

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

**ACADEMIC YEAR 2017-18 MEETING NO. 1**

**MINUTES OF THE IQAC MEETING CONDUCTED ON 14.10.17**

**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 during the first half of the academic year i.e. 2017-2018 and discuss the plan of action for the second half of the academic year i.e. 2017-2018

**Date/Time:** Saturday, October 14, 2017, 10.00 a.m.

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

**Members Present:**

Sr. No.	Name
1	Dr. Vijaya Krishna (I/C. Principal)
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)
3	Ms. Dhanashree N. Joshi (IQAC Coordinator)
4	Ms. Shalini Hemanth Kumar (Vice Principal, Aided Section)
5	Dr. Vasudev P. Iyer (I/c. Vice Principal, Self Financing Section)
6	Dr. Sachin Pendse (Senior faculty member)
7	Ms. Leena Nair (Self-financing faculty member)
7	Ms. Ritu Kamra (Registrar)

**Agenda:**

1) Leave of absence.

Leave of absence was granted to Mr. V. Ramakrishnan, Ms. Rasmita Mohanty, Mr. Prakash Ipte, Mr. Bhagat Negi and Mr. Akash Desai.

Inputs from Student Representatives

The meeting commenced with inputs shared by two student representatives, Ms. Sanjana Prabhu of S.Y.B.Com and Ms. Saumya Gowda of T.Y.B.A.F. They suggested

that the services provided by the College office should be expedient and that more class rooms should be made available when exams are near, for students to sit and study.

**Discussion/Decision:** The Chair assured the student representatives that the College office will try and provide better services to students. Further, additional class rooms will be provided to students when exams are near.

**Agenda:**

2 a) To read and approve the minutes of the meeting held on April 11, 2017.

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

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

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 first half of the academic year 2017-2018.

**Person Responsible:** IQAC Co-ordinator

**Decision/Discussion:** The activity list was discussed in detail and suggestions for improvements were given.

**Agenda:**

4) To discuss the Academic Advisor's Report for the first half of the academic year 2017-2018.

**Person Responsible:** Dr. Vasudev Iyer

**Discussions/decisions:** The same was discussed in the meeting.

5) To update members about research undertaken by faculty in the current academic year i.e., 2017-18

**Person Responsible:** Dr. Vasudev Iyer

**Decision/Discussion:** The members were informed that 4 faculty members have applied to UGC for minor research projects and Dr. Sachin Pendse has applied to ICHR (Indian Council for History Research) for minor research.

- 6) To discuss the budget for intercollegiate competitions like ‘Youth Festival’ and ‘Avishkar’

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

**Decision/Discussion:**

Based on the expenses incurred in the current academic year and anticipating enhanced participation in the next academic year, the budget was prepared and approved by the members. {???

- 7) To congratulate the faculty members for excellent results at the University examinations

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

**Decision/Discussion:** The members were informed that the students have performed well at the University examinations. The overall pass percentage at the College was more than 90% and was far better than the University pass percentage.

- 8) To update members about awards and recognition received by the faculty members in the first half of the academic year 2017-18.

**Person Responsible:** IQAC Co-ordinator

**Decision/Discussion:** The members were informed that:

- Ms. Hema Mehta was felicitated by World Excellence Award 2017 in the field of Education by World Achievers Foundation in association with Indo Global Chamber of Commerce, Industries and Agriculture on 25th July, 2017.

She was also felicitated as “Best Professor in Business Law” by ABP News- National Education Awards 2017(8<sup>th</sup> Edition).

- Dr. Nisar Hussain was presented with “Best Teacher Award” by K.N.D. Bahuuddeshiya Mandal, Nashik on September 17, 2017.
- Dr. Vasudev Iyer was the recipient of Prof. H.C. Malkani Memorial Award, “Best Teacher Award in Economics” given by Higher Education Forum.
- Dr. Sachin Pendse received the “Maharashtra Sahitya Parishad Award” and “Maharashtra Grantha Uttejak Award” for his debut Marathi book, “Maratha Aarmar- Ek Anokhe Parva”.

- 9) To discuss the possibility of organizing workshops for staff and students.

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

**Decision/Discussion:** It was decided to arrange for the Personality Development Workshops, English Speaking Course, Training in Advance Excel in association with NIIT and Soft Skill Development Workshops for students. It was also decided to organize workshops to develop letter writing skills and to improve work ethics of the Staff members.

10) To discuss workshops/ seminars organised/ to be organised in the Academic Year 2017-18.

**Person Responsible:** IQAC Coordinator

**Decision/Discussion:** The members were informed that the College organized:

- ICSSR Sponsored, “Two Day National Conference on India and Indian Ocean” on September 22, 2017.
- Eureka, an inter-collegiate workshop for students and teachers of the Self – Financing Section was also organized on 4<sup>th</sup> October 2017.

The members were also informed that the IQAC is planning to organise a NAAC sponsored seminar on “Strengthening of Internal Communication for Quality Enhancement in Institutions of Higher Education” on 12<sup>th</sup> and 13<sup>th</sup> January 2018. Application for the same has been sent to the NAAC office and approval is awaited.

11 ) To discuss the proposed plan of action for Talenzzia 2017.

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

**Decision/Discussion:** It was decided that this year Talenzzia, the inter-collegiate festival organized by the College will be held for one day in December, with focus on select activities with maximum participation.

12) To discuss the possibility of obtaining feedback from employers about the students who have been provided placements from the College.

**Person Responsible:** IQAC Co-ordinator

**Decision/Discussion:** It was decided that the Placement In-charges should try to obtain a general feedback from employers of our students so as to understand the skill gap. This will help the College to undertake measures to reduce the same.

13) To inform members about the use of social media to disseminate information

**Person Responsible:** IQAC Co-ordinator

**Decision/Discussion:** The members were informed that WhatsApp groups were created for staff as well as students to disseminate important notices and information.

14) Any other matter with permission of the Chair.

**Decision/Discussion:**

- The committee members were informed that the demand for all the UG and PG programmes exceeded the numbers of seats available for every programme.
- The committee members were also informed that as the College conducts remedial classes for slow- learners, likewise the fast-learners were given additional inputs.
- The IQAC coordinator informed the members that the AQAR for A.Y. 2016-17 was uploaded on the website as well as sent to NAAC.

17) To decide the date of the next meeting.

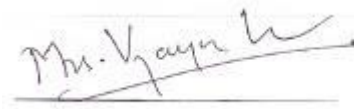
It was decided to have a meeting in the last week of February 2018.

18) 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