

ACADEMIC YEAR 2022-2023

MEETING NO. 1



Knowledge is Supreme

Tolani College of Commerce (Autonomous)

तोलानी वाणिज्य महाविद्यालय (स्वायत्त)

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

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

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

Tel. : (022) 6153 5455
Fax : (022) 6153 5456
E-mail : tcc@tolani.edu
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ACADEMIC YEAR 2022-2023

MEETING NO. 1

Minutes of the 1st Meeting of the College Development Committee (CDC) conducted on Wednesday, August 10, 2022, in Hybrid mode.

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

Committee: College Development Committee (CDC)

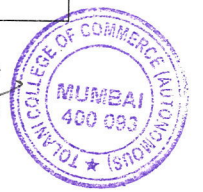
Purpose of Meeting: To review and discuss the performance of the Institution from June 1, 2022 to August 9, 2022.

Date/Time: Wednesday, August 10, 2022, at 10:00 a.m. in the Conference Room and on Microsoft Teams platform.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name of the Members	Designation of the Member	Present/ Absent
1.	Dr. Sujata Naik – Tolani Chairperson, Tolani Education Society	Chairperson	Present
2.	Dr. G. S. Shahani, Secretary, Tolani Education Society	Nominated by the College Management	Present
3.	Dr. Vasudev P. Iyer, Head of the Department, Business Economics & Vice Principal, Degree College	Nominated by the Principal	Present
4.	Ms. Ansari Mehrunnisa Head of the Department, Accountancy & IQAC Co-ordinator	Co-ordinator, College I.Q.A.C.	Present
5.	Dr. Sadhana Venkatesh Co-ordinator, Degree College	Elected Representative, Teaching Staff	Present
6.	Dr. Hema Mehta, Associate Professor, Business Law	Elected Representative, Teaching Staff	Present
7.	Ms. Jyoti Ghosh Assistant Professor, Commerce	Elected Representative, Teaching Staff	Absent
8.	Ms. Rashmi Agashe, Junior Clerk/Typist	Elected Representative, Non-Teaching Staff	Present





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9.	Dr. Madhav Welling, Advisor to the President, Shri Vile Parle Kelavani Mandal & Chancellor – NMIMS University	Local Member in the field of Education	Absent
10.	Dr. Vivek Patkar, Former Operations Research Specialist- MMRDA, currently an Independent Researcher	Local Member in the field of Research	Present
11.	Mr. Bhagat Negi, Alumnus and Manager - Finance, Otis Electronics Company India Ltd	Local Member in the field of Industry & Alumni	Absent
12.	Ms. Geetha S. Menon (HR – IIFL)	Local Member in the field of Social Service	Absent
13.	Ms. Nicia Dias (T.Y.B.Com, Student, A.Y. 2022-2023)	Student Volunteer (By Invitation) President of the College Learners' Council: Learners' Representative	Present
14.	Ms. Janhavi Kharche (T.Y.B.M.S., Student, A.Y. 2022-2023)	Student Volunteer (By Invitation)	Absent
15.	Dr. Vijaya Krishna Principal of the College	Member-Secretary	Present
16.	Mr. Prakash Ipte, Chief Administrative Officer (CAO)	By Invitation	Absent
17.	Mr. Ripin Raghavan Alumnus – Tolani College of Commerce	Alumnus – By Invitation	Present

Agenda 1: To grant leave of absence.

Leave of absence was granted to Dr. Madhav Welling, Mr. Bhagat Negi, Ms. Geetha Menon, Ms. Jyoti Ghosh and Ms. Janhavi Kharche.





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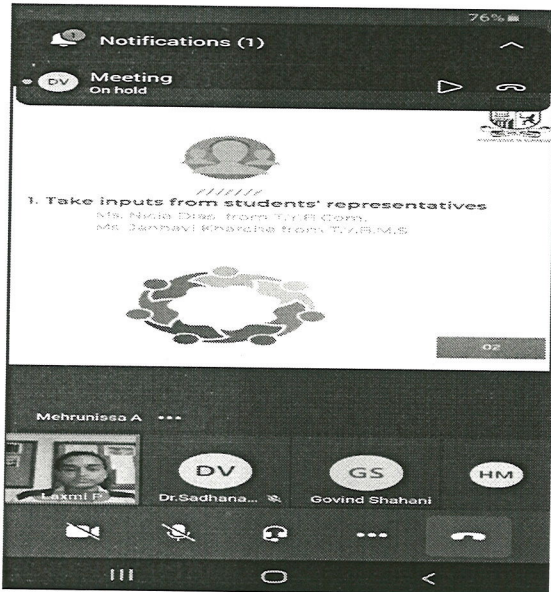
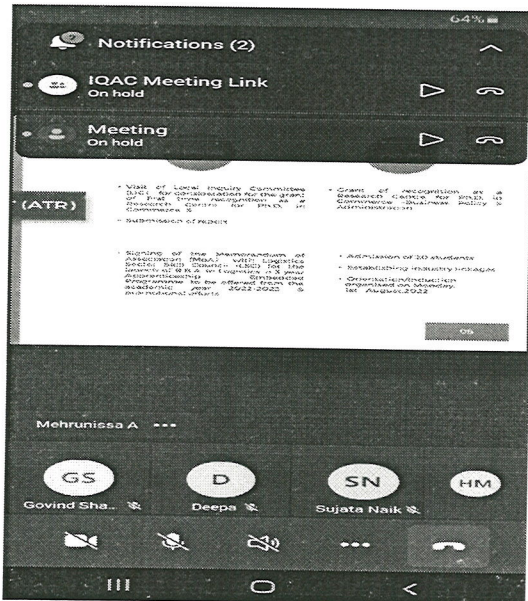
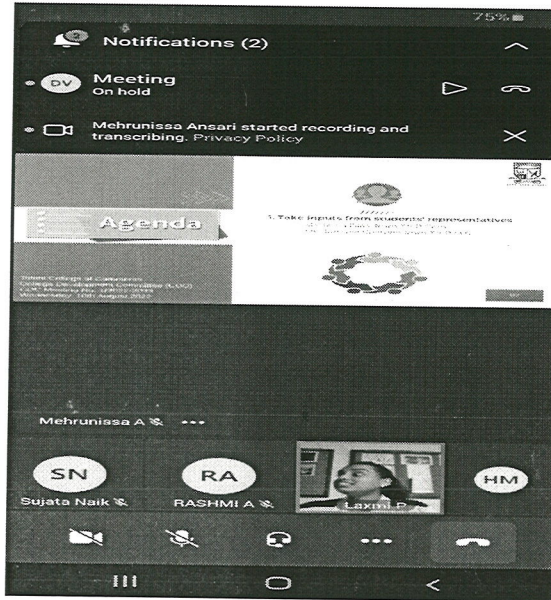
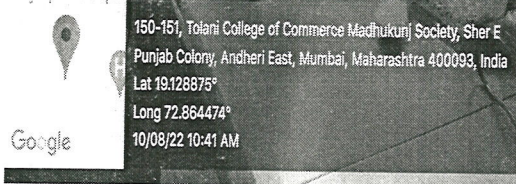
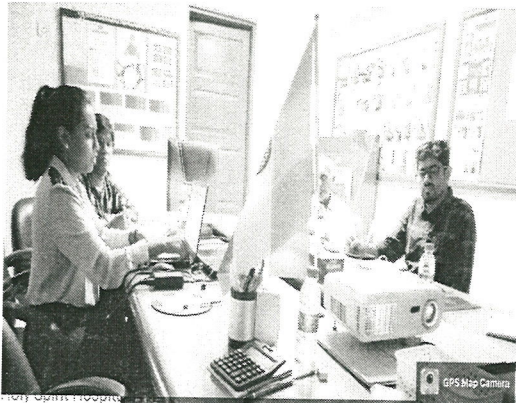
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Geotagged Photographs of the Meeting (Hybrid mode) of the College Development Committee held on Wednesday, August 10, 2022

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Agenda 2: Inputs from Learners' representatives:

Two student representatives, Ms. Nicia Dias (T.Y.B.Com. Student, A.Y. 2022-23) and Ms. Janhavi Kharche (T.Y.B.M.S., Student, A.Y. 2022-23) were invited to share their views and suggestions.

Feedback:

Student representative Ms. Nicia Dias appreciated the efforts taken by the College w.r.t. online lectures, examinations, field visits, placement drives/internship opportunities, various events and activities related to skill development.

Suggestions:

Ms. Nicia Dias –(T.Y.B.Com, Student, A.Y. 2022-2023)	<ul style="list-style-type: none">➤ Formation of “Language Club” to help improve language and communication skills of the learners.➤ Efforts to groom the learners, to develop a professional mindset to meet the expectations of the recruiting companies.➤ Promotion of professional courses among the learners of final year undergraduate and postgraduate programmes.
Local Member in the field of Research – Dr. Vivek Patkar	<ul style="list-style-type: none">➤ Involvement of student representatives for promoting the professional courses offered by the College.➤ Identify and work on the shortcomings of learners being rejected during placement drives.
Management Member – Dr. G. S. Shahani	<ul style="list-style-type: none">➤ Incorporate more activity based modules of learning.
Chairperson – Dr. Sujata Naik	<ul style="list-style-type: none">➤ The College should continue to use the Hybrid Education mode.➤ Identify why the learners lack interest and confidence and refrain from taking the opportunities that come their way.

Agenda 3: To consider the Minutes of the Meeting No. 4 of 2021-2022 held on 31.05.2022 and Action taken/follow- up report thereon.

The minutes were presented, discussed and the Members approved the same.

The action report was presented and discussed.





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The major discussions revolved around the following key issues:

I. Examination Reforms & Short-term Courses:

A. Examination Reforms - Continuous Evaluation (CE):

The CE implemented for the first year learners of 2021-22 batch comprised of 2 components, each carrying 20 marks. Learners had to score 40% on an overall basis.

This academic year, the Semester End Examination for 60 marks and Continuous Evaluation (CE) comprising of 3 compulsory components for 40 marks with 40% score in each component, will be conducted for first year and second year of undergraduate and postgraduate programmes.

B. Short-term Courses:

Under Autonomy, the learners of UG and PG programmes have to earn additional 12 and 8 credits respectively by completing Short-term Courses of minimum 30 hours duration for the award of the degree. In this academic year 2022-2023, the College plans to offer a few more Short-term Courses.

II. Recognition as a Research Centre for Ph.D. in Commerce:

The Members were informed that the College has been granted recognition as a Research Centre for Ph.D. in Commerce – Business Policy & Administration. The Research Advisory Committee (RAC) as mandated by the University of Mumbai has to be constituted. The College is planning to have an inaugural function after which enrollment of learners will commence.

Suggestions:

Local Member in the field of Research – Dr. Vivek Patkar	<ul style="list-style-type: none">➤ Identify two or three research themes.➤ Focused research in the identified areas of specialization with long-term potential for gaining recognition.
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III. New undergraduate programme Bachelor of Business Administration (B.B.A.) in Logistics.

The Members were informed that B.B.A. in Logistics has been successfully launched. Links have been established with logistics companies for the purpose of delivering guest lectures, warehouse visits, apprenticeships and employment opportunities. An





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Induction/Orientation Session was organized on August 1, 2022 for the first year B.B.A. learners.

Suggestions:

Local Member in the field of Research – Dr. Vivek Patkar	➤ Augmentation of library resources like standard journals, monographs on logistics management, technical journals, trade magazines etc.
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IV. UGC's Grant Scheme for Autonomous Colleges:

Since the year 2021-2022 UGC has not been dispersing any grants, including financial assistance for autonomous colleges. RUSA will now be the funding agency for autonomous colleges.

The audited Income & Expenditure Statement for the financial year 2021-2022 along with the proposed budget for financial assistance under UGC's Autonomy grant scheme for current financial year 2022-2023 will be couriered to the Western Regional Office.

V. Advertisement for faculty members positions in the Self-financing Section:

The Members were notified that faculty positions were advertised and the interviews are scheduled on Wednesday, August 24, 2022.

VI. Update on Green Audit, Energy Audit, and Audit of Waste Management:

The Members were informed that these audits are in progress and will be completed by the end of August.

Agenda 4: Admission process and commencement of A.Y. 2022-2023

A. Admission Process:

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

Following are the major hurdles faced by the College after the implementation of Autonomy:





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- Addressing the concerns of learners and parents regarding:
 - Significance of Compulsory Continuous Evaluation (CE) and Short-term Courses which are now an integral part of the regular curriculum
- Inability of a major segment of learners to;
 - Cope with the rigorous Compulsory Continuous Evaluation (CE)
 - Enroll for Short-term Courses due to financial constraints
- Postgraduate Learners opting for enrolling in Institute of Distance and Open Learning (IDOL) offered by University of Mumbai due to their work commitments

The College is working consistently to offer the best to its learners despite all the given constraints. Since majority of learners have financial challenges, installment facility for payment of fees, on need basis, has been provided to learners.

B. Commencement of the A.Y. 2022-2023:

The academic year has started with well-planned academic, co-curricular and extra-curricular activities. The focus is on being learner centric and maximizing the learner experience by following UGC and National Education Policy Guidelines.

Agenda 5: The submission of information for ARIIA 2022

The Members were informed that the required information for ARIIA A.Y 2021-2022 (Atal Ranking of Institutions on Innovation Achievements) has been submitted on August 3, 2022.

Agenda 6: The achievements and participation of Faculty Members in Workshops/ Conferences, etc. from June 1, 2022 to August 9, 2022.

Kindly refer Annexure –II

Agenda 7: The academic, co-curricular, extra-curricular and extension activities of the College from June 1, 2022 to August 9, 2022.

Kindly refer Annexure – I





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Agenda 8: Human Resource (HR) related matters

HR related Challenges faced by the College are as follows:

- Getting qualified and competent Faculty Members
- Delay in the constitution of the Selection Committee by the University of Mumbai for the purpose of conducting interviews for selection of candidates.

Agenda 9: Any other matter/s with the permission of the Chair

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

Agenda 10: To fix the date and time for the next meeting of the College Development Committee.

The date of the next meeting was tentatively fixed for Monday, November 28, 2022.

Dr. Vijaya Krishna
Principal & Member Secretary



Dr. Sujata A. Naik
Chairperson.



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Action taken/follow-up report on discussion/decisions at the Meeting of the College Development Committee (CDC) held on August 10, 2022

Item no. in the minutes	Dates of previous minutes from where the point originated / subsequently referred	Pg. No. of previous Minutes of 10/08/2022	Nature of decision/discussion	Concerned official/faculty	Action taken/progress since last meeting
3-I B	10/08/2022	5	Under Autonomy, the learners of UG and PG programmes have to earn additional 12 and 8 credits respectively by completing Short-term Courses of minimum 30 hours duration for the award of the degree. In this academic year 2022-2023, the College plans to offer a few more Short-term Courses.	Principal/ Vice-Principal	Offline Sessions for the Short-term Courses on Capital Market Awareness and Introduction to Mutual Funds have been conducted post-examination i.e. from 18 th to 21 st October' 2022. The online sessions and the evaluation procedure for these short-term courses will be scheduled shortly.

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3-II	10/08/2022	5	The Members were informed that the College has been granted recognition as a Research Centre for Ph.D. in Commerce – Business Policy & Administration. The Research Advisory Committee (RAC) as mandated by the University of Mumbai has to be constituted. The College is planning to have an inaugural function after which enrollment of learners will commence.	Principal/ Vice- Principal	The Research Advisory Committee has been constituted. The inaugural function of our Research Centre was held on Thursday, September 29, 2022. Research proposals have been submitted by interested candidates.
3-IV	10/8/2022	6	The audited Income & Expenditure Statement for the financial year 2021-2022 along with the proposed budget for financial assistance under UGC's Autonomy grant scheme for current financial year 2022-2023 will be couriered to the Western Regional Office.	Principal/ Vice- Principal	The details were couriered to the Western Regional Office.
3-V	10/08/2022	6	The Members were notified that faculty positions were advertised and the interviews are scheduled on Wednesday, August 24, 2022.	Principal/ Vice- Principal	Interviews for faculty positions were conducted by the Selection Committee. Three selected candidates were informed and one of them has accepted the offer.

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3-VI	10/8/2022	6	The Members were informed that Green Audit, Energy Audit, and Audit of Waste Management are in progress and will be completed by the end of August.	Principal/ Vice- Principal	These audits have been successfully completed. Verification from external authorities/experts is awaited.
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ACADEMIC YEAR 2022-2023
MEETING NO. 2



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ACADEMIC YEAR 2022-2023

MEETING NO. 2

Minutes of the 2nd Meeting of the College Development Committee (CDC) conducted on Friday, November 18, 2022 in Hybrid mode.

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

Committee: College Development Committee (CDC)

Purpose of Meeting: To review and discuss the performance of the Institution from August 10, 2022 to November 17, 2022.

Date/Time: Friday, November 18, 2022, at 10:00 a.m. in the Conference Room and on Microsoft Teams platform.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr.No.	Name of the Members	Designation of the Member	Present/ Absent
1.	Dr. Sujata Naik – Tolani Chairperson, Tolani Education Society	Chairperson	Present
2.	Dr. G. S. Shahani, Secretary, Tolani Education Society	Nominated by the College Management	Absent
3.	Dr. Vasudev P. Iyer, Head of the Department, Business Economics & Vice Principal, Degree College	Nominated by the Principal	Present
4.	Dr. Ansari Mehrunnisa Head of the Department, Accountancy & I.Q.A.C. Co-ordinator	Co-ordinator, College I.Q.A.C.	Present
5.	Dr. Sadhana Venkatesh Co-ordinator, Degree College	Elected Representative, Teaching Staff	Present
6.	Dr. Hema Mehta, Associate Professor, Business Law	Elected Representative, Teaching Staff	Present
7.	Ms. Jyoti Ghosh Assistant Professor, Commerce	Elected Representative, Teaching Staff	Absent
8.	Ms. Rashmi Agashe, Junior Clerk/Typist	Elected Representative, Non-Teaching Staff	Present

Minutes of the 2nd Meeting of the College Development Committee – 18/11/2022, A.Y. 2022-2023





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9.	Dr. Madhav Welling, Advisor to the President Shri Vile Parle Kelavani Mandal & Chancellor – NMIMS University	Local Member in the field of Education	Absent
10.	Dr. Vivek Patkar, Former Operations Research Specialist- MMRDA, currently an Independent Researcher	Local Member in the field of Research	Present
11.	Mr. Bhagat Negi, Alumnus and Manager - Finance, Otis Electronics Company India Limited	Local Member in the field of Industry & Alumni	Absent
12.	Ms. Geetha S. Menon (HR – IIFL)	Local Member in the field of Social Service	Present
13.	Ms. Nicia Dias (T.Y. B.Com., Student, A.Y. 2022-2023)	Student Volunteer (By Invitation) President of the College Student Council: Learners' Representative	Absent
14.	Ms. Janhavi Kharche (T.Y. B.M.S, Student, A.Y. 2022-2023)	Student Volunteer (By Invitation)	Present
15.	Dr. Vijaya Krishna Principal of the College	Member-Secretary	Present
16.	Mr. Prakash Ipte, Chief Administrative Officer (CAO)	By Invitation	Absent
17.	Mr. Ripin Raghavan Alumnus – Tolani College of Commerce	Alumnus – By Invitation	Absent

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

Leave of absence was granted to Dr. G. S. Shahani, Dr. Madhav Welling, Mr. Bhagat Negi, Ms. Jyoti Ghosh and Ms. Nicia Dias.

Agenda 2: Interaction with Student Representatives:

The Learner Representative Ms. Janhavi Kharche (T.Y.B.M.S, Student, and A.Y. 2022-23) was invited to share her views and suggestions on the offline sessions, initiatives taken and events organized by the College.

Mr. G.





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Feedback:

Ms. Janhavi Kharche (T.Y.B.M.S., Student, A.Y. 2022-23)	<ul style="list-style-type: none">➤ Preliminary examination conducted for the final year learners of all the UG courses were highly appreciated by the learners as they had not taken a 'pen and paper' examination since Covid-19.➤ The Short-term Courses in collaboration with Academic and Professional Bodies offered to the first year and second year learners, with additional credits are great initiatives taken by the College.
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Suggestions:

Ms. Janhavi Kharche (T.Y.B.M.S., Student, A.Y. 2022-23)	<ul style="list-style-type: none">➤ Internship opportunities can be offered as an alternative to compulsory Short-term Courses and credits can be awarded based on their completion certificate.➤ Departmental Forums can be formed for all the Undergraduate programmes and Academic and Co-curricular activities can be organized by them.➤ Formation of Rotaract Club, Photography Club and Personality Development Club to help learners in their overall development.➤ Offline Industrial visits should be organized.➤ Canteen services should be improved in terms of hygiene and more options should be made available.➤ The College should work on improving its Social Media visibility on Facebook, Instagram and Twitter.
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The Members were briefed on the following points:

1. As discussed earlier, the College is offering a number of short-term courses of over 30 hours duration to learners for the additional credits. The challenges faced by the College with respect to enrolments for the short-term courses were discussed at length. Financial constraints and the timing of the sessions are impacting enrolments.
2. As per National Education Policy (NEP) 2020 guidelines, credits can be awarded for internships. However, it is a challenge for the College to give internship opportunities to a large number of learners. The learners can get internships through their own efforts and once the College verifies the internship certificate, credits can be awarded.





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Agenda 3: To consider the enclosed:

a) Minutes of the Meeting No. 1 of 2022-2023 held on August 10, 2022

The minutes were presented, discussed and the Members approved the same.

b) Action taken/follow-up report thereon

The action report was presented and discussed.

Agenda 4: Discussion on the progress under Autonomy:

The major discussions revolved around the following key issues:

i. Examinations:

• **Continuous Evaluation (CE):**

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

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

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

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

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

• **Semester End Examination:**

The Semester End Examination pattern for undergraduate programmes introduced last year, continues to remain the same for this academic year as well.

Undergraduate (UG) Programmes:

- First Year
Semester I: CE – Online MCQ test will be completed by November 19, 2022.

Minutes of the 2nd Meeting of the College Development Committee – 18/11/2022, A.Y. 2022-2023





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Semester II: Semester End Examination to commence from Friday, December 2, 2022

- Second Year
Semester III: CE 1, 2 and 3 have been completed
Semester III: Semester End Examination across all programmes has been successfully completed.
- Third Year
Semester V: Third Year B.Com examination has commenced

Postgraduate (PG) Programmes:

M.Com Semester III: CE and Semester End Examination has been completed.

M.Com Semester I: CE is about to be concluded and Semester End Examination will commence from December 12, 2022.

ii. Introduction of new Short-term Courses:

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

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

A soft skills course on effective communication 'Maximize Your Message' in collaboration with Johnson Odakkal Initiatives was launched on Wednesday, November 16, 2022. Cmde Johnson is an Indian Navy veteran. This course is a mix of offline and online sessions with 30 hours duration having 2 credits.

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

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





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iii. Update on upcoming Statutory Body Meetings:

The meetings for these statutory bodies have been scheduled and will be conducted as per the guidelines.

iv. Feedback on the syllabi from learners of First Year of UG and PG programmes:

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

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

v. Review of the functioning of I.Q.A.C.:

The College has a vision to align with NAAC guidelines and NEP 2020. As per UGC's guidelines, the College has constituted an Expert Peer Team comprising of academicians of repute to review the functioning and progress under autonomy.

Members of the Expert Peer Team

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

The Members were given an overview on the progress under autonomous.

- Submission of AQAR 2020-2021
- Compilation of AQAR 2021-2022 work is in progress
- Quarterly Sub-cell meetings are conducted for 6 Quality Circles, and inputs are taken, Action Taken Report (ATR) has been checked and accordingly the plan of action for the future has been drawn.

Agenda 5: Update on Research Centre for Ph.D. in Commerce:

The Members were informed about the inauguration of the Research Centre for Ph.D. in Commerce on September 29, 2022, followed by a talk on the "Importance of Research" by Dr. Vivek Patkar, a senior and experienced researcher. As per the guidelines of University of Mumbai, the Research Advisory





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Committee (RAC) has been constituted and the admission process is being followed. The Centre has received 18 applications along with the proposals. Interviews have been scheduled on December 8, 2022.

Agenda 6: Activities organized and achievements during the period August 10, 2022 to November 17, 2022.

a) Academic, Co and Extra-curricular activities

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

b) Academic and Research progress of Faculty Members

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

c) Achievements of learners

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

Agenda 7: To consider any other matter/s with the permission of the Chair.

Local Member in the field of Research – Dr. Vivek Patkar	➤ 'Shotgun Seminars' are academic events where the topic, date, time and venue of the event is decided well in advance. The members attending the seminar are informed about the topic to prepare themselves. On the day of the event, the speaker is selected on the spot.
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As there were no other matters, the meeting ended with a vote of thanks to the Chair.

Agenda 8: To fix the date and time for the next College Development Committee meeting.

Friday, February 10, 2023 was proposed for the next online meeting.

Dr. Vijaya Krishna
Principal & Member Secretary



Dr. Sujata A. Naik
Chairperson



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Action taken/Follow-up report on discussion/decisions at the CDC Meeting held on November 18, 2022

Item no. in the minutes	Dates of previous minutes from where the point originated / subsequently referred	Pg. No. of previous Minutes of 18/11/2022	Nature of decision/discussion	Concerned official/faculty	Action taken/progress since last meeting
4-ii	18/11/2022	5	Stock Trading Pathshala & Mutual Fund Pathshala in collaboration with FinX have been offered for Semester I & III. The first batch commenced from October 18, 2022 and will be completed by November 24, 2022. The second batch will commence from December 17, 2022.	Principal/ Vice Principal	The learners of the first batch have successfully completed the courses and their 'Valedictory Function' was organized on Wednesday, January 25, 2023. Details of other batches: <u>Stock Trading Pathshala</u> ➤ 2 nd , 3 rd and 4 th Batch: Completed the course. ➤ 5 th Batch commencing from Tuesday, January 31, 2023 <u>Mutual Fund Pathshala</u> 2 nd Batch: Completed the course





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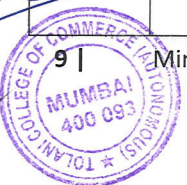
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4-ii	18/11/2022	5	The soft skills course on effective communication 'Maximize Your Message' in collaboration with Johnson Odakkal Initiatives was launched on Wednesday, November 16, 2022. Cmde Johnson is an Indian Navy veteran. This course is a mix of offline and online sessions with 30 hours duration having 2 credits.	Principal/ Vice Principal	The soft skills course culminated with a 'Valedictory Function' on December 20, 2022
4-iv	18/11/2022	6	A formal link is live on the College website for learners to give feedback on the syllabi. This will help the College to gauge the learner's receptiveness of the syllabi implemented under autonomy.	Principal/ Vice Principal	The link is live and the feedback is checked from time to time.
5	18/11/2022	6-7	As per the guidelines of University of Mumbai, the Research Advisory Committee (RAC) has been constituted and the admission process is being followed. The Centre has received 18 applications along with the proposals. Interviews have been scheduled on December 8, 2022.	Principal/ Vice Principal	Interviews were conducted. 3 candidates were shortlisted and they presented their research proposals in the RAC meeting held on December 29, 2022. The External Member of RAC suggested modifications. The final research proposals have been submitted to University of Mumbai on December 31, 2022

Minutes of the 2nd Meeting of the College Development Committee – 18/11/2022, A.Y. 2022-2023



ACADEMIC YEAR 2022-2023
MEETING NO. 3



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ACADEMIC YEAR 2022-2023

MEETING NO. 3

Minutes of the 3rd Meeting of the College Development Committee (CDC) conducted on Friday, February 10, 2023, Hybrid mode.

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

Committee: College Development Committee (CDC)

Purpose of Meeting: To review and discuss the performance of the Institution from November 18, 2022 to February 09, 2023.

Date/Time: Friday, February 10, 2023, from 10:30 a.m. onwards on Microsoft Teams (MS) platform.

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name of the Members	Designation of the Member	Present/ Absent
1.	Dr. Sujata Naik – Tolani Chairperson, Tolani Education Society	Chairperson	Absent
2.	Dr. G. S. Shahani, Secretary, Tolani Education Society	Nominated by the College Management	Present
3.	Dr. Vasudev P. Iyer, Head of the Department, Business Economics & Vice Principal, Degree College	Nominated by the Principal	Present
4.	Dr. Ansari Mehrunnisa Head of the Department, Accountancy & I.Q.A.C. Co-ordinator	Co-ordinator, College I.Q.A.C.	Present
5.	Dr. Sadhana Venkatesh Co-ordinator, Degree College	Elected Representative, Teaching Staff	Present
6.	Dr. Hema Mehta, Associate Professor, Business Law	Elected Representative, Teaching Staff	Present
7.	Ms. Jyoti Ghosh Assistant Professor, Commerce	Elected Representative, Teaching Staff	Present
8.	Ms. Rashmi Agashe, Junior Clerk/Typist	Elected Representative, Non-Teaching Staff	Absent
9.	Dr. Madhav Welling, Advisor to the President, Shri Vile Parle Kelavani Mandal & Chancellor – NMIMS University	Local Member in the field of Education	Absent

Minutes of the 3rd Meeting of the College Development Committee – 10/02/2023, A.Y. 2022-2023





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10.	Dr. Vivek Patkar, Former Operations Research Specialist- MMRDA, currently an Independent Researcher	Local Member in the field of Research	Present
11.	Mr. Bhagat Negi, Alumnus and Manager - Finance, Otis Electronics Company India Limited	Local Member in the field of Industry & Alumni	Absent
12.	Ms. Geetha S. Menon (HR – IIFL)	Local Member in the field of Social Service	Absent
13.	Ms. Nicia Dias (T.Y. B.Com., Student, A.Y. 2022-2023)	Student Volunteer (By Invitation) President of the College Student Council: Learners' Representative	Present
14.	Ms. Janhavi Kharche (T.Y. B.M.S., Student, A.Y. 2022-2023)	Student Volunteer (By Invitation)	Present
15.	Dr. Vijaya Krishna Principal of the College	Member-Secretary	Absent
16.	Mr. Prakash Ipte, Chief Administrative Officer (CAO)	By Invitation	Absent
17.	Mr. Ripin Raghavan Alumnus – Tolani College of Commerce	Alumnus – By Invitation	Absent

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

Leave of absence was granted to Dr. Sujata Naik, Dr. Vijaya Krishna, Dr. Madhav Welling, Mr. Bhagat Negi, Ms. Geetha S. Menon and Ms. Rashmi Agashe.

Agenda 2: Interaction with Student Representatives:

The student representatives Ms. Nicia Dias (T.Y. B.Com., Student, A.Y. 2022-2023) and Ms. Janhavi Kharche (T.Y.B.M.S., Student, and A.Y. 2022-23), were invited to share their views and suggestions.

Feedback:

Ms. Janhavi Kharche (T.Y.B.M.S., Student, A.Y. 2022-23)	<ul style="list-style-type: none">➤ The learners from self-financing section appreciated regular conduct of lectures and efforts made by the faculty members to ensure better understanding of concepts.➤ Presentations given as assignments have helped learners improve their communication skills.➤ Departmental Fests organized by departments of self-financing
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	section have given equal opportunity to learners to participate.
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Ms. Nicia Dias (T.Y. B.Com., Student, A.Y. 2022-2023)	<ul style="list-style-type: none">➤ The faculty members have been linking the concepts learned in class with observations from day-to-day life.➤ The learners appreciate the fact that teaching and non-teaching staff of the College are easily approachable and always ready to help.➤ Counselling sessions are of great help to the learners.➤ Attendance of learners present for lectures are recorded online through a bar code or OTP which is a good initiative implemented by the College to eliminate proxy attendance.
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Suggestions:

Ms. Janhavi Kharche (T.Y.B.M.S., Student, A.Y. 2022-23)	➤ A dedicated space should be identified for project/event related discussions for learners.
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Response related to suggestions in areas of concern:

Dr. Vasudev Iyer - Vice Principal, Degree College	➤ Due to ongoing renovation work, there is space constraint; however, the space/project room will be given soon.
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Agenda 3: To consider the enclosed:

a) Minutes of the Meeting No. 2 of 2022-2023 held on November 18, 2022

The minutes were placed and approved.

b) Action taken/follow-up (ATR) report thereon

The ATR was presented.

Agenda 4: Approval of AQAR 2021-2022

The AQAR for the Academic Year 2021-2022, was presented and approved by all the Members.

Agenda 5: Updates



Minutes of the 3rd Meeting of the College Development Committee – 10/02/2023, A.Y. 2022-2023



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1. Progress under Autonomy:

a) Results of Semester I and Semester III

The Members were briefed about the Semester I Examination, conducted in December'22. The results were declared within a month. Similarly, the results for Semester III Examination, conducted in the month of October'22 were declared in November, 2022.

A.T.K.T. Examination for Semester I and III have commenced.

b) Collaborations & Short-term Courses (STCs)

Collaborations:

Civil Services Examinations: A Seminar was conducted on 'Civil Services Preparation' in association with Bunts Sangha's Edge Academy of Civil Services. Counselling session was conducted for learners aspiring to be appear for UPSC Examination. Sessions will commence shortly once the batch is formed.

Overseas Education: Halp is an online portal and a one stop destination for learners looking for overseas education. A workshop has been planned on February 7, 2023 for Third Year and M.Com. learners to onboard and join the online Halp portal.

Short-term Courses:

The College in collaboration with FinX has offered two courses; Stock Trading Pathshala & Mutual Fund Pathshala with an enrolment of more than 600 learners out of which 495 learners have completed these courses.

The resource persons are certified trainers and well experienced in this field.

The Valedictory Function was organized on Wednesday, January 25, 2023 to award the learners of the first batch.

2. Ph.D. Research Centre

The Members were informed that the interviews were conducted and the 3 shortlisted candidates presented their research proposals to the Research Advisory Committee (RAC) held on December 28, 2022. Dr. (Smt.) Bageshree P. Bangera Bandekar - Associate Professor of Valia College, the Expert Member, gave her valuable suggestions on the research proposals. The candidates submitted the final proposals to the University of Mumbai on December 31, 2022. The approval of the titles for these 3 candidates is awaited.

Minutes of the 3rd Meeting of the College Development Committee – 10/02/2023, A.Y. 2022-2023





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Agenda 6: Activities organized and achievements during the period November 18, 2022 to February 9, 2023.

a) Academic, Co and Extra-curricular activities

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

b) Academic and Research progress of Faculty Members

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

c) Achievements of learners

The Members were informed about the Best College Rotating Trophy won by the College at Dalmia Lions College. The learners bagged the following prizes:

- First and Second Prize in 'Personality Contest'
- First Prize in Hair Styling
- Second Prize in Tug-of-War
- Third Prize for Solo Singing
- Third Prize for Story Writing

Agenda 7: To consider any other matter/s with the permission of the Chair.


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

Agenda 8: To fix the date and time for the next College Development Committee meeting.

The Members proposed Tuesday, March 21, 2023 for the next CDC meeting.


Dr. Vijaya Krishna
Principal & Member Secretary




Dr. Sujata A. Naik
Chairperson

ACADEMIC YEAR 2022-2023
MEETING NO. 4



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ACADEMIC YEAR 2022-2023

MEETING NO. 4

Minutes of the 4th Meeting of the College Development Committee (CDC) conducted on Tuesday, March 21, 2023, Hybrid mode.

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

Committee: College Development Committee (CDC)

Purpose of Meeting: To review and discuss the performance of the Institution from February 10, 2023 to March 20, 2023.

Date/Time: Tuesday, March 21, 2023, from 10:30 a.m. onwards in Hybrid mode

Chair: Principal Dr. Vijaya Krishna

Members Present:

Sr. No.	Name of the Members	Designation of the Member	Present/ Absent
1.	Dr. Sujata Naik – Tolani Chairperson, Tolani Education Society	Chairperson, Tolani Education Society	Present
2.	Dr. G. S. Shahani, Secretary, Tolani Education Society	Nominated by the College Management	Absent
3.	Dr. Vasudev P. Iyer, Head of the Department, Business Economics & Vice Principal, Degree College	Nominated by the Principal	Present
4.	Dr. Ansari Mehrunnisa Head of the Department, Accountancy & I.Q.A.C. Co-ordinator	Co-ordinator, College I.Q.A.C.	Present
5.	Dr. Sadhana Venkatesh Co-ordinator, Degree College	Elected Representative, Teaching Staff	Present
6.	Dr. Hema Mehta, Associate Professor, Business Law	Elected Representative, Teaching Staff	Present
7.	Ms. Jyoti Ghosh Assistant Professor, Commerce	Elected Representative, Teaching Staff	Present
8.	Ms. Rashmi Agashe, Junior Clerk/Typist	Elected Representative, Non-Teaching Staff	Present
9.	Dr. Madhav Welling, Advisor to the President, Shri Vile Parle Kelavani Mandal & Chancellor – NMIMS University	Local Member in the field of Education	Present





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10.	Dr. Vivek Patkar, Former Operations Research Specialist- MMRDA, currently an Independent Researcher	Local Member in the field of Research	Present
11.	Mr. Bhagat Negi, Alumnus and Manager - Finance, Otis Electronics Company India Limited	Local Member in the field of Industry & Alumni	Absent
12.	Ms. Geetha S. Menon (HR – IIFL)	Local Member in the field of Social Service	Absent
13.	Ms. Nicia Dias (T.Y. B.Com., Student, A.Y. 2022-2023)	Student Volunteer (By Invitation) President of the College Student Council: Learners' Representative	Present
14.	Ms. Janhavi Kharche (T.Y. B.M.S., Student, A.Y. 2022-2023)	Student Volunteer (By Invitation)	Absent
15.	Dr. Vijaya Krishna Principal of the College	Member-Secretary	Present
16.	Mr. Prakash Ipte, Chief Administrative Officer (CAO)	By Invitation	Absent
17.	Mr. Ripin Raghavan Alumnus – Tolani College of Commerce	Alumnus – By Invitation	Absent
18.	Ms. Shristi Mulwani	By Invitation	Present

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

Leave of absence was granted to Dr. G. S. Shahani, Mr. Bhagat Negi and Ms. Geetha S. Menon

Agenda 2: Interaction with Student Representatives:

The student representative Ms. Nicia Dias (T.Y.B.Com., Student, A.Y. 2022-2023) was invited to share her views and suggestions.

Feedback:

Ms. Nicia Dias (T.Y. B.Com., student, A.Y. 2022-2023)	The student appreciated the following initiatives taken by the College: <ul style="list-style-type: none">• Having a lady security guard at the main gate of the College.• Departmental fests organized by students of undergraduate programmes with the support of their seniors.
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	<ul style="list-style-type: none">• On the occasion of 'International Women's Day', March 8, 2023:<ul style="list-style-type: none">➤ Dr. Shinee Shanbhag spoke on How to keep 'Pelvic Floor Healthy'?➤ A 'Self Defense Camp' was organized on 11th March '23 for girls of the College, nearby schools and community. This was organized with the help of Meghwadi Police Station.• One on One Career Talk with Alumni in the field of Advertising and Finance was very well appreciated.• The College Website is well designed, informative and user-friendly.
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Suggestions:

Ms. Nicia Dias (T.Y. B.Com., Student, A.Y. 2022-2023)	Few suggestions put forth: <ul style="list-style-type: none">• Career counselling sessions to be conducted more frequently for students.• Career Counselling with Alumni in the field of IT, Web Graphic Designing, Visual Communication and Sports.• Student's achievements section of the College Website needs to be updated regularly.
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Agenda 3: To consider the enclosed:

a) Minutes of the previous Meeting.

The minutes of Meeting No. 3 of 2022-2023 held on February 10, 2023 were placed and approved.

b) Action taken/follow-up (ATR) report thereon

There was no ATR recorded.

Agenda 4: Updates

a. Examinations of Semesters II & IV:

- Examinations of Semester IV have been completed and Semester II will begin from April 10, 2023.



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Semester End Examinations (SEE)

- The overall pass percentage Semester I & III is around 60%. Performance at the Semester III College examinations and Semester V University examinations was not up to the mark as the students have been taking online MCQ based examinations and have lost touch with the pen and paper format of examinations. The overall pass percentage of Semester III - 80-85%.
- b. Short-term Courses (STCs): The National Education Policy (NEP) 2020 has placed great emphasis on enhancement of skills and providing industrial exposure to learners. In the Second Term, five Short-term course have been offered to the learners with a duration of 30 to 36 hours.
- Short-term course on Research Methodology – Level 1 will commence from March 23, 2023. The syllabus has been framed with inputs offered by Dr. Vivek Patkar, a senior and experienced researcher. This course has been rolled out for the undergraduates and two batches have been running simultaneously.
 - National Institute of Securities Market (NISM): certification course for Mutual Fund Distributor in collaboration with FinX, has commenced.
 - The College is continuing to offer the course in Banking and Insurance, in collaboration with Ursa Minor Consulting Pvt. Ltd. for employability. 2 batches of learners have successfully completed and the 3rd batch commenced from February 2023.
 - A course on Physical and Mental Wellness will be offered to all the learners of first year of all the undergraduate programmes and will commence after the semester end examinations.
 - The course on Management of Creativity offered to the learners of postgraduate (M.Com) programmes will commence in the third week of April, 2023 after the semester end examinations. A few modules will be incorporated in the syllabus as suggested by Dr. Vivek Patkar.
- c. Activities and achievements till date

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

Mentoring by Alumni: Alumni Members have been visiting the College to conduct one on one mentoring session's offline, to the current batch of learners on industry specific queries. Alumnus Mr. Ripin Raghavan from the Advertising Industry had learners



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approaching him for guidance, as aspiring advertising professionals. The College is working on trying to get Alumni from different fields to make this an effective programme for learners from the industry perspective.

Shotgun Seminar: A Shotgun seminar was successfully conducted as suggested by Dr. Vivek Patkar. The topic 'People of Indian origin in Global Leadership Roles' was given in advance and the speaker selected on the spot, made a presentation on the topic.

d. Ph.D. Research Centre

The College has received the approval of titles of 2 candidates from the University of Mumbai.

Agenda 5: To discuss:

- The Income and Expenditure for the Financial Year 2022-2023

The details were presented and the deficit was noted by the Members

- The Budget for the Financial Year 2023-2024

The budget for the Financial Year 2023-2024 was presented, discussed and it was approved by the Members for being placed in the meeting of the Finance Committee and the Governing Body for approval.

The Members were informed that considering the implementation of the National Education Policy (NEP) 2020, w.e.f. A.Y. 2023-2024, there may be a need to revise the fees of the first years of the undergraduate and postgraduate programmes offered by the College. This was noted and the Members agreed.

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

- Preparedness for the implementation of NEP 2020.

The draft curriculum and credit framework for a four-year undergraduate programme has been prepared in line with UGC's recommendations and the R.D Kulkarni Committee Report. The College will implement in accordance with the guidelines to be issued by the State Government / University of Mumbai.

The Members took a note of this.



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Agenda 7: To consider any other matter/s with the permission of the Chair.

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

Agenda 8: To fix the date and time for the next College Development Committee meeting.

The Members were informed that the date and time for the next CDC Meeting will be intimated shortly.

Dr. Vijaya Krishna
Principal & Member Secretary



Dr. Sujata A. Naik
Chairperson



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Enclosure to Agenda No. 2

Action/Follow-up report on discussion/ decisions at the Meeting of College Development Committee held on March 21, 2023.

Item no. in the minutes	Nature of decision/ discussion	Concerned official/faculty	Action taken/ progress since last meeting
4-a	Examinations of Semester IV have been completed and Semester II will begin from April 10, 2023.	I/c. Principal/ I/c. Vice Principal	Results of Semester IV has been declared. Semester II examination was conducted and results have been declared.
4-d	The University of Mumbai has approved the titles of 2 candidates	I/c. Principal/ I/c. Vice Principal	Candidates have received the eligibility letter from the University of Mumbai and the admission process has been completed.
5	The budget for Financial Year 2023-2024 presented was approved by the Members to be placed in the Finance Committee and Governing Body	I/c. Principal/ I/c. Vice Principal	The proposed budget for Financial Year 2023-2024 was approved by the Members in the meeting of the Finance Committee and Governing Body.
5	Considering the implementation of NEP 2020, the fees may need to be revised of the first years of the undergraduate and post graduate programmes.	I/c. Principal/ I/c. Vice Principal	The fees were not revised for the first years of undergraduate and postgraduate programmes.
6	The College will implement NEP 2020 in accordance with the guidelines to be issued by the State Government / University of Mumbai	I/c. Principal/ I/c. Vice Principal	NEP-2020 has been implemented in accordance with guidelines issued by Government of Maharashtra.

MHA



[Signature]
I/C. PRINCIPAL

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