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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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College NAAC Code No. MHCOGN10577
AISHE CODE NO. /ID: C-34233
AQAR 2025-26

I.Q.A.C. Meeting No.: 3/2025-2026

Date of Notice: 29-01-2026

Notice for the Internal Quality Assurance Cell (I.Q.A.C.) Meeting

The 3rd Meeting of the **Internal Quality Assurance Cell (IQAC)** for the Academic Year 2025-2026 will be held on **Saturday, February 7, 2026, from 10:30 a.m. onwards in a Hybrid mode**. Kindly make it convenient to attend the meeting.

Agenda of the Meeting

Agenda 1:	To welcome all members to the IQAC.
Agenda 2:	To consider leave of absence of members, if any.
Agenda 3:	To interact with Student Representatives.
Agenda 4:	To read and approve Minutes & ATR of the 2 nd meeting of AY 2025-26 held on Saturday, 13th December, 2025.
Agenda 5:	To review academic performance of First Year learners (SEM I) AY 2025-2026.
Agenda 6:	To review the 'Policy on Mental Health and Wellness'
Agenda 7:	To review the activities and accomplishments of learners and faculty members from December 2025 to January 2026.
Agenda 8:	To consider any other matter with the permission of the Chair.
Agenda 9:	To fix the date for the next IQAC meeting.
Agenda 10:	To propose a vote of thanks.

For Tolani College of Commerce (Autonomous)

Prof. (Dr.) Sadhana Venkatesh
(Principal)





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Minutes of the 3rd Meeting of the Internal Quality Assurance Cell (I.Q.A.C.) for the academic year 2025-2026 conducted on

Saturday, February 7, 2026, in a hybrid mode.

Name of the Institution:	Tolani College of Commerce (Autonomous), 150-151, Sher-E-Punjab Society, Guru Gobind Singh Road, Andheri (East), Mumbai - 400 093.
Date/Time:	Saturday, February 7, 2026, from 10.30 am onwards in a hybrid mode.
Purpose of the Meeting:	To review and discuss the performance of the Institution from December 2025 to January 2026.
Meeting number:	I.Q.A.C. Meeting No.: 3/2025-2026
Chairperson of the Meeting:	Principal, Prof. (Dr.) Sadhana Venkatesh

Attendance of the Members

Sr. No.	Name of the Members	Designation of the Members	Present/ Absent
1.	Prof. (Dr.) Sadhana Venkatesh (Principal)	Chairperson	Present
2.	Dr. G.S. Shahani (Secretary, Tolani Education Society)	Management Representative	Present
3.	Ms. Jyoti Ghosh (Vice Principal)	Faculty Member	Present
4.	Ms. Amrita Nambiar (Assistant Professor, Programme Coordinator, BBA Logistics)	I.Q.A.C. Coordinator	Present
5.	Dr. Vasudev P. Iyer (Associate Professor and Head, Department of Business Economics)	Faculty Member	Present
6.	Prof. (Dr.) Hema Mehta (Professor, Business Law)	Faculty Member	Absent
7.	Dr. Ishtiyah Chiplunkar (Overall Coordinator)	Faculty Member	Absent
8.	Ms. Shalini Clayton [(Assistant Professor, B.Com.(MS), Deputy Controller – Examination Committee]	Faculty Member	Present
9.	Ms. Varada Trivedi (Assistant Professor, Economics)	Faculty Member	Absent
10.	Mr. G.K. Kumar (Modern Cargo Services Pvt Ltd)	Industry Representative	Present
11.	Dr. Rasmita Mohanty (Librarian)	Librarian	Present
12.	Ms. Shristi Mulwani (Senior Clerk) and In-charge Registrar	Representative of the College Administration Section.	Present





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Sr. No.	Name of the Members	Designation of the Members	Present/ Absent
13.	Mr. Jagadeesha Achar (Executive Assistant to the Principal)	Admin Member	Present
14.	Ms. Gautami Rajadhyaksha (Vice President – HR Asian Market Securities)	Alumni Nominee	Absent
15.	Ms. Heena Sayed (Parent)	Stakeholder - By Invitation	Present
16.	Ms. Maria Fernandes (Parent)	Stakeholder - By Invitation	Absent
17.	Ms. Manpreet Kaur Maan, B.Com. Programme	Student Representative	Present
18.	Mr. Ryan Mathias, B.M.S. Programme	Student Representative	Present

Agenda 1: To welcome all members to the IQAC.

The IQAC coordinator formally welcomed all the members.

Agenda 2: To consider leave of absence of members, if any.

Leave of absence was granted to the following members,

Sr. No.	Name of the Members	Designation of the Members	Present/ Absent
1.	Prof. (Dr.) Hema Mehta (Professor, Business Law)	Faculty Member	Absent
2.	Dr. Ishtiyak Chiplunkar (Overall Coordinator)	Faculty Member	Absent
3.	Ms. Varada Trivedi (Assistant Professor, Economics)	Faculty Member	Absent
4.	Ms. Gautami Rajadhyaksha (Vice President – HR Asian Market Securities)	Alumni Nominee	Absent
5.	Ms. Maria Fernandes (Parent)	Stakeholder - By Invitation	Absent

Agenda 3: To interact with Student Representatives

Inputs from Student Representatives:

Ms. Manpreet Kaur Maan, of the B.Com. programme and Mr. Ryan Mathias of the B.M.S. programme shared their feedback, highlighting both areas of appreciation and suggestions for improvement.

Areas of Appreciation





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- The winter celebrations were appreciated for providing meaningful competitions that balanced fun with valuable learning experiences.
- The informative nature of seminars conducted throughout the academic year was acknowledged by the students.
- The introduction of a detailed feedback form following the CEE examinations was valued as a positive step.

Suggestions / Feedback

- Faculty to conduct short (5-minute) classroom briefings prior to seminars and events to explain the expected outcomes.
- Implementation of more frequent orientations for digital library resources beyond the initial First Year session.
- Organisation of alumni membership orientations to ensure graduating students understand how to maintain access to resources.
- Demonstrable actions to be taken and shared based on the feedback collected prior to semester-end examinations.
- Review of internship and placement communication to address delays in sharing opportunities.
- Creation of a faculty-oversighted WhatsApp community for the instantaneous sharing of official job descriptions (JDs).
- Provision of free, faculty-led workshops on internships and placements to replace paid external sessions.
- Introduction of general placement orientation sessions specifically for First Year (FY) students.
- Canteen hygiene standards to be strictly reviewed following concerns regarding unhygienic food.

Committee Responses

- Faculty members will be requested to provide outcome-based briefings before seminars and events.
- Two additional Library resource orientations are currently planned, and multiple sessions will be scheduled from the start of the next academic year.
- Alumni will continue to have access to library facilities, and a digital resource access plan is being developed.
- The feasibility of a centralized WhatsApp community for Placement drives and sharing of JDs will be explored, and free workshops will debut next academic year.
- Ongoing renovations will ensure improved infrastructure and hygiene standards in the canteen by the next term.





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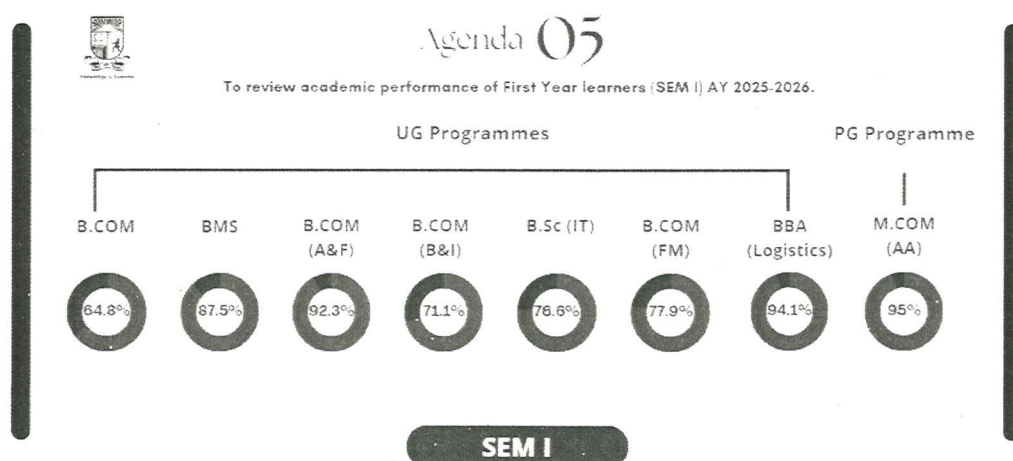
- Class representatives have been reminded to proactively explain official notices in classrooms.

Agenda 4:	To read and approve Minutes & ATR of the 2 nd meeting of AY 2025-26 held on Saturday, 13th December, 2025.
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The minutes of the 2nd I.Q.A.C. meeting of AY 2025-26 held on Saturday, 13th December, 2025 and action taken report thereon were placed for consideration and were approved by the Members without any changes.

Agenda 5:	To review academic performance of First Year learners (SEM I) AY 2025-2026
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The academic performance for the First Year Learners (SEM I) was reviewed. The Committee analysed the overall performance and noted the trends across departments.



Agenda 6:	To review the 'Policy on Mental Health and Wellness'.
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The draft 'Policy on Mental Health and Wellness' was placed before the members for review. The Committee expressed strong appreciation for the comprehensive nature of the policy and formally approved the draft.





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Agenda 7:	To review the accomplishments of learners and faculty members from December 2025 to January 2026.
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Academic and Research Progress of Faculty Members and Students.
Kindly refer to Annexure I

Academic, Co and Extracurricular Activities organized.
Kindly refer to Annexure II

Agenda 8:	To consider any other matter with the permission of the Chair.
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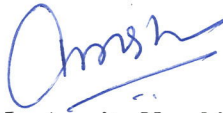
There were no other matters for discussion.

Agenda 9:	To fix the date for the next I.Q.A.C. meeting.
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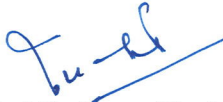
The fourth I.Q.A.C. meeting for the academic year 2025-2026 is scheduled for **Tuesday, April 13, 2026.**

Agenda 10:	To propose a vote of thanks.
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The I.Q.A.C. coordinator proposed a vote of thanks and the meeting concluded.


Ms. Amrita Nambiar
Co-ordinator, I.Q.A.C.




Prof. (Dr.) Sadhana Venkatesh
Principal & Chairperson, I.Q.A.C.



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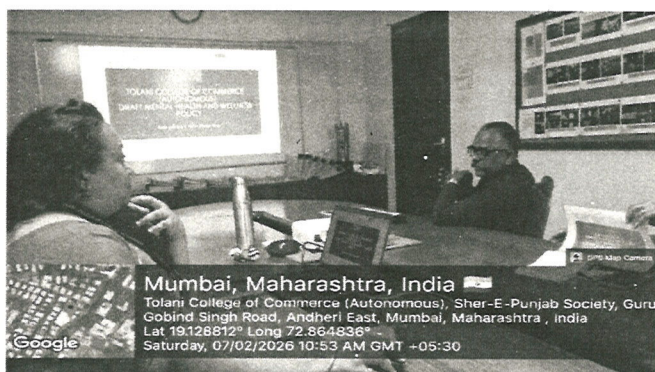
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Photographs of the 3rd I.Q.A.C. Meeting for A.Y. 2025-26 held on February 7, 2026





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Action Taken Report

on the 3rd Meeting of the Internal Quality Assurance Cell (IQAC) for the academic year
2025-2026, conducted on Saturday, February 7, 2026.

Agenda Point No.	Nature of decision/discussion	Action taken
Agenda 3	- Student Recommendation for alumni to be permitted to use the library resources for competitive exam preparation. - Suggestion to create a 'WhatsApp Community' for the college to streamline the dissemination of information regarding placement opportunities.	- The Learning Resource Centre has scheduled a refresher orientation for T.Y. students in April 2026 to highlight the existing policy on alumni library access. - The Career Guidance and Placement cell has explored the technical framework of a centralized WhatsApp Community; they are currently testing features and administrative controls with a planned launch for the upcoming academic year.

