



Yearly Status Report - 2015-2016

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	H R COLLEGE OF COMMERCE AND ECONOMICS
Name of the head of the Institution	DR (MRS) INDU SHAHANI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02222021329
Mobile no.	9821316802
Registered Email	hriqac@gmail.com
Alternate Email	info@hrcollege.edu
Address	Vidyasagar Principal K M Kundnani Chowk, 123 Dinshaw Wachha Road, Churchgate, Mumbai
City/Town	MUMBAI
State/UT	Maharashtra
Pincode	400020

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	DR JEHANGIR BHARUCHA
Phone no/Alternate Phone no.	02222876115
Mobile no.	9820070287
Registered Email	hriqac@gmail.com
Alternate Email	info@hrcollege.edu

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.hrcollege.edu/aqars/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.hrcollege.edu/academic-calendars/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	A	3.72	2013	23-Mar-2013	22-Mar-2020

6. Date of Establishment of IQAC	06-Jun-2002
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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
UGC College For Potential for Excellence Planning	29-Jan-2016 60	6000

and procedure for preparation of proposal for the UGC Scheme		
More than Fourteen International Faculty Enrichment Programmes and Student Exchange Programmes	07-Apr-2015 120	140
Alumni Meet	02-Aug-2015 1	300
Feedback from all the stakeholders	02-Aug-2015 300	673
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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
No Data Entered/Not Applicable!!!				
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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 :	4
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)

5. To Foster the research culture on campus IQAC continuously encouraged faculty and students to apply for various minor research grants and publish in high ranking journals. Six Faculty members were awarded Minor Research Grants by the University of Mumbai.

1. To improve the overall Institutional effectiveness and infrastructural enhancement, IQAC of H.R. College prepared the proposal to apply under the scheme

introduced by UGC during the X Plan called "College with Potential for Excellence" (CPE). The college got shortlisted for the second round of the appraisal. The team led by Principal Dr. Indu Shahani visited UGC, New Delhi on 29th January, 2016 for the presentation.

2. IQAC encouraged internationalization via exposure of faculty and students to more than 14 exchange programs. One of the key highlights of Internationalization was the Global Leadership Program organized by the Stanford Centre for International Development, Stanford University California, USA, an IVY league University ranked 3rd Globally by QS World University, exclusively for H.R. College.

3. To continuously engage the faculty and students, a number of capacity building initiatives in terms of faculty development programs, organizing seminars / conferences / workshops on a number of topics / issues of relevance were recommended by IQAC.

4. IQAC facilitated the process of UGCs Career Advancement Scheme (CAS) for 12 faculty members.

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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
REFER FILE	REFER FILE
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC Committee	20-Apr-2017

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

2015

Date of Submission

18-May-2015

17. Does the Institution have Management Information System ?

Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Yes, With the help of a vendor Trutech (college alumnus), the college has designed a learning management system and institutional website. This system helps faculty members in uploading notes, assignments and other learning tools which are made available to the students. With the support of above mentioned technology and online infrastructure college enriches the overall teaching learning experience for its students and faculty members. The college also has an alumni portal www.alumni.hrcollege.edu. This portal created by H.R. College gives a common platform of interaction for all alumni. it acts as a platform to connect and foster relations amongst the alumni and current students. An MIS system of Yahoo groups for all the staff members and student bodies is in operation. This has been very effective tool of communication as Bulk SMSs and emails are used effectively for sending information about admission lists and any changes in the lecture schedules. Tally packages are used to upgrade accounting and financial management processes. Library Uses. Library uses SLIM21 an integrated, multiuser, multitasking library information Windows based software. SMS module which enables the Institution to integrate its academic calendar with SMSs of important activities, events, exam dates and co curricular activities. The system auto triggers SMSs helping information reach the mobile phone of students.</p>
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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

Notwithstanding the fact that H.R. College, being one of the affiliated colleges of the University of Mumbai, is bound to follow the curriculum prescribed by the latter, it nevertheless undertakes several innovative measures to enrich the same. Some of these are: Preparation of the Academic Calendar by the IQAC at the commencement of the academic year, based on which faculty members prepare teaching plans which are further verified by respective Heads of Departments. Important dates of examinations, project assignments and college results along with events to be held are included in the calendar. The progress of teaching plans is discussed, assessed and monitored in the departmental meetings. Each department puts forth its requirements, as regards

reference books based on the curriculum, to the library. Further, teachers also have the autonomy to adopt mid-course deviations and improvise classroom delivery. Putting together the First Day Brochure which is made for all classes and courses and comprises important information useful for students at the beginning of the year. It includes details of college faculty, time-table, lecture plans, project instructions, schedule and past papers. This brochure is handed over to the students during their Orientation programme held at the beginning of the academic year to which parents, as important stakeholders, are also invited. Submission of daily reports of the lectures conducted during the day and class room allocation charts, prepared by a designated day in-charge, ensures the smooth delivery of lectures. Student Course Packs and Smart Manuals: These course packs and smart manuals are prepared by all departments and include study material, worksheets, tips for toppers, model question papers and suggested readings. Past University papers are also included with suggested answer guidelines. Examination Manual: The Examination Committee prepares a manual on the evaluation system to ensure uniformity in assessment procedure. Examination Committee Templates: The examination committee prepares schedules for the year based on the examination templates that have been developed with the help of the faculty. These templates are ready notices which can be issued with change of dates. This brings uniformity in the examination process. Website: The College updates its website regularly for effective communication of schedules. Updated database of student with their mobile numbers and emails is used to communicate and reinforce the schedule or communicate the latest changes, if any. The institution creates email groups for both faculty members as well as for students to disseminate the information of schedules.

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
Corporate Social Responsibility	-	01/08/2015	30	YES	Ethics and social responsibility
Stock market fundamentals	Nil	07/09/2015	30	YES	Financial Management
Mutual fund basics	Nil	07/12/2015	30	YES	Investment Fundamentals
Digital marketing	Nil	09/02/2016	30	YES	Social media marketing

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Business Policy and Administration	18/06/2015
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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	COMMERCE, MANAGEMENT	Nil

	STUDIES, BANKING INSURANCE, MASS MEDIA, ACCOUNTING FINANCE, FINANCIAL MARKE	
MCom	ACCOUNTANCY, BUSINESS MANAGEMENT	Nil
BVoc	RETAIL, TOURISM & HOSPITALITY MANAGEMENT	Nil

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

	Certificate	Diploma Course
Number of Students	214	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
0	Nil	Nil
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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
BCom	BMS, BMM, BFM, BBI, BAF	290
BVoc	RETAIL MANAGEMENT, TOURISM AND HOSPITALITY MANAGEMENT	44
MCom	ACCOUNTANCY AND BUSINESS MANAGEMENT	192
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained
The institution has a robust approach towards curriculum feedback and hence the model involves multiple representatives from each stakeholder group: faculty, alumni, industry experts and students. This system is supervised by leaders of the relevant courses and the coordinators of programs. The system allows real-time improvements and teaching learning innovation when any deficiencies in or potential improvements to individual curricular components are identified by the stakeholders and need to be addressed rapidly. Curriculum evaluations are used to plan future revisions and other improvements in curriculum design. The institution adopts the formative curriculum evaluation model. Feedback is

sought on curriculum design and deployment, conduct of examination and question papers, teaching learning. Suggestions from stakeholders are also welcomed. For this purpose, special feedback forms are made available physically and on the website of the college. This feedback is used to enhance the teaching learning process and improve the effectiveness of classroom instruction. The curriculum evaluation approach maximizes student involvement and provides opportunities for rapid improvements and development of innovative teaching processes which helps improve educational experiences. Our approach to continuous curricular evaluation involves planned meetings of student representatives with students, teachers and placement coordinators continuous interaction with industry experts and with alumni. Students make their observations on teaching style and content, adherence to the curriculum in special group sessions and clarity of written materials. Thereafter, grey areas are identified and communicated to faculty individually. Based on the recommendations of the other stakeholders and also considering the gaps in the curriculum the following seminars were conducted- A seminar on How to Prevent Cyber Crime was conducted by Sachin Dedhia, an independent Cyber Crime Investigator Certified Ethical Hacker (EC - Council, USA) on July 23, 2015. Financial immersion month was organised wherein the industry experts enriched students with their experiences on topics like GST, Raising Pitch of start-ups, Entrepreneurship, investment awareness Anti-Money Laundering Risk Monitoring etc. In this year feedback was also taken randomly in which around 578 students across the courses participated. Based on the suggestions of the students some reforms in the field projects were made and the photography lab was also established. Teachers' Feedback: Feedback was collected from all teachers at the end of the year. The Department of Mathematics voiced the need for inclusion of more analytical topics in the syllabus and hence accordingly some expert talks were organised. Employers' Feedback: The employers' feedback helped in designing the HR Pulse Immersion Week and accordingly the skill series programmes were designed. Alumni Feedback: The alumni suggestion regarding syllabus upgradation, to sync with the industry needs resulted in certificate programmes and co-curricular activities. Since the college follows the syllabus set by University of Mumbai, there isn't much scope to change the syllabus. However, to fill the gap as mentioned by the stakeholders, the college takes proper measures to incorporate the changes as suggested by stakeholders.

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
PhD or DPhil	BUSINESS ECONOMICS	5	18	5
MCom	BUSINESS MANAGEMENT	80	115	80
MCom	ACCOUNTANCY	120	231	115
BVoc	RETAIL MANAGEMENT	50	27	27
BCom	BACHELOR OF MASS MEDIA	60	975	61
BCom	BACHELOR OF FINANCIAL MARKET	60	707	62
BCom	BACHELOR OF	120	2640	126

	MANAGEMENT STUDIES			
BCom	BACHELOR OF BANKING AND INSURANCE	60	416	60
BCom	BACHELOR OF ACCOUNTING AND FINANCE	120	1499	120
BCom	BACHELOR OF COMMERCE	960	2832	938
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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
2015	4109	318	21	Nil	10

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	Number of smart classrooms	E-resources and techniques used
31	31	Nil	22	1	Nil

[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)

H.R. College believes in the overall development of students and offers them aid and assistance to achieve holistic growth. To guarantee every student the opportunity of self-development and growth, the college approaches the students with various counselling services: Academic Guidance: Professors and staff at the college provide academic guidance to all the students. They help them with various notes, summaries and transcripts and are always available for problem solving as well as counselling during and after lectures. This solves most of the doubts the students may have regarding academics. There is a well defined mentoring system wherein teachers are assigned a fixed number of classes for which schedules are made in batches of 30 to 60. These batches meet at least twice a year to discuss their problems and issues. The college also has a professional counsellor who visits the college twice a week and counsels students on different study options in India and abroad. She also liaises with all international universities and has developed linkages with leading universities such as Oxford, Cambridge, Warwick, London School of Economics, File to be uploaded Harvard and UC Berkeley. Career Counselling: The College holds lectures and seminars on career guidance by inhouse faculty as well as professionals. They inform students regarding career options in the latter's areas of expertise and interest. Along with these inputs, seminars are held by experts in diverse fields to talk about industry/professional experience, availability of opportunity and the skill requirements necessary in various fields. This provides the students with a comprehensive idea regarding career choice and also proves a valuable and effective resource of career guidance. Learning Disability Counselling: The Special Cell arranges for professional counselling for students with learning disabilities. Psycho-Social Counselling: An inhouse faculty has undertaken the responsibility for counselling students after college hours.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4428	37	1:120

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
35	31	6	Nil	14

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
Nil	-0	Nil	-0
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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
Nil	REFER FILE	REFER FILE	Nil	Nil
View File				

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

Regular Examination Committee Meetings: These meetings ensure the proper conduct of Examinations and evaluation. Credit Committee: Credit committee formed for the effective Implementation of the credit system, keeps record of CGPA of the students and maintains database of each student's overall performance. Orientation Programs: Orientation is Organized for the faculty and administrative staff, students and parents to familiarize them with "Choice Based Credit and Grading System" (CBCGS) for smooth implementation of the same. Online Tests: Online tests are conducted throughout the semester. As part of effective assessment and continuous implementation of the online testing system a unique ID is provided to the students in order to maintain records for all six semesters for CGPA. Mock Online Tests: To familiarize students with the online testing the mock tests are conducted by the institution. Support Literature: First day handbook, brochures, introduction manual containing details of entire curriculum covered in all the semesters are provided to all students. Project Booklets are prepared with detailed guidelines and method of evaluation. Result Audits: Result analysis of online testing is done intensively to identify areas of concern and gauge the strengths of the students. Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived at after discussion with the faculty, head and the principal. Performance of the students in the internal assessment is analysed and students are categorized as slow and advanced learners in their respective subjects. Slow learners are encouraged to improve their performance by joining the Special Cell which organizes lectures for their benefit. There is complete transparency in evaluation which is

ensured via the following means- informing students at the beginning of each semester about the components of the assessment process during the semester preparation of internal assessment schedules as per the University calendar which is communicated to the students well in advance ensuring proper conduct of formative tests with two invigilators assigned to each exam hall scheduling of Internal Examination, seating arrangements, hall invigilators listed for each exam preparation of internal examination question paper with the help of Bloom's taxonomy and subsequent three level scrutiny of these papers by department members and lastly by the Head of the department.

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

A detailed list of important dates and events is prepared before the beginning of any Academic year and is included in the "First Day Brochure" which is given to all students as well as uploaded and updated regularly on the institutional website, linked to the MIS email module and SMS module. In case of any change in the dates of any major event the system triggers an SMS and email updating the students instantly. Our academic calendar which carries key dates of examinations, project assignments, college results along with events to be held, keeps all our stakeholders informed regarding important dates and events scheduled. The objective of the academic calendar is to enhance the teaching learning process and set a timeline for the various academic and cultural activities. This not only helps us understand deviations from the planned activities but also instils professional standards and motivates us to adhere to the stipulated timeline. The event dates decided and added to the calendar help in proper time management and also ensure that there are no clashes between important events happening simultaneously.

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)

<https://www.hrcollege.edu/degree-college-3/>

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
Nil	Nil	VIEW FILE	Nil	Nil	Nil
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://www.hrcollege.edu/feedbacks-2/#>

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	1.59	0.3

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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
Teaching Management Thinking	Department of Accountancy	09/06/2015
CEO Connect lecture-seminar with BNP Paribas	Department of Accountancy	15/07/2015
Two Day Seminar on Chartered Accountancy with ICAI Etica Wealth Management Pvt. Ltd. on financial planning.	Department of Accountancy	13/08/2015
How to start an export business, organized by GEMS in association with Directorate General of Foreign Trade (DGFT).	Department of Commerce	24/08/2015
Investment awareness with Ministry of Corporate Affairs and Institute of Cost Accountants of India	Department of Accountancy	27/07/2015
Startup 101 - Mutterfly - A social foods sharing app	Department of Accountancy	28/08/2015
Panel discussion on Pehla Kadam- Financial Education initiative with CNBC Awaz	Department of Accountancy	02/09/2015
Lecture-Seminar on 'Anti-Money Laundering Risk Monitoring' by Mr. John Matthews, Executive Vice President and head of Client Services, HDFC Mutual Funds.	Department of Accountancy	04/09/2015
Seminar on Goods and Service Tax Raising Pitch of Start-ups with Activitas Management Advisors Pvt Ltd	Department of Accountancy	07/09/2015
Hospitality Management Seminar Oberoi Group of Hotels.	B.Voc- Self-financed	11/09/2015
Workshop on BIG DATA with NKD Group Inc.	Department of Accountancy	16/09/2015
Campus ambassadors for KPMG's global network.	Placement cell	27/11/2015
EY Business Model	Placement cell	27/11/2015

Competition		
Ticket Training Session by Travel Agents Association of India	B.Voc- Self-financed	14/12/2015

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
Innovation Award 2015: Graduate College Commerce	H. R. College of Commerce Economics	Higher Education Forum(HEF)	05/03/2016	Institution
College with potential for Excellence	H. R. College of Commerce Economics	University Grant Commission, Delhi	21/04/2016	Institution
'Most Emerging Higher Education Institute of the Year'	H. R. College of Commerce Economics	IEN Awards for Excellence in Education	02/04/2016	Institution
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Social project	Enactus	The Peach Vibe	The project runs on a dual impact model where the employees stress and fatigue is reduced workplace efficiency is increased.	17/10/2015
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	1	1

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	Nil

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)
Nil	0	Nil	0
No file uploaded.			

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
Foundation Course	1
English	1
Commerce	11
Library Science	1
Environmental Studies	1
Mathematics	2
Economics	1
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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
NIL	NIL	NIL	Nil	Nil	NIL	Nil
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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
NIL	NIL	NIL	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	8	11	Nil
Presented papers	8	6	Nil	Nil
Resource persons	1	1	1	5
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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
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Refer file	Refer File	Nill	Nill
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
Academy for Awarding Rotaract Achievements.	Best Club, Best Flag ship project-VOGUE, Best International Service Directors	Rotary International District 3140	100
Enactus Indian National Competition	Semi-finalist	Enactus	80
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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 activities	Number of students participated in such activities
Swachh Bharat	HR College (NSS)	Swachh Bharat Abhiyan	1	25
Swachh Bharat	HR College (NSS)	Street Play on Swachh Bharat	1	20
Gender Issue	Red Dot Foundation	Seminar on Women Empowerment	1	25
Gender Issue	HR College	Street Play on Women Empowerment	1	12
Swachh Bharat	HR College	100 Hours of Change	1	73
Aids Awareness	HR College	World AIDS day	1	33
Gender Issue	HR College	Session on Sanitization Alcohol	1	19
Chedenge toh chodenge nahi	Shiv Shakti Women's Welfare	Campaign against women abuse	1	180
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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
SP JAIN INSTITUTE OF GLOBAL MANAGEMENT STUDENT	41	Self - financed	4

AMBASSADORS PROGRAMME			
International Rotary Youth Student Exchange between India and Germany	20	Self - financed	20
London Business School Global Immersion Field Trip	18	Self - financed	5
Kings College, London	1	King's College, London	9
Transformational Leadership Programme Visit of Delegation from Japan	40	Self - financed	8
Social Entrepreneurship in Emerging Economies Students from Borough of Manhattan Community College, USA AT H.R	13	Self - financed	28
Summer Sessions UC Berkeley	12	Self - financed	38
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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
Internship	Summer and Winter Internship	JMP Advisors,	15/04/2015	15/06/2015	2
Internship	Articleship	KPMG	15/04/2015	15/06/2015	18
internship	Articleship	Grant Thornton	15/04/2015	15/06/2015	10
Internship	Summer Internship	Babychakra	15/04/2015	15/06/2015	3
Internship	Summer and Winter Internship	Snackible	15/04/2015	15/06/2015	7
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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
0	Nil	0	Nil
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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
12.02	16.82

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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
SL1M21	Fully	3.5.0.33.040	1995

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23140	3488665	382	195393	23522	3684058

Reference Books	31956	4817680	527	269828	32483	5087508
e-Books	75000	Nil	Nil	Nil	75000	Nil
Journals	70	118658	Nil	Nil	70	118658
e-Journals	31000	5000	Nil	Nil	31000	5000
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	852	Nil	Nil	Nil	852	Nil
Library Automation	Nil	65914	Nil	381	Nil	66295
Weeding (hard & soft)	16912	Nil	Nil	Nil	16912	Nil
Weeding (hard & soft)	333	Nil	8	Nil	341	Nil
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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	Nil
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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	119	40	1	3	40	22	13	10	40
Added	3	0	0	0	0	0	0	0	3
Total	122	40	1	3	40	22	13	10	43

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

10 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
NIL	Nil

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 incurred on maintenance of physical facilities
99.45	105.98	74.08	77.97

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 encourages and ensures optimal use of the available physical resources for the benefit of students, faculty and associate staff. The funds and grants are utilized as per the defined allocations from given sources for maintenance and upkeep of such facilities. While making such arrangements, the requirements of the stakeholders are taken into consideration. A college Maintenance Department retains the stock and allocations of the requirements.

Computer Lab: The college has 2 computer labs and 10 MBPS leased line from Shyam spectra Net used for teaching-learning by the students and faculty. Apart from these computers are set up in classrooms and offices. Computers in the lab are numbered and virus protected. Their annual maintenance, including the setting, repairing and maintenance of lab equipment is completed regularly through the technicians of respective enterprises. The Labs are air conditioned and the conditioners are serviced regularly. Non usable gadgets are discarded after consideration. The college maintains an e-waste bin to discard the waste in an appropriate manner.

Classrooms: The classrooms benches, desks/chairs, board, lights, computers, projectors, and screens are regularly maintained. The cleaning of classrooms is ensured by the non-teaching staff. The allocated funds are used for the upkeep and maintenance of the furniture.

Library: Every year the requirements of books, magazines and Journals for various courses and reference reading are invited from the faculty of the respective departments. The final and concise list of required books is approved by the Principal and ordered accordingly. Registrar Superintendent regularly take rounds to ensure the cleaning and maintenance of college infrastructure is up to the mark

<http://www.hrcollege.edu/infrastructure-policy/>

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	Institutional Support	4	19220
Financial Support from Other Sources			
a) National	GOI Freeship EY Scholarship	139	1239801
b) International	Presidential Scholarship for Semester at Sea.	1	1986000
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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 implementation	Number of students enrolled	Agencies involved
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REFER FILE	Nil	Nil	REFER FILE
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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 passed in the comp. exam	Number of students placed
2015	MBA Preparation Workshop	150	150	Nil	Nil
2016	Career Counselling through different seminars and workshops	550	550	Nil	Nil
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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
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
EY, KPMG, DELOITTE, JLL, PWC, EDELWEISS, Endurance, Kotak, TATA CAPITAL, MGH, DARASHAW, ICICI	110	91	DIRECTI, CONSULTLANE, VIBRANT, LOL	21	12
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2015	449	BCOM, BAF, BBI, BFM,	Commerce, Management,	ICAI, University	CA, Banking, CS,

		BMS, BMM	Mass Media	of Mumbai, University of Hyderabad, IDOL, GLC, KC Law, BTTC, GJ Advani College, Jamnalal Bajaj, Foreign Universities	MCom, MCA, MBA, MMS, MMM, MFM, MA, B.Ed, Diploma in Management, LLB, MHRDM, IDE, Civil Engineering, Master in Sports Management, Master in Journalism
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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
NET	2
SLET	1
GMAT	205
CAT	2
TOFEL	131
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
REFER FILE	REFER FILE	Nil
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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
Nil	REFER FILE	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the University norms, the Student Council of the College is a nominated body by the College authority/ Principal. The selection is based on merit of the students who are also Actively involved in co-curricular activities organized by the numerous student associations in the college. 1. The Student Council assists the college administration in streamlining the admission process which includes, selling of forms, help desk queries, data entry, MKCL, ID card making to crowd management. 2. The Council assist the college in entire admission process, in holding various important programmes of the college and

support the office administrative staff in various areas. 3. Every year the Council conducts a weeklong campaign to ensure The Colleges zero tolerance policy towards ragging and harassment. The anti-ragging squad of the Council campaigned in and outside the college premises. 4. This year the Council took over an ambitious initiative that aimed at handling the entire chain of operations of the Canteen right from procuring products from the distributor to selling them to the customers comprising parents and students. This was an initiative for young entrepreneurial minds. 5. The Students Council and HDFC Bank in association with Bombay Hospital organized a blood donation drive on the college premises. 6. The Council conducted 'Numero Uno', Mumbai's largest Mathematics and Statistics event, with over one thousand footfalls, the fest saw enthusiastic participation from colleges across Mumbai. 7. The Council members undertook teaching under-privileged children at institutions such as ADAPT (Able and Disable All People Together) and assisting teachers at the Colaba, Mumbai Municipal School. 8. Members of the Council assisted the college in hosting the XXIII International Economics Convention held every year under the aegis of the HSNC Board. The Convention was attended by 10 colleges including University of West Georgia and New and Jersey City University, US. 9. The Council also helped the college organize a farewell party February 18, 2016 for over 800 M. Com and Third Year students. We also have student representatives in the IQAC and College Development Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

We have various engagements with alumni as follows- Alumni Engagements as guest lectures, Alumni Get together. Alumni Feedback which is used for curriculum enrichment by organizing certificate programs, guest lectures, industrial visits. Registration of Alumni Association is on the anvil.

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)

Student empowerment HR College believes in a 360 degree participative management. Our novel bottom up approach allows all our students, teachers and non-teaching staff to pool their efforts to run the college The Admission Process - In this regard, every year the Students' Council of the College facilitates the admission process, guided by the Principal and the Admission Committee. They follow the University governed system of student intake. Beginning with the selling of admission forms to helping parents and students fill the forms and they spare no efforts to make the entire process hassle free. Student Managed Seminars and Trainings - In light of the modern ideas of leadership with a difference, the young students, assisted by senior faculty, have been trained to organise and execute seminars for the benefit of the rest of the students. Student bodies have been empowered to lead in Student Council,

Sports Council, ENACTUS. 'Cyber Crime Prevention' (23rd July, 2015), 'Great Talk by British Council' (15th December, 2015), 'Career Orientation Program' (1st July to 4th July, 2015) are some of the seminars that have been organized by these councils. IQAC has members from alumni, students and teachers. Further, most clubs encourage their senior and alumni to mentor/advise/ groom students of the current batch. Empowerment of Faculty/ Non- teaching staff To encourage academic decentralization and autonomy the college appoints different Vice Principals and coordinators for the various courses. Vice Principals are empowered to sanction Casual Leaves, attest mark sheets, sign on railway concession forms, IC22 CA article ship eligibility form, Transfer Certificate and any other University correspondence in the absence of the Principals. They are also authorized to handle petty cash up to a limit of Rs.15000 and also approve budget for students' activities of the various student bodies. Teachers have the autonomy to conceptualize and conduct activities of students association as per the code of conduct. They are also allowed reimbursement of seminar fees of any two seminars up to a limit of 4000 annually as per their choice. Naturally they also participate in the Seminars/Symposia/Conferences of their choice. Among the non-teaching staff the Registrar is vested with the responsibility of all documents and common seal of the Institution and any other matter as delegated by the principal. The registrar issues notices of holidays at the beginning of the academic year.

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
Admission of Students	Implementation of e-governance in areas of operations: • Planning and Development Students are admitted as per norms of the University of Mumbai and Government of Maharashtra and other regulatory authorities. • Information regarding admission procedure is made available through the Prospectus and the website of the college. • A help desk is also set up to help students and parents for the same. The college website also displays the merit list. The Students' Council and the Sports Council.
Industry Interaction / Collaboration	Industrial Visits Session on - A GREAT TALK Security and Exchange Board of India (SEBI) Bombay Stock Exchange (BSE) September 3, 2015. Over 75 undergraduate students visited the SEBI for a Financial Literacy Seminar in which students were given insights about the Financial Markets, functions of SEBI and the current economic affairs leading to a lesson on Financial Planning for the young investors. This was followed by an interactive question and answer session with Mr. N. Hariharan, Chief General

Manager, SEBI. • January 7, 2016 105 students along with faculty were introduced to the various prospects in the field of commerce and spoke on the importance of the organization. It was followed by a visit to the BSE auditorium where multiple seminars were being held, including one about the financial aspects of healthcare in India. Another session, taken by an IAS officer, also covered the education scenario in India. The visit also covered information regarding BSE and its working. Students were given tips on investing followed by an interactive question and answer session on the role and importance of BSE. The British Council organized the first of its kind GREAT TALK series aimed at motivating young Indian students to plan their careers effectively via interaction with accomplished personalities from the UK. • The Great Talk platform offers students a once in a lifetime opportunity to expand their horizons, meet prominent educationists and explore new options. It supports the Prime Ministers Global race for growth and Olympic legacy programme. • AMUL Industrial Visit: The second-year students of BMS visited Anand, Gujarat as part of their field visit in the Co-operative management course to understand the AMUL model of milk distribution. The students visited the National Dairy Development Board, Institute Of Rural Management, Anand. The objective was also to understand the life history of the Institute of Dr. V. Kurien and his contribution to the co-operative movement. • BSE Visit: The students of FYBAF and TYBFM visited the Bombay Stock Exchange (BSE) to understand the functioning of Financial Market and to acquaint themselves with the governance pattern adopted by the BSE.

Human Resource Management

Selection and promotion of teaching and non-teaching staff is done according to the Mumbai University and Maharashtra government norms. Teaching and non teaching staff are provided various opportunities for skill enhancement and research through skill development workshops and encouraging faculty to participate in innovative teaching and learning workshops.

Library, ICT and Physical
Infrastructure / Instrumentation

Faculty members use library resources to enhance their knowledge pool. The library has a collection of more than 50,000 books on various topics, 78 International journals, e journals, more than 700 VCDs which aid the teaching-learning process tremendously. In 2015-2016, more than 600 books were added to the Library which mainly includes textbooks and books on Management, Banking, Finance, Economics and other Commerce related Subjects. Book Bank: The College ensures that buying textbooks does not burden the economically weaker students. The library issues sets of textbooks from the Book-Bank to these needy students which they can use for the entire academic year. Including the above mentioned initiatives, the college is making efforts to create a virtual repository for making library resources more accessible to its students and enrich the teaching learning process.

Research and Development

PhD Centre: The College is proud of its PhD center in Business Economics recognized by University of Mumbai that has enrolled 3 students under Dr. Geeta Nair. The College restarted the research centre in Business Policy and Administration. Dr. Pooja Ramchandani has been awarded the guide ship for guiding students in commerce from the University of Mumbai with an intake of 10 students. PhD Awarded: Dr. Rani Tyagi was awarded Ph.D from NITIE, Mumbai for her research on Noise Pollution. Prof Tasneem Razmi has submitted her Ph.D. thesis, completed under the guidance of Dr. Geeta Nair. Students' participation in Research: • Research Cell students have won awards and accolades in various events and research activities throughout the year. Under the guidance of Prof-in-charge Dr. Geeta Nair, the students have learnt much more in the research field. • Session on How to write Research Papers September 16, 2015: Dr. Geeta Nair conducted a detailed session on various aspects of research report writing like title, objectives, hypothesis, research methodology, research design, observation, conclusion and a special focus on bibliography or references. • Research Scholars of the college participated in the International Research Conference -

Anveshi 2016, organised by St. Francis Institute of Research Management, where their papers were appreciated by a panel of judges winning them the 1st place, amidst other management students.

Curriculum Development

Academic Freedom: Faculty members are given academic freedom to deliver the Curriculum in a relaxed, conducive and effective manner. Bridge Courses: are conducted on topical issues suggested by Industry Leaders which equip students with necessary skills required to perform specific jobs. Bridge courses are also conducted for FYBMS students in the subject of accountancy as BMS attracts students from Arts, science and diploma faculty. Bridge courses help them understand the basics of accounting to bring them at par with the commerce students. Curriculum Development for Bachelor of Vocation (B.Voc): The B.Voc. Course provides a holistic view of the various developments in the industry. The course is designed to provide a unique blend of business and vocational education.

Teaching and Learning

a. Competency mapping: It is undertaken by the industry experts to identify skills required by the students for employability. B. Buddy System: Senior students are encouraged to teach the slow learners after college hours. This practice has become very successful in helping students who relate and learn from peers more easily than from the teachers c. Website: The College updates its website regularly for effective communication of schedules. Updated databases of students with their mobile numbers and emails are used to communicate and reinforce the schedule or communicate the latest changes, if any. The institution creates email groups for both faculty members as well as for students to disseminate the information of schedules. The college thus constructs a comprehensive plan to organize the teaching-learning and evaluation schedules to cater to the needs of both students and the faculty members. These efforts have helped in gaining high productivity, clarity and transparency in the teaching- learning system. D. Dean Connect: An innovative

and effective method of communicating with parents and students, through personal emails from the Principal, information regarding daily activities and new projects undertaken by the college. E. Workshops by International Faculty: A two-day workshop was organized by Prof Bernard McSherry, Assistant Professor of Finance, NJCU on Global Financial Markets. A session for students and faculty was organized at H.R. College by Prof. Christopher Shamburg, Professor Educational Technology, NJCU on remix as an educational and economic activity. F. Workshops by Academicians and Corporates: The college hosts seminars, guest lectures for the students across all the disciplines on corporate grooming, Managerial skills, recent trends in the educational sector, international developments to name a few.

Examination and Evaluation

a. Online Examinations: College has continued its online internal examinations keeping in mind the importance of ICT in education. This online system helps students to appear for examinations from the place they find most comfortable and conducive. These mock and practice tests conducted online prepare the students for the final exam. The TY.B.Com prelims in the college are held via a system of using the ICT systems. B. Special Exam Guidance Lecture for Third Year Students: The College organizes special guidance lectures for the Third-year students to orient them on the Choice Based Grading system (CBGS) and the 75: 25 examination system. C. Standard Operating Procedure (SOPs) by Exam Committee: The Examination Committee has prepared detailed SOPs for all processes relating to setting of question papers, evaluation and assessments. These SOPs serve as guidelines to all faculty members for performing examination related duties effectively. The SOP manual contains the following: - 1. Defining a unit of evaluation process with student centred goals. 2. Setting of question papers which discourage selective study. 3. Detailing of guidelines for examination schedules. 4. Defining the role of Invigilators. 5. Detaining and marking schemes. 6. Setting procedures for

checking and rechecking of answer books. 7. Organizing the system of moderation i.e. examiners' work checked by a senior faculty/expert in the field who reports to the Chief of Examination. 8. Forming a redressal mechanism for addressing grievances of students/parents with relation to examination. 9. Assigning a special day for centralized paper setting for all departments to sit and deliberate to prepare well-balanced question papers. 10. Orientation for FYBCOM students is also held to acquaint them with the recent changes in the curriculum and assessment systems. This year the week-long orientation programme held from 17th to 21st September, incorporated discussions on syllabus, paper pattern and assessment criterion.

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

E-governance area	Details
Administration	E governance use in administration is nascent yet effective. The college has been using the same to enable a smooth functioning of the college. ICT is used in: - • Admission process • Maintenance of students' personal and other academic records • Submission of class assignments and projects • Monitoring and evaluation • Communications with the stakeholders.
Finance and Accounts	The Accounts office uses Tally 6.3 for management and handling of the financial resources of the college. It ensures that revenue statements and balance sheets are managed efficiently.
Student Admission and Support	The college embarked on its journey of e-governance with the implementation of MKCL which was a requirement of the Maharashtra Knowledge Corporation limited. 1) MKCL: Comprehensive record of students' applications, enrolment and admission is maintained under MKCL Software. It facilitates compilation of all records at a centralized place by the office which can be made available to the management. Planning and Development - : Students are admitted as per norms of the University of Mumbai and Government of Maharashtra and other regulatory authorities. • Information regarding admission procedure is made available through the Prospectus and the website of the college. • A help desk is also set up

to help students. SLIM: Library uses SLIM software to keep record of all old and newly purchased books. Students and faculties have access to the books, journals and other business periodicals. Record of Faculty attendance, Admission data, fees collected etc is made available to management on demand. The college has:

- The Integrated Learning System which has data of students.
- The college maintains and updates information regarding the staff on the university and AISHE Portal, MIS portal of the government. The students' information is maintained by the college on the MKCL portal of the university. Record of Faculty attendance, Admission data, fees collected etc is made available to management on demand. The college has:
- The Integrated Learning System which has data of students.
- The college maintains and updates information regarding the staff on the university and AISHE Portal, MIS portal of the government.

Examination

The university has an e governance system- MKCL (The Maharashtra Knowledge Corporation Limited). MKCL believes that there exists a great potential in our society to emerge as a knowledge-led economy due to its large but latent 'talent pool' of young population. The college examinations use hall tickets which are generated by the MKCL of the University of Mumbai.

Planning and Development

The main purpose behind introducing e-Governance in education is to enhance its quality. It provides new ways of communication with the students, teaching education and organizing and delivering information and service. The college ensures that it informs the staff, associates and students of any notice through the online systems developed. Teachers and students have log- in ids which enable them to connect and have a sound learning system.

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

Nil	REFER FILE	REFER FILE	REFER FILE	Nil
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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 teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	Faculty enrichment Programme to Myanmar	Nil	01/11/2015	04/11/2015	8	Nil
2015	Faculty enrichment Programme to King's College , London	Nil	31/10/2015	08/11/2015	1	Nil
2015	Faculty enrichment Programme to Egypt	Nil	13/12/2015	16/12/2015	12	Nil
2015	SP Jain Centre of Global management, Dubai Management	Nil	01/11/2015	06/11/2015	12	Nil
2015	Trip to Mynamart	Nil	01/11/2015	04/11/2016	Nil	1
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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
STC	1	22/12/2016	28/12/2016	7
Refresher	1	15/02/2016	06/03/2016	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	3	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Faculty are provided financial assistance for participating in conferences, seminars and workshops. Free health check up.</p>	<p>Non-teaching members of the college are medically insured and the policies are sponsored by the college on a regular basis as per the government norms. The college subsidizes the fees of children of the staff and also the tuition fees of young staff registered for further studies. The children of non-teaching staff studying also make use of book bank facilities, special coaching, etc. The college organises regular yearly free health check-up and thalassaemia check-up for the non-teaching staff. The college also has a corpus of doctors from different hospitals that help the non-teaching staff in medical problems. Free lunch, tea and uniforms are provided. The non teaching staff are supported by the management of the college in the form of interest free loans and festival allowances and funds during emergencies. The college has the policy of celebrating festivals and occasions with teaching and non teaching staff. The non teaching staff is also supported by reimbursement of travelling allowances, overtime allowances, compensatory leaves if they put in extra hours of work.</p>	<p>Subsidized Railway Concessions as per the Railway authorities' norms. Special hygienic conditions in the canteen, bathrooms and in the college are monitored by the registrar of the college. Student Group Insurance as per the government norms Sports facilities including partnerships with clubs and playgrounds Facilitating students with hostel accommodation The college also waives off the fees and provides needy students free ships, scholarships if such students approach the Principal. The college library provides book bank facility to the students. The college regularly organises annual free health and thalassaemia check-ups for the students.</p>

6.4 – Financial Management and Resource Mobilization

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

The institutional mechanisms for internal and external audit is broad based and covers all aspects for conduct of audit. Internal Auditing - Checks by means of comparison with previous years accounts - Scrutiny of books of accounts - Vouching of Transactions in books such as Cash Book, Bank Book - Audit Queries

- Audit Report. External Auditing - Evaluation of internal control - Ascertaining accuracy of books by posting, carry forwards, totalling and so on.
- Verification of assets and liabilities - Submission of audit report.

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
view file	0	view file
View File		

6.4.3 – Total corpus fund generated

380601.90

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	NO	Yes	INTERNAL COMMITTEE
Administrative	No	NO	No	NO

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

The parent bodies support the college in the following ways: - a. They play an active role in the improvement and restructuring of the college and its infrastructure. B. They support the College during examinations by providing assistance to faculty members c. They are a part of the IQAC of the college. D. Parents are a part of the First Year Orientation Program, the Annual Day Celebration, the annual Satyanarayan Puja, the Alumni meet, etc. and further they encourage the college in all its progressive activities.

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

Developing multi-dimensional skills: The College has sponsored peons to attend classes to acquire vocational skills and computer skills. Eleven college peons have been skilled to become electricians, plumbers, painters, carpenters and masons. Medical Insurance: All associates have been covered by the college for medical insurance at an annual cost of Rs.60, 668.00 per annum. Free medical aid at charitable trust hospitals and concessional treatment at leading hospitals such as Bombay Hospital, Jaslok Hospital and Saifee Hospital. Subsidised cardiac treatment for peons at Harkishindas Hospital by one of the leading cardiac surgeons Dr. Arun Mehra. Provision for Loans: The college supports staff applications for loans from banks. Material and Physical aids: Need-based distribution of goods like blankets, household utensils, uniforms is made on a regular basis. Annual Satyanarayan Puja is organized on 14th January every year by the peons in the memory of founding Principal of the college. The college also celebrates Navratri, Holi, Janmashtmi, Diwali and Christmas where teaching and non-teaching staff organise fun filled events. Karmachari Divas is organized by the Students' Council and the Rotaract Club where the students organize picnics, movies and outings for the associates. The institution felicitates staff completing 25 years of service on regular basis.

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

1.Student Exchange Programmes 2. King's College London Summer School 2015 3. Ph.D Centre in the subject of Business Policy and Administration was restarted

in 2015 with Dr. Pooja Ramchandani being recognized as guide from Mumbai University. In the year 2015-16, two students registered for their doctoral degree at the Ph. D centre in H.R. College. 4. 6 Minor Research Project proposals received the sanction of the University of Mumbai. 5. Dr. Geeta Nair conducted a detailed session on various aspects of research report writing like title, objectives, hypothesis, research methodology, research design, observation, conclusion and a special focus on bibliography or references.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
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
2015	Student /faculty related 1. Visit of student and faculty to SP Jain Institute of Management Dubai Campus from IQAC	02/11/2015	02/11/2015	05/11/2015	41
2015	Swacch Bharat Abhiyan	22/06/2015	22/06/2015	26/06/2015	60
2015	The IQAC helped conduct Anti Ragging with the Students Council	15/06/2015	15/06/2015	30/06/2015	40
2015	H.R. College Alumni Brunch	02/08/2015	02/08/2015	02/08/2015	300
2015	Celebrating Peons' Birthday Faculty and Students celebrated Peon Mahendra Singh's birthday	02/07/2015	02/07/2015	02/07/2015	20
2015	Inauguration	10/08/2015	10/08/2015	10/08/2015	100

of SYNC -
Synthesis of
Yoga Niyama
Council a
separate
association
to undertake
activities
for
promotion of
yoga among
students,
staff and
society

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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
Diversity Inclusion Forum, in association with HUL	07/10/2015	07/10/2015	9	5
Street Play on Women Empowerment	26/11/2015	15/12/2015	10	13
Seminar on 100 Hours of Change	13/01/2016	13/01/2016	39	21
Peach Vibe, Project of Enactus	17/07/2015	17/07/2015	8	Nil
Project Sarathi, trains underprivileged women with English skills	01/07/2015	30/04/2016	17	11
Project Asha, Trains women as beautician course	01/07/2015	01/07/2015	12	Nil
Self Defence Workshop, WDC	06/01/2016	06/01/2016	45	Nil
Sexual Harassment workshop, WDC	12/02/2016	12/02/2016	39	Nil

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

The college believes in creating a green campus and hence there have been many such attempts to reduce the carbon footprint of the institution. Generation of Solar Power: The college has a solar power generating unit set up on the terrace which generates power to light up the reading room of the library. The reading room is used by the students extensively and hence the impact is significant. Rainwater Harvesting Project: Rainwater Harvesting project has been an initiative undertaken by the college in its premises with the help of faculty and the students. Cleanliness Drive: The Nature Club, a student's association, has been involved in various environmental projects such as cleanliness drives for Ganesha festival, saving electricity and water projects, best out of waste projects, on a regular basis. Tree Plantation Drive: NSS Club participated in a tree plantation drive and Swachha Bharata Abhiyan. Check Dam Building- The NSS as part of their annual camp have built check dams on their visit to the village (which village? Adopted one). Mission Mangrove Campaign: H.R. students planted 700 saplings along the coast of the city. Youth for Healthy Mumbai Campaign: It was an information drive to prevent the spread of Malaria and Dengue. H.R. Students covered 8000 people residing in slum areas of Mumbai. Waste Management Sessions: H.R. students held sessions for village people regarding waste management and impact of diseases. Waste Segregation and Compost Pit- The college has enabled segregation of waste in the campus and the construction of a compost pit in its premises which allows the decomposition of the inhouse wet waste. Book Binding: Students prepared 150 new notebooks from blank pages of old notebooks and distributed the same to under privileged students of Akanksha Foundation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	49
Provision for lift	Yes	6
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	6
Special skill development for differently abled students	Yes	54

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
2016	Nil	Nil	Nil	Nil	view file	Nil	Nil
View File							

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

Title	Date of publication	Follow up(max 100 words)
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TEACHING STAFF	01/06/2015	1) Teaching staff is made aware of Code of Conduct during staff meetings with reference to their duties. 2) Staff Secretary, Chair of Exam Committee also issues guidelines for protocols to be followed during lectures and examination respectively
NON TEACHING STAFF	01/06/2015	1) Regular programmes are organised for Non Teaching staff and peons to strictly adhere to code of conduct. 2) Registrar of college issues guidelines for non-teaching staff.
STUDENTS	01/06/2015	1) During Orientation of Students of First year degree College, students are made aware of Code of Conduct to be followed in college Premises 2) Code of Conduct is also displayed in college Premises to act as constant reminder

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Guru Poornima	22/08/2015	22/08/2015	38
Peace Rally	06/08/2015	06/08/2015	52
No file uploaded.			

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

Rainwater Harvesting Pit- The college has a rainwater harvesting pit to accommodate the water needs of the rest room of the boys common room. Solar Panel -The college has set up a solar panel to generate electricity for the reading room of the college's library. Tree Plantation Drive- The NSS unit of H.R. College of Commerce Economics and Nature Club has conducted a tree plantation drive on August 30, 2015, to celebrate Van Mahotsav and conducted awareness drives in the premises. Clean Up Drive-The College students of the Nature club, NSS and the Rotaract Club conduct the Clean-up drive in the college to sensitize students on hygiene and cleanliness. Orientation of the students and the associates towards saving Electricity: Regular orientation of the students and the associates on every floor, to turn off the lights and fans when not in use is conducted by the students of the NSS, Nature and Rotaract Club at the beginning of every academic year. This is to generate awareness about conservation of energy. This drive has enabled the college to consistently reduce electricity consumption within its premises. Energy Star Appliances used: The appliances used in the college, particularly the laptops and air conditioners are energy compliant with the green energy star mark. This helps to minimise emissions of harmful Freon and saves electricity by reducing

wastage. Energy friendly lighter shade paints used in the classrooms: Use of lighter coloured paints in the rooms not only helps in diffusion of light but also enables efficiency in energy use. The segregation of dry and wet waste is done in the campus at all floors.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

First Best Practice: Promoting socially conscious intent that develops responsible leadership. 1. Context: The future of the country is shaped in classrooms. To echo this philosophy the institution makes conscious efforts to mould compassionate leaders. The idea of channelizing the energy of young minds towards betterment of society to achieve social development for a sustainable future is implemented through various action plans. 2. Objectives: • To address issues of underprivileged stakeholders who lack opportunities • To provide an enabling environment to such students to develop themselves. • To inculcate empathy among students from a privileged background, thus promoting an inclusive mindset. • To create responsible leaders for the future. 3. The Practice: The institution believes in executing impact based activities with tangible and intangible outcomes. HR College conducted a substantial number of activities where various student bodies were involved in organising programs, projects and initiatives in both rural and urban areas. These addressed issues related to health, environment, education and employment opportunities. The process involved discussion with people facing these issues, understanding their gravity and making a plan of action to execute with the help of like minded student volunteers and NGOs. 4. Evidence of Success: The three main student associations that are oriented to society undertake various social projects throughout the year are 1. Enactus 2. NSS 3. Rotaract Club of HR Area

Activity	Number of Volunteers	Number of Beneficiaries	Women Empowerment
158 826 Swaccha Bharat Abhiyan	48	118	Environment consciousness
56	268	Health and Hygiene	114
367	Education	37	884
Help in Natural Calamities	09	532	Water conservation
29	319	Road safety	41
1154	5. Problems encountered and resources required:		

In rural areas a big constraint is the acceptance of new ideas. Student leaders are required to handle these situations judiciously. Other limitations include availability of financial resources and geographical reach. However, the desire to strive for the betterment of these people, voluntary contribution and corporate collaboration, outstrips such constraints. Another challenge is to entice privileged students to join such outreach programmes. This is sought to be overcome through consistent mentoring in classrooms by teachers who endeavour to develop a sense of social responsibility among students.

Second Best Practice: Connectedness and Collaborations 1. Context: In the contemporary world where network is considered net worth, HR college tries to bring about a high level of networking through all round connectedness and collaborations. The institution collaborates with foreign Universities, corporate houses, NGOs and Wellness agencies. We also believe in partnering with local and national colleges. The institution believes in continuous engagement with all stakeholders including alumni, placement partners and management. Connectedness and collaboration provide a platform for students to not only showcase their talents in front of corporate India, where they may become job creators or seekers, but also globally. It also provides opportunities to faculty to benchmark their teaching learning practices, research outputs and administrative best practices. 2. Objectives: • To encourage diversity in classrooms and to sensitize students towards the same. • To appreciate multiculturalism in a global world. • To inculcate the art and expertise of networking among students. • To engage with industry and understand their developments in order to make students job ready. 3. The Practice: The institution organises various programmes including seminars, workshops, students' exchange programmes, faculty exchange programmes,

certificate programmes, soft skill training workshops for quality enhancement in research and education. It also organizes HR Pulse a soft skills programme, to make students employment worthy. A constant addition in its partnerships has always been prioritized by the institution with the aim of widening the horizons for its stakeholders. The college is proud of its landmark placements and engagement with industry.

4. Evidence of Success: Initiatives for faculty members

SN	Name of the programme	Duration of the programme	Number of teachers benefitted
1	Faculty Enrichment Programme to Myanmar	1st -4th November 2015	9
2	Faculty Enrichment Programme to King's College London	31st October-8th November 2015	01
3	Faculty Enrichment Programme to S P Jain Institute of Global Management, Dubai	2nd - 5th November 2015	12
4	Initiatives for Students	Name of the programme	Duration of the programme
5	Number of students benefitted	Summer School UC Berkeley	May 26 -July 2, 2015
6	12	S P Jain Institute of Global Management Student Ambassadors Programme	Nov 2 -5, 2015
7	29	Stanford Global Leaders Programme	May 2-10,2015
8	20	Youth Cultural Exchange Program, France	May 2015
9	30	5.Problems encountered and resources required:	Being an affiliate of the University of Mumbai, credit transfer becomes a challenge. This restricts collaboration with foreign based universities for value based programmes. Meagre finances is yet another challenge faced in such programmes. Nevertheless the institution, with its available infrastructure and resources, has been able to mark its presence in the corporate world and global institutions too.

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

<http://www.hrcollege.edu/>

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

Engaging and Empowering Students Through Comprehensive/ Extensive Experiential Learning. The college functions in a very democratic setting. "By the students, for the students and of the students", has been the motto and the driving force behind all policy decisions of the institution. Intellectual engagement of students in each and every activity, accepting suggestions and feedback and empowering students by de-centralising processes have been the core values of the institution. Coordination between management, staff, non-teaching staff and students has created an organisational culture which fosters innovation and enterprise for the successful implementation of the institution's vision and mission. Development of a student centric teaching and learning model and reversing the pyramid to take students at the top of the pyramid has been a successful strategy. The institution organizes various workshops, programs, seminars which provides opportunities to the students to conceptualize, plan and implement their ideas in sync with the changing dynamics of the world of commerce and economics. The institution encourages student internship, article-assistantship and other industry engagement to expose students to experiential learning. Students are also encouraged to volunteer for social projects. The vision and thrust of organization is reflected through the following key activities and initiatives:

- Student representation on various key statutory and non - statutory committees such as admission, IQAC, placement, international programs committee and so on for their valuable suggestions and feedback.
- Active involvement in planning the logistics and setting up helpdesk at the time of admission to resolve queries of students and parents showing students empowerment.
- Participation in an anti-ragging squad to provide trust and confidence in the institutional culture.
- Creating conducive environment for participation in research competition and conferences at national and inter -national level.
- Organising consulate visits/meetings to

provide exposure for future opportunities at global level • Participation in various competitions and festivals to showcase talent in the area of performing arts, fine arts and literature. • Organising intra and inter collegiate events in the area of finance, marketing, economics, mathematics and other subjects giving an opportunity to students to showcase their leadership skills.

Provide the weblink of the institution

<http://www.hrcollege.edu/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

- Foster Simulative Learning: To utilize the grant that to be received under "College with Potential for Excellence" (CPE) by University Grants Commission, New Delhi for developing a plan to impart simulative learning and entrepreneurial skill sets to students and to create infrastructure facility to foster the same.
- To encourage student participation in international events.
- To start a student body which will look specifically into organization of the Corporate Seminars for bridging the industry academia gap as well as inculcation of leadership skills.
- To promote Sindhi language, literature and culture among students and faculty.
- To introduce the concept of design thinking among students and faculty.
- Organising workshops for implementation of vocational programs
- Special series of programs for specially abled children
- To apply for ISO certification



I/C Principal

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