



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	TOLANI COLLEGE OF COMMERCE
Name of the head of the Institution	DR. VIJAYA KRISHNA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02261535455
Mobile no.	9820919302
Registered Email	tcc@tolani.edu
Alternate Email	iqac@tcc.tolani.edu
Address	150-151, SHER-E-PUNJAB SOCIETY, GURU GOBIND SINGH ROAD, ANDHERI EAST
City/Town	MUMBAI
State/UT	Maharashtra
Pincode	400093

<b>2. Institutional Status</b>																															
Affiliated / Constituent	<b>Affiliated</b>																														
Type of Institution	<b>Co-education</b>																														
Location	<b>Urban</b>																														
Financial Status	<b>state</b>																														
Name of the IQAC co-ordinator/Director	<b>MS. DHANASHREE JOSHI</b>																														
Phone no/Alternate Phone no.	<b>02261535439</b>																														
Mobile no.	<b>9867852307</b>																														
Registered Email	<b>tcc@tolani.edu</b>																														
Alternate Email	<b>iqac@tcc.tolani.edu</b>																														
<b>3. Website Address</b>																															
Web-link of the AQAR: (Previous Academic Year)	<a href="http://tcc.tolani.edu/wp-content/uploads/2019/03/AOAR-2017-18.pdf">http://tcc.tolani.edu/wp-content/uploads/2019/03/AOAR-2017-18.pdf</a>																														
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>																														
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://tcc.tolani.edu/wp-content/uploads/2019/10/Revised-Academic-Calendar-2018-19-1.pdf">http://tcc.tolani.edu/wp-content/uploads/2019/10/Revised-Academic-Calendar-2018-19-1.pdf</a>																														
<b>5. Accrediation Details</b>																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>0</td> <td>2004</td> <td>08-Jan-2004</td> <td>07-Jan-2009</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.02</td> <td>2011</td> <td>08-Jan-2011</td> <td>07-Jan-2016</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.03</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B++	0	2004	08-Jan-2004	07-Jan-2009	2	A	3.02	2011	08-Jan-2011	07-Jan-2016	3	A	3.03	2016	05-Nov-2016	04-Nov-2021
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3	A	3.03	2016	05-Nov-2016	04-Nov-2021																										
<b>6. Date of Establishment of IQAC</b>	<b>28-Apr-2004</b>																														
<b>7. Internal Quality Assurance System</b>																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation for first year students and parents of self-financing section	28-Jul-2018 1	162
Orientation for first year students and parents of B.Com. programme	11-Aug-2018 1	271
Library orientation for first year of B.Com. (Banking and Insurance) programme	28-Aug-2018 1	49
Library orientation for first year of Bachelor of Management Studies programme	31-Aug-2018 1	63
Feedback from students for teachers' appraisal for Bachelor of Management Studies programme	01-Sep-2018 45	68
Feedback from students for teachers' appraisal for B.Com (Financial Markets) programme	01-Sep-2018 45	19
Feedback from students for teachers' appraisal for B.Com. (Accounting and Finance) programme	01-Sep-2018 45	181
Feedback from students for teachers' appraisal for B.Com. (Banking and Insurance) programme	01-Sep-2018 45	136
Feedback from students for teachers' appraisal for B.Sc. (Information Technology) programme	01-Sep-2018 45	189
Library orientation for first year of B.Com. (Accounting and Finance) programme	05-Sep-2018 1	47
Library orientation of first year B.Com. programme	06-Sep-2018 2	297
Library orientation of first year B.Sc. (Information Technology) programme	12-Sep-2018 1	51
Meetings of sub cells of I.Q.A.C.	01-Dec-2018 1	10

I.Q.A.C. Meeting	17-Dec-2018 1	10
Preparation and submission of A.Q.A.R. for A.Y. 2017-2018	20-Dec-2018 10	10
Feedback from students for teachers' appraisal for B.Com. programme	01-Mar-2019 60	586
Feedback from students for teachers' appraisal for Bachelor of Management Studies programme	01-Mar-2019 60	121
Feedback from students for teachers' appraisal for B.Com (Financial Markets) programme	01-Mar-2019 60	50
Feedback from students for teachers' appraisal for B.Com. (Banking and Insurance) programme	01-Mar-2019 60	109
Feedback from students for teachers' appraisal for B.Com. (Accounting and Finance) programme	01-Mar-2019 60	166
Feedback from students for teachers' appraisal for B.Sc. (Information Technology) programme	01-Mar-2019 60	107
Survey for library services by Quality Circles	13-Mar-2019 1	279
Survey for infrastructure by Quality Circles	15-Mar-2019 1	879
Survey for canteen services by Quality Circles	25-Mar-2019 1	1071
Meetings of sub cells of I.Q.A.C.	01-Apr-2019 1	10
I.Q.A.C. Meeting	09-Apr-2019 1	12
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

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**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

The following significant recommendations made by the IQAC were implemented during the year: 1) Formation and Institutionalization of Quality Circles: • Three Quality Circles were formed to study: Quality of services offered by the Library, Quality of Infrastructure and Quality of service of the Canteen. 2) Initiatives for promoting Research: i) Workshop on Avishkar Research Convention on behalf of University of Mumbai for Zone 2. ii) Participation of 11 Teams of learners of the College in the Avishkar Research Convention of University of Mumbai. iii) A day was earmarked as Institutional Research Day in the academic calendar and on 20th February 2019 learners made presentations of the report of the research projects undertaken by them for Avishkar Research Convention. 3) Short Term Courses for enhancing employability of the learners: i) EOC (Equal Opportunity Centre) conducted a Short Term Course for Development of Soft Skills. ii) Memorandum of Understanding with NIIT Ltd. for Certificate Course in Advanced Excel. 4) Encouraging participation in intercollegiate seminars / conferences / workshops / competitions: i) Learners participated in 21 events organized by the other Institutions during the year. ii) In a research competition organized by and at Father Agnel College, Pilar, Goa, a group of four learners under the supervision of teacher participated and won the first prize. 5) Collaborate with Government and Non Government bodies for extension activities: i) In collaboration with Western Railway learners of the Department of Lifelong Learning and Extension (DLLE) Unit of the College performed street plays in three suburban railway stations on the theme Safe Travel. ii) Seven learners under the supervision of Principal of the College successfully completed Swachh Bharat Summer Internship and were awarded certificates by Government of India.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
1) To earmark a day in the Academic Calendar as "Research Day"	The members were informed that 11th November is the date decided to celebrate Research Day in memory of Dr. Abdul Kalam Azad, the first education minister of India. The members were informed that this academic year, it could not happen on 11th November since it was not a working day and therefore it was decided to celebrate it on day which is convenient later in this term. The plan of action is to also encourage students to participate in the Research Convention.
2) To strengthen faculty development programs	The members were informed that three FDPs were held in the first half academic year 2018-2019: a. Commodore Kesnur spoke about 'Role of Oceans and Ecological House- Keeping'. b. Ms. Reshma Jagtap spoke about 'Prevention of Sexual Harassment at Work-place' c. Dr. Abhijit Phadnis spoke about 'Investment in Equity Markets' d. A few more FDP's shall be conducted in the second term of the year as well. e. The members were informed that this year the College hosted Workshop on Avishkar Research Convention for Zone 2 on behalf of the University of Mumbai. f. 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) Setting up of PR Cell.	The PR Cell has been set up.
7) 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.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Statutory Body</th> <th style="width: 50%; text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">The College Development Committee</td> <td style="text-align: center;">01-Aug-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	The College Development Committee	01-Aug-2019
Name of Statutory Body	Meeting Date				
The College Development Committee	01-Aug-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	31-Dec-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The College is making efforts to use technology for integrating people and processes. Following form the part of MIS of the College: Website: The College website helps in communicating with the external and internal stake holders. During the year 20182019, the website was under reconstruction as it was being migrated to a new platform. The website provides information about:</p> <ul style="list-style-type: none"> <li>• Vision, Mission and Values</li> <li>• Programs offered</li> <li>• Upcoming events</li> <li>• Faculty information</li> <li>• Faculty Development and Research</li> <li>• Links for AQAR</li> <li>• NAAC Accreditation details</li> <li>• Facilities and infrastructure</li> <li>• Photo gallery: Photographs of events held during the year, etc.</li> </ul> <p>Technology: The College has 03 main servers and 03 host servers. All the classrooms, faculty room, admin office and library have LAN connection. In all, there are 188 computer systems installed in the College. Technology is used in the following ways for collection, storage and dissemination of information:</p> <ul style="list-style-type: none"> <li>• ERP (Enterprise Resource Planning): The College has implemented a ERP Solution, which is used for the following: <ul style="list-style-type: none"> <li>o Capturing learner data: The data from the comprehensive application form that candidates seeking admission to the first year of the UG PG programs submit</li> </ul> </li> </ul>				

is entered into the system. This data is used for generating: class divisionwise roll calls recording attendance of learners list of learners who will be appearing for semester end examinations attendance sheets and hall tickets for the examinations entering marks and grades secured by each learner in the examinations carrying forward all the above mentioned data for the subsequent academic years.

- o Faculty and Staff data: Faculty and Staff data are captured and is used for: recording attendance in biometric system.
- Compliances and e-governance:
  - o Affiliation related processes are completed through the University's online portal
  - o Communication with the Joint Director of Higher Education (JDHE), Mumbai Region, via digital means.
  - o Payment of salaries: Salaries of the aided section employees through e-sevath and SENSYS for making TDS payments.
  - o Papers for promotion of faculty members under the Career Advancement Scheme (CAS) are submitted through the University's online portal.
  - o One of the computer labs of the College is used for On Screen Marking (OSM) of answer books.
  - Library of the College:
    - o Is automated and uses SLIM 21 Software for bar coding
    - o Scanners are used for issue and return of books
    - o The multimedia section has audio facility
    - o Has subscribed to edatabases viz: NLIST, ProQuest
    - Internal and external communication: All the faculty members and staff of the College have access to computer and 24 X 7 internet connectivity. Every teacher has an independent workspace with computer. Official Gmail IDs are created for all the faculty and staff members, which is used for all official communication. The College is making continuous efforts to use technology effectively for providing seamless access to information, minimize information asymmetry for agility and to facilitate prompt decision making and thereby improve and sustain quality of services provided to internal and external stakeholders.

## Part B

### CRITERION I – CURRICULAR ASPECTS



## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As an affiliated College the curriculum prescribed by the affiliating University is strictly adopted and followed. The following help in achieving the intended learning outcomes:

- Role of IQAC: The Academic Cell, which is a sub cell of IQAC drafts the academic calendar and plans academic activities for the year. Every teacher prepares and shares the teaching plan at the beginning of each term. As recommended, the practice of maintaining an academic diary by every teacher is being continued, which helps in keeping track of the number of lectures engaged, the topics covered and also ensures adherence to the teaching plan.
- Recommendation by College Development Committee (CDC): The CDC has been duly constituted and the meetings are also conducted as per the provisions of The New Maharashtra Public Universities Act, 2016, which came into effect in January 2017. The CDC of the College consists of accomplished and experienced persons from the areas of research, education and CSR. The Committee recommended that in the academic calendar of every academic year one day should be earmarked as the 'Institutional Research Day' with a view to encouraging faculty members and learners to undertake research and also to encourage research based learning.

Teaching methods:

- Teaching learners to prepare models based on concepts in subjects including costing with a view to enhance understanding of cost ascertainment, cost control and fixation of selling prices and also models based on embedded systems in Information Technology.
- Use of financial crosswords to make the learners understand the concepts easily.
- Presentations and mock interviews to improve the level of confidence and development of overall personality of the learners.
- Inculcating research aptitude among learners by encouraging them to undertake research involving collection and analysis of primary data for topics in social sciences and encourage them to participate in the research competition.
- Discussions of case studies and case examples help the learners in understanding the application of theories and concepts and also in relating what is taught in the class room with the real world. For e.g.: The case of Rajat Gupta was discussed to help students understand the role of SEBI - The Capital Market Regulator, the concept of insider trading and the importance of ethics and values in financial and personal dealings.
- Experiential learning is facilitated by way of organizing intra and inter-collegiate events in which learners manage the accounting, resource requisition and utilization, preparation of program schedule and writing the report under the supervision of teacher/s.
- Learners are also asked to make presentations on relevant topics and the concept of flipped classroom is adopted by some teachers whereby learners prepare and teach some of the topics under the supervision of the teacher. All the above mentioned measures constitute the mechanism adopted by the College for curriculum delivery and documentation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Advanced Excel	NIL	15/05/2019	48	Employability	Use of MSOffice Tool Excel

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCom	Business Management	18/06/2018
BCom	Accountancy	18/06/2018
BMS	Management	18/06/2018
BCom	Accounting & Finance	18/06/2018
BCom	Banking & Insurance	18/06/2018
BCom	Financial Markets	18/06/2018
BSc	Information Technology	18/06/2018
MCom	Advanced Accountancy	18/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	19	Nil

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Global Financial Markets Professional	07/10/2018	18
Teach India's "English for Employability"	10/07/2018	26
Short Term Course on 'Soft Skills'	14/03/2019	95
Certificate Course in Advanced Excel to Learners	15/05/2019	19
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accounting & Finance (Swachh Bharat Abhiyan)	7
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes

Parents	Yes
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1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

**Feedback Obtained**

The College has a structured mechanism for obtaining feedback from the following stakeholders: 1) Faculty Appraisal by Learners: The feedback obtained is shared with the subject teachers by the Head of the Institution in the presence of the Vice Principals and / or respective Heads of Departments in a nonthreatening manner. This helps teachers to identify the areas that need improvement and make the required changes in the Teaching process. 2) Quality Circles: Quality of Services of the Admin Office, Library and Canteen. Learners were organized into Quality Circles to study the Quality of Services of the Admin Office, Library and Canteen. Quality Circles conducted a survey to identify the level of satisfaction among learners. The survey findings are used to improve the quality of service to the extent possible. For instance, learners requested for extended timings in the Library before the semester end examinations which was implemented. 3) Alumni, employers and parents: The College does not have a structured mechanism for obtaining feedback from the employers of learners and alumni. However, informal feedback is obtained from organizations that visit the College for campus recruitment and those that have provided internship opportunities to learners. Alumni informally share their experiences of job interviews and also of those in their place of work with teachers. The feedback from alumni and employers are used to enhance the employability skills of learners, through introduction of skill development programs or courses. The courses like Employability skills Development course, Certificate course in Advanced Excel in collaboration with NIIT were introduced to address this issue. The Open Day for the learners keeps the parents updated about the progress of their wards in examinations and also gives an opportunity to teachers to interact with parents. The feedback from parents helps to bring about improvements in the areas of discipline, attendance, infrastructure and conducting lectures.

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Financial Markets	75	107	62
BCom	Banking & Insurance	75	140	56
BCom	Accounting & Finance	75	279	74
BMS	Management	75	339	75
BCom	Accountancy	516	1117	506
MCom	Business Management	69	85	68
MCom	Advanced Accountancy	69	110	69
BSc	Information Technology	75	130	63

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2382	256	24	Nil	5

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
29	22	14	28	28	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

While there is no formal Students mentoring system in the institution, teachers, career counselor and guest speakers do guide students who approach them in areas such as options for pursuing higher studies, research, reading material, employment opportunities, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2638	29	1:91

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	29	2	11	6

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Hema Mehta	Assistant Professor	'Adarsh Vidya Saraswati Rashtriya Puraskar' (National Award of Excellence 2018) Letter of recognition of 'A Distinction of being one of THE BEST TEACHERS in

			the country' by Glacier Journal Research Foundation, Global Management Council, Ahmedabad
2018	Dr. Hema Mehta	Assistant Professor	'MTC Global Distinguished Teacher Award: Management' (2018) by MTC Global Think Tank, Bangalore
2019	Dr. Hema Mehta	Assistant Professor	Research paper was awarded Second Prize by the Departments of B.Com (Accounting Finance), Bachelor of Management Studies, IQAC and Research Committee of R.D. National College Bandra
2019	Dr. Hema Mehta	Assistant Professor	First Prize as Best Research Paper by Viva Institute of Management Research, Bhaskar Waman Thakur College of Science, Y.K. Patil College of Commerce, V.D. Patil College of Arts in association with University of Mumbai
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	IS00254	IV	02/05/2019	06/06/2019
BSc	IS00252	II	10/04/2019	16/05/2019
BSc	IS00253	III	31/10/2018	10/01/2019
BSc	IS00251	I	05/12/2018	30/01/2019
BCom	2C00434	IV	04/05/2019	06/06/2019
BCom	2C00432	II	12/04/2019	16/05/2019
BCom	2C00433	III	02/11/2018	10/01/2019

BCom	2C00431	I	10/12/2018	05/01/2019
BCom	2C00254	IV	04/05/2019	06/06/2019
BCom	2C00252	II	12/04/2019	16/05/2019
BCom	2C00253	III	02/11/2018	10/01/2019
BCom	2C00251	I	10/12/2018	05/01/2019
BMS	2M00154	IV	04/05/2019	06/06/2019
BMS	2M00152	II	12/04/2019	16/05/2019
BMS	2M00153	III	02/11/2018	10/01/2019
BMS	2M00151	I	10/12/2018	05/01/2019
BCom	2C00454	IV	04/05/2019	06/06/2019
BCom	2C00452	II	12/04/2019	16/05/2019
BCom	2C00453	III	02/11/2018	10/01/2019
BCom	2C00451	I	10/12/2018	05/01/2019
BCom	2C00144	IV	03/05/2019	12/06/2019
BCom	2C00142	II	09/05/2019	12/06/2019
BCom	2C00143	III	02/11/2018	30/01/2019
BCom	2C00141	I	07/12/2018	30/01/2019

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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Being an affiliated College the evaluation system prescribed by the affiliating University has to be strictly adhered to. The evaluation system for B.Com. Program is as follows: Semesters I to VI: For the subjects other than Foundation Course in semesters I to IV and Computer Systems and Applications in semesters V and VI, semester end examinations of 3 hours duration each carrying maximum of 100 marks. In the course of Foundation Course, in semesters I to IV, Project Work in a related topic for 25 marks (20 marks for the Project Report 5 marks for the performance at the Vivavoce) and semester end examination of two and half hours duration carrying maximum of 75 marks. In the course of Computer Systems and Applications (which is an elective subject called Ability Enhancement Course) in semesters V and VI, Internal Assessment for 25 marks (15 marks for the Practical Examination 5 marks for Journal 5 marks for class participation) and semester end examination of two and half hours duration carrying maximum of 75 marks. The evaluation system for Bachelor of Management Studies, B.COM. (Accounting Finance), B.COM. (Banking Insurance), B.COM. (Financial Markets) Programs is as follows: Semesters I to VI of the Programs: Internal Periodical Class test for 20 marks and 5 marks for classroom participation and term end examination for the duration of two and half hours carrying maximum of 75 marks. In semester VI Project Work of 100 marks (75 marks for the Project Report and 25 marks for the performance at the Vivavoce) The evaluation system for Bachelor of Science (Information Technology) Program is as follows: Semesters I to VI of the Program: Internal Periodical Class Test for 20 marks and 5 marks for classroom participation, practicals examinations for 50 marks and term end examinations for the duration of two and half hours carrying maximum of 75 marks. In semester VI Project Work of 150 marks (50 marks for Project Report 25 marks for Presentation Skills 25 marks for the application and functionality 25 marks for the overall quality of the project 25 marks for the performance at the Vivavoce) The evaluation system for Master of Commerce Programs : M.Com. Advanced Accountancy and M.com. Business Management is as follows: Semesters I to IV: Internal Periodical Class Test for

40 marks and semester end examination of two hours duration carrying maximum of 60 marks in each course. In semesters III and IV, Project Work in a related subject of 100 marks (60 marks for the Project Report 40 marks for the performance at the Vivavoce) As a regular practice teachers have question answer sessions in the classroom to ascertain whether the learners have understood the concepts and theories. Teachers also encourage learners to raise questions and get their doubts clarified. Other than this learners are encouraged to make presentation on topics related to the course, which also helps in the assessment of their understanding.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Cell, which is a sub cell of IQAC drafts the academic calendar and plans academic activities for the year. The College completed the admissions to second year and third year of UG Programs and second year of PG Programs in the month of April May for the academic year. Therefore, lectures for Semesters III and IV of UG Programs and Semester III of PG Programs commenced from the first day of the academic term. 1) The academic calendar ensures that adequate number of lecture sessions are provided for every subject as prescribed by the University. The academic calendar is used as the base for the preparation of the time table. Based on the time table and the prescribed syllabus, teachers prepare the teaching plan. 2) Teachers follow the timetable and engage the requisite number of lectures. 3) Teachers complete the syllabus by engaging extra lectures when necessary with adequate time for learners to prepare for the examinations. Revision sessions are also conducted for topics of higher difficulty levels. 4) The College conducted the examinations for Semesters I to VI of Under graduate programs and Semesters I to IV for Post graduate programs as per time table fixed by the University of Mumbai. 5) Conduct of other cocurricular activities such as guest lectures by people from the industry and academicians, research related sessions such as the Institutional Research Day, etc. The College conducts number of activities to promote research culture among teachers and learners. The College got honor and privilege of hosting the workshop of Avishkar Research Convention on behalf of University of Mumbai for Zone 2. 11 Groups of learners participated in the Avishkar Research Convention in the academic year. One Group of learners under the supervision of teacher participated in the competition held in the Father Agnel College of Pilar, Goa. Industrial visits also planned and organized for one group of learners who visited Bombay Brand Fashion Ltd. and Sudhir Power Ltd., Silvassa The academic calendar is drafted to accommodate lecture sessions for value added courses such as Certificate Course in Retail Marketing, Certificate Course in Advanced Excel, etc. Experienced alumni were invited for guest lectures. Mr. Ripin Raghavan, Accounts Manager and Mr. Vishnu Gavkare, Chartered Accountant delivered lectures on Careers and Roles in Advertising and Forensic Accounting. Talk on Pension Funds by Ms. Patricia Haverland and on Low Income Housing by Mr. Mark McBrid. A talk on Investment in Equity Markets by Dr. Abhijit Phadnis. A talk on Role of Oceans in Ecological Housekeeping by Commodore Srikant Kesnur. As has been the practice, during this academic year also Eureka: Workshop to discuss project work and question paper pattern of Semesters V and VI of the UG Programs under the self financing section was conducted. 20th February day was observed as the Institutional Research Day.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://tcc.tolani.edu/wp-content/uploads/2019/10/2.6.1.-Programme\\_Course\\_Outcomes-1.pdf](http://tcc.tolani.edu/wp-content/uploads/2019/10/2.6.1.-Programme_Course_Outcomes-1.pdf)

## 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00534	MCom	Business Management	50	40	80.00
2C00534	MCom	Advanced Accountancy	62	53	85.48
IS00256	BSc	Information Technology	57	29	50.88
2C00256	BCom	Financial Markets	60	43	71.67
2C00346	BCom	Banking & Insurance	64	62	96.88
2C00456	BCom	Accounting & Finance	70	69	98.57
2M00156	BMS	Management	67	60	89.55
2C00145	BCom	Accountancy	426	408	95.77
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://tcc.tolani.edu/wp-content/uploads/2019/10/2.7.1-Student-Satisfaction-Survey.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Digital Technology Trends, Strengths and Opportunities	IQAC and EOC	04/05/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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NIL	NIL	NIL	Nil	NIL
<a href="#">View File</a>				

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	6	6
International	Commerce (Business Law)	4	6
International	Accountancy	2	6
International	Business Economics	3	5
International	B.Com. (Accounting Finance)	1	7
International	Library	1	0
<a href="#">View File</a>			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
B.Com. (Accounting and Finance)	6
Accountancy	3
Commerce	2
<a href="#">View File</a>	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Scientom	Rasmita	Internat	2019	0	Tolani	Nil

etric Analysis into Research output of IIT Bombay in the field of E ngineering during 2006 to 2016	Mohanty (Co author)	ional Journal of Informatio n, Library and Society (UGC Listed Journal No. 43840)			College of Commerce	
Insurtech Need for Hour	Leena Nair	Internat ional Journal of Advance and Innovative Research ( Conference Special) (UGC Listed Journal No. 63571)	2019	0	Tolani College of Commerce	Nil
Role of Women in Shipping Indian IT Industry	Dhanashree Joshi	Internat ional Mult idisciplin ary Quarterly Research Journal: Ajanta (UGC Listed Journal no. 40776)	2018	0	Tolani College of Commerce	Nil
Gender Diversity in IT Sector: A Tool to Alleviate Gender Bias	Dhanashree Joshi	Internat ional Mult idisciplin ary Quarterly Research Journal: Ajanta (UGC Listed Journal no. 40776)	2018	0	Tolani College of Commerce	Nil
Digital Revolution and EGover nment: Promises, Realities and	Varada Trivedi	Internat ional Mult idisciplin ary Quarterly Research Journal:	2019	0	Tolani College of Commerce	Nil

Challenges		Ajanta (UGC Listed Journal no. 40776)				
Failure of Corporate Governance Financial Regulatory Architecture A Case Study of ILFS	Ansari Mehrunnisa (Co author)	International MultiDisciplinary Research Journal: Research Journey Special Issue 96A: Commerce and Management in 21st Century (UGC Listed Journal No. 40705)	2019	0	Tolani College of Commerce	Nil
Enhancing Employee Performance and Productivity Workplace Fitness	Jayalaxmi Singh	International Multi disciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal no. 40776)	2019	0	Tolani College of Commerce	Nil
Study of Impact of Employability Skill Development Training among the B.Com. graduates in Getting Employment .	Hema Mehta	International Multi disciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal No. 40776)	2019	0	Tolani College of Commerce	Nil
Study of Impact of Soft Skills Training Among the B.Com. Undergraduate	Hema Mehta	International Journal of Advance and Innovative Research ( Conference	2019	0	Tolani College of Commerce	Nil

s		Special) (UGC Listed Journal No. 63571)				
Study of Beauty and Wellness Sector Skills imparted under PMKVY with Respect to Kandivali West, One of the Mumbai Suburbs	Hema Mehta	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal No. 40776)	2018	0	Tolani College of Commerce	Nil
Study on Child Rights Awareness among the Secondary School Girl Students in the Kandivali West Western Suburb of Mumbai	Hema Mehta	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal No. 40776)	2018	0	Tolani College of Commerce	Nil
Virtual Economy A Study of its Impact on Banking, Finance and Insurance	Sadhana Venkatesh (Co author)	International Journal of Advance and Innovative Research (UGC Listed Journal No. 63571)	2019	0	Tolani College of Commerce	Nil
A Study On Impact Of Emotional Intelligence On Academic Performance Among BSchool Students	Sadhana Venkatesh	Research Journey: International Multidisciplinary Research Journal (UGC Listed Journal No. 40705)	2019	0	Tolani College of Commerce	Nil

In Mumbai						
An Exploratory Study on Impulsive Purchases	Vijaya Krishna	Journal of Emerging Technologies and Innovative Research: An International Open Access Journal (UGC Listed Journal No. 63975)	2018	0	Tolani College of Commerce	Nil
Study of Awareness about Mobile Phone Towers among the Residents of Housing Societies	Vijaya Krishna	Journal of Emerging Technologies and Innovative Research: An International Open Access Journal (UGC Listed Journal No. 63975)	2018	0	Tolani College of Commerce	Nil
Trends in Venture Capital Investments and Entrepreneurial Ecosystem in India	Vijaya Krishna	Online International Interdisciplinary Research Journal {BiMonthly} (UGC Listed Journal No. 46964)	2018	0	Tolani College of Commerce	Nil
An Exploratory Study of Challenges Faced by Ola Cab Drivers	Vijaya Krishna	Online International Interdisciplinary Research Journal {BiMonthly} (UGC Listed Journal No. 46964)	2018	0	Tolani College of Commerce	Nil

[View File](#)

## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Scientometric Analysis into Research output of IIT Bombay in the field of Engineering during 2006 to 2016	Rasmita Mohanty (Co author)	International Journal of Information, Library and Society (UGC Listed Journal No. 43840)	2019	Nil	Nil	Tolani College of Commerce
Insurtech Need for Hour	Leena Nair	International Journal of Advance and Innovative Research (Conference Special) (UGC Listed Journal No. 63571)	2019	Nil	Nil	Tolani College of Commerce
Role of Women in Shipping Indian IT Industry	Dhanashree Joshi	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal no. 40776)	2018	Nil	Nil	Tolani College of Commerce
Gender Diversity in IT Sector: A Tool to Alleviate Gender Bias	Dhanashree Joshi	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal no. 40776)	2018	Nil	Nil	Tolani College of Commerce

Digital Revolution and EGovernment: Promises, Realities and Challenges	Varada Trivedi	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal no. 40776)	2019	Nil	Nil	Tolani College of Commerce
Failure of Corporate Governance Financial Regulatory Architecture A Case Study of ILFS	Ansari Mehrunnisa (Co author)	International Multidisciplinary Research Journal: Research Journey Special Issue 96A: Commerce and Management in 21st Century (UGC Listed Journal No. 40705)	2019	Nil	Nil	Tolani College of Commerce
Enhancing Employee Performance and Productivity Workplace Fitness	Jayalaxmi Singh	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal no. 40776)	2019	Nil	Nil	Tolani College of Commerce
Study of Impact of Employability Skill Development Training among the B.Com. graduates in Getting Employment .	Hema Mehta	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal No. 40776)	2019	Nil	Nil	Tolani College of Commerce
Study of	Hema	International	2019	Nil	Nil	Tolani

Impact of Soft Skills Training Among the B.Com. Undergraduates	Mehta	International Journal of Advance and Innovative Research (Conference Special) (UGC Listed Journal No. 63571)				College of Commerce
Study of Beauty and Wellness Sector Skills imparted under PMKVY with Respect to Kandivali West, One of the Mumbai Suburbs	Hema Mehta	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal No. 40776)	2018	Nil	Nil	Tolani College of Commerce
Study on Child Rights Awareness among the Secondary School Girl Students in the Kandivali West Western Suburb of Mumbai	Hema Mehta	International Multidisciplinary Quarterly Research Journal: Ajanta (UGC Listed Journal No. 40776)	2018	Nil	Nil	Tolani College of Commerce
Virtual Economy A Study of its Impact on Banking, Finance and Insurance	Sadhana Venkatesh (Co author)	International Journal of Advance and Innovative Research (UGC Listed Journal No. 63571)	2019	Nil	Nil	Tolani College of Commerce
A Study On Impact Of Emotional	Sadhana Venkatesh	Research Journey: International Multidi	2019	Nil	Nil	Tolani College of Commerce



Intelligence On Academic Performance Among B School Students In Mumbai		disciplinary Research Journal (UGC Listed Journal No. 40705)				
An Exploratory Study on Impulsive Purchases	Vijaya Krishna	Journal of Emerging Technologies and Innovative Research: An International Open Access Journal (UGC Listed Journal No. 63975)	2018	Nil	Nil	Tolani College of Commerce
Study of Awareness about Mobile Phone Towers among the Residents of Housing Societies	Vijaya Krishna	Journal of Emerging Technologies and Innovative Research: An International Open Access Journal (UGC Listed Journal No. 63975)	2018	Nil	Nil	Tolani College of Commerce
Trends in Venture Capital Investments and Entrepreneurial Ecosystem in India	Vijaya Krishna	Online International Interdisciplinary Research Journal {BiMonthly} (UGC Listed Journal No. 46964)	2018	Nil	Nil	Tolani College of Commerce
An Exploratory Study of Challenges Faced by	Vijaya Krishna	Online International Interdisciplinary Research	2018	Nil	Nil	Tolani College of Commerce

Ola Cab Drivers	Journal {BiMonthly} (UGC Listed Journal No. 46964)			
<a href="#">View File</a>				

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Resource persons	1	Nil	1	2
Presented papers	Nil	2	Nil	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Mumbai ki Hodi (Street play for Safe Travel Campaign)	Western Railways	5	180
Student Leadership Programme	Indian Development Foundation	1	38
Workshop on Gender sensitisation and sexual harassment and abuse in public place	Red Dot Foundation	2	151
Friendship day Celebration at Cheshire Home inmates	Cheshire Home	1	85
Skit on "awareness on life of deaf and dumb"	Cheshire Home	1	15
Visit to Home for Aged	Home for Aged	1	14
Cleaning at Cheshire Home	Cheshire Home	1	35
Seminar on PCOD	Akumantis Health Care Ltd.	3	123
#MyWay (Grooming, Presenting and being one self)	Proctor and Gamble	2	200

Blood Donation Drive	K.E.M. Hospital	5	50
Janmashtami Celebration with Cheshire Home inmates and Children	Cheshire Home	1	50
Republic Day Celebration	Cheshire Home	1	15
Independence Day Celebration with Cheshire Home inmates and children	Cheshire Home	1	65

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Community work, Friendship Day celebration, Cleaning, World Disability Week (Rally and Street Play, Sports Day, Annual Day), Republic Day Celebration, etc.	1	Cheshire Home, Andheri East	85

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Operation Gandhigiri	Western Railways	Street Play	5	100
Yuva Abhivyati	MVA (Men against Violence and Abuse)	Inter collegiate Essay writing competition on Consent in Relationship	1	2
World Disability Week	Cheshire Home	Annual Day	1	15
World Disability Week	Cheshire Home	Sports Day	1	13
World Disability Week	Cheshire Home	Rally and Street Play	1	10
HOSH (Helping	Amba Gopal	Walkathon	5	100

Our Society Heal) Walk for an Organic Future	Foundation			
Jagruk Mumbaikar	Mumbai Police	Talk on Safety	5	100
Swachh Bharat Abhiyan (Summer Internship)	Government of India	Swachh Bharat Abhiyan (Summer Internship)	1	7
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Collaboration for a Professional Program in the area of Financial Markets	Internship for Students who enrolled for The Global Financial Markets Professional Programmes	Name of the partnering institution - BSE Institute Ltd. and the student interned with BSE Institute Ltd. Contact details: 022 - 22721234 / 33	07/08/2018	06/02/2019	1
Collaboration for a Professional Program in the area of Financial Markets	Internship for Students who enrolled for The Global Financial Markets Professional Programmes	Name of the partnering institution - BSE Institute Ltd. and the student interned with ICCL Contact details: 022 - 22721234 /	01/03/2019	01/09/2019	1

		3333			
Collaboration for a Professional Program in the area of Financial Markets	Internship for Students who enrolled for The Global Financial Markets Professional Programmes	Name of the partnering institution - BSE Institute Ltd. and the student interned with BSE Star Mutual Fund Contact details: 022 - 22721234 / 33	14/03/2019	13/09/2019	1
Collaboration for a Professional Program in the area of Financial Markets	Project for Students who enrolled for The Global Financial Markets Professional Programmes	Name of the partnering institution - BSE Institute Ltd. and the student interned with IIFL Securities Contact details: 8976689766	14/04/2019	14/10/2019	1
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIIT	19/01/2019	Offer Certificate Course in Advanced Excel to Learners	19
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	326394

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Laboratories	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SLIM	Fully	21	2008

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Digital Database	2	212400	Nil	5900	2	218300
Others(s pecify)	30	50559	11	18713	41	69272
e- Journals	Nil	Nil	Nil	Nil	Nil	Nil
Text Books	12322	1437208	986	157243	13308	1594451
Reference Books	17390	8230101	820	832005	18210	9062106
Journals	30	75318	5	14300	35	89618
CD & Video	1030	74798	55	Nil	1085	74798
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
<a href="#">View File</a>			

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	190	4	3	2	2	28	24	30	138
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>190</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>28</b>	<b>24</b>	<b>30</b>	<b>138</b>

#### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Not Applicable as no e content developed	<a href="#">Not available</a>

### 4.4 – Maintenance of Campus Infrastructure

#### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
238250	174090	729859	729102

#### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has well defined mechanism for maintenance and utilization of physical resources as indicated below: At the beginning of every academic year orientation sessions are conducted for the learners of first year alongwith their parents. This platform is used to create awareness about facilities of the College and Do's and Don't with respect to the use of the facilities. The College has a facilities manager who looks into daily maintenance of ?xtures, furniture and needs. A register is maintained to take prompt action in case of any complaint. College staff can also send a mail to facilities@tcc.tolani.edu for maintenance issues. Computer Laboratory: The College has four computer labs with 30 computers each. Technical support has been hired for maintenance of all the four labs. A booking system is in place for laptops and portable projectors. McAfee antivirus has been installed. Six servers are under AMC. Fortigate firewall has also been installed. Library: The College has a wellequipped library. SLIM 21 Software is used and AMC has been entered into for the maintenance of this software. College also undertakes Pest Control measures. Library maintains a register to record the number of walkins. Bay guides are provided at the entrance and on the book shelves to help users locate the required resources. Sports facilities: The College has the state of art gymnasium and a rifle shooting range of international standards. For some of the equipment and the range, AMCs have been signed. The Physical Education Instructor conducts an orientation session for creating awareness and encouraging learners to enrol for different sports. Judo mats have been

provided and boxing kits are provided to the boxers. Instructions including dos and dont's are displayed outside the gymnasium. Girls are offered use of gymnasium free of cost. Registers are maintained for users to record the use of the facilities and there are separate timings for boys, girls and staff.

**Classrooms:** There are 26 classrooms all connected by LAN. The timings of some of the programs are staggered to ensure optimum use of the rooms. Desks and benches are replaced/repared as and when required. Auditorium and Audio Visual Room: A booking system is also in place for the use of Auditorium and Audio Visual room. Washrooms and water purifiers: Adequate number of washrooms and water purifiers are provided on every floor. Housekeeping staff are responsible for maintenance of the washrooms. AMC has been signed for the maintenance of purifiers. Surveillance: There are CCTV cameras deployed on all floors for 24X7 surveillance of the campus. Other than this faculty members also take rounds by turn to maintain discipline. Digital platform such as WhatsApp Groups, Gmail platform and the College website help in minimizing information asymmetry. The messages shared are strictly supervised. This also helps in minimizing the use of paper for communication. Every year some expenditure is incurred for replacement of lights and ceiling fans. The College has 45 numbers of Fire Extinguishers and they are refilled once in a year.

<http://tcc.tolani.edu/wp-content/uploads/2019/10/4.4.2-Procedure-and-policies-for-maintaining-and-utilizing-physical-academic-and-support.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1) Academic Prizes, 2) Recognition for excellence in areas other than academics, 3) Sports Fee Waiver	291	313300
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	Ca Fee Hu Scholarship	12	60000

[View File](#)

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	24/07/2018	192	Indian Development Foundation (IDF) – Students Leadership Program (SLP)
Career Counselling	10/07/2018	93	Prafulta Counselling Centre
General Counselling	23/06/2018	81	Prafulta Counselling Centre



Self Defense Programme	10/10/2018	104	College
Remedial Lectures	02/11/2018	185	College
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Counselling and Placement Cell	1	93	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
176	176	21

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
1) IndusInd Bank Ltd, 2) Eclinical Works, 3) Endurance International Group	114	Nil	1) Infosys Pvt Ltd., 2) Capegemini, 3) Robokart.com, 4) Vishal Productions Pvt. Ltd.	44	6
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	42	Bachelor of Commerce	Bachelor of Commerce	Tolani College of Commerce	M.Com. in Advanced Accountancy
2018	1	Bachelor of Management	Bachelor of Management	Tolani College of Commerce	M.Com. in Advanced Accountancy

		Studies	Studies		
2018	5	B.Com. (Accounting & Finance)	B.Com. (Accounting & Finance)	Tolani College of Commerce	M.Com. in Advanced Accountancy
2018	8	B.Com (Banking & Insurance)	B.Com (Banking & Insurance)	Tolani College of Commerce	M.Com. in Advanced Accountancy
2018	29	Bachelor of Commerce	Bachelor of Commerce	Tolani College of Commerce	M.Com. in Business Management
2018	3	Bachelor of Management Studies	Bachelor of Management Studies	Tolani College of Commerce	M.Com. in Business Management
2018	1	B.Com (Banking & Insurance)	B.Com (Banking & Insurance)	Tolani College of Commerce	M.Com. in Business Management
2018	1	B.Com. (Financial Markets)	B.Com. (Financial Markets)	Tolani College of Commerce	M.Com. in Business Management
2018	1	Bachelor of Commerce	Bachelor of Commerce	Gyan Sadhana College	M.Com. in Advanced Accountancy
2018	1	Bachelor of Commerce	Bachelor of Commerce	Ismail Yusuf College	M.Com. in Advanced Accountancy
2018	2	Bachelor of Commerce	Bachelor of Commerce	S. M. Shetty College	M.Com. in Advanced Accountancy
2018	1	Bachelor of Management Studies	Bachelor of Management Studies	Sinhagad Institute of Management	Master of Management Studies
2018	1	Bachelor of Commerce	Bachelor of Commerce	Garware Institute of Career Education	PGDBM
2018	2	Bachelor of Commerce	Bachelor of Commerce	Institute of Distance and Open Learning University of Mumbai	M.Com. Course
2018	1	Bachelor of Commerce	Bachelor of Commerce	Mumbai School of Economics	MA Course
2018	1	Bachelor of Commerce	Bachelor of Commerce	Navinchandra Mehta Institute of Technical	MMS Course

2018	1	Bachelor of Commerce	Bachelor of Commerce	Savitribai Phule Pune University, Pune	MBA Course
2018	1	Bachelor of Commerce	Bachelor of Commerce	Shivaji University, Vidyanagar, Kolhapur	B.P.Ed. Course
2018	1	Bachelor of Commerce	Bachelor of Commerce	Xavier Institute of Management and Research	MMS Course
2018	1	Bachelor of Commerce	Bachelor of Commerce	Bhaskar Waman Thakur College of Science	M.Com. Course
2018	2	Bachelor of Commerce	Bachelor of Commerce	S.S. & L.S. Patkar College Arts and Commerce	M.Com. Course
2018	1	Bachelor of Commerce	Bachelor of Commerce	Karnataka State Law University	LLB Course
2018	1	Bachelor of Commerce	Bachelor of Commerce	St. Francis Institute of Management and Research	MBA Course
2018	1	B.Com. (Accounting & Finance)	B.Com. (Accounting & Finance)	Mohanlal Sukhadia University	M.Com. Course
2018	1	B.Com. (Accounting & Finance)	B.Com. (Accounting & Finance)	Sinhgad Institute of Business Management	MBA Course
2018	1	B.Com. (Accounting & Finance)	B.Com. (Accounting & Finance)	Shri Vile Parle Kelavani Mandal	M.Com. Course
2018	1	B.Com. (Accounting & Finance)	B.Com. (Accounting & Finance)	Vivek College of Commerce	M.Com. Course
2018	1	B.Com. (Accounting & Finance)	B.Com. (Accounting & Finance)	Narsee Monjee College of Commerce and Economics	M.Com. Course
2018	1	B.Com (Banking & Insurance)	B.Com (Banking & Insurance)	Smt. Parmeshwaridevi Durgadutt Tibrewala College	M.Com. Course

2018	1	B.Com. (Financial Markets)	B.Com. (Financial Markets)	Symbiosis Deemed University	MBA Course
2018	2	B.Sc.IT.	B.Sc.IT.	NMIMS University	MCA Course
2018	1	B.Sc.IT.	B.Sc.IT.	Veermata Jijabai Technical Institute	MCA Course
2018	2	B.Sc.IT.	B.Sc.IT.	SNDT University	MCA Course
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sanskriti	Intra College	23
Personality Competition	Intra College	30
Dawat	Intra College	40
Traditional Day	Intra College	16
Rose Day Chocolate Day	Intra College	200
Founders Day Celebration (Cultural Events)	Intra College	300
National Voters Day	Intra College	150
Constitution Day	Intra College	50
University of Mumbai Shooting Competition	Intercollegiate	8
Athletics and Field Events	Intra College	451
Indoor Games	Intra College	92
Talenzzia	Intercollegiate	875
Presentation Competition on Environmental Challenges of Mumbai	Intercollegiate	17
Agon Cultural Fest	Intercollegiate	100
Techbit	Intercollegiate	93
National Voters Day	Intercollegiate	3
Marathi Bhasha Divas Celebration	Intra College	22

Week long Independence Day Celebration	Intra College	79
Week long Republic Day Celebration	Intra College	163
150th Birth Anniversary Celebration of Mahatma Gandhiji	Intra College	20
Jashn	Intra College	55
AD Shroff Elocution Competition	Intra College	11
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	NIL	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council is formed as per the prescribed norms laid down by the University of Mumbai and students are elected for the posts of: ? Chairperson ? Treasurer and ? Joint Secretary Elections for the posts of Class Representative (CR) and Assistant Class Representatives (ACR) are also conducted. Various activities are conducted by the Students' Council like Elocution Competition and Essay Writing Competition for Independence Week celebration, Best out of Waster Competition to commemorate the 150 th Birth Anniversary of Mahatma Gandhi where students displayed models prepared out of waste material, Budding Teachers Competition etc. The Students' Council forms an important body of the College which gives all the students an opportunity to voice their concerns and issues and participate in constructive feedback. Thus, the CR's and ACR's of each class collect student feedback and grievances and the same is presented in the LMC/CDC meeting. The College actively involves participation of students in various activities and committees. All cultural activities held in College are planned and executed with the help of students. Students are actively involved in preparing presentations for Workshops/ Seminars/ Parent Orientation etc. Students host and anchor programs and also prepare presentations for various events conducted in College. Students are encouraged to participate or register as members of different associations and committees like Students' Council, Higher Education for Persons with Special Needs (HEPSN), Department of Life Long Learning and Extension (DLLE), College Women's Development Cell (CWDC) etc. Each Committee formed along with the faculty and student representatives decide their activity calendar, budget for the respective association, resource persons to be invited, field visits and preparation of accounts at the end of the year. Students are also involved in creating a database of all the volunteers involved in various committees. For events like Seminars/ Conferences/ Guest Lectures etc. students involved are systematically guided and trained by the Convenor/ Faculty Incharge. In case of cultural activities which is a combination of Literary and Cultural events students extensively use their managerial skills in getting sponsorships, advertising and promoting the event, inviting celebrity guests as judges and inviting various colleges to

participate in the events. Students are also members of Quality Circles, are involved in framing questionnaires, conducting surveys, collection, tabulation, analysis of data. and preparation of the report. Students are active representatives in IQAC, Library Committee, Advisory Committee and Canteen Committee wherein their ideas and suggestions are taken note of and considered and implemented in future plans.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1023

5.4.3 – Alumni contribution during the year (in Rupees) :

3500

5.4.4 – Meetings/activities organized by Alumni Association :

While the College is yet to register its Alumni Association, a number of meetings and activities are organized by the Association in the College premises. Several meetings are held with alumni who would be interacting with the NAAC peer team during the visit to the College for the next cycle of ReAccreditation. Some of the alumni are appointed as teachers on contractual basis and some on visiting basis. In the College Development Committee and the Internal Quality Assurance Cell there is alumni representation. Other than this alumni extend a helping hand in choreography and sports coaching and in extension activities. Well placed alumni from industry are invited for delivering guest lectures. 6th September, 2018 Mr. Ripen Raghavan, our alumnus, working for an advertising agency, delivered a talk on career options in the field of ad making. He shared his experiences in field, which fascinated the learners towards the world of advertising. S.Y.B.Com and T.Y.B.Com. students attended the same. Internship programme was offered to 2 of our existing students by our alumni. 29th January, 2019 A Talk on "Forensic Accounting" by alumnus, CA Vishnu Gavkare was conducted on 29th January, 2019. All Second Year and Third Year Students were invited for the talk. More than 200 students participated in the talk. 30th March, 2019 A Talk on "HR What's in store" was conducted by our alumnus, Mrs. Rutika Panchal, on 30th March, 2019. The speaker briefed the students on the various segments of HR, talent acquisition, image building and confidence, various interview techniques and office etiquette. F.Y.B.Com and S.Y.B.Com students were invited to attend the same. Alumni for Alma mater Our alumnus, Mr. Shashi Bhusan Singh, voluntarily provides boxing guidance to our students once in a week. Ms. Kiran Challamarad, one of our alumni, is appointed as an official coach for rifle and pistol shooting. Mr. Rajkumar Gupta, our alumnus, voluntarily coaches our students in Rifle and Pistol shooting on a weekly basis. Mr. Vinayak Challamarad, our alumni voluntarily assists the official coach Mr. Bangera in Judo. Mr. Sandeep Gupta, one of our alumni, has been appointed as an official coach for boxing.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The core strength of the College lies in the quality of management. The College Management maintains highest levels of integrity, ethics and governance and

believes in transparency to the extent possible. Their commitment to the cause of education is evident in all the decisions and practices. The management also believes in agility. Following are the two practices of decentralization and participative management during the last year: 1) Participative management: • Organization structure: The organization structure facilitates participative management, decentralisation and agility. Two senior and competent faculty members have been designated as Vice Principals: One for overseeing the functioning of the aided section and the other for the self financing section. The structure also is amenable to grooming faculty members for leadership roles and in succession planning. A competent person, who retired as the registrar of a well known college affiliated to the University of Mumbai has been appointed by the Management as the Chief Administrative Officer (CAO) who guides and grooms the admin staff including the staff of the library. • Meetings of the Advisory Committee: Meetings of the Advisory Committee are convened four times in a year and in all the meetings both the Vice Principals and the CAO are invited to attend. This helps in communicating the challenges that are faced. Major policy decisions are taken at the meetings based on inputs from the Principal, Vice Principals and the CAO to address challenges, to initiate changes for improvement and sustenance of quality. 2) Decentralization: • Decision to start new valueadded courses: Based on the relevant employment opportunities, teachers are given the freedom to propose new valueadded courses. In the academic year, the College signed a Memorandum of Understanding (MoU) with NIIT to offer a Certificate Course in Advanced Excel. After getting the draft of the MoU approved by the Management, the College has started the course and the first batch of students successfully completed the course. • Collaborating with Government bodies/NGO for outreach/extension activities: Teachers and staff have been empowered by the Management to collaborate with Government, Non Government bodies and other recognized organizations for extension/outreach activities. Seven students under the supervision of the Principal completed 100 hours of Swachh Bharat Summer Internship during the year. This helped in sensitizing the students to hygiene and related issues. In collaboration with the Department of Life Long Learning and Extension (DLLE) of University of Mumbai, the DLLE unit of the College performed Flash Mob and skits on the theme 'Operation Gandhigiri' of the Western Railway in three suburban railway stations. In collaboration with Western Railway, under the supervision of 5 teachers the learners of the DLLE unit of the College performed street plays outside two suburban railway stations in Mumbai on 'Safe Travel', through which the student performers showcased the 'Do's and Don'ts' while travelling in suburban trains.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As an affiliated College, the curriculum prescribed by the University of Mumbai is adopted. Teachers as a matter of practice focus on teaching the application of the concepts, principles, practices and theories that are part of the syllabi. Values and ethical aspects are discussed in every subject. Thus teachers have academic freedom in the delivery of the curriculum. This is reflected in the

informal feedback from institutions such as NIIT and BSE Institute Ltd., with whom the College has signed MoUs for offering valueadded courses/programs. They have time and again shared that learner of the College stand out in terms of discipline, commitment and dedication.

Library, ICT and Physical Infrastructure / Instrumentation

• Library: The College has a proactive Library Advisory Committee. There is a system for teachers and learners for recommending books to the library. The library resources are updated continuously. Special display of books is done on important occasions such as Independence Day, Gandhi Jayanthi, Marathi Bhasha Diwas to name a few. A Quality Circle (QC) has been formed to study the library services, identify areas that need improvement and to suggest measures for improvement.

• ICT: Infrastructure for the use of ICT is augmented. For instance all the class rooms, faculty room, library and the admin office are connected via LAN and in a phased manner projectors are being mounted in class rooms.

• Physical infrastructure: Efforts are made to make optimum use of the available space and other physical resources. Adequate provisions are made in the budget for repairs and maintenance. Wherever applicable and possible Annual Maintenance Contracts have been signed. Housekeeping staff have been hired through a contractor for cleaning and maintenance of class rooms, washrooms and other facilities. All this ensures upkeep, maintenance and improved performance and life of the assets.

• Human Resources Management: The College has a HR Committee that has regular meetings to discuss HR issues and make recommendations to the College Management for HR policies. Guidelines of the Government of Maharashtra and University of Mumbai pertaining to recruitment, selection and appointment of teachers and staff are followed for the aided section. HR Committee makes recommendations for the HR policies for the self financing section.

• Industry interaction/collaboration: The interaction with industry is facilitated by: appointing people from the industry including alumni of the College to teach on visiting basis and



inviting them for delivering guest lectures. Interaction with industry also happens when organizations such as Indus Ind Bank, Eclinical Works, etc. visit the College for Campus recruitment drives. • Admission of students: Applicable rules and guidelines of Government of Maharashtra and University of Mumbai are strictly followed for admission to all the programs offered by the College. Standard Operating Procedures (SOPs) are in place to minimise errors in the admission process. Fee is collected by way of Demand Drafts (DDs) to minimize cash transactions. The College does not accept any donations or charge capitation fees from the candidates seeking admission and the fee structure is as prescribed by the University. An employee from the bank assists with generation of challans and collection of the DDs. The career counsellor's service is available during the admission process for candidates. Student volunteers provide assistance to candidates and their guardians during the admission process. Arrangement for seating is made in classrooms for the candidates and their guardians and token system is used to avoid long queues.

Research and Development

The independent work space equipped with computer and internet connectivity, Research Room within the precincts of the library and rich library resources including latest editions of reference books, journals and e-resources viz: ProQuest and NList constitute the resources for research work. The College Management has created a Staff Development Fund, which is used to reimburse the fees paid by teachers for participating in workshops/seminars/conferences organized by other institutions. One teacher was invited as a Resource Person in February 2019 for the technical session on Economic Policies in the International Conference organized by Vidyalankar Institute. A senior competent teacher has been designated as Academic Advisor, who provides guidance to faculty members in academic activities including research. Knowledge sharing is encouraged among teachers and they share ideas in research related areas including

drafting of research proposals, construction of questionnaires and analysis of data. Students are encouraged to participate in research competitions. For instance, 11 groups of students participated in Avishkar, the Research Convention of University of Mumbai. Students have also won prizes in research competitions organized by other institutions.

Teaching and Learning

Teachers have academic freedom for the delivery of the curriculum within the prescribed and defined time table. A learner centric approach is adopted. Teachers are given learning opportunities by facilitating their participation in workshops/seminars/conferences organized by other institutions. Senior teachers and HoDs hand hold and guide newly appointed teachers. Teacher appraisal is used constructively to identify strengths and areas that need improvement. Library has adequate number of text, reference books and journals, eresources including NList and ProQuest that provide the required material for lecture preparation and for keeping the teachers updated. The well ventilated and spacious reading hall and the open access system encourage learners to use the library resources effectively. Every teacher has an independent work space with computer system and 24x7 internet connectivity. The wellequipped research room in the precincts of the Library provides a conducive environment for research. One of the teachers was invited to deliver a lecture on question paper pattern and syllabi of two courses of Semester V of (B.Com Accounting Finance) in Nirmala Foundation College, Kandivali, Mumbai.

Examination and Evaluation

The University's guidelines are strictly adhered to for examinations and evaluation. Senior faculty members from other affiliated colleges are appointed as moderators to ensure fairness in evaluation. One of the four computer labs in the College is used as a centre for the On Screen Marking (OSM) system implemented by the University for the assessment of the answer books of the examinations of Semesters V and VI of UG programs and Semesters I to IV of PG programs. The

College has a separate Examination Room equipped with computer, printer and internet connectivity, which ensures safety of answer books and utmost secrecy and is under CCTV surveillance.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Details pertaining to the sanctioned, filled and vacant posts in the aided section are shared with the JDHE via email as and when required. The papers for promotion of eligible teachers under the Career Advancement Scheme (CAS) have been submitted online through the University portal. The College has submitted the details online for AISHE C34223 on time every year and has received the certificate.
Finance and Accounts	Salary details of teachers and staff of the aided section are shared with the JDHE through esevarth portal. TDS is paid online. Efforts are made to minimize cash transactions and issue of cheques by making payments to vendors, service providers through NEFT.
Student Admission and Support	Admission at the first year of UG and PG Programs has to be done through the University's online portal. The College also has an ERP system that is used for capturing student data at the entry level and carry forward the data to the subsequent academic years. Important notices are shared with students via the website and also digital platforms such as WhatsApp Groups, which ensures timely dissemination of information and minimize information asymmetry. WhatsApp Groups are created by teachers who are also administrators of the group and strictly monitor the messages that are shared.
Examination	As the student data is maintained in the digital form, list of eligible students for every semester end examination is generated through the ERP. The Examination Module of the ERP is used to generate hall tickets and attendance sheets for the examinations of semesters I to IV of the UG programs. For the examinations of semesters V and VI of UG programs and all the semesters of the PG programs, the scores secured by the learners in the lower level examinations are uploaded on the University's online

	portal by the College.
Planning and Development	The College uses the online portal of the University for completing affiliation and related processes. Online portal of NHRC has been used for submitting the proposal including development plans for sanction of grants by RUSA. Most of the reports and information are shared/submitted to the University and the office of the Joint Director of Higher Education (JDHE), Mumbai Region, via email.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Ms. Nishat Anjum Khan	Two day workshop on Advanced Mobile Programming Practical Course in the Revised Course of Third Year B.Sc.IT Sem. VI	NA	1200
2019	Ms. Ankita Singh	One day workshop on DST Purse sponsored IT SUMMIT 2019	NA	1000
2019	Mr. Mubeen Shaikh	One day workshop on Revised Syllabus of TYBCOM (Financial Markets)	NA	500
2019	Ms. Shalini Hemanth Kumar	Interactive Sessions on Data Validation and Verification Process and Revised Accreditation Process and Self Study Report	NA	400
2019	Ms. Dhanashree Joshi	Interactive Sessions on Data Validation and	NA	400

		Verification Process and Revised Accreditation Process and Self Study Report		
2019	Dr. Hema Mehta	One day multi disciplinary National Conference VISHLESHAN	NA	1200
2019	Dr. Leena Nair	One day multi disciplinary National Conference VISHLESHAN	NA	1200
2018	Dr. Hema Mehta	FDP on Insurance Sector	NA	1000
2018	Ms. Shubha Chaubal	Workshop on New NAAC Guidelines	NA	300
2018	Dr. Hema Mehta	One week State Level Training Program on Empowerment of IQAC and NAAC New Guidelines	NA	2500
2018	Ms. Laxmi Pandya	Workshop on revised syllabus of TYBSCIT Sem. VI	NA	600
2018	Ms. Ankita Singh	Workshop on revised syllabus of Principles of GIS of TYBSCIT (Sem. VI)	NA	600
2018	Ms. Ankita Singh	Workshop on Enterprise Java (Revised syllabus, Semester V) of Third Year B.Sc.(IT)	NA	600
2018	Ms. Bandita Singh	One day workshop on revised syllabus of Third Year B.Sc. (IT)	NA	600

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	The College Internal Complaint Committee( ICC) has organised a talk on Prevention of Sexual Harassment at Workplace by Ms. Reshma Jagtap, Legal Co ordinator at SNEHA(S ociety for Nutrition, Education and Health Action) for staff	The College Internal Complaint Committee( ICC) has organised a talk on Prevention of Sexual Harassment at Workplace by Ms. Reshma Jagtap, Legal Co ordinator at SNEHA(S ociety for Nutrition, Education and Health Action) for staff	22/10/2018	22/10/2018	24	30
2019	Workshop on Letter writing by Dr. Jyoti Maliwal	NIL	02/04/2019	02/04/2019	20	Nil
2018	Workshop to discuss the Revised PBAS Form and API Ca lculat ion based on 3rd and 4th Amendment of UGC organized by Our Ins titution in collabo ration	NIL	30/06/2018	30/06/2018	77	Nil

	with the Maharashtra Association of Minority Educational Institutions					
2018	Research Cell and IQAC organized Faculty Development Program on 'Investment in Equity Markets' by Dr. Abhijit Phadnis	NIL	08/09/2018	08/09/2018	28	Nil
2019	NIL	Calculation of pay and Interpretation of GRS related to recommendations of the 7th Pay Commission	26/03/2019	26/03/2019	Nil	33
2019	NIL	Workshop to train administrative staff in the use of the new cloud based software	20/05/2019	20/05/2019	Nil	13
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	05/03/2019	25/03/2019	21
FDP on Insurance Sector	2	08/12/2018	17/12/2018	10

State Level Training Program on Empowerment of IQAC and NAAC New Guidelines for IQAC Coordinators	1	16/07/2018	22/07/2018	7
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1) Stay at Sterling Holiday Resorts as the College Management is a time share holder of Sterling Resort 2) Fee waiver to the children of teaching staff, if admitted in Tolani College of Commerce, subject to certain conditions. 3) Counselling services are provided free of cost. 4) Gym facilities are provided free of cost.</p>	<p>1) Stay at Sterling Holiday Resorts as the College Management is a time share holder of Sterling Resor. 2) Fee waiver to the children of non teaching staff, if admitted in Tolani College of Commerce, subject to certain conditions. 3) Counselling services are provided free of cost. 4) Gym facilities are provided free of cost.</p>	<p>1) Students Aid Fund and Book Bank facilities are provided to Students from economically weaker section. 2) A separate students aid fund is set up for students belonging to Sindhi linguistic minority and are economically underprivileged. 3) Tuition fee waiver and sports kit is given to students who excel in Sports. 4) Counselling (Career and Psychological) services are provided free of cost. 5) Gym facilities are provided to Girls free of cost.</p>

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

i) Internal Controls The College has a mechanism for budgeting and for tracking the expenses through the year. Internal controls include preparation of program wise budgets, getting the budget approved by the College Management and by the College Development Committee (CDC) and timely dissemination of information pertaining to revisions in the rates of honorarium / housekeeping, etc. approved by the Management and the CDC to the accounts section for timely implementation. As honorarium paid to visiting faculty is a major head of expenditure in the selffinancing section, the number of lectures for every course is planned at the beginning of the year based on University guidelines. The coordinators of the programs monitor the number of lectures being engaged by the visiting faculty by maintaining a register in which lectures engaged are recorded on a daily basis. Standard templates are used for submission of honorarium bills, conveyance bills, etc. These internal controls help in ensuring that the deviation of the actual expenditure from the budgeted



expenditure is minimum. The College also ensures that all payments due such as affiliation fees to University of Mumbai, University share of different components of the fees collected from learners, honorarium to visiting faculty, etc. are made in time. The College is taking efforts to minimize cash transactions, minimize issue of cheques to minimize use of papers and is progressively moving towards digital payments. As a College Management's policy, the refundable deposits consisting of library deposit and caution money collected from learners at the first year of undergraduate and postgraduate programs as prescribed in the fee structure by the University are refunded via NEFT to the graduating learners. ii) External Financial Audit The College undergoes statutory audit every financial year. As the B.Com. Program is on permanent grant basis, the audited financial statements are submitted to the Office of the Joint Director Higher Education (JDHE), Mumbai region. iii) Resource mobilization • As the fee for all the programs is collected at the beginning of the academic year, the amount is saved in fixed deposit of banks with maturity dates of the deposit matching with the expected cash outflows. • On holidays and other days when the facilities including the classrooms and auditorium are not in use by the College, they are rented out for academic purposes such as centre for competitive examinations, annual day functions of other institutions, etc. • Other than this, for organizing major events, resources are mobilized by getting sponsorships from individuals and organizations. In the year 20182019, Arena Animation, Amtrademaac, Koretext, Taglar had given sponsorship to the College for the intercollegiate event. • The College had also submitted proposal to RUSA for Infrastructure Grant under Component 9.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management, Individual (Alumni and Philanthropists) and Business Enterprises	3471568	Contributions by the Management in lieu of salaries and non salary grant of aided section due but not received and sponsorship
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6.4.3 – Total corpus fund generated

3616969
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	The College Development Committee and College Management
Administrative	No	N.A.	Yes	The College Development Committee and College Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

A formal Parent Teacher Association has not been formed. However, on several occasions, the parents and teachers have opportunities for interacting with each other. 1) Parents along with their wards are requested to attend meetings in which the Principal shares mission, vision, values of the College, the academic and other activities undertaken and planned by the College including details about the value added courses offered by the College are communicated. 2) Parents are invited, at the beginning of the year, to orient them about the programs offered by the College, specifically the program in which the respective wards have taken admission, examinations, evaluation, attendance, co and extracurricular activities and other facilities offered by the College. 3) Parent - teacher meetings are also organised to discuss the attendance and academic progress of the students. 4) Parents are invited for Open Day wherein the academic performance of their ward is shared with them. 5) For important occasions including the Annual Prize Distribution Day, Founders Day and Cultural events parents / guardians are invited.

6.5.3 – Development programmes for support staff (at least three)

Following are the initiatives for the development of support staff: • The College has always encouraged the non teaching staff to pursue further studies. • Timings fixed for the use of gymnasium exclusively for staff. • They are also encouraged to widen the horizons of their knowledge by participating in workshops and seminars. To showcase their talents, the staff members are encouraged to participate in events organised by other Institutions. E.g.: This year some staff members participated in singing competitions and sports activities and won laurels for the College. They are also members of CWDC, CDC, Gymkhana, Cultural Association and Talent Pool.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Following initiatives have been undertaken post third cycle of Re accreditation by NAAC: 1) INITIATIVES FOR ENHANCING EMPLOYABILITY: Short term courses on soft skills of over 30 hours duration for learners initiative. Second Batch consisting of 35 students. MOU has been signed with NIIT for offering Certificate Course in Advanced Excel. 2) INITIATIVES FOR PROMOTING RESEARCH: Four teachers have been awarded Ph.D. Degree. One teacher successfully completed a Minor Research Project of University of Mumbai. Teachers have published papers in Research Journals notified by the UGC. The College conducted the workshop for Zone 2 for Avishkar Research Convention on behalf of University of Mumbai. In the last academic year 04 groups of learners participated in Avishkar Research Convention, out of which, one group qualified for participation in the final round. One day in a academic year is earmarked as Institutional Research Day. 3) TECHNOLOGY: All the 26 classrooms have been connected by LAN. 4) ONLINE FEEDBACK: Faculty appraisal is being done online. 5) INITIATIVES FOR THE BENEFITS OF SLOW LEARNERS: Remedial classes are being conducted to help learners in some courses in which the rate of failure is high to improve their performance.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of
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	initiative by IQAC	conducting IQAC			participants
2019	SENSITIZATION AND AWARENESS INITIATIVES: TALK ON 'PREVENTION OF SEXUAL HARASSMENT' BY RED DOT FOUNDATION	28/03/2019	28/03/2019	28/03/2019	57
2019	WOMEN EMPOWERMENT AND GENDER EQUITY INITIATIVES: SELF DEFENCE CAMP	09/04/2019	09/04/2019	09/04/2019	60
2019	AWARENESS IN CONCERN FOR ENVIRONMENT INITIATIVES: INTER COLLEGIATE PRESENTATION COMPETITION ON "ENVIRONMENTAL CHALLENGES IN MUMBAI"	15/04/2019	15/04/2019	15/04/2019	17
2019	INITIATIVES FOR ENHANCING EMPLOYABILITY: BATCH 2 SHORT TERM COURSES ON SOFT SKILLS OF 30 HOURS DURATION	15/04/2019	02/04/2019	15/04/2019	35
2019	SENSITIZATION AND AWARENESS INITIATIVES: STREET PLAY ON LGBT COMMUNITY	24/01/2019	24/01/2019	24/01/2019	10
2019	INITIATIVES FOR INCULCATING VALUES AND ETHICS: STREET PLAY	25/01/2019	25/01/2019	25/01/2019	10

	ON PREVENTION OF CORRUPTION				
2019	SENSITIZATION AND AWARENESS INITIATIVES: AWARENESS OF LIFE OF DEAF AND DUMB	27/02/2019	27/02/2019	27/02/2019	15
2019	INITIATIVES IN IMPROVING COMMUNICATION AND PRESENTATION SKILLS: AD COMPETITION ON RURAL MARKETING	05/03/2019	05/03/2019	05/03/2019	22
2019	WOMEN EMPOWERMENT AND GENDER EQUITY INITIATIVES: STREET PLAY ON WOMEN EMPOWERMENT	08/03/2019	08/03/2019	08/03/2019	50
2019	SENSITIZATION AND AWARENESS INITIATIVES: TALK ON 'PREVENTION OF SEXUAL HARASSMENT' BY RED DOT FOUNDATION	19/03/2019	19/03/2019	19/03/2019	94
2019	INITIATIVES FOR PROMOTING RESEARCH: IN STITUTIONAL RESEARCH DAY	20/02/2019	20/02/2019	20/02/2019	40
2018	TEACHING LEARNING QUALITY IMPROVEMENT INITIATIVES: TALK ON INVESTMENT IN EQUITY MARKETS BY DR. ABHIJIT	08/09/2018	08/09/2018	08/09/2018	28

	PHADNIS				
2019	TEACHING LEARNING QUALITY IMPROVEMENT INITIATIVES: WORKSHOP ON BUSINESS LETTER WRITING BY DR. JYOTI MALIWAL	02/04/2019	02/04/2019	02/04/2019	20
2019	INITIATIVES FOR ENHANCING EMPLOYABILITY: MOU SIGNED WITH NIIT FOR OFFERING CERTIFICATE COURSE IN ADVANCED EXCEL	15/05/2019	15/05/2019	31/05/2019	19
2019	INITIATIVES FOR ENHANCING EMPLOYABILITY: BATCH 1 SHORT TERM COURSES ON SOFT SKILLS OF 30 HOURS DURATION	14/03/2019	01/04/2019	11/04/2019	60
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
WOMEN EMPOWERMENT AND GENDER EQUITY INITIATIVES: STREET PLAY ON WOMEN EMPOWERMENT	08/03/2019	08/03/2019	195	161
SENSITIZATION AND AWARENESS INITIATIVES:	19/03/2019	19/03/2019	101	Nil

TALK ON 'PREVENTION OF SEXUAL HARASSMENT' BY RED DOT FOUNDATION				
SENSITIZATION AND AWARENESS INITIATIVES: TALK ON 'PREVENTION OF SEXUAL HARASSMENT' BY RED DOT FOUNDATION	28/03/2019	28/03/2019	57	Nil
WOMEN EMPOWERMENT AND GENDER EQUITY INITIATIVES: SELF DEFENCE CAMP	09/04/2019	11/04/2019	55	3
SENSITIZATION AND AWARENESS INITIATIVES: STREET PLAY ON LGBT COMMUNITY	24/01/2019	24/01/2019	173	105
WOMEN EMPOWERMENT AND GENDER EQUITY INITIATIVES: SELF DEFENCE CAMP	10/10/2018	12/10/2018	51	Nil
SENSITIZATION AND AWARENESS INITIATIVES: PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE	22/10/2018	22/10/2018	33	17

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
In the campus energy saving lights are used. On the window panes sun film has been applied which helps in reducing heat and reducing the use of air conditioners. As classrooms on top floor tend to get heated, in one of the rooms over the false ceiling glass wool has been used as insulation from heat.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	28
Provision for lift	Yes	28
Ramp/Rails	Yes	28
Rest Rooms	Yes	6

Scribes for examination	Yes	7
Any other similar facility	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	06/09/2018	4	Safe Travel	Andheri and Jogeshwari are the nearest suburban railway stations to the College. Crossing the railway tracks is unfortunately common among commuters. Learners performed skits to create awareness under the theme 'Safe Travel' of Western Railway.	185
2018	1	1	30/06/2018	25	Cleaning at Cheshire Home	Swacchta	36
2019	1	1	14/02/2019	4	Home for Aged	To give time and companionship to elders	15

[View File](#)

## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Faculty Charter	18/06/2018	<p>The Faculty charter was drafted way back in the year 2009. While the charter is not published separately, it is displayed on the College website, printed on the prospectus of UG and PG programs and on the reverse side of the identity card of all the faculty members. This is also displayed in the faculty room. The College adopts inclusive practices. Senior faculty members maintain high standards of work ethics and orient the newly appointed faculty members about the values and ensure that they conform.</p>
Staff Charter	18/06/2018	<p>The Staff charter was drafted way back in the year 2009. While the charter is not published separately, it is displayed on the College website, printed on the prospectus of UG and PG programs and on the reverse side of the identity card of all the staff members. This is also displayed in the admin office and library. The College adopts inclusive practices. Senior staff members maintain high standards of work ethics and orient the newly appointed staff members about the values and ensure that they conform.</p>
Student Charter	18/06/2018	<p>The Student charter was drafted way back in the year 2009. While the charter is not published separately, it is displayed on the College website, printed on the prospectus of UG and PG programs and on the</p>



reverse side of the identity card of all the students. This is also displayed in prominent locations. The College adopts inclusive practices. A number of initiatives are undertaken that help in sensitizing learners to the needs and challenges of less privileged. All these initiatives ensure that learners do not lose sight of the values of the Institution.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Gandhigiri: The DLLE Unit collaborated with the Unit of the University to undertake activities under the Gandhigiri Theme of the University at Railway Stations in association with Western Railways to mark the 150th Birth Anniversary of Gandhiji.	19/09/2018	01/10/2018	105
Anti Corruption Theme: Street play	25/01/2019	25/01/2019	10
Anti Corruption Theme: Poster making	15/02/2019	15/02/2019	40

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Use of energy saving LED lights. 2) Focus on paperless communication. 3) Proper disposal of e waste. 4) Timely repair of water tap to prevent leakage of water. 5) Efforts to minimize use of plastics. 6) Segregation of dry and wet waste.

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practices No. 1: Title: Minimize cash / cheque transactions Objectives:**

- To follow the Government of India's vision to move towards a cashless economy
- To minimize use of paper
- To facilitate e governance
- To ensure safe transactions

**Practice:** In line with Government of India's vision for a cashless economy and with a view to minimize use of paper, the College is undertaking

efforts to minimize cash and cheque transactions: • The efforts include collection of fees from learners by way of demand draft. • With a view to minimizing the use of paper the Colleges also is striving to reduce use of cheques for payments. As far as possible payments to vendors of books, computers and accessories, etc. are made through NEFT. Best Practices No. 2: Title: Efforts towards Swachhta. Objectives: • To inculcate hygienic practices among learners. • To create awareness in the community about the importance of hygiene and sanitation. Practice: • The College conducts orientation sessions for the learners who have taken admission to the first year of under graduate programs and their guardians. Toilet etiquette is also a part of the session in which a PowerPoint presentation about the use of Indian and Western style toilets is explained. • A group of seven learners of the College participated in the Swachh Bharat Summer Internship 2018. The College Principal was the mentor of this group.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://tcc.tolani.edu/wp-content/uploads/2019/10/Best-Practices-of-Tolani-College-of-Commerce.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

“To educate students towards an allround development and empower them for a constructive and sustained engagement with society” is the vision of the College. Based on the Vision and Mission, the key thrust areas are: • All round development of learners • Empowering learners for constructive and sustained engagement with society • Imparting progressive, liberal and relevant education to learners from all sections of society In line with the Vision and Mission, these key thrust areas provide the base for the academic, co curricular, extracurricular and outreach/extension activities. The founders of the College are committed to the cause of education and the focus is always on inclusive practices and the quality of activities and initiatives rather than the quantity. While the geographical location could be viewed as a weakness due to the distance from the nearest suburban railway stations, the location provides ample opportunities to the institution to serve learners from diverse social, economic and religious backgrounds. Learners of the College come from diverse economic, social and religious backgrounds. Out of the total learners enrolled in the College, on an average around 65 percent are girls. Many of them are first generation learners. Parents / guardians mostly serve in the unorganized sector. Wards of rickshaw drivers, vegetable vendors, domestic helps, etc. also study in the College. There are learners belonging to religious and linguistic minority. The secular practices adopted by the College, encourages learners from diverse sections to seek admission to the programs offered by the College. These also help in inculcating the values of acceptance among learners, faculty members and staff. In curriculum delivery the emphasis is on adding value by teaching application and relating the syllabus to the real world scenario. Team spirit, respect, discipline, punctuality and regularity are implicit in the conduct of a teachers and non teaching staff. As learners learn through observation as well, the behavior and conduct of faculty members and staff of the College help in inculcating these values in learners. Consistently, across all the UG and PG programs the academic performance of the learners of the College has been better than that of the affiliating University. Students are sensitized to the needs and challenges of the underprivileged by encouraging their participation in extension activities. For instance, a number of activities are conducted for the benefit of inmates of Cheshire Home, which is a home for paraplegic. Certificate courses including soft skills training,

Advanced Excel in collaboration with NIIT and the Global Financial Markets Professional Program in collaboration with BSE Institute Ltd. add value to learners by enhancing employability. Learners are actively involved in organizing co and extra curricular activities, which helps in improving their capabilities of organizing events and in building their confidence. The College is one of the most preferred in the neighborhood among parents and guardians as they feel that the College is safe and offers quality education.

Provide the weblink of the institution

<http://tcc.tolani.edu/wp-content/uploads/2019/10/7.3.1.pdf>

## 8.Future Plans of Actions for Next Academic Year

The College constantly strives to adopt/initiate practices that will help in sustenance and enhancement of quality over time. With quality as the focus, the College proposes the use of Total Quality Management (TQM) tools for overall quality management. A few more quality circles would be created to cover all the activities conducted by the College. The following measures are proposed: 1) Employees: Every employee will be a part of at least one Quality Circle. To facilitate continuous small improvements, Kaizen Targets will be fixed for every employee. 2) Learners: A number of initiatives are being planned for overall development of learners and their involvement in the quality initiatives of the College. Learners also will be part of Quality Circles, which will help in inculcating the sense of ownership and encourage out of the box thought process to address quality related issues. Few more short term certificate courses are being planned to enhance employability and impart soft skills. Efforts will be made to facilitate internship and strengthen placements. 3) Environment: The College is planning to adopt 'Water Conservation' as a Theme for the Year. Special initiatives have been planned to create awareness and propose suggestions for water conservation and judicious use of water within the campus, in the neighboring housing societies and in restaurants in the vicinity. 4) Use of Technology: • In continuing with the efforts for minimizing cash and cheque transactions, the College aims to make the admission process to first year of UG and PG programs online. • Digital delivery of question papers on the day of the examination to ensure secrecy is being planned. • The College is planning to migrate from server based ERP to cloud based ERP. 5) Research: Talk/Workshop on Intellectual Property Rights (IPRs) is being planned. As initiatives are being undertaken to encourage teachers and learners to undertake research, understanding of IPR is of the prime importance. The objective of the talk/workshop on IPR is to emphasize on the importance of ethics in research to discuss matters related to plagiarism to enhance awareness about patents, copyrights and their importance to explain the process of filing for patents and getting copyrights to understand what can be patented or copyrighted and how to create Intellectual Property. 6) Collaboration with Government bodies/NGOs: The College would help the Government of Maharashtra in its efforts related to create awareness about the importance of voting. 7) Alumni engagement: The College will strive to strengthen engagement with alumni and also to leverage their expertise to improve the teaching learning processes, strengthen internships and placements and in the quality initiatives of the College.