



**Gokhale Education Society's**  
**Dr. TK TOPE ARTS & COMMERCE NIGHT (SENIOR) COLLEGE**  
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Website: [www.tktopenightcollege.in](http://www.tktopenightcollege.in)  
(Re-accredited by NAAC with 'B' Grade) (An ISO 9001-2015 Certified Institution).

Ref. No. NAAC/B-14/18-19/

05<sup>th</sup> November 2018

## IQAC MINUTES OF THE MEETING

The following members of the IQAC along with the faculty members met on 05<sup>th</sup> November 2018 at 5.00 pm in the Principal's Office to discuss and apportion the work involved in IQAC Annual Reports as well as Self-study Report on an ongoing basis so that the entire faculty is involved in the cerebral work involved and reports are made available just in time.

SNO	Name	Designation
1.	Principal VB Rokade	Chairperson
2.	Prof. N Krishnan	Coordinator
3.	Miss. Sayli Adivarekar	Office Superintendent
4.	Mr. Vasant Jathar	Management Nominee
5.	Dr. Anjali Bhave	Member
6.	Prof. Pankaj Pandagale	Member
7.	Prof. Pramod Dhengle	Member
8.	Prof. Ashwini Torne	Member
9.	Mr. Sanjay Tendulkar	Member, Alumni Assn
10.	Prof. Gautam Gamare	Member, Alumni Assn

During the meeting, it was decided to apportion the work involved in terms of the Seven criteria as follows:

### **CRITERIA-WISE DISTRIBUTION OF WORK.**

SNO	CRITERION	FACULTY MEMBERS
1.	Curricular Aspects	Principal Rokade & Prof. Krishnan
2.	Teaching, Learning and Evaluation.	Prof. Pramod & Prof. Dnyaneshwar
3.	Research, Consultancy and Extension.	Prof. Ashwini and Dr. Nagesh
4.	Infrastructure and Learning Resources	Prof. Shubhraj & Prof. Supriya
5.	Student Support and Progression.	Prof. Pankaj and Prof. Prakash
6.	Governance, Leadership and Mgmt.	Dr. Anjali Bhave
7.	Innovations and Best Practices	Principal Rokade & Prof. Santosh

### **DEPARTMENTAL REPORTS.**

Departmental heads and senior most teachers in the following subjects will write the departmental reports on an annual basis and on a cumulative basis leading to the preparation of SSR in the year 2022:

1. Department of Economics.
2. Department of Political Science.
3. Department of Commerce.
4. Department of Accountancy.
5. Department of Marathi.

### **EVALUATIVE REPORT OF COURSES.**

Faculty members involved in teaching the following courses will also prepare the evaluative reports on an annual and on a cumulative basis:

1. Foundation Course.
2. Mathematics and Statistics.
3. Environmental Science.
4. Business Law.

### **COMMITTEE REPORTS.**

Chairpersons of various committees may prepare their reports on annual and on a cumulative basis.

## **INDIVIDUAL ACADEMIC REPORTS.**

All faculty members may prepare their individual academic reports on an annual and on a cumulative basis.

## **PRESENTATION AND SUBMISSION OF REPORTS.**

All faculty members will finish the assigned work and given the presentation of their reports on 18<sup>th</sup> February 2019. Final reports may be submitted on 30<sup>th</sup> March 2019.



**(Prof. Krishnan Nandela)**  
**IQAC Coordinator**



**(Prof. VB Rokade)**  
**Principal**

### **Circulation.**

1. Faculty.
2. Office Suptd.