

Tolani College of Commerce, Andheri (East), Mumbai- 400 093  
(Affiliated to University of Mumbai)

**ACADEMIC YEAR 2016-17 MEETING NO. 2**

**MINUTES OF THE IQAC MEETING CONDUCTED ON 11.4.17**

**Name of the Institute:** Tolani College Of Commerce, 150-151- Sher-E-Punjab Society, Andheri (East), Mumbai- 400 093.

**Committee:** Internal Quality Assurance Cell

**Purpose of Meeting:** To review and discuss the performance of the institution in the last six months and to discuss the plan of action for the next academic year.

**Date/Time:** Tuesday, April 11, 2017, 11.30 a.m.

**Chair:** I/c. Principal Dr. Vijaya Krishna

**Members Present:**

Sr. No.	Name	Sr. No.	Name
1	Dr. Vijaya Krishna (I/C. Principal)	6	Mr. V. Ramakrishnan (Senior faculty member)
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)	7	Dr. Sachin Pendse (Senior faculty member)
3	Ms. Dhanashree N. Joshi (IQAC Coordinator)	8	Ms. Rasmita Mohanty (Librarian)
4	Ms. Shalini Hemanth Kumar (Vice Principal, Aided Section)	9	Mr. Prakash Ipte (Chief Administrative Officer)
5	Dr. Vasudev P. Iyer (I/c. Vice Principal, Self Financing Section)	10	Ms. Ritu Kamra (Registrar)

**Agenda:**

- 1) Leave of absence.

Leave of absence was granted to Mr. P.M. Rao, Member, Industry Expert, Ms. Leena Nair, Faculty Member, Ms. Sangeeta Pandey, Member, Local Community, and the student representatives Mr. Arvind Goyal, (Third Year B.Com.) and Mr. Ashwin Noronha, (M.Com. Semester II)

**Agenda:**

- 2 a) To read and approve the minutes of the meeting held on April 25, 2016.

**Person/Persons Responsible:** IQAC Co-ordinator

**Discussion:** The same was discussed by the members and signed by the Chairperson.

- 2 b) To discuss the Action Taken Report.

**Person/Persons Responsible:** IQAC Co-ordinator

**Discussion:**

The members expressed their satisfaction after perusing the report.

**Agenda:**

- 3) To review the activities undertaken during the second half of the academic year 2016-2017.

**Person Responsible:** IQAC Co-ordinator

**Decision/Discussion:** The activity list was circulated and the members noted the same.

**Agenda:**

- 4) To discuss the Academic Advisor's Report for the second term of the academic year 2016-2017

**Person Responsible:** Dr. Vasudev Iyer

**Discussions/decisions:** It was presented and noted.

- 5) To discuss the Peer Team Report of the 3<sup>rd</sup> cycle of NAAC Re-accreditation

**Person Responsible:** Dr. Vasudev Iyer

**Decision/Discussion:** It was presented and noted.

- 6) To discuss appointment of Storage Manager.

**Person Responsible:** NAAC Co-ordinator.

**Decision/Discussion:**

It was decided to designate the Registrar, Ms. Ritu Kamra as the Storage Manager to ensure effective use of storage space available in the College.

7) To give first aid training to more staff members.

**Person Responsible:** I/c. Principal

**Decision/Discussion:**

It was decided to train two staff members in administration of first aid every year.

8) To encourage participation of students in Research & Cultural activities organized by University of Mumbai

**Person Responsible:** Vice- Principals

**Decision/Discussion:** It was decided to prioritize the range of events in which participation of students will be encouraged, e.g. students will be encouraged to participate in Research & Cultural activities organized by University of Mumbai, and other events where they can compete with the best.

9) To discuss measures to strengthen Faculty Development Program.

**Person Responsible:** I/c. Principal

**Decision/Discussion:**

To encourage research among staff and students, it was decided to utilize 85% of the amount out of the Staff Development Fund to reimburse the staff members/students who participate in conference, workshops etc. and present papers. 15% would be allocated to reimburse the non-teaching staff members who participate in activities not related to research.

10) To review the 'English for Employability' Program under the aegis of 'Teach India' Initiative.

**Person Responsible:** IQAC Coordinator

**Decision/Discussion:**

The members were informed that the response for the course was very good and that the students gained confidence in speaking in English in front of a large audience, after completing this course.

11) To discuss Plan of Action for the next academic year i.e. 2017-2018

**Person Responsible:** I/c. Principal

**Decision/Discussion:**

Plans of institution for next year:

- 1) To organize a National Level seminar titled “Strengthening internal communication for enhancing quality”.
  - 2) To institutionalize Quality Circle consisting of students.
  - 3) To involve Alumni and other members from the community in the IQAC.
  - 4) To introduce time sheets for Admin Office and Library.
  - 5) To encourage faculty members to undertake more Research.
  - 6) To introduce more Value Added/Skill Development Programs.
  - 7) To encourage cashless transactions in line with ‘Digital India’ and ‘Cashless Economy’ initiatives of the Government.
- 12) To decide the date of the next meeting.

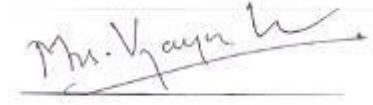
The members decided that a convenient date in the 2<sup>nd</sup> week of October, 2017 will be fixed.

## 13) Vote of Thanks

There being no other matter, the meeting concluded with a vote of thanks to the Chair.



Ms. Dhanashree Joshi  
Co-ordinator, IQAC



Dr. Vijaya Krishna  
I/c. Principal & Chairperson, IQAC