

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

College NAAC Code No. MHCOGN10577

PART A - Sr. No. 10) Copy of the Minutes of the meetings of the IQAC uploaded with AQAR 2018-2019

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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 academic year i.e. 2018-2019 and discuss the plan of action for the academic year 2018-2019.

Date/Time: Monday, December 17, 2018, 10.00 a.m.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name
1	Dr. Vijaya Krishna (Principal)
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)
3	Ms. Dhanashree N. Joshi (IQAC Coordinator)
4	Ms. J. Shalini Hemanth Kumar (Vice Principal, Aided Section)
5	Mr. V. Ramakrishnan (Head, Department of Mathematics)
6	Dr. Vasudev P. Iyer (Vice Principal, Self Financing Section)
7	Ms. Shweta Murthy (Assistant Librarian)
8	Mr. Prakash Ipte (CAO)
9	Ms. Nupoor Rajput (S.Y.B.Com. student, A.Y. 2018-2019)
10	Ms. Navneet Kaur (T.Y.B.M.S. student, A.Y. 2018-2019)

The members congratulated Dr. (Mrs.) Vijaya Krishna on being appointed as Regular Principal with effect from November 01, 2018. The members welcomed her on the board of IQAC.

Agenda:

1) Leave of absence.

Leave of absence was granted to Dr. Hema Mehta, Dr. Leena Nair, Ms. Rasmita Mohanty who had proceeded on Maternity Leave, Ms. Ritu J. Kamra, Mr. Bhagat Negi and Mr. Akash Desai.

Inputs from Student Representatives:

- The meeting commenced with inputs shared by student representatives, Ms. Nupoor Rajput of S.Y.B.Com. and Ms. Navneet Kaur of T.Y.B.M.S. Students said that good discipline is maintained on the campus, there is good interaction, (two-way communication) with the students.

They made the following suggestions:

- There should be more focus on cultural activities.

- To tone down the strictness related to attendance so that the students take interest and participate in college and inter-collegiate activities.
- To encourage students, especially those who lack fluency in English, to participate in activities to gain confidence.

Discussion/Decision: Principal Dr. Vijaya Krishna suggested that the students should learn to multi-task, learn to focus more on academics and participate in extra-curricular activities as concessions in attendance cannot be granted.

Agenda:

2 a) To read and approve the minutes of the meeting held on April 28, 2018.

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

The members were informed that the first batch of training in Advanced Excel in association with NIIT for 40-50 students will be conducted during the winter break. Workshops for enhancement of skills will be conducted by the Equal opportunity Centre (EOC).

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

The workshops on letter-writing skills will be organized in the second half of the academic year 2018-2019.

iii) Application to NAAC for sponsorship for organizing a conference on “Strengthening of Internal Communication for Quality Enhancement in Institutions of Higher Education” has been submitted: Approval is awaited from NAAC office.

iv) **Organize faculty Development Program on Research Methodology.**

Person Responsible: Committee Members representing the College.

Discussions:

The College could not organize a full-fledged faculty development program on research methodology.

v) **Implementation of POA for the academic year 2018-2019.**

The members were informed that as approved in the last meeting, the following POA for the academic year 2018-2019 is to be implemented.

- 1) To earmark a day in the Academic Calendar as “Research Day”.
The members were informed that in the academic calendar of every year one day in the second term would be earmarked as Institutional Research Day. The objective is to encourage all faculty members as well as learners to undertake research, participate in Avishkar Research Convention of University of Mumbai and other research related events conducted by the College and other institutions.
- 2) To strengthen faculty development programs.
 - The College hosted the workshop on Avishkar Research Convention for Zone 2 on behalf of the University of Mumbai in September 2018. In all there were 80 participants consisting of learners and faculty members.
 - 11 teams comprising 37 students of the College participated in the first round of Avishkar Research Convention.
- 3) To focus on enhancement of communication skills and presentation skills of students.
The members were informed that Workshops on resume writing, mock interview sessions and grooming workshops have been planned by Career Guidance Cell and will be conducted for students in the second half of the academic year 2018-2019.
- 4) To upgrade the institutional website.
The members were informed that College website is under construction.
- 5) To plan utilisation of funds as per guidelines for UGC Block Grant, 2018-2019 which are awaited from Western Regional Office, Pune.
Awaiting notification from the UGC.
- 6) Inviting subject/industry experts to interact with faculty members.
The members were updated that inviting subject/industry expert to the College to interact with faculty members has been an ongoing activity for the College.

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

Agenda:

- 3) **To review the activities undertaken during the first half of the Academic Year 2018-2019.**

The activity list was discussed in detail and noted.

- 4) To discuss the Academic Advisor's Report for the first half of the Academic Year 2018-2019.

Person Responsible: Dr. Vasudev Iyer

Discussions/decisions: The Report was presented.

- 5) To update members about awards and recognition received by the faculty members in the first half of the academic year 2018-2019.

Person Responsible: Dr. Vasudev Iyer

Discussions: The members were informed that following two teachers from degree college have been awarded Ph.D. degree during the first half of the academic year:

Ms. Leena Nair, Assistant Professor – B.Com. (A & F)

Ms. Padmaja Ganpatye, Assistant Professor – Accountancy

Dr. Vasudev Iyer shared with the members that Ms. Sadhana Venkatesh, Mr. Ishtiyaq Chiplunkar, Ms. Dhanashree Joshi are pursuing their Ph.D. and shortly will be awarded the degrees. He further added that Dr. Hema Mehta has been a recipient of several awards in this term.

- 6) To discuss workshops/seminars organized/to be organized in the Academic Year 2018-2019.

Person Responsible: Principal/Vice-Principals

Discussions: Institutional Research Day will be conducted after the winter break.

- 7) To update the members about Talenzia and Avishkar, 2018.

Person Responsible:

Discussions: The members were informed that College will be holding Talenzia'11 (T11) on 19th December, 2018, in which learners from around 100 colleges are expected to participate and 200 learners of the College are involved in organizing the event.

The College encouraged students to participate in Avishkar 2018. 11 teams comprising 37 students of the College participated in the first round of Avishkar Research Convention. Students who are selected in the zonal level competitions will then qualify for University level competition.

- 8) Any other matter with permission of the Chair.

Decision/Discussion:

- The members were informed that AQAR for A.Y. 2017-18 will be uploaded on the College website very soon.

- It was suggested that faculty members should strive to get recognized for expertise in a specific/particular area. Therefore, faculty members who have completed their Ph.D., should continue to work in their area of specialization and gain recognition as a subject expert.
- The members were updated about the infrastructure work going on in the College including construction of storm-water drainage, provisions of fire hydrants, construction of a proper stairway to the terrace, for which a platform will be made to prevent debris from falling on the floors below.

9) To decide the date of the next meeting.

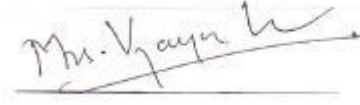
It was decided to have the next meeting on 9th April, 2019.

10) 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
Principal & Chairperson, IQAC

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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 academic year i.e. 2018-2019 and discuss the plan of action for academic year 2019-2020.

Date/Time: Tuesday, April 09, 2019, 9:30 a.m.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name
1	Dr. Vijaya Krishna (Principal)
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)
3	Ms. Dhanashree N. Joshi (IQAC Coordinator)
4	Ms. J. Shalini Hemanth Kumar (Vice Principal, Aided Section)
5	Mr. V. Ramakrishnan, (Associate Professor, Business Mathematics and Statistics)
6	Dr. Vasudev P. Iyer (Vice Principal, Self Financing Section)
7	Dr. Hema Mehta (Assistant Professor, Business Law)
8	Ms. Rasmita Mohanty (Librarian)
9	Mr. Prakash Ipte (CAO)
10	CA Akash Desai (Alumni Representative)
11	Ms. Nupoor Rajput (S.Y.B.Com. student, A.Y. 2018-2019)
12	Ms. Navneet Kaur (T.Y.B.M.S. student, A.Y. 2018-2019)

Agenda:

1) A) Leave of absence.

Leave of absence was granted to Dr. Leena Nair, Ms. Ritu J. Kamra and Mr. Bhagat Negi.

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1) B) Inputs from Student Representatives:

- The meeting commenced with inputs shared by student representatives, Ms. Nupoor Rajput of S.Y.B.Com. and Ms. Navneet Kaur of T.Y.B.M.S. The students expressed satisfaction about the quality of teaching in the College and services offered by the administrative staff. They requested the following:
- The area behind the canteen is often used during festivals and events organized by students and hence the construction work carried out should be completed as soon as possible.
- Alumni should be invited to deliver lectures for sharing their career experience and achievements.
- Students of third year can guide those of lower classes in preparing for their examinations.
- **Discussion/Decision:** Principal Dr. Vijaya Krishna said that the College has been arranging talks by well-placed and accomplished alumni. The other suggestions were well received and noted.

Agenda:

2 a) To read and approve the minutes of the meeting held on December 17, 2018.

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) To encourage students to participate in college activities and inter-collegiate activities so that they gain confidence: Due to efforts undertaken by faculty members, around 240 students participated in workshops/seminars conducted in 11 colleges. On April 05, 2019, IQAC and EOC (Equal Opportunity Centre) jointly organized a workshop on “Confidence Building and Career Based on Passion”. Around 145 students participated in this. Several students participated in Raazmatazz, an intra-collegiate event organized by a committee of around 150 students of the College.
- ii) To arrange for Personality Development Workshops, English Speaking Course, Training in Advanced Excel in association with NIIT and Soft Skills Development Workshops for students: The members were informed that EOC

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and IQAC organized a 30-hour soft skills development program for students. This training for the second batch has commenced. Registration is underway for Advanced Excel Training Program.

- iii) Conduct of workshops to develop letter writing skills and to improve work ethics of the staff members: A work shop was conducted for training faculty members in 'Business Letter Writing.' A workshop for Class 3 and 4 employees in using MS Word and Excel is also planned.
- iv) To earmark a day in the academic calendar as "Research Day": Institutional Research Day was conducted in the College on February 20, 2019. 11 teams comprising 37 students participated in the event.
- v) To organize Faculty Development Programs: Talks on Pension Funds by Ms. Patricia Haverland, 'Low Income Housing: a comparative study between India and USA' by Mr. Mark McBrid were conducted on January 28, 2019 and a workshop on Business Letter Writing by Ms. Jyoti Maliwal was conducted on April 2, 2019.
- vi) To focus on enhancement of communication skills and presentation skills of students: As mentioned earlier, a 30-hours program for development of soft skills among learners was conducted simultaneously for 2 batches in April 2019.
- vii) To update members about Talenzia'11 and Avishkar Research Convention: Talenzia'11 was organized on 19th December, 2018, in which 875 students from around 75 Colleges participated.
200 students of our College were involved in organizing the event.
11 teams comprising 37 students of the College participated in the first round of Avishkar Research Convention. 2 teams comprising 6 students were selected for the second round and finally one team qualified for Zonal round of the competition.
- viii) To update members about AQAR of A.Y. 2018-19: AQAR of A.Y. 2018-2019 was uploaded on 18/10/2019.

Thereafter, discussions on the matters on the agenda commenced.

Agenda:

- 3) **To review the activities undertaken during the second half of the Academic Year 2018-2019.**

The activity list was discussed in detail and noted.

- 4) **To discuss the Academic Advisor's Report for the second half of the Academic Year 2018-2019.**

Person Responsible: Dr. Vasudev Iyer

Discussions/decisions: The report was presented, discussed and approved by the members.

- 5) **To discuss academic achievements of students.**

Person Responsible: Ms. Dhanashree Joshi

Discussions: The members were informed that three students scored full marks in the course of Computer Systems at the (Semester – V) T.Y.B.Com. Examination conducted by University of Mumbai. Similarly, a Third Year learner of (Semester – V) B.Com. (Accounting & Finance) program scored full marks in Financial Accounting. One student of the M.Com. program scored full marks in Cost and Management Accounting in the Semester – I examinations conducted by University of Mumbai.

- 6) **To discuss the inter-collegiate workshop to be organized for students:**

Person Responsible: Principal/Vice-Principals

Discussions: The members were informed that an inter-collegiate presentation competition on 'Environmental Challenges in Mumbai' is scheduled to be organized by IQAC on April 15, 2019.

- 7) **To discuss preparations for the 4th Cycle of N.A.A.C. re-accreditation:**

Person Responsible: Ms. Dhanashree Joshi

Discussions: The members discussed the need to have a strong website as a large number of documents need to be uploaded on the website. This year the AQAR for A.Y. 2018-19 will be prepared as per the new format given by N.A.A.C. and the preparations for the AQAR and the 4th Cycle of N.A.A.C. re-accreditation will be initiated.

8) To update members about the institutionalization of Quality Circles:

Person Responsible: Principal Dr. Vijaya Krishna.

Discussion:

The members were informed that Quality Circles for Canteen, Administration Office, Infrastructure, Library services etc. were in place, questionnaires were prepared by students and data collection is underway.

9) To discuss Plan of Action for Academic Year 2019-20:

Person Responsible: Ms. Dhanashree Joshi

Discussion:

In the next academic year, the College plans to:

- Offer a few more short-term certificate courses to enhance employability and impart soft skills.
- Adopt Water Conservation as the theme of the year.
- Make the admission process to first year of UG and PG programs online.
- Digitally deliver question papers on the day of exams.
- Migrate from server-based ERP to cloud based.
- Organize talk/workshop on Intellectual Property Rights (IPRs)
- Continue to extend support to the Jogeshwari Election Office in creating awareness about the importance of voting.

10) Any other matter with permission of the Chair.

Discussion:

- The members were informed that the Utilisation certificate for UGC grants of Rs.3,00,000 received by the College under IQAC was resubmitted after incorporating the modifications suggested by UGC officials.

11) To decide the date of the next meeting.

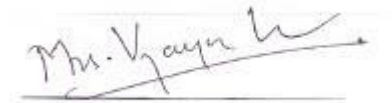
It was decided to have the next meeting on October 10, 2019.

12) 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
Principal & Chairperson, IQAC