) for Best One-Act Play Script writing.
4. Cultural Festival organised by Lala Lajpatrai College
 - Trophy with first prize
 - In all 10 prizes.
5. Fashion Show organised by Gurukul Institution, Ghatkopar
 - Second prize.
6. Folk Dance – First prize – Government law college.
7. Prize by Apna foundation.

A monthly bulletin named Abhivyakti is published providing a platform to the creative abilities of the students.

New Academic Programmes initiated:-

Computer Systems and Applications as an optional subject under applied component for TYBCom started from academic year 2004-05. Fifty students have been enrolled in the said course.

Group insurance for students

From the academic year the First and second year students of the college are covered under a group insurance policy issued by National Insurance Company Limited. The sum assured is Rs 50000, the premium being Rs 20. The scheme is voluntary but having regard to the small amount of premium the students were persuaded to participate in the scheme. 497 students have taken the benefit of the scheme.

Community services

Teaching and non-teaching staff donated their One day salary towards the Tsunami Relief Fund. Community services were conducted mainly through the NSS cell of the College.

NSS REPORT

1. 64 Students were enrolled for the academic year 2004-05 in the NSS programme.
2. Two Projects were implemented
 - 1) Environment Awareness Project – At Mahim Nature Park, Mahim, Mumbai.
 - 2) Consumer Movement and Consumer Rights – With Mumbai Grahak Panchayat. (Mumbai based NGO working in the field of Consumer rights.)
3. The Mahim Nature Park project started in August. Every Sunday Volunteers worked in the Park under the guidance of the Park authorities. (Four hours every Sunday, Five Sundays in all.). A
4. The second project related to Consumer movement was inaugurated by the Principal.
5. An informative Video film (on Consumer movement) was shown to the Volunteers.
6. A day long workshop was organised jointly by the College NSS unit and the Mumbai Grahak Panchayat. An exhibition displaying duplicate items sold in the market was also organised for creating Consumer awareness. Besides this a poster exhibition graphically explaining Consumer law and describing Consumer rights was also organised at the venue of the workshop.
7. Volunteers have planned to publish a small informative booklet on Consumer Protection act and the Consumer Movement. Basic work in this direction has started. They will collect information from News papers, magazines and the internet.
8. A lecture by Shirish Gopal Deshpande, an activist in the Consumer movement is scheduled in the first week of February. Direct exposure to the proceedings of the Consumer Court for the volunteers is also on the agenda.

9. A Blood donation camp was organised on 7th December 2004 in the College with the help of KEM Hospital Blood Bank. 68 Volunteers donated.
10. Blood group checking camp was organised for all students in the College. 408 students benefited. College borne the expenditure.
11. Volunteers collected Rs. 5000/- for the Tsunami Victims. The money was forwarded to the NSS Cell, Mumbai University. The NSS cell will contribute funds from all Colleges to the Prime Ministers Relief fund.
12. A ten days residential camp was organised at Nanivdekar Shahiri Sangam, Badlapur dist. Thane. 34 Volunteers participated.
13. Two lectures were organised on Sex education. Vice Principal, Kirti College Dadar, Mumbai delivered these lectures.

Number of Teachers and Officers newly recruited:

No new post was created.

Computer Instructor was appointed by the Computer training institute affiliated to the society.

Teaching-Non teaching staff ratio: - 17:11

Teaching staff

Full time- 10 Librarian – 1 Clock hour basis – 6

Non-teaching staff - 11

Teaching faculty with NET/SET Qualifications

Prof .S.P.Buwa

Prof. A .A .Torane

Prof P. D.Sawant

Prof N.S.More

Prof U.B.Rote

Prof S.V.Jadhav

Prof S.S.Pagare

Prof B.R.Deshpande.

Contribution and achievements of teachers

1. Prin V.B.Rokade
 - Delivered lectures on Consumer act and amendments, AIDS a fatal disease, Social Justice, Education and Success.
 - Worked on University level selection committees.
2. Dr. Mrs .A.R.Bhave

- Co-authored an Institute of Distance Education text book on Export Marketing for TYBCom
- Working on the editorial board of WIRC (Western India Regional Council of ICWA) newsletter.

3. Prof S. S. Kanse

- Working as the Management Representative for the college in the ISO certification process.
- Completed the internal auditor course on ISO 9001-2000 conducted by International Certifications limited.

4. Prof. Krishnan Nandela

- Published new editions of 1) Managerial Economics: A Macro Economic approach 2) International Marketing for Second Year Bachelor of Management Science course of Mumbai University.
- Working on the small enterprise management committee of the Bombay Management Association, a local unit of All India Management Association.
- Associate member of All India Management Association.

5. Prof. S. P. Buwa

- Developed a Computer programme for examination results.
- An article in Maharashtra Times on internet experience won a prize.

6. Prof A. A.Torane

M. Phil. was awarded.

Completed a certificate course in Pali and Buddhist studies conducted by Mumbai University

Conducts guest lectures for Post graduate classes in Mumbai University.

7. Prof.M. B.Mistri

- Published an article on taxation in Times of India (6th January 2004)
- Presented a project report at the refresher course on “Salary Income and General Errors committed by educational institutions in computing the same”.

Prof. S. B. Ghuge

Secured highest marks in Journalism – Pune University.

8. Prof. S. D. Aghav

9. Prof. S. V. Jadhav

10. Prof. U. A. Rote

Library

Number of New Books subscribed and their value

Books

Total no. of books purchased after 1st April 2004:- 808

Value of Books purchased: Rs. 87,239.85

Journals

Total no. of journals subscribed: 8

Total no. of Magazines subscribed: 16
(One magazine USP-AGE and one Journal
RBI Bulletin newly subscribed from 2004)

Improvement in Library services:

a) Book bank scheme

21 New sets were introduced in the scheme for this year (2004)

b) Computer

One Computer is purchased for library and the process of preparing database of books for OPAC (Online Public Access Catalogue) is in process.

Number of courses for which student assessment of teachers is introduced and the action taken on student feedback:

Unit Cost of education (2003-2004) (Total expenditure divided by number of students)

Cost of education per student

Considering the recurring cost as per the audited Income and Expenditure A/C of the college for the year 2003-04 and an average enrolment of 1000 students the per student cost works out to Rs 5002. However the cost does not include the cost of depreciation of property or the notional rent which the college might be required to pay if the property has to be rented. This cost also does not include the cost of accreditation or ISO certification.

Computerisation of examination results, issue of mark sheets:

A new programme in Microsoft Access was developed by Prof. Buwa, our faculty member for processing of Examination results. The same has been used since academic year 2004. It's a matter of credit that such programme could be developed in-house which would have costed the College otherwise a few thousand rupees for getting it from the market.

Increase in the infrastructural facilities:

- Renovation of Office, Library, Staffroom and Principal's office.
- Computers and Internet access and training to teachers and students:
- All the staff members have access to computers and basic training on Computer skills as well as use of Internet was given informally by the internal resources
- Internet access to staff and students (on assisted basis) was provided.

Financial Aid to Students

Three students were provided with Rs 2500 each to tide over difficulties like illnesses / book purchase / traveling expenses.

Activities and support from Parent-Teacher Association

Two Parent-Teacher meetings were held during the year for the following purposes:

- To build a rapport with the Parents
- To make the Parents aware of the various activities that are the conducted for
- the benefit of the students
- To provide the Parents feedback on the attendance and performance of their wards.

Health Services:

A blood group testing camp was organised for all students of the College free of charge. In two days 400 students availed of this facility.

Activities of the Guidance and Counseling unit

- Career Guidance was given by all the teachers.
- A session on Personality development was conducted by...
- Three lectures were organised for Career opportunities in the emerging sectors of the economy like retailing management, financial services by officers from ICICI, Davar's Institute of Management
- A session was conducted on Interview techniques by Mr. Priyadarshan Deshmukh, a placement consultant in Mumbai such information on the notice boards.

Placement services

- We encourage the employers to inform us of the vacancies in their organizations. A special notice board is reserved for exhibiting employment information received by the College from prospective employers. A few organizations like ICICI were provided with facilities for interacting with students, Facilitation for Recruitment drive by HSBC was also done.
- The students are given guidance on need basis for preparation of bio-data and appearing for interviews.

Development programmes for non-teaching staff

1. Mr. Thakurdesai S. V. (OS) and Mr. Sonawane M. T. attended a day long seminar organised by DTSS College, Malad, on Office Administration and Pension procedure (29th December 2004)
2. Mr. Thakurdesai S. V. (OS) attended a one day seminar at Shailendra Education Society's Arts Science and Commerce College, Dahisar East. (21 August 2004) – Duties and responsibilities of Non teaching staff.
3. Mr. Thakurdesai S. V. (OS) attended a one day seminar Maharashtra State Principal's Federation. (24 April 2004) – Fee Structure. At Lala Lajpat Rai College, Mahalaxmi, Mumbai.
4. Mrs. Sayali A. Adiverekar (Cashier) and Mr. S. V. Thakurdesai (OS) successfully completed the MSCIT (Maharashtra State Certificate course in Information Technology) course. The online examination is or

Training courses attended by Teaching and Non teaching staff

Sr. No.	Name	Course	From	To	Organiser
1	S. S. Kanase	Refresher Course	16/2/04	10/3/04	ASC, Mumbai University
1	M. B. Mistri	Orientation Course	30/9/04	23/10/04	ASC, Mumbai University
2	P. D. Sawant	Orientation Course	17/1/05	15/2/05	ASC, Mumbai University

Sr. No.	Name	Course /Workshop/Seminar	From	To	Organiser
1	Dr. A. R. Bhawe	Workshop on Management and Production Planning – New Subject introduced at TYBCom level.	10/7/2004	-	Vivek College Mumbai.
2	P. D. Sawant	Workshop on Management and Production Planning – New Subject introduced at TYBCom level.	10/7/2004	-	Vivek College Mumbai.
3	M. B. Mistri	Current trends in Educational reforms.	31/7/2004	-	Vartak College, Borivali
4	Krishnan Nandela	Current trends in Educational reforms.	31/7/2004	-	Vartak College, Borivali
5	Rachana Bhandari	Women Development	13/8/2004	-	Akshara Women Development Cell, Dadar
6	Principal V. B. Rokade	Service Conditions of Teachers	31/7/2004	-	ANGC (Association of Non Government Colleges)
		Backward students scholarship and free ship.			B. C. Cell Mumbai University

		Seminar on Self-aided Universities		-	Government of Maharashtra
7	Prof. S. S. Kanase	Service Conditions of Teachers	31/7/2004	-	ANGC (Association of Non Government Colleges)

Women cell

The women's cell was formed in this year under the chairmanship of Prof. Rachana Bhandari.

The following programmes were conducted:-

1) With the help of an NGO, 'Nakshatra', efforts were made to enlighten students towards gender equality, sexual harassment helpline, equal opportunities in all fields employment opportunities, career guidance etc.

2) Mr. Arun Naik, a stress management expert delivered two lectures on the process and repercussions of College Romances and Man-Woman relations in changing socio-economic scenarios.

Guest lectures

The following guests visited the college and shared their thoughts with the faculty and students.

- Prof Sadashivan, Secretary AIFUCTO delivered a lecture on Union Budget on 12th July 2004.
- Mr. S. T. Khandare, AGM, Corporate Sector, Bank of Maharashtra, delivered a lecture on Banking Reforms.
- Maharashtra Sahitya Akadami award winner Prin Sharma from VIVA college Virar inaugurated the Trilingual Association

Future Plans for the next year

1. Computerisation of Office work in full
2. A separate Library Facility
3. Improvement in results
4. Strengthening of the following activities
 - Counseling
 - Career guidance
 - Placement
 - Contact with Parents
 - College website

Principal

