



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website. When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.

This survey does not allow you to have access to the filled up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.

In case you wish to retain printouts of the filled up questionnaire, please take a printout of each completed page before proceeding further.

1. Kindly provide the details of the institution

Name of Institution: H.R. College of Commerce & Economics

Year of Establishment of the Institution: 1960

Address Line 1: Vidyasagar Principal K. M. Kundnani Chowk,
123, Dinshaw Wachha Road, Churchgate,
Mumbai 400 020

Address Line 2: Churchgate

City/Town: Mumbai

State: Maharashtra

Postal Code: 400 020

Email Address: info@hrcollege.edu

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2002/2008

Current Grade: A

CGPA: 3.46

3. Institutional Status Pvt. Aided

4. Contact Person Details

Name of Head of Institution: Dr. (Mrs.) Indu Shahani

Contact Phone: 91 22 2202 1329

Email: indushahani@yahoo.com

Website URL: www.hrcollege.com

Name of IQAC Coordinator Dr. Jehangir Bharucha

Email: jehbharucha@yahoo.co.uk

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	06
Post Graduate (MA/M.Sc./M.Com etc.)	02
Research Programmes (M.Phil/P.hD)	03
Certificate Programmes	19
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/ Medicine/Pharmacy/Paramedical/Nursing etc.)	05
Other value added programmes	06
Any other programme offered (Specify) (Enrichment Programmes)	03

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	03
New programmes designed	09
Programmes under revision	02
Interdepartmental collaborative programmes	04
Inter institutional collaborative programmes	16
Number of review committee recommendations implemented (Total)	02
Number of NAAC peer team recommendations implemented	07
Number of UGC/any other expert committee recommendations implemented	02
Number of review committee recommendation under implementation	01
Number of NAAC peer team recommendations under implementation	02
Number of UGC/ any other expert committee recommendations under implementation	01

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	51
Total faculty on rolls	42
Faculty added during the year	03
Faculty positions vacant	09

Faculty left during the year	03
Total number of visiting faculty	07
Total number of guest faculty	106

8. Qualification of Faculty

PhD and Above	10
MPhil	09
Masters	37
Any other (Specify)	05

9. Faculty qualification improvement

PhD awarded to existing faculty	03
MPhil awarded to existing faculty	00
Any other degree awarded to existing faculty	00

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	32
Administrative staff (Actual strength)	29
Added during the year of reporting	04
Left during the year	00
Number of posts vacant	03

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	60
Technical Support Staff (Actual strength)	50
Added during the year	01
Left during the year	00
Number of posts vacant	09

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12. Establishment details:	DDMMYYYY
Year of establishment of IQAC	31/12/2012
13. Composition of IQAC (Enter a number; 0 for nil)	
Number of IQAC members	08
Number of Alumni in IQAC	04
Number of Students in IQAC	07
Number of Faculty in IQAC	06
Number of Administrative Staff in IQAC	02
Number of Technical Staff in IQAC	01
Number of Management Representatives	01
Number of External experts in IQAC	02
Number of any other stakeholder and community representatives	03
14. IQAC Meetings	
Number of IQAC meetings held during the year	09
15. Whether Calendar of activities of IQAC formulated for the academic year	Yes
16. IQAC Plans for Development (Enter a number; 0 for nil)	
Number of academic programmes proposed	06
Number of value added programmes proposed	07
Number of skill oriented programmes proposed	08
Number of faculty competency and development programmes proposed	07
Number of other staff development programmes proposed	03
Number of student mentoring programmes proposed	10
Number of co-curricular activities proposed	35
Number of inter departmental cooperative schemes proposed	01
Number of community extension programmes proposed	22

Any other programmes proposed (Specify) 04

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented 00

Number of value added programmes implemented 07

Number of skill oriented programmes implemented 09

Number of faculty competency and development programmes implemented 06

Number of other staff development programmes implemented 04

Number of student mentoring programmes implemented 12

Number of co-curricular activities implemented 35

Number of inter departmental cooperative programs implemented 01

Number of community extension programmes implemented 20

Any other programmes suggested that are implemented (Specify) 04

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution 03

Number of participants from the institution 69

Number of participants from outside 25

Number of external experts invited 06

Number of external conferences/seminars/ workshops on institutional quality attended 13

Number of events conducted with IQACs of other institutions as collaborative programmes 01

19. Did IQAC receive any funding from UGC during the year? No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC (Input 0 - if NA/NIL-) any other source including internal financial support from the management (Specify amount)

Amount Received from UGC NIL

Amount Received from any other source including the college management NIL

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Suggestion boxes were put up at multiple points.
- Emphasis on development of soft skills among faculty.
- Moderators' comments on assessment process have been implemented.
- Electronic feedback by parents and students on any issue concerning the college is now encouraged.
- Enhancement of research culture among the faculty.

- Continuous restructuring of the feedback form of the question paper on the basis of comments from students and subject experts
- Welfare Programmes for Associates have been implemented.
- Strengthening of various international linkages with several universities abroad to imbibe their best practices.
- Bonding programmes for the office staff were undertaken.
- Introduced “Know your student (KYS) to maintain individual connection between students and faculty.
- Tightening Campus Security and ensuring students safety.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	02
Number of faculty members involved in curriculum restructuring/revision/ syllabus development	08
Number of programmes in which evaluation process reformation taken up and implemented	09
Number of active teaching days during the current academic year	182 days
Average percentage of attendance of students	84%
Percentage of classes engaged by guest faculty and temporary teachers	35%
Number of self-financed programmes offered	10
Number of aided programmes offered	03
Number of programmes discontinued during the year	NIL

23. Whether any systematic student feedback mechanism is in place? YES

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	100%
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25. Is feedback for improvement provided to the faculty? YES

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	01
Number of minor research projects undertaken during the year	03
Number of major ongoing projects	01
Number of minor ongoing projects	03
Number of major projects completed	01
Number of minor projects completed	04
Number of major project proposals submitted for external funding	05
Number of minor project proposals submitted for external funding	03
Number of research publications in peer reviewed journals	20
Number of research publications in international peer reviewed journals	06
Number of research publications in national peer reviewed journals	13

Number of research papers accepted for publication in international peer reviewed journals	03
Number of research papers accepted for publication in national peer reviewed journals	06
Average of impact factor of publications reported	1.65
Number of books published	10
Number of edited books published	00
Number of books (single authored) published	02
Number of books (coauthored) published	07
Numbers of conferences attended by faculty	95
Number of international conferences attended	52
Number of national conferences attended	35
Number of papers presented in conferences	30
Number of papers presented in international conferences	08
Number of papers presented in national conferences	22
Number of conferences organized by the institution	15
Number of faculty acted as expert resource persons	07
Number of faculty acted as expert resource persons - international	03
Number of faculty acted as experts resource persons- national	05
Number of collaborations with international institutions	10
Number of collaborations with national institutions	05
Number of linkages created during the year	04
Total budget for research for current year as a percentage of total institution budget	5%
Amount of external research funding received in the year	Rs. 11,50,000
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	10
Number of PhDs awarded during the year	3
Percentage of faculty members invited as external experts/resource Persons/reviewers/ referees or any other significant research activities	20%

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	4045
Actual enrollment during the year	4045
Student dropout percentage during the year	0.98%
Success percentage in the final examination across the courses	99.33%
Number of academic distinctions in the final examination and percentage 78.57%	3200 /
Number of students who got admitted to institutions of national importance	190
Number of students admitted to institutions abroad	260
Number of students qualified in UGC NET/ SET	00
Number of students qualified GATE/ CAT/ other examination (Specify)	320

28. Does student support mechanism exist for coaching for competitive examinations? YES

29. Student participation, if response is yes to Qn. 27

Number of students participated 1500

30. Does student counseling and guidance service exist? YES

31. Student participation, if answer to Qn. 29 is yes

Number of students participated 700

32. Career Guidance

Number of career guidance programmes organized 20

Percentage of students participated in career guidance programmes 35%

33. Is there provision for campus placement? YES

34. If yes to Qn. 32

Number of students participated in campus selection programmes 150

Number of students selected for placement during the year 105

35. Does gender sensitization programme exist? YES

36. If Answer is Yes to Qn 34

Number of programmes organized	03
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37. Student activities

Number of students participated in external cultural events	350
Number of prizes won by students in external cultural events	160
Number of cultural events conducted by the institute for the students	08
Number of students participated in international sports and games events	06
Number of students participated in national level sports and games events	20
Number of students participated in state level sports and games events	36
Number of students participated in university level sports and games events	45
Number of prizes won by students in international sports and games events	02
Number of prizes won by students in national level sports and games events	11
Number of prizes won by students in state level sports and games events	21
Number of prizes won by students in university level sports and games events	10
Number of sports and games events conducted by the institute for the students	15

38. Composition of students

Percentage of Scheduled Caste	1.64
Percentage of Scheduled Tribe	0.28
Percentage of other backward communities	2.81
Percentage of women students	2.56
Percentage of physically challenged	2.63
Percentage of rural students	0.00
Percentage of urban students	100%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	30
Amount disbursed as financial support from the institution	Rs. 2,35,116
Number of students awarded scholarship from the institution	125
Number of students received notable national/international achievements/recognition	11

40. Student initiatives

Number of community upliftment programmes initiated by students	346
Number of literary programmes initiated by students	07
Number of social action initiatives based on science / environment initiated by students	05
Number of student research initiatives	06

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created? YES

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored? YES

43. Whether benchmarking is created for institutional quality management efforts? YES

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

- Regular academic council meet to identify diverse need of students
- International visits done by principal and faculty also help to set the bench mark for teaching learning process.
- Regular faculty development program with international faculty also enhance the quality of teaching process.
- Term end LMC meeting with the other colleges of HSNC board in Mumbai city also initiates for setting the bench mark for enhancing the quality.
- IQAC conducts an annual quality check on the teaching- learning-assessment process.

45. Is a Management Information System (MIS) in place? YES

46. If answer to question 44 is Yes, please provide details of MIS applied to

- Tally, ERP, SLIM 21 are the MIS packages used in college office and library for managing finance and library activities.
- MKCL helps to maintain students records
- UID given to all the students keeps a continuous record of each student through the years in college.
- Library SLIM 21 helps to search library collection in a fraction of a second with help of keywords.
- Trutech and Go to test are 2 companies we have partnered with for our website, online testing, keeping notes and question banks on the web
- E-vetan is a software used for salaries
- E-wizard helps us in TDS and salary returns

47. Existence of learning resource management Yes OR No

- e-database in library YES
- ICT and smart class room YES

- e-learning sources (e- Books, e-Journals) YES
- Production of teaching modules YES
- Interactive learning facilities YES

48. Internal resource mobilization: Kindly provide the amount contributed **Amount (Rs)**

Research	11,50,000
Consultancy and training	1,65,000
Student contribution	23,30,370
Alumni contribution	3,50,000
Well-wishers	2,31,000

49. Infrastructure and welfare spending: Please specify the amount **Amount (Rs)**

Amount spent for infrastructure development	8,46,802
Amount spent for student welfare	24,46,262
Amount spent for staff welfare	14,87,888

50. Is delegation of authority practiced YES

51. Does grievance redressal cell exist?

Faculty	YES
Students	YES
Staff	YES

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	00
Number of grievances resolved	00

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	05
Number of grievances resolved	05

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	03
Number of grievances resolved	03

55. Has the institution conducted any SWOT analysis during the year Yes

56. The SWOT analysis was done by internal or by external agency Internal

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Location of the college is in the center of the Mumbai city, in the heart of business and industry.
- Extra-curricular activities enhance student organisation skills which help them to perform better in the industry.
- Effective technology helps to link the students and college administration faster.
- International initiatives developed by H.R. College are perhaps unrivalled by any other college.
- Student centric administration which keeps students at the center of all activities.

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Space constraint and managing huge volumes of students in limited space becomes difficult.
- Absence of playgrounds and sports facility for the students.
- Maintenance of various computers and technology.

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Maintaining the status of being the best college in Mumbai
- Initiative toward introducing more short term courses throughout the weekend s/evenings/vacations for students.
- More research initiatives by the faculty.
- International linkages for research projects.

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- Large numbers of students are pursuing CA and hence can devote limited time toward college activities.
- Most of the students belong to elite class; the college has tough time to motivate them for involving in social welfare schemes which would uplift society.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- More different types of international linkages have been developed
- Twinning program with University of East London for a mini - MBA
- 4 Summer school courses were conducted by King's College London in our college premises
- Faculty sent abroad to observe best practices.
- Making students sensitive to social issues

- Making the whole process more students centric
- Several certificate courses and value added programmes have been started

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- Suggestions of NAAC have always been given priority and suitable amendments are done for enhancing the quality.
- It widens our horizons through its various value added suggestions.
- It is always better to get an external review of the good work being done in our college and above all, it makes us to introspect and makes us work harder.