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# Tolani College of Commerce

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)  
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3<sup>rd</sup> Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

150-151, SHER-E-PUNJAB SOCIETY,  
GURU GOBIND SINGH ROAD,  
ANDHERI (EAST), MUMBAI-400 093.

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**ACADEMIC YEAR 2021-2022**

**MEETING NO. 1**

## **MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (I.Q.A.C.) MEETING CONDUCTED ON AUGUST 24, 2021**

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

**Committee:** Internal Quality Assurance Cell (I.Q.A.C)

**Purpose of Meeting:** To review and discuss the performance of the Institution from May 14, 2021 to August 24, 2021.

**Date/Time:** Friday, August 24, 2021, 10: 00 a.m. held on Microsoft Teams platform.

**Chair:** Principal Dr. Vijaya Krishna

**Members Present:**

Sr. No.	Name	Representing as
1.	Dr. Vijaya Krishna (Principal & Head, Department of Commerce)	Chairperson
2.	Dr. G.S. Shahani (Secretary, Tolani Education Society)	Management Representative
3.	Dr. Vasudev P. Iyer (Vice-Principal, Self-financing section)	Faculty Member
4.	Ms. J. Shalini Hemanth Kumar (Vice Principal, Aided Section & Head, Department of Accountancy)	I.Q.A.C coordinator
5.	Ms. Shubha Chaubal (Assistant Professor, Business Mathematics)	Faculty Member
6.	Dr. Hema Mehta (Assistant Professor, Business Law)	Faculty Member
7.	Ms. Rasmita Mohanty (Librarian)	Librarian
8.	Ms. Ritu Kamra (Registrar)	Senior Administrative Officer
9.	Dr. Navin Punjabi, Vice- Principal , H.R.College of Commerce & Economics	Nominee from Alumni
10.	Mr. Omkar Shetty (T.Y.B.Com. student, A.Y. 2021-22)	Student Representative

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11.	Ms.Rutika C Kadam (T.Y.B.Sc.IT. student, A.Y. 2021-22)	Student Representative
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## Agenda:

### Leave of absence.

- 1) A) Leave of absence was granted to Dr. Sadhana Venkatesh -Co-ordinator, Self-Financing section and M.com program ), Dr. Leena Nair (B.Å.F. Program Co-ordinator) ,Mr. Prakash Ipte (Chief Administrative Officer) and Dr. Susan Sodder - Nominee from Stakeholders – parent

### 1) B) Inputs from Student Representatives:

The meeting commenced with inputs shared by student representatives, Mr. Omkar Shetty (T.Y.B.Com. student, A.Y. 2021-22) and Ms.Rutika C Kadam (T.Y.B.Sc.IT. student, A.Y. 2021-22). The students appreciated the efforts taken by the College in conducting online lectures examinations and activities. They suggested:

- Conduct of few practical sessions for B.Sc. IT students.
- More internship opportunities to be provided.
- Develop soft skills of students.
- Doubt solving sessions for students.

**Discussion/Decision:** Principal Dr. Vijaya Krishna said that the College will conduct practical sessions only when University of Mumbai permits. The College is also considering few more proposals to offer more value added/ short term courses to develop the soft skills of students and also try to provide internship opportunities

## Agenda:

### 2) a) To read and approve the minutes of the previous meeting.

Person/Persons Responsible: IQAC Coordinator.

Discussion: The minutes of the previous meeting held on Friday, May 14, 2021 were considered and approved by the Members.

### 2) b) To discuss the Action Taken Report.

Person/Persons Responsible: IQAC Coordinator.

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The Action Taken report was presented and discussed.

## Agenda:

- 3) To review academic and non-academic activities undertaken conducted in the first half of A.Y. 2021-2022.

Person/Persons Responsible: IQAC Coordinator and Vice-Principals.

Discussion: The members were informed about academic achievements of faculty members and various activities organized. **Refer Annexure 1 and 2 attached .**

## Agenda:

- 4) To inform members about the visit of UGC Expert Committee.

The members were informed about the visit of UGC Expert Committee for consideration for the grant of Autonomous Status to the College on 24-25<sup>th</sup> July 2021 and Principal inadam appreciated the efforts put it by the entire staff and students.

## Agenda:

- 5) To inform members about commencement of A.Y.2021-2022.

The members were informed that the Academic year commenced on June 14, 2021 after successful implementation of the online admission process to second and third year UG and second year PG programs. The online admission process of first year UG and PG programs is in process.

## Agenda:

- 6) To inform members about Kaizen targets set.

The members were informed about the Kaizen targets set for faculty members and administrative staff to improve the performance.

## Agenda:

- 7) To update members about proposed plan of action to strengthen Research.

The members were informed that the Research Cell of the College will conduct few workshops on research methodology to encourage staff and students to take up research

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projects and publish papers in UGC listed journals.

## Agenda:

- 8) To consider proposals for offering value added/certificate courses.

The members were informed that an MOU was signed on August 18, 2021 with A V Financial Experts Network Pvt. Ltd. and Anudip Foundation to offer short term certificate courses to students.

## Agenda:

- 9) To discuss preparations for the re-accreditation process.

The members were informed that the I.Q.A.C. has started the documentation work for the 4th cycle of re-accreditation process by N.A.A.C.

## Agenda:

- 10) To inform members about applications for N.O.C. and advertisement for recruitment.

The members were informed that:

- The College submitted an application to JDHE for N.O.C for appointments on clock hour basis in aided section.
- The College has also advertised for appointment of faculty members in self-financing section.

## Agenda:

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

Principal Madam informed the members about plans to formally inaugurate the Entrepreneurship Development, Innovation and Incubation Centre (ED2IC) in due course.

Dr. Navin Punjabi suggested that the College should register the ED2IC under MHRD and virtual industrial visits should be organized by each department.

## Agenda:

- 12) To decide the date of the next meeting.

The date of next meeting was decided to be held on Friday, January 8, 2022 at 10.00 a.m. on the MS Teams Platform.

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## Agenda:

13) To propose a vote of thanks.

As there was no other matter to discuss, the meeting ended with a vote of thanks to the Chair

Ms. J. Shalini Hemanth Kumar  
Coordinator, IQAC

Dr. Vijaya Krishna  
Principal & Chairperson, IQAC



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**ACADEMIC YEAR 2021-2022**

**MEETING NO. 2**

### MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING CONDUCTED ON MARCH 02, 2022

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

**Committee:** Internal Quality Assurance Cell (IQAC)

**Purpose of Meeting:** To review and discuss the performance of the Institution from August 25, 2021 to March 02, 2022.

**Date/Time:** Wednesday, March 02, 2022 at 9: 30 a.m. held on Microsoft Teams platform.

**Chair:** Principal Dr. Vijaya Krishna

**Members Present:**

Sr.No.	Name	Representing as
1	Dr. Vijaya Krishna (Principal & Head, Department of Commerce)	Chairperson
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)	Management Representative
3	Dr. Vasudev P. Iyer (Vice-Principal, Self-financing Section)	Faculty Member
4	Ms. J. Shalini Hemanth Kumar (Vice Principal, Aided Section & Head, Department of Accountancy)	IQAC coordinator
5	Dr. Sadhana Venkatesh (Co-ordinator, Self-financing Section & M.Com. Program Co-ordinator)	Faculty Member
6	Ms. Shubha Chaubal (Assistant Professor, Business Mathematics)	Faculty Member
7	Dr. Hema Mehta (Assistant Professor, Business Law)	Faculty Member
8	Ms. Rasmita Mohanty (Librarian)	Librarian
9	Ms. Ritu Kamra (Registrar)	Senior Administrative Officer
10	Mr. Lucas D'souza	Nominee from Stakeholders
11	Mr. Omkar Shetty (T.Y.B.Com. student, A.Y. 2021-22)	Student Representative
12	Ms. Rutika C Kadam (T.Y.B.Sc.IT. student, A.Y. 2021-22)	Student Representative

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### **Agenda 1 : To grant leave of absence and welcome new member on board.**

1A) Leave of absence was granted to Dr. Navin Punjabi, Nominee from Alumni.

The members were informed that Dr. Susan Sodder, Nominee from Stakeholders, has expressed her inability to continue as a member on the IQAC Committee.

The members welcomed Mr. Lucas D'souza on board as the Nominee from Stakeholders.

1B) Inputs from Student Representatives:

The meeting commenced with inputs shared by student representatives, Mr. Omkar Shetty - T.Y.B.Com. student, Academic Year(A.Y.) 2021-22 and Ms. Rutika C Kadam - T.Y.B.Sc.(IT) student, A.Y. 2021-22. They suggested:

- Recording of online lectures to be shared with the students
- More lectures on soft skills
- More Internship opportunities
- Industrial visits to manufacturing units, banks, etc.
- Special lectures by senior and experienced in-house faculty members
- More projectors in classrooms

**Discussion/Decision:** IQAC Co-ordinator said that the Virtual Industrial Visit was organised on February 25, 2022 for the learners of the Self-financing Program and will be organised for the learners of the B.Com. Aided Program shortly.

Principal Dr. Vijaya Krishna added that it is more beneficial to invite professionals/experts from outside the College as it will add more value and learners will get a fresh perspective. This will also strengthen the linkage between the industry and academia.

They were also assured that their suggestions will be considered and efforts will be made to execute few of the suggestions in due course.

### **Agenda 2:**

**a) To read and approve the minutes of the previous meeting**

Person/Persons Responsible: I.Q.A.C. Coordinator

Discussion: The minutes of the previous meeting held on Friday, August 24, 2021 were considered and approved by the Members.

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### b) To discuss the Action Taken Report

Person/Persons Responsible: I.Q.A.C. Coordinator The Action Taken report was presented and discussed.

### Agenda 3:

#### To inform members about the progress made in the implementation of Autonomy during the A.Y. 2021-2022.

The members took note of the implementation of Autonomy in the current academic year.

### Agenda 4:

#### To inform members about the extension of the validity period of NAAC Accreditation

The committee members were informed that the validity of the last cycle of Reaccreditation by NAAC has been extended by 5 years i.e. upto December 21, 2026.

### Agenda 5:

#### To inform members about the visit of LIC for First-time recognition as a Ph.D. Research Centre in Commerce

The committee members were informed that the LIC visited the College on Thursday, February 24, 2022, for First-time recognition as a Ph.D. Centre in Commerce.

### Agenda 6:

#### To inform/discuss the quality initiatives undertaken/to be undertaken

Following quality initiatives were shared criterion-wise:

#### Criterion I & II: Curricular Aspects & Teaching, Learning and Evaluation

- **New UG Program:** A new undergraduate program "B.B.A. in Logistics" (3-Year Apprenticeship Embedded Program) in collaboration with Logistics Skill Council has been planned as per the nomenclature in the UGC's approved list.
- **Value-added Courses:** An MoU was signed with APTECH Ltd. to offer Add-on Certificate Course in 'Programming Principles and Techniques'. Short-term Certificate Courses on Office Automation: Fundamental and Advanced MS Office, Soft Skills, GST, Tally, Financial Accounting Standards and Research Methodology are proposed to be offered to learners.
- **Examination Reforms:** Under Autonomy, the 60:40 Evaluation Pattern was adopted in the

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Academic Year 2021-2022, for Semesters I and II of the Undergraduate (UG) and Postgraduate (PG) Programs offered by the College. This includes 60 marks Semester End Examination and 40 marks Continuous Evaluation.

- **E-language Lab** – was installed on March 10, 2022.
- **Virtual Industrial Visit** for the learners of Self-financing Section was organised on February 25, 2022 to manufacturing and production unit of G.N. Enterprises and Sanjari Labels owned by M.Moin Bhujani, Alumnus of B.M.S. – Tolani College of Commerce.
- To involve **Alumni in the framing of the revised syllabus**, feedback was obtained from Alumni for the syllabus of various UG and PG Programs.
- **A Special Program of conducting a Quantitative Aptitude Test for Advanced Learners** has been initiated to sharpen their mathematical skills for the various competitive examinations that they may want to appear for. Similarly, **Diagnostic Test** was conducted in **Mathematics and Environmental Studies** to identify the **Slow Learners of First-Year B.Com. Program**.
- **Workshops and Seminars organised:**
  - Session on "**Essentials for Redesigning Syllabus**" by **Dr. Shephali Pandya**, Retd. Sr. Professor and Former Head, Department of Education, University of Mumbai was held on February 05, 2022.
  - Session on "**Overview of Outcome-Based Education and Essentials of Effective Curriculum Design**" by **Dr. Prashant Borkar**, Vice-President of Mastersoft ERP Solutions Pvt. Ltd. on February 09, 2022.
  - Session on "**Mapping of Course Outcomes(COs) with Program Outcomes (POs)**" by **Dr. Prashant Borkar**, Vice-President at Mastersoft ERP Solutions Pvt. Ltd. on February 10, 2022.

### Workshops and Seminars to be organised:

- **Eureka – an Online Intercollegiate Academic Event** by the Self-financing Section
- Workshop on '**NAAC Guidelines - From the Autonomy Perspective**'
- **Mentoring Sessions by Alumni:** TCC Alumni were invited to mentor students on a one-to-one basis/via Email/through talks. Depending on their career choices,

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### learners were identified and assigned to a mentor from the respective industry/profession. Criterion III: Research, Innovations & Extension:

- **Principal Dr. Vijaya Krishna** got **Copyright** registration for 'Literary Dramatic Work: an integrated multidisciplinary approach to develop Entrepreneurial skills among learners in HEIs offering predominantly undergraduate programs under facilities other than technology'.
- **Dr. Rasmita Mohanty** was awarded **Ph.D. degree** in Library and Information Science on January 07, 2022 by Utkal University Vanivihar, Bhubaneswar.
- **Mr. Mubeen Shaikh** co-authored a **book on "Indirect Tax- GST"** (Elective Courses) for learners of Bachelor of Commerce ( Financial Markets) {B.Com.(FM)} Semester –VI ,published by Sheth Publishers Pvt. Ltd, Mumbai.
- **Dr. Hema Mehta** has applied to **ICSSR and Azim Premji Foundation** for funding of two **Major Research Projects**.
- **10 teams of 48 learners** registered for **participation in the 16<sup>th</sup> Inter-Collegiate Avishkaar Research Convention organised by University of Mumbai**.
- **Founder's Day** was celebrated as **Institutional Research Day** on February 15, 2022 online. Excerpts from their research were shared by a few faculty members and learners on this occasion.
- An **MoU** was signed on March 08, 2022 with **APTECH Ltd.** to offer Short-term Certificate Courses to the learners in the A.Y. 2021-2022.
- The **IQAC, Research Cell and Learning Resource Centre** in collaboration with **Intellectual Property Office, Mumbai** organised **Intellectual Property Awareness Program under National Intellectual Property Awareness Mission (NIPAM)** on March 08, 2022 for learners and faculty members. Mr. Sagar Baburao, POL, Assisstant Controller of Patents and Designs, Patent Office, Mumbai was the resourceperson.
- **COVID-19 Vaccination Drive** was organised with MCGM (K-East Ward) and Project Mumbai on February 12, 2022 in the College premises.

### Proposed Events/Activities :

- One Day National Webinar on Intellectual Property Rights in collaboration with Intellectual Property Office, Mumbai.
- Short- term Certificate Courses in Tailoring, Mehndi Art and Baking, to be offered under Entrepreneurial Development Innovation and Incubation Centre (ED2IC) and Equal Opportunity Centre (EOC).

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- Short-term Certificate Course in Basic Computing Skills for school-going children of the neighbourhood community as a part of extension activities.

### **Criterion IV : Infrastructure and Learning Resources**

- Bio-metric Face Recognition Device installed.
- Additional thin clients installed.

### **Proposed Improvements:**

- Make Web OPAC operational
- Revamping the College Website
- Purchase additional LCD Projectors
- Migrate to Cloud from 'On-premises Server'
- Additional Internet Connection for the College

### **Criterion V: Student Support and Progression**

- **Smt. Geeta Israni Scholarships** – 2021-2022 received from **Nihchal Israni Foundation** for 30 learners amounting to Rs. 3,00,000/-.
- Under **Capacity Building and Skills Enhancement Initiatives**, a Short-term Certificate course on **MS Office- Basics and Advanced**, in collaboration with **APTECH**, was offered to learners of First Year UG and PG Programs in the Academic Year 2021-2022.
- **General and Career Counselling** was offered **online**, through MS Teams, this academic year also.
- **5 learners** from the Academic Year 2020-2021 were **placed in the current year** and **01 learner** from the current academic year go selected.
- **Alumni** were invited for **Career Talks**. **Sponsorship amount of Rs. 41,000/-** was also contributed by Alumni.

### **Criterion VI : Governance, Leadership and Management**

#### **A. FDP participation (more than one-week duration) :**

- **Dr. Rasmita Mohanty** attended '**Refresher Course in Library and Information Science**', from September 27, 2021 to October 10, 2021, organised by UGC - HRD Centre, University of Mysore, Karnataka.
- **Ms. Jayalaskhmi Singh** attended '**Refresher Course on Professional Ethics and Moral Values in Quality Education**', from October 21, 2021 to October 26, 2021, organised by UGC-HRD, Jai Narayan Vyas University, Jodhpur, Rajasthan.
- **Ms. Varada Trivedi** attended an '**Online National Multi-disciplinary Refresher Course**',

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from November 11, 2021 to November 24, 2021, organised by Guru Angat DevTeaching Learning Centre, University of Delhi under PMMMNNTT.

- **Dr. Hema Mehta** participated in **One Day National Online Faculty Development Programme on "Essential Soft Skills for Impactful Professional Career"** organized by the Indian Institute of Management and Commerce, on February 11, 2022.

### **B. Invited as a Resource Person:**

#### ○ **Dr. Hema Mehta**

- Invited as a Resource Person to deliver a Guest Lecture on Intellectual Property Rights for students ,on January 24, 2022 ,organised by Sathaye College, Mumbai.
- Invited as a Resource Person to deliver a session in 'One Day Workshop on POSH (Prevention of Sexual Harassment)– Its impact and Influence in Corporates', on February 04, 2022, on the virtual platform Zoom, organised by I.Q.A.C. and Research and Incubation Cell, Sahyadri Shikshan Seva Mandal's Arts and Commerce College, Palghar.
- Invited as a Resource Person to deliver a session in 'One Day Workshop on Aazadi ka Amrutmahotsav – Know to Protect and Preserve IPR' ,on February 09, 2022, on the virtual platform Zoom, organised by IQAC and Research and Incubation Cell., Sahyadri Shikshan Seva Mandal's Arts and Commerce college,Palghar.
- Invited as a Resource Person for 'Six Days Certification Course in Awareness of Laws- IPR, Gender Sensitization, Constitutional Laws, Political, Civil, Social and Economic Rights and Awareness of Men's Rights' , organised by Public Night Degree College, Mumbai ,from February 19-25, 2022.
- Invited as a Resource Person for a 'Webinar for the students on Intellectual Property Rights (IPR) in Higher Education- Protection and Preservation' by Staff and Students' Research Cell in Association with I.Q.A.C. , SIES College of Commerce and Economics, Mumbai on February 26, 2022.

#### ○ **Dr. Rasmita Mohanty**

- Invited as a Resource Person for a 'Workshop on Library as a Resource' organised by KVS ZIET ,Mumbai ,on February 04, 2022

### **C. The College also:**

- Successfully uploaded data for NIRF -2021-2022 on the portal of Ministry of Higher Education on February 12, 2022.

*J. Shal*



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# Tolani College of Commerce (Autonomous)

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150-151, SHER-E-PUNJAB SOCIETY,  
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- Successfully **uploaded data for AISHE, 2020-2021** on the portal of Ministry of Higher Education on March 08, 2022.
- The **AQAR for the Academic Year 2020-2021 will be submitted** shortly along with the necessary documentary evidence.
- A hybrid session for the administrative staff on the topic of 'Different Types of Government Scholarships/Freeships available for Learners' was held on February 25, 2022, by Mr. Sanjay Bhagat, Junior Clerk, C.K.T. College, Panvel.

### Proposed Initiatives /Activities:

- Two Industry Experts as Members of IQAC
- ERP Refresher training for faculty members and non-teaching staff
- Training on new modules of ERP

### Criterion VII : Institutional Values and Best Practices

#### Proposed Activities:

- **Quality Audits** such as Environmental Audit, Gender Audit and Disability Access Audit need to be done by experts/professionals from the respective fields.
- **Academic Audit** has been planned in the month of May, 2022.
- Various activities will be organised for celebrating national and international commemorative days.

#### **Agenda 7: Any other matter with the permission of the Chair**

There was no other matter raised by the members.

#### **Agenda 8: To decide the date of the next meeting**

The tentative 'Day -Date -Time' of the next meeting was decided to be Tuesday, April 5, 2022, 9.30 a.m.

#### **Agenda 9: To propose a vote of thanks**

As there was no other matter to discuss, the meeting ended with a vote of thanks to the Chair.

  
Ms. J. Shalini Hemanth Kumar  
Coordinator, IQAC

  
Dr. Vijaya Krishna  
Principal & Chairperson, IQAC



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ACADEMIC YEAR 2021-2022

MEETING NO. 3

### Minutes of the meeting of the Internal Quality Assurance Cell (I.Q.A.C.) conducted on May 28, 2022

#### Name of the Institute:

Tolani College of Commerce, 150-151- Sher-E-Punjab Society, Andheri (East), Mumbai-400093.

**Committee:** Internal Quality Assurance Cell (I.Q.A.C.)

#### Purpose of Meeting:

To review and discuss the performance of the Institution from March 03, 2022 to May 27, 2022.

**Date/Time:** Saturday, May 28, 2022 at 10:00 a.m. on Microsoft Teams platform.

**Chair:** Principal Dr. Vijaya Krishna

#### Members Present:

Sr. No.	Name	Designation of the Member	Present/ Absent
1	Dr. Vijaya Krishna (Principal & Head, Department of Commerce)	Chairperson	Present
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)	Management Representative	Present
3	Dr. Vasudev P. Iyer (Vice-Principal, Self-financing Section)	Faculty Member	Present
4	Ms. Ansari Mehrunnisa Hafiz Gulam Dastagir (Assistant Professor, Accountancy)	I.Q.A.C. Co-ordinator	Present
5	Ms. Shubha Chaubal (Assistant Professor, Business Mathematics)	Faculty Member	Present
6	Dr. Sadhana Venkatesh (Co-ordinator, Aided & Self-financing Section)	Faculty Member	Present
7	Dr. Hema Mehta (Associate Professor, Business Law)	Faculty Member	Present
8	Dr. Navin Punjabi (Vice Principal, H.R. College, Mumbai)	Nominee from Alumni	Absent
9	Mr. Lucas D'souza (Parent)	Nominee from Stakeholders	Absent
10	Mr. Manoj Belgaonkar (Head, Regulations Standard & QM, Siemens Ltd., Mumbai)	Representative from Industry	Present
11	Mr. Sunil Wariar (Chief People Officer, Future Generali)	Representative from Industry	Present
12	Dr. Rasmita Mohanty (Librarian)	Librarian	Present
13	Ms. Ritu Kamra (Registrar)	Senior Administrative Officer	Present



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14	Mr. Prakash Ipte	Chief Administrative Officer	Absent
15	Mr. Omkar Shetty (T.Y.B.Com. Student, A.Y. 2021-2022)	Student Representative	Present
16	Ms. Rutika C Kadam (T.Y.B.Sc.(IT) Student, A.Y. 2021-22)	Student Representative	Present

### Agenda 1: To grant leave of absence.

Leave of absence was granted to Dr. Navin Punjabi, Nominee representing Alumni and Mr. Lucas D'Souza, Nominee representing Parents.

### Agenda 2: To welcome new members on board.

The Chairperson introduced the new Members: Mr. Manoj Belgaonkar, Head – Regulations & Standards – Quality Management, Siemens Ltd., and Mr. Sunil Wariar – Chief People Officer (CPO) – Future Generali as industry experts and the Committee Members welcomed them.

### Inputs from Student Representatives:

The meeting commenced with student representatives Mr. Omkar Shetty – T.Y.B.Com.(A.Y-2021-2022) and Ms. Rutika C Kadam – T.Y.B.Sc.(IT) (A.Y-2021-2022) expressing their gratitude towards the efforts being made by the Institution in fulfilling the demands put forth and changes brought about through more placement drives, internship opportunities, industrial experts invited as members of statutory bodies and as guest speakers and the introduction of short term courses.

### Suggestions:

- More short- term courses to be offered in collaboration with reputed institutes like I.C.A.I.
- Website to be enhanced and made more attractive with learners' involvement and regular uploading of notifications related to examination dates, upcoming workshops and placements.

Discussion: The Members were informed by the Chairperson that even though the College has been planning more number of short-term courses based on the need and current industry requirements, the response from learners has been lukewarm, which is a major challenge faced by the College.

### Agenda 3: To read and approve the minutes of the meeting held on March 02, 2022.

The minutes of the previous meeting held on Wednesday, March 02, 2022 were considered and approved by the Members.

### Agenda 4: To discuss the Action Taken Report (ATR).

The Action Taken report was presented and discussed.



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### **Agenda 5: To inform the members about the progress made in the implementation of Autonomy during the Academic Year 2021-2022.**

Members were informed that:

- Autonomy has been implemented successfully at the first-year level of undergraduate and postgraduate programmes in the academic year 2021-2022.
- Four Statutory Bodies viz: Governing Body (GB), Academic Council (AC), Finance Committee (FC) and Boards of Studies (BoSs) have been constituted and meetings have been convened as per the UGC guidelines for autonomous colleges.

The details of Autonomy were discussed in alignment with N.A.A.C. criteria for assessment and accreditation.

### **N.A.A.C-Criterion 1& II: Curricular Aspects & Teaching, Learning and Evaluation**

#### **a. Proposed changes for the Academic Year (A.Y.) 2022-2023 w.r.t.:**

The Members were informed that:

- **Syllabus:**  
Revision has been made to the syllabi which have been approved by the statutory bodies and will be implemented at the first-year level of undergraduate and postgraduate programmes w.e.f. 2022-2023.
- **Evaluation Pattern:**  
60:40 Evaluation Pattern was implemented, as approved by the statutory bodies, in A.Y. 2021-2022. It comprised of:
  - a. Continuous Evaluation (CE) of 40 marks consisting of 2 MCQ based online tests and attendance was compulsory in both tests.
  - b. Semester End (SE) Examination of 60 marks

For the A.Y. 2022-2023 the proposed plan of action is to implement CE of 40 Marks: with 3 components and the learners have to attempt and secure 40% passing marks in each one of them.

#### **b. Launch of the new undergraduate programme:**

The Members were informed that the Memorandum of Agreement (MoA) was signed with Logistics Sector Skill Council (LSC), which is an initiative of Ministry of Skill Development for launching the new undergraduate programme "Bachelor of Business Administration" (B.B.A.) in Logistics, an Apprenticeship Embedded programme, with effect from academic year 2022-2023 and promotional efforts have commenced.

N/A





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### c. Alumni's involvement in framing of the revised syllabus:

**Discussion:** The 14 Boards of Studies have alumni representatives as per UGC's guidelines. The Alumni's representation from relevant industries will help the College in framing the syllabi and making it more contemporary.

### d. Mentoring Learners:

**The College has initiated mentoring by:**

- Faculty members: Mentoring by faculty members is one of the parameters in the N.A.A.C. accreditation framework currently in force. Mentoring sessions have been incorporated in each faculty member's time table. These sessions were conducted online and the response from the learners has been lukewarm.
- Alumni: The College has also initiated mentoring of the learners by alumni via email.

### Agenda 6: To inform the Members about the visit by the Expert Team for Academic Audit.

Members were informed that Autonomous Colleges have to voluntarily undergo Academic Audit. The Audit was successfully conducted on 25th May'2022 by an Expert Team comprising Dr. Parag Ajagaonkar, Principal of N.M. College of Commerce and Economics (Autonomous), CA Dr. Varsha Ainapure, Adjunct, Professor – Accountancy, Nagindas Khandwala College (Autonomous), and Dr. Srivaramangai R, Head, Department of Information Technology, University of Mumbai. The Committee appreciated academic, co-curricular and extra-curricular activities (including sports) of the College. Following suggestions were made:

- Align with the New Education Policy (NEP).
- Offer more skill based short- term courses.
- Improve the technology that is being used.

### Agenda 7. Quality initiatives undertaken and the future course of action:

Various quality initiatives have been implemented keeping in mind the academic rigor that autonomy requires. These include the following:

#### Criterion 1& II: Curricular Aspects & Teaching, Learning and Evaluation

#### For Learners:

The Members were informed that this year they have identified slow learners and advanced learners based on their performance in the previous examinations. For learners who were unsuccessful in the examinations, remedial lectures were conducted. Advanced learners consisting of learners who secured high marks were given advanced level questions, on a monthly basis, for practice. This will help them in preparing for competitive examinations.

N.A.A.C.



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### Criterion VII – Institutional Values and Best Practices

#### For Faculty Members:

The Members were informed that Kaizen targets have been set for faculty members in the areas of publications in recognized Scopus Indexed Journals/Journals in the UGC Care list, development of e-content and submission of proposals for Minor/Major Research Projects.

Suggestion on Professional growth for faculty members:

- Awareness Programme on Cyber Security, BRSR- Business Responsibility and Sustainability Reporting & ESG

The Members were informed that the College needs to submit data in different forms to different regulators, including the University of Mumbai, the UGC, Government of Maharashtra, National Institutional Ranking Framework (NIRF) etc. With a view to streamlining the process of data collection and to ensure accuracy and consistency, an Internal Committee for Data Verification and Validation has been set up.

### Agenda 8: To discuss the Plan of Action (PoA) for academic year 2022-2023.

<b>Criteria I &amp; II:</b> <b>Curricular Aspects &amp; Teaching, Learning and Evaluation</b>	<ul style="list-style-type: none"><li>• “B.B.A. in Logistics” an Apprenticeship Embedded based undergraduate program to be offered.</li><li>• Implement the revised syllabus at the first year of undergraduate and postgraduate programs.</li><li>• Implement the new scheme of Continuous Evaluation</li><li>• Strengthening the mentoring program</li><li>• Organize Workshops / Seminars on Research Methodology, Intellectual Property Rights, Entrepreneurship</li></ul>
<b>Criterion III:</b> <b>Research, Innovation and Extension</b>	<ul style="list-style-type: none"><li>• Explore potential opportunities for offering more short-term value-added courses.</li><li>• Encourage faculty members and learners to participate in research related activities</li></ul>
<b>Criterion IV:</b> <b>Infrastructure and Learning resources</b>	<ul style="list-style-type: none"><li>• Technology upgrade</li><li>• LCD projectors to be installed</li><li>• Upgrade physical infrastructure</li></ul>
<b>Criterion V:</b> <b>Students' support and progression</b>	<ul style="list-style-type: none"><li>• Organize activities at inter and intra-collegiate level</li></ul>
<b>Criterion VI:</b>	<ul style="list-style-type: none"><li>• Submit AQAR 2021-2022 to N.A.A.C.</li></ul>



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<b>Governance, Leadership and Management</b>	<ul style="list-style-type: none"><li>• Submit details for NIRF and ARIIA</li></ul>
<b>Criterion VII: Institutional Values and Best Practices</b>	<ul style="list-style-type: none"><li>• Quarterly audits such as Environmental Audit, Green Audit, Disability Access Audit to be conducted</li><li>• Conduct Academic Audits on a regular basis</li></ul>

### Agenda 9: Any other matter with the permission of the Chair.

#### Suggestions by Industry Experts:

- To strengthen Entrepreneurship – Drone Pilot is an upcoming area in Logistics and Photography, which has potential for self-employment.
- To help the learners generate ideas by creating forums for multiple activities like mindset exploration, design thinking, ability to work in a team etc.


At the end of the discussion, the industry expert **Mr. Manoj Belgaonkar** offered to help in organizing an industrial visit for the first-year learners of B.B.A. in Logistics to their largest warehouse in Bhiwandi.

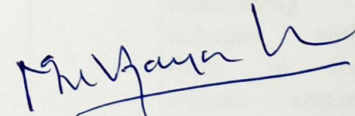
### Agenda 10: To decide the date of the next meeting.

The Members proposed to fix the next meeting in the mid of September 2022, on a mutually convenient date.

### Agenda 11: To propose a vote of thanks.

The meeting ended with a vote of thanks.

  
Ms. Ansari Mehrunnisa  
Co-ordinator, I.Q.A.C.

  
Dr. Vijaya Krishna  
Principal & Chairperson, I.Q.A.C.