



TOLANI COLLEGE OF COMMERCE (AUTONOMOUS),
तोलानी वाणिज्य महाविद्यालय (स्वायत्त)
ANDHERI, MUMBAI – 400 093.



Knowledge is Supreme

REPORT FOR THE ACADEMIC AUDIT
A.Y. 2021-2022



About the College:

Tolani College of Commerce (TCC) was established in the year 1989 by the Tolani Education Society with the objective to promote academic activities in the north eastern suburbs of Mumbai. The College is affiliated to the University of Mumbai. Tolani College of Commerce has been granted minority status on linguistic (Sindhi) basis, by the Government of Maharashtra. The College offers six undergraduate programs and two post graduate programs. The College has undergone 3 cycles of reaccreditation by N.A.A.C. and has been awarded "A" Grade in the last 2 cycles.

The College has good infrastructure and committed staff, the management adopts ethical and transparent practices. Majority of students of the College come from very humble economic and social backgrounds and many of them are first generation learners. Around 60% of the students are girls. The results of the College have been consistently good. The College has constituted the Internal Quality Assurance Cell (IQAC) as per the UGC guidelines and the College Development Committee (CDC) as per the provisions in the Maharashtra Public Act, 2016 and regular meetings are conducted.

The College has been granted fresh autonomous state by the UGC and the University of Mumbai for a period of 10 years w.e.f. session 2021-2022 to 2030-2031.

The 4 statutory bodies namely Governing Body, Academic Council, Finance Committee and Boards of Studies as applicable for Autonomous College have been duly constituted and meetings have been conducted.

Programs offered:

| Serial No. | Undergraduate Programs |
|------------|--|
| 1 | Bachelor of Commerce (Aided) |
| 2 | Bachelor of Management Studies (BMS) |
| 3 | B.Com. (Accounting & Finance) |
| 4 | B.Com. (Banking & Insurance) |
| 5 | B.Com. (Financial Markets) |
| 6 | Bachelor of Science (Information Technology) |
| Serial No. | Postgraduate Programs |
| 1 | M.Com. (Advanced Accountancy) |
| 2 | M.Com. (Business Management) |

Final

AK
W



Executive Summary:

As part of the continuous quality assurance and sustenance measures, the College has planned this Academic Audit for the academic year 2021-2022.

The highlights of the year from academic perspective include: Grant of autonomous status, implementation of autonomy at the first year levels of the UG and PG Programs, examination reforms w.r.t. scheme of evaluation, short-term value added courses and courses under the skill and ability enhancement initiatives being offered for the additional 12 credits that learners have to earn for the award of the degree, Intellectual Property Rights (IPR) awareness program and the IPR webinar conducted, workshops on Outcome Based Education(OBE) and on curriculum development, faculty and learner research, publications and copyright and the achievements of learners in co-curricular events/competitions.

Final

AP



Introduction

The College was granted autonomous status from session 2021-2022. The College conducted activities in a combination of online, hybrid and in-person (physical) modes during the year.

MS-Teams and Cisco Webex are the platforms that have been used by the College for online lectures and events. Eklavyas Software of Splashgain has been used for conduct of online examinations.

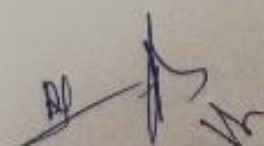
The format of this report is based on the criteria adopted by N.A.A.C. for accreditation/re-accreditation. Considering that the purpose of this audit is to study the academic and related aspects of the Institution, all the academic and co-curricular activities and achievements are presented in detail and the other aspects will be presented on the day of the audit to provide a comprehensive overview to the Audit Committee.

The College endeavours to adopt the following three-pronged approach to teaching and learning:

- 1) Instil Values including respect for environment
- 2) Infuse Rigour
- 3) Focus on employability and entrepreneurship with the underlying principles of sustainability

Strengths-Weaknesses-Opportunities-Challenges (SWOC)

| Strengths | Weaknesses | Opportunities | Challenges |
|---|---|---|---|
| <ul style="list-style-type: none"> • Management & Governance • Favorable Demand Ratio for Programs • Relatively young college and team • Commitment and team spirit • Infrastructure • Diversity among students • Academics, sports and co& extra-curricular • Extension activities | <ul style="list-style-type: none"> • Location in terms of last mile connectivity • Placements • Lack of Play ground • Consultancy | <ul style="list-style-type: none"> • Grooming students from less privileged and socially disadvantages sections • Value added programs • Research particularly in socially relevant issues • Autonomy • Collaborations with industry & other institutions of repute • Extension activities for benefit of underprivileged communities in the neighborhood • UGC & RUSA schemes | <ul style="list-style-type: none"> • Convincing students and their parents about the needs and importance of short-term value-added courses and skill enhancement initiatives • HR: Aided • Attrition in SF Section • Compliances • Optimum use of premises • Demand share for different programs • Lack of access to technology among students at their homes |

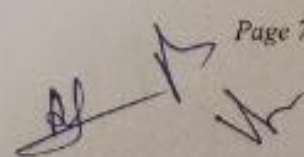


Criterion I – Curricular Aspects
Curriculum Design and Development A.Y. 2021-2022

| Metric | What the College has done | Verified by the Committee and found to be Correct: Yes/No |
|--|---|---|
| Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution: | <ol style="list-style-type: none"> 1. Implemented Autonomy at the First Year of UG and PG programs. 2. Program Outcomes(POs) and Course Outcomes (COs) have been clearly defined for all the Courses of First Year UG and PG programs and displayed on the Website. 3. Teachers were part of curriculum development of value-added courses and the courses under capacity building and skill enhancement. The Curricula for Office Automation and Programming Courses have been jointly designed by Tolani College of Commerce (TCC) and Aptech. The Physical and Mental Wellness and Creativity Courses are the brainchild of TCC and the entire curricula of these two courses is the intellectual property of the College. The Curricula for these courses have been developed keeping in mind the specific requirements of life skills and industry specific skills. The Objectives and Outcomes of these courses have been aligned for the long- term benefits of wellness and employability of the learners. 4. Boards of Studies(BoS) and Academic Council have been set up and faculty members have been involved in the revision of syllabi which will be implemented w.e.f. A.Y. 2022-2023. The local dynamics of the social and the financial background of the learners, location of the College, prospects of constructive future academic and industry collaborations have already been discussed during the interactions with experts which happened in the pre and post-autonomy phase. Based on this the proposed changes for the next academic year have already been put on paper and will be implemented in the next academic year accordingly. | Yes |
| Number of Programmes where syllabus revision was carried out during the year | Since autonomy was granted and implemented from November 2021, prescribed curriculum of University of Mumbai has been followed without any revision. | Yes |
| Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year: | <p>Some of the courses that are part of the University curriculum address these areas.</p> <p>Courses that are part of the University curriculum that address these areas are as follows:</p> <ol style="list-style-type: none"> 1. Foundation Course offered in the First Year of all UG Programs except B.Sc.(IT) 2. Business Planning & Entrepreneurial Management offered in the Second Year of Bachelor of Management Studies(B.M.S) Program 3. Entrepreneurship Management offered in the Second Year of Bachelor of Commerce (Banking & Insurance) (B.B.I.) 4. Business Environment - One module focuses on Entrepreneurship Development offered in Bachelor of Commerce (Financial Markets) (B.F.M.) 5. Business Development - One module focuses on Entrepreneurship Development offered in Bachelor of Commerce (B.Com.) 6. Entrepreneurship Management offered in the Second Year of Master of Commerce (M.Com.) (Business Management) <p>Other than this, the College inaugurated the Entrepreneurship Development Innovation and Incubation Centre (ED2IC), the Centre was inaugurated by CEO of Mirae Asset Investment Managers, Mr. Swarup Mohanty. In his address he spoke about opportunities for self-employment in the areas of financial services.</p> | Yes |

| | | |
|--|--|------------|
| <p>Elective Courses</p> | <p>As per the Circular No.UG/80/2016-17 received from University of Mumbai dated 15th October 2016, all programs are revised under CBCS system from the Academic Year 2016-17</p> <p>Click the following links for the elective courses offered by the College:</p> <p>B.Com: https://tcc.tolani.edu/bachelor-of-commerce-b-com/</p> <p>B.M.S.: https://tcc.tolani.edu/bachelor-of-management-studies-b-m-s/</p> <p>B.Com, Accounting & Finance (B.A.F.): https://tcc.tolani.edu/b-com-accounting-finance/</p> <p>B.Com Banking & Insurance (B.B.I.): https://tcc.tolani.edu/b-com-banking-insurance/</p> <p>B.Com, Financial Markets (B.F.M.): https://tcc.tolani.edu/b-com-financial-markets/</p> <p>B.Sc. Information Technology (B.Sc.I.T.): https://tcc.tolani.edu/b-sc-information-technology/</p> <p>M.Com, Advanced Accountancy: https://tcc.tolani.edu/postgraduate-programs/</p> <p>M.Com, Business Management: https://tcc.tolani.edu/postgraduate-programs2/</p> | <p>Yes</p> |
| <p>Number of value-added courses for imparting transferable and life skills offered during the year:</p> | <p>Courses (each with 30 or more contact hours):</p> <p>Courses under Capacity Building and Skill Enhancement Initiatives</p> <ol style="list-style-type: none"> 1. Physical and Mental Wellness 2. MS Office-Basics and Advanced under the 'Capacity building and skills enhancement initiatives' in collaboration with APTECH <p>Value added enrichment courses:</p> <ol style="list-style-type: none"> 1. Programming Principles and Techniques: 'Add-on/Certificate program' to enhance the curriculum of B.Sc.I.T. in collaboration with APTECH 2. Management of Creativity 3. Add on certificate course in Retail Marketing affiliated to University of Mumbai 4. IT and Programming related short term course in collaboration with Amudip Foundation 5. Short term courses for Mutual Fund distributor Certification of NISM with CIEL Finx 6. Skill enhancement programme with Institute of Chartered Accountant of India | <p>Yes</p> |

| NEP 2020 – NAAC Criterion 1 | | |
|--|--|---|
| Thrust Areas | PoA of the College | Verified by the Committee and found to be Correct: Yes/No |
| Skill based education | <p>Launch BBA in Logistics, which is a 3 year apprenticeship based UG Program in collaboration with the Logistics Sector Skill Council.</p> <p>Offer Soft Skills focused Short Term Courses</p> | Yes |
| Multidisciplinary approach: The College is currently offering short-term value-added courses such as Retail Marketing, which learners of all the programs can enrol for. | <p>Prepare a Roadmap for incorporating Choice Based system whereby learners have wider choice for the elective courses</p> <p>Offer short term courses in different disciplines in collaboration with other institutions of repute</p> | Yes |



Criterion II – Teaching-Learning and Evaluation
Student Enrolment and Demand Ratio for A.Y. 2021-2022

| Name of the First Year Level Programme | Number of Application received (A) | Number of seats available (B) | Students Enrolled (C) | Demand Ratio (A) : (B) | Verified by the Committee and found to be Correct: Yes/No |
|--|------------------------------------|-------------------------------|-----------------------|------------------------|---|
| Bachelor of Commerce | 1120 | 530 | 523 | 2.11 : 1 | Yes |
| Bachelor of Management Studies (BMS) | 484 | 73 | 72 | 6.63 : 1 | |
| B.Com. (Accounting & Finance) | 386 | 72 | 72 | 5.36 : 1 | |
| B.Com. (Banking & Insurance) | 140 | 72 | 72 | 1.94 : 1 | |
| B.Com. (Financial Markets) | 116 | 72 | 72 | 1.61 : 1 | |
| Bachelor of Science (Information Technology) | 167 | 72 | 71 | 2.32 : 1 | |
| M.Com. (Advanced Accountancy) | 132 | 72 | 71 | 1.83 : 1 | |
| M.Com. (Business Management) | 89 | 72 | 58 | 1.24 : 1 | |

Catering to Student Diversity

| Student – Teacher (full-time) ratio: | Total number of students | Total number of full-time teachers | Verified by the Committee and found to be Correct: Yes/No |
|--------------------------------------|--------------------------|------------------------------------|---|
| | 2843 | 27 | Yes |

Teaching - Learning Process

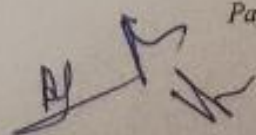
| | | |
|---|---|-----|
| Mentoring by full time faculty members | Every class assigned a full-time teacher as a mentor. The mentoring session were incorporated in the class timetable and teacher's timetable. The response from students has not been very encouraging. | Yes |
| Mentoring by Alumni | This was an initiative started in A.Y. 2021-2022. Student representatives have given very encouraging feedback. It is learnt that there is a long time lag between the queries mailed by the students and the response from the alumni. Sustaining this initiative seems to be challenge. | Yes |
| Preparation and adherence to Academic Calendar and Teaching Plans by the institution | The academic calendar was prepared at the end of the previous academic year and was modified based on the Govt. of Maharashtra and University of Mumbai directives pertaining to the lockdown. | Yes |

Teacher Profile and Quality

| | | |
|--|---|-----|
| Full-time teachers with Ph.D. during the year | 7 | Yes |
|--|---|-----|

Evaluation Process and Reforms

| | | |
|-------------------------------|---|-----|
| Evaluation Reforms | Scheme of evaluation for the first year of UG and PG programs consisted of Continuous Evaluation (CE) of 40 marks and Semester end examinations of 60 marks. Attendance in every component of CE is compulsory. | Yes |
| POA for A.Y. 2022-2023 | CE consisting of 3 components and students have to obtaining passing marks in each component to be declared successful. | Yes |





Student Performance and Learning Outcomes

| Pass Percentage of students | Passing Percentage | | | A.Y. 2021-2022 Sem. V | | Verified by the Committee and found to be Correct: Yes/No |
|-----------------------------|--|-----------|-----------|--|--------------------|---|
| | Program Name | 2019-2020 | 2020-2021 | Program Name | Passing Percentage | |
| | Bachelor of Commerce | 96.48 | 97.77 | Bachelor of Commerce | 98.39 | Yes |
| | Bachelor of Management Studies (BMS) | 96.67 | 96.25 | Bachelor of Management Studies (BMS) | 100.00 | |
| | B.Com. (Accounting & Finance) | 96.92 | 100.00 | B.Com. (Accounting & Finance) | 97.18 | |
| | B.Com. (Banking & Insurance) | 96.61 | 100.00 | B.Com. (Banking & Insurance) | 92.98 | |
| | B.Com. (Financial Markets) | 91.07 | 89.83 | B.Com. (Financial Markets) | 92.06 | |
| | Bachelor of Science (Information Technology) | 80.56 | 93.10 | Bachelor of Science (Information Technology) | 95.89 | |
| | M.Com. (Advanced Accountancy) | 94.03 | 97.01 | M.Com. (Advanced Accountancy) | 92.75 | |
| | M.Com. (Business Management) | 81.67 | 94.03 | M.Com. (Business Management) | 96.92 | |

| Student Feedback | | Verified by the Committee and found to be Correct: Yes/No |
|-----------------------------------|---|---|
| Student Satisfaction Survey (SSS) | Conducted. (Refer to Annexure) | Yes |
| Faculty Appraisal | Conducted every year. Feedback is shared with the faculty members by the Principal in the presence of concerned Heads of Departments and Vice-Principals. | Yes |

Criterion III – Research, Innovations and Extension Promotion of Research and Facilities A.Y. 2021-2022

| Research | | Verified by the Committee and found to be Correct: Yes/No |
|---|--|---|
| Institutional Research Day | Conducted on 14 th February, 2022. Faculty members and learners presented excerpts from their research work. | Yes |
| Students participation in Research | 10 teams consisting of 46 students participated in Avishkar and one team won the Third prize. | Yes |
| Number of teachers who were awarded Ph.D. during the year | Librarian, Dr. Rasmita Mohanty was awarded Ph.D. and Ms. Mehrunissa Ansari submitted thesis and awaiting viva-voce | Yes |
| Research | | |
| Minor Research Projects | 2 teachers have completed Minor Research Project of University of Mumbai and submitted the report. (Refer to Annexure) | Yes |
| Recognition as a Research Centre for Ph.D. in Commerce | Application submitted to University of Mumbai in November 2020 and LIC visited the College on 24 th February, 2022. Intimation from the University awaited. | Yes |
| Publications | <ul style="list-style-type: none"> • 2 teachers published Research Papers in Journals having ISSN with impact factor (Refer to Annexure) • 1 teacher authored books having ISBN (Refer to Annexure) | Yes |
| Copyrights | 1 teacher got copyright for work under the Dramatic / Literary Category from the office of the Copyright, Government of India. | Yes |
| IPR Awareness Program | In collaboration with Intellectual Property Office, Mumbai, Government of India Ministry of Commerce and Industry under NIPAM organizes Intellectual Awareness Program, Resource person: Mr. Sagar Baburao Pol, Asst. Controller of Patents and Designs, Patent Office, Mumbai on 8 th March, 2022. | Yes |



| | | |
|--|---|-----|
| IPR Webinar | One day National Webinar on 'Intellectual Property Rights: Role and Importance in Academics' in collaboration with Intellectual Property Office, Mumbai, Government of India Ministry of Commerce and Industry under NIPAM on 28 th March, 2022. | Yes |
| Initiatives for Faculty Development | | |
| Curriculum Development | Session on 'Essentials for redesigning syllabus' by Dr. Shephali Pandya, Reid. Sr. Professor and Former Head, Department of Education, University of Mumbai as held on February 05, 2022. | Yes |
| Outcome Based Education (OBE) | Session on 'Overview of Outcome Based Education and Essentials of Effective Curriculum Design' by Dr. Prashant Borkar, Vice-President at Mastersoft ERP Solutions Pvt. Ltd. on February 09, 2022. Session on 'Mapping of Course outcomes with Programmes outcome' by Dr. Prashant Borkar, Vice-President at Mastersoft ERP Solutions Pvt. Ltd. on February 10, 2022. | Yes |
| Guest lectures | Online lecture by Dr. Vivek Patkar, an independent researcher, has been organised on 'How to identify a Research Problem' on September 02, 2021 | Yes |
| Extension and Collaborations | | |
| Extension Activities | 1. Tailoring course for women from a community in the neighbourhood. 2. Course in Basic Computing Skills for school going children from a community in the neighbourhood. The classes are conducted by the students of the College in the Computer Lab. | Yes |
| Collaborations: MoUs | 1. Certificate Course in Banking and Insurance in collaboration with Urva Minor Consulting Pvt. Ltd. 2. Certificate course in Advanced Excel in collaboration with NIIT Pvt. Ltd. 3. IT and Programming related short term course in collaboration with Anudip Foundation 4. Short term courses for Mutual Fund distributor Certification of NISM with CIEL Finx 5. MS Office-Basics and Advanced under the 'Capacity building and skills enhancement initiatives' in collaboration with APTECH 6. Programming Principles and Techniques: 'Add-on/Certificate program' to enhance the curriculum of B.Sc.IT. in collaboration with APTECH 7. Career and general Counselling in collaboration with Prafula Counselling Centre 8. MoU with Fr. Agnel College, Pilar, Goa for co-curricular and extra-curricular activities | Yes |

Criterion IV – Infrastructure and Learning Resources
Physical Facilities A.Y. 2021-2022

| Metric | Details of the Infrastructure / facilities | Verified by the Committee and found to be Correct: Yes/No |
|------------------------|---|---|
| College Infrastructure | <p>26 Class rooms: Screen for projection has been provided in the classrooms and they are connected by LAN. Some of the classrooms have mounted projectors. The portable projector is used in other classrooms.</p> <p>Library: Reading Room with a seating capacity of 172 persons.</p> <p>Computer Labs: 4 labs with 30 computers each with 24X7 internet connectivity. 2 labs are dedicated to the B.Sc.IT. program with standalone computers and required software. All the labs have mounted projectors with screen.</p> <p>Audio-Visual Room: There is one Air-conditioned Audio-Visual room with a seating capacity of 100 persons, standalone computer with internet connectivity and mounted overhead projector.</p> <p>Administrative Office: Air conditioned, well ventilated and spacious Admin Office with seating capacity of 21 and adequate storage including 1 Godrej fire proof steel unit have been provided.</p> | Yes |

Every admin staff has independent work space with Computer system, internet connectivity and intercom facility. A separate cabin has been provided for the Chief Administrative Officer (CAO). A separate private space is also provided, which is used for admin staff meetings, audit work by Statutory Auditors, etc.
1 Fax machine, 2 printers and 1 photocopier cum scanner cum printer, which has been hired.

Principal's Office:

The principal's cabin is air-conditioned and has a waiting lounge, washroom, adjoining conference room and dining room. Stand-alone computer system and internet connection, printer and adequate storage have been provided.

Staff Room:

The staff room is air-conditioned, spacious and independent work space with computer system and internet connectivity for every faculty member has been provided. There is an attached washroom, pantry with water purifier.

Huddle room: For departmental meetings and for brainstorming sessions with groups of students and faculty.

Common Room: Separate Common rooms for Girls and Boys.

Canteen:

The College has a spacious canteen and water purifiers. It is well ventilated.

Auditorium:

Air-conditioned with a seating capacity of 220 persons, LAN connection, a mounted overhead projector and separate green rooms for men and women.

Internet facilities:

The College has 24x7 internet connectivity throughout the campus. 200 Mbps airtel broadband connection, 100 Mbps broadband internet connection from Sadguru local Internet Service Provider and 10 Mbps Airtel Dongle

Medical facilities:

Sick bay with a Phlebotomy Chair has been provided within the staff room. In emergency situations, doctors from neighbourhood are called. A first aid box is made available in the library and gymkhana. One of the staff member has undergone training for basic first aid.

Others:

IQAC Room:

A separate room has been provided for IQAC. Grant received from UGC under XII Plan has been used for a standalone computer, printer, furniture and storage for the IQAC Room.

Counselling Room:

The College has appointed a Psychological and a Career Counsellor on a retainership basis. The Psychological Counsellor is available for consultation once a week and the Career Counsellor is available once in a fortnight. The College has been offering professional counselling service free of cost to learners.

The Career and Placement Cell arranges workshops on Resume writing, Interview skills and career related talks for learners.

Examination Room:

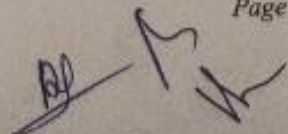
The College has a separate Examination Room equipped with a computer, printer and internet connectivity, which ensures safety of the examination related materials and utmost secrecy and is under CCTV surveillance.

Facilities for Divyangjan (Differently Abled):

The College is among a few that has set up a Cell for Higher Education for People with Special Needs (HEPSN) under the UGC Scheme.

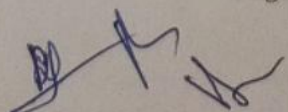
A separate room, specially designed washroom, ramp and 2 wheel chairs have been provided. Special seating arrangements have been made in the library and the canteen. Lift facilities are made available.

| | | |
|-------------------|--|-----|
| | <p>Gymkhana Office cum Physical Education Instructor Cabin: The College has appointed a Physical Education Instructor, who has a doctorate in the relevant field.</p> <p>Professional Coaches are appointed for various Sports & Games Sports. The College is ranked 22nd at the University in sports. The College does not have its own playground. As and when required, playgrounds of the neighbouring institutions are hired for the practice sessions for outdoor games and for the Annual Sports Day.</p> <p>EOC (Equal Opportunity Cell) & CWDC (College Women Development Cell) Room: Institution has set up an Equal Opportunity Centre (EOC) under the UGC Scheme that organizes skill development workshops for improving spoken English, computer literacy, vocational training viz.: mehndi art and tailoring. EOC conducts these courses to enhance employability skills and equip learners for self-employment.</p> <p>The institution has set up the College Women Development Cell (CWDC) as per the guidelines laid down by the Women Development Cell of University of Mumbai. As a preventive measure the Cell conducts programmes to create awareness among staff, faculty members and learners about women related issues including gender discrimination and sexual harassment.</p> <p>Co-operative Stores Room: The College Consumer Co-operative Stores sells textbooks to learners at a discounted rate. It is managed by learners under the supervision of faculty helps them gain first hand experience of handling cash, inventory, book-keeping, etc. Learners understand the tasks involved in setting up and managing a co-operative store.</p> <p>Department of Life Long Learning and Extension (DLLE) Unit: The DLLE of the College in line with its objectives has undertaken socially relevant research work and this has resulted in activities undertaken to help underprivileged and vulnerable sections of society.</p> <p>Adequate number of washrooms for ladies and gents and safe drinking water facilities have been provided on all the floors, there are dedicated rooms for some of the committees.</p> <p>Provision for security: CCTV cameras have been installed at strategic locations and campus is under 24X7 surveillance.</p> | |
| Sports facilities | <ul style="list-style-type: none"> • The College has appointed a Physical Education Instructor, who has a doctorate in the relevant field. • Professional Coaches are appointed for Sports. • The College has a well-equipped Gymnasium. The facility is offered free of cost to girls and at a nominal fee to boys. There are separate changing rooms for men and women. • The College has a state-of-the-art Rifle Shooting Range <p>Indoor Sports Facilities:</p> <ul style="list-style-type: none"> • Rifle Shooting Range, • Space and facility for Boxing & Judo, • Archery, • Table Tennis, • Chess, • Carrom, • Gymnasium. <p>Note: The College does not have its own playground. As and when required, playgrounds of the neighbouring institutions are hired for the practice sessions for outdoor games and for the Annual Sports Day.</p> | Yes |



| Library as a Learning Resource | | Verified by the Committee and found to be Correct: Yes/No | | | | | | | | | | | | | | | | | | |
|---|---|---|--------|---------------|--------|-----|-------------|-----------|----|-------------|-----------------------|---|------------|--------|---|-----------|-----------------------|---|-----------|-----|
| Library Resources | <p>The Library is fully automated and is currently using SLIM21 integrated Library Management System(ILMS), Version 3.8.0.20922 for entire library housekeeping operations such as bibliographic data entry(books, periodicals, CD/DVDs), Circulation (Issue & Return), user footfall etc. Year of automation: 2008.</p> <p>Books: 34726 Print Journals: 34 E-Journals: 03 CD/DVDs: 1105</p> <ul style="list-style-type: none"> • E-Resources: 3 as follows: <ul style="list-style-type: none"> ○ ProQuest's ABI-INFORM Database. ○ NLIST Database. ○ 1 Kindle E-Book Reader. • Multimedia section: Multimedia room with internet connectivity facilitates access to e-resources • Research room: The library has a separate room to facilitate research work undertaken in the Institution • Reprographic facility: This facility is available and has been outsourced <ol style="list-style-type: none"> 1. The Institution has access to the following: 2. e-journals (Complementary access) 3. e-ShodhSindhu : The College subscribes to the NLIST database which is a component of e-ShodhSindhu. 4. Shodhganga Membership(Membership not required as it's an open access repository.) 5. e-books (Through the subscribed databases.) 6. Databases: The Learning resource centre subscribes to two databases viz. ProQuest's ABI/INFORM and NLIST 7. Remote access to e-resources(The LRC provides remote access to subscribed databases through user Id and passwords) | Yes | | | | | | | | | | | | | | | | | | |
| Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs): | <p>Year 2021-22: Rs. 4.24623 (Amt. in Lakhs)</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Number</th> <th>Amt. in Lakhs</th> </tr> </thead> <tbody> <tr> <td>Books:</td> <td>117</td> <td>Rs. 1.19228</td> </tr> <tr> <td>Journals:</td> <td>34</td> <td>Rs. 0.84595</td> </tr> <tr> <td>ProQuest's ABI-INFORM</td> <td>1</td> <td>Rs. 2.1240</td> </tr> <tr> <td>NLIST:</td> <td>1</td> <td>Rs. 0.059</td> </tr> <tr> <td>PhD. Research Bureau:</td> <td>1</td> <td>Rs. 0.025</td> </tr> </tbody> </table> | Particulars | Number | Amt. in Lakhs | Books: | 117 | Rs. 1.19228 | Journals: | 34 | Rs. 0.84595 | ProQuest's ABI-INFORM | 1 | Rs. 2.1240 | NLIST: | 1 | Rs. 0.059 | PhD. Research Bureau: | 1 | Rs. 0.025 | Yes |
| Particulars | Number | Amt. in Lakhs | | | | | | | | | | | | | | | | | | |
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| Journals: | 34 | Rs. 0.84595 | | | | | | | | | | | | | | | | | | |
| ProQuest's ABI-INFORM | 1 | Rs. 2.1240 | | | | | | | | | | | | | | | | | | |
| NLIST: | 1 | Rs. 0.059 | | | | | | | | | | | | | | | | | | |
| PhD. Research Bureau: | 1 | Rs. 0.025 | | | | | | | | | | | | | | | | | | |

| IT Infrastructure | | Verified by the Committee and found to be Correct: Yes/No |
|--|--|---|
| Information and Communication Technology (ICT) | <p>The College has moved from on premise server setup to Microsoft Azure Cloud.</p> <p>All our applications have been deployed on Cloud. This facilitates enhanced security and accessibility. The College has subscribed for 86 Antivirus license - Seqrite (Quick heal)</p> <p>125 computers are available for academic purpose</p> <p>The College has subscribed for the following internet services.</p> <ol style="list-style-type: none"> 1. 200 Mbps Airtel broadband connection 2. 100 Mbps broadband internet connection from sadguru local Internet Service Provider 3. 10 Mbps Airtel Dongle | Yes |





| | | |
|---------------------------|--|--|
| Maintenance of facilities | The College has entered into a contract for housekeeping staff and a gardener. For Maintenance of computer lab, technical support staff has been hired. AMCs for Water cooler, Air conditioner, CCTV, Pest control, Lift, Fire extinguisher are there for maintenance. | |
|---------------------------|--|--|

Criterion V - Student Support and Progression
Student Support A.Y. 2021-2022

| Metrics | What the College has done | Verified by the Committee and found to be Correct: Yes/No | |
|---|--|---|--------------|
| Number of students benefitted by scholarships and freeships provided by the Government during the year | Government of India Post-Matric Scholarship - 02 learners Tuition Fees and Examination Fees to OBC Students - 07 learners | Yes | |
| Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year | Scholarships / Freeships | Yes | |
| | No. of Students | | |
| | Amt. in Rs. | | |
| | | | |
| | Geeta Israni Scholarship | 30 | Rs. 3,00,000 |
| | Student Aid Fund | 2 | Rs. 16,278 |
| | TCTSS | 4 | Rs. 24,915 |
| Placement | A.Y. 2021-2022 till date: 5 students. A.Y. 2020-2021: 16 students. | Yes | |

| Students participation | Events and Prizes if any | Verified by the Committee and found to be Correct: Yes/No |
|--|--|---|
| Co-curricular activities | | Yes |
| 1. Debate organized by Confederation of Indian Industry (CII) | 6 teams consisting of 12 students participated. 3 teams of 6 students were winner | |
| 2. University of Mumbai Research Convention - Avishkar | 10 teams consisting of 46 students participated. 01 Team won the 3 rd position 09 students participated. | |
| 3. University of Mumbai – Youth festival | 01 team won Second Prize | |
| 4. CFAI Business School (IBS)- KONFLUX REJOICE (Mercadeo - Marketing event) | | |
| 5. L. S. Raheja College of Arts & Commerce - PARALLAX | 01 team won Second Prize | |
| • MARKET MATRIX- (Management event) | 01 student won First Prize | |
| • VIRTUAL ARCHITECTS- (IT & Technology event) | 01 student won First Prize | |
| • BLANK CANVAS- (Fine Art event) | 01 student won Second Prize | |
| • COMIC MANIA- (Fine Art event) | | |
| Student representation in academic and administrative bodies/committees of the institution | 1. IQAC 2. CDC 3. Library Advisory Committee 4. Placement Committee 5. Admission Committee 6. Website Committee 7. Canteen Committee 8. Talent Pool | Yes |

| | | |
|---|--|--|
| Co-curricular activities organized by the College | 1. Technotronics 2. Eureka 3. BMS Marketing Fest | Yes |
| Commemorative Day events and Cultural events organised by the College | 1) Independence Day (Unfurling the National Flag) 2) Traditional Day celebration 3) National Voters' Day (Talk on Voter Awareness) 4) Republic Day (Unfurling the National Flag) 5) Sindhi Language Day celebration 6) Maharashtra Day (Unfurling the National Flag) Events held by Marathi Vangmay Mandal (MYM) 1) Olakh Lokmanyachi (PPT and videos were shared with learners Online) 2) Online Rangoli competition (Theme: Women Empowerment) 3) Marathi Bhasha Savardhan 4) Online Talk on Netaji Subhash Chandra Bose 5) Online Talk on Chhatrapati Shivaji Maharaj 6) PPTs were shared with learners over 7 days on 7 different topics representing Marathi culture. Book display by the Learning Resource Centre on significant days: 1) Ambedkar Jayanti 2) Marathi Bhasha Savardhan 3) Shivaji Jayanti 4) Vachana Prerna Divas | Yes |
| | Nature of engagement | Verified by the Committee and found to be Correct: Yes/No |
| Alumni Association | Guest lectures, mentoring, support for organizing events. | Yes |
| Support to students | Program fees of some needy students were paid by the Alumni | Yes |
| Mentoring | Alumni have also been assigned as Mentors to students | Yes |

Criterion VII – Institutional Values and Best Practices
Institutional Values and Social Responsibilities A.Y. 2021-2022

| Metric | What the College has done | Verified by the Committee and found to be Correct: Yes/No |
|--|---|---|
| Gender sensitization measures, Child Rights Awareness, Women's Day | Annual gender sensitization action plan. Online Seminar on Gender Sensitization by Ms. Reshma Jagtap - SNEHA (Society for Nutrition, Education and Health Action) 07 students participated and have successfully completed a Certificate Course (30 Hours) on 'Gender Equity and Promotion through Heartfulness enabled Leadership Mastery Programme' organized by WDC, D.L.E., Commerce Association and Entrepreneurship Development Cell, Sheth N.K.T.T.College of Commerce in association with Heartfulness Institute. Online Seminar on Child Rights by Ms. Priyanka Sinha - Post Graduate in Psychology, Social Worker - Plan India, Sarthak Project and Ms. Aditi Pandey - Legal Support Service Provider - Plan India (an NGO working for Child Rights) Women's Day Celebration Encouraging learners' participation in seminars relating to cyberbullying, Women's Rights in India. | Yes |



| Metric | What the College has done | Verified by the Committee and found to be Correct: Yes/No |
|---------------------------|---|---|
| Facilities for Divyangjan | The institution has a Divyangjan-friendly and barrier-free environment with the following facilities: 1) Railings on all the floors. 2) Divyangjan-friendly washrooms. 3) Writer, if required during examination. 4) Soft copies of reading material. 5) Wheelchair for easy mobility. 6) Lift for easy access to classrooms. 7) Special seating arrangement in the learning Resource Centre. 8) Non-Visual Desktop Access (NVDA) software. | Yes |

Observations and Suggestions of the Audit Committee:

Observations

- 1) Infrastructure is excellent. Highlight is the shooting Range.
- 2) Library has adequate number of books and good initiatives are undertaken like QR code.
- 3) Involvement of teachers and students is seen in co-curricular & extra-curricular activities.
- 4) Number of certificate courses have been started.

Suggestions

- 5) Proper systems are in place for Examinations, admissions, office administration etc.
- a) Credits should be increased to 132 for each program.
- 7) Emphasis should be on internship & experiential learning.

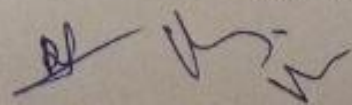
Suggestions

- 1) Training and placement cell needed.
- 2) Curriculum needs to be upgraded by mapping it against Best University curriculum.
- 3) In order to have a multidisciplinary approach as per NEP 2020, new interdisciplinary programs can be started.
- 4) Staff need to be continuously upgrade their knowledge and publish research papers, undertake minor research project etc.
- 5) Emphasis should be on signing MoU with industry, associations etc.

| Sr. No. | Name of the Committee Member | Signature with Date |
|---------|---|---------------------|
| 1. | Dr. Parag Ajagaonkar, Principal, Narsee Monjee College of Commerce and Economics (Autonomous) | 25/5/22 |
| 2. | CA Dr. Varsha Ainpure, Adjunct Professor - Accountancy, Nagindas Khandwala College (Autonomous) | 25.05.22 |
| 3. | Dr. Srivaramangai R, Head, Department of Information Technology, University of Mumbai. | 25/5/22 |

25/5/22
 25/5/22
 Tolani College of Commerce (Autonomous)

Geotagged Photographs of the Committee Visit for Academic Audit



ADMINISTRATIVE AUDIT REPORT YEAR 2021-2022

| Sr. No. | Institutional Data | | |
|---------|--|---|--|
| 1 | Name of the College Address & Tel. No. | Tolani Education Society, Tolani College of Commerce & Eco. Andheri (E), Mumbai – 400 093 Tel. No. 022-61535455 | |
| 2 | Name of the Principal | Dr. Vijaya Krishna | |
| 3 | Name of the Registrar | Mrs. Ritu Kamra | |
| 4 | Year of Establishment University of Mumbai Letter No. & Date Government of Maharashtra Letter No. & Date | 1989-90 Aff./Recog/6210 of 1989 dated 22 nd July, 1989. Permanent Affiliation No. Aff./Recog/2031 of dated 2 nd April, 1998 Government Letter No. N.G.C.-2589/1855/Vishi-d dt. 28-6-1989 | |
| 5 | UGC Recognition Letter No. & Date | No. F.8-24/95(CPP-1) dated 27 th October, 1998 fit to receive Assistance under 2(f) & 12(b) of the UGC Act, 1956 | |
| 6 | Accreditation/Re-Accreditation by NAAC | First Accreditation B++ Grade, January, 2004, Re-Accreditation "A" Grade January, 2011 Re-Accreditation "A" Grade November, 2016 | |
| 7 | Date of Visit | 04-09-2021 | |
| 8 | Name of the Auditors | <ol style="list-style-type: none"> 1. Shri M J Shinde Retd. Registrar, Patkar College, Goregaon (W), Mumbai – 400 062 2. Shri C. M. Amin Retd. Registrar, Nagindas Khandwala College, Malad (W) Mumbai – 400 064 3. Ms. Keyaa Mukherjee Office Superintendent, Maniben Nanavati College Vile-Parle (West) Mumbai – 400 049 | |
| 9 | Number of full time teachers (Including Principal & Librarian) | AIDED Permanent: M-02 F-11 Total -13 UNAIDED Permanent: M-00 F-00 Total - 00 Temporary: M-02 F-04 Total - 06 | |
| 10 | Number of CHB teachers | Visiting Teachers: M- F- Total- | |
| 11 | Number of non-teaching staff | AIDED M- 14 F- 13 Total- 27 UNAIDED M- 07 F- 02 Total- 09 | |

| | | | |
|----|---|---|--|
| 12 | Name of the courses - Aided Division & Enrollment | B.Com – Aided Year Division F.Y. 04 S.Y. 04 T.Y. 04 Total: 12 | (2020-2021) Total Students 528 533 495 1555 |
| 13 | Name of the Courses – Un-Aided Division & Enrollment | BMS – Un-Aided Year Division F.Y. 01 S.Y. 01 T.Y. 01 Total: 03 | (2020-2021) Total Students 60 70 80 219 |
| 14 | | BAF – Un-Aided Year Division F.Y. 01 S.Y. 01 T.Y. 01 Total: 03 | (2020-2021) Total Students 69 73 72 214 |
| 15 | | BBI – Un-Aided Year Division F.Y. 01 S.Y. 01 T.Y. 01 Total: 03 | (2020-2021) Total Students 61 58 61 180 |
| 16 | | BFM – Un-Aided Year Division F.Y. 01 S.Y. 01 T.Y. 01 Total: 03 | (2020-2021) Total Students 62 67 59 188 |
| 17 | | B.Sc (IT) – Un-Aided Year Division F.Y. 01 S.Y. 01 T.Y. 01 Total: 03 | (2020-2021) Total Students 62 70 60 192 |
| 18 | | M.COM –Advance Accountancy Un-Aided Year Division F.Y. 01 S.Y. 01 Total: 02 | Total Students 69 68 137 |
| 19 | | M.COM –Business Management Un-Aided Year Division F.Y. 01 S.Y. 01 Total: 02 | Total Students 68 67 135 |

| | | | |
|----|--|--|---|
| | Non-Teaching Staff (Staffing Pattern) | Registrar - 01 Head Clerk - 01 Jr. Clerk - 06 Asst. Librarian - 01 Lib. Attendant - 07 | Suptd. - 01 Sr. Clerk - 01 Peon - 09 Lib. Clerk - 02 Jr. Steno - 01 |
| 20 | Self-Financing Courses | Chief Admin. Officer- 01 Jr. Clerks 04 Lib. Attendant 02 | Lab Attendant- 01 Peon 01 |

| Audit: NAAC Reaccreditation: Preparatory Audit | | |
|--|--|--|
| Type of Audit: Voluntary Audit arranged by Tolani College, Mumbai for the further improvement of Administration of the College | | |
| Sr. No. | Observation on Key Aspects | |
| 1 | General Administration | <ul style="list-style-type: none"> • General Office Administration of the College is excellent • Team Sprit amongst staff is maintained • Cordial and inspiration atmosphere is maintained • Record of Administration are well maintained • Principal & Management relation with Admin. Staff are cordial and co-operative |
| 2 | Extension & Continuation of Affiliation | <ul style="list-style-type: none"> • College is permanently affiliated to University for B.Com Degree Course in the year 1998 • Only the Self-Financing Courses & PG Degree M.Com with Advance Accountancy & Management is also granted Continuation of Affiliation up to the Academic Year 2016-2017 • L.I.C. visited to the College for Continuation of Affiliation on 12th March, 2020 for the Academic Year 2017-18, 2018-19 & 2019-20 and report of the Committee is awaited. • Affiliation Correspondence properly maintained by the College office • Suggestions: All the L.I.C. Reports including the Permanent Affiliation and Continuation of Affiliation to be kept in one master file. |
| 3 | Selection, Advertisements & Interview Procedures | <ul style="list-style-type: none"> • Record of Selection Committee, Advertisement approval & Interview Procedure are maintained properly by the College office • Suggestions: Selection Committee Reports and NOCs from the Jt. Directors Office may be kept separately. |

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| 4 | Teaching Staff Approvals | <ul style="list-style-type: none"> All the appointments of Permanent Teachers in Degree College are being approved by the University of Mumbai on regular basis. For Self-Financing Courses no approval has been taken due to appointment of unqualified teachers on contract basis. Approval letters has been scanned in the computers Suggestions: All the letters of approval from the inception of the college to be arranged date wise sequence in separate file with lamination. To prepare the Index with relevant details for quick reference to the file/s. |
| 5 | Teaching Staff CAS Promotions | <ul style="list-style-type: none"> CAS Promotions to teaching staff has been given as per the rules of the University. Report of Selection Committee maintained properly. |
| 6 | Non-Teaching Staff Appointments & Promotions | <ul style="list-style-type: none"> All the appointments of Non-Teaching Staff are made as per the staffing pattern approved by the Jt. Director, Mumbai Appointment of separate staff for Self-Finance Courses, are also made and remuneration is paid on consolidated basis. |
| 7 | Statistical Information University of Mumbai MIS (DHE, Pune) AISHE (UGC) | <ul style="list-style-type: none"> Statistical information of University of Mumbai, Jt. Director of Education (MIS) & University Grant Commission (AISHE) are submitted to the Authority till the year 2020-2021. Certificate obtained from the University, Statistical Department. |
| 8 | Service Books & Leave Records (Teaching & Non-Teaching Staff) | <ul style="list-style-type: none"> Service Books of all the Teaching & Non-Teaching Staff appointed on regular basis are maintained and entries in the Service Books including leave records, pay scale, increments and other remarks are made up to date. It has been suggested to maintain Service Book for Permanent Teachers of Self-Finance Courses, whose appointment are approved by the University of Mumbai. Leave record also maintained properly in the Service Book. |

| | | |
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| 9 | Admissions Procedures | <ul style="list-style-type: none"> • Admission procedure has been done as per University circular and guidelines. • All admissions are done on online process and payment fees are also made on online process. • Suggestions: All the records of applied list, merit list and admitted list and statistical data also maintained as per the rule. |
| 10 | Enrollment, E-Suvidha , Eligibility & Migration | <ul style="list-style-type: none"> • Confirmation of enrollment and eligibility of the First Year Admitted Students are obtained from the University of Mumbai every year • Eligibility & enrollment confirmation status reports are maintained up to date |
| 11 | Examinations (F.Y., S.Y. & T.Y.) | <ul style="list-style-type: none"> • In Examination work, Administrative staff help the Teaching staff for all the exam related work. • They also help in CAP Assessment work to the coordinator. • The CAP register is also maintained properly. • The Examination results and other records is also maintained properly. |
| 12 | Transcripts, Recommendations & Bonafide certificates | <ul style="list-style-type: none"> • The Counter Admn. Staff are doing excellent work. • They are also provide the excellent service to the students. • To avoid the queue and time of the students , token & display system introduced in the college counter. This is the unique feature of the Administration. |

| | | |
|----|---|---|
| 13 | Government Scholarships & Free Ships | <ul style="list-style-type: none"> • Government Scholarship and Free ships are provided to the students. • Scholarship and Free ships register are maintained. • Suggestions: The record of different Scholarships and Free ships to be maintained year wise with hard copy of online application forms, sanction orders from Social Welfare Office and disbursement certificates. |
| 14 | Inward & Outward Registers | <ul style="list-style-type: none"> • Inward & Outward Register are maintained properly. • Suggestions: Inward and outward register should be maintain in excel and circulars, letters, etc. should be digitally documented and distributed to the concern staff thorough email. |
| 15 | General Registers | <ul style="list-style-type: none"> • General Registers for Degree College are maintained on Computer. • Suggestions: Hard copy of the Register to be maintained year wise (F.Y., S.Y. T.Y.) with all programmes. |
| 16 | Dead Stock Registers | <ul style="list-style-type: none"> • Dead Stock Registers are maintained for all the courses. • Suggestions: It has been suggested to do the numbering on all the item recorded in the register and further suggested to add two more columns in the same with voucher no: and location for prompt reference at the time of audit. |
| 17 | Record of Minutes CDC, IQAC, | <ul style="list-style-type: none"> • The records of minutes of meetings of College Development Committee, Internal Quality Assurance Cell, etc. are maintained. • Suggestions: The records of the minutes to be pasted on the Register separately from the Academic Year 2016-17 onwards. |
| 18 | Record of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's | <ul style="list-style-type: none"> • It has been suggested that the record of computers, Printers, lap tops, scanners, projectors and licensed software to be maintained separately. |


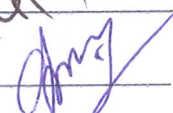
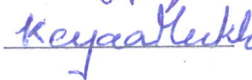
| | | |
|----|---|---|
| 19 | Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. | <ul style="list-style-type: none"> All the records pertaining to finance and accounts are maintained. Accounts are computerized in the Tally package. Suggestions: All the accounts reports i.e. Statutory Audit (Income Expenditure & Balance Sheet), Jt. Director Grant in Aid audit & Accountant General (Maharashtra) to be arranged year wise separately. |
| 20 | College Budgets & Audited Balance Sheet | <ul style="list-style-type: none"> The College Budget are prepared for financial year & after six months budget is revised Suggested to prepare the Budget separately for Degree - Aided, Self-Finance – Un-aided & Junior College. Statement of Audited Balance Sheet and Income & Expenditure are maintained properly. |
| 21 | Grant in Aid Records Jt. Director | <ul style="list-style-type: none"> Grant in Aid record from Jt. Director Office are maintained properly. |
| 22 | Grant in Aid UGC (Five Years Plan) | <ul style="list-style-type: none"> All the UGC grants received are properly utilized according to UGC guidelines Registers is maintained separately. |
| 23 | Annual Maintenance Contract: Pest Control, Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers | <ul style="list-style-type: none"> Annual Maintenance Contracts are maintained for all the items and it is renewed every year. It is suggested that all the maintenance contract to be maintained in one file to show the NAAC Team. |
| 24 | Non-Teaching Staff Welfare | <ul style="list-style-type: none"> Interest free loan to be provided by the Management to the Non-Teaching Staff. Education free ships are provided to staff and their wards. Medicclaim facilities provided by the Management to the Non-Teaching Staff. It is suggested that the college should organize the workshop for Non-Teaching Staff It is suggested to form Co-operative Credit Society to staff of the college. Good practice of Management paid Salary in the Scale to Non-Teaching Staff of Self-Finance Courses. |

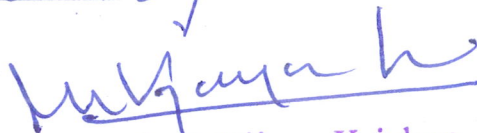
| | | |
|----|-------------------------------------|---|
| 25 | At the time of NAAC Peer Team Visit | <ul style="list-style-type: none">• Counter staff should give the positive answer.• Prepare a report of the fulfillment of suggestions given by NAAC Peer Team during the Cycle-1 and Cycle – 2 & Cycle – 3 of Accreditation and Re-Accreditation.• Give the positive answer about the Management & Principal.• Display the Hierarchy of Non-Teaching staff list in the entrance of the Administrative Office.• All records and the files should be kept at one place so that time is not wasted in tracing the documents.• Departmental Profile of the Administrative Staff to be provided at the time of NAAC visit. |
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Name & Signature of Members of the Committee with Date:

- i. Shri M.J. Shinde
- ii. Shri C.M. Amin
- iii. Smt. Keyaa Mukherjee

Dated: 04-09-2021



Dr. (Mrs.) Vijaya Krishna
PRINCIPAL
Signature of the Head of the Institution
with Seal of the College
TOLANI COLLEGE OF COMMERCE
Andheri (East), Mumbai - 400 093.

