

DR.T.K.TOPE ARTS AND COMMERCE NIGHT COLLEGE  
PAREL MUMBAI 400012  
MAHARASHTRA

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PAREL MUMBAI 400012  
(MAHARASHTRA)**

**ANNUAL QUALITY ASSURANCE REPORT 2007**

**FOURTH YEAR REPORT (AFTER FIRST  
ACCREDITATION)**

## PART A

**The objectives set out in the plan of action for 2007 were as follows:-**

- Computerisation of office work
- Addition of computers to the library for open access to students
- Arranging programmes for students like Disaster Management training, counseling relating to AIDS etc.
- Improvement in results
- Improvement in placement career counseling efforts
- Training workshop for teachers especially newly recruited teachers
- More participation in seminars and workshops
- Health related issues
- Extra classes for S.C S.T OBC students

**The achievements with reference to the plan of action 2007 are**

- The College successfully completed the process of ISO certification. Newly issued certification is valid up to 9<sup>th</sup> July, 2010.
- A paper in Taxation was introduced as additional optional subject for T.Y.B.Com students. (This was one of the recommendations of NAAC)
- Computerisation of the office is going on as a part of the Digital College programme of Government of Maharashtra and Mumbai University.
- A computer has been allocated for open access to students.
- Following courses were conducted
  - Certificate course in Civil Defence was organised in Dec 2007.
  - Certificate course in English speaking. As our students are mainly from vernacular medium they lack fluency in English which is acting as a hindrance to better employment opportunities. With the help of the MSG Foundation we designed and conducted the course to provide students inputs in English speaking, vocabulary building and communication and presentation skills. The four week course was conducted during 23<sup>rd</sup> March to 21<sup>st</sup> April 2007. 46 students participated in the course. The main speakers during the course were -
    - Dr. Mathure – Professor of English GES'S College of Education and Research – Mumbai.
    - Prof Deoraj - Professor and Head of English Department of GES'S H.P.T College – Nashik.
    - Dr. K.R.Shimpi – Principal B.Y.K College – Nashik.
    - R.N.Bhave – CFO Gammon India - Mumbai.

Dr. A.R.Bhave and Prof S.P Buwa designed and conducted the course. It was free of cost and students selected on first come first basis.

- AIDS Awareness programme was arranged as a part of NSS programme. One day seminar was organised with the help of MDACS (Mumbai district AIDS control society.) An objective test based on questions related to AIDS awareness was conducted.
- Efforts for career counseling and placement were made during the year with the help of LIC, ICICI, ING Vyasya bank, HDFC securities. A one day workshop was organised by the Cooperative department, Government of Maharashtra, on career opportunities.
- A workshop on soft skills and career opportunities was conducted by Deepa Nayar and Bal Sadwelkar on 12 Mar 2007.
- Mr. Abhay Kanta guided the students about MPSC examination on 2<sup>nd</sup> August 2007.
- A lecture on Resume preparation and interview techniques was delivered by Ms. Ramanjeet Caur, a placement consultant on 2<sup>nd</sup> August 07.
- A blood donation camp was organised under the auspices of NSS. Blood group testing of the students was done free of charge.
- For improving results remedial classes were arranged in the subjects of Economics and Mathematics during the vacations.

## **Action plan for 2008**

The action plan for 2008 has been chalked out as follows –

1. In spite of rigorous effort on the part of the teachers, there is no significant improvement in the results, especially the B.Com results. More thrust is planned on this.
2. Organising seminars / workshops for students especially in the areas of
  - Computer literacy
  - Personality development
  - Internet Usage
  - Dramatics
  - Practice examination, tutorials, preliminary examination etc.
3. Intensifying the training efforts for cultural activities and sports activities.
4. Organising lectures / seminars for female students in the areas of sexual harrasment, legal rights of women. Human rights, health issues etc under the Women Development Cell.
5. Health care system will be established.

## **PART B**

### **Activities reflecting the goals and objectives of the institution**

#### **Academic Calendar**

Academic Calendar was prepared at the beginning of the year and programmes were conducted accordingly.

#### **Teaching Plan and Monthly Report**

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, co-curricular and extracurricular activities, committee meetings etc.

Student Enrolment

CLASS	SC			ST			VJ			NT-B			NT-C			NT-D			All NT			SBC			OBC			Open			Total		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
FYBA	20	4	24	0	0	0	2	0	2	1	0	1	3	2	5	0	0	0	4	2	6	0	1	1	19	9	28	49	8	57	94	24	118
SYBA	15	3	18	0	0	0	0	0	0	4	0	4	5	1	6	0	0	0	9	1	10	0	1	1	22	8	30	40	9	49	86	22	108
TYBA	12	3	15	1	0	1	1	1	2	2	1	3	5	0	5	0	0	0	7	1	8	1	1	2	22	3	25	51	6	57	95	15	110
FYBCom.	25	2	27	2	0	2	0	0	0	6	1	7	3	2	5	4	0	4	13	3	16	1	1	2	53	11	64	101	26	127	195	43	238
SYBCom	23	9	32	0	0	0	0	0	0	6	1	7	7	2	9	3	1	4	16	4	20	2	0	2	49	11	60	89	23	112	179	47	226
TYBCom.	23	6	29	2	0	2	0	0	0	4	1	5	6	2	8	2	1	3	12	4	16	2	0	2	43	9	52	59	24	83	141	43	184
Total	118	27	145	5	0	5	3	1	4	23	4	27	29	9	38	9	2	11	61	15	76	6	4	10	208	51	259	389	96	485	790	194	984

## Formation of different committees

Sr.No.	Name of the Committee	S.N	Name of the staff member	Designation
1	<b>Examination Committee</b>	1	Prof. B.A.Menezes	Chairperson
		2	Prof. Dr. Mrs .A.R.Bhave	Member
		3	Prof. S.P.Buwa	Member
		4	Prof. P. D. Sawant	Member
2	<b>Unfair means &amp; inquiry Committee</b>	1	Prof. Krishnan G. Nandela	Chairperson
		2	Prof.S.S.Kanase	Member
		3	Prof. A.A.Torane	Member
3	<b>Time Table Committee</b>	1	Prof B.A.Menezes	Chairperson
		2	Prof.Dr. Mrs .A.R.Bhave	Member
		3	Prof. A.A.Torane	Member
4	<b>Student's Council &amp; Cultural Committee</b>	1	Prof.P.D.Sawant	Prof. Incharge
		2	Prof. S. S. Kanase	Students Representatives
		3	Prof. S. P. Buwa	Students Representatives
5	<b>Gymkhana Committee</b>	1	Prof. S.S.Kanase	Chairperson
		2	Prof. Anand Yadav	Member
		3	Prof.Aggie Menezes	Member
		4	Prof. Jyoti T. Tupe	Member
		5	Mr. M. T. Sonawane	Member
6	<b>Library Committee</b>	1	Mr. N. S. More	Chairperson
		2	Prof. Dr. Mrs. A. R. Bhave	Member
		3	Prof. A.A.Torane	Member
		4	Prof. S. S.Kanase	Member
		5	Prof. Jyoti T. Tupe	Member
7	<b>Attendance Committee:</b> <b>TYBCom.</b> <b>SYBCom.</b> <b>FYBCom.</b> <b>TYBA</b> <b>SYBA</b> <b>FYBA</b>	1	Prof. Dr. Mrs. A. R. Bhave	Chairperson
		2	Prof. K. G. Nandela	Member
		3	Prof. S. S. Kanase	Member
		4	Prof. S. P. Buwa	Member
		5	Prof. A. A. Torane	Member
		6	Prof. N. M. Suryawanshi	Member
8	<b>Administrative Committee</b>	1	Mr. S. V. Thakurdesai	Chairperson
		2	Prof. B. A. Menezes	Member
		3	Prof. S. P. Buwa	Member
		4	Prof. P. D. Sawant	Member

9	N.S.S. Advisory Committee	1	Prin. V. B. Rokade	Chairman
		2	Prof. S. P. Buwa	Prof. Incharge
		3	Prof. A. A. Torane	Member
		4	Prof. Jyoti T. Tupe	Member
		5	Mrs. Neeta Madaye	Member
10	Staff Academy	1	Prof. K. G. Nandela	Chairperson
		2	Prof. B. A. Menezes	Member
		3	Prof. Anand Yadav	Member
		4	Prof. S. P. Buwa	Member
11	Literary Association	1	Prof. Miss A. A. Torane	Chairperson
		2	Prof. (Lect.in Eng)	Member
		3	Prof. K. G. Nandela	Member
12	Internal Assessment Steering Cell	1	Prof. Dr. Mrs. A. R. Bhavé	Chairperson
		2	Prof. S.S.Kanase	Member
		3	Prof. Miss A. A. Torane	Member
13	Purchase Committee	1	Prof. Dr. Mrs. A. R. Bhavé	Chairperson
		2	Prof. B. A. Menezes	Member
		3	Prof. Anand Yadav	Member
		4	Mr. S. V. Thakurdesai	Member
		5	Mrs. N. N. Madaye	Member
14	Admission Committee	1	Prof. K. G. Nandela	Chairperson
		2	Prof. Dr. Mrs. A. R. Bhavé	Member
		3	Prof. A. A. Torane	Member
		4	Prof. N. M. Suryawanshi	Member
		5	Mr. S. V. Thakurdesai	Member
		6	Mr. M. T. Sonawane	Member
		7	Mr. S. S. Ambadaskar	Member
15	Women Development Cell	1	Prin. V. B. Rokade	Ex-Officio President
		2	Prof. Dr. A. R. Bhavé	Chairperson
		3	Prof. S.S.Kanase	Sr. Teacher
		4	Mrs.S.A.Adivarekar	Non teaching Staff
		5	Shri. N. S. More	LMC Member
		6	Prof. S. P. Buwa	NSS Officer
		7	Smt. Leela Gokhale	Member (Women from Organisation)
		8	(Vacant)	NSS Representative
		9	Miss. (Vacant)	Ladies Representative
		10	Prof. H. J. Dedhia	Legal Person
16	Special (BC) Cell	1	Prof. Jyoti T. Tupe	Chairperson
		2	Prof. A. A. Torane	Member
		3	Mrs. S. S. Ambadaskar	Member
		4	Mr. A. R. Vanjiwale	Member
		5	Mr. L. S. Bhandalkar	Member
17	Commerce Association	1	Dr. Mrs. A. R. Bhavé	Chairperson
		2	Prof. P. D. Sawant	Coordinator

		<b>3</b>	Prof. Jyoti T. Tupe	Member
<b>18</b>	<b>Career Guidance &amp; Placement Cell</b>	<b>1</b>	Dr. Mrs. A. R. Bhavé	Chairperson
		<b>2</b>	Prof. S. P. Buwa	Member
		<b>3</b>	Prof. M. N. Suryavanshi	Member
		<b>4</b>	Prof. A. S. Yadav	Member
<b>19</b>	<b>Discipline Committee</b>	<b>1</b>	Prof. S. P. Buwa	Chairperson
		<b>2</b>	Prof. A. S. Yadav	Member
		<b>3</b>	Prof. P. D. Sawant	Member
		<b>4</b>	Prof. Miss. Jyoti T. Tupe	Member
<b>20</b>	<b>Alumni Association</b>	<b>1</b>	Prof. K. G. Nandela	Chairperson
		<b>2</b>	Prof. S. S. Kanase	Member
		<b>3</b>	Prof. Jyoti T. Tupe	Member
		<b>4</b>	Prof. Miss. Jyoti T. Tupe	Member
<b>21</b>	<b>Grievance Cell</b>	<b>1</b>	Prof. K. G. Nandela	Chairperson
		<b>2</b>	Prof. P. D. Sawant	Member
		<b>3</b>	Prof. S. S. Kanase	Member
<b>22</b>	<b>Magazine Committee</b>	<b>1</b>	Prin. V. B. Rokade	Chief Editor
		<b>2</b>	Prof. A. A. Torane	Asst. Editor
		<b>3</b>	Prof. Dr. Mrs. A. R. Bhavé	Member
		<b>4</b>	Prof. S. P. Buwa	Member
		<b>5</b>	Prof. Jyoti T. Tupe	Member
<b>23</b>	<b>Parents Association</b>	<b>1</b>	Prof. A. S. Yadav	Chairperson
		<b>2</b>	Prof. Dr. Mrs. A. R. Bhavé	Member
		<b>3</b>	Prof. S. S. Kanase	Member
<b>24</b>	<b>Committee for Group Insurance Scheme</b>	<b>1</b>	Prin. V. B. Rokade	Prin. of the College
		<b>2</b>	Prof. S. P. Buwa	NSS Prog. Officer
		<b>3</b>	Prof. S. S. Kanase	Gymkhana Chairman
		<b>4</b>		Students Council Secretary
		<b>5</b>		N.C.C. Officer
<b>25</b>	<b>Anti Ragging Committee</b>		Mr.S.V.Thakurdesai	



## Performance in Annual Examination 2007

Class	FYBA	FY BCOM	SY BA	SY BCOM	TY BA	TY BCOM
<b>DISTINCTION</b>	0	1	0	1	0	0
<b>FIRST</b>	1	7	0	6	3	6
<b>SECOND</b>	22	48	0	63	50	31
<b>PASS</b>	36	6	84	46	18	7
<b>FAIL</b>	30	71	18	63	31	73
<b>ATKT</b>	31	107	16	0	NA	NA
<b>APPEARED</b>	<b>120</b>	<b>240</b>	<b>118</b>	<b>179</b>	<b>102</b>	<b>117</b>
<b>TOTAL PASS</b>	<b>59</b>	<b>62</b>	<b>84</b>	<b>116</b>	<b>71</b>	<b>44</b>
<b>PASSING PERCENTAGE</b>	<b>49</b>	<b>26</b>	<b>71</b>	<b>65</b>	<b>70</b>	<b>38</b>

## Cultural activities

Students participated in the following activities

- Cultural competitions in the Youth Festival University of Mumbai.
- Inter collegiate One Act play competition – One Act play titled ‘Dangal suru aahe’ was selected in first 20 ranks by INT (Indian National Theatre). Ms.K.irti Sawant got the first prize for best actress.
- University level skit competition – skit named Daud received Gold Medal. The following students were also awarded Gold Medals
  1. Mr. Jayesh Tawade
  2. Mr. Bhavesh Polekar
  3. Ms.Kirti Sawant
  4. Mr. Vishal Jadhav
  5. Mr.Rahul Salaskar
  6. Mr.Nitin Kolhe
- Quiz competition organised by Mee Marathi TV channel which was also telecast – First Prize
- Maharashtra Utsav 2007organised by Shankar Narayan Cllege - 2<sup>nd</sup> prize for Dangi dance.
- Competitions organised by Elephinston College – Fashion show of the college Rudraksh got 2<sup>nd</sup> prize. Mr.Nitin Alam got 1<sup>st</sup> prize in Rangoli.
- Competitions organised by SIWS College – Fashion show of the college Rudraksh got 1<sup>st</sup> prize.

Various competitions were held at the college level which include Singing, Elocution, One Act play, Fancy dress competition, Antakshari, Solo Dance, Debating, Handwriting, Rangoli, Mehendi, Poetry reading etc.

A number of days including Black and white day, tie day, traditional day, friendship day, Rose day were celebrated.

The Annual Day titled 'Changbhala' (Happiness of all) was held at Damodar Hall Parel which included an Orchestra arranged by our students.

## **Sports Activities**

### **INDOOR GAMES:**

- Carom Tournament (Single and Doubles) was held from 23<sup>rd</sup> to 28<sup>th</sup> August, 2007
  - Table Tennis Tournament (Single and Doubles) was held from 23<sup>rd</sup> to 28<sup>th</sup> August, 2007
  - Chess Tournament was held from 23<sup>rd</sup> to 28<sup>th</sup> August, 2007
- Totally, 120 students participated in these indoor games.

### **OUTDOOR GAMES:**

- Inter Class Kho-Kho Tournament was held on 8<sup>th</sup> December, 2007 at the Kamgar Maidan, Parel.
- Inter Class Cricket Tournament was held on 9<sup>th</sup> December, 2007 at the Purandare Stadium, Dadar.
- Inter Class Kabaddi Tournament was held on 15<sup>th</sup> December, 2007 at the Kamgar Maidan, Parel.
- Inter Class Volley Ball Tournament was held on 22<sup>nd</sup> December, 2007 at the Kamgar Maidan, Parel
- Athletics Competition (Running, Disc Throw, Shot Put and Long Jump) was held on 29<sup>th</sup> December, 2007 at the St. Xavier's Ground, Parel.

### **INTER-COLLEGIATE PARTICIPATION:**

- Some of the College students participated at the Mumbai University level in the Cricket, Kabaddi, Kho-Kho and Volley Ball Tournaments. There were students who also participated in the Yogasanas, Chess, Cycling, Body Building and Taekwondo, Shooting Competitions conducted by the Mumbai University.
- The following are the highlights of student achievements :

- Shri Kiran Talekar (SYBA) won the first prize in the Inter-Collegiate Cycling Competition held in Mumbai in December 2007 and he has been selected to represent the Mumbai University at the Inter-University Competition to be held at Chandigarh in early 2008.
- The College Kabaddi Team had reached the Quarter Finals of the Inter-Collegiate Kabaddi Tournament, conducted by M. D. College, Parel in December 2007.

### **Guest Lectures**

- A lecture on Accounting standards was delivered by C.A Amit Thakker who is working as Investment Analyst at Anand Rathi Securities on 29<sup>th</sup> Sept 2007.
- A lecture on Taxation was delivered by Prof Dhavade, a practicing Chartered Accountant on 30<sup>th</sup> Nov 2007.

### **Career Counseling and placement**

- Efforts for career counseling and placement were made during the year with the help of LIC, ICICI, ING Vyasya bank, HDFC securities. A one day workshop was organised by the Cooperative department on career opportunities.
- A workshop on soft skills and career opportunities was conducted by Deepa Nayar and Bal Sadwelkar on 12 Mar 2007.
- Mr. Abhay Kanta guided the students about MPSC examination on 2<sup>nd</sup> August 2007.
- A lecture on Resume preparation and interview techniques was delivered by Ms. Ramanjeet Caur, a placement consultant on 2<sup>nd</sup> August 07.
- A one month course in English speaking was conducted for students as an effort to improve their communication skills.
- Efforts will be undertaken to arrange for campus interviews in the month of March after the T.Y. examinations.

### **Group Insurance scheme for students**

The college takes a group insurance policy for all the students every year. All the students are covered under the scheme @ Rs 36 per student.

## **Community services**

Community services are mainly conducted through NSS activities.

### **NSS Activities**

58 Volunteers (48 M + 10 F) were enrolled in one NSS unit. Their work started from the month of July. They worked under two projects – Personality development and Health awareness.

First project of Personality development was conducted with the help of YUVA, which is a non-governmental organization working for the betterment of urban poor and slums. Bhagwan Keshbhat and Ravi Pednekar represented the organization.

First introductory session was conducted at Kharghar centre of YUVA. Mr. Vaidya talked about the Education bill and the necessary reforms. In the second session Mr. Shelar talked about problems of Mumbai – particularly the problem of water and power management. In the third session Mr. Ravi Pednekar and his assistants talked about street plays. In the fourth session volunteers visited slums in Dharavi and participated in the routine activities of YUVA. Fifth session was about the Right to information – Mr. Ughade; an activist gave all necessary information about the Right to information act 2005 and also distributed some informative study material.

Under the second project – Health awareness - we started with a blood donation camp organised with the help of KEM hospital blood bank. 52 Blood bags were collected.

Majority of the volunteers worked for the Pulse Polio campaign along with the Mumbai Municipal Corporation (BMC). The municipal health officer gave necessary training to all concerned volunteers. Volunteers received certificates and cash as a token of their work.

A peer training workshop on AIDS was organised along with MDACS on 12<sup>th</sup> August, 2007. Dr. Hemant Pednekar, Dr. Ruchi Chiplunkar and Dr. Shivkar guided the students. Some books and printed material was distributed among the students.

Volunteers also participated in various programmes such as the leadership training programme organised by the NSS central cell, University of Mumbai.

Ten days residential camp of 29 volunteers was organised (27 M + 2 F) at Sane Guruji Rashtriya smarak, Wadghar taluka Mangaon, District Raigad between 20<sup>th</sup> and 29<sup>th</sup> October 2007. Veteran writer and thinker Gajanan Khatu, Principal Pargaonkar of the B.P. Ed. College, Wadala delivered lectures.

### **Number of teachers and officers newly recruited**

No new recruitment took place during the year.

Mrs A.Upadhye has been appointed for the subject Computer Applications. (on lecture basis)

Teaching – Non teaching staff ratio 16:10

Teaching staff:-

Full time 11

Librarian 1

Clock hour basis 4

Non Teaching staff - 10

### **Contribution and Achievements of Teachers**

#### **1. Prin. V.B.Rokade**

Attended National Conference on Emerging Trends and Challenges in Higher Education in India on 27 Jan 2007 at KPB Hinduja College of Commerce.

Worked on Local Inquiry Committee of Mumbai University for Permanent Affiliation Thakur College Kandivali On 9<sup>th</sup> Jan 2007.

Worked as Roster Nominee to fill up the posts of lecturers in Junior Colleges of Gokhale Education Society on 2<sup>nd</sup> August 2007.

Participated in state level conference on 28<sup>th</sup> November 2007 at Shrivardhan District Raigad. Presented paper on Universalisation of Primary Education – Present Status and Responsibility of the State. The same has been published in Educare.

Received Best Principal Award 2007 by Chhatrabharati, state level student organization on 15<sup>th</sup> December 2007.

Attended Senate meetings as Senate Member of University of Mumbai.

Worked on selection committees for the appointment of principals, lecturers, librarians. Also worked on Career advancement committee during the year for five colleges on the behalf of Mumbai University.

Elected as Joint secretary of Association of Non government college principals for 5 years from December 2007.

Attended workshop on College administration on 18<sup>th</sup> February 2007.

Attended workshop on Maharashtra Knowledge Corporation on College Administration and related issues on 3<sup>rd</sup> August 2007.

2. Dr.Mrs.A.R.Bhave

Conducted a one day workshop on Foreign Exchange Management for the students of Bachelor of Foreign Trade at Nasik on 22 Oct 2007.

Conducted a session on Communication skills in a workshop organised by Gokhale Education Society for school teachers.

Worked as Co-ordinator of one month certificate course for the college students in 'English speaking' during 23 March – 21 April 2007

3. Prof S.S.Kanse

Attended Teacher's orientation programme by M.S.G Foundation Nasik on 29<sup>th</sup> Jan 2007.

Worked as Management Representative of ISO certification process during the year

Conducted internal ISO audits in Gokhale Education Society's various schools and colleges

4. Prof B.A.Menzes

- Conducted 'Mock Lok Sabha' and 'Mock Rajya Sabha' Sessions in Atomic Energy Central School No. 3 and 1 respectively on 4<sup>th</sup> August 2007 and 4<sup>th</sup> December 2007 at Deonar Campus.
- Sat on the Selection Panel of the Atomic Energy Central Academic Unit for selecting Junior College Lecturers in Economics (24<sup>th</sup> September 2007)
- Worked as a Resource Person for the Seminar 'Urbanisation and Sustainability' with the St. Xavier's College Economics Dept, Mumbai. It was a two-day seminar held in Khandala from 17<sup>th</sup> to 19<sup>th</sup> Dec, 2007.

5. Prof K.Nandela

Seminars and workshops attended

- Workshop on M.Phil/Ph.D dissertation and writing skills on 17<sup>th</sup> Feb 2007 at DTSS College Malad
- Workshop on revised syllabus of Foundation Course on 21<sup>st</sup> July 2007 at KPB Hinduja College Churni Road

- Faculty Development Programme on Application of Research Methodology and Statistics in Management Pedagogy on 25<sup>th</sup> Aug 2007.at Dr.D.Y.Patil University Navi Mumbai
- Seminar on Managing Micro enterprises – Issues and Challenges on 13<sup>th</sup> Dec 2007 at NMIMS University.

6. Prof S.P.Buwa

- Designed and conducted a one month certificate course for the college students in ‘English speaking’ during 23 March – 21April 2007.
- Attended Refresher course in Social sciences organised by Mahatma Phule Chair and Academic Staff College, Pune University, Pune from 28<sup>th</sup> November 2007 to 18<sup>th</sup> December 2007.
- Worked as In-charge of NSS activities and ten days residential camp.
- Worked as an examiner and paper setter at University and other institutions.

7. Prof A.A..Torane

- Delivered a lecture on ‘Parivartanvadi chalwalipudhil aavane’ at Chetana College Bandra.
- Participated in a programme ‘Hamletchya Nimittane’ at Ruia College on 28<sup>th</sup> Nov 2007.
- Helped F.Y.B.A students to participate in a drama ‘Palakhi’.
- Worked as Assistant Editor of college magazine.

8. Prof N.M.Suryavanshi

Seminars and workshops attended

- Workshop on revised syllabus of Foundation Course on 21<sup>st</sup> July 2007 at KPB Hinduja College Churni Road
- Seminar on Managing Micro enterprises – Issues and Challenges on 13<sup>th</sup> Dec 2007 at NMIMS University

9. Prof A.S. Yadav

Seminars and workshops attended

- 2 days workshop in Accountancy for T.Y.B.Com syllabus
- workshop in Writing skills of dissertation and thesis for M.Phil and Ph.D

- Workshop in new syllabus of F.Y.B.Com Accountancy discussion for change in syllabus.

10. Prof J.T.Tupe

Seminars and workshops attended

- Workshop in Accountancy on – Feb 2007 at CKT College Panvel
- Faculty Development Programme on Application of Research Methodology and Statistics in Management Pedagogy on 25<sup>th</sup> Aug 2007.at Dr.D.Y.Patil University Navi Mumbai
- Enrolled for M.Phil (Business Management) at D.Y.Patil University, Feb 2007  
Delivered Guest lectures for Class I officers of MPSC in Accountancy from 17 Dec to 19 Dec 2007

## Library Activities

1) Number of New Books / Journals Subscribed & their Values:-

a) Books

The total number of books purchased from 1<sup>st</sup> April 2007 to 1<sup>st</sup> January 2008 = 476 (From Accession Number 14295 to 14770);  
Valued at Rs. 74919.00

b) Journals, Magazines & News Papers Subscribed

1. The total number of Journals subscribed are = 07
2. The total number of Magazines subscribed are = 19 + 4  
New titles from January 2008)
3. The total number of News Papers subscribed are = 12

- The Journals include Anustubh , EPW, Monthly Commentary on Indian Economic Conditions, Samaj Prabodhan Patrika, University News, Yojana, RBI Bulletin, etc.
- Four New Titles of Magazines subscribed from this year - Sadhana, Miloon Saryajani,
  - 4Ps Business & Marketing, Indian Management Magazines

The amount spent for subscription of Journals & Magazines = **Rs.6336/-**



## 2) Improvement in the library services

### a) Book Bank Scheme

Year	Number of Sets of books Distributed
2005-2006	110
2006-2007	129
2007-2008	95

### b) Exhibition of Books :-

Library has organized an Exhibition of books on Saturday 7<sup>th</sup> July 2007 from 6.00 p.m. to 9.30 p.m.

### c) Donations of Books :-

From April 2007 Library has added 18 titles as a gift.

### d) Library Automation :-

We have purchased - **SOUL** (Software for University Libraries) a library automation software designed & developed by the INFLIBNET. At present the database of all the books is available & can be accessed through the OPAC (Online Public Access Catalogue). The sticking of the barcode label on the books has begun. From June 2008 the circulation and issue of books will be done through computer recordings.

### e) Internet Access to the Students :-

For the Project work we provide free access of Internet to the Students

### f) CD Collection :-

In the Library 16 CD's available includes Encyclopedia, Films, Drama, Electronic Books, Aptitude test, IQ, Learning English, Yoga ... etc.

## Workshops, Training, Orientation Programme attended by Non-Teaching Staff in the year 2007

### 1) Shri S. V. Thakurdesai (Office Suprintendant)

- Attended Workshop on various "Aspects of College Administration" organized by J.M.Patel College of Commerce & D.T.S.S. College of Commerce and Vivek College of Commerce on 18<sup>th</sup> February, 2007
- Attended "Training Programme" organized by Dr.MSG Foundation and Gokhale Education Society on 5-5-2007 at Nasik

### 2) Mrs. N. N. Madaye (Head clerk)

- Attended Workshop on various "Aspects of College Administration" organized by J.M.Patel College of Commerce & D.T.S.S. College of Commerce and Vivek College of Commerce on 17<sup>th</sup> February, 2007

### 3) Mrs. S. A. Adivarekar, (Senior clerk)

- Attended Workshop on various “Aspects of College Administration” organized by J.M.Patel College of Commerce & D.T.S.S. College of Commerce and Vivek College of Commerce on 16<sup>th</sup> February, 2007
- Attended “Training Programme” organized by Dr.MSG Foundation and Gokhale Education Society on 5-5-2007 at Nasik

**4) Mrs. S. S. Ambadaskar (Junior clerk)**

- Attended Workshop on various “Aspects of College Administration” organized by J.M.Patel College of Commerce & D.T.S.S. College of Commerce and Vivek College of Commerce on 16<sup>th</sup> February, 2007
- Attended Orientation Programme organized by Dr.MSG Foundation & Gokhale Education Society, on 30-9-2007 at Nasik

**5) Mr. M.T. Sonawane (Junior clerk)**

- Attended Orientation Programme organized by Dr.MSG Foundation & Gokhale Education Society, on 30-9-2007 at Nasik