

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

**Annual Quality Assurance Report 2005-06
Second Year Report (After first accreditation)**

PART – A**Achievements with reference to the Plan of Action of 2004-05**

The IQAC set out with the objectives decided for 2005 on the basis of NAAC recommendations and was able to achieve most of the targets -

1. A Computer Systems and Applications as an optional subject under applied component for TY BCom was started from 2004-05 with 50 students.
2. Computerisation of Library services and Office Administration has been substantially achieved.
3. Internet access to staff and students has been made available.
4. Examination reforms carried out.
 - a) Computerisation of Results.
 - b) Improvement in the Examination process.
5. Coverage of all 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. 75% of the staff is computer literate.
10. Formation of women's cell was done.

The objectives set out for 2006 are

1. In the light of the permanent affiliation granted to the college by Mumbai University, it is proposed to apply to UGC UNDER 2(f) / 12 (b)
2. Completing the process of ISO certification
3. In spite of the concerted efforts the results of the college are not as per our expectations - strengthening the efforts further to at least improve it to 50-60%.
4. Arranging a university level workshop
5. To increase the number of books especially in the book bank scheme.
6. Strengthening of the placement effort
7. Health check up
8. Opening savings bank accounts of all students.

PART – B**Activities reflecting the goals and objectives of the institution:-****Permanent Affiliation**

The College has been granted permanent affiliation (vide Mumbai University letter no. Aff/Recog.II/5206 dated 15th October 2005 – Permanent Affiliation from the year 2004-2005) with effect from academic year 2004-05 consequent to University of Mumbai's decision of making all Colleges having B+ grade from NAAC, eligible to apply 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 24 Nov 2005. Mr. R.Swaminathan, 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 2005**T.Y.B.Com – Subject wise result**

	Management and Production Planning	Business Economics	Accountancy I	Accountancy II	Accountancy III	Computer Systems and Applications	Export Marketing	Labour Welfare
Failed	18	52	57	29	41	47	13	18
Passed	133	98	90	116	104	1	114	105
Total Appeared	151	150	147	145	145	48	127	123
% of Passing	88.08	65.33	61.22	80	71.72	97.9	89.76	85.36

Overall Result

	<u>Appeared</u>	<u>Failed</u>	<u>Passed</u>	<u>% Result</u>
<u>Overall Result</u>	<u>151</u>	<u>84</u>	<u>67</u>	<u>44.37</u>

T.Y.B.A – Subject wise result

	Economics	Politics	Marathi
Failed	29	11	5
Passed	34	67	14
Total Appeared	63	78	19
% of Passing	53.97	85.90	73.68

Over all Result

	<u>Appeared</u>	<u>Failed</u>	<u>Passed</u>	<u>% of Passing</u>
<u>Overall result</u>	<u>80</u>	<u>32</u>	<u>48</u>	<u>60</u>

Cultural Activities

Prof. P. D. Sawant was the in charge of the Cultural activities for the year 2005-06. Sreeshant Parkar was elected as the Cultural representative from the students. Under the able guidance of Principal V. B. Rokade and Vice Principal Dr. A. R. Bhavne various activities were conducted successfully throughout the year.

Various competitions were organized at the College level by the Cultural department.

Students also participated in the following inter collegiate competitions

Sr no	Event	Venue	Date / Month	Organized by	Level	Achievement
1	38 th Youth Festival – 2005			Mumbai University	Inter-collegiate	“Amhi Ekankika Shodhtoy”, marathi one act play, got third prize. Sreeshant Parkar got best actor award, third prize. Skit reached the final round. Secured consolation prize among 102 participant Colleges in Mumbai University area.
2	Bhavan's Festival 2005			Bharatiya Kala Bhavan Kendra	Inter-collegiate	“Amhi Ekankika Shodhtoy”, marathi one act play, reached final round. Sreeshant Parkar got best actor certificate.
3	Zep 2005				Inter-collegiate	“Amhi Ekankika Shodhtoy”, marathi one act play, reached final round. Vishal Gole got best actor Prize

Sr. no	Event	Venue	Date / Month	Organized by	Level	Achievement
4	Indian National Theatre				Inter-Collegiate	“Roj Mare Tyala”, marathi one act play – Second prize among 52 Colleges from Mumbai region. Sreeshant Parkar got best actor award, second prize.
5	Ruturang 2005			R. A. Poddar College, Dadar, Mumbai	Inter-Collegiate	“Mazya Mana ban Dagad”, Marathi skit, won first prize. Group dance was second.
6	Kshitij 2005			D. G. Ruparel College, Mahim, Mumbai	Inter-Collegiate	Group dance won first prize. “Roj Mare Tyala” won Third prize. Ashish Pathare Best actress award Best actor award, third prize
7	Maharashtra Utsav 2005					Second prize for Group dance
8	Utkarsh 2005			Somayya College, Vidya Vihar, Mumbai.		Fashion Show – Second prize
9	Utopia 2005			Dnyansadhana College, Thane		Fashion show – First prize

Sports Report

Prof. S. S. Kanase was appointed as Sports incharge for the year 2005-06
Rahul Sawant was nominated as Sports representative.

Inter class Carrom (singles and doubles 40 participants), Chess (40 participants), Table tennis (singles and doubles 30 participants), Kabaddi (at Lal Maidan), Kho-Kho (at Lal Maidan), tournaments were organized in the College premises. Athletics including Running, Jumping and throwing events were organized at the St. Xaviers ground, Parel. Cricket matches were organized

at Purandare stadium, Dadar. Indoor games were organized in the first term whereas all outdoor events were organized in the second term.

Students also participated in following inter collegiate tournaments organized by the University of Mumbai:-

Volley ball
Kabaddi
Kho-Kho
Cricket

The Cricket team was able to reach the second round in the tournament.

Nilesh Lanjekar was declared as Man of the Match in the tournaments organized by Jai Hind College, Churchgate.

In the cricket tournaments organized by Elphinstone College, H. R. College, Bengal Cricket Club the College team reached the semi final round.

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 are enrolled in the said course.

Group insurance scheme 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. All the students are covered under the scheme.

Opening of saving bank A/C

Under the YUVA scheme savings accounts of 350 students were opened with the Bank of Maharashtra Parel Branch. The initial deposit was paid by the college

Community services

Community services were conducted mainly through the NSS cell of the College.

NSS REPORT

This years Programme was inaugurated on 8th July 2005 by Prof. Parag Patil, Ex-NSS Programme officer from Uran. 72 Volunteers were enrolled for the year out of which 56 were boys and 16 girls.

Two projects were finalized for the year:-

- 1) Awareness about Child Labour - 60 hours
- 2) Consumer awareness – 20 hours

Child labour project was conducted with the help of Pratham an NGO working for the welfare of Child labour. This project included following modules:-

- 1) Introduction to Pratham's activities
- 2) Educational games and lectures
- 3) Street plays depicting the life style of working children
- 4) Pasting posters in various areas
- 5) Participation in raids to free working children
- 6) Visiting the Deonar dumping ground to have a first hand experience
- 7) Visit to the hostel run by Pratham for the working children
- 8) A special lecture by Manjul Bharadwaj

The work on the Consumer awareness project (second project) is about to complete. Volunteers are collecting samples of duplicate items sold regularly in the market. The collected samples will be handed over to Mumbai Grahak Panchayat. The Panchayat will organize an exhibition of these samples for the information of general public at their chosen time and venue. Funding was provided by the Mumbai Grahak Panchayat.

Volunteers have compiled a booklet based on newspaper cuttings related to issues affecting the general consumer.

At the College level volunteers participated in the flag hoisting ceremony on 15th August and 26th January during this academic year. They also successfully completed the difficult task of maintaining discipline during the annual social gathering of the college.

A Blood donation camp was organized with the help of Wadia Hospital Blood Bank, Parel. 72 Blood bags were collected.

At the University level volunteers participated in the AIDS rally on 1st December, Peace rally on 30th January, Dandi March commemoration rally, Flood relief work organized by KEM hospital and Wokhardt institute at Santacruz.

Volunteers registered themselves with the KEM hospital for any emergency work as and when required.

Annual residential camp was organized at Karjat from 11th to 19th December 2005. 50 Volunteers participated. 3 day workshop conducted by Manjul Bharadwaj on Personality development was the special event of the 10 days camp.

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- 09 Librarian – 1 Clock hour basis – 7

Non-teaching staff - 11

Teaching faculty with NET/SET Qualifications

Prof .S.P.Buwa

Prof. A .A .Torane (M. Phil.)

Prof P. D.Sawant

Prof N.S.More

Prof S.V.Jadhav

Prof S.S.Pagare

Prof B.R.Deshpande.

Contribution and achievements of teachers**1. Prin V.B.Rokade**

- Elected on the Senate, University of Mumbai 2005-10. Felicitated by Vice chancellor, local MLA and Teachers Organisation.
- Worked on University selection committee for teacher's interviews
- Delivered lectures on AIDs awareness at Virar high school and 'Dr. B.R.Ambedkar's social justice' – public lecture.
- Attended workshops on
 - Government guidelines on SC / ST scholarships
 - Two days national workshop on ANGK on service conditions of teachers
 - Seminar on Educational planning organized by G.E Society Nasik
 - National seminar on The role of Internal Quality Assurance Cell in Quality Enhancement at Yashwant Mahavidyalay at Nanded (sponsored by NAAC) – also participated in technical session – ISO certification in higher education.
- Published an article in college magazine (R.P.Gogate Joglekar College Ratnagiri)
- Acquired computer literacy

2. Dr. Mrs .A.R.Bhave

- Co-authored a text book on International Marketing for M.Com
- Working on the editorial board of WIRC (Western India Regional Council of ICWA) newsletter.
- Published an article on Trade blocks In Management Accountant October 2005.
- Delivered career counseling lectures at S.N.D.T university, and colleges in University of Mumbai
- Attended a workshop on Sexual harassment by the Women Cell – University of Mumbai

3. Prof S. S. Kanse

- Workied as the Management Representative for the college in the ISO certification process.

- Worked as internal auditor for G.E.Society's institutions in Mumbai

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.
- Representative of Bombay University and College Teacher's Union, College Unit.

5. Prof. S. P. Buwa

- Attended a refresher course organized by University of Mumbai on the theme of Globalisation - received A grade
- Delivered a lecture on Comparative Politics at Shivale College
- Undertook academic work related to Maharashtra Government examinations
- Attended State level Political science conference at Pune
- Published an article on the paintings of Shri Shubhraj Mahaharaj in a magazine published by Marathi Sahitya Sammelan Samiti at Solapur.

6. Prof P.D.Sawant

Working as a member of School committee, Tarapur.

Training courses attended by Non teaching staff during the year 2005

1. Mr. S.V.Thakurdesai, Office superintendent passed MSCIT Examination
2. Mr. M. T. Sonawane passed MSCIT Examination
3. Mr. S. V. Thakurdesai and Mr. M. T. Sonawane attended a workshop on 21 August 2004 Duties and responsibilities of non teaching staff at Shailendra Education Society's College at Malad.
4. Mr. S.V.Thakurdesai attended a workshop on 14th February 2004 Janseva Shikshan Mandal College on Office administration
5. Mrs. Sadhana S. Ambadaskar passed MSCIT Examination.

Library

Number of new books and journals subscribed and their value

- a) Books – The total number of books purchased from 1st April 2005 to 1st March 2006 are 833, value Rs 85940.
- b) Journals Magazines and Newspapers
 1. Total number of Journals subscribed 07
 2. Total number of Magazines subscribed 16

3. Total number of Newspapers subscribed 10

The journals include Anushtubh, Economic and Political Weekly, Monthly commentary on Indian Economic Conditions, Samaj Prabodhan Patrika, University News, Yojana, and RBI bulletin. The amount spent for subscription of journals RS 3539.

Improvements in Library services

A) Book Bank Scheme

Year	Number of books distributed
2003-04	53
2004-05	74
2005-06	110

The total number of sets added in 2005-06 36.

B) Exhibition of books was organized on 16th July 2005

C) A donation from Chidkashi Trust of 19 set of books was received for the students affected on 26 July due to flooding in Mumbai.

D) The SOUL (Software For University Libraries) was purchased in September 2005.

E) One Computer is purchased for library and the process of preparing database of books for OPAC (Online Public Access Catalogue) is in process with the use of SOUL software

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 2004-05 and an average enrolment of 1000 students the per student cost works out to Rs 6430. 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.

Increase in the infrastructural facilities:

Purchase of Computers, Laser printer and networking of all computers, Library tables, chairs, Staff room tables, chairs, cupboard.

Financial Aid to Students

During the year 4 students were given need based financial aid – Rs. 2000 each.

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 lecture was organized for Career opportunities in association with CFA institute.

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.
- This year we have strengthened our placement efforts -The following institutions visited the college for campus interview

ICICI Web trade
ICICI
ICICI Direct
HDFC
Span Marketing
India bulls

- The students are given guidance on need basis for preparation of bio-data and appearing for interviews.

Coordinator
NAAC Committee

Chairman
NAAC Committee