

H. R. COLLEGE OF COMMERCE & ECONOMICS

123, Vidyasagar Principal K. M. Kundnani Chowk, Dinshaw Wachha Road,
Churchgate, Mumbai - 400020 Tel: 022 - 22876115 www.hrcollege.edu

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

2017-18

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

H.R. COLLEGE OF COMMERCE & ECONOMICS
The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18
Part – A

1 Details of the Institution

1.1	Name of the Institution	H.R. College of Commerce & Economics
1.2	Address Line 1	123, Dinshaw Wachha Road
	Address Line 2	Vidyasagar Principal K. M. Kundnani Chowk, Churchgate
	City/Town	Mumbai
	State	Maharashtra
	Pin Code	400 020
	Institution e-mail address	info@hrcollege.edu
	Contact Nos.	022-22876115
	Name of the Head of the Institution:	Mr. Parag Thakkar
	Tel. No. with STD Code:	022-22876115
	Mobile:	09820304543
	Name of the IQAC Co-ordinator	Dr. Jehangir Bharucha
	Mobile:	09820070287
	IQAC e-mail address:	hriqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879): **MHCOGN15113**

OR

1.4 NAAC Executive Committee No. and Date: **BC/66/RAR/59**

1.5 Web site address: **www.hrcollege.edu**

Web-link of the AQAR: **www.hrcollege.edu/iqac/AQARS**

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	-	2002	5 Years
2	2 nd Cycle	A	3.46	2008	5 Years
3	3 rd Cycle	A	3.72	2013	2020 (5+2 years)

1.7 Date of Establishment of IQAC: DD/MM/YYYY **06/06/2002**

• **AQAR for the year (for example 2010-11)** **2017-2018**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- AQAR 2013-14 uploaded on the website
- AQAR 2014-15 uploaded on the website
- AQAR 2015-16 uploaded on the website
- AQAR 2016-17 uploaded on the website

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid 2(f) UGC12B

Grant-in-aid +Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI(Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

University of Mumbai

1.12 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="---"/>	UGC-CPE	<input type="text" value="Yes"/>
DST Star Scheme	<input type="text" value="---"/>	UGC-CE	<input type="text" value="---"/>
UGC-Special Assistance Programme	<input type="text" value="B.Voc"/>	DST-FIST	<input type="text" value="---"/>
UGC-Innovative PG programmes	<input type="text" value="---"/>	Any other(<i>Specify</i>)	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text" value="---"/>		

2 **IOAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders: Total No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

2.13.1 No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

2.13.2 Themes

- Autonomy - Way forward in affiliated colleges (by RUSA)
- Entrepreneurship Innovation and Current Trends
- Goods & Service Tax – One Nation One Tax
- Seminar on Gender Sensitization
- Financial Planning & the power of compounding
- Importance of income tax in nation building
- Contemporary branding
- Brush your skills - photography workshop
- Film Making workshop
- Seminar on Act related to prohibition of sexual harassments at work place
- Pulse workshop – Career readiness
- Workshop on Creative thinking

2.14 Significant Activities and contributions made by IQAC

- Infrastructure development for simulative learning
- New certificate courses to offer curricular diversity
- Faculty Development Programs
- Students were encouraged to organize intercollegiate events to develop organizational, communication and leadership skills.
- Industry academia collaboration to organize seminars, workshops, field visits, guest lectures, and placements
- Preparation of Prospectus.
- Placement of faculty under CAS.

2.15. Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
<ul style="list-style-type: none"> Develop infrastructure for Simulative Learning 	Developed New Infrastructural facilities <ul style="list-style-type: none"> Video conferencing, Interactive Classrooms Digital Library Entrepreneurship & Commerce Lab Computing And Networking Center Sound Studio Photography Studio Gym – Fitness Center
<ul style="list-style-type: none"> Offer Curricular Diversity 	Various Certificate courses were introduced. <ul style="list-style-type: none"> Digital Media Marketing Advanced Excel by NIIT, Basic Photography by WideangleNS, Spanish classes by Hispanic Horizons
<ul style="list-style-type: none"> Research Encouragement & Students Publications 	<ul style="list-style-type: none"> Minor Research Project proposal was submitted to the University of Mumbai. Faculty members were encouraged to write research paper in International & National Journals. Students participated in intercollegiate research competitions. HRSpeak – an in house college students’ online magazine
<ul style="list-style-type: none"> Exploring Global Dimensions 	Sessions and workshops were organised by the following foreign Universities: <ul style="list-style-type: none"> Australian National University EDHEC Business School, France, Deakin University, Australia, University of Surrey, UK John Hopkins University - Carey Business School, USA Concordia College, United State Kennesaw University of California: Berkeley London School of Economics Kedge Business School Visit of International delegations to the college: <ul style="list-style-type: none"> German Students’ Delegation University of Cincinnati Japanese Delegation Exchange Programmes

	<ul style="list-style-type: none"> • International Youth Exchange Programme, Germany • Faculty Exchange Programme with Theo Koch Schule, Germany <p>Consulate visits to the college:</p> <ul style="list-style-type: none"> • German Consulate • New Zealand Consulate • U.S Consulate • U.K. Consulate <p>Scholarships abroad:</p> <ul style="list-style-type: none"> • Betty and Donald Keating Scholarship • McDonald Conference for Leaders of Character • SP Jain Global School of Management • University of Westminster
<ul style="list-style-type: none"> • Industry Academia Linkages 	<ul style="list-style-type: none"> • Seminar on Basics of Stock Trading • Live Streaming of Budget, 2018 • Budget Analysis by Chamber of Tax Consultants • Film Making Workshop by ZIMA • Photography Workshop by Canon India • Tedtalks -Tedxhrcollege • Seminar on Goods & Services Tax [GST] by Edelweiss Financial Services Ltd. • Seminar on Income Tax • Seminar on Financial Planning • Seminar on Investment Planning • Skill Series - One Week Lecture Series • H R Pulse - Career Readiness Lecture Series • Career Fest - 5 Day career options Lecture Series • Panel discussion on GST
<ul style="list-style-type: none"> • Faculty Development 	<ul style="list-style-type: none"> • Interaction with the faculty of foreign universities to understand the teaching, learning and evaluation methodologies abroad. • Yoga sessions were held for holistic development and rejuvenation • Faculty Exchange Programme with Theo Koch Schule, Germany
<ul style="list-style-type: none"> • Hosting different intercollegiate festivals 	<ul style="list-style-type: none"> • NAANDI – Marathi literary and cultural fest. • ELYSIUM - Yoga, fitness and wellness fest • NUMERO UNO - interschool/intercollegiate Mathematics and Statistics fest • OFF D'CUFF - Extempore Speaking and Debating Competition

	<ul style="list-style-type: none"> • BLAZE - Business-Luck-Ambition-Zeal and Entrepreneurship Festival • CINÉPHILIA - Media festival.
<ul style="list-style-type: none"> • Social Initiatives 	<p>Some of the key social initiatives are:</p> <ul style="list-style-type: none"> • Project Phek Mat Mumbai in association with Mahindra Holidays Ltd. • Project Inaayat • Project Aajeevika • Project Jalvrudhhi • Project Aashayein • Blood Donation camp in association with HDFC Bank and Bombay Hospital
<ul style="list-style-type: none"> • Gender Sensitization 	<ul style="list-style-type: none"> • ‘Expressions 2017’ was organized in collaboration with Majlis • Seminar on Gender Sensitization was held in association with One Future Foundation. • Self Defence Workshop by Mr. Praveen Chavan. • “Why Laws in India have not been able to make Women and Girls Safe?” - Talk by Advocate Abha Singh • Laws against sexual harassment at workplace by Tata Consultancy Services (TCS) Business Ethics team
<ul style="list-style-type: none"> • Environment Awareness 	<ul style="list-style-type: none"> • Srishti’ in association with Godrej Ltd. for creating Waste Management Awareness. • Zero waste management project with Stree Mukti Sangathan. • Van Mahotsav– Planting saplings in Gorhe Village, Palghar • Mission Mangroves • Energy Audit • Waste Audit

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes*

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	-	02	-
PG	02	-	02	-
UG	08	-	07	-
Advanced Diploma	03	-	03	03
Diploma	03	-	03	03
Certificate	03	-	03	03
Others		04	04	04
Total	21	04	24	13
Interdisciplinary (UG)	-		-	-
Innovative (UG)	01		01	01

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

CBCS:

The University of Mumbai follows Credit Based Grading System, which has been adopted by the College. Since Choice Based Credit System is under consideration by the University of Mumbai, the College is yet to implement it.

Core /Elective options:

Various elective options and professional courses are offered by the College to create more platforms and improve potential for employability and diverse career choices.

The Core Elective Options adopted by the Institution are as follows:

Under Graduate Programs	Post Graduate Programs	Ph. D.
B.Com. <ul style="list-style-type: none"> • Advertising / Computer Programming / Travel & Tourism / Co-operation • Business Management / Financial Accounting Export Marketing/ Computer Systems & Application / Direct & Indirect Taxes / Marketing Research 	M.Com (Accountancy)	Ph.D. (Business Policy and Administration)
BMS - HRM, Marketing, Finance	M.Com (Business Management)	Ph.D. (Business Economics)
BMM - Advertising, Journalism		
B.Voc. – Retail Management, Tourism & Hospitality Management		
B.Com. (A&F) – Financial Accounting, Auditing, Operation Research, Cost Accounting, Taxation, Wealth Management, Management Accounting		
B.Com. (B&I) – Financial Management, Management Techniques, Organizational Behavior, Mutual Fund Management, Financial Markets, Wealth Management, Cost Accounting of Banking & Insurance, Entrepreneurship Management		
B.Com. (FM) - Debt Markets, Commodity Derivatives, Treasury Management, Equity Markets, Investment Banking, Personal Financial Planning, Merchant Banking		

ii) Pattern of Programmes:

Pattern	Number of programmes
Semester	19
Trimester	-
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The College is affiliated to the University of Mumbai. The Board of Studies recommends the revision of the syllabus.
 University has revised the syllabus for Second year (Semester III & Semester IV) of the undergraduate courses from the academic year 2017-18.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

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Criterion – II

2 Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	21	09	0	0

2.2 No. of permanent faculty with Ph.D.:

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	--	--	--	06	--	06	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	01	03
Presented papers	05	04	00
Resource Persons	02	01	06

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The college aims to pursue its standards of excellence in teaching and learning through international exposure, industry interactions and social responsibility.

- Computers/LCD/Smart Boards in the classrooms facilitate teachers for making lectures interesting through PowerPoint presentations, videos etc.
- Interface with the industry through seminars, field visits, industrial visits etc
- The video conferencing facility has enabled access to corporates, field specialist, national and international faculty.
- Participative methods of teaching
- Mock Stock Exchange
- Research based assignments

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- The examinations rules and regulations are laid down by the University of Mumbai. The

Examination Committee of the college plays an important role in adhering to them.

- College follows the practice of coding the answer sheets to ensure fair assessment.
- Credit Based Grading System (CBGS) is explained in detail to first year students and their parents in the orientation program.
- Moderation of the examination papers are done as per the University rules and regulations.
- The students can ask for the photocopy of the assessed answer book and can also apply for revaluation.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus developments member of Board of Study/Faculty/Curriculum Development workshop

--	05	09
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2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		O Distinction %	A I%	B,C II %	D III%	E %
B.Com V	912	27.57	53.24	11.83	5.22	1.24
B.Com VI	912	20.46	62.36	13.68	2.00	0.66
B.Com (A&F) V	121	50.00	45.00	5.00	0.00	0.00
B.Com (A&F) VI	121	64.00	32.00	4.00	0.00	0.00
BBI V	57	10.50	64.90	14.1	0.00	0.00
BBI VI	57	28.10	61.40	7.00	0.00	0.00
BFM V	62	38.70	51.60	9.70	0.00	0.00
BFM VI	62	56.50	40.30	3.20	0.00	0.00
BMM V	58	12.00	67.00	16.00	0.00	0.00
BMM VI	58	10.00	59.00	23.00	0.00	0.00
BMS V	120	20.70	57.90	19.40	0.00	0.00
BMS VI	120	33.30	50.00	11.70	0.00	0.00
M.Com Acc - III	59	03.44	60.34	12.06	0.00	0.00
M.Com Acc - IV	54	01.85	74.07	01.85	0.00	0.00
M.Com Mgmt - III	59	01.69	79.65	03.38	0.00	0.00
M.Com Mgmt - IV	58	01.72	89.65	03.44	0.00	0.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Following initiatives are taken

- Teaching plans are prepared by the departments at the beginning of the year and given to students.
- Monitors the plans and analyses the deviations if any.
- Daily reports of the lectures conducted.
- Hold periodic departmental meetings and review the quality of teaching-learning through the teaching plans and by reviewing the academic performance of

students.

- Conducts teaching learning evaluation feedback a month after commencement of lectures. Student feedback about teachers in various aspects is collected, analysed and then communicated to the teachers to aid them for self-improvement.
- Under its grade improvement cell, conducts special lectures, tests for students with learning disabilities.
- Motivates the teachers to participate in faculty development programmes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	01
Staff training conducted by the university	--
Staff training conducted by other institutions	21
Summer / Winter schools, Workshops, etc.	02
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	60	19	--	19
Technical Staff	--			

Criterion – III

3 Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The college has formed:
 - Research Cell – conducts various research based activities for the students
 - Department of Life Long Learning & Extension (DLLE) - Students participate in research and extension activities
- The college has a digital library and research centre with internet facility which provides an environment to encourage research
- ‘Staff Academy’ discusses research related topics and current developments.
- The governing body of the college provides funds to the faculty for participation in seminars and conferences for presenting research papers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	01	-
Outlay in Rs. Lakhs	-	0.32	0.32	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	23	---
Non-Peer Review Journals	---	07	---
e-Journals	---	02	---
Conference proceedings	04	06	---

3.5 Details on Impact factor of publications:

Range

Average

h-index

Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	1	University of Mumbai	32000	32000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	32000	32000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency (University) From Management of college

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
4	3	1	-	-	-	-

3.18 No. of faculty from the Institution who are Ph.D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Anyother

3.21 No. of students participated in NSS events: University level State level
National level International level

3.22 No. of students participated in NCC events: University level State level
National level International level

3.23 No. of awards won in NSS: University level State level
National level International level

3.24 No. of awards won in NCC: University level State level
National level International level

3.25 No. of extension activities organized: University forum College Forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

INSTITUTIONAL SOCIAL RESPONSIBILITY

There is a conscious effort to encourage the students to take responsibility and initiatives for the betterment of the society.

National Social Service Scheme

- Tree Plantation Programme in Gorhe Village, Palghar.
- Door-to-Door Campaign visiting different residential buildings in the local area and talking with the residents regarding the importance of cleanliness and the need to segregate garbage.
- Setting up of dustbins called Tetra Packs at railway stations.
- Cleanliness drive in the college.
- Peace Rally (The Anti-Nuclear Peace March) students participated in the peace rally organized by the Bombay Sarvodaya Mandal.
- Rally for Rivers a need to grow trees alongside the rivers to protect them.
- 'Swachh Sankalp se Swachh Siddhi.' an Essay Competition "What will I do for cleanliness?"
- Thalassaemia Camp with Rotary Club of Bombay.
- Seminar on Handwash & Disease Prevention.

- 'Road Safety Awareness' where students flashed placards that displayed various messages of Road Safety. They helped senior citizens, the physically disabled and children to cross roads and also to manage traffic.
- Cleanliness Drive was organized in collaboration with Hindustan Petroleum Corporation Limited (HPCL)
- 'Cleanliness Walkathon' where students carried placards displaying messages and chanting slogans like 'Hum Sab ka ek hi Naara, saafsuthra ho desh hamara' and 'Green Mumbai, Clean Mumbai' to sensitize the public about cleanliness.
- Computer Literacy Programme in which students of the secondary Municipal school were acquainted with computers.
- NSS Camp in a village included activities like wall painting, teaching under privileged students.
- Disaster Management Camp where students were taught safety measures that they must take during the occurrence of natural or artificial calamities, use of the fire extinguisher and ways of escaping and saving others during a disaster.
- Mission Mangroves. - Mangrove planting campaign held on a stretch of wetlands at Airoli.
- Project Pahal - a Hepatitis B awareness and prevention campaign.
- Street plays at Ganpati Pandals to promote Eco-friendly Visarjan.
- Book Donation Drive - Donations received (stationary, books, loose sheets, toys, old clothes) were given to children in BMC schools and various NGOs
- Swachh Bharat Pakhwada (Clean India Mission)
 - Shramdan for Swachhata by students on the college campus
 - Cleanliness and Sanitation drive by Students, involving the local community,
 - Seminars on Swachh Bharat Mission,
 - Holding discussion among the students to promote cleanliness and to bring new ideas
 - Pledge for Swachhata

Others

- **Project Inaayat-** Focused on solving the menstrual hygiene problems through the use of reusable sanitary napkins. . Training sessions were conducted to create awareness regarding sanitation and menstrual hygiene management.
- **Project Aajeevika** - Project Aajeevika aims to increase the level of women employment in Rural India.
- **Project Jalvrudhi** -The project aims to combat the problem of water contamination and create awareness amongst rural families regarding water conservation and protection of water resources.

- **Christmas Campaign** - A donation drive conducted on the college campus, where the items collected were given to underprivileged children.
- **Enactus Day** - collected items including clothes, toys, books, stationery and packaged food which was distributed to the underprivileged children.
- **'Walk Against Plastic'** -The event was organised by PURPOSE 24, a student run social organisation in collaboration with NGO partners Lodha Foundation and Arnaiya Foundation. The students distributed 2000 cloth bags during the event.
- **Blood Donation Drive**- in collaboration with HDFC Bank and Bombay Hospital hosted a one-day Blood Donation Drive.
- **Joy of Giving** collection of old and usable items for a charitable cause.
- **Christmas party** was organized for under privileged children from Foster care foundation.
- **Expressions** in collaboration with Majlis. A platform where students' voiced their opinions on 'What's your yes? What's your no?' Regarding consent.
- **Gift-A-Life - Marrow Donor Registry (India) Campaign** in collaboration with Gift-A Life.
- **Aashayein** aims at holistic development of rural villages of Maharashtra. It includes providing water, water conservation, education, entrepreneurship, human development, light.
- **The Lunchbox** -A mission to serve food to those to whom it is not available, providing the underprivileged with food from their own homes.
- **Tak Dhinak Dhin-** Children from orphanages and the streets battled it out to bag the best dancer's trophy.
- **Jingle All The Way** -Christmas celebration for various sections of society - cancer patients, mentally disabled, juvenile children.
- **Dam it!** – This activity involved the construction of 3 check dams, harvest sugarcane and onion fields to help the villagers.
- **Gazab Maharashtra-** Students go to a rural college to teach entrepreneurial and business skills.
- **I-Lit 4.0.** a literature festival in association with Camlin Stationery Pvt. Ltd where children from tribal communities, orphanages, blind schools and other NGO's and special homes participated in it in large numbers.
- **United For Road Safety Campaign** - In association with Castrol organized Road safety seminars across the city with the aim of sensitizing the youth about reckless driving.

EXTENSION ACTIVITIES

These activities encompassed all spheres. The benchmark activities are:

- We Are the World- the biggest culturally diverse interschool competition in Mumbai.
- Vogue- a renowned inter school event that has its emphasis on personality development.
- Building Picasso- an interschool mass interaction that strengthens the feeling of bonding and togetherness, aiming at working towards a unified goal.
- Exploring India- a trip aiming to give the students first hand cultural insight to incredible India.
- Delegation Visits comprising the German Students Delegation, Japanese Delegation, University of Cincinnati and Kennesaw State University.
- Seminars and Academic sessions by various Foreign Universities.
- Visits by the US Consulate, New Zealand Consulate, UK Consulate and German Consulate.
- Introduction of Language course- Spanish by Hispanic Horizons.
- Bazaar 2017 was an entrepreneurial workshop that encouraged students to gain insight into the business scenario and earning profit through sales
- Bulls eye, a mock stock exchange competitive event that simulated real life trade investment.
- Timebomb- an ultimate test of marketing and selling.
- Off D Cuff focusing on extempore, debate and discussion skills.
- The Annual Sports Day
- H.R Premier League: an intra-college cricket event.
- Inter college debate competition on Corporate Social responsibility.
- Talent Parade – Annual day of the college where students showcase their talent in singing and dance.

Criterion – IV

4. Infrastructure and Learning Resources (2017-2018)

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus rooms	36058.27 sq.ft.	-		36058.27 sq.ft.
Class rooms	22	02 existing classrooms are converted into Interactive Classrooms	UGC	22
Laboratories	02 Computer Laboratories	<p>Total 06:</p> <ul style="list-style-type: none"> • Commerce and Management resource centre • Video-Conferencing facilitation centre • Computer Laboratory and UGC Network Center • H R Digital Library • HRhythm Sound & Recording Studio • Hi Resolution Photo studio 	UGC	08
Seminar Halls	01 Conference room			01
No. of important Equipments purchased (>1-0 lakh)during the year		5	UGC	
Value of the equipment purchased during the year		59,24,258	UGC / Management	
Others	-----	Fitness Point (Gymnasium)	Management	

4.2 Computerization of Administration and library:

Administration: The administration of the college is fully computerized. The College has an intranet facility within the campus. Further, the campus is Wi-Fi enabled. The Accounts of the college are maintained on Tally ERP 9.

Library: The College has a Digital Library. The Library uses software like Digital Repository with access to E databases, E books, E Journals and E Newspapers. It also has SLIM 21 Library Management Software which is used for maintenance of the library.

4.3 Library services:

Books	Existing		Newly added		Total	Total
	No.	Value	No.	Value	No.	Value
Textbooks	23848	94,10,951	628	7,67,743	24476	10,17,86,933
Reference Books	32934		867		33801	
Cd/video	860		01		861	
Journals	67				67	
E Books	3135000				3135000	
E-journals	6000				6000	
Digital DB	-		-		-	
Other	343		06		349	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet (server)	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	125	40	1	05	00	22	13	44
Added	71	66	2	00	00	0	0	3
Total	196	106	3	05	00	22	13	47

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- i. **Computer Laboratories:** All the computers in the laboratories have internet access helping students and staff to accomplish their research projects.

- ii. **Computing Laboratory and UGC Network Center** is equipped with Computers, Software, Printer, Projector and Screen.
- iii. **Wi-Fi enabled campus:** College is a Wi-Fi enabled campus which helps staff and students to make extensive use of internet for references and value addition.
- iv. **Smart Board facility:** College is also equipped with Smart Board facility for better teaching-learning experiences. Training sessions for the faculty members were held for the use of smart boards.
- v. **E-books and E-Journals:** Faculty members use library resources to enhance their knowledge pool.
- vi. **Video Conferencing Facility:** Installed in the conference room, the facility aims at providing opportunities to interact with experts from the industry and others on national and international level.

4.6 Amount spent on maintenance in lakhs:

Details	Amount Spent (RS.)
i) ICT	7,63,524
ii) Campus infrastructure and facilities	48,84,936
iii) Equipments	6,32,196
iv) Others	-
Total	62,80,656

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The purpose of the Student Support Services is to ensure that the college students belonging to low income groups, first-generation college students, and students with disabilities successfully complete the desired program of study. To enable this, academic tutoring, imparting soft skills, advice and assistance in course selection, counseling services to improve the financial and economic literacy of students, exposure to cultural events and academics is undertaken.

IQAC uses the following resources:

- It has a dedicated notice board to create awareness of all Student Support Services.
- Keeps the students informed of all activities, workshops and events through email.
- Website of the college has a dedicated latest news, notice and wall section where relevant information is disseminated and students can access this information at convenience.
- The cell ensures that relevant circulars from government, university and other academic bodies are regularly conveyed to students.
- Teacher contact hours are informed at the beginning of the year, where students can meet respective department/unit head to seek guidance and additional information.
- Annual international scholarship, Betty and Donald scholarship is provided to one economically challenged student for a trinity term at St.Catherine's College, Oxford, UK.

5.2 Efforts made by the institution for tracking the progression

➤ **Past Student Progression**

- The transcript office keeps the information about students pursuing higher education outside India.
- Information is also secured through the academic records of Transfer Certificates & Leaving Certificate about the number of students pursuing Master's Degree in India.
- Information is also acquired from the students when they come to collect their degree certificates.
- Through Alumni Interaction.

➤ **Current Student Progression**

- Departments hold periodic meetings to discuss the progress of students in the specific subject, overall academics, co-curricular & extra-curricular activities.
- Result analysis of all the degree and masters courses is done and presented at the orientation programs to the students and parents.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4331	325	10	NIL

Men

No	%
2244	48.20

Women

No	%
2422	51.80

(b) No. of students outside the state

(c) No. of international students

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4030	122	23	219	52	4446	4209	122	19	255	61	4666

Demand ratio Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Guest Speakers are invited to offer special guidance for GMAT, GRE, CAT, CA, CS and other competitive exams.
- Sessions are held for students applying internationally by the Consulates on SOP writing, how to choose an institution, etc at the regular intervals.
- Reading Room facilities are provided for extended hours even on holidays to these students.
- Library acquires books and journals for supporting students for various competitive examinations.

No. of student beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

- Teachers take active interest in mentoring students on a regular & individual basis.
- The International Programmes Committee (IPC) guides students for study abroad opportunities in higher education in different countries.

- Consulates from different countries and international experts are invited to guide the students about various opportunities available in foreign universities.
- There is a separate student counseling centre with a counselor/therapist who provides guidance to the students.
- The college has also established a training and placement cell for career guidance.
- Special career guidance lecture series and skill development lecture series are organized by inviting experts and professionals from the industry.
- Professional institutes like ICAI are invited to the college to interact and guide the students about various career options.

No. of students benefitted:

700+

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
38	150	57	39

Note: Over 80% of the students are pursuing post graduate and professional studies either in India or abroad and therefore do not seek campus placement.

5.8 Details of gender sensitization programmes:

- The Women’s Development Cell (WDC) of College is an association which encourages initiatives for social action through various programmes. Its endeavors and efforts are directed towards the betterment of women.
- The college has constituted the Internal Complaints Committee (ICC) under the Sexual Harassment at Workplace (Prevention, Prohibition & Redressal) Act, 2013. The committee has organized the following seminars:
 - Invited Advocate Abha Singh for a talk on ‘Why laws in India have not been able to make women & girls safe’.
 - Organised a session on ‘Gender Sensitization’ with special reference to ‘UGC (Prevention, Prohibition & Redressal of Sexual Harassment of women employees & students in higher educational institutions) Regulations 2015. Advocate Nirmala Sawant Prabhavalkar, Chairperson of Counseling & legal department of ‘Centre for study of social change’ (CSSC) spoke on laws against sexual harassment.
 - On International Women’s Day, the college invited Ms. Priya Verghese, TCS, Business Ethics Team and Advocate Rahul Mahaskar to address the staff and students on laws against sexual harassment at workplace.

- **Project Inaayat** focused on solving the menstrual hygiene problems through the use of reusable sanitary napkins. . Sessions were conducted to create awareness regarding sanitation and menstrual hygiene management.
- **Expressions** was conducted in collaboration with Majlis , which provided a platform to the students to voice their opinions on 'What's your yes? What's your no?' Regarding consent.
- **A Seminar on Gender Sensitization** by One Future Foundation.
- **Self Defense Workshop** : The students were taught some basic self-defense techniques like punching, blocking a punch and kicking which the women need to learn, for protection against perpetrators of crime.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

Sports :State/ University level National level International level

Cultural:State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	09	99,000
Financial support from government	91	8,25,000
Financial support from other sources	10	2,50,000
Number of students who received International/ National recognitions	05	23,00,000/-

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition:State/ University level National level International level

5.12 No. of social initiatives undertaken by the students:

40

5.13 Major grievances of students (if any) redressed:

No grievances from the students received.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institute

The college echoes the vision of Dr. Sarvepalli Radhakrishnan at the dawn of Independence.



Mission

HR MISSION STATEMENT	Excellence in Education	H.R. College of Commerce & Economics is committed to
	Holistic Education	<ul style="list-style-type: none"> • Providing excellence in commerce and business education at the under-graduate and post-graduate levels. • Pursuit of knowledge through holistic education in academic and extra-curricular activities
	Strong personal values	<ul style="list-style-type: none"> • Developing strong personal values • Addressing the evolving needs of business and industry.
	Theory & Practice	<ul style="list-style-type: none"> • Emphasising theory and practice • Giving the breadth of knowledge and the depth of experience to students
	Knowledge & Experience	<ul style="list-style-type: none"> • Providing meaningful contributions to career and community. • Preparing students for life and work in an information-rich, technology-driven world
	Business & Industry	<ul style="list-style-type: none"> • Connecting and building partnerships with the corporate sector and non-profit making communities to pursue its educational mission
	Classrooms to Careers & Communities	<ul style="list-style-type: none"> • Ensuring the future success of both the college and its stakeholders.
	Classrooms »————» Communities »————» Careers	

6.2 Does the institute have a management information system?

The various MIS employed by the College are as follows: -

- Integrated Learning System - The college has the integrated learning system which has data of the students.

- The college updates and maintains information regarding the staff their salary and student information on MIS Portal and AISHE Portal.
- Regular reports are provided by the various administrative departments which helps the management in planning and decision making.

6.3 Quality improvement strategies for each of the following

6.3.1 Curriculum Development

The college contributes towards curriculum development by

- Faculty members actively participate in curriculum development and revision as members of academic bodies of University of Mumbai.
- Faculty members attend the seminars and workshops conducted for syllabus restructuring and revision.
- Departmental meetings are held to discuss the changes in curriculum.
- Competency mapping to identify skills required by the students for employability is made and courses designed accordingly.

6.3.2 Teaching & Learning

- Regular departmental meetings are conducted to update and pursue equal progression of teaching plans. The meetings also aid to decide the pace, orientation, methodologies of teaching learning approaches depending on the response of the students.
- Faculty members enhance the quality of teaching using innovative methods like case studies, research based projects, group discussion, etc
- All the classrooms have LCD, Projector, audio visual system and internet facility to enable audio visual presentation.
- Field visits, industrial visits are undertaken to supplement the theoretical teachings in the classrooms.
- Experts are invited from the industry for conducting guest lectures, seminars, workshops, etc.
- Students are encouraged to use library and e-resources for research assignments.
- For the holistic development of students, they are given opportunities to participate and organize inter-collegiate and intra-collegiate events.
- Faculty members provide contact hours to students for personal mentoring and guidance.
- Remedial teaching is provided for slow learners.
- The college has set up Language Laboratory for interactive learning.

6.3.3 Examination and Evaluation

While the examination and evaluation structure are governed by the University of Mumbai guidelines, the College attempts to improve the effectiveness of the examination and evaluation process.

- Examination Committee holds regular meetings for the smooth conduct of the examinations.
- Staff members are updated regarding the changes in the examination and evaluation procedure.
- Sessions are conducted for the students to familiarize them towards the changes in the examination process and other details.
- The Examination Committee prepares detailed SOPs for all processes relating to Examination.

- Assessment is centralized as per the University rules.
- Meetings with the students having poor performance are conducted. They are counseled on how to improve their performance.
- Special orientation programme is conducted for the faculty/invigilators before the commencement of the exams introducing new changes for the smooth conduct of the exams.
- The Unfair Means Inquiry Committee makes a presentation to the faculty members on rules and regulations relating to unfair means.
- The students are sensitized to prevent the use of unfair means.
- Information about the evaluation process and other rules & regulations with regard to examinations are elaborately explained in the college prospectus and First Day Brochure.
- Orientation programme is held in the beginning of the year for parent and students to inform them about the rules and regulation of the examinations. This is followed by Q & A session where queries of the parents and students are answered by the examination committee.
- Notices/Circulars/Ordinances pertaining to the pattern of examinations and the pattern of the question papers are email to the students and displayed on Notice Boards/Website. These are also explained by teachers in classrooms.
- Proof reading of question papers to ensure that they are error free.

6.3.4 Research and Development

College takes special efforts to enhance its research culture by encouraging staff and students by providing the required research environment.

- The college has two research centers, viz. Business Economics and Business Policy and Administration with four faculty research guides.
- Teachers act as guides for research projects undertaken by students
- The college provides funds to the faculty for participation in seminars and conferences for presenting research papers.
- Organises seminars and guest lectures by eminent personalities to foster a scientific temper and develop an aptitude for research culture among students including Ph.D. scholars.
- The faculty members are encouraged to do Ph.D.
- Students are encouraged to participate in various competitions based on research paper presentations and debates. During the year students participated in the following events / competitions:
 - Gnaritas - International level Business & Economics Festival
 - Arthonomics - National level Business & Economics Festival
 - Econundrum - Business & Economics Festival
 - Ka-Ching - Business & Economics Festival
 - Moneta - Financial Markets Festival
 - FINSTREET - Financial Festival
 - Arthanomics - Economics Festival
 - Arthotsav - Economics Festival
 - Rostrum Spectrum – Literary Festival

- LexConcilio - Parliamentary Debate Competition
- HSBC Business Case Study Competition
- Elixir - Debate Competition
- KPMG International Case Study Competition
- International Economics Convention.

6.3.5 Library, ICT and Physical infrastructure/instrumentation

The College has a well-equipped, open access library with an air-conditioned reading room and language lab. The library has adopted the latest SLIM21 software and has a large collection of books, journals, magazines, audio-visual and e- resources. Students and faculty members use library resources to enhance their knowledge pool.

- **Digital Library:** The college has set up a Digital Library and Research Centre.
- **E-Resources:** it has N List database having 6,000+ e-journals and 31,35,000+ e-books. In addition the college has subscribed a database which offers E Books for recreational reading and access to E journals and E newspapers for current awareness.
- **Language Lab up gradation:** The college has subscribed to Digital Language Lab Solution for Advanced English to aid language competency at self-pace.
- **Digital Repository Software:** It has COLL21: SLIM21 Digital Library Management software for managing the Institutional Repository of the college. It helps with born digital as well as digitized material in various file formats. It indexes the full-text content of your PDFs, PPTs, Doc files etc. for fast search results. It is integrated with Library's existing catalogue, so users need not search different catalogues for print and digital content.
- **Mobile Inventory Tool:** The Library has purchased SLIM21 Inventory Assistant (Mobile Inventory Tool) better collection management and retrieval in future.
 - **QR Code for Library Books:** The software is updated to offer QR code for each individual item in the library. It facilitates speedy retrieval of library Collection. The QR codes can be scanned via mobile and the user will get the entire bibliographic record of the selected library material.
 - **Digitization:** The process has started to develop institutional digital repository of college.
 - ❖ Digitization of college magazines and research publications.
 - ❖ Archiving of bills of the library collected since 1960.
 - **Barcode Project:** The library has initiated the relabeling of barcodes project for its entire collection. To prepare the library for the new SLIM 21 Inventory System all the library books have been relabeled as per given specifications. This has aided in locating the books in the cupboard and has helped in carrying out stock taking.

6.3.6 Human Resource Management

- Selection of Teaching and Non-teaching staff is done according to the norms laid down by University of Mumbai and Government of Maharashtra.

- Orientation and training programs are periodically organized for new recruits.
- Faculty participation in UGC and RUSA sponsored orientation, refresher and short term programmes.
- Recreation programs are organized for faculty, non-teaching and supportive staff.
- Admissions are granted to children of staff members.
- Faculty Development Programmes were organized by the college in association with the leaders in the field on varied topics. To name a few:
 - International Day for Yoga was celebrated as per the recommendation by the Ministry of AYUSH by the students with participation of faculty and staff members also.
 - “Why Laws in India have not been able to make Women and Girls Safe?” - Talk by Advocate Abha Singh for faculty and students.
 - Pilates Session for Faculty to stay fit.
 - Faculty across courses are encouraged to attend short term courses, orientation programmes, refresher courses, faculty development programmes.

6.3.7 Faculty and Staff recruitment

The college is affiliated to the University of Mumbai. The faculty is recruited through the duly constituted Selection Committee as per University norms.

The vacant post(s) are advertised and applications are invited. The committee scrutinizes the applications and eligible candidates are called for the interview.

6.3.8 Industry interaction/collaboration

In order to bridge the gap between the classroom and industry, the college has created linkages with the industry to organize guest lectures, workshops, seminars, field visits :

- Leading travel company conducted lectures on the tourism industry and guided the students on how to successfully run their own travel agency
- Students visited Zee TV office and production house Through “Observership learning” they were taught how particular news is rendered. They were explained in detail about how a news is captured, edited, how sound mixing is done, what a tele-prompter does, how bytes are inserted while the news is on and finally how the final product is rendered to Noida Office of Zee from where they telecast the news..
- Assistant director for movies interacted with students and explained finer nuances of direction.
- Workshop on photography was conducted by Canon India.
- Ace cinematographer conducted a film-making workshop. The students were taught the basics of cinematography, photography as well as taught how to plan and tilt camera while shooting.
- Seminar on Goods and Service Tax was conducted by Edelweiss Financial Services Ltd.
- The Chamber of Tax Consultants presented a budget analysis for the students.

- Corporate seminar series was held where leaders from the industry shared their experiences with the students
- Field visits to SEBI, BSE were conducted.
- Various certificate programmes like digital media marketing were held to provide practical exposure to the students.

6.3.9 Admission of Students

- The Prospectus of the college and website provides all the information regarding the admission process.
- The help desk is set up to answer the queries of the students and the parents.
- The previous year cut offs for various courses is made available to the students and the parents to make informed decisions.
- The college follows the rules and regulations prescribed by the University of Mumbai, Government of Maharashtra and other regulatory authorities.
- The merit list is also displayed on the website.

6.4 Welfare Scheme for

Teaching Staff:

- Financial assistance for Participating in Conferences, Seminars and Workshops.
- Fitness center

Non-teaching staff:

- Medical Insurance
- Payment of fees of the children studying in the college.
- Celebration of Diwali and other festivals.
- Sponsorship of fees and books for the children of the associates.
- Concessional medical aid.
- Fitness center

Students:

- Freeship
- Scholarship
- Book Bank Facility
- Student Group Insurance
- Fitness centre.

6.5 Total corpus fund generated **NIL**

6.6 Whether annual financial audit has been done **Yes**

6.7 Whether Academic and Administrative Audit been done? **No**

6.8 Does the University/Autonomous College declare results within 30 days? **N.A**

6.9 What efforts are made by the University/Autonomous College for Examination Reforms?
N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
N.A

6.11 Activities and support from Alumni Association

- Take lectures to acquaint the students about the recent developments in various areas.
- Provide placements and internships to students.
- Help organizing field visits/industrial visits.
- Support the college in holding seminars, workshops, conferences etc.

6.12 Activities and Support from Parents – Teachers Association

- **First Day Brochures:** “First day brochure” are handed out to the parents and students on the orientation day. It contains information about the college , teaching plans , syllabus ,question paper formats, examination pattern, etc.
- **Special Orientation:** A special Orientation is held for parents and students in all the courses where they are informed about the skill-sets required for the course.
- **Contact hours:** Faculty schedules contact hours beyond their regular teaching hours to make themselves exclusively available for students and parents.
- **Parent Support:** Parents assists the college for organizing guest lectures, suggesting new ideas, placements, etc.
- The Principal meets the parents regularly and obtains regular feedback on the functioning of the college.

6.13 Development programme for support staff

- Training programmes from time to time to update their knowledge and skills.
- Recreational events to motivate the staff and build a team culture.
- Yoga sessions.
- Gymnasium facilities.

6.14 Initiatives taken by institution to make the campus eco-friendly ‘

To ensure a healthy and hygienic environment, the college maintains clean premises and follows high standards of hygiene amply visible to any visitor.

The college consciously takes steps for building an eco-friendly environment and has undertaken special projects such as:

- Under the Zero Waste Management Project the College set up compost pit on the terrace with the help of Stree Mukti Sangathan and Godrej. The project will manage the waste generated in the college by segregating it into dry and wet at source.

- Conducted a waste audit by the NGO Stree Mukti Sangathan, which works on micro waste solutions.
- Conducted a green energy audit to assess the energy conservation measures that can be taken and the more efficient use of energy in the college premises.
- Cleanliness Drive was conducted by the students at regular intervals in college premises
- Collection and segregation of waste by placing bins.
- The college has started installing LED Tube lights to save energy.

CRITERIA VII

INNOVATIONS AND BEST PRACTICES

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The innovative practices adopted have ensured the holistic development of different stake holders of the institution:

- Student centric best practices
 - Staff centric best practices
 - Institutional centric best practices
- **Infrastructural Developments** - This year, infrastructural additions as innovative platforms for the students' progression remained a major focus. These included studios, laboratories, and video conferencing facilities.
 - **HRhythm:** A specialized studio with the facility for audio production along with sound recording and mixing of instrumental as well as vocal sound tracks was created which will particularly benefit students who want to make careers in advertising and media.
 - **Hi-Resolution:** (A fully equipped photography studio) The students can learn professional video recording and photography which will help them with their academics and beyond.
 - **Entrepreneurship & Commerce Lab:** Through the entrepreneurship lab, the students learn about an industry, technology or market and strengthen their ability to develop an entrepreneurship strategy, to set pricing and define a path.
 - **Video Conferencing Facility:** Installed in the conference room, the facility aims at providing opportunities to interact with experts from the industry and others on national and international level.
 - **Digital Library** A special digital library is created to support research activities which give access to various e resources.
 - Well-equipped Computing Laboratory and UGC resource center
 - Language Laboratory for interactive learning
 - **Other Practices:**
 - **HR Speaks– Digital Magazine:** The students launched the digital monthly magazine of the college “HR Speaks”. It is based on stories showcasing the courage, grace and grit of the students across all streams and courses.

- **TEDxHRCollege-** TED's mission of "ideas worth spreading"; the event had a diverse line-up of eminent speakers who discussed topics, such as philosophy, social change, fitness and technology. The event had 15 speakers.
- **Collaboration with Industry** – The college strengthened its tie ups with leaders in the industry like Zee Institute of Media Arts (ZIMA), Institute of Chartered Accountants of India, Chamber of Tax Consultants, to enable students to get a better industry exposures and hands on training.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

- New infrastructure was added for simulative learning
- The certificate course in Digital media marketing , Advance Excel by NIIT, Basic Photography by WideangleNS, and Spanish classes were successfully conducted for the students.
- Organized workshops/skill development activities for students.
- Generated awareness amongst students, staff and faculty on environment, gender sensitivity and academic rigour.
- The college organized multiple corporate seminars ranging from Basics in Stock market, GST, Income Tax, Stress Management, Entrepreneurial skills, Fashion Designing, Animation, Veganism, Human right etc.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Best Practice - I

Name of Practice–Aashayein – adopt a village

Goal: What truly encapsulates the essence of Aashayein is adoption of a village, thereby looking after its holistic development by catering to all the essentials such as water, electricity, sanitation and education.

Context: The bleak period of farmers in Maharashtra committing suicide sparked an innate effort to reach out and work towards more sustainable rural areas.

Practices:

- **Boond:** The motive was building wells and provision of water to look after the general wellbeing of the villagers. Typically they walk miles every day bearing the weight of the water pots on their shoulders. Till date, 15 wells and 1 check dam have been built with their maintenance being looked after by keeping their durability in mind.
- **Gazab Maharashtra:** It aimed at providing entrepreneurial guidance to the people in the villages who had great business ideas but did not possess the capital to invest in it. Till date, 40 business ideas have been efficiently funded. The goal is to encourage the propensity of ambitious youth by giving them seed capital for their business still remains.
- **Litres of Light:** The focal point of this initiative was lighting the lives of the people by lighting their house. The student members are trained on solar light installation by

professionals. These lights are environmentally sustainable since they are solar powered. Additionally, they also look after their maintenance.

- **Sanitation:** This empowered women of the village by enlightening them about feminine hygiene and distribution of sanitary napkins made of cloth which can be used for 50 years. It revolutionized the thinking and attitude of the villagers towards menstruation.

Evidence of Success: Till date 15 wells have been built, 40 solar lights were installed and 40 business ideas have been funded. Aashayein- Adopt A Village has been selected as a finalist for the Rotary International- Rotaract Outstanding Project- South Asia Region for the year 2017-18. It also received the Best Project award at RID 3141 Annual Awards.

Problems encountered: Generally a lot of additional expenditure is incurred to first train the student members, who in turn train the villagers. In order to understand the problems faced by the villagers, it is crucial to gain first-hand experience of their lifestyle and understand their impediments. At the initial stages it seemed unconceivable but the people of the village too evolved over the years and are putting in constant effort into the maintenance and growth of facilities there. They are coming out of the unprogressive zone and will soon be self-sufficient.

Best Practice - II

Name of the Practice – Jalvrudhi – The Water Revolution

Goal: The objective of project Jalvrudhi is to enlighten and empower rural communities to combat pressing water concerns of India. It aims at general wellbeing of rural households by provision of access to safe water for consumption. It also attempts to nurture the health of the women who are the primary carriers in rural settings. The College students have attempted to reach out to the rural community. Over time it has been aimed to spread to three districts of Maharashtra and touch the lives of 10,000 people.

Context: Water is the basic necessity and right of a citizen. The social fabric is too intense in many parts to allow the judicious use of water resources. This project has been to enable the women of the households to carry 45 liters of water which they needed to ferry every day from the nearest water resource for their family needs. The water wheel is a quick, mechanical hand held device to port water from far destination with least health hazard for the women. Project Jalvrudhi was launched in February 2016 and became a fully operational project gradually.

Practice:

The practice essentially targets three main issues:

- Consumption of Contaminated water in the villages.
- Lack of awareness regarding water wastage.
- Health concerns of the women carriers of water.

Project Jalvrudhi can be classified under two broad verticals.

Phase 1

The first phase started in February 2016 with the aim to make water solutions more accessible and economically feasible to rural India. It consisted of the water wheel, a 45 liters rolling drum manufactured by Nilkamal Wello to improve water accessibility and Wockhardt Foundation's, Shuddhu purification pills, which were approved by the World Health Organisation, capable of

purification 20 litres of water in just 30 minutes. The water wheel was provided under a cross subsidy model, wherein the water wheel was subsidised by 75 % through the sale of canvas tote bags stitched by our women beneficiaries currently under Project Aajeevika.

Each Water wheel cost Rs. 2500 but was subsidised to the price of Rs.500 by the sale of the Canvas Tote bags.

A four phased operational plan for distribution of the water wheel:

- Identification of villages and collaboration with local NGOs to gain credibility and for easy penetration.
- Organising focused group discussions and conducting individual needs assessments to study their demographics.
- Explaining the current water situation and briefing the rural audience about the utility of the product.
- Addressing queries, and building the final order book and conducting impact assessments. From the sale of 5500 bags a total revenue of Rs. 8,60,950 was generated. About 40% of this amount represents the total cost incurred on bag production. 60% has been used to subsidise the water solutions. Each entrepreneur earns Rs. 15 per bag which is higher than the standard rate in the industry. Since inception, they have successfully earned a total of Rs 82,500.

Phase 2

The aim of the second phase of the project was to make purified water accessible to rural India. According to a research conducted by Maharashtra Public Health Laboratory 34 out of 36 districts in Maharashtra consume contaminated water. To better understand the ground reality, we conducted research in 10 villages of Kondla and Nashik in collaboration with our NGO Partners. It was found that the water being consumed was of poor quality and had long-lasting effects on their health.

Business Model:

For the implementation of Project Jalvruddhi following are the steps in the value chain.

- Conducting regional surveys in collaboration with local NGOs to gauge the water situation.
- Identification of an entrepreneur and training him in the distribution and marketing of the product. The entrepreneur is paid commission on the basis of the number of filters sold.
- Conducting awareness and marketing sessions with the rural audience, organised by students of HR College
- The entrepreneur maintains an order book and distributes the filters. For easy payment, providing the customers an installment payment option.
- Once the filters are distributed, the entrepreneur serves as a point of contact between us and the rural people, and ensures that after sales services are provided.

Evidence of success: The first phase of the project aimed to solve the problems of water Portability and Purification. Since inception project Jalvruddhi has impacted the lives of several rural women by providing them Water Wheels, a rolling drum which enables them to carry 45 litres of water at once with minimum efforts and hence helps them avoid physical ailments by carrying Matkas on their heads for several kilometres. Since its inception till June 2017, Project Jalvruddhi has successfully expanded to 45 villages in the regions of Kasara, Ganeshpuri, Mokhada and Shegaon. A total of 57,300 hours have been saved by the use of the water wheels. This time saved has proved to be invaluable to our women and they use it to help their children study, spend quality time with the family and contribute to the family's agricultural activities. Pre-intervention, only 2 out of 10 children were able to attend school regularly, owing to their water-related responsibilities. Project Jalvruddhi has resulted in 7 out of 10 children now going to school regularly. The switch-over to the water wheel from the traditional matkas has helped save approximately 14,325 Litres of water from spillage.

Through the commission based model, the Project has created entrepreneurs leading to a 10% increase in their annual income. A total of 25 water filters generating a total revenue of Rs.38,750 , thus impacting 850 rural lives was made. The Project has collaborated with an organization called Y Water, it's an youth advocacy platform which motivates and mentors start-ups, organizations and youth working for SDG goal 6 (clean water and sanitation). In the 8 week long mentorship programme Rushva (founder and CEO of YWater) mentored the students and created a sustainable business model.

Problems encountered: This project faced several challenges in the initial acceptance from the village where it was carried out. Old fashioned ideas, lack of financial support, retaining a sustained level of motivation among the volunteers are some of the challenges faced. Logistical coordination act as a challenge. To facilitate better operations, the Project has identified rural points of contact, to act as a link between the beneficiaries and us.

Notes: This project has complimented and lead to many more supporting projects in the same village vicinity to be taken up and executed in the future, such as Project Ajeevika and Project Innayat. The college has currently collaborated with Tata Swach to provide the rural households with cost-effective water filters at an average price of Rs 1,550. This filter can purify 9 litres of water in 2 hours, eliminating all kinds of virus, bacteria and turbidity. Its UHF Membrane technology helps purify water without any energy consumption.

7.4 Contribution to environmental awareness / protection

The College conducted the following programmes for environmental awareness:-

- Conducted a waste audit by the NGO Stree Mukti Sangathan, which works on micro waste solutions.
- Conducted an energy audit to assess the conservation measures that can be taken and the more efficient use of energy in the college premises.
- Set up a waste compost pit to arrive at a zero waste in college premises where the waste in the college is segregated into wet and dry. The wet is put into the compost bin and regularly utilised in the plants in and around the college premises.
- Organised an international Waste Management Competition with Godrej Consumer Services Division, Srishti, and had a panel discussion on community role in waste management.
- Too Cool For Fuel: An initiative taken up to promote the use of cycles instead of cars in order to save fuel. One hundred members took out their cycles and cycled together on the streets on Mumbai spreading the message of saving fuel to the common people.
- Conducted a poster making competition with the Colaba Municipal School on *Swatch Bharat Abhiyan*, on sensitization towards waste management.
- Performed street plays at different locations including, railway stations, malls and Ganpati Pandals on Swatch Bharat Abhiyan

- Conducted a door to door campaign on segregation of waste, to sensitize the citizens on energy conservation and on plastic ban in everyday life of the Mumbaikars.
- Participated in Rally for Rivers, a national movement to protect rivers.
- Tree Plantation and protection of mangroves.
- Beach Clean Up Drive: An initiative taken up to clean the beaches of Mumbai after the festival of Ganesh Chaturthi where fifty members went to Juhu Chowpatty and Girgaun Chowpatty to help clean them up.
- Street plays on Ganpati pandals to promote eco-friendly visarjan.

7.5 Whether environmental audit was conducted?

Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths of the Institute:

- Curricular Diversity at UG and PG levels.
- Highly qualified faculty
- Student and faculty research
- State of the art infrastructure
- Enriched library
- Industry- academia linkages
- Internationalisation
- Social Initiatives
- Extracurricular activities

Weakness:

- Limited space in the campus for physical expansion.
- Restrictive Staffing pattern provided by the Government.

Opportunities:

- For undertaking multidisciplinary and interdisciplinary Research.
- More linkages and collaborations with national and international institutes
- Additional skill development courses
- Facilitate student and faculty exchange programmes
- Instituting hands on vocational training for existing curriculum

Challenges:

- To manage the student teacher ratio.

7.7 Plans of institution for next year

- To start new vocational and skill development courses to offer curricular diversity.
- To develop more collaborations and linkages with national and international institutions.
- To offer global exposure to its faculty and students.
- To organise Faculty Development Programmes on regular basis.
- To encourage and support faculties in initiation and completion of their Ph. D. and other research work.
- To encourage research in wider range of subject and conduct workshops on research.
- To organize a health camp.
- To strengthen the association with Alumni.
- To strengthen the parent teacher association.
- To conduct training programmes for the non-teaching staff.

Coordinator, IQAC



P.B. Thakkar
Parag Thakkar
Chairperson, IQAC

Annexure I AOAR 2017-18

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CPE	-	College with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SLET	-	State Level Eligibility Test
UPSC	-	Union Public Service Commission

Annexure II AQAR 2017-18

ANALYSIS OF FEEDBACK

STAFF ASSESSMENT REPORT-2017-18

The college collates student's feedback for each teacher. Students are asked to grade teachers on a 5 point scale under different aspects such as knowledge based Communication Skills, Punctuality, Innovative teaching aids used by the teacher, Interactive sessions conducted, accessibility of the teacher, etc. The progress of the teacher is monitored with respect to previous feedback analysis. If it is revealed that a teacher is lagging behind in a particular aspect then they are sent to faculty development programmes in that area. Head of the departments and other seniors are requested to assist and guide the teachers to improve. In case of serious lacuna, the Principal counsels these teachers.

The feedback is discussed with the teachers. It is a useful tool for new teachers to upgrade their skills and a motivator for good teachers.

In 2017-18, 73.33% of staff was graded with an AGP above 4.01, 16.67% between 3.01 to 4.0, and 10% between 2.01 to 3.

The overall ranking is depicted below:

Overall Rankings

	A	B	C
1. Knowledge base of the teacher (as perceived by you)	73.33	16.67	10.00
2. Communication Skills (in terms of articulation and comprehensibility)	66.67	16.66	16.66
3. Punctuality of the teacher	80.00	13.33	6.67
4. Innovative teaching aids used by the teacher	66.67	23.33	10.00
5. Ability to integrate course material with environment/ other issues to provide a broader perspective	60.00	26.67	13.13
6. Interactive sessions conducted	70.00	20.00	13.33
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	80.00	16.67	03.33
8. Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course	63.33	13.33	23.33
9. Provision of sufficient time for feedback	60.00	23.33	16.67
10. Overall rating	73.33	16.67	10.00

H R College of Commerce & Economics

Student Feedback on Teachers

Name of the Teacher: _____

Department: _____ Semester/Term/Year: _____

Please rate the teacher on the following attributes using the 5 point scale shown

Parameters

- A. Excellent
- B. Very Good
- C. Good
- D. Satisfactory
- E. Unsatisfactory

√ the appropriate column

	A	B	C	D	E
1. Knowledge base of the teacher (as perceived by you)					
2. Communication Skills (in terms of articulation and comprehensibility)					
3. Punctuality of the teacher					
4. Innovative teaching aids used by the teacher					
5. Ability to integrate course material with environment/ other issues to provide a broader perspective					
6. Interactive sessions conducted					
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)					
8. Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course					
9. Provision of sufficient time for feedback					
10. Overall rating					

ANALYSIS OF THE PARENT'S FEEDBACK 2017-18

Parents are regularly invited for discussing their ward's progress. The summary of feedback obtained during 2017-18 is as follows:

- Majority of the parents were satisfied with the updated information provided by the college regarding their ward's progress.
- They are pleased with the quality of teaching, Infrastructural facilities provided by college.
- They also appreciated efforts of the college in encouraging the students to participate in the extra-curricular activities and social initiatives.
- They praised the exposure provided to students in terms of field visits, guest lectures, certificate courses, internships and internationalisation.
- They were happy with the holistic development of the students.

Some of the suggestions which came from the parents include:

- more number of certificate courses
- more field visits
- infrastructural changes

Based on the suggestions given by parents, college has undertaken infrastructural developments for simulative teaching learning. The college is aiming to offer more curricular diversity and field visits in coming years.



I/C Principal
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