

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

ACADEMIC YEAR 2016-17 MEETING NO. 2

MINUTES OF THE IQAC MEETING CONDUCTED ON 11.4.17

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

Committee: Internal Quality Assurance Cell

Purpose of Meeting: To review and discuss the performance of the institution in the last six months and to discuss the plan of action for the next academic year.

Date/Time: Tuesday, April 11, 2017, 11.30 a.m.

Chair: I/c. Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name	Sr. No.	Name
1	Dr. Vijaya Krishna (I/C. Principal)	6	Mr. V. Ramakrishnan (Senior faculty member)
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)	7	Dr. Sachin Pendse (Senior faculty member)
3	Ms. Dhanashree N. Joshi (IQAC Coordinator)	8	Ms. Rasmita Mohanty (Librarian)
4	Ms. Shalini Hemanth Kumar (Vice Principal, Aided Section)	9	Mr. Prakash Ipte (Chief Administrative Officer)
5	Dr. Vasudev P. Iyer (I/c. Vice Principal, Self Financing Section)	10	Ms. Ritu Kamra (Registrar)

Agenda:

- 1) Leave of absence.

Leave of absence was granted to Mr. P.M. Rao, Member, Industry Expert, Ms. Leena Nair, Faculty Member, Ms. Sangeeta Pandey, Member, Local Community, and the student representatives Mr. Arvind Goyal, (Third Year B.Com.) and Mr. Ashwin Noronha, (M.Com. Semester II)

Agenda:

- 2 a) To read and approve the minutes of the meeting held on April 25, 2016.

Person/Persons Responsible: IQAC Co-ordinator

Discussion: The same was discussed by the members and signed by the Chairperson.

- 2 b) To discuss the Action Taken Report.

Person/Persons Responsible: IQAC Co-ordinator

Discussion:

The members expressed their satisfaction after perusing the report.

Agenda:

- 3) To review the activities undertaken during the second half of the academic year 2016-2017.

Person Responsible: IQAC Co-ordinator

Decision/Discussion: The activity list was circulated and the members noted the same.

Agenda:

- 4) To discuss the Academic Advisor's Report for the second term of the academic year 2016-2017

Person Responsible: Dr. Vasudev Iyer

Discussions/decisions: It was presented and noted.

- 5) To discuss the Peer Team Report of the 3rd cycle of NAAC Re-accreditation

Person Responsible: Dr. Vasudev Iyer

Decision/Discussion: It was presented and noted.

- 6) To discuss appointment of Storage Manager.

Person Responsible: NAAC Co-ordinator.

Decision/Discussion:

It was decided to designate the Registrar, Ms. Ritu Kamra as the Storage Manager to ensure effective use of storage space available in the College.

7) To give first aid training to more staff members.

Person Responsible: I/c. Principal

Decision/Discussion:

It was decided to train two staff members in administration of first aid every year.

8) To encourage participation of students in Research & Cultural activities organized by University of Mumbai

Person Responsible: Vice- Principals

Decision/Discussion: It was decided to prioritize the range of events in which participation of students will be encouraged, e.g. students will be encouraged to participate in Research & Cultural activities organized by University of Mumbai, and other events where they can compete with the best.

9) To discuss measures to strengthen Faculty Development Program.

Person Responsible: I/c. Principal

Decision/Discussion:

To encourage research among staff and students, it was decided to utilize 85% of the amount out of the Staff Development Fund to reimburse the staff members/students who participate in conference, workshops etc. and present papers. 15% would be allocated to reimburse the non-teaching staff members who participate in activities not related to research.

10) To review the 'English for Employability' Program under the aegis of 'Teach India' Initiative.

Person Responsible: IQAC Coordinator

Decision/Discussion:

The members were informed that the response for the course was very good and that the students gained confidence in speaking in English in front of a large audience, after completing this course.

11) To discuss Plan of Action for the next academic year i.e. 2017-2018

Person Responsible: I/c. Principal

Decision/Discussion:

Plans of institution for next year:

- 1) To organize a National Level seminar titled “Strengthening internal communication for enhancing quality”.
 - 2) To institutionalize Quality Circle consisting of students.
 - 3) To involve Alumni and other members from the community in the IQAC.
 - 4) To introduce time sheets for Admin Office and Library.
 - 5) To encourage faculty members to undertake more Research.
 - 6) To introduce more Value Added/Skill Development Programs.
 - 7) To encourage cashless transactions in line with ‘Digital India’ and ‘Cashless Economy’ initiatives of the Government.
- 12) To decide the date of the next meeting.

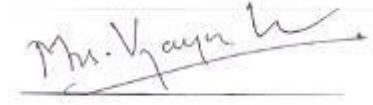
The members decided that a convenient date in the 2nd week of October, 2017 will be fixed.

13) Vote of Thanks

There being no other matter, the meeting concluded with a vote of thanks to the Chair.



Ms. Dhanashree Joshi
Co-ordinator, IQAC



Dr. Vijaya Krishna
I/c. Principal & Chairperson, IQAC

Tolani College of Commerce, Andheri (East), Mumbai- 400 093
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ACADEMIC YEAR 2017-18 MEETING NO. 1

MINUTES OF THE IQAC MEETING CONDUCTED ON 14.10.17

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

Committee: Internal Quality Assurance Cell

Purpose of Meeting: To review and discuss the performance of the institution during the first half of the academic year i.e. 2017-2018 and discuss the plan of action for the second half of the academic year i.e. 2017-2018

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

Chair: I/c. Principal Dr. Vijaya Krishna

Members Present:

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

Agenda:

1) Leave of absence.

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

Inputs from Student Representatives

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

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

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

Agenda:

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

Person/Persons Responsible: IQAC Co-ordinator

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

2 b) To discuss the Action Taken Report.

Person/Persons Responsible: IQAC Co-ordinator

Discussion:

The members expressed their satisfaction after perusing the report.

Agenda:

3) To review the activities undertaken during the first half of the academic year 2017-2018.

Person Responsible: IQAC Co-ordinator

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

Agenda:

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

Person Responsible: Dr. Vasudev Iyer

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

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

Person Responsible: Dr. Vasudev Iyer

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

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

Person Responsible: IQAC Co-ordinator.

Decision/Discussion:

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

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

Person Responsible: IQAC Co-ordinator.

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

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

Person Responsible: IQAC Co-ordinator

Decision/Discussion: The members were informed that:

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

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

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

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

Person Responsible: I/c. Principal

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

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

Person Responsible: IQAC Coordinator

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

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

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

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

Person Responsible: I/c. Principal

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

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

Person Responsible: IQAC Co-ordinator

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

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

Person Responsible: IQAC Co-ordinator

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

14) Any other matter with permission of the Chair.

Decision/Discussion:

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

17) To decide the date of the next meeting.

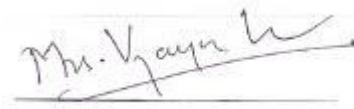
It was decided to have a meeting in the last week of February 2018.

18) Vote of Thanks

There being no other matter, the meeting concluded with a vote of thanks to the Chair.



Ms. Dhanashree Joshi
Co-ordinator, IQAC



Dr. Vijaya Krishna
I/c. Principal & Chairperson, IQAC