



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1.Name of the Institution

TOLANI COLLEGE OF COMMERCE  
(AUTONOMOUS)

- Name of the Head of the institution **DR. VIJAYA KRISHNA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone No. of the Principal **02261535410**
- Alternate phone No. **02261535439**
- Mobile No. (Principal) **9820919302**
- Registered e-mail ID (Principal) **vijayak@tcc.tolani.edu**
- Address **150-151, SHER-E-PUNJAB SOCIETY,  
GURU GOBIND SINGH ROAD, ANDHERI  
EAST**
- City/Town **MUMBAI**
- State/UT **MAHARASHTRA**
- Pin Code **400093**

##### 2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) **10/11/2021**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the IQAC Co-ordinator/Director **DR. ANSARI MEHRUNNISA**
- Phone No. **02261535425**
- Mobile No: **9820667290**
- IQAC e-mail ID **iqac@tcc.tolani.edu**

**3.Website address (Web link of the AQAR (Previous Academic Year)** <https://tcc.tolani.edu/wp-content/uploads/2022/07/AQAR-2020-2021-Report.pdf>

**4.Was the Academic Calendar prepared for that year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://tcc.tolani.edu/wp-content/uploads/2023/05/Academic-Calendar-2021-2022-1.pdf>

#### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>81.50</b>	<b>2004</b>	<b>08/01/2004</b>	<b>07/01/2009</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.02</b>	<b>2011</b>	<b>08/01/2011</b>	<b>07/01/2016</b>
<b>Cycle 3</b>	<b>A</b>	<b>3.03</b>	<b>2016</b>	<b>05/11/2016</b>	<b>31/12/2026</b>

**6.Date of Establishment of IQAC** **28/04/2004**

**7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?**

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
<b>NIL</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>	<b>Nil</b>	<b>0</b>

**8.Provide details regarding the composition of the IQAC:**

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

**9.No. of IQAC meetings held during the year**      **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Did IQAC receive funding from any funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

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

1. Fresh Autonomous status granted to the College by the UGC for ten years w.e.f. A.Y. 2021-2022.
2. Details submitted for NIRF-2022 and ARIIA-2022.
3. Administration and Academic Audits were successfully conducted.
4. College has been granted First time Recognition as a Research Centre for Ph.D. Commerce (Business Administration and Policy) by the University of Mumbai.
5. IPR Awareness Programme and a National Level Webinar on IPR successfully conducted.

**12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:**

Plan of Action	Achievements/Outcomes
<p>Prepare for the UGC Expert Committee visit for on-the-spot inspection for consideration for the grant of fresh autonomous status</p>	<p>The Expert Committee visited the College in July 2021 and Autonomous status conferred from A.Y. 2021-2022 for period of 10 years</p>
<p>Explore areas for offering short-term value added courses</p>	<p>Capacity Building and Skill Enhancement Courses: 1. Physical and Mental Wellness 2. Management of Creativity Short Term Value-Added Certificate Course in collaboration with Aptech Limited: 3. Office Automation Fundamentals &amp; Advanced MS-Office 4. Programming Principles and Techniques Short Term Value-Added Certificate Course in collaboration with FinX: 5. Mutual Fund Distributors' Regulatory Certification 6. Chartered Financial Expert (CFX) Short Term Value-Added Certificate Course in collaboration with Ursa Minor Consulting Pvt. Ltd.: 7. Banking and Insurance Short Term Value-Added Certificate Course in collaboration with Western Indian Regional Council (WIRC): 8. Train, Earn and Learn Programme Short Term Value-Added Certificate Course offered by University of Mumbai: 9. Retail Marketing Short Term Value-Added Certificate Course in collaboration with Anudip Foundation: 10. Advanced Programming in Java Web Programming 11. Diploma in Accounting with Tally 12. Advanced Programme in Digital Marketing 13. Diploma in Networking and Cisco Network</p>

	Associate (CCNA) Short Term Value-Added Certificate Course in collaboration with TNS India Foundation: 14. Campus to Career
Proactively prepare for teaching-learning under autonomy	Session on 'Essentials for Redesigning Syllabus' by Dr. Shefali Pandya, Retd. Sr. Professor and Former Head, Department of Education, University of Mumbai as held on February 05, 2022. 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.
Proactively prepare for setting up the Recognized Research Centre for Ph.D. in Commerce	The Local Inquiry Committee constituted by the University of Mumbai visited the College on 24/02/2022 for making recommendations for the grant of first time recognition as a Research Centre and permission granted by the University of Mumbai.
Upgrade technology	On an experimental basis the College migrated from physical server to cloud based system. New Biometric machine has been installed for attendance and leave records of the teaching and non-teaching staff. System to record the footfalls in the library has been installed. Educloud license of Microsoft has been purchased.

<p>Strengthening the mentoring program</p>	<p>Slots for mentoring are incorporated in the class timetable. Mentoring of the current batch of students by alumni via emails has also been initiated.</p>
<p>Organize workshops / seminars on Research Methodology, Intellectual Property rights, entrepreneurship, etc.</p>	<p>Online lecture by Dr. Vivek Patkar, an independent researcher, was organised on 'Research Problem: How to identify and Articulate?' on September 02, 2021. 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 8th March, 2022. 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 28th March, 2022.</p>
<p>Upgrade physical infrastructure</p>	<p>ICT facilities: Purchase of - 10 i5-Processor Lenovo Desktops, 01 Lenovo Laptop &amp; 06 HPM22F FHD, 04 Dell Monitors, 01 HP Laserjet Plus Printer 1020, 2 Units NUC7PJYH Mini-PC, 17 Monitors, 40 Logitech Mouse, 39 Logitech Keyboard, 07 Thin Clients, 01 Colour Printer, 01 Canon LBP 2900, 01 Epson V600 Scanner, 03 Dell Thin Clients, 01 Lenovo Desktop, 01 Lenovo Monitor, 01 Biometric Device - ESSL, 01</p>

	Epson Projector, Screen, Hardware, Cable (VGA & HDMI). e-language lab has been created. Furniture: Office Chairs have been replaced for teaching and non-teaching staff. Other physical infrastructure: Rain Water harvesting system is completed. Paver blocks were laid in the College compound.
Upgrade the Rifle Shooting Range by installing electronic pulleys	Electronic pulleys have been installed in two lanes in the shooting range.
Conduct administrative and academic audits on a voluntary basis	Administrative and Academic Audits have been conducted.
To take measures to strengthen online/hybrid teaching and learning methods	A3 License of Microsoft Teams has been procured.
Submit details for NIRF and ARIIA	Details submitted for NIRF-2022 on 12/02/2022 and ARIIA-2022 on 03/08/2022

**13. Was the AQAR placed before the statutory body?** Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Development Committee	10/02/2023

**14. Was the institutional data submitted to AISHE ?** Yes

- Year

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>TOLANI COLLEGE OF COMMERCE (AUTONOMOUS)</b>
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<b>13.Was the AQAR placed before the statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
College Development Committee	10/02/2023
<b>14.Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Year</li> </ul>	

Year	Date of Submission
2021-2022	06/01/2023

### 15. Multidisciplinary / interdisciplinary

Guidelines for implementation of NEP 2020 are awaited from the State Government and from the affiliating university. The College was granted autonomous status in the A.Y. 2021-2022. The College adopted the curriculum as prescribed by the University of Mumbai. The College offered the following short-term courses of over 30 hours duration that brought in multidisciplinary / interdisciplinary orientation:

Capacity Building and Skill Enhancement Courses:

1. Physical and Mental Wellness
2. Management of Creativity

Short Term Value-Added Certificate Course in collaboration with Aptech Limited:

1. Office Automation Fundamentals and Advanced MS-Office
2. Programming Principles and Techniques

Short Term Value-Added Certificate Course in collaboration with FinX:

1. Mutual Fund Distributors' Regulatory Certification
2. Chartered Financial Expert (CFX)

Short Term Value-Added Certificate Course in collaboration with Ursa Minor Consulting Pvt. Ltd.:

1. Banking and Insurance

Short Term Value-Added Certificate Course in collaboration with Western Indian Regional Council (WIRC):

1. Train, Earn and Learn Programme

Short Term Value-Added Certificate Course offered by University of Mumbai:

1. Retail Marketing

Short Term Value-Added Certificate Course in collaboration with Anudip Foundation:

1. Advanced Programming in Java Web Programming
2. Diploma in Accounting with Tally
3. Advanced Programme in Digital Marketing
4. Diploma in Networking and Cisco Network Associate (CCNA)

Short Term Value-Added Certificate Course in collaboration with TNS India Foundation:

1. Campus to Career

#### **16.Academic bank of credits (ABC):**

The College is yet to start the process of registration on the portal.

#### **17.Skill development:**

The College offered following courses, each with 30 or more hours, to equip the learners with required life and employability skills:

Capacity Building and Skill Enhancement Courses:

1. Physical and Mental Wellness
2. Management of Creativity

Short Term Value-Added Certificate Course in collaboration with Aptech Limited:

1. Office Automation Fundamentals & Advanced MS-Office
2. Programming Principles and Techniques

Short Term Value-Added Certificate Course in collaboration with FinX:

1. Mutual Fund Distributors' Regulatory Certification
2. Chartered Financial Expert (CFX)

Short Term Value-Added Certificate Course in collaboration with Ursa Minor Consulting Pvt. Ltd.:

1. Banking and Insurance

Short Term Value-Added Certificate Course in collaboration with



**Western Indian Regional Council (WIRC):**

**1. Train, Earn and Learn Programme**

Short Term Value-Added Certificate Course offered by University of Mumbai:

**1. Retail Marketing**

Short Term Value-Added Certificate Course in collaboration with Anudip Foundation:

1. Advanced Programming in Java Web Programming
2. Diploma in Accounting with Tally
3. Advanced Programme in Digital Marketing
4. Diploma in Networking and Cisco Network Associate (CCNA)

Short Term Value-Added Certificate Course in collaboration with TNS India Foundation:

**1. Campus to Career**

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The following teaching methodologies are adopted for integration of Indian Knowledge System with curriculum:

While the medium of instruction is English, teachers if and when required ,use Hindi words in sentences while teaching. Indian Constitution is one of the topics in a course, which is part of the curriculum of the UG programmes.

In the inter-collegiate festival Talenzzia, events like 'Indian Culture' is showcased, preserved and promoted through Indian dance forms and singing competition.

Hindi, Marathi, and Sindhi Language days are celebrated in which learners and staff deliver speeches and sang songs in the respective languages.

International Yoga Day and National Commemorative days including Independence Day, Republic Day, Constitution Day, Chattrapati Shivaji Maharaj Jayanti, etc. are celebrated.

Display of relevant books in the reading hall attached to the

library on Independence Day, Republic Day, Constitution Day, Chattrapati Shivaji Maharaj Jayanti, etc.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Programme Outcomes (POs) and Course Outcomes (COs) have been defined for all the Courses of First Year UG and PG programmes and displayed on the Website.

The following sessions related to Outcome Based Education were conducted for the faculty members of the College:

Session on 'Essentials for Redesigning Syllabus' by Dr. Shefali 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 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.

#### **20.Distance education/online education:**

The College does not have required approval for offering undergraduate and postgraduate programmes in the distance mode.

Online Sessions: Due to the lockdown necessitated by the pandemic, lectures were conducted online in the first term of A.Y. 2021-2022. Online examinations were also conducted as per University of Mumbai guidelines. In the second term, strictly in adherence to the Government of Maharashtra and University of Mumbai guidelines pertaining to the relaxation of the lockdown and holding lectures, the College conducted lecture sessions in hybrid mode. Examinations were also conducted in the second term as per the University of Mumbai guidelines.

As an Autonomous College courses (short term course each with 30 or more contact hours) were offered during the academic year for additional credits and combination of online and in-person modes were adopted for delivering the sessions.

### **Extended Profile**

<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	<b>8</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Total number of students during the year:	<b>2843</b>
<b>File Description</b>	<b>Documents</b>
Institutional data in Prescribed format	<a href="#">View File</a>
2.2 Number of outgoing / final year students during the year:	<b>992</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	<b>1848</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	<b>316</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.2 Number of full-time teachers during the year:	<b>25</b>

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3 Number of sanctioned posts for the year:	33
<b>4.Institution</b>	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	0
4.2 Total number of Classrooms and Seminar halls	29
4.3 Total number of computers on campus for academic purposes	170
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	116.34102

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - 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.

The Undergraduate (UG) and Postgraduate (PG) Programmes have the POs and PSOs aligned to the College Vision and Mission to:

- Educate the learners towards an all-round development.
- Empower them for a constructive and sustained engagement with society.

COs aligned to the local and regional needs:

- Foundation Course of the UG Programmes: Stress Management and Conflict Resolution are covered.
- Business Communication Courses at UG level: Enhance the communication skills of the learners.
- Environmental Studies II of the B.Com. Programme: Covers Waste Management.

COs aligned to the national needs:

- Foundation Course -I of the B.M.S. Programme: Gives an insight into the multi-cultural diversity of Indian society.
- Financial Market (Equity, Debt, Forex and Derivatives) Course of B.Com. (Banking & Insurance) Programme: Learners understand the Indian financial system, Commodity and Derivatives Market.
- Entrepreneurial Management Course of M.Com. in Business Management Programme: Covers the importance of entrepreneurship for development and principles of innovation.

COs aligned to the global needs:

- Supply Chain Management and Logistics Course of M.Com. in Business Management Programme: Learners understand the global trends in logistics and Supply Chain Management.
- Business Economics- III of B.Com. Programme: Learners understand policy measures for agriculture, industry and service sector in India.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/1.1.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/1.1.1.pdf</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

64

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

8

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

#### 1. Professional Ethics:

Code of Ethics for faculty members, administrative staff and learners have been defined. The ethics are demonstrated by them in terms of:

**For faculty members:** Regularity and punctuality in engaging the requisite number of lectures

**For administrative Staff:** Dealing with stakeholders in a courteous manner and maintaining transparency in financial dealings by adopting non- cash transactions

**For learners:** Maintaining discipline in and around the institution

#### II. Gender Equality and Human Values:

Syllabi of Foundation Course and Environmental Studies address issues such as gender equality, environment and human rights. In courses such as Accountancy and Finance, transparency, disclosure standards, payment of taxes, unethical practices such as Insider Trading, etc. are discussed. Talks on subjects like prevention of sexual harassment, women's health and hygiene, men's rights, child rights etc. are organised. Links to articles on the challenges faced by women and the role of women are shared on WhatsApp groups.

#### III. Environment and Sustainability:

The unused sides of the papers are used for taking notes during meetings. Email and WhatsApp are used for paperless communication. Learners organizing the annual intercollegiate & intra-college festivals use waste materials for promotion and decoration. Links to environmental issues were shared on WhatsApp groups.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

14

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1939

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1845



File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni** **B. Any 3 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/1.4.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/1.4.1.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - The feedback system of the Institution comprises the following** **C. Feedback collected and analysed**

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/1.4.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/1.4.2.pdf</a>
Any additional information	<a href="#">View File</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

1011

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

### 1. Special Programmes for Slow Learners:

a. Remedial Lectures and Practice Tests were conducted for slow learners having A.T.K.T. in Mathematical and Statistical Techniques. 10 out of 18 identified slow learners passed due to this practice.

b. As the regular learners of First Year B.Com. face challenges in Mathematical and Statistical Techniques, a 'Diagnostic Test' was conducted to identify their learning levels. The learners who couldn't score minimum 40% in this test were identified as 'Slow Learners' and 'Remedial Lectures' were conducted for them .

For 19 slow learners in Mathematical and Statistical Techniques, these remedial lectures were followed by another diagnostic test to gauge the improvement in their learning levels. There was improvement in performance of 17 slow learners out of 18 who appeared in the follow-up diagnostic test.

### 2. Special Programme for Advanced Learners in Mathematical and Statistical Techniques:

Identification of Advanced Learners was done on the following basis:

- Participation in the classroom
- Performance in the Semester End Examination (SEE)

A WhatsApp group was created for these learners and a 'Monthly Online Quantitative Aptitude Test' was conducted by sharing a Google Form. The objective was to help these learners excel in different competitive exams.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.2.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.2.1.pdf</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2022	2843	25

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

### I. Experiential Learning:

- Learners flexed their mental muscles, showed their talent and leadership skills, team spirit, coordination, competition and mobilised necessary resources through the following events:

'Techbit' -An inter-collegiate event by B.Sc.(IT) Department

'Technotronics V.7' - B.Sc.(IT) learners presented their Embedded System Projects

'Yuvantra' by B.M.S. Department

'Maitre's de March' by Department of B.Com. (Financial Markets)

**'Talenzzia' by Talent Pool**

- 'Virtual Industrial Visit' was organised to a garment industry.
- **Business Plan Competition:** Learners presented their business ideas with a focus on sustainable environment.
- **Voluntary teaching of Basic Computing Skills to the children form Sanjay Nagar Slum:** Sensitised the learners towards the IT education needs of young children.

**II. Participative Learning:**

- Learners presented their research projects in 16th Avishkar Research Convention of University of Mumbai.
- **Online Weekly Quiz on Current Affairs** organised by Department of Economics encouraged the learners to read newspapers periodicals.

**III. Problem Solving Methodologies:**

- **Financial Accounting Course of the B.Com. Programme:** Case studies on Mergers and Buy-backs were shared with WhatsApp and a surprise quiz was conducted on the same topics.
- **'Costing Models' by Department of B.Com.(Accounting & Finance):** Learners developed costing models for different environmentally sustainable products.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.3.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.3.1.pdf</a>

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The College provides and upgrades the IT infrastructure for promoting the use of ICT in teaching-learning. The ICT enabled learning environment was used for:

- **Making lesson plans and preparing teaching material:**

-Faculty members used Office 365.

-Some faculty members:

-included webography in their teaching plan.

-used relevant videos from online sources such as YouTube, TED, etc.

-used WhatsApp groups to discuss matters of current affairs/interests.

-e-resources and internet for preparing for lectures and teaching material.

- Distribution of teaching material and follow-ups with learners: This was done by faculty members through Official WhatsApp Groups.
- After the pandemic faculty members are regularly using platforms such as MS-Teams, Cisco WebEx for online as well as hybrid mode sessions.
- Software was purchased for conduct of online examinations.
- The learners used MS-Powerpoint during the online and hybrid sessions.
- To make learning fun and for taking the learners beyond their syllabi, webinars, talks and co-curricular and extra-curricular activities/events were organised online using MS-Teams and Cisco WebEx.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.3.2-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.3.2-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

25

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

#### 1. Academic Calendar:

The Quality Circle for Academics drafts the academic calendar for effective planning and implementation of academic activities and conduct of examinations. Co-curricular, extra-curricular and extension activities are planned and organised to enhance the teaching-learning experience. The same are reflected in the Academic Calendar to avoid any clashes with already planned academic activities.

#### 2. Teaching Plans:

Teaching Plans are prepared by the faculty members. An 'Academic Diary' is maintained by the faculty members which keeps a log of daily lectures and activities and helps in timely completion of the curriculum. Changes in the time-table are made on day-to-day basis to fill the gaps if any faculty member is absent or is unable to engage his/her scheduled lectures for the day.

During the A.Y. 2021-2022, lectures were conducted in online mode in the beginning and were later delivered in hybrid mode. Sufficient number of lectures were conducted and the syllabi for UG and PG Programmes were completed in time.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full-time teachers against sanctioned posts during the year

25

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

5

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

10

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

28

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

4

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

In the A.Y. 2021-2022, most of the examinations were conducted online by the College as per the University of Mumbai and Government advisories. In some courses, projects were assigned for Continuous Evaluation (CE), which was submitted via emails by the learners and online viva voce was conducted. For other courses, two online MCQ based periodical tests were conducted. IT integration and reforms thus helped in the conduct of different components of the Continuous Evaluation.

The examination forms, admit cards, attendance sheets, etc. were generated through the software. Software was effectively used for processing the marks obtained by the learners in the Continuous Internal Assessment and as well as Semester End Examinations. Results were processed and the grade cards were also generated through the ERP. This helped in minimising human errors and the time required for declaration of results.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.5.3.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.5.3.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The syllabus prescribed by the affiliating University was adopted. The College has identified and defined the Program Outcomes (POs) and Course Outcomes (COs) and these POs and COs act as the core of the "Student-centric Teaching Learning Methodology" followed by the Institution. Faculty Members prepare their "Lesson Plan" and use various modes for delivery of their content to ensure the achievement of the desired outcomes. Topics are mentioned in the lesson plans for learners to understand what they would learn in each module. In the first lecture of every semester, faculty members discuss the syllabi in the class to give an introduction to what will be covered and what are the expected learning outcomes at the end of the semester. These outcomes are shared on the website of the Institution. Faculty Members, during their sessions, explain the scheme of (offline/online) evaluation to the learners to ensure they have a clear understanding of the expected level of proficiency. References and resources are shared to enhance the learning experience. Revision lectures are also engaged by faculty members before the semester end examinations to discuss topics of higher difficulty levels.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Institution followed the evaluation scheme prescribed by the University of Mumbai for Second Year of UG and PG Programmes and

for Final Year of UG Programmes. For First Year of UG and PG Programmes, the revised scheme of evaluation under autonomy was implemented in the A.Y. 2021-2022 where Continuous Evaluation (CE) and Semester End Examinations were conducted in 60:40 pattern. In case of B.Sc. (I.T.) Programme, the scheme of evaluation consisted of CE, periodical class test and practicals and the SEE. The Institution is currently exploring ways to improve outcome-based teaching-learning in terms of making the syllabi more relevant, identifying and defining the learning outcomes, use appropriate means to measure the achievement of learning outcomes and thereby enhance the quality of teaching-learning experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

944

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.6.3.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.6.3.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://tcc.tolani.edu/wp-content/uploads/2023/05/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The College provides the following facilities to promote research:

**I. Research Infrastructure:**

1. There are independent work spaces for every faculty member and non-teaching staff with computer systems and internet connectivity.

**2. Learning Resource Centre:**

- The College has a Learning Resource Centre (Library) with a vast collection of books and reputed peer reviewed journals. It also subscribes to renowned databases viz. ProQuest's ABI-Inform and UGC-INFLIBNET's NLIST. The augmentation/ updation of library resources is an on-going process. The faculty members and the learners have 24x7 access to these databases through User ID and Passwords.
- There is a separate space, well-equipped with computers, high speed internet and printer connectivity for research work. The adjacent room is used as a Faculty Reading Room.

**II. Financial Support:** The fees paid by faculty members for participation in research-related events are reimbursed. The fees for participation of learners in research-related events organised by other institutions including Avishkar Research Convention of University of Mumbai are paid by the College.

**III. Institutional Research Day:** Every academic year, one day is ear-marked for celebrating the research achievements of faculty members and learners by providing them a platform to present excerpts of their research work.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.2 - Resource Mobilization for Research****3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.2.2 - Number of teachers having research projects during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/3.2.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/3.2.2.pdf</a>
List of research projects during the year	<a href="#">View File</a>

**3.2.3 - Number of teachers recognised as research guides**

2

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

**3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**

0

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	Nil
Any additional information	<a href="#">View File</a>

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

#### I. Innovation and transfer of knowledge:

- Following Co-curricular and extra-curricular events organised during the year nurtured innovation and creativity:

- Tech Bit : An inter-collegiate event where learners became more tech savvy through games.

-Technotronics V7: Learners presented embedded systems.

- Costing Model Competition, YUVANTRA and Maîtres de Marché: Departmental festivals which honed learners' organising skills and taught them practical application of concepts learned in classroom.

-Talenzzia -An inter-collegiate cultural event organised by Talent Pool.

- The College participated in ARIIA.

#### II. Research:

- Research Cell: Organised a research related talk.
- IPR Cell: One national-level webinar and one awareness programme for Intellectual Property Rights were organised.
- 10 teams of 46 learners participated in the 16th Inter-Collegiate Avishkar Research Convention of University of Mumbai. One team secured third position in the Commerce, Management and Law category.

**III. Entrepreneurship:**

- Entrepreneurship Development, Innovation & Incubation Centre (ED2IC) was inaugurated and a 'Business Plan Competition' was organised.
- A free tailoring course was organised for learners from economically weaker sections.

**IV. Community outreach:**

- Following courses were organised for neighbourhood community:

-A tailoring course for the women from Sanjay Nagar slum

-A course in 'Basic Computing Skills' for the children from Sanjay Nagar slum where learners volunteered as trainers

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/06/3.3.1..pdf">https://tcc.tolani.edu/wp-content/uploads/2023/06/3.3.1..pdf</a>

**3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year**

2

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4 - Research Publications and Awards**

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course**

**E. None of the above**

### work Plagiarism check through authenticated software

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

#### 3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	<a href="https://tcc.tolani.edu/research/">https://tcc.tolani.edu/research/</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

2



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/3.4.4.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/3.4.4.pdf</a>

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The Institution's Vision is to sensitise its learners about social issues through its curriculum and extension activities. The Internal Quality Assurance Cell (I.Q.A.C.), and Equal Opportunity Centre (E.O.C.) encourage learners to participate in social outreach activities. The I.Q.A.C. and E.O.C. conducted a free-of-cost tailoring course for the women from the Sanjay Nagar slum. The course fee was paid by the College to the trainer. They learnt to use sewing machine, cloth cutting, crocheting and stitching. I.Q.A.C and E.O.C. organized a free-of-cost Short-term Course in Basic Computer Training for children from Sanjay Nagar slum under Institutional Social Responsibility Initiative in which learners

of the College imparted the training to 43 children from Sanjay Nagar slum.

The I.Q.A.C in collaboration with Election Office, 158, Jogeshwari East Assembly Constituency organized a talk on the offline and online procedures for voter registration. 23 ladies from Sanjay Nagar area attended the live streaming of the online session in the Audio-Visual Room of the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/3.6.1-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/3.6.1-1.pdf</a>

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

0

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

0

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.7 - Collaboration

#### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

0

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

4

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

#### I. Classrooms, Computer Labs, Audio-Visual Room, Auditorium

- **Classrooms:** The College has 26 Classrooms. 12 Classrooms are large with a seating capacity of around 130 learners. 14 smaller classrooms can accommodate 75 learners. Lecture timings are staggered for better utilisation of the

classrooms and facilities.

- **Computer Labs:** There are 4 computer labs with 30 computers in each, with 24 x 7 internet connectivity.
- **Audio-Visual Room & Auditorium:** 100 learners can be seated in the Audio-Visual room and 220 in the Auditorium.

Classrooms and other facilities are well-ventilated. All classrooms are connected via LAN. Mounted projectors are there in some of the classrooms, Audio-Visual Room, Auditorium.

## II. Library/ Learning Resource Centre:

There is:

- A reading hall which can accommodate 172 Learners.
- A well-equipped Multi-Media Room where 4 learners can work at the same time.
- A Research Room for faculty members with 4 computers and internet connectivity
- A faculty reading room.

## III. Other Facilities

- There are independent work spaces for teaching and non-teaching staff with computer systems and internet connectivity.
- The College subscribes to >50 mbps internet connection.
- The faculty conducted hybrid lectures by using the LAN connectivity.
- The College has total 170 Computers and 2 Laptops which are used for teaching-learning purposes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/resources-and-facilities/">https://tcc.tolani.edu/resources-and-facilities/</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

### I. Sports Facilities:

1. **Gymkhana of?ce:** The College has appointed a Physical

Education Instructor and has an office to supervise the sports activities and facilities.

2. Gymnasium: There is a well-equipped Gymnasium and the facility is offered free of cost to female learners, learners who actively participate in sports and teaching and non-teaching staff. Male learners are charged a nominal fee.
3. Indoor games:
  - Rifle & Pistol Shooting Range: The College has a state-of-the-art Rifle & Pistol Shooting Range made as per the International Shooting Sport Federation (ISSF) standards and hosts University level competitions.
  - Boxing & Judo: Ground Floor & First Floor Foyers are provided for Boxing and Judo. Judo Mats are also available.
  - Yoga: Ground floor foyer is used for Yoga.
  - Archery: Space along with target board, bow and arrows are provided.

## II. Facilities for Other Extra-Curricular and Extension Activities:

- Rooms for Committees/Cells for Extra-Curricular activities: Rooms have been provided for Counsellors, CWDC, EOC, HEPSN Cell and Talent Pool.
- Cultural Activities: - The College Auditorium is used for different cultural activities.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/resources-and-facilities/">https://tcc.tolani.edu/resources-and-facilities/</a>

### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

29

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

14.52735

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software: SLIM-21
- Nature of automation: Partially
- Version: SLIM 21 3.8
- Year of Automation: 2008 with SLIM++, 2013 upgraded to SLIM21

SLIM 21: SLIM 21 is an integrated Library Management System. The library is using the said software for automation of facilities and services.

OPAC (Online Public Access Catalogue): OPAC is a system through which users can search and browse the library collection. It helps the users to identify and locate the required books and its availability without physically visiting the bookshelves thus saving their time and efforts. With the help of this facility the users can:

- Browse the database of the entire library collection
- Check their account status e.g. number of books issued, the due dates, etc.

- Determine the availability of books on shelves
- Reserve a book

**WebOPAC:** The On-line Public Access Catalogue of the library is available on the College Website. With the help of this facility, users can search and locate their required learning resources from the available Library collection without visiting the library physically. The home page of the WebOPAC also displays the cover page of recently added books to the library. This also serves the purpose of Current Awareness Service.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/4.2.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/4.2.1.pdf</a>

**4.2.2 - Institution has access to the following:** A. Any 4 or more of the above e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

**4.24623**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>



**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)****4.2.4.1 - Number of teachers and students using the library per day during the year**

14

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**4.3 - IT Infrastructure**

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Cisco WebEx and A3 planof Microsoft Teams were used for the conduct of hybrid lectures during A.Y. 2021-2022. All the classrooms are connected via LAN. Provisions for repairs including replacements of lamps in LCD projectors are made in the budget.

For the conduct of online exams, the College continued using Proctoring Software (Eklavya) along with technical support.

The College has purchased the following equipment for augmentation and upgradation of I.T. resources:

10 i5-Processor Lenovo Desktops, 01 Lenovo Laptop & 06 HPM22F FHD, 04 Dell Monitors, 01 HP Laserjet Plus Printer 1020, 2 Units NUC7PJYH Mini-PC, 17 Monitors, 40 Logitech Mouse, 39 Logitech Keyboard, 07 Thin Clients, 01 Colour Printer, 01 Canon LBP 2900, 01 Epson V600 Scanner, 03 Dell Thin Clients, 01 Lenovo Desktop, 01 Lenovo Monitor, 01 Biometric Device - ESSL, 01 Epson Projector, Screen, Hardware, Cable (VGA & HDMI).

The ERP contract with the vendor of CIMS Software also provides continuous up-gradation and implements new features and services regularly.

For IT requirements of the library, provisions are made in the library budget.

Servers are migrated to Cloud space so maintenance and support is provided by the concerned vendor.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/4.3.1-IT-Policy.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/4.3.1-IT-Policy.pdf</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2843	126

File Description	Documents
Upload any additional information	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

11.34025

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

#### Maintenance:

- **Classrooms/Campus:** Housekeeping, Gardening and Security staff has been outsourced for the maintenance of the campus.
- **Computer Labs:** Technical support is hired for maintenance, McAfee antivirus and Fortigate firewall are installed. There are AMC's for maintenance of Servers.
- **Library:** AMC for SLIM21, pest control and physical stock taking are in place.
- **Sports facilities:** There are AMC's for the equipment and weapons.

#### Utilization:

- **Classrooms:** The timetable and staggered timings ensure availability of classrooms.
- **Computer Labs:** Purchase Committee has been constituted. There is a booking system for laptops, projectors, classrooms, audio-visual room and auditorium.
- **Library:** Library orientation for learners is organised at the beginning of the academic year. There are bay guides to help users locate the resources, open access to the shelves and display jackets of new arrivals. Thematic display of books is organised on Independence Day, Republic Day, Marathi Bhasha Diwas, etc. Library Advisory Committee has been constituted which has learner representatives. The committee approves the library budget, purchase of equipment and reviews the utilisation of the budget. Faculty members and learners recommend books. Journals, periodicals.
- **Sports facilities:** Gymkhana Committee has been constituted.

Sports orientation is organised for learners at the beginning of the academic year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/06/4.4.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/06/4.4.2.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

19

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

36

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology C. Any 2 of the above

File Description	Documents
Link to Institutional website	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/5.1.3.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/5.1.3.pdf</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

23

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

#### 5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

18

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of outgoing students progressing to higher education

101

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

10

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

3

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

I. The College has Student Council Volunteers who organise major events and act as a link between the faculty members, administrators and learners.

II. Learner Representatives are part of important committees like:

- Internal Quality Assurance Cell (I.Q.A.C.)
- College Development Committee (C.D.C.)
- Internal Committee (I.C.)
- Library Advisory Committee
- College Women Development Cell (C.W.D.C.)
- Department of Lifelong Learning and Extension (D.L.L.E.)

The learners collect inputs from their peers and present them during the meetings of the above-mentioned committees. This gives them opportunities to boost their confidence.

III. Learners from different programmes were actively involved in organizing:

1. 'Online Helpdesk' to assist learners during online admission procedure

2. Online orientation for learners of first year

3. . a) Intercollegiate events like:

- Co-curricular: Eureka, Techbit
- Extra-curricular: Talenzzia

b) Other Intra-college events like: Technotronics, Costing Models, Yuvantra, Maitre's de March

c) Alumni talks

participation in these activities and events improved learners' soft skills and they learnt to organize and manage events by mobilizing resources, promoting the events, coordinating with learners from the College and other colleges, inviting alumni and other experts as judges.

Since most of the events were conducted online, the learners learned to make effective use of online platforms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/5.3.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/5.3.2.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

7

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The College has an Alumni Association which is not yet registered. The alumni are given due weightage in management and governance of the College through:

### 1. Representation in:

- Internal Quality Assurance Cell (I.Q.A.C.)
- College Development Cell (C.D.C.)
- Board of Studies (BoS)



The alumni attended meetings of the above-mentioned bodies and contributed through their suggestions/recommendations for improving the quality of education and services offered by the College. Their industry background helped the College in bringing relevant job-oriented content to the campus.

## 2. Alumni were Resource Persons for:

-Capacity Building and Skill Enhancement Short-term Courses on Physical and Mental Wellness

- 'Career Talks' organised by Career Guidance and Placement Cell:

- 'My Journey from College to Corporate' - Mr. Gaurav Shedha
- 'Careers in HR' - Mr. Charles Carvalho
- Workshop on 'Better Resume Better Jobs' - Ms. Jewel Paul
- Talk on 'Careers in Journalism' - Mr. Rakesh Trivedi
- Talk on 'Careers in Acting - Film & Television' - Ms. Gulfam Khan

3. The College initiated a 'Mentoring Programme' with a few alumni members. The interested learners got an opportunity to connect online with an alumni working in the industry and got guidance from them pertaining to higher studies and career in their field of interest.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/5.4.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/5.4.1.pdf</a>

### 5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The I.Q.A.C. has six Quality Circles (QCs) viz. Academics, Co-curricular and Extra-curricular Activities, Extension Activities, Infrastructure, Administration, IT and Website. These QCs are spearheaded by senior faculty members and administrative and library staff who review the functioning, identify areas for improvement and provide suggestions accordingly. These are considered by I.Q.A.C. while planning the future course of action. The IQAC is constituted as per the prescribed norms and has representatives of learners, parents, alumni. The plan of action for every academic year is prepared as a step towards attainment of goals defined in the 'Perspective Plan' aligned with the NAAC and NEP 2020 requirements.

The College Management formulates strategies and policies based on inputs and recommendations of I.Q.A.C. The College has set up the College Development Committee (CDC) as per the provisions of Maharashtra Public Universities Act, 2016. As an Autonomous College, the College has setup the following statutory bodies: 14 Boards of Studies, Academic Council, Finance Committee and Governing Body, which have teacher representatives.

The Programme Coordinators give inputs for the budget of their respective programmes. HODs/Programme Coordinators are members of the Library Advisory Committee which finalizes the Library Budget. The Gymkhana Committee give inputs for the Gymkhana Budget.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.1.1-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.1.1-1.pdf</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Support from the College Management, strong leadership demonstrated by the Principal and the concerted efforts of the staff helped the College in being granted Autonomous Status.

The College Management empowered the Principal to apply for autonomy. The Principal delegated the important responsibilities to Departmental Heads/Programme Coordinators and gave them the freedom to prepare the Institution for autonomy.

Before applying for autonomy, several meetings of the trustees and the leadership were conducted to understand the prerequisites as well as the implications of autonomy for the Institution. The Principal had brainstorming sessions with the staff. Orientation sessions for learners and their parents were conducted.

Departments undertook the following preparatory work:

- Getting feedback on the syllabi from teachers
- Identifying faculty members from other Universities, industry experts and alumni to be nominated as members on Boards of Studies
- Identifying external experts from different fields for nomination as members on Statutory Bodies.
- Identification of short-term courses for additional credits
- Planning for evaluation reforms

After the grant of autonomy, the Statutory Bodies were constituted. The Examination Committee and IT team were empowered to develop systems for the implementation of examination reforms.

Continuous engagement with the stakeholders including staff, parents and students helped in the smooth transition.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.1.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.1.2.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College was granted autonomy status which has helped in achieving the strategic academic goals articulated in the Perspective Plan. The College successfully implemented the following 'Comprehensive Changes to the Curriculum' to ensure all-round development of learners:

1. Revised Scheme of Evaluation: The College introduced Continuous Evaluation (CE) for formative learning in addition to the already existing Semester End Examination (SEE) for summative learning.
2. Short-term Courses: The short-term courses offered by the College during the A.Y. 2021-2022 included:

Capacity Building and Skill Enhancement Courses:

- Physical and Mental Wellness
- Management of Creativity

In collaboration with Aptech Limited:

- Office Automation Fundamentals & Advanced MS-Office
- Programming Principles and Techniques

In collaboration with FinX:

- Mutual Fund Distributors' Regulatory Certification
- Chartered Financial Expert (CFX)

In collaboration with Ursa Minor Consulting Pvt. Ltd.:

- Banking and Insurance

In collaboration with Western Indian Regional Council (WIRC):

- Train, Earn and Learn Programme

Offered by University of Mumbai:

- Retail Marketing

In collaboration with Anudip Foundation:

- Advanced Programming in Java Web Programming
- Diploma in Accounting with Tally
- Advanced Programme in Digital Marketing
- Diploma in Networking and Cisco Network Associate (CCNA)

In collaboration with TNS India Foundation:

- Campus to Career

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.2.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The administrative setup facilitates seamless communication, participative management, succession planning and grooming. Organogram of the College provides for flexibility, agility and stability. The College has set up all the required statutory bodies. Non-statutory bodies have been set up to ensure that academic, co-curricular, extra-curricular, extension activities and administrative functions are organised and executed smoothly.

The I.Q.A.C. of the College is active and regular meetings are conducted. Quality initiatives are planned and implemented by the 6 QCs of the I.Q.A.C. in their respective areas. The College Development Committee (CDC) reviews and approves the Annual Budget, the AQAR, deliberates on Human Resource and other policy related matters.

Academic Council and Board of Studies (BoS) meet twice a year to take stock of progress under autonomy, approve proposed revisions in syllabi and evaluation scheme.

Policies are in place for many aspects of the College Management and Administration and are being framed for areas that need specific policy frameworks.

In aided section, appointments of faculty members are made on a

combination of full-time temporary basis and visiting basis against vacant posts for which NoCs from the Government are awaited.

In self- financing section, the College Management sanctions appointments on full-time regular, temporary / contractual basis.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://tcc.tolani.edu/organogram/">https://tcc.tolani.edu/organogram/</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/IOAC-Minutes-for-AY-2021-2022-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/IOAC-Minutes-for-AY-2021-2022-1.pdf</a>

### 6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The College Management believes in taking care of faculty members and staff of the institution. The College Management reimburses the fees for the children of teaching and non-teaching staff studying in the College subject to fulfillment of conditions.

The Management also grants admission to the children of teaching and non-teaching staff under the Management Quota based on request.

The other welfare schemes include:

- Personal Accident Group Insurance
- Stay at Sterling Holiday Resorts based on request
- Use of gymnasium facility free of cost

For faculty members of the self- financing section, an incentive is paid on the completion of M.Phil. and Ph.D.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.3.1-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.3.1-1.pdf</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year**

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year**

7

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation /**

**Induction Programmes, Refresher Courses, Short-Term Course, etc.)**

3

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly

**1. Internal Controls:**

Internal controls included preparation of programme wise budgets, library budget, gymkhana budget and capital budget, getting the budget approved by the College Management and by the College Development Committee (CDC).

The College followed the due prescribed process for the selection of vendors for different infrastructure, administrative and IT requirements. As honorarium paid to visiting faculty is a major head of expenditure in the self-financing section, the number of lectures for every course were planned at the beginning of the year based on University guidelines. The coordinators of the programmes monitored the number of lectures being engaged by the visiting faculty. Standard templates were used for submission of honorarium bills. These internal controls helped in ensuring that the deviation of the actual expenditure from the budgeted expenditure is minimum. The College also ensured that all payments to be made to the affiliating university were not delayed.

The College is taking efforts to minimize cash transactions, minimize issue of cheques to minimize use of papers and move towards digital payments.

**2. External Financial Audit:** The College undergoes statutory audit every financial year.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The major sources of receipts are:

- Fees from learners
- State Government Grants
- Income generated from renting out the Auditorium, Audio Visual Room, and Classrooms.

Deficit is supported by the Tolani Education Society.

The Institution makes the following efforts in securing additional funding:

- 1) Submitting a comprehensive proposal for grants under different schemes of UGC & RUSA for Colleges.
- 2) Applying for funding for organizing conferences/seminars to funding agencies like UGC/ICSSR.
- 3) Approaching corporates and banks for sponsoring events.
- 4) Renting out of premises for educational activities and

examinations on holidays and during vacations.

Funds so generated are utilized to contribute towards the deficit and the balance for financing expansion, purchase of equipment, maintenance, etc.

The proposal for the financial assistance under the UGC's Autonomy Grant Scheme for the financial year 2021 - 2022 approved by the Finance Committee and then by the Governing Body was submitted at the UGC's Western Regional Office (WRO), Pune. The release of grant is awaited.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.4.3..pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.4.3..pdf</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC has been working consistently to initiate, sustain and enhance quality measures. The following quality measures were taken by IQAC during the A.Y. 2021-2022:

1. For empowering faculty members for effective implementation of autonomy, the IQAC organized sessions on:

- 'Essentials for Redesigning Syllabus' by Dr. Shefali Pandya, Retired Senior Professor & Former Head, Department of Education, University of Mumbai.
- 'Mapping of Course Outcomes with Programme Outcomes' by Dr. Prashant Borkar, Vice- President - Academia - MasterSoft ERP Solution.

A few faculty members contributed towards the development of content for short- term courses.

2. To facilitate Continuous Evaluation, 60: 40 Scheme of evaluation was implemented at the First Year level of UG and PG

programmes with 60 Marks for Semester End Examination (SEE) (For summative evaluation) and 40 Marks Continuous Evaluation (CE) (For formative evaluation).

3. To make learners employable, the College offered Capacity Building and Skill Enhancement Courses and Short-term Value-Added Courses in collaboration with renowned institutions, academic and professional bodies. ( Refer 6.2.1)

4. An awareness programme on IPRs and a national-level webinar on IPRs were organised under NIPAM.

5. The College was granted 'Autonomous' status and is now also recognized as a 'Ph.D. Research Centre'.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.5.1..pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.5.1..pdf</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The College, through its I.Q.A.C. has been able to implement the following important decisions:

#### Teaching-Learning Process:

- Revised Evaluation Scheme has been implemented at the First Year Level of UG and PG Programmes. It consists of Continuous Evaluation (CE) for formative learning and Semester End Examination (SEE) for summative learning.
- Remedial Lectures for 'Slow learners' are conducted and Special Coaching is provided for Advanced Learners.
- Short-term Courses are offered to enhance skill-based learning. MoUs have been signed for collaboration with renowned institutions, academic and professional bodies to provide skill-based education
- Virtual Industrial Visit to a garment industry owned by alumnus Mr. Moin M. Bhujani was organised to give industry exposure to the learners.

- E-language Lab was installed.

#### Structures & Methodologies:

- Autonomy has been implemented which gives freedom for framing industry relevant curriculum.
- The College has been granted first time recognition as a 'Ph.D. Research Centre' in Commerce (Business Administration and Policy).
- Alumni engagement is promoted in different statutory bodies and in delivering career talks and conducting mentoring sessions.

#### Learning Outcomes:

- The College is exploring ways to effectively gauge the learning outcomes of different courses and activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/IQAC-Minutes-for-AY-2021-2022-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/IQAC-Minutes-for-AY-2021-2022-1.pdf</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**B. Any 3 of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.5.3.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.5.3.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College adopts gender agnostic practices and provides a safe environment for learners and staff.

The following talks organised by the College:

- The Internal Quality Assurance Cell (I.Q.A.C.) and College Women Development Cell (C.W.D.C.) organised talks on gender sensitization and gender equity are as follows:
  1. In collaboration with Society for Nutrition, Education and Health Action (SNEHA) on 'Gender Sensitization'- Ms. Reshma Jagtap, Legal Coordinator of SNEHA.
  2. An online talk on 'Gender Sensitization-Awareness of Men's rights'- by inhouse faculty member.
  3. An online talk on 'Child Rights' was organised for learners who were sensitised on sexual and gender-based violence and ways in which youth can contribute to reduce violence by Ms. Priyanka Sinha, a social worker and Ms. Aditi Pandey, legal support service provider with Plan India in Sarthak Project.
- The College also encouraged the learners to participate in the events organised by other institutions and the most prominent one is: A Certificate Course of 30 Hours on 'Gender Equity and Promotion through Heartfulness enabled Leadership Mastery Programme' organised by Sheth N.K.T.T. College of Commerce in association with Heartfulness Institute.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/7.1.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/7.1.1.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy conservation: Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

**D. Any 1of the above**

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

**The Institution takes measures to minimise waste in general and reuse it to the best possible extent.**

**The course of action followed for minimising the use of paper and managing waste paper are:**

- **Restrict access to the printers**
- **Reduce the usage of cheques by making payments via NEFT/RTGS**
- **Using note pads made from unused pages of old diaries and unused sides of printed papers**
- **Cartons and other waste material are used for decoration during College festivals and also making gift baskets for visitors.**

**For others:**

**Solid waste management - Garbage is segregated as dry and wet waste into separate bins and given to the Greater Mumbai Municipal Corporation's for further processing.**

**E-waste management -The College e-waste is handed over to 'Ecoreco Eco Recycling Limited', a licensed E-waste Recycler.**

Liquid, biomedical, hazardous chemicals and radioactive waste management - Not applicable as the College is offering programmes predominantly under the Commerce faculty.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** C. Any 2 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** D. Any 1of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy undertaken by the institution

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**

**B. Any 3 of the above**

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,**

**B. Any 3 of the above**



**reader, scribe, soft copies of reading materials, screen reading, etc.**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The College caters to a diverse group of learners in terms of regional, linguistic and socio economic backgrounds.

Following are some of the activities:

1. The College celebrated Marathi Bhasha Diwas. Marathi Bhasha Sanvardhan Pandharwada was also celebrated and online talk on 'Netaji Subhash Chandra Bose - ani tyanchaya swapnatil yuvak' was delivered by Mr. Vinod Mistry, co-founder and director of I lead training and consultancy. A Marathi book exhibition was arranged in the College library to create fondness towards the language.
2. Sindhi Language Day was celebrated to create awareness about Sindhi culture, language and festivals.
3. Independence Day and Republic Day were celebrated to develop a spirit of national integration and to rekindle the spirit of patriotism amongst the learners.
4. The College celebrated the Constitution Day which included reading of the Preamble and a talk on 'Introduction to the Constitutional Laws' by an in-house faculty member.
5. A voter awareness campaign on the occasion of 'National Voters Day' was conducted by Mr. Vinay Arde, Supervisor at election office-158 Jogeshwari East, for the learners of the College and local community for making them aware of the

significance of voting right and how to register as a voter, online and offline.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

In the A.Y. 2021-2022 the following events were organised by the College to sensitise learners towards Constitutional obligations, values , rights, duties and responsibilities that they need to cater to as responsible citizens of this country:

1. Independence Day and Republic Day were celebrated.
2. A quiz on the 'Constitution of India' and an online session on 'Introduction to Indian Constitutional Laws'- by an inhouse faculty member.
3. The Department of Lifelong Learning and Extension (D.L.L.E.) organised events like 'Slogan Writing' and 'Quiz Competition' to create awareness amongst the learners about the importance of voting and a session on how to register new voters through online as well as offline modes was also conducted by authorities of Jogeshwari (East) Election Office.
4. An online talk on 'Road Safety Campaign' was delivered by Ms. Gloria Moraes, Saksham Disabled Association, PSI Francis Rego and Constable Sachin Dhomse from Sahar Traffic Division of Maharashtra.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

**D. Any 1 of the above**

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**National & International commemorative days:**

- 'International Yoga Day' was celebrated with the theme of 'Yoga for Wellness' for learners and faculty members showcasing different yoga postures through powerpoint presentations and video clips.
- The College celebrated Pre-Independence Day on 14.08.2021 by organising online events including patriotic songs and speeches by learners.

- The Independence Day was celebrated in the College campus following all COVID protocol norms.
- To commemorate the 90th birth anniversary of Dr. A.P.J. Abdul Kalam, the library organised 'Vachana Prerna Divas' on 15.10.2021 to cultivate reading habits among the learners.
- The Republic Day was celebrated by unfurling the flag in the College.
- On the occasion of National Science Day, an online talk was delivered by Dr. Amol Patwardhan, Assistant Professor, Zoology Department, K. J. Somaiya College of Commerce on 'Importance of Scientific Temperament in Today's Time' to highlight the contribution of Dr. C. V. Raman to the Field of Science.
- On the occasion of International Women's Day, the College Women Development Cell (C.W.D.C.) organised events such as poster making, skit, elocution and singing.
- To commemorate the 131st birth anniversary of Dr. B.R.Ambedkar, the library organised a display of books to create awareness on his contribution to the Indian Constitution

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

**Best Practice 1: The Alumni mentored learners regarding career opportunities.**

**Objective of the practice:** Provide guidance to the learners for making right career choices and exploring options for higher studies and professional pursuits.

**The Practice:**

The 'Mentoring Programme' was done via e-mails where the queries of learners were answered by the alumni.

2 Google Forms were circulated for collecting details of Alumni and Learners.

**Evidence of Success:** The learners were able to take academic guidance as well as career related advice from the mentors.

**Problems encountered and resources required:** The time lag between the queries of the learners and the responses from the mentors needs to be addressed.

**Best Practice 2: Intervention for mental well-being of learners**

**Objective of the practice:** To address the issues related to physical and mental well-being of learners.

**The practice:**

- **General Counselling:**

The sessions are conducted on a one-to-one basis and are offered free of cost to the learners of the College. Due to Covid restrictions, these sessions were conducted online.

- **Short-term Course in Physical and Mental Wellness:**

The course was offered in online mode for a duration of more than 30 hours where learners were trained in yoga, general physical fitness and mental well-being.

**Evidence of Success:** Number of learners who consulted General Counsellor in the last academic year and completed the Short-term Course.

**Problems encountered and resources required:** Learners need to be encouraged to approach the general counsellor and learners engagement was an issue in the short-term course as the sessions

were conducted online.

File Description	Documents
Best practices in the Institutional website	<a href="https://tcc.tolani.edu/institutional-best-practices/">https://tcc.tolani.edu/institutional-best-practices/</a>
Any other relevant information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/7.2.1..pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/7.2.1..pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Based on suggestions of seasoned industry experts, academicians and alumni who are part of different Statutory Bodies, the College offers job-oriented certifications apart from the regular courses offered as part of the undergraduate and postgraduate programmes and also promotes research.

A. Following is the list of Short-term Courses offered during the year 2021-2022:

Capacity Building and Skill Enhancement Courses:

- Physical and Mental Wellness
- Management of Creativity

In collaboration with Aptech Limited:

- Office Automation Fundamentals & Advanced MS-Office
- Programming Principles and Techniques

In collaboration with FinX:

- Mutual Fund Distributors' Regulatory Certification
- Chartered Financial Expert (CFX)

In collaboration with Ursa Minor Consulting Pvt. Ltd.:

- Banking and Insurance

In collaboration with Western Indian Regional Council (WIRC):

- Train, Earn and Learn Programme

Offered by University of Mumbai:

- Retail Marketing

In collaboration with Anudip Foundation:

- Advanced Programming in Java Web Programming
- Diploma in Accounting with Tally
- Advanced Programme in Digital Marketing
- Diploma in Networking and Cisco Network Associate (CCNA)

In collaboration with TNS India Foundation:

- Campus to Career

#### B. Research Highlight:

Ten teams of learners participated in the 16th Inter - Collegiate Avishkar Research Convention of University of Mumbai and one team got 3rd position in the Commerce, Management and Law category.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - 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.

The Undergraduate (UG) and Postgraduate (PG) Programmes have the POs and PSOs aligned to the College Vision and Mission to:

- Educate the learners towards an all-round development.
- Empower them for a constructive and sustained engagement with society.

COs aligned to the local and regional needs:

- Foundation Course of the UG Programmes: Stress Management and Conflict Resolution are covered.
- Business Communication Courses at UG level: Enhance the communication skills of the learners.
- Environmental Studies II of the B.Com. Programme: Covers Waste Management.

COs aligned to the national needs:

- Foundation Course -I of the B.M.S. Programme: Gives an insight into the multi-cultural diversity of Indian society.
- Financial Market (Equity, Debt, Forex and Derivatives) Course of B.Com. (Banking & Insurance) Programme: Learners understand the Indian financial system, Commodity and Derivatives Market.
- Entrepreneurial Management Course of M.Com. in Business Management Programme: Covers the importance of entrepreneurship for development and principles of innovation.

COs aligned to the global needs:

- Supply Chain Management and Logistics Course of M.Com. in Business Management Programme: Learners understand the



global trends in logistics and Supply Chain Management.

- Business Economics- III of B.Com. Programme: Learners understand policy measures for agriculture, industry and service sector in India.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/1.1.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/1.1.1.pdf</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

64

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

8

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

#### 1. Professional Ethics:

Code of Ethics for faculty members, administrative staff and learners have been defined. The ethics are demonstrated by them in terms of:

**For faculty members:** Regularity and punctuality in engaging the requisite number of lectures

**For administrative Staff:** Dealing with stakeholders in a courteous manner and maintaining transparency in financial dealings by adopting non- cash transactions

**For learners:** Maintaining discipline in and around the institution

**II. Gender Equality and Human Values:**

Syllabi of Foundation Course and Environmental Studies address issues such as gender equality, environment and human rights. In courses such as Accountancy and Finance, transparency, disclosure standards, payment of taxes, unethical practices such as Insider Trading, etc. are discussed. Talks on subjects like prevention of sexual harassment, women's health and hygiene, men's rights, child rights etc. are organised. Links to articles on the challenges faced by women and the role of women are shared on WhatsApp groups.

**III. Environment and Sustainability:**

The unused sides of the papers are used for taking notes during meetings. Email and WhatsApp are used for paperless communication. Learners organizing the annual intercollegiate & intra-college festivals use waste materials for promotion and decoration. Links to environmental issues were shared on WhatsApp groups.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year**

14

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.3.3 - Number of students enrolled in the courses under 1.3.2 above</b>	
1939	
File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.3.4 - Number of students undertaking field work/projects/ internships / student projects</b>	
1845	
File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/1.4.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/1.4.1.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - The feedback system of the Institution comprises the following</b>	<b>C. Feedback collected and analysed</b>

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/1.4.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/1.4.2.pdf</a>
Any additional information	<a href="#">View File</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

1011

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

#### 1. Special Programmes for Slow Learners:

a. Remedial Lectures and Practice Tests were conducted for slow learners having A.T.K.T. in Mathematical and Statistical Techniques. 10 out of 18 identified slow learners passed due to this practice.

b. As the regular learners of First Year B.Com. face challenges in Mathematical and Statistical Techniques, a 'Diagnostic Test'

was conducted to identify their learning levels. The learners who couldn't score minimum 40% in this test were identified as 'Slow Learners' and 'Remedial Lectures' were conducted for them .

For 19 slow learners in Mathematical and Statistical Techniques, these remedial lectures were followed by another diagnostic test to gauge the improvement in their learning levels. There was improvement in performance of 17 slow learners out of 18 who appeared in the follow-up diagnostic test.

## 2. Special Programme for Advanced Learners in Mathematical and Statistical Techniques:

Identification of Advanced Learners was done on the following basis:

- Participation in the classroom
- Performance in the Semester End Examination (SEE)

A WhatsApp group was created for these learners and a 'Monthly Online Quantitative Aptitude Test' was conducted by sharing a Google Form. The objective was to help these learners excel in different competitive exams.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.2.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.2.1.pdf</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2022	2843	25

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

### I. Experiential Learning:

- Learners flexed their mental muscles, showed their talent and leadership skills, team spirit, coordination, competition and mobilised necessary resources through the following events:

'Techbit' -An inter-collegiate event by B.Sc.(IT) Department

'Technotronics V.7' - B.Sc.(IT) learners presented their Embedded System Projects

'Yuvantra' by B.M.S. Department

'Maitre's de March' by Department of B.Com. (Financial Markets)

'Talenzzia' by Talent Pool

- 'Virtual Industrial Visit' was organised to a garment industry.

- Business Plan Competition: Learners presented their business ideas with a focus on sustainable environment.

- Voluntary teaching of Basic Computing Skills to the children from Sanjay Nagar Slum: Sensitised the learners towards the IT education needs of young children.

### II. Participative Learning:

- Learners presented their research projects in 16th Avishkar Research Convention of University of Mumbai.

- Online Weekly Quiz on Current Affairs organised by Department of Economics encouraged the learners to read newspapers periodicals.

### III. Problem Solving Methodologies:

- Financial Accounting Course of the B.Com. Programme: Case studies on Mergers and Buy-backs were shared with WhatsApp and a surprise quiz was conducted on the same topics.

- 'Costing Models' by Department of B.Com.(Accounting & Finance): Learners developed costing models for different environmentally sustainable products.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.3.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.3.1.pdf</a>

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The College provides and upgrades the IT infrastructure for promoting the use of ICT in teaching-learning. The ICT enabled learning environment was used for:

- Making lesson plans and preparing teaching material:
  - Faculty members used Office 365.
  - Some faculty members:
    - included webography in their teaching plan.
    - used relevant videos from online sources such as YouTube, TED, etc.
    - used WhatsApp groups to discuss matters of current affairs/interests.
    - e-resources and internet for preparing for lectures and teaching material.
- Distribution of teaching material and follow-ups with learners: This was done by faculty members through Official WhatsApp Groups.
- After the pandemic faculty members are regularly using platforms such as MS-Teams, Cisco WebEx for online as well as hybrid mode sessions.
- Software was purchased for conduct of online examinations.
- The learners used MS-Powerpoint during the online and



hybrid sessions.

- To make learning fun and for taking the learners beyond their syllabi, webinars, talks and co-curricular and extra-curricular activities/events were organised online using MS-Teams and Cisco WebEx.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.3.2-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.3.2-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

25

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

#### 1. Academic Calendar:

The Quality Circle for Academics drafts the academic calendar for effective planning and implementation of academic activities and conduct of examinations. Co-curricular, extra-curricular and extension activities are planned and organised to enhance the teaching-learning experience. The same are reflected in the Academic Calendar to avoid any clashes with already planned academic activities.

#### 2. Teaching Plans:

Teaching Plans are prepared by the faculty members. An 'Academic Diary' is maintained by the faculty members which

keeps a log of daily lectures and activities and helps in timely completion of the curriculum. Changes in the time-table are made on day-to-day basis to fill the gaps if any faculty member is absent or is unable to engage his/her scheduled lectures for the day.

During the A.Y. 2021-2022, lectures were conducted in online mode in the beginning and were later delivered in hybrid mode. Sufficient number of lectures were conducted and the syllabi for UG and PG Programmes were completed in time.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full-time teachers against sanctioned posts during the year

25

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

5

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)**

10

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms****2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

28

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year**

4

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

In the A.Y. 2021-2022, most of the examinations were conducted online by the College as per the University of Mumbai and Government advisories. In some courses, projects were assigned

for Continuous Evaluation (CE), which was submitted via emails by the learners and online viva voce was conducted. For other courses, two online MCQ based periodical tests were conducted. IT integration and reforms thus helped in the conduct of different components of the Continuous Evaluation.

The examination forms, admit cards, attendance sheets, etc. were generated through the software. Software was effectively used for processing the marks obtained by the learners in the Continuous Internal Assessment and as well as Semester End Examinations. Results were processed and the grade cards were also generated through the ERP. This helped in minimising human errors and the time required for declaration of results.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.5.3.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.5.3.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The syllabus prescribed by the affiliating University was adopted. The College has identified and defined the Program Outcomes (POs) and Course Outcomes (COs) and these POs and COs act as the core of the "Student-centric Teaching Learning Methodology" followed by the Institution. Faculty Members prepare their "Lesson Plan" and use various modes for delivery of their content to ensure the achievement of the desired outcomes. Topics are mentioned in the lesson plans for learners to understand what they would learn in each module. In the first lecture of every semester, faculty members discuss the syllabi in the class to give an introduction to what will be covered and what are the expected learning outcomes at the end of the semester. These outcomes are shared on the website of the Institution. Faculty Members, during their sessions, explain the scheme of (offline/online) evaluation to the learners to ensure they have a clear understanding of the expected level of proficiency. References and resources are shared to enhance the learning experience. Revision lectures are also engaged by faculty members before the semester end examinations to discuss topics of higher difficulty levels.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	Nil

### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Institution followed the evaluation scheme prescribed by the University of Mumbai for Second Year of UG and PG Programmes and for Final Year of UG Programmes. For First Year of UG and PG Programmes, the revised scheme of evaluation under autonomy was implemented in the A.Y. 2021-2022 where Continuous Evaluation (CE) and Semester End Examinations were conducted in 60:40 pattern. In case of B.Sc. (I.T.) Programme, the scheme of evaluation consisted of CE, periodical class test and practicals and the SEE. The Institution is currently exploring ways to improve outcome-based teaching-learning in terms of making the syllabi more relevant, identifying and defining the learning outcomes, use appropriate means to measure the achievement of learning outcomes and thereby enhance the quality of teaching-learning experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

944

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/2.6.3.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/2.6.3.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink**

<https://tcc.tolani.edu/wp-content/uploads/2023/05/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The College provides the following facilities to promote research:

#### I. Research Infrastructure:

1. There are independent work spaces for every faculty member and non-teaching staff with computer systems and internet connectivity.

#### 2. Learning Resource Centre:

- The College has a Learning Resource Centre (Library) with a vast collection of books and reputed peer reviewed journals. It also subscribes to renowned databases viz. ProQuest's ABI-Inform and UGC-INFLIBNET's NLIST. The augmentation/ updation of library resources is an on-going process. The faculty members and the learners have 24x7 access to these databases through User ID and Passwords.
- There is a separate space, well-equipped with computers, high speed internet and printer connectivity for research

work. The adjacent room is used as a Faculty Reading Room.

II. Financial Support: The fees paid by faculty members for participation in research-related events are reimbursed. The fees for participation of learners in research-related events organised by other institutions including Avishkar Research Convention of University of Mumbai are paid by the College.

III. Institutional Research Day: Every academic year, one day is ear-marked for celebrating the research achievements of faculty members and learners by providing them a platform to present excerpts of their research work.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



**3.2.2 - Number of teachers having research projects during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/3.2.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/3.2.2.pdf</a>
List of research projects during the year	<a href="#">View File</a>

**3.2.3 - Number of teachers recognised as research guides**

2

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

**3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**

0

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	Nil
Any additional information	<a href="#">View File</a>

**3.3 - Innovation Ecosystem**

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

**I. Innovation and transfer of knowledge:**

- Following Co-curricular and extra-curricular events organised during the year nurtured innovation and creativity:

- Tech Bit : An inter-collegiate event where learners became more tech savvy through games.

-Technotronics V7: Learners presented embedded systems.

- Costing Model Competition, YUVANTRA and Maîtres de Marché: Departmental festivals which honed learners' organising skills and taught them practical application of concepts learned in classroom.

-Talenzzia -An inter-collegiate cultural event organised by Talent Pool.

- The College participated in ARIIA.

## II. Research:

- Research Cell: Organised a research related talk.
- IPR Cell: One national-level webinar and one awareness programme for Intellectual Property Rights were organised.
- 10 teams of 46 learners participated in the 16th Inter-Collegiate Avishkar Research Convention of University of Mumbai. One team secured third position in the Commerce, Management and Law category.

## III. Entrepreneurship:

- Entrepreneurship Development, Innovation & Incubation Centre (ED2IC) was inaugurated and a 'Business Plan Competition' was organised.
- A free tailoring course was organised for learners from economically weaker sections.

## IV. Community outreach:

- Following courses were organised for neighbourhood community:

-A tailoring course for the women from Sanjay Nagar slum

-A course in 'Basic Computing Skills' for the children from

**Sanjay Nagar slum where learners volunteered as trainers**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/06/3.3.1..pdf">https://tcc.tolani.edu/wp-content/uploads/2023/06/3.3.1..pdf</a>

**3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year**

2

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4 - Research Publications and Awards**

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

E. None of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

0

File Description	Documents
URL to the research page on HEI website	<a href="https://tcc.tolani.edu/research/">https://tcc.tolani.edu/research/</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

0

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/3.4.4.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/3.4.4.pdf</a>

**3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed****3.4.5.1 - Total number of Citations in Scopus during the year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The Institution's Vision is to sensitise its learners about social issues through its curriculum and extension activities. The Internal Quality Assurance Cell (I.Q.A.C.), and Equal Opportunity Centre (E.O.C.) encourage learners to participate in social outreach activities. The I.Q.A.C. and E.O.C. conducted a free-of-cost tailoring course for the women from the Sanjay Nagar slum. The course fee was paid by the College to the trainer. They learnt to use sewing machine, cloth cutting, crocheting and stitching. I.Q.A.C and E.O.C. organized a free-of-cost Short-term Course in Basic Computer Training for children from Sanjay Nagar slum under Institutional Social Responsibility Initiative in which learners of the College imparted the training to 43 children from Sanjay Nagar slum.

The I.Q.A.C in collaboration with Election Office, 158, Jogeshwari East Assembly Constituency organized a talk on the offline and online procedures for voter registration. 23 ladies from Sanjay Nagar area attended the live streaming of the online session in the Audio-Visual Room of the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/3.6.1-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/3.6.1-1.pdf</a>

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

0

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

0

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.7 - Collaboration

**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

0

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

4

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

**I. Classrooms, Computer Labs, Audio-Visual Room, Auditorium**

- **Classrooms:** The College has 26 Classrooms. 12 Classrooms are large with a seating capacity of around 130 learners. 14 smaller classrooms can accommodate 75 learners. Lecture timings are staggered for better utilisation of the classrooms and facilities.
- **Computer Labs:** There are 4 computer labs with 30 computers in each, with 24 x 7 internet connectivity.
- **Audio-Visual Room & Auditorium:** 100 learners can be seated in the Audio-Visual room and 220 in the Auditorium.



Classrooms and other facilities are well-ventilated. All classrooms are connected via LAN. Mounted projectors are there in some of the classrooms, Audio-Visual Room, Auditorium.

## II. Library/ Learning Resource Centre:

There is:

- A reading hall which can accommodate 172 Learners.
- A well-equipped Multi-Media Room where 4 learners can work at the same time.
- A Research Room for faculty members with 4 computers and internet connectivity
- A faculty reading room.

## III. Other Facilities

- There are independent work spaces for teaching and non-teaching staff with computer systems and internet connectivity.
- The College subscribes to >50 mbps internet connection.
- The faculty conducted hybrid lectures by using the LAN connectivity.
- The College has total 170 Computers and 2 Laptops which are used for teaching-learning purposes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/resources-and-facilities/">https://tcc.tolani.edu/resources-and-facilities/</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

## I. Sports Facilities:

1. Gymkhana of?ce: The College has appointed a Physical Education Instructor and has an of?ce to supervise the sports activities and facilities.
2. Gymnasium: There is a well-equipped Gymnasium and the facility is offered free of cost to female learners, learners who actively participate in sports and teaching and non-teaching staff. Male learners are charged a

nominal fee.

### 3. Indoor games:

- **Rifle & Pistol Shooting Range:** The College has a state-of-the-art Rifle & Pistol Shooting Range made as per the International Shooting Sport Federation (ISSF) standards and hosts University level competitions.
- **Boxing & Judo:** Ground Floor & First Floor Foyers are provided for Boxing and Judo. Judo Mats are also available.
- **Yoga:** Ground floor foyer is used for Yoga.
- **Archery:** Space along with target board, bow and arrows are provided.

## II. Facilities for Other Extra-Curricular and Extension Activities:

- **Rooms for Committees/Cells for Extra-Curricular activities:** Rooms have been provided for Counsellors, CWDC, EOC, HEPSN Cell and Talent Pool.
- **Cultural Activities:** - The College Auditorium is used for different cultural activities.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/resources-and-facilities/">https://tcc.tolani.edu/resources-and-facilities/</a>

### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

29

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year

**(INR in Lakhs)**

14.52735

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software: SLIM-21
- Nature of automation: Partially
- Version: SLIM 21 3.8
- Year of Automation: 2008 with SLIM++, 2013 upgraded to SLIM21

SLIM 21: SLIM 21 is an integrated Library Management System. The library is using the said software for automation of facilities and services.

OPAC (Online Public Access Catalogue): OPAC is a system through which users can search and browse the library collection. It helps the users to identify and locate the required books and its availability without physically visiting the bookshelves thus saving their time and efforts. With the help of this facility the users can:

- Browse the database of the entire library collection
- Check their account status e.g. number of books issued, the due dates, etc.
- Determine the availability of books on shelves
- Reserve a book

WebOPAC: The On-line Public Access Catalogue of the library is available on the College Website. With the help of this facility, users can search and locate their required learning resources from the available Library collection without visiting the library physically. The home page of the WebOPAC also displays the cover page of recently added books to the library. This also serves the purpose of Current Awareness

**Service.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/4.2.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/4.2.1.pdf</a>

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

**4.24623**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**

**4.2.4.1 - Number of teachers and students using the library per day during the year**

**14**

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Cisco WebEx and A3 plan of Microsoft Teams were used for the conduct of hybrid lectures during A.Y. 2021-2022. All the classrooms are connected via LAN. Provisions for repairs including replacements of lamps in LCD projectors are made in the budget.

For the conduct of online exams, the College continued using Proctoring Software (Eklavvy) along with technical support.

The College has purchased the following equipment for augmentation and upgradation of I.T. resources:

10 i5-Processor Lenovo Desktops, 01 Lenovo Laptop & 06 HPM22F FHD, 04 Dell Monitors, 01 HP Laserjet Plus Printer 1020, 2 Units NUC7PJYH Mini-PC, 17 Monitors, 40 Logitech Mouse, 39 Logitech Keyboard, 07 Thin Clients, 01 Colour Printer, 01 Canon LBP 2900, 01 Epson V600 Scanner, 03 Dell Thin Clients, 01 Lenovo Desktop, 01 Lenovo Monitor, 01 Biometric Device - ESSL, 01 Epson Projector, Screen, Hardware, Cable (VGA & HDMI).

The ERP contract with the vendor of CIMS Software also provides continuous up-gradation and implements new features and services regularly.

For IT requirements of the library, provisions are made in the library budget.

Servers are migrated to Cloud space so maintenance and support is provided by the concerned vendor.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/4.3.1-IT-Policy.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/4.3.1-IT-Policy.pdf</a>

**4.3.2 - Student - Computer ratio**

Number of Students	Number of Computers
<b>2843</b>	<b>126</b>

File Description	Documents
Upload any additional information	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b>	<b>A. 750 Mbps</b>
---	--------------------

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

<b>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b>	<b>E. None of the above</b>
--	-----------------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

11.34025

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

##### Maintenance:

- **Classrooms/Campus:** Housekeeping, Gardening and Security staff has been outsourced for the maintenance of the campus.
- **Computer Labs:** Technical support is hired for maintenance, McAfee antivirus and Fortigate firewall are installed. There are AMCs for maintenance of Servers.
- **Library:** AMC for SLIM21, pest control and physical stock taking are in place.
- **Sports facilities:** There are AMCs for the equipment and weapons.

##### Utilization:

- **Classrooms:** The timetable and staggered timings ensure availability of classrooms.
- **Computer Labs:** Purchase Committee has been constituted. There is a booking system for laptops, projectors, classrooms, audio-visual room and auditorium.
- **Library:** Library orientation for learners is organised at the beginning of the academic year. There are bay guides to help users locate the resources, open access to the shelves and display jackets of new arrivals. Thematic display of books is organised on Independence Day, Republic Day, Marathi Bhasha Diwas, etc. Library Advisory Committee has been constituted which has learner representatives. The committee approves the library budget, purchase of equipment and reviews the utilisation

of the budget. Faculty members and learners recommend books. Journals, periodicals.

- Sports facilities: Gymkhana Committee has been constituted. Sports orientation is organised for learners at the beginning of the academic year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/06/4.4.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/06/4.4.2.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

19

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

36

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga,**

**C. Any 2 of the above**



**Physical fitness, Health and Hygiene)  
Awareness of Trends in Technology**

File Description	Documents
Link to Institutional website	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/5.1.3.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/5.1.3.pdf</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

23

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

18

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of outgoing students progressing to higher education

101

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

10

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

3

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

I. The College has Student Council Volunteers who organise major events and act as a link between the faculty members, administrators and learners.

II. Learner Representatives are part of important committees like:

- Internal Quality Assurance Cell (I.Q.A.C.)
- College Development Committee (C.D.C.)
- Internal Committee (I.C.)
- Library Advisory Committee
- College Women Development Cell (C.W.D.C.)
- Department of Lifelong Learning and Extension (D.L.L.E.)

The learners collect inputs from their peers and present them during the meetings of the above-mentioned committees. This gives them opportunities to boost their confidence.

III. Learners from different programmes were actively involved in organizing:

1. 'Online Helpdesk' to assist learners during online admission

procedure

2. Online orientation for learners of first year

3. . a) Intercollegiate events like:

- Co-curricular: Eureka, Techbit
- Extra-curricular: Talenzzia

b) Other Intra-college events like: Technotronics, Costing Models, Yuvantra, Maitre's de March

c) Alumni talks

participation in these activities and events improved learners' soft skills and they learnt to organize and manage events by mobilizing resources, promoting the events, coordinating with learners from the College and other colleges, inviting alumni and other experts as judges.

Since most of the events were conducted online, the learners learned to make effective use of online platforms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/5.3.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/5.3.2.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

7

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The College has an Alumni Association which is not yet registered. The alumni are given due weightage in management and governance of the College through:

1. Representation in:

- Internal Quality Assurance Cell (I.Q.A.C.)
- College Development Cell (C.D.C.)
- Board of Studies (BoS)

The alumni attended meetings of the above-mentioned bodies and contributed through their suggestions/recommendations for improving the quality of education and services offered by the College. Their industry background helped the College in bringing relevant job-oriented content to the campus.

2. Alumni were Resource Persons for:

-Capacity Building and Skill Enhancement Short-term Courses on Physical and Mental Wellness

- 'Career Talks' organised by Career Guidance and Placement Cell:

- 'My Journey from College to Corporate' - Mr. Gaurav Shedha
- 'Careers in HR' - Mr. Charles Carvalho
- Workshop on 'Better Resume Better Jobs' - Ms. Jewel Paul
- Talk on 'Careers in Journalism' - Mr. Rakesh Trivedi
- Talk on 'Careers in Acting - Film & Television' - Ms. Gulfam Khan

3. The College initiated a 'Mentoring Programme' with a few alumni members. The interested learners got an opportunity to connect online with an alumni working in the industry and got guidance from them pertaining to higher studies and career in their field of interest.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/5.4.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/5.4.1.pdf</a>

#### 5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The I.Q.A.C. has six Quality Circles (QCs) viz. Academics, Co-curricular and Extra-curricular Activities, Extension Activities, Infrastructure, Administration, IT and Website. These QCs are spearheaded by senior faculty members and administrative and library staff who review the functioning, identify areas for improvement and provide suggestions accordingly. These are considered by I.Q.A.C. while planning the future course of action. The IQAC is constituted as per the prescribed norms and has representatives of learners, parents, alumni. The plan of action for every academic year is prepared as a step towards attainment of goals defined in the 'Perspective Plan' aligned with the NAAC and NEP 2020 requirements.

The College Management formulates strategies and policies based on inputs and recommendations of I.Q.A.C. The College has set up the College Development Committee (CDC) as per the provisions of Maharashtra Public Universities Act, 2016. As an Autonomous College, the College has setup the following statutory bodies: 14 Boards of Studies, Academic Council, Finance Committee and Governing Body, which have teacher representatives.

The Programme Coordinators give inputs for the budget of their respective programmes. HODs/Programme Coordinators are members

of the Library Advisory Committee which finalizes the Library Budget. The Gymkhana Committee give inputs for the Gymkhana Budget.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.1.1-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.1.1-1.pdf</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Support from the College Management, strong leadership demonstrated by the Principal and the concerted efforts of the staff helped the College in being granted Autonomous Status.

The College Management empowered the Principal to apply for autonomy. The Principal delegated the important responsibilities to Departmental Heads/Programme Coordinators and gave them the freedom to prepare the Institution for autonomy.

Before applying for autonomy, several meetings of the trustees and the leadership were conducted to understand the prerequisites as well as the implications of autonomy for the Institution. The Principal had brainstorming sessions with the staff. Orientation sessions for learners and their parents were conducted.

Departments undertook the following preparatory work:

- Getting feedback on the syllabi from teachers
- Identifying faculty members from other Universities, industry experts and alumni to be nominated as members on Boards of Studies
- Identifying external experts from different fields for nomination as members on Statutory Bodies.

- Identification of short-term courses for additional credits
- Planning for evaluation reforms

After the grant of autonomy, the Statutory Bodies were constituted. The Examination Committee and IT team were empowered to develop systems for the implementation of examination reforms.

Continuous engagement with the stakeholders including staff, parents and students helped in the smooth transition.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.1.2.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.1.2.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College was granted autonomy status which has helped in achieving the strategic academic goals articulated in the Perspective Plan. The College successfully implemented the following 'Comprehensive Changes to the Curriculum' to ensure all-round development of learners:

1. **Revised Scheme of Evaluation:** The College introduced Continuous Evaluation (CE) for formative learning in addition to the already existing Semester End Examination (SEE) for summative learning.
2. **Short-term Courses:** The short-term courses offered by the College during the A.Y. 2021-2022 included:

Capacity Building and Skill Enhancement Courses:

- Physical and Mental Wellness



- Management of Creativity

In collaboration with Aptech Limited:

- Office Automation Fundamentals & Advanced MS-Office
- Programming Principles and Techniques

In collaboration with FinX:

- Mutual Fund Distributors' Regulatory Certification
- Chartered Financial Expert (CFX)

In collaboration with Ursa Minor Consulting Pvt. Ltd.:

- Banking and Insurance

In collaboration with Western Indian Regional Council (WIRC):

- Train, Earn and Learn Programme

Offered by University of Mumbai:

- Retail Marketing

In collaboration with Anudip Foundation:

- Advanced Programming in Java Web Programming
- Diploma in Accounting with Tally
- Advanced Programme in Digital Marketing
- Diploma in Networking and Cisco Network Associate (CCNA)

In collaboration with TNS India Foundation:

- Campus to Career

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.2.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The administrative setup facilitates seamless communication, participative management, succession planning and grooming. Organogram of the College provides for flexibility, agility and stability. The College has set up all the required statutory bodies. Non-statutory bodies have been set up to ensure that academic, co-curricular, extra-curricular, extension activities and administrative functions are organised and executed smoothly.

The I.Q.A.C. of the College is active and regular meetings are conducted. Quality initiatives are planned and implemented by the 6 QCs of the I.Q.A.C. in their respective areas. The College Development Committee (CDC) reviews and approves the Annual Budget, the AQAR, deliberates on Human Resource and other policy related matters.

Academic Council and Board of Studies (BoS) meet twice a year to take stock of progress under autonomy, approve proposed revisions in syllabi and evaluation scheme.

Policies are in place for many aspects of the College Management and Administration and are being framed for areas that need specific policy frameworks.

In aided section, appointments of faculty members are made on a combination of full-time temporary basis and visiting basis against vacant posts for which NoCs from the Government are awaited.

In self-financing section, the College Management sanctions appointments on full-time regular, temporary / contractual basis.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://tcc.tolani.edu/organogram/">https://tcc.tolani.edu/organogram/</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/IOAC-Minutes-for-AY-2021-2022-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/IOAC-Minutes-for-AY-2021-2022-1.pdf</a>

### 6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The College Management believes in taking care of faculty members and staff of the institution. The College Management reimburses the fees for the children of teaching and non-teaching staff studying in the College subject to fulfillment of conditions.

The Management also grants admission to the children of teaching and non-teaching staff under the Management Quota based on request.

The other welfare schemes include:

- Personal Accident Group Insurance
- Stay at Sterling Holiday Resorts based on request

- Use of gymnasium facility free of cost

For faculty members of the self- financing section, an incentive is paid on the completion of M.Phil. and Ph.D.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.3.1-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.3.1-1.pdf</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

7

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

3

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

##### 6.4.1 - Institution conducts internal and external financial audits regularly

###### 1. Internal Controls:

Internal controls included preparation of programme wise budgets, library budget, gymkhana budget and capital budget, getting the budget approved by the College Management and by the College Development Committee (CDC).

The College followed the due prescribed process for the selection of vendors for different infrastructure, administrative and IT requirements. As honorarium paid to visiting faculty is a major head of expenditure in the self-financing section, the number of lectures for every course were planned at the beginning of the year based on University guidelines. The coordinators of the programmes monitored the number of lectures being engaged by the visiting faculty. Standard templates were used for submission of honorarium bills. These internal controls helped in ensuring that the deviation of the actual expenditure from the budgeted expenditure is minimum. The College also ensured that all payments to be made to the affiliating university were not delayed.

The College is taking efforts to minimize cash transactions, minimize issue of cheques to minimize use of papers and move towards digital payments.

2. External Financial Audit: The College undergoes statutory audit every financial year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The major sources of receipts are:

- Fees from learners
- State Government Grants
- Income generated from renting out the Auditorium, Audio Visual Room, and Classrooms.

Deficit is supported by the Tolani Education Society.

The Institution makes the following efforts in securing additional funding:

- 1) Submitting a comprehensive proposal for grants under different schemes of UGC & RUSA for Colleges.
- 2) Applying for funding for organizing conferences/seminars to funding agencies like UGC/ICSSR.
- 3) Approaching corporates and banks for sponsoring events.
- 4) Renting out of premises for educational activities and

examinations on holidays and during vacations.

Funds so generated are utilized to contribute towards the deficit and the balance for financing expansion, purchase of equipment, maintenance, etc.

The proposal for the financial assistance under the UGC's Autonomy Grant Scheme for the financial year 2021 - 2022 approved by the Finance Committee and then by the Governing Body was submitted at the UGC's Western Regional Office (WRO), Pune. The release of grant is awaited.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.4.3..pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.4.3..pdf</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC has been working consistently to initiate, sustain and enhance quality measures. The following quality measures were taken by IQAC during the A.Y. 2021-2022:

1. For empowering faculty members for effective implementation of autonomy, the IQAC organized sessions on:

- 'Essentials for Redesigning Syllabus' by Dr. Shefali Pandya, Retired Senior Professor & Former Head, Department of Education, University of Mumbai.
- 'Mapping of Course Outcomes with Programme Outcomes' by Dr. Prashant Borkar, Vice- President - Academia - MasterSoft ERP Solution.

A few faculty members contributed towards the development of content for short- term courses.

2. To facilitate Continuous Evaluation, 60: 40 Scheme of evaluation was implemented at the First Year level of UG and PG

programmes with 60 Marks for Semester End Examination (SEE) (For summative evaluation) and 40 Marks Continuous Evaluation (CE) (For formative evaluation).

3. To make learners employable, the College offered Capacity Building and Skill Enhancement Courses and Short-term Value-Added Courses in collaboration with renowned institutions, academic and professional bodies. ( Refer 6.2.1)

4. An awareness programme on IPRs and a national-level webinar on IPRs were organised under NIPAM.

5. The College was granted 'Autonomous' status and is now also recognized as a 'Ph.D. Research Centre'.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.5.1..pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.5.1..pdf</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The College, through its I.Q.A.C. has been able to implement the following important decisions:

Teaching-Learning Process:

- Revised Evaluation Scheme has been implemented at the First Year Level of UG and PG Programmes. It consists of Continuous Evaluation (CE) for formative learning and Semester End Examination (SEE) for summative learning.
- Remedial Lectures for 'Slow learners' are conducted and Special Coaching is provided for Advanced Learners.
- Short-term Courses are offered to enhance skill-based learning. MoUs have been signed for collaboration with renowned institutions, academic and professional bodies to provide skill-based education
- Virtual Industrial Visit to a garment industry owned by alumnus Mr. Moin M. Bhujani was organised to give industry exposure to the learners.



- E-language Lab was installed.

#### Structures & Methodologies:

- Autonomy has been implemented which gives freedom for framing industry relevant curriculum.
- The College has been granted first time recognition as a 'Ph.D. Research Centre' in Commerce (Business Administration and Policy).
- Alumni engagement is promoted in different statutory bodies and in delivering career talks and conducting mentoring sessions.

#### Learning Outcomes:

- The College is exploring ways to effectively gauge the learning outcomes of different courses and activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/IQAC-Minutes-for-AY-2021-2022-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/IQAC-Minutes-for-AY-2021-2022-1.pdf</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**B. Any 3 of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/6.5.3.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/6.5.3.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College adopts gender agnostic practices and provides a safe environment for learners and staff.

The following talks organised by the College:

- The Internal Quality Assurance Cell (I.Q.A.C.) and College Women Development Cell (C.W.D.C.) organised talks on gender sensitization and gender equity are as follows:
  1. In collaboration with Society for Nutrition, Education and Health Action (SNEHA) on 'Gender Sensitization'- Ms. Reshma Jagtap, Legal Coordinator of SNEHA.
  2. An online talk on 'Gender Sensitization-Awareness of Men's rights'- by inhouse faculty member.
  3. An online talk on 'Child Rights' was organised for learners who were sensitised on sexual and gender-based violence and ways in which youth can contribute to reduce violence by Ms. Priyanka Sinha, a social worker and Ms. Aditi Pandey, legal support service provider with Plan India in Sarthak Project.
- The College also encouraged the learners to participate in the events organised by other institutions and the most prominent one is: A Certificate Course of 30 Hours on 'Gender Equity and Promotion through Heartfulness enabled Leadership Mastery Programme' organised by Sheth N.K.T.T. College of Commerce in association with

**Heartfulness Institute.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/7.1.1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/7.1.1.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

**D. Any 1of the above**

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)**

**The Institution takes measures to minimise waste in general and reuse it to the best possible extent.**

**The course of action followed for minimising the use of paper and managing waste paper are:**

- **Restrict access to the printers**
- **Reduce the usage of cheques by making payments via NEFT/RTGS**
- **Using note pads made from unused pages of old diaries and unused sides of printed papers**
- **Cartons and other waste material are used for decoration during College festivals and also making gift baskets for visitors.**

**For others:**

**Solid waste management - Garbage is segregated as dry and wet waste into separate bins and given to the Greater Mumbai Municipal Corporation's for further processing.**

**E-waste management** -The College e-waste is handed over to 'Ecoreco Eco Recycling Limited', a licensed E-waste Recycler.

**Liquid, biomedical, hazardous chemicals and radioactive waste management** - Not applicable as the College is offering programmes predominantly under the Commerce faculty.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**C. Any 2 of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**D. Any 1 of the above**

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy undertaken by the institution

<p><b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information:</b></p>	<p><b>B. Any 3 of the above</b></p>
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**Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The College caters to a diverse group of learners in terms of regional, linguistic and socio economic backgrounds.

Following are some of the activities:

1. The College celebrated Marathi Bhasha Diwas. Marathi Bhasha Sanvardhan Pandharwada was also celebrated and online talk on 'Netaji Subhash Chandra Bose - ani tyanchaya swapnatil yuvak' was delivered by Mr.Vinod Mistry, co-founder and director of I lead training and consultancy. A Marathi book exhibition was arranged in the College library to create fondness towards the language.
2. Sindhi Language Day was celebrated to create awareness about Sindhi culture, language and festivals.
3. Independence Day and Republic Day were celebrated to develop a spirit of national integration and to rekindle the spirit of patriotism amongst the learners.
4. The College celebrated the Constitution Day which included reading of the Preamble and a talk on 'Introduction to the Constitutional Laws' by an in-house faculty member.

5. A voter awareness campaign on the occasion of 'National Voters Day' was conducted by Mr. Vinay Arde, Supervisor at election office-158 Jogeshwari East, for the learners of the College and local community for making them aware of the significance of voting right and how to register as a voter, online and offline.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

In the A.Y. 2021-2022 the following events were organised by the College to sensitise learners towards Constitutional obligations, values, rights, duties and responsibilities that they need to cater to as responsible citizens of this country:

1. Independence Day and Republic Day were celebrated.
2. A quiz on the 'Constitution of India' and an online session on 'Introduction to Indian Constitutional Laws'- by an inhouse faculty member.
3. The Department of Lifelong Learning and Extension (D.L.L.E.) organised events like 'Slogan Writing' and 'Quiz Competition' to create awareness amongst the learners about the importance of voting and a session on how to register new voters through online as well as offline modes was also conducted by authorities of Jogeshwari (East) Election Office.
4. An online talk on 'Road Safety Campaign' was delivered by Ms. Gloria Moraes, Saksham Disabled Association, PSI Francis Rego and Constable Sachin Dhomse from Sahar Traffic Division of Maharashtra.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

**D. Any 1 of the above**

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**National & International commemorative days:**

- 'International Yoga Day' was celebrated with the theme of 'Yoga for Wellness' for learners and faculty members showcasing different yoga postures through powerpoint presentations and video clips.
- The College celebrated Pre-Independence Day on 14.08.2021 by organising online events including patriotic songs and



speeches by learners.

- The Independence Day was celebrated in the College campus following all COVID protocol norms.
- To commemorate the 90th birth anniversary of Dr. A.P.J. Abdul Kalam, the library organised 'Vachana Prerna Divas' on 15.10.2021 to cultivate reading habits among the learners.
- The Republic Day was celebrated by unfurling the flag in the College.
- On the occasion of National Science Day, an online talk was delivered by Dr. Amol Patwardhan, Assistant Professor, Zoology Department, K. J. Somaiya College of Commerce on 'Importance of Scientific Temperament in Today's Time' to highlight the contribution of Dr. C. V. Raman to the Field of Science.
- On the occasion of International Women's Day, the College Women Development Cell (C.W.D.C.) organised events such as poster making, skit, elocution and singing.
- To commemorate the 131st birth anniversary of Dr. B.R.Ambedkar, the library organised a display of books to create awareness on his contribution to the Indian Constitution

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

**Best Practice 1: The Alumni mentored learners regarding career opportunities.**

**Objective of the practice:** Provide guidance to the learners for making right career choices and exploring options for higher studies and professional pursuits.

**The Practice:**

The 'Mentoring Programme' was done via e-mails where the queries of learners were answered by the alumni.

2 Google Forms were circulated for collecting details of Alumni and Learners.

**Evidence of Success:** The learners were able to take academic guidance as well as career related advice from the mentors.

**Problems encountered and resources required:** The time lag between the queries of the learners and the responses from the mentors needs to be addressed.

**Best Practice 2: Intervention for mental well-being of learners**

**Objective of the practice:** To address the issues related to physical and mental well-being of learners.

**The practice:**

- **General Counselling:**

The sessions are conducted on a one-to-one basis and are offered free of cost to the learners of the College. Due to Covid restrictions, these sessions were conducted online.

- **Short-term Course in Physical and Mental Wellness:**

The course was offered in online mode for a duration of more than 30 hours where learners were trained in yoga, general physical fitness and mental well-being.

**Evidence of Success:** Number of learners who consulted General Counsellor in the last academic year and completed the Short-term Course.

Problems encountered and resources required: Learners need to be encouraged to approach the general counsellor and learners engagement was an issue in the short-term course as the sessions were conducted online.

File Description	Documents
Best practices in the Institutional website	<a href="https://tcc.tolani.edu/institutional-best-practices/">https://tcc.tolani.edu/institutional-best-practices/</a>
Any other relevant information	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/7.2.1..pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/7.2.1..pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Based on suggestions of seasoned industry experts, academicians and alumni who are part of different Statutory Bodies, the College offers job-oriented certifications apart from the regular courses offered as part of the undergraduate and postgraduate programmes and also promotes research.

A. Following is the list of Short-term Courses offered during the year 2021-2022:

Capacity Building and Skill Enhancement Courses:

- Physical and Mental Wellness
- Management of Creativity

In collaboration with Aptech Limited:

- Office Automation Fundamentals & Advanced MS-Office
- Programming Principles and Techniques

In collaboration with FinX:

- Mutual Fund Distributors' Regulatory Certification
- Chartered Financial Expert (CFX)

In collaboration with Ursa Minor Consulting Pvt. Ltd.:

- Banking and Insurance

In collaboration with Western Indian Regional Council (WIRC):

- Train, Earn and Learn Programme

Offered by University of Mumbai:

- Retail Marketing

In collaboration with Anudip Foundation:

- Advanced Programming in Java Web Programming
- Diploma in Accounting with Tally
- Advanced Programme in Digital Marketing
- Diploma in Networking and Cisco Network Associate (CCNA)

In collaboration with TNS India Foundation:

- Campus to Career

#### B. Research Highlight:

Ten teams of learners participated in the 16th Inter - Collegiate Avishkar Research Convention of University of Mumbai and one team got 3rd position in the Commerce, Management and Law category.

File Description	Documents
Appropriate link in the institutional website	<a href="https://tcc.tolani.edu/wp-content/uploads/2023/05/Institutional-Distinctiveness-1.pdf">https://tcc.tolani.edu/wp-content/uploads/2023/05/Institutional-Distinctiveness-1.pdf</a>
Any other relevant information	<a href="#">View File</a>

#### 7.3.2 - Plan of action for the next academic year

Following is the Plan of Action for the next Academic Year 2022-2023

1. Introduce new UG Programmes under Autonomy
2. Implement the revised syllabus at First year of UG and PG Programmes
3. Implement the new scheme of Continuous Evaluation
4. Explore potential opportunities of offering short-term value-added courses

5. Encourage faculty members and learners to participate in research related activities
6. Upgrade technology
7. Strengthen the Mentoring Programme
8. Organize Workshops / Seminars on Research Methodology, Intellectual Property Rights, Entrepreneurship
9. Upgrade physical infrastructure
10. Conduct 'Academic Audit'
11. Organise activities at inter and intra-collegiate level
12. Submit AQAR 2021-2022
13. Submit details for NIRF and ARIIA