



Tolani College of Commerce (Autonomous)

तोलानी वाणिज्य महाविद्यालय (स्वायत्त)

Knowledge is Supreme

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

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

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

Tel. : (022) 6153 5455
Fax : (022) 6153 5456
E-mail : tcc@tolani.edu
Website : tcc.tolani.edu

ACADEMIC YEAR 2022-2023

MEETING NO. 1

**Minutes of the 1st Meeting of the Internal Quality Assurance Cell (I.Q.A.C.) conducted on
September 16, 2022**

Name of the Institute:

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

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

Purpose of Meeting:

To review and discuss the performance of the Institution from May 28, 2022 to September 15, 2022.

Date/Time: Friday, September 16, 2022 at 10:30 a.m. in the A.V. Room and on Microsoft Teams platform.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name of the Members	Designation of the Member	Present/ Absent
1	Dr. Vijaya Krishna (Principal & Head, Department of Commerce)	Chairperson	Present
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)	Management Representative	Present
3	Dr. Vasudev P. Iyer (Head, Department of Business Economics & Vice Principal, Degree College)	Faculty Member	Present
4	Dr. Sadhana Venkatesh (Co-ordinator, Degree College)	Faculty Member	Present
5	Ms. Ansari Mehrunnisa Hafiz Gulam Dastagir (Head, Department of Accountancy)	I.Q.A.C. Coordinator	Present
6	Dr. Hema Mehta (Associate Professor, Business Law)	Faculty Member	Present
7	Ms. Jayalakshmi R. Singh (Assistant Professor – Accountancy & Deputy Controller – Examination Committee)	Faculty Member	Present
8	Ms. Bandita Singh [B.Sc.(IT) Programme C-ordinator & Controller- Examination Committee]	Faculty Member	Present
9	Dr. Ishtiyaq Chiplunkar (B.B.I. Programme Co-ordinator)	Faculty Member	Present
10	Dr. Navin Punjabi (Vice Principal, H.R. College, Mumbai)	Nominee from Alumni	Present
11	Mr. Lucas D'Souza (Parent)	Nominee from Stakeholders	Absent



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12	Mr. Manoj Belgaonkar (Head, Regulations Standard & QM, Siemens Ltd., Mumbai)	Representative from Industry	Absent
13	Mr. Sunil Wariar (Chief People Officer, Future Generali)	Representative from Industry	Present
14	Dr. Rasmita Mohanty (Librarian)	Librarian	Present
15	Mr. Prakash Ipte (CAO)	Chief Administrative Officer	Absent
16	Ms. Ritu Kamra (Registrar)	Senior Administrative Officer	Present
17	Mr. Nitin Arya (Performance Controller in Siemens Real Estate)	Alumni -By Invitation	Absent
18	Ms. Jaspreet Kaur Matta (Parent)	Stakeholder -By Invitation	Present
19	Ms. Varsha Arondekar (T.Y.B.Com, Student, A.Y. 2022-2023)	Student Representative	Present
20	Ms. Blossom Dcruz (T.Y.B.B.I, Student, A.Y. 2022-2023)	Student Representative	Present

Agenda 1: To grant leave of absence.

Leave of absence was granted to Mr. Manoj Belgaonkar, Representative from the Industry and Mr. Lucas D'Souza, Stakeholder representing Parents.

The Members welcomed Ms. Jaspreet Kaur, Stakeholder representing Parents.



150-151, Tolani College of Commerce Madhukunj Society, Sher E Punjab Colony, Andhari East, Mumbai, Maharashtra 400093, India
Lat 19.128875°
Long 72.864474°
16/09/22 11:06 AM

150-151, Tolani College of Commerce Madhukunj Society, Sher E Punjab Colony, Andhari East, Mumbai, Maharashtra 400093, India
Lat 19.128875°
Long 72.864474°
16/09/22 11:05 AM





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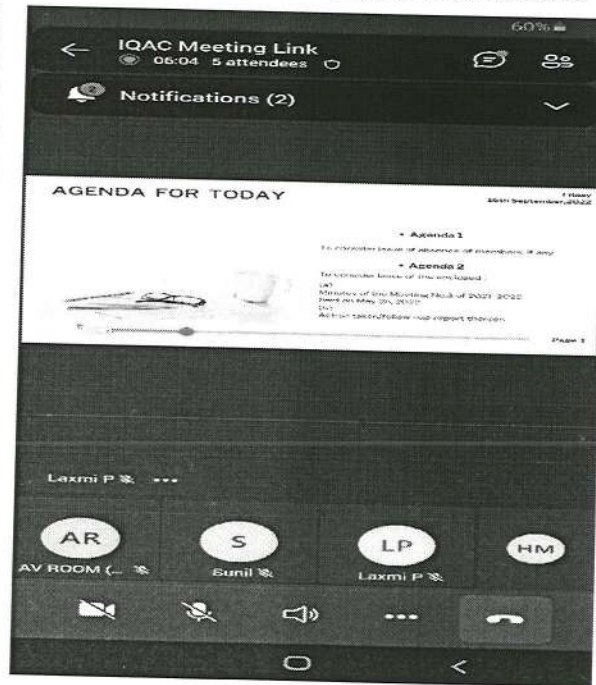
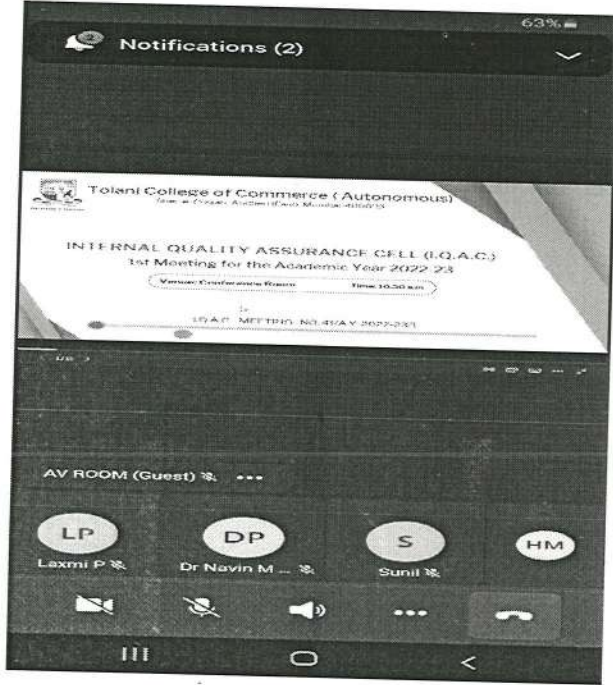
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Geotagged Photographs of the Meeting (Hybrid mode) of the I.Q.A.C. held on Friday, September 16, 2022

Inputs from Student Representatives:

The meeting commenced with interaction with student coordinators.

Ms. Blossom Dcruz – T.Y.B.B.I., Student, (A.Y-2022-2023) appreciated the efforts of the College in organizing and efficiently managing online lectures, events, awareness programmes, workshop/seminars in collaboration with I.Q.A.C.

Ms. Varsha Arondekar (T.Y.B.Com, Student, A.Y. 2022-2023), gave a brief overview of various offline events that were organized by the College since it reopened. Details are as follows:

- Career Guidance and Placement Cell organized workshops and placement drives to help learners explore different career opportunities.
- Career Fest 2022, an Intra-collegiate event, was organized in collaboration with TNS India Foundation. It brought renowned recruiting companies to the College and had learners participating from colleges across Mumbai





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Agenda 2a: To approve the minutes of the meeting held on May 28, 2022.

The minutes of the previous meeting held on Saturday, May 28, 2022 were read and approved by the Members.

Agenda 2b: To discuss the Action Taken Report (ATR).

The Action Taken Report was presented and discussed.

Agenda 3: Admission process and commencement of A.Y. 2022-2023.

A. Results and Admissions:

The Members were informed that admissions have been difficult this year and many colleges affiliated to University of Mumbai have been facing challenges in filling the sanctioned seats at the first year level for certain degree programmes.

Due to Continuous Evaluation (CE) implemented after autonomy for first year learners and the written examinations held after a very long gap post Covid-19, the results of A.Y. 2021-2022 have been adversely affected.

B. Commencement of Academic Year 2022-2023 & Progress till date.

The College is trying to align its curriculum and activities with N.A.A.C. Criteria and National Education Policy 2020. Following is the overview of progress made so far:

Criterion I: Curricular Aspects

1. B.B.A. in Logistics:

The members were informed that 20 learners have enrolled for this programme. Orientation Session, Guest Lecture by Industry Expert and Industrial Visits to Siemens, PISPL & Welspun One Warehouses were organized for learners and faculty members.

The Members were informed that with the upcoming launch of National Logistics Policy (NLP) this programme will gain popularity and the enrollment of learners to B.B.A. in Logistics will gain momentum in future.

2. Revised Syllabi implemented for the First Year of UG & PG Programmes:

The revised syllabi as approved by the statutory bodies have been implemented in this academic year 2022-2023.





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3. Short-term Capacity Building & Skill Enhancement Courses in Soft Skills:

The Members were informed that Short-term Courses carrying additional credits are now an essential part of the curriculum.

Modules are ready for the Soft Skills Course. Orientation sessions were organized for Short-term courses in:

- Beauty & Wellness
- Capital Market Awareness and Introduction to Mutual Funds

Criterion II: Teaching, Learning & Evaluation

1. Continuous Evaluation (CE) of 40 marks with 3 Compulsory Components

In this Academic year 2022-2023, CE for total of 40 marks comprising of 3 components has been implemented at the first and second year of the undergraduate and post graduate programmes.

The Semester End Examination for 60 marks will be conducted.

2. Alumni's involvement as Industry Experts

Alumni have been involved by the College in delivering talks/guest lectures, conducting workshops and providing placement opportunities for our learners. The College aims to encourage more alumni participation in the teaching learning process.

Criterion III: Research, Innovation & Extension

1. Recognition as Research Centre

The College has now been recognized as a Research Centre for Ph.D. in Commerce. The Research Advisory Committee (RAC) as mandated by the University of Mumbai has to be constituted. The College is planning to have an inaugural function after which enrollment of learners will commence.

The academic and research related achievements of faculty members were presented.

Kindly refer Annexure II.

Innovation & Extension:

Mega Blood Donation Drive has been planned in collaboration with Seven Hills Hospital. This event has been initiated by Tolani Alumnus, Mr. Ashok Jain, an active member of Akhil Bhartiya Terapanthi Yuvak Parishad, Mumbai.

Tech Bit, an Inter-collegiate event, has been planned by B.Sc. (IT) Department on IT based themes viz: Blind typing, Code War, Error Detection, Debates & Quiz.





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Criterion IV: Infrastructure & Learning Resources

1. Infrastructure:

- The College, on an experimental basis, has migrated to cloud from the local server based systems.
- The College is in the process of upgrading systems and over 50 i5 & i7 new systems have been deployed in the Computer Lab.
- The Management has provided four New High efficient Air Conditioning Units that have been installed in the Computer Lab.

2. Learning Resources:

- With the introduction of the new programme B.B.A. in Logistics and the revision of syllabi for other programmes, there has been augmentation of library resources through books, periodicals including magazines and journals.
- The Library has designed a "QR Code" which is a part of the initiative towards paperless communication e.g. Journal list is made accessible through the QR Code for users.
- The Library has subscribed for E-newspapers 'Business Line' & 'Hindu'.
- Access to question papers of the past examinations are also provided through a single QR Code. This service was also appreciated by the External Committee that conducted the Academic Audit.

Criterion V: Student Support & Progression

1. General and Career Counselling – Offline Mode

General and Career Counselling sessions are now being conducted in offline mode.

2. Placement & Internship Opportunities

There has been a number of companies approaching the College to conduct interviews for full-time/part-time job and internship opportunities. There was a Mega Inter-collegiate Career Fest in association with TNS India Foundation in which more than 30 colleges participated and a few learners from the College also got placed.

3. Alumni Support

Refer Criterion II, Point no. 2





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4. A proposed MOU with Bunts Sangha's Higher Education Institution, for UPSC-Civil Services Examination Preparatory Training.

The College has received a proposal from Edge Academy of Civil Services, a vertical of Bunts Sangha's Higher Education Institute for creating awareness about career prospects and for providing rigorous training along with resources to learners for UPSC-Civil services examinations. On signing the MoU, the College will be required to organize webinars, workshops, and boot camps for aspiring learners who can join these programmes in an offline/online or hybrid mode at a certain cost.

Dr. G.S. Shahani suggested that the College should carefully go through the proposal.

Criterion VII: Institutional Values & Best Practices

1. Energy & Water Audits have been successfully completed. Reports are awaited.
2. Internal Audit of activities, documentation & outcomes is an ongoing process for which Internal Committee for Data Verification and Validation is responsible. This practice ensures that there is consistency in the data submitted for different purposes including the Annual Quality Assurance Report (AQAR) to NAAC, NIRF, AISHE, ARIIA, University of Mumbai, etc.

Agenda 4: To inform the Members about the submission of information for ARIIA 2022.

The information of ARIIA A.Y 2021-2022 (Atal Ranking of Institutions on Innovation Achievements) has been submitted on August 3, 2022.

The details for the National Institutional Ranking Framework (NIRF) are yet to be submitted.

Agenda 5: Academic, co and extra-curricular activities and other activities organized from June 1, 2022 to September 14

, 2022 and participation of learners in events organized by other institutions.

Kindly refer Annexure – I.

Agenda 6: To update members about proposed plan of action to strengthen:

I. Research:

Kindly refer Annexure -II for academic and research related achievements of Faculty Members.

Kaizen targets have been set for research publications for Faculty Members.





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II. Corporate tie-ups:

Corporate tie-ups for guest lectures, industrial visits and internships/apprenticeships are in progress.

III. Student Volunteerism:

The Students are representing their peers on all major bodies and voluntarily help teachers, co-ordinate with office staff, library and give useful inputs to improve the services offered by the College.

Agenda 7: Interviews for selection of Faculty Members

The Members were briefed about the interviews conducted for selection of faculty members for the Self-financing Section.

Agenda 8: To consider additional proposals for offering value added/certificate courses

Details are already covered in Agenda 3B.

Agenda 9: To consider any other matter with the permission of the Chair

The Members were informed that two of the non-teaching staff members of the aided section have opted for retirement under the provisions of the Voluntary Retirement Scheme (VRS). Their details are as follows:

- Mr. Rajesh Udasi – Senior Clerk - Accounts
- Mr. Balbir Rawat – Library Attendant

The IT In-charge and senior faculty member, Ms. Laxmi Pandya also resigned due to personal commitments.

Agenda 10: To decide the date of the next meeting

The Members proposed the next I.Q.A.C. meeting on Tuesday 15th November'22.

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



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



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Action taken/Follow-up report on discussion/decisions at the I.Q.A.C. Meeting held on September 16, 2022

Item no. in the minutes	Dates of previous minutes from where the point originated / subsequently referred	Pg. No. of previous Minutes of 16/09/2022	Nature of decision/discussion	Concerned official/faculty	Action taken/progress since last meeting
3-B I-3	16/09/2022	5	The Members were informed that Short-term Courses carrying additional credits are now an essential part of the curriculum. Modules are ready for the Soft Skills Course. Orientation sessions were organized for Short-term courses in: <ul style="list-style-type: none">Beauty & WellnessCapital Market Awareness and Introduction to Mutual Funds	Principal/ Vice Principal	Offline Sessions for the Short-term Courses on Capital Market Awareness and Introduction to Mutual Funds have been conducted post-examination i.e. from 18 th to 21 st October' 2022. The online sessions and the evaluation procedure for these short-term courses will be scheduled shortly.
3-B II-2	16/09/2022	5	The College aims to encourage more alumni participation in the teaching learning process.	Principal/ Vice Principal	Alumni Talks were organized as under: S.Y. B.Com - Course: Advertising A talk was delivered by Mr. Ripin Raghavan. T.Y. B.A.F - Course: Financial Management A talk was delivered by Mr. Nitin Arya.
3-B III-1	16/09/2022	5	The College has now been recognized as a Research	Principal/ Vice	The Research Advisory Committee





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			Centre for Ph.D. in Commerce. The Research Advisory Committee (RAC) as mandated by the University of Mumbai has to be constituted. The College is planning to have an inaugural function after which enrollment of learners will commence.	Principal	has been constituted. The inaugural function of our Research Centre was held on Thursday, September 29 th 2022. Dr. Vivek Patkar delivered a talk on 'Importance of Research'. Research proposals are being submitted by interested candidates.
3-B III-2	16/09/2022	5	Mega Blood Donation Drive has been planned in collaboration with Seven Hills Hospital. This event has been initiated by Tolani Alumnus, Mr. Ashok Jain, an active member of Akhil Bhartiya Terapanthi Yuvak Parishad, Mumbai. Tech Bit, an Inter-collegiate event, has been planned by B.Sc. (IT) Department on IT based themes viz: Blind typing, Code War, Error Detection, Debates & Quiz.	Principal/ Vice Principal	Both the events were organized successfully.
3-B VII-1	16/09/2022	7	Energy & Water Audit have been successfully completed. Verification from external authorities/experts is awaited.	Principal/ Vice Principal	The draft reports received and queries have been raised by the College.
4	16/09/2022	7	The details for the National Institutional Ranking Framework (NIRF) are yet to be submitted as the portal is now accessible to upload the necessary details.	Principal/ Vice Principal	Registration for NIRF 2023 has been completed on 27 th October, 2022.





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7	16/09/2022	8	The Members were briefed on the vacant positions in the Self-financing Section which were advertised. The interviews were conducted on completion of formalities laid by the University of Mumbai. Interviews were conducted for all applicants and the final results are awaited from the Selection Committee to complete the recruitment process.	Principal/ Vice Principal	Three selected candidates were informed about the result of their interview. One of them accepted the offer.
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Ms. Ansari Mehrunnisa
Co-ordinator, I.Q.A.C.



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



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ACADEMIC YEAR 2022-2023

MEETING NO. 2

Minutes of the 2nd Meeting of the Internal Quality Assurance Cell (I.Q.A.C.) conducted on November 15, 2022 in Hybrid mode.

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

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

Purpose of Meeting: To review and discuss the performance of the Institution from September 16, 2022 to November 14, 2022.

Date/Time: Tuesday, November 15, 2022, at 10:30 a.m. in the Conference Room and on Microsoft Teams platform.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name of the Members	Designation of the Member	Present/Absent
1	Dr. Vijaya Krishna (Principal & Head, Department of Commerce)	Chairperson	Present
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)	Management Representative	Present
3	Dr. Vasudev P. Iyer (Head, Department of Business Economics & Vice Principal, Degree College)	Faculty Member	Present
4	Dr. Sadhana Venkatesh (Co-ordinator, Degree College)	Faculty Member	Present
5	Dr. Ansari Mehruunisa Hafiz Gulam Dastagir (Head, Department of Accountancy)	I.Q.A.C. Coordinator	Present
6	Dr. Hema Mehta (Associate Professor, Business Law)	Faculty Member	Present
7	Ms. Jayalakshmi R. Singh (Assistant Professor – Accountancy & Deputy Controller – Examination Committee)	Faculty Member	Present
	Ms. Bandita Singh [B.Sc. (IT) Programme Co-ordinator & Controller- Examination Committee]	Faculty Member	Present
	Dr. Ishtiyah Chiplunkar (B.B.I. Programme Co-ordinator)	Faculty Member	Present
10	Dr. Navin Punjabi (Vice Principal, H.R. College, Mumbai)	Nominee from Alumni	Absent





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12	Mr. Manoj Belgaonkar (Head, Regulations Standard & QM, Siemens Ltd., Mumbai)	Representative from Industry	Present
13	Mr. Sunil Wariar (Chief People Officer, Future Generali)	Representative from Industry	Absent
14	Dr. Rasmita Mohanty (Librarian)	Librarian	Present
15	Mr. Prakash Ipte (Chief Administrative Officer - CAO)	Chief Administrative Officer	Absent
16	Ms. Ritu Kamra (Registrar)	Senior Administrative Officer	Present
17	Mr. Nitin Arya (Performance Controller in Siemens Real Estate)	Alumni -By Invitation	Absent
18	Ms. Jaspreet Kaur Matta (Parent)	Stakeholder -By Invitation	Present
19	Ms. Varsha Arondekar (T.Y.B.Com., Student, A.Y. 2022-2023)	Student Representative	Absent
20	Ms. Blossom D'cruz (T.Y.B.B.I., Student, A.Y. 2022-2023)	Student Representative	Present

Agenda 1: To consider leave of absence of members, if any.

Leave of absence was granted to Dr. Navin Punjabi, Mr. Lucas D'Souza, Mr. Sunil Wariar, Mr. Prakash Ipte and Ms. Varsha Arondekar.

The Chairperson introduced and welcomed the new Members of the External Peer Team of the I.Q.A.C.:

- Prof. Dr. Moushumi Datta, Principal Nagindas Khandwala College of Commerce & Management Studies (Autonomous)
- Dr. Srivaramangai R., Head, Department of Information Technology, University of Mumbai
- (Prin.) Dr. Parag Ajagaonkar, Shri Vile Parle Kelavani Mandal's Narsee Monjee College of Commerce and Economics (Autonomous) who attended the meeting online.





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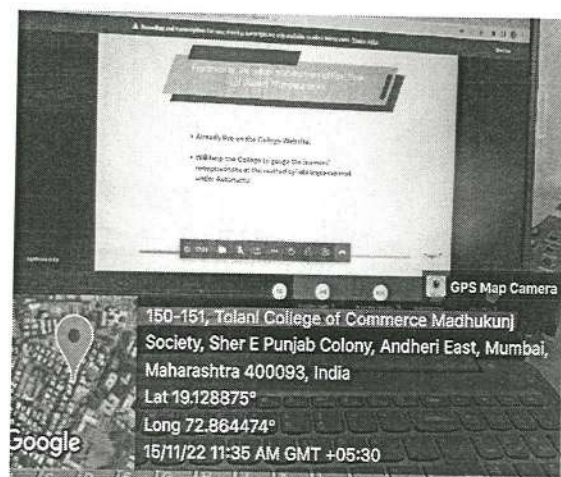
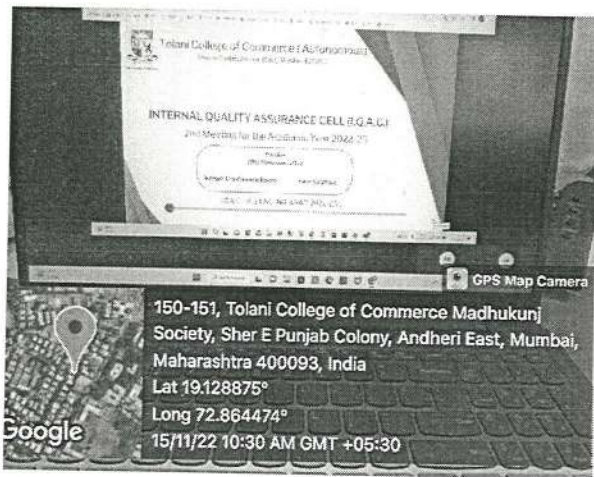
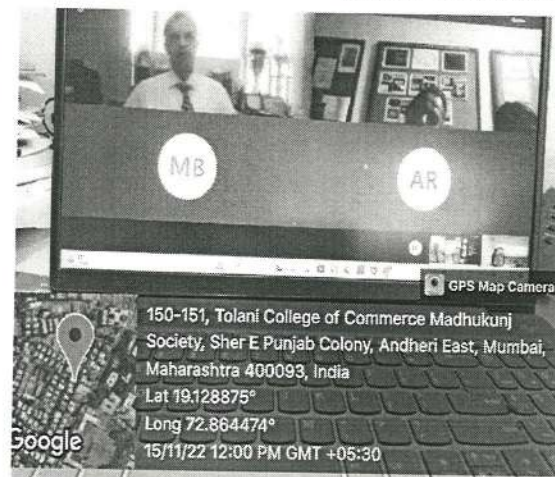
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Geotagged Photographs of the Meeting (Hybrid mode) of the I.Q.A.C Meeting held on Tuesday, November 15, 2022

Agenda 2: Interaction with Student Representatives

The meeting commenced with interaction with Student Representatives. Blossom D'cruz – T.Y.B.B.I., Student, (A.Y. 2022-2023) appreciated the College for smooth conduct of lectures and examination in offline mode. She made a special mention of the preliminary examination conducted for the final year learners of all the UG courses which were highly appreciated by the learners as they had not taken a 'pen and paper' examination since Covid-19.





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Agenda 3: To consider the enclosed-

a. Minutes of Meeting No.1 of 2022-2023 held on September 16, 2022

The minutes of the previous meeting were considered and approved by the Members.

b. Action taken/follow up report thereon

The Action Taken report was presented and discussed.

Agenda 4: Discussion on the progress under Autonomy:

The College is trying to align its curriculum and activities with N.A.A.C. Criteria and National Education Policy (NEP) 2020. The following is the overview of progress made since the first I.Q.A.C. meeting of the current academic year.

i. Examination : { Criterion II: Teaching, Learning & Evaluation }

• Continuous Evaluation (CE):

The following scheme of Continuous Evaluation (CE) has been defined for the current academic year:

CE of Undergraduate Programmes comprising of 40 marks is as follows:

- 2 Assignments for 15 marks each in the form of presentations, projects, book reviews, case studies.
- 1 Online MCQ Test for 10 marks conducted in the College.

CE of Postgraduate Programmes CE comprising of 40 marks is as follows:

- Presentation and assignments for 20 marks
- MCQ Test for 20 marks

The syllabi of the newly introduced B.B.A. Logistics Programme follows the guidelines provided by Logistics Skill Council (LSC).

• Semester End Examination:

The Semester End Examination (SEE) pattern for Undergraduate (UG) and Postgraduate (PG) Programmes introduced last year, continues to remain the same for this academic year as well.





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UG Programmes:

- First Year
Semester I: CE – Online MCQ test is will be completed by November 19, 2022.
Semester II: SEE to commence from Friday, December 2, 2022
- Second Year
Semester III: CE 1, 2 and 3 have been completed
Semester III: SEE across all programmes has been successfully completed.
- Third Year
Semester V: Third Year B.Com. Examination has commenced.

PG Programmes:

M.Com. Semester III: CE and SEE has been completed.
M.Com. Semester I: CE is about to be concluded and SEE Examination will commence from December 12, 2022.

ii. Introduction of new Short-term Courses: {Criterion I: Curricular Aspects}

The College is planning to offer a bouquet of short-term, employability-oriented courses for learners according to their interests. Efforts are being made to first orient the learners, create awareness about these courses so that the learners can take informed decisions.

Stock Trading Pathshala & Mutual Fund Pathshala in collaboration with FinX have been offered for Semester I & III. The first batch commenced from October 18, 2022 and will be completed by November 24, 2022. The second batch will commence from December 17, 2022.

Members discussed the proposed soft skills course on effective communication 'Maximize Your Message' in collaboration with Johnson Odakkal Initiatives and approved it. Cmde Johnson is an Indian Navy veteran.

The following 2 short-term courses for B.Sc.(IT) learners are being scheduled in collaboration with Anudip Foundation:

- CCNA in Hardware and Networking
- Advanced programming in Web Designing

Plan of Action:

To align with NEP-2020, the College is planning short term courses to preserve and promote Indian Culture.





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iii. Update on upcoming Statutory Body Meetings: {Criterion VI: Governance Leadership & Management}

The meetings for the Statutory Bodies have been scheduled and will be conducted as per the guidelines.

iv. Feedback on the syllabi from learners of first year of UG and PG Programmes: {Criterion I: Curricular Aspects}

A formal link is live on the College website for learners to give feedback on the syllabi. This will help the College to gauge the learner's receptiveness of the syllabi implemented under autonomy.

The College is also in the process of identifying Alumni and Employers for obtaining feedback on the syllabi.

Agenda 5: Update on Ph.D. Research Centre {Criterion III: Research, Innovation & Extension}

The Members were informed about the inauguration of the Research Centre for Ph.D. in Commerce on September 29, 2022, followed by a talk on the "Importance of Research" by Dr. Vivek Patkar, a senior and experienced researcher. As per the guidelines of University of Mumbai, the Research Advisory Committee (RAC) has been constituted and the admission process is being followed. The Centre has received 18 applications along with the proposals. Interviews have been scheduled on December 8, 2022.

Agenda 6: Activities organized from September 16, 2022 to November 14, 2022

a. Academic, Co and Extra-Curricular Activities

The list of activities organized was presented. Kindly refer Annexure – I

b. Academic and Research Progress of Faculty Members

The achievements of the faculty members were presented. Kindly refer Annexure – II

The Chairperson thanked Mr. Manoj Belgaonkar for giving the first-year learners of B.B.A., an opportunity to visit the Siemens Warehouse at Bhiwandi. It was a wonderful experience for the learners and the College is hopeful that with the support from the industry experts, the College will be able to add value to the learners and give them the much-needed industry exposure.





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Agenda 7: Consider any other matter with the permission of the Chair.

Suggestions by External Peer Team Members in line with National Education Policy (NEP) 2020:

1. As per NEP 2020 guidelines, the I.Q.A.C. Team can prepare an Institutional Development Plan for the next 3 years.
2. Plan for the transition from the existing Degree Programmes of 3 years to that of 4 Years.
3. As per UGC guidelines, I.Q.A.C. Team needs to prepare for Academic Bank of Credit.
4. Emphasize on Outcome Based Education (OBE).
5. Curriculum should include internship opportunities with additional credits for a 4-year programme.
6. The College should appoint:
 - Placement Officer to approach companies proactively for tie-ups and to ensure learners are placed in good companies.
7. Improve engagement with Alumni.

Suggestions:

Mr. Manoj Belgaonkar	First-year learners of B.B.A., being offered an opportunity, to visit the Nhava Sheva Port (JNPT).
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Agenda 8: Fix the date and time for the next I.Q.A.C meeting and propose a vote of thanks.

The Members proposed Friday, February 3, 2023 for the next I.Q.A.C. meeting.

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



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



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Action taken/Follow-up report on discussion/decisions at the I.Q.A.C. Meeting held on November 15, 2022

Item no. in the minutes	Dates of previous minutes from where the point originated / subsequently referred	Pg. No. of previous Minutes of 15/11/2022	Nature of decision/discussion	Concerned official/faculty	Action taken/progress since last meeting
4-ii	15/11/2022	5	Stock Trading Pathshala & Mutual Fund Pathshala in collaboration with FinX have been offered for Semester I & III. The first batch commenced from October 18, 2022 and will be completed by November 24, 2022. The second batch will commence from December 17, 2022	Principal/ Vice Principal	The learners of the first batch have successfully completed the courses and their 'Valedictory Function' was organized on Wednesday, January 25, 2023. Details of other batches: <u>Stock Trading Pathshala</u> ➤ 2nd, 3rd and 4th Batch: Completed the course ➤ 5 th Batch commencing from Tuesday, January 31, 2023 <u>Mutual Fund Pathshala</u> 2 nd Batch: Completed the course
4-ii	15/11/2022	5	The proposed soft skills course on effective communication 'Maximize Your Message' in collaboration with Johnson Odakkal Initiatives were discussed and approved by the Members.	Principal/ Vice Principal	The soft skills course culminated with a 'Valedictory Function' on December 20, 2022.
4-iv	15/11/2022	6	A formal link is live on the College website for learners to give feedback on the syllabi. This will help the College to	Principal/ Vice Principal	The link is live and the feedback is checked from time to time.



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			gauge the learner's receptiveness of the syllabi implemented under autonomy.		
5	15/11/2022	6	As per the guidelines of University of Mumbai, the Research Advisory Committee (RAC) has been constituted and the admission process is being followed. The Centre has received 18 applications along with the proposals. Interviews have been scheduled on December 8, 2022.	Principal/ Vice Principal	Interviews were conducted. 3 candidates were short-listed and they presented their research proposals in RAC meeting held on December 29, 2022. The External Member of RAC suggested modifications. The final research proposals have been submitted to University of Mumbai on December 31, 2022.

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



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



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ACADEMIC YEAR 2022-2023

MEETING NO. 3

Minutes of the 3rd Meeting of the Internal Quality Assurance Cell (I.Q.A.C.) conducted on February 3, 2023, in the hybrid mode.

Name of the Institute: Tolani College of Commerce (Autonomous), 150-151- Sher-E-Punjab Society, Andheri (East), Mumbai -400093.

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

Purpose of Meeting: To review and discuss the performance of the Institution from November 15, 2022 to February 2, 2023.

Date/Time: Friday, February 3, 2023, from 10:30 a.m. onwards in the Conference Room and on Microsoft Teams platform.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name of the Members	Designation of the Member	Present/Absent
1	Dr. Vijaya Krishna (Principal & Head, Department of Commerce)	Chairperson	Present
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)	Management Representative	Present
3	Dr. Vasudev P. Iyer (Head, Department of Business Economics & Vice Principal, Degree College)	Faculty Member	Present
4	Dr. Sadhana Venkatesh (Co-ordinator, Degree College)	Faculty Member	Present
5	Dr. Ansari Mehruunisa Hafiz Gulam Dastagir (Head, Department of Accountancy)	I.Q.A.C. Coordinator	Present
6	Dr. Hema Mehta (Associate Professor, Business Law)	Faculty Member	Present
7	Ms. Jayalakshmi R. Singh (Assistant Professor – Accountancy & Deputy Controller – Examination Committee)	Faculty Member	Present
8	Ms. Bandita Singh [B.Sc. (IT) Programme Co-ordinator & Controller- Examination Committee]	Faculty Member	Present
9	Dr. Ishtiyah Chiplunkar (B.B.I. Programme Co-ordinator)	Faculty Member	Present
10	Dr. Navin Punjabi (Vice Principal, H.R. College, Mumbai)	Nominee from Alumni	Absent
11	Mr. Lucas D'Souza (Parent)	Nominee from Stakeholders	Present
12	Mr. Manoj Belgaonkar (Head, Regulations Standard & QM, Siemens Ltd., Mumbai)	Representative from Industry	Absent



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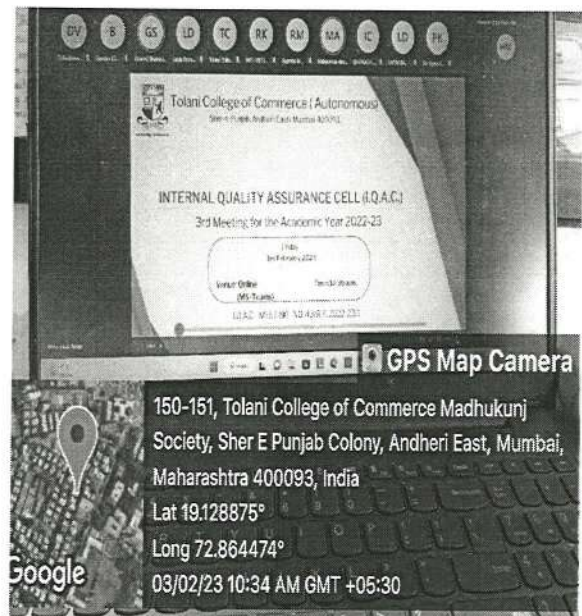
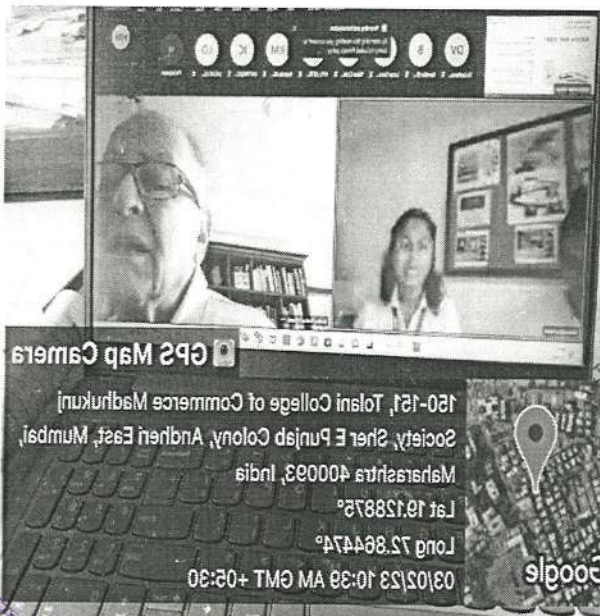
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13	Mr. Sunil Wariar (Chief People Officer, Future Generali)	Representative from Industry	Absent
14	Dr. Rasmita Mohanty (Librarian)	Librarian	Present
15	Mr. Prakash Ipte (Chief Administrative Officer - CAO)	Chief Administrative Officer	Absent
16	Ms. Ritu Kamra (Registrar)	Senior Administrative Officer	Present
17	Mr. Nitin Arya (Performance Controller in Siemens Real Estate)	Alumni -By Invitation	Absent
18	Ms. Jaspreet Kaur Matta (Parent)	Stakeholder -By Invitation	Absent
19	Ms. Varsha Arondekar (T.Y.B.Com., Student, A.Y. 2022-2023)	Student Representative	Present
20	Ms. Blossom D'cruz (T.Y.B.B.I., Student, A.Y. 2022-2023)	Student Representative	Absent

Agenda 1: To consider leave of absence of members, if any.

Leave of absence was granted to Dr. Navin Punjabi, Mr. Manoj Belgaonkar, Mr. Sunil Wariar, Mr. Prakash Ipte and Ms. Blossom D'cruz.





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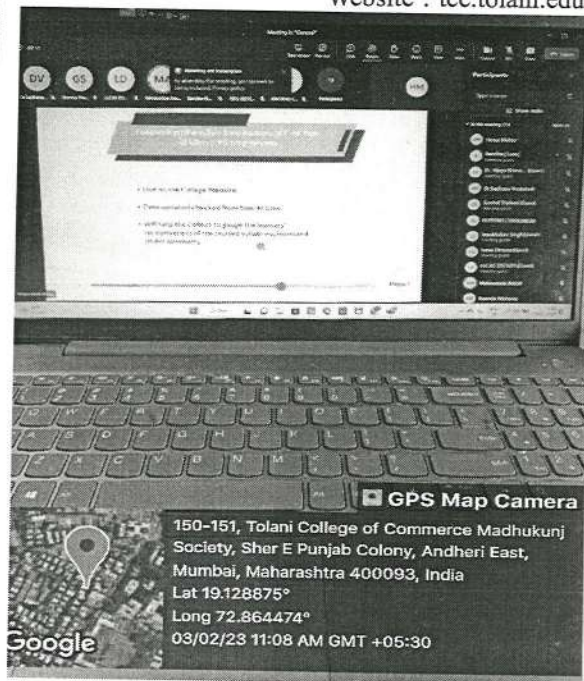
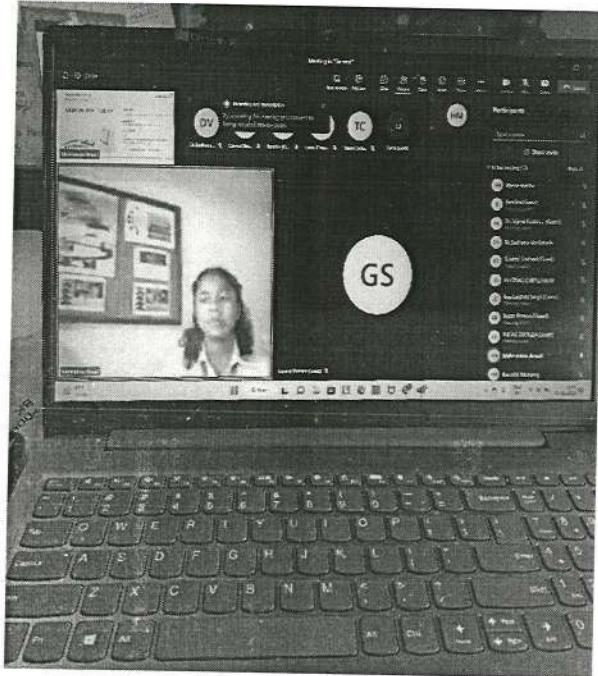
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Geotagged Photographs of the Meeting (Hybrid Mode) of the I.Q.A.C. held on Friday, February 3, 2023

Agenda 2: Interaction with Student Representatives:

Ms. Varsha Arondekar T.Y.B.Com., Student, (A.Y. 2022-2023) appreciated the College for organizing cultural activities, seminars, workshops, industrial visits, and career talks. She also said that short-term courses offered by the College, have helped the learners in:

- Gaining relevant industry knowledge
- Improving their communication skills
- Developing their personality

Learners got an opportunity to hone their entrepreneurial skills through participation in events like Sale of Handmade Products.

Seminar /Career Talk by Indian Institute of Gems and Jewelry for Professional Courses offered by them and Workshop on 'Emboss Painting' were organized for learners.

32nd Annual Sports Meet for the academic year 2022-2023 was held on January 5, 2023, for the Junior & Degree College. The sports day event helped in reviving the spirit of competition and sportsmanship among the learners post - Covid.



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Suggestions:

Ms. Varsha Arondekar T.Y.B.Com., Student, (A.Y. 2022-2023)	Short-term courses, workshop, seminars related to personality development should be offered to the learners after the final examination.
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Mr. Lucas D'Souza appreciated the efforts taken by the College for providing learning opportunities and exposure to recent industry trends through different short-term courses. The Chairperson placed on records the support received from Mr. Lucas D'Souza, having experience in the logistic industry for introducing the College to one of the logistic firms Parekh Integrated Services Pvt. Ltd. The founder of the firm Mr. Vikram Parekh delivered a talk for the learners of the B.B.A (Logistics) programme.

Agenda 3: To consider the enclosed-

a. Minutes of Meeting No. 2 of 2022-2023 held on November 15, 2022

The minutes of the previous meeting were considered and approved by the Members.

b. Action taken/follow up report (ATR) thereon:

The ATR was presented and discussed.

Agenda 4: Discussion on the progress under Autonomy:

i. Result of Semester I and III

The overall passing percentage for all the programmes, for Semester I and Semester III was approximately 60%.

Semester I and III A.T.K.T. examination will commence from February 7, 2023

ii. Ongoing Continuous Evaluation (CE) of Semester II and IV

Upcoming Examinations of Semester II and IV:

Continuous Evaluation 3 (CE 3)

- Second Year – Semester IV will commence from 3rd week of February'2023. First Year – Semester II will commence from 1st week of March'2023.

Semester End Examination (SEE)

- Second Year – Semester IV will commence from 3rd week of March'2023.
- First Year – Semester II will commence from 1st week of April'2023.





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iii. Short-term Courses (STCs)

This academic year 2022-2023, the short-term courses in Stock Trading Pathshala and Mutual Fund Pathshala were offered to learners, in collaboration with FINX. The first batch successfully completed the courses in the month of November 2022 and were felicitated at the Valedictory function held on January 25, 2023 by Mr. Gop Kumar CEO of Axis Securities

The 2nd, 3rd and 4th batch of Stock Trading Pathshala and 2nd batch of Mutual Fund Pathshala were conducted in the month of December and completed in the 3rd week of January 2023. Assessment has been completed and final results are awaited from FINX. The ongoing batch of Stock Trading has commenced from January 31, 2023. The College is planning on continuing these courses based on the response and feedback received from the learners.

The Short-term course related to communication titled 'Maximize your Message' in collaboration with Johnson Oddakal Initiatives was offered to the learners. Retired Cmde Johnson Oddakal, an Indian Navy Veteran, conducted this course with an enrolment of 38 learners. The first batch commenced in November and was completed in December. Learners who completed this course were felicitated at the Valedictory function organized on December 28, 2022.

iv. Collaborations:

- Civil Services Examinations: A Seminar was conducted on 'Preparation for Civil Services Examination' in association with Bunts Sangha's Edge Academy of Civil Services. Counselling session was conducted for learners aspiring to be appear for UPSC Examination. Sessions will commence shortly once the batch is formed.
- Overseas Education: Halp is an online portal and a one stop destination for learners looking for overseas Education. A workshop has been planned on February 7, 2023 for Third Year and M.Com. learners to onboard and join the online Halp portal.

v. Feedback on the syllabi from learners of First year of UG and PG programmes

The form is live on the College website for learners to give their feedback. The responses are checked from time to time and analysis is done accordingly. This will help in gauging the learner's receptiveness of the revised syllabi implemented during the current academic year.

Agenda 5: Update on AQAR 2021-2022

The first draft of AQAR (Annual Quality Assurance Report) for the academic year 2021-2022 was presented in the format prescribed by NAAC for Autonomous Colleges and the inputs and suggestions made by the members were noted.





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ANDHERI (EAST), MUMBAI-400 093.

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Website : tcc.tolani.edu

Agenda 6: Updates on Ph.D. Research Centre.

The Interviews for Ph.D. in Commerce- Business Policy and Administration were conducted on December 8, 2022. 3 candidates were shortlisted and they presented their research proposals to the Research Advisory Committee (RAC) held on December 28, 2022. Dr. (Smt.) Bageshree P. Bangera Bandekar - Associate Professor of Valia College, the Expert Member, gave valuable suggestions on the research proposals which was modified and the final proposals were submitted by the candidates to the University of Mumbai on December 31, 2022. The approval of the titles for these 3 candidates is still awaited.

Agenda 7: Activities organized from November 15, 2022 to February 2, 2023:

a) Academic, Co and Extra-curricular activities

The list of activities organized was presented. Kindly refer **Annexure –I**

b) Academic and Research progress of Faculty Members


The list of achievements of faculty members were presented. Kindly refer **Annexure –II**

Agenda 8: Consider any other matter with the permission of the Chair.

1. The list of books procured by the library should be shared with the members, to examine the quality of library resources.

Agenda 9: Fix the date and time for the next I.Q.A.C meeting and propose a vote of thanks.

The Members proposed Saturday, March 18, 2023 for the next I.Q.A.C. meeting.


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




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



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ACADEMIC YEAR 2022-2023

MEETING NO. 4

Minutes of the 4th Meeting of the Internal Quality Assurance Cell (I.Q.A.C.) conducted on
April 15, 2023, in hybrid mode.

Name of the Institute: Tolani College of Commerce (Autonomous), 150-151- Sher-E-Punjab Society, Andheri (East), Mumbai -400093.

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

Purpose of Meeting: To review and discuss the performance of the Institution from February 3, 2023 to April 14, 2023.

Date/Time: Saturday, April 15, 2023, from 10:30 a.m. onwards in the Conference Room and on Microsoft Teams platform.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name of the Members	Designation of the Member	Present/ Absent
1	Dr. Vijaya Krishna (Principal & Head, Department of Commerce)	Chairperson	Present
2	Dr. G.S. Shahani (Secretary, Tolani Education Society)	Management Representative	Present
3	Dr. Vasudev P. Iyer (Head, Department of Business Economics & Vice Principal, Degree College)	Faculty Member	Present
4	Dr. Sadhana Venkatesh (Co-ordinator, Degree College)	Faculty Member	Present
5	Dr. Ansari Mehrunnisa Hafiz Gulam Dastagir (Head, Department of Accountancy)	I.Q.A.C. Coordinator	Present
6	Dr. Hema Mehta (Associate Professor, Business Law)	Faculty Member	Absent
7	Ms. Jayalakshmi R. Singh (Assistant Professor – Accountancy & Deputy Controller – Examination Committee)	Faculty Member	Present
8	Ms. Bandita Singh [B.Sc. (IT) Programme Co-ordinator & Controller- Examination Committee]	Faculty Member	Absent
9	Dr. Ishtiyah Chiplunkar (B.B.I. Programme Co-ordinator)	Faculty Member	Present
10	Dr. Navin Punjabi (Vice Principal, H.R. College, Mumbai)	Nominee from Alumni	Absent
11	Mr. Lucas D'Souza (Parent)	Nominee from Stakeholders	Absent
12	Mr. Manoj Belgaonkar (Head, Regulations Standard & QM, Siemens Ltd., Mumbai)	Representative from Industry	Absent



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13	Mr. Sunil Wariar (Chief People Officer, Future Generali)	Representative from Industry	Absent
14	Dr. Rasmita Mohanty (Librarian)	Librarian	Present
15	Mr. Prakash Ipte (Chief Administrative Officer - CAO)	Chief Administrative Officer	Absent
16	Ms. Ritu Kamra (Registrar)	Senior Administrative Officer	Present
17	Mr. Nitin Arya (Performance Controller in Siemens Real Estate)	Alumni -By Invitation	Present
18	Ms. Jaspreet Kaur Matta (Parent)	Stakeholder -By Invitation	Absent
19	Ms. Varsha Arondekar (T.Y.B.Com., Student, A.Y. 2022-2023)	Student Representative	Present
20	Ms. Blossom D'cruz (T.Y.B.B.I., Student, A.Y. 2022-2023)	Student Representative	Present

Agenda 1: To consider leave of absence of members, if any.

Leave of absence was granted to Dr. Navin Punjabi, Mr. Lucas D'Souza, Mr. Manoj Belgaonkar, Mr. Sunil Wariar Ms. Hema Mehta, Ms. Bandita Singh and Mrs. Jaspreet Kaur Matta.

Agenda 2: Interaction with Student Representatives:

The following initiatives taken by the College were well appreciated by the Student Representatives:

Ms. Blossom D'cruz (T.Y.B.B.I., Student, (A.Y. 2022-2023))

- Faculty Members always extend their support in taking well-informed career decisions.
- A talk on 'Prevention of Sexual Harassment at Work Place' was insightful and helpful.
- Mentoring sessions were conducted by Alumni for students seeking career guidance.
- Talk on 'Capital Market Awareness: Behavioral Finance and Investment Decisions' for the third year students was very informative and helpful.

Ms. Varsha Arondekar T.Y.B.Com., Student, (A.Y. 2022-2023)

- The first and second year students have overcome their stage fear and gained confidence through frequent presentations.



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- The College in collaboration with TNS India Foundation has helped deserving students to improve their soft skills. They have also been offered placement opportunities in reputed companies.
- Seminar on 'Pelvic Floor Health' helped in creating awareness among students about important female health issues.

Suggestions:

Ms. Varsha Arondekar T.Y.B.Com., Student, (A.Y. 2022-2023)	More Internship opportunities should be provided for students along with credit points for the same.
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Agenda 3: To consider the enclosed-

a. Minutes of Meeting No.3 of 2022-2023 held on February 3, 2023

The minutes of the previous meeting were considered and approved by the Members.

b. Action taken/follow up report (ATR) thereon:

The minutes of the previous meeting was considered and approved by the Members.

Agenda 4: Updates

a. Examination of Semester II and IV:

- Continuous Evaluation (CE):**

The following Examinations were held for CE:

Month & Year	Semester	Examination
February 2023	Semester I & III	ATKT
—	Semester IV	Regular
—	—	—
March 2023	Semester II	Regular & ATKT

- Semester End Examinations (SEE):**

The following Examinations were held for SEE:

Month & Year	Semester	Examination
February 2023	Semester I & III	ATKT / Additional
—	—	—
March 2023	Semester IV	Regular

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- Third Year B.Com. Semester VI Exams are in progress.
- First Year B.Com. Semester II Regular and ATKT Exams for SEE are in progress.
- Third Year Self-Financing Semester VI Exams will commence from April 25, 2023.

b. Ph.D. Research Centre:

The College has received the approval of titles of 2 candidates from the University of Mumbai and will be proceeding for registration formalities shortly.

c. Short-term Courses (STCs)

The National Education Policy (NEP) 2020 has placed great emphasis on enhancement of skills and providing industrial exposure to students. Five Short-term courses with a duration of 30-36 hours, aligned with NEP 2020, have been offered to learners during the second term of A.Y. 2022-2023.

1. Short-term Course on Research Methodology: Level 1 has been offered exclusively to S.Y. B.Com. learners. The course has been completed and evaluation will commence shortly.
2. National Institute of Securities Market (NISM): Certification Course for Mutual Fund Distributors in collaboration with Finx: The first batch has successfully completed the course. Evaluations will commence shortly.
3. Banking and Insurance Course, in collaboration with Ursa Minor Consulting Pvt. Ltd. has been completed successfully and the 4th batch will commence shortly.
4. A course on Physical and Mental Wellness will be offered to all the learners of first year of all the undergraduate programmes and will commence after the semester end examinations.
5. Course on Management of Creativity has been offered to the learners of the first year M.Com. Programme and will commence in the third week of April, 2023 after the SEE.

Agenda 5: Activities organized from February 3, 2023 to April 14, 2023

a. Academic, Co and Extra-curricular Activities

The list of activities organized was presented. Kindly refer **Annexure –I**.

Minutes of the 4th I.Q.A.C. Meeting held on 15/04/2023 A.Y. 2022-2023



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b. Academic and Research Progress of Faculty Members

The list of achievements of faculty members were presented. Kindly refer **Annexure –II**.

Agenda 6: Plan of Action (PoA) for the academic year 2023-2024

- **Preparedness for the implementation of NEP 2020**


The College has drafted a curriculum framework based on the UGC and the Kulkarni Committee recommendations for four year undergraduate programmes. NEP-2020 implementation guidelines from University of Mumbai and Government of Maharashtra are awaited.

Agenda 7: Consider any other matter with the permission of the Chair.

As there were no other matters for discussion, the meeting ended with a vote of thanks to the Chair.

Agenda 8: Fix the date and time for the next I.Q.A.C meeting and propose a vote of thanks.

The Members proposed the month of September for the next I.Q.A.C. meeting.


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




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



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Enclosure to Agenda No. 2

Action/Follow-up report on discussions/decisions at the Meeting of I.Q.A.C. held on April 15, 2023

Item No. in the Minutes	Nature of decision/discussion	Concerned official/faculty	Action taken/progress since last meeting
4-b	The College has received the approval of titles of its 2 Ph.D. candidates from the University of Mumbai and will be proceeding for registration formalities shortly.	I/C. Principal/ I/c. Vice Principal	The 2 Ph.D. candidates have completed their registration formalities.
4-c	<ol style="list-style-type: none">Short-term Course on Research Methodology: Level 1 has been offered exclusively to S.Y. B.Com. learners. The course has been completed and evaluation will commence shortly.National Institute of Securities Market (NISM): Certification Course for Mutual Fund Distributors in collaboration with Finx: The first batch has successfully completed the course. Evaluations will commence shortly.Banking and Insurance Course, in collaboration with Ursa Minor Consulting Pvt. Ltd. has been completed successfully and the 4th batch will commence shortly.A course on Physical and Mental Wellness will be offered to all the learners of first year of all the undergraduate programmes and will commence after the semester end examinations.Course on Management of Creativity has been offered to the learners of the first year M.Com. Programme and will commence in the third week of April, 2023 after the SEE.	I/C. Principal/ I/c. Vice Principal	<p>Evaluation has been completed and the learners have secured 2 credits. Enrolled: 115 Completed: 87</p> <p>Evaluation has been completed and the learners have secured 2 credits. Enrolled:39 Completed & Certified: 21</p> <p>Evaluation has been completed and the learners have secured 2 credits. Enrolled:240 Completed & Certified: 197</p> <p>This course is scheduled to commence in the academic year 2023-2024. Commenced on 23rd August, 2023.</p> <p>The course has been completed and the learners have secured 2 credits. Enrolled: 41 Completed & Certified: 30</p>





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6	The College has drafted a curriculum framework based on the UGC and the Kulkarni Committee recommendations for four year undergraduate programmes. NEP-2020 implementation guidelines from University of Mumbai and Government of Maharashtra are awaited.	I/C. Principal/ I/c. Vice Principal	The College has prepared the final draft of NEP 2020 framework which was presented and approved by the statutory bodies and has been implemented from the current academic year 2023-2024.
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M/K



I/c. PRINCIPAL

Tolani College of Commerce (Autonomous)
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