

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

ACADEMIC YEAR 2017-18 MEETING NO. 2

MINUTES OF THE IQAC MEETING CONDUCTED ON 28.4.18

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 second half of the academic year i.e. 2017-2018 and discuss the plan of action for the first half of the academic year i.e. 2018-2019.

Date/Time: Saturday, April 28, 2018, 9.00 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 | Mr. V. Ramakrishnan (Head, Department of Mathematics) |
| 6 | Dr. Vasudev P. Iyer (I/c. Vice Principal, Self Financing Section) |
| 7 | Ms. Leena Nair (Self-financing faculty member) |
| 8 | Ms. Shweta Murthy (Assistant Librarian) |
| 9 | Ms. Ritu Kamra (Registrar) |
| 10 | Ms. Saumya Gowda (TYBAF student, A.Y. 2017-2018) |

Agenda:

1) Leave of absence.

Leave of absence was granted to Ms. Rasmita Mohanty, Mr. Prakash Ipte, Mr. Bhagat Negi, Mr. Akash Desai and Ms. Sanjana Prabhu, Student Representative from S.Y.B.Com.

Inputs from Student Representatives -

The meeting commenced with inputs shared by student representative, Ms. Saumya Gowda of T.Y.B.A.F. She suggested the following:

- Annual College Magazine was not received by students.
- Canteen - Greater variety of dishes should be available in the College Canteen.
- Teachers are friendly and approachable
- Audio-video aids must be available in all the calssrooms.
- Limited number of text books are available in the Library for reference.
- Book Bank Scheme should be available for self-financing section.

Discussion/Decision: Dr. Shahani assured the student representative that more number of text books shall be made available for current reading; however, students should also refer to non-text books. He also assured that all other suggestions would be taken care of.

Agenda:

2 a) To read and approve the minutes of the meeting held on October 14, 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

i) 04 faculty members applied to University of Mumbai for Minor Research Project :

The members were informed that application for Minor Research Project submitted by Ms. Jayalakshmi Singh to University of Mumbai was sanctioned and sanction for others was awaited.

ii) To arrange for Personality Development Workshops, English Speaking Course, Training in Advance Excel in association with NIIT and Soft Skills Development Workshops for students :

The members were informed that under EOC, the College successfully organized six days certificate program which covered a variety of topics titled 'Certificate Course in Employability Skill Development'. 5 batches of about 45 students each successfully completed the course. The 6th batch is ongoing.

iii) To organize workshops to develop letter writing skills and to improve work ethics of the staff members:

Due to staggering of University examination schedule, workshops on letter writing skills will be conducted in the next academic year.

- iv) Planning to organize a NAAC sponsored seminar on “Strengthening of Internal Communication for Quality Enhancement in Institutions of Higher Education”: Approval awaited from NAAC office.
- v) Holding of “Talenzzia” the inter-collegiate festival organized by the College for One day in December, focusing on select activities with maximum participation: Has been implemented.
- vi) Obtaining a general feedback by Placement In-charges from the employers of College students so as to understand the skill gap in order to undertake measures to reduce the same: Has been implemented.
- vii) To conduct personality development and soft skill development workshops for students: Conducted a - 6 days “Certificate Course in Employability Skill Development.

Thereafter, discussion on the matters of the current agenda commenced.

Agenda:

- 3) To pass a Resolution for the cessation of membership of Dr. Sachin Pendse, Associate Professor, due to his sudden demise.**

Discussion: The IQAC Co-ordinator brought to the notice of the members present, the sad demise of Dr. Sachin S. Pendse, Associate Professor (Environmental Studies) on 13th January, 2018. The members present observed a two-minute silence as a mark of respect to the departed soul.

The members conveyed their deepest condolences to his family. The members placed on record Dr. Sachin Pendse’s contributions to the College and the Internal Quality Assurance Cell of the College.

It was then:

“RESOLVED THAT the members of the Internal Quality Assurance Cell hereby record the cessation of the membership of Dr. Sachin S. Pendse, who was one of the members of the Internal Quality Assurance Cell of Tolani College of Commerce due to his sad demise on 13th January, 2018.

RESOLVED FURTHER THAT the members put on record the invaluable contributions made by Dr. Sachin S. Pendse as the Member of the Internal Quality Assurance Cell of Tolani College of Commerce.”

- 4) To review the activities undertaken during the second half of the Academic Year 2017-2018.**

The activity list was discussed in detail and suggestions for improvements were given.

- 5) **To discuss the Academic Advisor's Report for the second half of the academic year 2017-2018.**

Person Responsible: Dr. Vasudev Iyer

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

- 6) **To update members about awards and recognition received by the faculty members in the second half of the academic year 2017-2018.**

Person Responsible: Dr. Vasudev Iyer

Discussions: The same was discussed in the meeting. The members were informed that Ms. Hema Mehta was awarded the Ph.D. degree. She has been the recipient of several awards this term. Ms. Mehrunnisa and Ms. Hema also bagged the Best Paper Award at conferences conducted by other colleges. Four teachers applied for Minor Research Project (MRP), out of which one teacher's MRP got sanctioned.

Decision : It was decided that some measures should be adopted to check the quality of papers presented. External review of the papers presented should be taken.

- 7) **To organize faculty Development Programme on Research Methodology.**

Person Responsible:

Discussions: The same was discussed in the meeting. The members were informed that a proposal will be submitted to hold 10-days workshop on "Research Methodology" to ICSSR for the benefit of faculty members.

It was suggested to have it for students as well.

- 8) **To approve the budget for intercollegiate competitions like Avishkaar and Youth Festival.**

Person Responsible:

Discussions: The budget of Rs. 10,000/- was sanctioned for Avishkaar and Rs. 23,250/- was sanctioned for Youth Festival. The members suggested that the share of fees earmarked for cultural events can be used for funding these competitions. It was decided to encourage maximum number of students to participate in inter-collegiate events.

- 9) **To improve software configuration and enhance security.**

Person Responsible:

Discussions: The members were informed that University of Mumbai is planning to introduce Integrated University Management System (IUMS) software. After that the College will have to update software configuration. A committee will be set up at College level to look into compatibility of the existing CCMS software with the IUMS.

10) To discuss Plan of Action (POA) for the next academic year i.e. 2018-2019.

The following POA for the academic year 2018-2019 was proposed for the approval of the members.

- 1) To earmark a day in the Academic Calendar as “Research Day”.
- 2) To strengthen faculty development programmes.
- 3) To focus on enhancement of communication skills and presentation skills of students.
- 4) To upgrade the institutional website.
- 5) To plan utilisation of funds as per guidelines for UGC Block Grant, 2018-2019 which are awaited from Western Regional Office, Pune.

The members approved the POA for the Academic year 2018-2019 and decided to implement the same. Also it was suggested to add the following to POA :

- 6) Setting up of PR Cell
- 7) Inviting of subject/industry expert to interact with faculty members.

11) Any other matter with permission of the Chair.

Decision/Discussion:

- The members were informed that the College has outsourced Printer for use on a trial basis for one year.
- It was proposed that the used answer books should be disposed off after 6 months and shredded.

12) To decide the date of the next meeting.

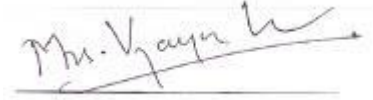
It was decided to have a meeting in the month of September, 2018.

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