Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**TOLANI COLLEGE OF COMMERCE**
Name of the head of the Institution	**DR. VIJAYA KRISHNA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02261535455**
Mobile no.	**9820919302**
Registered Email	**tcc@tolani.edu**
Alternate Email	**iqac@tcc.tolani.edu**
Address	**150-151, SHER-E-PUNJAB SOCIETY, GURU GOBIND SINGH ROAD, ANDHERI EAST**
City/Town	**MUMBAI**
State/UT	**Maharashtra**
Pincode	**400093**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**MS. DHANASHREE JOSHI**
Phone no/Alternate Phone no.	**02261535439**
Mobile no.	**9867852307**
Registered Email	**tcc@tolani.edu**
Alternate Email	**iqac@tcc.tolani.edu**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://tcc.tolani.edu/wp-content/uploads/2021/05/AQAR-2018-2019-Report.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://tcc.tolani.edu/wp-content/uploads/2021/05/Academic-Calendar-2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**B++**	**81.50**	**2004**	**08-Jan-2004**	**07-Jan-2009**
2	**A**	**3.02**	**2011**	**08-Jan-2011**	**07-Jan-2016**
3	**A**	**3.03**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**28-Apr-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
I.Q.A.C. Meeting	02-Sep-2020 1	12
Meeting of Subcells of I.Q.A.C.	23-Oct-2019 1	8
Workshop on Innovative teaching methods with specific reference to UG/PG level by Dr. Raju Talreja, Associate Professor, Bombay Teachers' Training College.	15-Oct-2019 1	41
A session on 'How to set a question paper?' by Principal Dr. Vijaya Krishna	27-Jan-2020 1	32
Staff meeting for identifying areas of improvement and setting Kaizen Targets	01-Oct-2019 1	28
Survey for College Infrastructure, Library Services and Canteen Facilities by Quality Circles	08-Apr-2021 3	2924
Online Training sessions on Cisco Webex and Microsoft Teams platform for Online teaching for the teachers by Ms. Bandita Singh, Co-ordinator, B.Sc.IT.	09-May-2020 1	29
Preparation and submission of AQAR for the academic year 2018-2019	18-Oct-2019 30	25
Workshop on Basic English for the non-teaching staff	05-Nov-2019 1	3
NIRF 2020 Framework Report uploaded	27-Nov-2019 7	22
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount

Dr. Hema Mehta - Commerce - Business Law	Minor Research Project	University of Mumbai	2019 365	28000
Ms. Jyoti Ghosh - Commerce	Minor Research Project	University of Mumbai	2019 365	27000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

2. Online Admissions: In accordance with the IQAC's plan of action for the academic year 2019 2020, online process was successfully implemented for admission to the first years of UG and PG programs. This is a significant move considering that a major part of the learners come from very humble socioeconomic background. Many of them are also first generation learners. For those who did not have access to resources at home for completing the online process, the College offered the use of the computer lab. Administrative staff and faculty members helped the learners who faced challenges.

3. Kaizen targets: With a view to streamlining the efforts to improve and sustain quality, areas were identified for setting Kaizen targets for learners, faculty members and non-teaching staff. This initiative could not be concretised due to the lockdown necessitated by the pandemic. Reading, research and publications are the areas identified for faculty members. Minimising the use of paper, managing use of energy are the areas identified for all the sections and particularly for the non-teaching section.

4. Seminar on Intellectual Property Rights: The IQAC and Research Cell of the College organised a one day intercollegiate seminar on Intellectual Property Rights and Academic Writing on 3rd December, 2019. As efforts are being undertaken to strengthen and promote research and to encourage faculty members and learners to undertake research, awareness about ethics in research and IPR is of paramount importance. 37 faculty members and 250 learners participated. Dr. Mangala A. Hirwade, Associate Professor, PG Department of Library and Information Science, RTM University, Nagpur and Dr. Subhashree Nag, Senior Solution

Consultant, Life Sciences and Scholarly Research Division, Clarivate Analytics were the resource persons. An online quiz on IPR was conducted on the occasion of the World IPR Day on 26th April 2020. 827 people participated in the quiz. The purpose was to create awareness than to test the knowledge of the participants.

5. Water Conservation: Water Conservation was adopted as the theme for the academic year 2019-2020. Many activities were conducted based on the theme. Learners performed skits on the theme in the College campus and in a neighbouring school. Learners also performed street plays at three major suburban railway stations. 2673 people signed a pledge to adopt measures to conserve water and to spread awareness about the importance of water conservation. The College organised 'Jalsaa', an intercollegiate competition based on the theme of Water Conservation in which 134 learners from 18 colleges participated. There were 5 broad categories of competitions namely PowerPoint presentation, skits, quiz, best out of waste and poster & AD Mad.

The College IQAC is active and the subcells provide a platform for brainstorming. Academic, co and extracurricular activities are planned and reviewed in the meetings of the subcells and subsequently in the meetings of the IQAC. Following important activities were conducted based on the recommendations made in the meetings of the IQAC. 1. Preparatory work for submission of proposal for grant of fresh Autonomous Status to UGC: The College invited the Principal of an autonomous college for a meeting with the College Management and Leadership to discuss the overall advantages of autonomy. Several meetings were also held with the faculty members and nonteaching staff for the preparation of the proposal. The plan for the submission of the proposal was also communicated to learners and their parents.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To support the Jogeshwari Election Office in voter awareness drives.	1. In continuation of the support given before Lok Sabha elections, the College in collaboration with the election Office of Government of Maharashtra (158, Jogeshwari East Assembly Constituency) organized a Voter's Registration Drive on 07.08.19 and 08.08.19. 2. 21 learners performed skits in the College as well as near Jogeshwari railway station to create awareness about the importance of voting on 17.09.19. 3. Rangoli competition on the theme 'Vote for Change' and poster making competition on 'Right to Vote' were organized on 16.10.19. 13 learners participated in these activities. 4. A demonstration of use of EVM VVPAT machine was organized in which 231 learners of degree college, 25 teaching staff members and

	30 nonteaching staff members participated on 21.10.19. 5. 231 learners, 25 teaching and 30 non teaching staff members took the pledge to participate in the Maharashtra Assembly elections scheduled to be held on 21.10.19 6. The Election Officers conducted a Voter's Awareness Programme on 29.08.19 for the Maharashtra assembly elections. 383 learners benefitted from this presentation. Around ninetyfive percent of the respondents expressed satisfaction about the way in which the resource person explained the functioning of the EVM machines and agreed to share what they learnt about the machine, with others.
To organize talk/workshop on Intellectual Property Rights (IPRs).	The IQAC and Research Cell of Tolani College of Commerce organized a oneday seminar on Intellectual Property Rights and Academic Writing on 03.12.19. 287 learners and faculty members from different colleges participated.
To Migrate ERP from server based to cloud based.	MoU with Master Software was signed on 15.05.19 and migration from server to cloud based ERP has been completed.
To digitally deliver question papers on the day of the exam.	Digital delivery of question papers on the day of the examination was successfully implemented for Semester I and III regular examinations of all the UG programs held in September/October 2019.
To implement online process for admission to first year of UG and PG programs.	The online process for admission to first year of the under graduate and post graduate programs was successfully implemented in the A.Y. 201920.
To adopt Water Conservation as the theme for the year.	1. A PPT Competition on 'Water Conservation' was organized in which 12 learners participated. 2. A water Conservation Awareness Drive was conducted in which the Principal addressed 295 F.Y.B.Com. learners on 12.10.19. The learners also shared PowerPoint presentation on Water Conservation. 3. Twice in a week, a team of learners conducted inspection of the premises to ensure that there is no leakage/ wastage of water. 4. The College organised 'Jalsaa', an intercollegiate competition based on the theme of Water Conservation on 12.02.2020 in which 134 learners from 18 colleges participated. 5. The learners of the College performed a street play at Andheri, Borivali and

	Churchgate railway stations and in a school in the neighbourhood, to create awareness about the importance of water conservation. 61 learners participated in the street play and 2673 people took pledge about conserving water.
To offer short term certificate courses	1. A MoU was signed with Ursa Minor Consulting Pvt. Ltd. on 13.09.19 for appbased training in Banking and Insurance sector. 36 learners have registered for the course. 2. A MoU was signed on 19.09.19 with the GST Centre for a Certificate Course in GST. Registration for this course has commenced. 3. The classes for the second batch consisting of 22 learners, of the Certificate Course in Advanced Excel commenced on 17.10.19.
To identify areas for setting Kaizen Targets	Areas have been identified but targets are yet to concretized.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee (CDC)	19-May-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2020**

Date of Submission	**29-Jan-2020**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The College is making efforts to use technology for integrating people and processes. To facilitate storage, retrieval and dissemination of data and informagtion. The following constitute the MIS of the College: 1. Website: The College website helps in communicating with the external and internal stake holders. 2. Internal Communication is facilitated through the following: The**

College has 03 physical servers and 6 virtual servers hosting different applications. Folders have been created for specific activities/information on the server to which all the concerned faculty members and nonteaching have access. System for taking regular backup of the data/information stored in the servers is in place. Official google email has been created for all the faculty members staff to facilitate quick and seamless communication. Google drive is used for sharing data. For safety and security CCTV cameras have been installed at strategic locations for 24/7 surveillance with a backup of the feed for 15 days and backup of the camera feed is taken and preserved as and when required. 3. The entire College is connected through LAN connection. In all, there are 190 computer systems and 50 mbps broadband internet connectivity. • Faculty and Staff data: Captured and is used for: recording attendance in biometric system • Enterprise Resource Planning (ERP): The College has implemented an ERP Solution, the Modules used are: ? Academic Module: This facilitates online filling and submission of admission forms, verification of forms and payment of fees. ? Attendance Module: Enables recording of attendance of the learners ? Examination Module: Helps in pre and post examination work. ? Interactive Teaching and Learning Environment (ITLE): Online tests are conducted for learners of B.Sc.(I.T) programme ? Feedback: This module helps to obtain faculty feedback from learners and also helps in analysis of the feedback. 4. Communication with the Government for salaries and taxes: HTESevaarth is a centralized web based Integrated System of personnel information and Payroll for GrantinAid Institutions in Maharashtra. The salaries of staff of the Aided Section, are generated every month and is directly credited to the Salary Account through this software. Salaries of the staff of the SelfFinancing section is credited via NEFT. • Compliances and egovernance: o Affiliation related processes are completed through the University's online portal o Enrolment of learners to the affiliated UG and PG programs are done through the

University's Maharashtra Knowledge Council Ltd. (MKCL) Portal. o Payment of Tax: SENSYS Software is used to compute TDS. o Papers for promotion of faculty members under the Career Advancement Scheme (CAS) are submitted through the University's online portal. o One of the computer labs of the College is used for On Screen Marking (OSM) of answer books of University Examinations. • Library of the College: o Uses Slim 21 software. o All books are bar coded which facilitates easy issue and return. o The multimedia section has audio facility o It subscribes to edatabases viz: NLIST, ProQuest. o The library has a separate website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College is affiliated to University of Mumbai and it strictly follows the curriculum and related academic guidelines provided by the affiliating university. The focus is on outcome based learning for which there is an effective mechanism in place. The following help in achieving the intended learning outcomes: • Role of IQAC: The Academic Cell, which is a sub cell of IQAC drafts the academic calendar to ensure effective planning and implementation of academic activities for the year. Lesson Plans are prepared by individual teachers to make sure time lines are in place for timely completion of the syllabus. Departmental goals are decided in terms of additional workshops / events to enhance the teaching-learning experience for learners as well as the faculty members. An academic diary is maintained by the faculty members which acts as a barometer of their own performance, serves the purpose of self-audit of their number of lectures engaged and the topics covered. This helps in effective and timely delivery of the curriculum. The academic calendar is discussed in the last meeting of the College Development Committee every year. • Teaching Methods: o Teaching learners how to prepare models based on concepts in subjects: For costing, the learners are taught how to build costing models with a view to enhance understanding of cost ascertainment, cost control and fixation of selling prices, waste recycling and its impact on costs. The learners prepare Business Plans and Innovative Products are made, presented and sold. This is an activity that intends to give the entrepreneurial edge and skills to the learners. For Information Technology, they build and present models based on embedded systems. For Environmental Studies and Foundation Course, projects and activities are theme based. Water Conservation, Waste Recycling, Organic Farming Ideas and their Implementation, Reducing Carbon Footprints – these have been some of the highlight areas of work. These are the initiatives of ongoing nature. o Use of 'Financial Housie' and 'Auditing Crossword' to make the learners understand the concepts easily and to enhance their course related vocabulary. o Discussions of case studies and case examples help the learners in understanding the application of theories and concepts and also in relating what is taught in the

class room with the real world. For e.g.: 1) Development of Sustainable Tourism in Nainital for B.Com. Semester - III Course - Travel and Tourism Management. 2) Case study on Visual Merchandising of Reliance Trends for B.Com. Semester - V Course - Marketing and Human Resource Management. All the above mentioned measures constitute the mechanism adopted by the College for curriculum delivery and documentation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
CERTIFICATE COURSE IN BANKING AND INSURANCE IN COLLABORATION WITH URSA MINOR CONSULTING PVT. LTD.	NIL	13/09/2019	30	EMPLOYABILITY	BASICS OF BANKING INSURANCE

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BMS	MANAGEMENT	06/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	ACCOUNTANCY	06/06/2019
BMS	MANAGEMENT	06/06/2019
BCom	ACCOUNTING AND FINANCE	06/06/2019
BCom	BANKING AND INSURANCE	06/06/2019
BCom	FINANCIAL MARKETS	06/06/2019
BSc	INFORMATION TECHNOLOGY	06/06/2019
MCom	ADVANCED ACCOUNTANCY	06/06/2019
MCom	BUSINESS MANAGEMENT	06/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	36	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Advanced Excel in	06/06/2019	22

collaboration with Ashman Computers Pvt.Ltd (Licensee of NIIT Ltd)		
Teach India's "English for Employability" course, a CSR initiative of Times of India	04/07/2019	30
Global Financial Markets Professional Program in collaboration with BSE Institute Ltd.	07/08/2019	36
Certificate Course in Banking and Insurance in collaboration with Ursa Minor Consulting Pvt. Ltd.	19/08/2019	36
Certificate Course in Retail Marketing affiliated to University of Mumbai	21/08/2019	32
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Business Management	45
BCom	Accountancy	7
BCom	Accounting & Finance	1
BCom	Banking & Insurance	18
BCom	Accounting & Finance	28
BCom	Financial Markets	28
BMS	Management Studies	47
MCom	Advanced Accountancy	42
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The College has a structured mechanism for obtaining feedback from the following stakeholders: 1) Students: Faculty Appraisal by Learners: The feedback obtained is shared with the subject teachers by the Head of the

Institution respective Heads of Departments in a non-threatening manner. This helps teachers to identify the areas that need improvement and make the required changes in the teaching process. 2) Parents: The Open Day for the learners keeps the parents updated about the progress of their wards in examinations and also gives an opportunity to teachers to interact with parents. The feedback from parents helps to bring about improvements in the areas of discipline, attendance, infrastructure and conducting lectures. The survey also included questions on curriculum and how satisfied they are with the curriculum being relevant and helping their wards with respect to employability. 3) Teachers: Feedback from the teachers on the curriculum of the subjects they are teaching has been obtained. Their suggestions will be used to improving curriculum delivery, in designing the short term courses in the future and also the courses of the UG and PG programs as and when the College gets Academic Autonomy. Teachers give feedback about the working condition of computer systems and equipment on regular basis. Information about the usage of ProQuest and NLIST has been obtained from teachers. Senior Teachers are members of important committees including the IQAC and its sub-cells, College Development Committee (CDC), Library Advisory Committee, the Advisory Committee, which is a committee consisting of the Chairperson and Secretary of the Trust and Senior Teachers. This representation helps in taking feedback and inputs from teachers for the development of the College. For e.g.: The Principal of the College, Dr. Vijaya Krishna underwent the training for assessors imparted by CII Exim Bank for Business Excellence Awards based on the EFQM Model. The learnings from this helped in undertaking quality initiatives such as identifying areas for setting Kaizen targets. The organization structure of the College facilitates inclusion and participation. For e.g.: The Vice-Principals of the College participate in all the meetings of the Advisory Committee by invitation. As representatives of teachers this gives them opportunity to share their inputs with the College Management. The College provides counselling services free of costs to students. Based on the informal feedback given by the Psychological and Career Counsellors, talks and workshops were organized to sensitize learners about various issues like Sexual Harassment and to inform them about various career choices. The College obtains informal feedback from: 1) Employers: Informal feedback is obtained from organizations that visit the College for campus recruitment and those that have provided internship opportunities to learners. 2) Alumni: One alumnus of the College is a member of IQAC. Dr. Navin Punjabi, alumnus of the College is the Vice-Principal in the prestigious H.R. College of Commerce, Mumbai. He appreciated the way the minutes of meetings of the IQAC are drafted and also the presentation of the activities conducted by the College.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accountancy	530	870	529
BMS	Management	72	307	72
BCom	Accounting & Finance	72	246	71
BCom	Banking & Insurance	72	104	58
BCom	Financial Markets	72	100	68

BSc	Information Technology	72	140	71
MCom	Advanced Accountancy	72	126	72
MCom	Business Management	72	91	70
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2416	271	26	Nill	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
31	21	17	27	Nill	6
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

While there is no formal Students mentoring system in the institution, teachers, the career counsellor and guest speakers do guide students who approach them in areas such as options for pursuing higher studies, research, reading material, employment opportunities, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2687	31	1:87

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	31	Nill	14	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Ms. Jyoti Ghosh	Assistant Professor	Certificate of Appreciation by

2019	Ms. Varada Trivedi	Assistant Professor	Certificate of Appreciation by the Maharashtra State Assembly Election Office 158- Jogeshwari (E) Assembly Constituency, Mumbai
2019	Mr. Kaustubh Bhagat	Assistant Professor	Certificate of Appreciation by the Maharashtra State Assembly Election Office 158- Jogeshwari (E) Assembly Constituency creating Voter awareness through street play under the SWEEP Initiative during the 2019 Assembly Elections
2019	Mr. Vinovi Vincent	Assistant Professor	Certificate of Appreciation by the Maharashtra State Assembly Election Office 158- Jogeshwari (E) Assembly Constituency creating Voter awareness through street play under the SWEEP Initiative during the 2019 Assembly Elections

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BCom	2C00141	I	13/08/2019	24/09/2019
BCom	2C00143	III	23/08/2019	26/09/2019

BCom	2C00142	II	23/08/2019	25/09/2019
BCom	2C00144	IV	13/08/2019	27/09/2019
BCom	2C00451	I	13/08/2019	30/09/2019
BCom	2C00453	III	13/08/2019	30/09/2019
BCom	2C00452	II	13/08/2019	30/09/2019
BCom	2C00454	IV	23/08/2019	30/09/2019
BMS	2M00151	I	13/08/2019	30/09/2019
BMS	2M00153	III	23/08/2019	30/09/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Being an affiliated College, the evaluation system prescribed by the affiliating University has to be strictly adhered to. The evaluation system for B.Com. Program is as follows: Semesters I to VI: For the subjects other than Foundation Course in semesters I to IV and Computer Systems and Applications in semesters V and VI, semester end examinations of 3 hours duration each carrying maximum of 100 marks. In the course of Foundation Course, in semesters I to IV, Project Work in a related topic for 25 marks (20 marks for the Project Report 5 marks for the performance at the Viva voce) and semester end examination of two and half hours duration carrying maximum of 75 marks. In the course of Computer Systems and Applications (which is an elective subject under Ability Enhancement Courses) in Semesters V and VI, Internal Assessment for 25 marks (15 marks for the Practical Examination 5 marks for Journal 5 marks for class participation) and semester end examination of two and half hours duration carrying maximum of 75 marks. The evaluation system for Bachelor of Management Studies, B.Com. (Accounting Finance), B.Com. (Banking Insurance), B.Com. (Financial Markets) Programs is as follows: Semesters I to VI of the Programs: Internal Periodical Class test for 20 marks and 5 marks for classroom participation and term end examination for the duration of two and half hours carrying maximum of 75 marks. In semester VI Project Work of 100 marks (75 marks for the Project Report and 25 marks for the performance at the Viva voce) The evaluation system for Bachelor of Science (Information Technology) Program is as follows: Semesters I to VI of the Program: Internal Periodical Class Test for 20 marks and 5 marks for classroom participation, practical examinations for 50 marks and term end examinations for the duration of two and half hours carrying maximum of 75 marks. In semester VI Project Work of 150 marks (50 marks for Project Report 25 marks for Presentation Skills 25 marks for the application and functionality 25 marks for the overall quality of the project 25 marks for the performance at the Viva voce) The evaluation system for Master of Commerce Programs: M.Com. Advanced Accountancy and M.Com. Business Management is as follows: Semesters I to IV: Internal Periodical Class Test for 40 marks and semester end examination of two hours duration carrying maximum of 60 marks in each course. In semesters III and IV, Project Work in a related subject of 100 marks (60 marks for the Project Report 40 marks for the performance at the Viva voce) As a regular practice, teachers have question answer sessions in the classroom to ascertain whether the learners have understood the concepts and theories. Teachers also encourage learners to raise questions and get their doubts clarified. Other than this, learners are encouraged to make presentation on topics related to the course, which also helps in the assessment of their understanding.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar of the College is prepared by the Academic Cell, the sub

cell of IQAC in consultation with the Heads of Departments/Program Coordinators, It acts as a map/blueprint of activities/events for the year ahead. It is prepared keeping in mind the proposed plan of action for academic, co-curricular and extra-curricular activities. It helps in: 1) Ensuring that adequate number of lecture sessions are provided for every subject as prescribed by the University. 2) Preparing and implementing the time- table. Based on the time-table and the prescribed syllabus, teachers prepare the teaching plan. 3) Make sure that the teachers follow the timetable and engage the requisite number of lectures. 4) Timely completion of the syllabus by helping teachers in their self-audit of number of lectures taken. They can accordingly engage extra lectures when necessary, with adequate time for learners to prepare for the examinations. Revision sessions are also conducted for topics of higher difficulty levels. The College completed the admissions to second year and third year of UG Programs and second year of PG Programs in the month of April and May for the academic year. Therefore, lectures for Semesters III and V of UG Programs and Semester III of PG Programs commenced from the first day of the academic term. For Semester I of UG and PG Programs, the lectures commenced after the admission formalities were completed as per the guidelines issued by University of Mumbai. A One-day industrial visit to Silvassa was organized for the learners of the second year of the UG programs of the self-financing section to give them first hand practical and technical knowledge and experience of how industries function. The academic calendar is drafted to accommodate lecture sessions and examination / tests for value added courses such as Certificate Course in Retail Marketing, Certificate Course in Advanced Excel, English for Employability, and GFMP (Global Financial Markets Professional) Program and the employment-oriented course in banking and insurance. The College has signed an MoU with Ursa Minor Consulting Pvt. Ltd. to impart app-based training to learners of the College who are interested in careers in the banking and insurance sectors. Eureka 2019-20 an Intercollegiate Workshop was organised by the Self-Financing Department to orient students to prepare for their Project Work Examination and also to give an opportunity to the faculty from different colleges to discuss the curriculum. The Degree distribution ceremony was held on 4th January, 2020. The Alumni graced the occasion by handing over certificates and motivating students to excel in their future endeavours. The Annual Prize Distribution Function was held on 18th January, 2020 where all the academic toppers and students winning accolades in extracurricular activities and sports were felicitated.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://tcc.tolani.edu/wp-content/uploads/2021/05/2.6.1.-Programme_Course_Outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00534	MCom	Business Management	60	49	81.67
2C00534	MCom	Advanced Accountancy	67	63	94.03
IS00256	BSc	Information	72	58	80.56

		Technology			
2C00256	BCom	Financial Markets	56	51	91.07
2C00346	BCom	Banking & Insurance	59	57	96.61
2C00456	BCom	Accounting & Finance	65	63	96.92
2M00156	BMS	Management	60	58	96.67
2C00145	BCom	Accountancy	455	439	96.48

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://tcc.tolani.edu/wp-content/uploads/2021/05/Students-Satisfaction-Survey-2019-2020-1.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	27000	0
Minor Projects	365	University of Mumbai	28000	0

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Its a VUCA World	IQAC and Alumni Association	13/07/2019
Build your personality and 11 things they dont teach you at school	IQAC and Alumni Association	19/09/2019
Intellectual property rights and academic writing	IQAC and Research Cell	03/12/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

View File

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center			Start-up	up	Commencement
NIL	NIL	NIL	NIL	NIL	Nill
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	1	7.36
International	Mathematics	1	7.36
International	Commerce (Business Law)	2	6.79
International	Bachelor of Commerce (Banking and Insurance) and Bachelor of Management Studies	1	7.36
International	Bachelor of Commerce (Banking and Insurance) and Bachelor of Commerce (Financial Markets)	1	7.36
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bachelor of Science (Information Technology)	1
Bachelor of Commerce (Banking and Insurance) and Bachelor of Commerce (Financial Markets)	1
Bachelor of Commerce (Banking and Insurance) and Bachelor of Management Studies	1
Mathematics	1
B.Com. (Financial Markets)	2
B.Com. (Accountancy and Finance)	6
Accountancy	2

Commerce	2

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Mapping of Civil Engineering Research Output at IIT Bombay during 2006-2016	Ms. Rasmita Mohanty	Library Philosophy and Practice (e-Journal)	2020	0	Tolani College of Commerce	Nill
Breaking of Gender Stereotypes in family	Ms. Priyankar Bhalekar and Ms. Neha Sawant	International Journal of Advance and Innovative Research (Conference Special) Volume 7, Issue 1 (IX)	2020	0	Tolani College of Commerce	Nill
Portrayal of Women in Indian Media	Ms. Priyankar Bhalekar and Ms. Reshma Rajput	International Journal of Advance and Innovative Research (Conference Special) Volume 7, Issue 1 (IX)	2020	0	Tolani College of Commerce	Nill
Awareness of IPRs among UG Commerce learners: A study	Dr. Hema Mehta	Aarhat Multidisciplinary International Education Research Journal (MAIERJ)	2020	0	Tolani College of Commerce	Nill
Role of education in Sustainable Development (An analysis	Ms. Jyoti Ghosh	International Journal of Advance and Innovative	2020	0	Tolani College of Commerce	Nill

Title of the Paper	Name of Author	Title of journal				
of Performance Appraisal of Mentors of Tolani College of Commerce, Andheri-East for student Leadership Program (SLP) of Indian Development Foundation (IDF) conducted in Andheri Schools		Research (Conference Special) (Part-1) Volume 7, Issue 1(X)				
Awareness of women laws among the female students of Commerce stream: A study	Dr. Hema Mehta	International Journal of Advance and Innovative Research (Conference Special) (Part-1) Volume 7, Issue 1(X)	2020	0	Tolani College of Commerce	Nill
Quantitative Data Analysis in Business Development	Ms. Shubha Chaubal	International Journal of Advance and Innovative Research, Volume 7, Issue1 (V), Part-1	2020	0	Tolani College of Commerce	Nill
[View File](#)						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Growth of LIS Research in India as Relfected	Ms. Rasmita Mohanty	IEEE 5th International Symposium on Emerging	2019	1	1	Tolani College of Commerce, Mumbai

in Scopus during 2010-2014: A Scientom etric Analysis		Trends and Technologi es in Libraries and Inform ation Services, ETTLIS 2018				

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	11	22	4	24
Presented papers	Nill	1	Nill	Nill
Resource persons	Nill	3	2	7

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Setting up stall in college premises for the sale of products made by differently abled Cheshire Inmates	Cheshire Homes India,Mumbai A Member of Leonard Cheshire Global Alliance Registration No: 083780270	2	12
Blood donation Camp	K.E.M. Hospital	5	36
Street play to create awareness about Water conservation at Churchgate Railway station	Western Railway	5	58
Street play to create awareness about Water conservation at Borivali Railway station	Western Railway	5	55
Street play to create awareness about Water conservation at Andheri Railway	Western Railway	5	61

station			
Celebrated Janmashtami with children of Cheshire Home with cultural program and dahi-handi	Cheshire Homes India,Mumbai A Member of Leonard Cheshire Global Alliance Registration No: 083780270	2	48
Celebrated Independence Day with inmates of Cheshire Home	Cheshire Homes India,Mumbai A Member of Leonard Cheshire Global Alliance Registration No: 083780270	2	21
Cleanliness Drive at Cheshire Home	Cheshire Homes India,Mumbai A Member of Leonard Cheshire Global Alliance Registration No: 083780270	2	13
Talk on "Grooming and Health-Hygiene"	Hindustan Unilever Limited	5	358
Friendship Day celebration with Cheshire Home Inmates	Cheshire Homes India,Mumbai A Member of Leonard Cheshire Global Alliance Registration No: 083780270	2	56
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Student Leadership Program (SLP) at Canossa High School	Certificate of Mentoring	IDF – INDIAN DEVELOPMENT FOUNDATION Registered under Societies Registration Act Registration No 381dated 16-5-1985 amended on 18-3-2004	17
Creating Voter Awareness through Rangoli and Poster making competition and Street play outside Jogeshwari Railway station	Certificate of Appreciation	Maharashtra State Assembly Election Office 158-Jogeshwari (E) Assembly Constituency	27

Organising various activities engaging the inmates of Cheshire Home	Letter of Appreciation	Cheshire Homes India,Mumbai A Member of Leonard Cheshire Global Alliance Registration No: 083780270	56
Organising the Jagruk Mumbaikar Talk for students in the college	Letter of Appreciation	Mumbai Police	1267
Creating Awareness about Water Conservation through Street play organised at Churchgate, Dadar, Borivali and Andheri Railway station	Letter of Appreciation	Western Railway	59

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Youth Festival	University of Mumbai	Youth Festival (12/08/2019 to 30/09/2019)	2	41
Voter Registration Drive	Maharashtra State Assembly Election Office 158- Jogeshwari (E) Assembly Constituency	Voter Registration Drive (07/08/2019 to 08/08/2019)	6	21
Student Leadership Program (SLP) Mentoring Sessions at Canossa High School	IDF – INDIAN DEVELOPMENT FOUNDATION Registered under Societies Registration Act Registration No 381dated 16-5-1985 amended on 18-3-2004	Student Leadership Program (SLP) Mentoring Sessions at Canossa High School (20/07/2020-30/11/2020)	1	17
Yuva Mahiti Doot	Anulom NGO	Creating awareness about the Schemes / Policies of Government of Maharashtra	1	33

Jagruk Mumbaikar	Mumbai Police	Talk on Safety (30/07/2019)	2	335
Jagruk Mumbaikar	Mumbai Police	Talk on Safety (23/07/2019)	2	302
Jagruk Mumbaikar	Mumbai Police	Talk on Safety (16/07/2019)	2	174
Jagruk Mumbaikar	Mumbai Police	Talk on Safety (11/07/2019)	2	78
Jagruk Mumbaikar	Mumbai Police	Talk on Safety (09/07/2019)	2	245
Jagruk Mumbaikar	Mumbai Police	Talk on Safety (04/07/2019)	2	133

[View File](#)

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

[View File](#)

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	Name of the partnering Institution: Vishal Production Private Ltd. And the Student Interned with Vishal Production Private Ltd: Aparna Kameshwar Jha Contact	01/05/2019	30/11/2019	1

Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	details: aparnajha56@gmail.com			
Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	Name of the partnering Institution: ICCL And the Student Interned with ICCL: Eshan Poojary Contact details: akashpoojary77@gmail.com	27/05/2019	26/11/2020	1
Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	Name of the partnering Institution: ICCL And the Student Interned with ICCL: Niddhi Chheda Contact details: chhedanidhi19@gmail.com	27/05/2019	26/11/2020	1
Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	Name of the partnering Institution: IIPL Securities And the Student Interned with BSE Institute Ltd.: Sapna Yadav Contact details: kajaly2397@gmail.com	14/09/2019	14/09/2019	1
Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	Name of the partnering Institution: IIPL Securities And the Student	14/09/2019	14/09/2019	1

		Interned with BSE Institute Ltd.: Priti Satam Contact details: priti16satam@gmail.com			
Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	Name of the partnering Institution: BSE Institute Ltd. And the Student Interned with BSE Institute Ltd.: Shivani Tiwari Contact details: shivanitwr4@gmail.com	13/01/2020	12/07/2020	1
Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	Name of the partnering Institution: ICCL And the Student Interned with ICCL: Rahul Mane Contact details: r.mane997@gmail.com	02/05/2019	31/01/2020	1
Collaboration for a Professional Programme in the area of Financial Markets	Internship for students who enrolled for the G.F.M.P. Programme	Name of the partnering Institution: Adian Services LLP And the Student Interned with Adian Services LLP: Sadaf Arzu Ahmed Ali Ansari Contact details: sadafansari38@g	16/09/2019	15/03/2020	1

	mail.com

View File

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Ursa Minor Consulting Pvt. Ltd	13/09/2019	Offers Certificate Course in Banking and Insurance for employment in two sectors	36
GST Centre	19/09/2019	Offer Certificate Course in G.S.T.	Nill
Ashman Computers Pvt Ltd (Licensee of NIIT Ltd)	06/06/2019	Offer Certificate in Advanced Excel	22
SSB Institute for Central and State Government Exams	25/11/2019	Offer coaching for competitive examinations for Central and State government jobs	83

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	106653

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Laboratories	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM	Fully	21	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13308	1594451	106	13052	13414	1607503
Reference Books	18210	9062106	373	482900	18583	9545006
Journals	34	78030	Nill	Nill	34	78030
CD & Video	1085	74798	20	Nill	1105	74798
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	2	218300	Nill	11800	2	230100
Others(specify)	30	50649	13	48013	43	98662
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill

View File

 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	190	4	3	2	2	28	24	30	138
Added	0	0	0	0	0	0	0	20	0
Total	190	4	3	2	2	28	24	50	138

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Not Applicable as no e content developed	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
561113	398348	830617	830617

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has well defined mechanism for maintenance and utilization of physical resources as indicated below: Housekeeping: The College has entered into a contract for housekeeping staff and a gardener. Upkeep of the campus and facilities and maintenance of the flower beds are the responsibilities of the staff. Facilities Manager: The College has a facilities manager who looks into daily maintenance of fixtures, furniture and needs. A register is maintained to take prompt action in case of any complaint. College staff can also send a mail to facilities@tcc.tolani.edu for maintenance issues. Computer Labs: Maintenance: • Technical support has been hired for maintenance of all the four labs. • A booking system is in place for laptops and portable projectors. • McAfee antivirus has been installed. • Six servers are under AMC. • Fortigate firewall has also been installed. Replacement and purchase of additional equipment The College has constituted a Purchase Committee as prescribed by the affiliating university. Library: The College has duly constituted a Library Advisory Committee (LAC), which has student representatives from the aided and self financing sections. The LAC: • Approves the annual library budget • Reviews the utilisation of the budget at regular intervals • Approves purchase of equipment for replacement or as new requirements. To enhance the library resources: • Faculty members including visiting faculty recommend text and non-text books for the courses taught by them • Faculty members recommend journals and periodicals for subscription • Learners can also recommend books and other reading material • The Library proactively also gets latest editions and new volumes of books for approval from suppliers Maintenance: • AMC for the Slim21 Software • Pest control at regular intervals • Physical stock taking annually during vacations Utilization: • In the beginning of the academic year, library orientation sessions for the learners of the first year UG and PG programs are conducted by the Librarian to: o Create awareness about the library resources o Familiarize learners with the Do's and Dont's w.r.t. the use of library resources and the Reading Hall • Library maintains a register to record the number of walk-ins. • Bay guides are provided at the entrance and on the book shelves to help users locate the required resources. • Open access to the shelves in the library • OPAC • Display of jackets of new arrivals • Display of books on occasions such as Independence Day, Republic Day, Marathi Bhasha Diwas, World Environment Day etc. Sports facilities: The College has duly constituted the Gymkhana Committee. The College has a well-equipped gymnasium and a Rifle Shooting Range. Facilities for indoor sports include: Boxing kits, Judo Mats, Archery, Carom and Table Tennis Maintenance: • AMCs for the equipment and weapons Utilization: • In the beginning of the academic year, Sports orientation sessions for the learners of the first year UG and PG

programs are conducted by the Physical Education Instructor to: o Create awareness about the sports facilities o Familiarize learners with the Do's and Dont's w.r.t. the use

http://tcc.tolani.edu/wp-content/uploads/2021/05/4.4.2-1-final.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Academic Prizes, Sports Fee Waiver Recognition for excellence in areas other than academics, Students Aid Fund,	187	273720
Financial Support from Other Sources			
a) National	NIL	Nill	0
b)International	Ca Fee Hu Scholarship	14	70000
[View File](#)			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Career Counselling	09/07/2019	76	Prafulta Counselling Centre
General Counselling	15/07/2019	97	Prafulta Counselling Centre
Remedial lectures	30/07/2019	3	College
[View File](#)			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling and Placement Cell	Nill	93	Nill	Nill
2019	SSB Institute for Central and State	83	Nill	Nill	Nill

| Government Exams | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
250	250	21

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
1) Cube Edugains 2) IIFL Securities Ltd. 3) Bayside Media Pvt. Ltd 4) Perceptive Software	287	1	Infosys Pvt. Ltd	31	1

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	Bachelor of Commerce	Bachelor of Commerce	Mumbai school of Economics and Public Policy	M.A in Economics
2019	1	B.Com. (Financial Markets)	B.Com. (Financial Markets)	Tolani College of Commerce	M.Com. in Business Management
2019	1	B.Com. (Banking & Insurance)	B.Com. (Banking & Insurance)	Tolani College of Commerce	M.Com. in Business Management
2019	6	Bachelor of Management Studies	Bachelor of Management Studies	Tolani College of Commerce	M.Com. in Business Management
2019	34	Bachelor of Commerce	Bachelor of Commerce	Tolani College of Commerce	M.Com. in Business Management
2019	2	B.Com.	B.Com.	Tolani	M.Com. in

		(Financial Markets)	(Financial Markets)	College of Commerce	Advanced Accountancy
2019	2	B.Com (Banking & Insurance)	B.Com (Banking & Insurance)	Tolani College of Commerce	M.Com. in Advanced Accountancy
2019	10	B.Com. (Accounting & Finance)	B.Com. (Accounting & Finance)	Tolani College of Commerce	M.Com. in Advanced Accountancy
2019	7	Bachelor of Management Studies	Bachelor of Management Studies	Tolani College of Commerce	M.Com. in Advanced Accountancy
2019	28	Bachelor of Commerce	Bachelor of Commerce	Tolani College of Commerce	M.Com. in Advanced Accountancy
[View File](#)					

 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
[View File](#)	

 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Auditing Crossword Based on Auditing Term	Intra College	55
B.A.F Financial Event 'FINORG'	Intra College	170
Costing Model-Theme :Recycle	Intra College	55
GST Dhamaka	Intra College	81
Arthavanha - Banquaria [Model making, Finopoly, Minute to win it, DAB (Detect A Banker),Test your Skills, Corporate Roadies.]	Intra College	113
Technotronix Embedded System Project Exhibition by S.Y.B.Sc (IT)	Intra College	59
Techbit	Intercollegiate	50
Agon - Cultural Fest	Intercollegiate	235
JalSaa	Intercollegiate	134
[View File](#)		

5.3 – Student Participation and Activities

 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NA	Nill	Nill	Nill	Nill	NA

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council is usually formed as per the prescribed norms laid down by the University of Mumbai. But since there was no formal letter/intimation from the University of Mumbai this year, A Committee consisting of Voluntary Representatives from every program was formed. This Committee is an important body of the College which represents all the students and shares their concerns issues. Representation of Students in Administrative Bodies / Committees: Two students one each from Aided and Self-financing sections are members of the following committees and as representatives of the students they attend meetings of the Committees and share their inputs: • Internal Quality Assurance Cell (IQAC) • College Development Committee (CDC) • Library Advisory Committee • College Women's Development Cell (CWDC) • Canteen Committee Activities / role of Committee of Students: • Helping teachers during the admission process in maintaining discipline, seating arrangement, helping in arranging documents and attendance. • Collecting student feedback and grievances from respective classes and the same is presented in the IQAC and CDC meetings. • Cultural activities like Razzmatazz and AGON held in College are planned and executed with the help of students. In case of cultural activities which is a combination of Literary and Cultural events students extensively use their managerial skills in getting sponsorships, advertising and promoting the event, inviting celebrity guests as judges and inviting various colleges to participate in the events. • Host and anchor programs and also prepare presentations for various events conducted in College like Orientation, Marathi Bhasha Divas, Annual Prize Distribution, Workshops / Seminars / Parent Orientation, etc. • Are part of Co-operative Stores for which they collect orders for books from their classmates and distribute the same to them. • As members of different associations and committees like Higher Education for Persons with Special Needs (HEPSN), Department of Life Long Learning and Extension (DLLE), CWDC, etc. help in extension and outreach activities. Each Committee formed along with the faculty and student representatives decide their activity calendar, resource persons to be invited, field visits (such as visits to Cheshire Home). • Involved in organizing Seminars / Conferences / Guest Lectures etc. under the supervision of Convenor / Faculty In charge. • Students help in tabulation of feedback on guest lectures from the participants, feedback obtained from parents.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1383

5.4.3 – Alumni contribution during the year (in Rupees) :

49450

5.4.4 – Meetings/activities organized by Alumni Association :

While the College is yet to register its Alumni Association, a number of meetings and activities are organized by the Association in the College premises. There is also active alumni involvement in various activities, events and associations of the College. In the College Development Committee and the Internal Quality Assurance Cell there is alumni representation. Other than this, alumni also extend a helping hand in sports coaching and extension activities. Well placed alumni from industry are invited for delivering guest lectures. Some of the alumni are appointed as teachers on contractual basis and some on visiting basis. Alumni: Representative on IQAC and CDC Internal Quality Assurance Cell (IQAC) Mr. Navin Punjabi - Vice-Principal H.R. College of Commerce and Economics College Development Committee (CDC) Mr. Bhagat Negi Alumni: Guest Speakers/Resource persons/Chief Guest at events. 1. CA Pushkar Adhikari, Executive Coach (Nexdigm) Mr. Pushkar Adhikari was the resource person for the Inter-Collegiate Workshop on Its a VUCA World on 13th July, 2019. He explained how an individual should develop a clear vision, set flexible team goals, understand and respond to VUCA(Volatility, uncertainty, complexity and ambiguity) threats. 79 participants from different colleges attended this workshop. 3. Activities on National Sports Day - Alumni Ms. Khushboo Jain (Boxer) and Ms. Deepshikha Singh (National Level Shooter) delivered a speech who also announced the results and gave away certificates to the winners of badge making, poster and quiz competitions. Alumni: Coaches for Sports. Sr. No. Name of Alumni Contribution in Sports 1. Mr. Shashi Bhushan Singh - Voluntarily provides boxing guidance to our students once a week. 2. Ms. Kiran Challamard - is appointed as an official coach for air rifle and pistol shooting. 3. Mr. Vinayak Challamard - Voluntarily assists the official coach Mr. Bangera in Judo. 4. Mr. Sandeep Gupta - Appointed as an official coach for boxing. 5. Mr. Praful Singh - Appointed as a coach for archery and conducts sessions twice a week.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The core strength of the College lies in the quality of management. The College Management maintains highest levels of integrity, ethics and governance and believes in transparency to the extent possible. Their commitment to the cause of education is evident in all the decisions and practices. The Management also believes in agility and the organization structure ensures decentralization and participative management. Following are the two practices of decentralization and participative management during the last year: i) Online Admission process: The College Management accepted the recommendation of the Principal for the implementation of Online Admission process. The process was successfully implemented for admissions to the First Year of Undergraduate and Postgraduate programs by the respective departments. ii) Kaizen Targets: With a view to continuous improvement efforts are being made to set Kaizen Targets for faculty members and staff. Faculty members also take the initiative to collaborate with other organizations for conducting socially relevant activities and initiatives. • The learners in collaboration with the Election Registration Office, 158 – Jogeshwari (E) Assembly Constituency, performed a street play on Voters' Awareness, outside Jogeshwari railway station under the supervision of faculty members. • In collaboration with Western Railway, under the supervision of two teachers the learners performed street play titled 'Jal ka Jhol', outside three railway stations in Mumbai, to create awareness about water conservation. • Based on the relevant employment opportunities, teachers are given the freedom to propose new value-added courses. In the academic year, the College signed Memoranda of Understanding (MoU) with the following: o Ursa Minor Consulting Pvt. Ltd. to offer a Certificate Course in Banking and

Insurance for employment in two sectors. o GST Centre to offer a Certificate Course in G.S.T. o SSB Institute for Central and State Government Exams to offer Coaching for Competitive Examinations for Central and State Government Jobs. o Certificate Course in Advanced Excel in collaboration with Ashman Computers Pvt. Ltd. (Licensee of NIIT Ltd.)

6.1.2 – Does the institution have a Management Information System (MIS)?
Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	Library: The College has a proactive Library Advisory Committee. The library resources are updated continuously. Library Orientation Program is conducted for the first-year students with an objective to familiarize them with the Library facilities and the process of accessing the library resources including e resources. Due emphasis is given for the procurement of books for competitive examinations. There is thematic display of books during days of national importance such as Independence Day, Gandhi Jayanti, Inspire to Read Day (Vachan Prerna Divas), Chattrapati Shivaji Maharaj Jayanti, Republic Day etc. With a view to encourage reading and provide greater access to resources the Library has taken the following initiatives: a) The College Library has designed a dedicated website: https://tcclibrary.weebly.com/ that provides information and links to relevant subscribed and open access e-Resources. b) The College Library also provides Open access to e-resources by creating a comprehensive guide that contains 45 selected open access journals that are indexed in Scopus with good impact factor. https://tcclibrary.weebly.com/open-access-resources.html. It is a highly useful, ready reference source for teaching, learning and research. As a special step towards making the e-resources available to the users during COVID-19 lockdown, the Librarian compiled a Guide to Open Access Journals that are indexed in Scopus and shared with the users for virtual access. The library has curated a list of Open Access e-resources in Commerce and Management known as 'Guide to Open Access Resources in Commerce and Management'.

	It has information on 26 selected e-resources that are freely available in public domain: https://drive.google.com/file/d/1KeOfWuc0QI0OES6QK0u8rNm2-fde02BE/view?uspsharing c) The link to the e-journals with access details are shared with students through email and Class WhatsApp groups. d) The Library subscribes to 2 e-databases namely ProQuests and NLIST. • ICT: Infrastructure for the use of ICT is augmented. For instance, all the class rooms, faculty room, library and the admin office are connected via LAN and in a phased manner projector are being mounted in class rooms. • Physical infrastructure: Adequate provisions are made in the budget for repairs and maintenance. Wherever applicable and possible Annual Maintenance Contracts have been signed. Housekeeping staff have been hired through a contractor for cleaning and maintenance of class rooms, washrooms and other facilities ensuring their upkeep and maintenance.
Research and Development	The independent work space equipped with computer and internet connectivity, Research room and rich library resources including latest editions of reference books, journals and e-resources constitute the resources for research work. The College Management has created a Staff Development Fund, which is used to reimburse the fees paid by teachers for participating in workshops/seminars/conferences organized by other institutions. The Principal was a resource person for the Ph.D. related course work on Research Methodology at the Ph.D. Centre of R.A. Podar College, Mumbai affiliated to University of Mumbai. A senior competent teacher has been designated as Academic Advisor, who provides guidance to faculty members in academic activities including research. A day in the academic calendar is earmarked as the Institutional Research Day. In academic year 2019-2020 the Institutional Research Day was on 04/03/2020. Faculty and learners share excerpts of their research findings on this day. Learners are encouraged to participate in research competitions organized by other institutions. Learners have also participated in 14th Intercollegiate Avishkar Research

	Convention on 24th December, 2019 conducted by University of Mumbai under various categories. One team of learners whose project was titled "The study on the problems of farmers in the region of Vidarbha and Marathwada" qualified for the second round of presentation. The IQAC and Research Cell of the College organized a one-day seminar on Intellectual Property Rights and Academic Writing on 3rd December, 2019. This seminar was planned with an aim to provide a platform that can address the issues relating to intellectual property rights and plagiarism thereby promoting academic integrity.
Teaching and Learning	Teachers have academic freedom for delivery of the curriculum within the prescribed and defined time table. A learner centric approach is adopted. Teachers are given learning opportunities by facilitating their participation in workshops/seminars/conferences organized by other institutions. They are invited as resource persons in their areas of specialization. Teachers have been invited as guest speakers to other colleges to deliver talks relevant to their subjects like Financial Accounting, Financial Management and Cost Accounting, Cyber Bullying and Business Law. Senior teachers and HoDs hand hold and guide newly appointed teachers on a regular basis. To understand the nuances of question paper setting a workshop for the same was organized on 'How to set a Question paper' in which the Principal guided teachers about the technique and method of setting quality question papers. Teacher appraisal is used constructively to identify strengths and areas that need improvement. Library has adequate number of text, reference books and journals, e resources including NList and ProQuest that provide the required material for lecture preparation and for keeping the teachers updated. The well ventilated and spacious reading hall and the open access system encourage learners to use the library resources effectively. The well-equipped research room in the precincts of the Library provides a conducive environment for research. Learners are also encouraged to

	recommend books for the library.
Curriculum Development	As an affiliated College, the curriculum prescribed by the University of Mumbai is adopted. Teachers as a matter of practice focus on teaching the application of the concepts, principles, practices and theories that are part of the syllabi. Values and ethical aspects are discussed in every subject. Thus, teachers have academic freedom in the delivery of the curriculum. This is reflected in the informal feedback from institutions such as N.I.I.T., Ursa Minor and S.S.B. Institute with whom the College has signed MoUs for offering value added courses/programs. They have time and again shared that learners of the College standout in terms of discipline, commitment and dedication.
Examination and Evaluation	The University's guidelines are strictly adhered to for examinations and evaluation. Senior faculty members from other affiliated colleges are appointed as moderators to ensure fairness in evaluation. One of the four computer labs in the College is used as a centre for the On-Screen Marking system (OSM) implemented by the University for the assessment of answer books of the examinations of Semesters V and VI of Under Graduate programs and Semesters I to IV of Post Graduate programs. The College has a separate Examination Room which is under CCTV surveillance and is equipped with a computer, printer and internet connectivity. The College successfully conducted online MCQ based examinations for learners of final semester of academic year 2019-2020 as per the guidelines of the affiliating university pertaining to conduct of examinations under COVID-19 pandemic situation. To prepare students for online examination, mock tests were conducted and helpline was created to address the technical challenges faced by the students.
Human Resource Management	Guidelines of the Government of Maharashtra and University of Mumbai pertaining to recruitment, selection and appointment of teachers and staff are followed for the aided section. HR Committee makes recommendations for the HR policies for the self-financing section.

Industry Interaction / Collaboration	Interaction with industry is facilitated by: Appointing people from the industry including alumni of the College to teach on visiting basis and inviting them for delivering guest lectures. Interaction with industry takes place when organizations visit the College for recruitment drives. The College also gets opportunity for interaction with the organization that the College is collaborating for value added courses. Such as the BSE Institute, Ursa Minor Consulting Pvt. Ltd. There two members in the College Development Committee (CDC) from the industry out of which one is an alumnus.
Admission of Students	Applicable rules and guidelines of Government of Maharashtra and University of Mumbai are strictly followed for admission to all the programs offered by the College. Admission Committees are set up for every program. Standard Operating Procedures (SOPs) are in place to minimise errors in the admission process. The merit lists are displayed on the College website. Online admission was done for the First year of the under graduate and post graduate programs. Student volunteers provide assistance to candidates and their guardians during the admission process. Online admission was done for the First year of the under graduate and post graduate programs. Student volunteers provide assistance to candidates and their guardians during the admission process.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	Details pertaining to the sanctioned, filled and vacant posts in the aided section are shared with the JDHE via email as and when required. The papers for promotion of eligible teachers under the Career Advancement Scheme (CAS) have been submitted online through the University portal. The College has submitted the details online for AISHE C34223 on time every year and has received the certificate.
Finance and Accounts	Salary details of teachers and staff of the aided section are shared with the JDHE through e-sevarth portal. TDS

	is paid online. Efforts are made to minimize cash transactions and issue of cheques by making payments to vendors, service providers through NEFT. MS-Excel is extensively used for data compilation and analysis.
Student Admission and Support	The admission menu on the website of the College has all the information related to the admission process and the fee structure. Before the commencement of admission every academic year, the e-version of the prospectus is also uploaded on the College website. The College strictly adheres to the admission process as stipulated by the affiliating university. The merit lists are displayed on the College website. Online admission process was implemented for admission to first year of UG and PG programs in the academic year 2019-2020. Offline support was also provided. The College also has an ERP system that is used for capturing student data at the entry level and carry forward the data to the subsequent academic years. Important notices are shared with students via the College website and through WhatsApp Groups, which ensures timely dissemination of information and minimize information asymmetry. WhatsApp Groups are created by teachers who are also administrators of the group and strictly monitor the messages that are shared.
Examination	As the student data is maintained in the digital form, list of eligible students for semesters I to IV examinations is generated through the ERP. The Examination Module of the ERP is used to generate hall tickets and attendance sheets for the examinations of semesters I to IV of the UG programs. For the examinations of semesters V and VI of UG programs and all the semesters of the PG programs, the scores secured by the learners in the lower level examinations are uploaded on the University's online portal by the College. The College implemented digital delivery of question papers for Semesters I and III examinations on an experimental basis. The College successfully conducted online MCQ based examinations for learners of final semester of academic

	year 2019-2020 as per the guidelines of the affiliating university pertaining to conduct of examinations under COVID-19 pandemic situation. To prepare students for online examination, mock tests were conducted and helpline was created to address the technical challenges faced by the students.
Planning and Development	The College has a website with all the information. Faculty members and staff have official email IDs created on the Google platform. Electronic communication is encouraged and used extensively. The academic calendar is prepared and uploaded on the website. For meetings of the Advisory Committee, the IQAC and the CDC, the agenda, minutes and the action taken report are circulated online. It also includes the overall institutional budget. The matter for preparation of the AQAR is shared via Google Drive for updating. Matters for all other purposes such as planning and drafting of the reports of academic, co and ex curricular activities, compilation of annual magazine, etc are facilitated through Google Drive. Most of the reports and information are shared/submitted to the University and the office of the Joint Director of Higher Education (JDHE), Mumbai Region, via email.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Hema Mehta	Seven Days National Online Workshop on Research Methodology	NA	1000
2019	Ms. Shalini H. Kumar	One Day Workshop on ' Assessment Methodology Under Revised Norms by NAAC	NA	1000
2019	Ms. Dhanashree Joshi	One Day Workshop on "Filing AQAR under new NAAC Process"	NA	1000

2020	Tolani College of Commerce	NA	Maritime History Society	10000
2019	Ms. Jayalaxmi Singh	One Day Workshop on "Filing AQAR under new NAAC Process"	NA	1000
2019	Ms. Jayalaxmi Singh	One Day Workshop on ' Assessment Methodology Under Revised Norms by NAAC	NA	1000
2019	Dr. Sadhana Venkatesh	Three day Workshop-cum-training on 'Preparation of SSR and Data Filling in SR under Revised Norms by NAAC'	NA	2666
2019	Ms. Jyoti Ghosh	Three day Workshop-cum-training on 'Preparation of SSR and Data Filling in SR under Revised Norms by NAAC'	NA	2666
2019	Ms. Rasmita Mohanty	One Week advanced training programme on Bibliometrics Research Output Analysis	NA	7080
2019	Ms. Rasmita Mohanty	One Day Zonal Training workshop for Internal complaint committee and Womens Development Cell	NA	400

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

	teaching staff	non-teaching staff				
2019	Workshop on Use of Google Form	Workshop on Use of Google Form	20/07/2019	20/07/2019	23	11
2019	Innovative Teaching Methods with specific reference to UG and PG level	-	15/10/2019	15/10/2019	25	Nill
2019	-	Workshop on Basic English for the non-teaching staff	05/11/2019	05/11/2019	Nill	3
2019	Seminar on' Intellectual Property Rights and Academic Writing'. 8 faculty from other Colleges also participated.	-	03/12/2019	03/12/2019	37	Nill
2019	Talk on Gender-based Violence by Ms. Reshma Jagtap, Programme Co-ordinator- Legal System Society for Nutrition, Education and Health Action (SNEHA)	-	06/12/2019	06/12/2019	11	Nill
2019	Training Workshop on ERP for Staff Members by	Training Workshop on ERP for Staff Members by	23/12/2019	23/12/2019	30	16

	Mr. Ravi Shukla, M/s. Master Software	Mr. Ravi Shukla, M/s. Master Software					
2020	Talk on Gender-based Violence by Ms. Reshma Jagtap, Programme Co-ordinator- Legal System Society for Nutrition, Education and Health Action (SNEHA)	-	25/01/2020	25/01/2020		10	Nill
2020	A session on 'How to set a question paper? by Principal Dr.Vijaya Krishna	-	27/01/2020	27/01/2020		32	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
15 Days FDP on Managing Online Class Co-creating MOOCS - Ramanujan College, Delhi Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Scheme (PMMMNMTT)	6	20/04/2020	06/05/2020	15
One week Online FDP on Multi-media	1	21/05/2020	26/05/2020	7

Enriched e-Content Development - GAD-TLC PMMMNMTT SCHEME				
One Week "Advanced Training Programme on Bilbiometrics and Research Output Analysis" organized by Information and Library Network (INFLIBNET) Centre, Gandhinagar, Gujarat	1	02/09/2019	07/09/2019	7
FDP on SCILAB organized by Somaiya College and IIT Bombay	1	21/04/2020	25/04/2020	5
One week National FDP on MOODLE Learning Management System - Bannari Amman Institute of Technology (BITS), Satyamangalam IIT Bombay	1	18/05/2020	24/05/2020	7
International Faculty Development Programme on "Libraries' Response to COVID 19: Enhanced Online Library Services" organized by Bharatratna Maharshi Karve Knowledge Resource Centre, SHPT School of Library Science, SNDT Women's University,	1	12/05/2020	18/05/2020	7

	Mumbai in				
	Seven Day International Online Workshop on 'Research Methods and Techniques , Organized by Ramanand Arya D.A.V College and University of Mumbai	2	04/05/2020	10/05/2020	7
	One week Faculty Development Program in "Current trends and Future Technologies in Computing" organized by Department of I.T. and IQAC of Usha Pravin Gandhi College of Arts, Science Commerce in association with University Department of Information	2	08/05/2020	13/05/2020	7
	Seven Days International Online Workshop on Research Met hodology" Organ ized by Wilson College, Kandivli Education Societys B. K. Shroff College of Arts and M. H. Shroff College of Commerce Chhatrapati Shahu Institute of Business Education Resea	2	19/05/2020	25/05/2020	7
	Faculty Development Program on "Productive Thinking in	1	22/05/2020	27/05/2020	6

Research Methodology With Special Reference To E-Commerce" organized by Department Of Commerce, University of Mumbai and Parle Tilak Vidyalaya Association's Mulund College of Commerce				

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) Accidental Insurance to teaching staff 2) Fee waiver to the children of teaching staff, if admitted in Tolani College of Commerce, subject to certain conditions. 3) Gym facilities are provided free of cost. 4) Counselling services are provided free of cost. 5) Stay at Sterling Holiday Resorts as the College Management is a time share holder of Sterling Resort.	1) Accidental Insurance to non-teaching staff 2) Fee waiver to the children of non-teaching staff, if admitted in Tolani College of Commerce, subject to certain conditions. 3) Gym facilities are provided free of cost. 4) Counselling services are provided free of cost. 5) Stay at Sterling Holiday Resorts as the College Management is a time share holder of Sterling Resort.	1) Counselling (Career and Psychological) services are provided free of cost. 2) Students Aid Fund and Book Bank facilities are provided to Students from economically weaker section. 3) A separate students' aid fund is set up for students belonging to Sindhi linguistic minority and are economically underprivileged. 4) Tuition fee waiver and sports kit is given to students who excel in Sports. 5) Gym facilities are provided to Girls free of cost.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

i) Internal Controls: The College has a mechanism for budgeting and for tracking the expenses through the year. Internal controls include preparation of program wise budgets, getting the budget approved by the College Management and by the College Development Committee (CDC) and timely dissemination of information pertaining to revisions in the rates of honorarium / housekeeping, etc. approved by the Management and the CDC to the accounts section for timely implementation. As honorarium paid to visiting faculty is a major head of

expenditure in the self-financing section, the number of lectures for every course is planned at the beginning of the year based on University guidelines. The coordinators of the programs monitor the number of lectures being engaged by the visiting faculty by maintaining a register in which lectures engaged are recorded on a daily basis. Standard templates are used for submission of honorarium bills, conveyance bills, etc. These internal controls help in ensuring that the deviation of the actual expenditure from the budgeted expenditure is minimum. The College also ensures that all payments due such as affiliation fees to University of Mumbai, University share of different components of the fees collected from learners, honorarium to visiting faculty, etc. are made in time. The College is taking efforts to minimize cash transactions, minimize issue of cheques to minimize use of papers and is progressively moving towards digital payments. As a College Management's policy, the refundable deposits consisting of library deposit and caution money collected from learners at the first year of undergraduate and postgraduate programs as prescribed in the fee structure by the University are refunded via NEFT to the graduating learners. ii) External Financial Audit: The College undergoes statutory audit every financial year. As the B.Com. Program is on permanent grant basis, the audited financial statements are submitted to the Office of the Joint Director Higher Education (JDHE), Mumbai region. iii) Resource mobilization • As the fee for all the programs is collected at the beginning of the academic year, the amount is saved in fixed deposit of banks with maturity dates of the deposit matching with the expected cash outflows. • On holidays and other days when the facilities including the classrooms and auditorium are not in use by the College, they are rented out for academic purposes such as centre for competitive examinations, annual day functions of other institutions, etc. • Other than this, for organizing major events, resources are mobilized by getting sponsorships from individuals and organizations. In the year 2019-2020, Aroscan Cargo Pvt. Ltd., Catking, Kohinoor Business School, Speed Jet Aviation Academy, Sky Link Freight Forward Pvt. Ltd. etc. have given sponsorship to the College for the intercollegiate event.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management, Individual Alumni and Business Enterprises	3546485	Contributions by the Management in lieu of salaries and non-salary grant of aided section due but not received and sponsorship
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6.4.3 – Total corpus fund generated

3514118

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	The College Development Committee and

				College Management
Administrative	No	N.A.	Yes	The College Development Committee and College Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

A formal Parent Teacher Association has not been formed. However, on several occasions, the parents and teachers have opportunities for interacting with each other. 1) Parents are invited, at the beginning of the year, for an orientation session to apprise them about the programs offered by the College and specifically the program in which the respective wards have taken admission. They are also briefed about examinations, evaluation, attendance, co-curricular and extracurricular activities and other facilities offered by the College. This year parents were also informed about how the College is focusing on enhancing the quality of education and thus being in the process of applying for Academic autonomy. 2) Parents along with their wards are requested to attend interactive sessions in which the Principal shares mission, vision, values of the College, the academic and other activities undertaken and planned by the College including details about the value - added courses offered by the College. 3) Open Day was organised to discuss the attendance and academic progress of the students. 4) Parents of undergraduate and postgraduate learners were invited for an interactive session with the representatives of SSB Institute for Central and State Government Exam, Ursa Minor Consulting Pvt. Ltd. on 'Career Opportunities for Final Year Students'. 5) Parents of prize winners are also invited to attend the Annual Prize Distribution Function.

6.5.3 – Development programmes for support staff (at least three)

Following are the initiatives for the development of support staff: • The College has always encouraged the non teaching staff to pursue further studies. • Timings fixed for the use of gymnasium exclusively for staff. • They are also encouraged to widen the horizons of their knowledge by participating in workshops and seminars. To showcase their talents, the staff members are encouraged to participate in events organised by other Institutions. E.g.: This year some staff members participated in singing competitions and sports activities and won laurels for the College. There is representation of support staff by rotation in the Admin Sub Cell of IQAC, Gymkhana Committee, Cultural Association and Talent Pool.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

CRITERION I • Short-term course introduced during the year: App-based Certificate Course in Banking Insurance in collaboration with Ursa Minor Consulting Pvt. Ltd. CRITERION II ? Innovative Teaching Methods and Use of ICT: • The College quickly adapted to the pandemic situation and proactively trained teachers for engaging lectures on online platforms right at the beginning of the lockdown anticipating online mode of teaching. In March/April 2020 lectures for completion of syllabus and revision lectures were conducted. • Conducted online MCQ based examinations as per the guidelines of the affiliating university. • Migration of server-based ERP to Cloud based ERP. • Recording class attendance of the learners digitally via app. • Online process was implemented for admission to the first year of UG and PG programs. CRITERION III a) Initiatives for Promoting Research: • Two Proposals for Minor Research Project of faculty members approved by the affiliating University. • Learners' participation in research-based events: ? 14 projects with 37 learners registered under UG Level for 14th Intercollegiate Avishkar Research Convention

conducted by University of Mumbai. ? 2 teams comprising of 6 learners presented papers at the Multi-Disciplinary Inter-Collegiate Student Research Paper Convention organized by another institution, which were published in one of the volumes of International Journal of Research in Management Social Science (ISSN 2322-0899 - Online), impact factor of 6.45. • IQAC and Research Cell organized a one-day inter-collegiate seminar on IPR on 03/12/2019. • Inter-collegiate Online Quiz on IPR to celebrate World Intellectual Property Right Day on 26/04/2020. b) Participation in Extension activities: • "Jagruk Mumbaikar "A talk on safety was organized in collaboration with Mumbai Police. 1267 learners participated. • A group of 10 learners from the College presented a Fashion Show on the theme issues faced by LGBTQ Community, at inter collegiate and intra college events. Keeping with the current trend of 'zero waste', the props and costumes were made out of waste and are retained to be recycled and used. CRITERION IV • The College Library has designed a dedicated website (https://tcclibrary.weebly.com/) that provides information and links to relevant subscribed and open access e-Resources. CRITERION V • Remedial lectures for slow learners were conducted. CRITERION VI The IQAC continued to be actively involved in strengthening and planning the academic, admin and co-curricular extra-curricular activities for quality sustenance and enhancement. CRITERION VII • The College initiated the best practice of setting Kaizen Targets in areas such as energy consumption, participation of faculty members in FDPs. However due to the lockdown these could not be strictly adhered to. • The theme of water conservation was adopted and organized activities such as skits by learners in the campus and neighboring school and street plays in railway stations.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	INITIATIVES FOR IMPROVING OVERALL QUALITY: Identifying areas of improvement and setting Kaizen Targets	01/10/2019	01/10/2019	01/10/2019	28
2019	INITIATIVES FOR PROMOTING RESEARCH: One day Intercollegiate Seminar on	03/12/2019	03/12/2019	03/12/2019	287

	Intellectual Property Rights and Academic Writing				
2019	INITIATIVES TO MOTIVATE STUDENTS: Webinar hosted by Forum of Free Enterprise as a part of "Being an Out of the Box Achiever" Series	23/07/2019	23/07/2019	23/07/2019	93
2019	INITIATIVES TO FOCUS ON TEAM BUILDING AND IMPROVEMENT OF MARKETING SKILLS: RIWAAZ - B.M.S. Marketing Fest.	26/07/2019	26/07/2019	26/07/2019	142
2019	INITIATIVES FOR CREATING AWARENESS ABOUT HEALTH AND HYGIENE AMONG GIRLS ABOUT WOMEN: Talk on "Grooming and Health Hygiene" for Girls by HUL	13/08/2019	13/08/2019	13/08/2019	358
2019	INITIATIVES UNDER CREATING AWARENESS ABOUT ENVIRONMENT: Distribution of saplings among learners	14/08/2019	14/08/2019	14/08/2019	20

	under the initiative One Student One Tree in collaboration with the Collector Office of Mumbai Suburban District				
2019	INITIATIVES FOR ENHANCING EMPLOYABLITY: MOU signed with Ursa Minor Consulting Pvt. Ltd. offering Certificate Course in Banking and Insurance for Learners	13/09/2019	19/09/2019	31/05/2020	36
2019	INITIATIVES UNDER PROVIDING SUPPORT TO THE STUDENTS BEYOND THE CLASSROOM: Workshop on Stress Management and Relationship Management by Prafulta Counselling Centre	14/10/2019	14/10/2019	14/10/2019	135
2019	INITIATIVES UNDER QUALITY ENHANCEMENT IN TEACHING AND LEARNING: Workshop on Innovative teaching methods with specific	15/10/2019	15/10/2019	15/10/2019	41

2019	reference to UG/PG level by Dr. Raju Talreja, Associate Professor, Bombay Teachers Training College.				
2019	INITIATIVES UNDER CAMPUS SWACHHTA AND HYGIENE: Street plays to create awareness about Water conservation at Andheri, Churchgate and Borivali Railway stations	30/11/2019	30/11/2019	07/12/2019	64

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on "Grooming and Health Hygiene" by HUL	13/08/2019	13/08/2019	358	Nill
Talk on Youth Ethical Issues for students against pornography, human trafficking, sexual promiscuity, unhealthy sexual relationship, youth pregnancies, recent epidemic in mobile additions,	13/01/2020	25/01/2020	618	334

cybercrimes, etc. by RESCUE MUMBAI NGO				
Fashion show on awareness about LGBTQ Rights at ZEST 2020, Alkesh Dinesh Mody Institute for Financial and Management Studies, University of Mumbai	25/01/2020	25/01/2020	5	5
Talk on Gender-based Violence by Ms. Reshma Jagtap, Programme Co-ordinator-Legal System Society for Nutrition, Education and Health Action (SNEHA)	25/01/2020	25/01/2020	39	18
Talk on 'Awareness on Learning Disabilities/ Difficulties and Other Neurological Conditions and ways to cope with it' by Ms. Rachel Fernandes (Alumna), Special Educator & Remedial Therapist, Little Flower of Jesus High School, Marine Lines, Mumbai.	14/10/2019	14/10/2019	66	22
Workshop on "Stress Management and Relationship Management" by Prafulta Counselling Centre	14/10/2019	14/10/2019	99	36

| Talk on Gender-based Violence by Ms. Reshma Jagtap, Programme Co-ordinator-Legal System Society for Nutrition, Education and Health Action (SNEHA) | 06/12/2019 | 06/12/2019 | 23 | 26 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

In the campus energy saving lights are used. On the window panes sun film has been applied which helps in reducing heat and reducing the use of air conditioners. As classrooms on the top floor tend to get heated, in one of the rooms over the false ceiling glass wool has been used as insulation from heat. Twice in a day, the administrative staff inspects the classrooms to check that all air-conditioners, fans, lights, etc. are switched off when not in use and thereby ensures that electricity is not wasted. Users of Computers systems also switch them off at the end of the day. The College has entered into Annual Maintenance Contract for the Air conditioners. This ensures that they are serviced regularly thereby improving efficiency and longevity. The College has also entered into AMC for the Water purifiers. In most of the classrooms and in the reading hall attached to the library, large windows facilitate flow of natural light. The skylight and windows ensure adequate flow of natural light in the foyer and staircase also.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	28
Provision for lift	Yes	28
Ramp/Rails	Yes	10
Rest Rooms	Yes	9
Scribes for examination	Yes	7
Any other similar facility	Yes	28

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	20/07/2019	30	Student Leadership Program (SLP) of IDF	Mentoring Sessions at Canossa	18

					(Indian Development Foundation)	High School	
2019	1	1	19/07/2019	25	Yuva Mahiti Doot by Anulom NGO	Creating awareness about the Schemes / Policies of Government of Maharashtra	34
2019	1	1	07/08/2019	2	Voter Registration Drive at Tolani College of Commerce	To help people of the neighborhood to register their names in the voters list	27
2019	1	1	15/08/2019	2	One Student One Tree in collaboration with the Collector Office of Mumbai Suburban District	Tree plantation and Increase tree cover in the area	21
2019	1	1	17/09/2019	2	Street play outside Jogeshwari Railway station for Voter Awareness in collaboration with Electoral Registration Officer 158-Jogeshwari East Assembly Constituency	Creating awareness about importance of voting	27

2019	1	1	07/10/2019	15	To create awareness about voting and urge voters to fill Sankalp Patra for Maharashtra Assembly Election 2019 in collaboration with Electoral Registration Officer 158-Jogeshwari East Assembly Constituency	Pledge to vote during the Maharashtra Assembly elections to be held October 2019	405
2019	1	1	10/10/2019	1	Demonstration of EVM and VVPAT and Pledge to Vote for Maharashtra Assembly Election 2019 in collaboration with Electoral Registration Officer 158-Jogeshwari East Assembly Constituency	To create awareness about importance of voting	256
2019	1	1	16/10/2019	1	Poster making and Rangoli making competition on theme Voter Awareness	To create awareness about importance of voting	17

2019	1	1	30/11/2019	10	Street plays to create awareness about Water conservation at Andheri, Churchgate and Borivali Railway stations and at Canossa High School	in collaboration with Electoral Registration Officer 158-Jogeshwari East Assembly Constituency To create awareness about importance of voting	64
2019	1	2	17/12/2019	3	Volunteered in putting up stall in college premises for the sale of products made by differently abled Cheshire Home Inmates	To showcase the skills of the differently abled in creating handicrafts and help in enhancing their earnings for their livelihood.	14

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Staff Charter	06/06/2019	The Staff charter was drafted way back in the year 2009. While the charter is not published separately, it is

			displayed on the College website, printed on the prospectus of UG and PG programs and on the reverse side of the identity card of all the staff members. This is also displayed in the admin office and library. The College adopts inclusive practices. Senior staff members maintain high standards of work ethics and orient the newly appointed staff members about the values and ensure that they conform.
Faculty Charter	06/06/2019		The Faculty charter was drafted way back in the year 2009. While the charter is not published separately, it is displayed on the College website, printed on the prospectus of UG and PG programs and on the reverse side of the identity card of all the faculty members. This is also displayed in the faculty room. The College adopts inclusive practices. Senior faculty members maintain high standards of work ethics and orient the newly appointed faculty members about the values and ensure that they conform.
Student Charter	06/06/2019		The Student charter was drafted way back in the year 2009. While the charter is not published separately, it is displayed on the College website, printed on the prospectus of UG and PG programs and on the reverse side of the identity card of all the students. This is also displayed in prominent locations. The College adopts inclusive practices. A number of initiatives are

	undertaken that help in sensitizing learners to the needs and challenges of less privileged. All these initiatives ensure that learners do not lose sight of the values of the Institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Fundamental Rights and Duties Theme: Voter Registration Drive	07/08/2019	08/08/2019	21
Theme Inclusivity and Equality: Fashion show on awareness about LGBTQ Rights at ZEST 2020 Alkesh Dinesh Mody Institute for Financial and Management Studies, University of Mumbai	24/01/2020	24/01/2020	10
Research Ethics and Academic Integrity: Intercollegiate Online Quiz on IPR to celebrate World Intellectual Property Right Day	26/04/2020	26/04/2020	827
Patriotism: Elocution Competition, Best Out of Waste, Poster making Competition and Photography Competition as a part of week long Independence Day celebration on theme Incredible India	08/08/2019	09/08/2019	45
Patriotism: Special Display of Books by the Learning Resource Centre on the Indian Constitution, Nationalism,	22/01/2020	28/01/2020	1697

Eminent National Personalities to celebrate the occasion of Republic Day			
Peace and Patriotism: Special Display of Books by the Learning Resource Centre on the occasion of Gandhi Jayanti	01/10/2019	09/10/2019	427
Patriotism and Inclusivity: Celebration of Independence Day with inmates of Cheshire Home	15/08/2019	15/08/2019	21
Fundamental Rights and Duties Theme: Street Play to create Voter Awareness outside Jogeshwari Railway Station	17/09/2019	17/09/2019	27
Water Conservation Theme: Street plays to create awareness about Water conservation at Andheri, Churchgate and Borivali Railway stations	30/11/2019	07/12/2019	64
Safety and vigilance: Jagruk Mumbaikar- A Talk on Safety by Mumbai Police	04/07/2019	30/07/2019	1267

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Kaizen targets were set up to reduce energy consumption. 2) Encouraged recycling of waste paper. 3) Water Audit was undertaken by learners to identify leakage and wastage of water and to minimize wastage. 4) The use of AC's is continuously monitored. 5) Efforts to minimize use of plastics. 6) Segregation of dry and wet waste.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices No. 1: 1. Title - Kaizen Targets 2. Objectives - a) To empower staff and learners, to assume responsibility for continuous improvement. b) To make efficient use of available resources. c) To focus on small and effective changes. 3. Challenges – a) It may be difficult to maintain consistency in

following the set targets. b) Since the learners are in large numbers, motivating each one of them could be difficult. 4. Practice – a) At the College level, conscious efforts are being made to bring about positive changes in 'Energy Consumption' and 'Use of Paper'. The staff and learners keep a check and curtail unnecessary usage of electricity, wherever possible. Minimum usage of stationery is ensured through effective and integrated use of appropriate software, e-mail and other online platforms. This helps in reducing the reliance on paper for teaching and administrative work. b) The following areas have been identified: i) For faculty members To encourage faculty members to make constructive contribution to academics, the following areas have been identified for setting targets: • Reading • Research Publications • Setting questions of different difficulty levels ii) For learners To encourage learners to add value to themselves and to use the resources in the campus judiciously: • Reading • Participation in research activities • Participation in co-curricular and extra-curricular activities • Enrolment in the value-added courses offered by the College • Enrolment in short term online courses iii) For non-teaching staff: Areas for targets other than managing energy consumption, minimizing use of paper and adopting digital payment methods, will be identified in due course 5. Constraints/Limitations – • As there are large number of learners: o Setting targets for each learner and measuring the success/outcome for each of them would be difficult. o Getting data about the value-added courses offered by other institutions successfully completed by the learners of the College is also a challenge. 6. Evidence of Success – • This is the first time the College has made an effort to set Kaizen Targets. It is yet to be concretized as a regular practice. • Continuously and consciously efforts are being made to reduce: o Use of paper, for instance, the unused side of papers are used for taking notes by teaching non-teaching staff and also during meetings. o Consumption of energy by switching off lights, fans, computer systems when not in use, maintaining the air conditioner at a fixed temperature. • Encouraging learners' participation in research: o 14 projects in various categories under UG Level (Learners) registered for the 14th Intercollegiate Avishkar Research Convention Selection Round of University of Mumbai. o Learners also Presented /Published papers in Multi-Disciplinary Inter-Collegiate Student Research Paper Convention o Participated in PPT Presentation Competition at a National Level Seminar and 2 research papers of learners were published in an International Journal. 7. Problems encountered – • The College is sincerely striving and making genuine efforts towards reduction in usage of paper. However, in compliance with the rules and regulations, submission of physical copies of reports, letters, etc. and maintaining physical records as mandated by the regulatory bodies create hurdles in this endeavour. • Managing energy consumption seems to be a challenge with summers getting warmer over the years and winters getting milder, the need for operating air conditioners is increasing. Best Practices No. 2: 1. Title - Initiative on Water Conservation Awareness 2. Objectives – • To inculcate the habit of judicious use of water among the stakeholders in the immediate circle of influence. • To create awareness among the members of community and make them conscious about the importance of water conservation. 3. Challenges – a) The lockdown phase hampered the plans of creating awareness among the neighbourhood community through street plays. b) The stakeholders are aware of the importance of water conservation, but consciously do not follow the measures to be adopted for the same. 4. Practice: To create awareness about the importance of water conservation and judicious use of water the following events were conducted: a) A PPT competition was organised in the College on the theme of Water Conservation, with subthemes such as: Traditional Methods of Water Conservation, Innovative Methods of Water Conservation, etc. b) The student representatives made presentations in the classrooms by sharing PPTs with learners and explaining to them the importance and ways for conserving water. This was followed by a talk on Water Conservation by the Principal – Dr. Vijaya

Krishna, explaining the benefits and reasons to conserve and preserve water. c) The learners performed skits on Water Conservation in the College campus. d) Skits were also performed at Canossa English High School which is located near the College vicinity. e) For creating awareness among community members, street plays were performed at major railway stations namely Andheri, Borivali and Churchgate. f) 2673 people took the pledge to conserve water and spread awareness. Other than these events, leaking tap are repaired at the earliest and learners are also encouraged to bring it to the notice of the authorities if they find any leaking tap. 5. Constraints/ Limitations – The awareness could be created only in the immediate circle of influence. Water scarcity is a matter of great concern and scope of the work to create awareness about water conservation and judicious use of water is vast. 6. Evidence of Success – The awareness drives have definitely sensitised the learners performing in these events to take initiatives in conserving water. These performers also try to influence their family members and friends. 7. Problem encountered – Following up with the people who have taken the pledge to see if they are implementing the suggestions for water conservation is difficult. It was also difficult to gauge the understanding of the central message of the street plays among the onlookers particularly at railway stations.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://tcc.tolani.edu/wp-content/uploads/2021/05/7.2.1-Best-Practices-1.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

"To educate students towards an all-round development and empower them for a constructive and sustained engagement with society" is the vision of the College. Based on the Vision and Mission, the key thrust areas are: • All-round development of learners • Empowering learners for constructive and sustained engagement with society • Imparting progressive, liberal and relevant education to learners from all sections of society In line with the Vision and Mission, these key thrust areas provide the base for the academic, co-curricular, extracurricular and outreach/extension activities. The founders of the College are committed to the cause of providing inclusive and quality education. Despite the geographical disadvantage, the location provides ample opportunities to serve learners from diverse social, economic and religious backgrounds. Out of the total learners enrolled in the College, on an average around 65 percent are girls. Many of them are first generation learners. Parents / guardians mostly serve in the unorganized sector. Wards of rickshaw drivers, vegetable vendors, domestic helps, etc. also study in the College. The secular practices adopted by the College, encourages learners from diverse linguistic and religious sections to seek admission to the programs offered by the College. These also help in inculcating the values of acceptance among learners, faculty members and staff. In curriculum delivery the emphasis is on adding value by teaching application and relating the syllabus to the real world scenario. Team spirit, respect, discipline, punctuality and regularity are implicit in the conduct of teachers and non-teaching staff. As learners learn through observation as well, the behavior and conduct of faculty members and staff of the College help in inculcating these values in learners. Consistently, across all the UG and PG programs the academic performance of the learners of the College has been better than that of the affiliating University. To enhance skills and employability of learners, the College introduced Certificate Course in Banking and Insurance and continued to offer other Certificate Courses like Certificate Course in Advanced Excel and the Global Financial Markets Professional Program, Certificate Course in Retail

Marketing. Students are actively involved in events organized as a part of Institutional Social Responsibility, like voter's awareness drive and water conservation drive for sensitizing the neighbourhood community. Students are sensitized to the needs and challenges of the underprivileged by encouraging their participation in extension activities. For instance, a number of activities are conducted for the inmates of Cheshire Home, a home for the paraplegic. Learners are actively involved in organizing co and extracurricular activities, which helps in improving their capabilities of organizing events and in building their confidence. In addition to the inter and intra collegiate events organized every year, the College organized "JalSaa" an inter collegiate event to highlight the theme of Water Conservation adopted by the College. The College is one of the most preferred in the neighborhood among parents and guardians as they feel that the College is safe and offers quality education.

Provide the weblink of the institution
http://tcc.tolani.edu/wp-content/uploads/2021/05/7.3.1.pdf

8.Future Plans of Actions for Next Academic Year

The College constantly strives to initiate practices which will sustain quality and enhance quality over a period of time. Towards this end, areas for fixing kaizen targets have been identified. The following measures have been proposed for quality enhancement in the next academic year: 1. Employees: Workshop for faculty members and non-teaching staff on Advanced Excel in collaboration with NIIT is being planned. Training sessions for the effective use of different modules of ERP are also planned. 2. Environment: The College will continue with the theme of Water Conservation for the next academic year. Besides this, initiatives will be undertaken to conserve energy and for efficient management of waste. 3. Use of Technology: Faculty members will be encouraged to develop e-content. Adequate training will be provided to staff members for effective use of ERP. 4. Research: Talks on IPR are planned for the next academic year. Learners will be encouraged to participate in research competitions organized by other institutions including the Avishkar Research Convention organized by University of Mumbai. Learners will also be encouraged to present and publish research papers in national and international conferences. 5. Collaboration with Government bodies/ NGO's: The College will continue to collaborate with the Election Office in its endeavor to create awareness about importance of voting. In collaboration with Mumbai police, a series of talks on Jagruk Mumbaikar will be organized to groom learners into alert citizens. Talks on gender sensitization will be organized in collaboration with NGO, MAVA (Men Against Violence and Abuse). 6. Alumni Engagement: Efforts will be made to enhance involvement of Alumni in various activities organized by the College. The alumni will be invited to share their experiences and expertise with the learners. 7. Autonomy: The College plans to submit the proposal to the UGC for academic Autonomy.