



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		H R COLLEGE OF COMMERCE AND ECONOMICS
Name of the head of the Institution		I/c.Principal Parag Thakkar
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02222021329
Mobile no.		9820304543
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

<b>2. Institutional Status</b>																			
Affiliated / Constituent	<b>Affiliated</b>																		
Type of Institution	<b>Co-education</b>																		
Location	<b>Urban</b>																		
Financial Status	<b>Self financed and grant-in-aid</b>																		
Name of the IQAC co-ordinator/Director	<b>Dr. Jehangir Bharucha</b>																		
Phone no/Alternate Phone no.	<b>02222876115</b>																		
Mobile no.	<b>9820070287</b>																		
Registered Email	<b>hriqac@gmail.com</b>																		
Alternate Email	<b>info@hrcollege.edu</b>																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.hrcollege.edu/igac/">http://www.hrcollege.edu/igac/</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>																		
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://www.hrcollege.edu/igac/">http://www.hrcollege.edu/igac/</a>																		
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td><b>3</b></td> <td><b>A</b></td> <td><b>3.72</b></td> <td><b>2013</b></td> <td><b>23-Mar-2013</b></td> <td><b>22-Mar-2020</b></td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	<b>3</b>	<b>A</b>	<b>3.72</b>	<b>2013</b>	<b>23-Mar-2013</b>	<b>22-Mar-2020</b>
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<b>6. Date of Establishment of IQAC</b>	<b>06-Feb-2002</b>																		
<b>7. Internal Quality Assurance System</b>																			
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																	
<b>Feedback from students</b>	<b>26-Jul-2018 30</b>	<b>881</b>																	

Feedback from other stakeholders	30-Jul-2018 30	100
Alumni Meeting	16-Mar-2019 30	200
Seven Certificate Courses	07-Jun-2018 80	276
A workshop on 'Resume Writing' for all the First Year students conducted by Mr. Krishna Warriar	22-Sep-2018 1	50
Panel Discussion Clean Cities & Segregation of Waste	07-Mar-2019 1	25
Career Fest	27-Aug-2018 5	150
Faculty Exchange Programme- Theo-Koch School, Grunberg & HR College, Mumbai.	01-Sep-2018 15	1
Skill Series	13-Feb-2019 8	40
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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
Dr. Geeta Nair	Minor Research Grant	Mumbai University	2018 365	40000
Dr. Paromita Chakrabarti	Minor Research Grant	Mumbai University	2018 365	35000
Dr. Rita Khatri	Minor Research Grant	Mumbai University	2018 365	35000
Mrs. Sodi Jasbir Kaur	Minor Research Grant	Mumbai University	2018 365	30000
Dr. Chandani Bhattacharjee	Minor Research Grant	Mumbai University	2018 365	35000
Mrs. Geeta Sahu	Minor Research Grant	Mumbai University	2018 365	35000
Dr. Rani Tyagi	Minor Research Grant	Mumbai University	2018 365	25000
Dr. Jaya Manglani	Minor Research Grant	Mumbai University	2018 365	30000
Dr. Navin Punjabi	Minor Research Grant	Mumbai University	2018 365	40000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<p>1. Proposal for clustering of colleges into a university under the scheme of Rashtriya Uchaatar Shiksha Abhyan (RUSA) was proposed by IQAC an approved by HSNC Board and application was made jointly with KC College and BTT College. The IQAC actively participated in making of the DPR report during cluster formation under proposed HSNC Cluster Mumbai University.</p>	
<p>2. RUSA council in its 15th meeting held on 24th January 2019 decided to recommend to the state government on the setting up of a cluster university with H.R. College as the lead college and KC and BTT Colleges as its constituent colleges. A detailed project report for the creation of a university by converging of colleges in a cluster was required to be prepared and submitted. The IQAC of all 3 colleges held various meetings and after deliberations and discussions the detailed project report was prepared and submitted to RUSA by HSNC Board on 2nd May 2019.</p>	
<p>3. In order to provide for higher education in India and in view of thousands of applications being received from outside Mumbai, IQAC proposed to migrate the offline form filling process to online mode where the student need not visit the campus in the application stage.</p>	
<p>4. IQAC proposed skill enhancement programmes in the field of wealth management, marketing, luxury brand management and mass media.</p>	
<p>5. To enhance the infrastructure of the college, commerce lab, up gradation of library and extending the facility of computer lab was proposed by IQAC.</p>	
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<b>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</b>	

Plan of Action	Achivements/Outcomes
To organize Alumni meet in the current academic year	Alumni meet was organized in March 2019
To start certificate courses in the academic year	Six Certificate Courses were conducted namely: • Basic Excel & Advanced Excel • "Find Your Voice" Basics in Voice Technique and Presentation • Digital Photography • Digital Marketing • Spanish Language Class • Investing Independently
To organize industrial visits for students	04 Industrial visits were organized for the students in the year. These were to the following places: 1) Indian Express 2) Sheth Publication 3) Parag milk Foods 4) JM financial services
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
IQAC Committee	02-Mar-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2018
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Date of Submission	29-Dec-2018
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The MIS employed by the College are as follows: Integrated Learning System The College has the integrated learning system which has data of the students. It also uses the MKCL platform of the University of Mumbai to record and maintain its admission, eligibility and examination data of all the students enrolled in various courses. The college also updates the information regarding the staff, students on AISHE portal and MIS portal of central government (MHRD). Tally: The College
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uses Tally software in the accounts department so as to help in smooth record of financial transactions. The Staff salary and the income and expenditure of the college are maintained on the Tally software. SLIM21: The Library uses SLIM21 software and maintains records of all the books on this software. This information is accessible by the students on online platform Inflibnet.

## 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

Curriculum Enrichment Since the college is affiliated to the University of Mumbai, all the degree courses that the institution delivers are prescribed by the University. The college adopts the curriculum that has been provided by Mumbai University. However, some faculty members have contributed to the curriculum development in the Academic Council and Board of Studies of the University of Mumbai. They act as a bridge between our staff and university authorities by forwarding their suggestions on syllabus to concerned authorities from time to time. Orientation Program- At the beginning of each academic year an orientation program is conducted for the first year students to brief them about the credit system, examinations and the curriculum and also to apprise them of the various extracurricular activities as well as the add on courses available to them. On the same day a 'first day brochure' is also distributed to them which is an aggregate of information regarding the syllabi of the various subjects, details of projects, teaching plans of all departments, question papers of the previous years and reading list for all subjects. The college also displays the time table in all classrooms for the ease of the students. Further, the college also conducts an induction program for students on the last day of their examinations that orients them regarding the curriculum and the subjects of next academic year. Teaching Methodology- Teachers use various teaching methodologies to effectively deliver the curriculum. Faculty also regularly uses technology to upgrade their delivery, provide students with experiential learning through field visits, and encourage participative, inquiry based and cooperative learning through debates, discussions, presentations, role play, project work and group work. Powerpoint presentations with the aid of LCD, are extensively used by the teachers. Complicated topics are explained effectively using video clips searched from the internet. The college ensures that guest lectures on current industry related topics are organised so as to help students stay abreast with latest developments in the subjects. Additional guidance, remedial teaching and coaching are also provided to assist students in the preparation of their subject & improvement of their grades. In their introductory lectures, teachers discuss in detail the syllabus, semester wise topics and their importance as well as the question paper pattern and marking scheme Library & Resources. Teachers recommend books that provide detailed syllabus and question paper patterns for each subject. Reading lists are also provided to the students to enrich learning. These are stocked in the library. Photocopies of the syllabus and other aspects of the curriculum are kept at the photocopy centre from where students can buy their personal copies. Teaching Plan- Each department prepares

a comprehensive teaching plan which is discussed and finalized in the departmental meetings before the beginning of the semester/academic year. This teaching plan is meticulously followed and is provided to the students. Departments set their own teaching standards which match with the Vision and Mission of the Institution. Departmental meetings are regularly held to maintain quality of teaching and address any lacunae.

#### 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
Basic Excel Advanced Excel	Nil	07/07/2018	30	YES	Computer skills
“Find Your Voice” Basics in Voice Technique and Presentation	Nil	23/07/2018	30	YES	Voice techniques presentation
Digital Photography	Nil	26/07/2018	35	YES	Photography
Digital Marketing	Nil	06/08/2018	30	YES	Marketing
Spanish Language Class	Nil	14/08/2018	30	YES	Language
Investing Independently	Nil	06/10/2018	30	YES	Share trading
Kaivalyadhama Yoga Course	Nil	01/10/2018	30	YES	Healthy life skills

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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	BACHELOR OF COMMERCE	18/06/2018
BCom	BACHELOR OF ACCOUNTS AND FINANCE	18/06/2018
BCom	BACHELOR IN MASS MEDIA	18/06/2018
BCom	BACHELOR OF MANAGEMENT	18/06/2018

	STUDIES	
BCom	BACHELOR OF BANKING AND INSURANCE	18/06/2018
BCom	BACHELOR IN FINANCIAL MARKETS	18/06/2018
BVoc	RETAIL MANAGEMENT	18/06/2018
BVoc	TOURISM & HOSPITALITY	18/06/2018
MCom	ACCOUNTANCY	18/06/2018
MCom	BUSINESS MANAGEMENT	18/06/2018

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

	Certificate	Diploma Course
Number of Students	276	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
NIL	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	BACHELOR IN MASS MEDIA	57
BCom	BACHELOR OF MANAGEMENT STUDIES	137
BCom	BACHELOR OF BANKING AND INSURANCE	58
BCom	BACHELOR IN FINANCIAL MARKETS	58
MCom	ACCOUNTANCY	77
MCom	BUSINESS MANAGEMENT	51
BVoc	RETAIL MANAGEMENT	75
BCom	FY & SY FC	1651
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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 IQAC collects 360 degree feedback on curricular aspects from the various stakeholders i.e. students, teachers, parents, alumni and employers. As the college is affiliated to the University of Mumbai, there is hardly any scope for curriculum advancement or modification as the college has to implement the curriculum prescribed by the University. However to bridge the gaps and to keep abreast with the advancements in the real world, curriculum feedback helps to organize various certificate programs, guest lectures and other co-curricular activities. A structured feedback mechanism is adopted and feedback is collected on curricular aspects from all the stakeholders regularly. 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. The Heads of Departments continuously take updates on progress of curriculum coverage based on teaching plans in departmental meetings. The learning profile of students (Ex. Advanced /Slow learners) is discussed in such meetings and accordingly intensive coaching is extended to slow learners and Honors programme is offered to advanced learners. The feedback helps to understand the expectations of the stakeholders and based on the gaps identified, various co-curricular and extra-curricular activities are planned. The feedback process allows real-time improvements and teaching learning innovation when any deficiency in or potential improvements to individual curricular components are identified by the stakeholders and need to be addressed rapidly. This also helps in identifying the skill sets, found missing in the syllabus, based on which value added courses are offered for the same. Important suggestions made by alumni and employers are also taken into consideration and guest lectures and other co-curricular activities are planned accordingly. During alumni interaction and meetings the feedback is conducted from alumni and suggestions are implemented accordingly. The gaps identified by alumni and employers in the syllabi are further considered in planning the guest series and designing certificate programs. Based on the alumni and employer feedback the HR Pulse (Soft skill programme) for graduating students was curated. The programme equips students with skills like drafting a resume, appearing for an interview and grooming etiquettes. Certificate programs like advanced excel, Digital Media Marketing and Investing Independently were curated based on the feedback obtained from various stakeholders. It was observed in the feedback that students required more career related counselling and hence the DISHA programme was conducted in collaboration with the Ministry of Labour and Employment, Government of India and CII.

## 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
BCom	BACHELOR OF COMMERCE	960	2587	1007
BCom	BACHELOR OF MANAGEMENT STUDIES	180	2356	205
BCom	BACHELOR OF ACCOUNTS AND FINANCE	180	1247	199

BCom	BACHELOR OF BANKING AND INSURANCE	60	339	46
BCom	BACHELORS OF FINANCIAL MARKET	120	705	131
BCom	BACHELORS OF MASS MEDIA	120	954	126
BVoc	RETAIL MANAGEMENT	50	61	47
BVoc	TOURISM & HOSPITALITY	50	95	49
MCom	BUSINESS MANAGEMENT	80	358	78
MCom	ADVANCED ACCOUNTANCY	120	578	116
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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
2018	4773	340	35	Nil	8

## 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
39	39	Nil	20	2	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)

The college has a well-defined mentoring system where all full-time teachers are mentors. The mentoring system focuses on improving the academic performance of the learner and their overall development through career guidance, which enhances their employability skills. Each mentor is assigned a certain number of students, approximately 120 per faculty. The mentor holds office hours on a weekly basis and students can schedule an appointment with their mentor and seek guidance on various academic, extracurricular and cocurricular ambitions. He/ she also encourages the students to participate in various activities and improve their skills. Usually two meetings are held in each semester and contact hours of each mentor are displayed on notice board for further consultation. Based on the interaction with students, special guidance lectures and Intensive coaching sessions are conducted regularly before the semester examinations, which guide the students on how to prepare and get good marks in various subjects. Special Contact Hours (SCH) are provided by each teacher so that the teacher can guide students having any difficulty with respect to their performances. The list of contact hours of all teachers is regularly updated on the notice board. Guest Speakers are invited to offer special guidance for varied

subjects of interest. Various Country consulates are also invited in college to guide and mentor students on opportunities available in foreign countries. The students, who do not perform well in any of the subjects, are encouraged to seek guidance from subject teachers in order to cope with their difficulties. Teachers engage in special guidance lectures for under performers in different subjects. Students are required to meet the teachers to solve their difficulties in the subject by meeting teachers in the contact hours provided by the teacher. Teachers also mentor students for various activities of their interest and help them to develop their personality, through various Clubs/Associations

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5113	43	1:119

## 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
33	27	7	5	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	NIL	Nil	NIL
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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
<a href="#">View File</a>				

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

The college, being affiliated to the University of Mumbai abides by the rules of internal evaluation provided by the latter. The College ensures that the students are given guidelines well in advance so as to enable students to finish their projects on time. Certain reforms undertaken by college include: • Printed Project Booklets: The College has taken initiative in the preparation of Project booklets, covering guidelines and schedule for the project submission, which are given to the students in advance. The dates of project submission are given well in advance to the students so as to give them enough time to prepare the projects. • Office Hours (OH) and Special Contact Hours (SCH) for guidance: The faculty allots certain hours in a week which is made known to the students as Office Hours (OH) students can schedule an appointment with any of the teachers and discuss their motivation for further studies, extracurricular activities and research interest etc .In the Special Contact Hours (SCH) the students seek guidance on their projects. • Intensive coaching: Before internal evaluation, the faculty conducts special intensive lectures to solve the queries of the students. • Allocation of guides: Students are

allotted faculty as project guides who mentor students on a continuous basis on the projects taken in the final semester in self finance courses. • Double proof reading of the question papers • Project guidelines are published in the booklet along with the date of submission. The booklet is made available to students at the start of the academic year. • Photocopy and revaluation of answer sheet. • 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. • Booklets are prepared with detailed guidelines and methods 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 through a Special Cell which organizes lectures for them.

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

The Academic Calendar is a schedule of events occurring in the academic year. A calendar detailing this, including term dates, examination dates, etc. is prepared by the college and published on its website at the end of the year for the next academic year. This calendar is a representation of the planning schedule for the whole year showing the exact dates of events likely to happen. During the academic year, the institution plans various activities related to scholastic and co-scholastic areas. Planning is required for the execution of all such activities, • The sole purpose of incorporating an academic calendar is to improve the quality of teaching-learning, to finish the assigned task within deadlines and instill among teachers and students the importance of professional standards. It highlights important dates relating to induction, some regular events, dates of admission for the next year term commencement and closure dates. This schedule is handed over to the students at the beginning of each academic year to help them plan their studies. This is also 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. 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
2C00146	BCom	BACHELOR OF COMMERCE	919	891	96.95
2C00456	BCom	BACHELOR OF ACCOUNTS AND FINANCE	126	116	92.06
2C00346	BCom	BACHELOR OF BANKING AND INSURANCE	60	58	96.66
2C00256	BCom	BACHELOR OF FINANCIAL MARKETS	58	58	100
2C01116	BCom	BACHELOR OF MANAGEMENT STUDIES	137	137	100
4000156	BCom	BACHELOR OF MASS MEDIA	57	52	91.22
2C00534	MCom	ADVANCED ACCOUNTANCY	77	62	84.93
2C00534	MCom	BUSINESS MANAGEMENT	55	46	83.63
4001916	BVoc	RETAIL MANAGEMENT	22	22	100
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## 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)

<https://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	3.05	Nil
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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
Seminar Investment Banking August	Department of Commerce	27/08/2018
Seminar on Indian and Global Financial Market	Department of Commerce	28/08/2018
Seminar on Real Estate	Department of Commerce	29/08/2018
Workshop on Fashion and Styling	Department of Commerce	30/08/2018
Workshop on Advisory - The Next Strategic Career	Department of Commerce	31/08/2018
Seminar on 'Is Economy an issue during the Election Year and why?'	Department of Commerce	29/08/2018
Seminar on Management in Digital World	Department of Commerce	13/02/2019
Seminar on Leader of Tomorrow: Path to Excellence	Department of Commerce	18/02/2019
Workshop on Emotional Intelligence	Department of Commerce	20/02/2019
Seminar on Intellectual Property Rights With Special Reference to Copyright Patent Laws	Department of Foundation Course	24/04/2019

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
KPMG Innovation Award	Ms.Nikita Mulchandani Mr.Roshan Haris Mr.Rishi Jain Mr.Ahaan Kapileshwari	KPMG	08/04/2019	Entrepreneurial Idea Presentation
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	ArtistikIndia.com	An E-commerce platform for buying and selling affordable Art online. This start-up helps in incubating inspiring	16/01/2019

				budding artists by providing them a platform to exhibit their paintings which are displayed on the portal for sale.	
Nill	Nill	Nill	BOARD EDUGAMES	An educational board game which helps young learners to learn as they play and simultaneously to explore the world's continents, climates habitats. This board game can be effectively used as an educational tool for developing skills in the areas of	25/01/2019
Nill	Nill	Nill	J.T Party Organizers	J.T Party Organizers, organize birthday parties, anniversaries weddings in an innovative manner.	25/02/2019
Nill	Nill	Mahindra Grant	Inaayat	Focused on solving menstrual hygiene problems through the use of reusable sanitary napkins. The project	16/03/2018

aimed to address the issue of poor sanitary awareness among women by conducting training sessions to heighten consciousness about the same.

Nil	Nil	Nil	Aajeevika	Focused on increasing the level of women employment in Rural India and reducing the level of solid waste generation. Women are trained by a certified instructor to stitch canvas tote bags.	28/06/2018
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce	1

#### 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)
National	Commerce	1	3.1
National	Economics	1	7.36
National	Environmental Studies	1	3.1
International	Commerce	8	5
International	Economics	1	5.5



International	Accountancy	5	5.5
International	Environmental Studies	2	5.5
International	English	2	5.5
International	Library Science	1	1.4
International	Mathematics	3	7.36
<a href="#">View File</a>			

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
Commerce and Management	10
Accountancy	1
Business Economics	4
Environment Studies	2
Foundation Course	1
English	2
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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
Creating an honest, transparent and productive workplace	Jehangir Bharucha	International Journal of Business Excellence	2018	Nil	H R College	1
Entrepreneurship education management in India	Jehangir Bharucha	International Journal of Business Excellence	2018	Nil	H R College	1
Co-existence of social media and work productivity?	Jehangir Bharucha	International Journal of Business Innovation and Research	2018	Nil	Nil	3
Learning and social software: exploring the realities in India	Jehangir Bharucha	Journal of Information, Communication and Ethics in Society	2018	Nil	Nil	3

Couples and breadwinning in low-income dual-earner households in India	Jehangir Bharucha	International Journal of Sustainable Society	2018	Nil	Nil	2
Cutting through the clutter: mascots in Indian marketing	Jehangir Bharucha	International Journal of Economics and Business Research	2018	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
No file uploaded.						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	11	3	7
Presented papers	8	5	Nil	2
Resource persons	2	6	1	19
No file uploaded.				

## 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
REFERFILE	REFER FILE	Nil	Nil
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### 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
Project Disha	Certificate of appreciation	CII-Naoroji Godrej Model Career Center (Project of Ministry of Labour	184

		<b>Employment</b>	
<b>Aashayein- Adopt A Village</b>	<b>Best Community Sevice Project</b>	<b>Rotaract District 3141</b>	<b>100</b>
<b>Echo 2018</b>	<b>Best Joint Community Service Project with other Rotaract Clubs</b>	<b>Rotaract District 3141</b>	<b>60</b>
<b>No file uploaded.</b>			

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
<b>REFER FILE</b>	<b>REFER FILE</b>	<b>Null</b>	<b>Null</b>	<b>Null</b>
<a href="#">View File</a>				

### 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
<b>German Delegation</b>	<b>20</b>	<b>Null</b>	<b>21</b>
<b>Faculty Exchange Programme Theo-Koch School, Grünberg H.R. College, Mumbai</b>	<b>1</b>	<b>Funded by the Management of H.R College</b>	<b>15</b>
<b>German Faculty at HR</b>	<b>2</b>	<b>Null</b>	<b>5</b>
<b>No file uploaded.</b>			

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
<b>REFER FILE</b>	<b>REFER FILE</b>	<b>REFER FILE</b>	<b>Null</b>	<b>Null</b>	<b>Null</b>
<a href="#">View File</a>					

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
<b>Kedge Business School, France</b>	<b>10/10/2018</b>	<b>Summer programmes</b>	<b>Null</b>
<b>University of Westminster</b>	<b>02/05/2019</b>	<b>Potential collaborative</b>	<b>Null</b>

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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
18.21	19.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
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)	Newly Added
Others	Newly Added
<a href="#">View File</a>	

**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 partially)	Version	Year of automation
SLIM21	Fully	3.5.0.33.040	1995

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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 &amp; 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
DR. PAROMITA CHAKRABORTI	Nil	E-PATHSHALA	Nil

No file uploaded.

#### 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	196	106	3	5	0	22	13	10	47
Added	12	0	0	0	0	0	0	0	12
<b>Total</b>	<b>208</b>	<b>106</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>22</b>	<b>13</b>	<b>10</b>	<b>59</b>

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

22 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
HR Digital Library	<a href="https://www.youtube.com/channel/UCLgMfH-wMu0AD8V4kA5vJ1w">https://www.youtube.com/channel/UCLgMfH-wMu0AD8V4kA5vJ1w</a>
High Resolution Photo Studio	<a href="https://www.hrcollege.edu/our-campus-2/">https://www.hrcollege.edu/our-campus-2/</a>
Smart Classrooms	<a href="https://www.hrcollege.edu/our-campus-2/">https://www.hrcollege.edu/our-campus-2/</a>
HRhythm Sound and Recording Studio	<a href="https://www.hrcollege.edu/our-campus-2/">https://www.hrcollege.edu/our-campus-2/</a>
Conference Room (Video recording and Video conference facility)	<a href="https://www.youtube.com/watch?v=Na8Hxprq90M">https://www.youtube.com/watch?v=Na8Hxprq90M</a>

#### 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
111.45	131.12	80.08	83.3

##### 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 is a Wi-Fi enabled campus which helps staff and students to make extensive use of the internet for references and value addition. The College has a systematic approach towards providing access to the infrastructure needed for -Curricular and Extracurricular activities: 1. The college has ties up for the required facilities for different sports activities like basketball court, water polo, football etc. There is a tie up with different playgrounds, swimming pools to provide all the required facilities to the students and there is also a complete support from the college for their participation in various sports. The college has a locational advantage as it is near to Oval Maidan,

which is available for practice with common formalities. 2. The college also arranges for the facilities and space to organise various cultural and Extra-curricular activities within the premises as well as outside the college. 3. The College has an MOU with Kaivalyadham Yoga Institute and a Yoga club called "SYNC which organises Elysium, an intercollegiate fitness and wellness festival called Elysium. The college has collaborated with Kaivalyadhama, a Yoga Institute to promote Yoga among youth and conduct yoga sessions for the teaching, non-teaching staff and students at the college. 4. The college also maintains a user-friendly library well stacked with books, journals and newspapers. New arrivals are exhibited on board and screens. Book exhibitions are conducted in the library and books suggested by staff members are included on a regular basis in the 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. 5. The colleges infrastructure is at its best with regular annual maintenance contracts with the following 1. Pest Control Mumbai: Pest control for college building 2. HI -Tech Enterprises: Xerox Machine 3. Lynx Synergy Solutions Pvt Ltd: Panasonic Kx-TD 1232 key telephone system and for CCTV Cameras. 4. Aryan infotech: Tally Software 5. Eureka Forbes Ltd: 5 Nos colwpc 12 2 Nos AquaGuard pure chill for providing filtered, clean cool drinking water to the students. 6. Zeromiles Technologies Services Pvt Ltd: virtual classroom, cloud video infra In Addition to the annual maintenance contracts, the college also has a dedicated team of maintenance department comprising electricians, carpenters, plumbers etc. who take the responsibility of maintaining physical infrastructure. The college has appointed an IT coordinator who assists in managing computers of the college along with maintenance and updating software. The dedicated and well trained staff adheres to the needs of the college at a short notice. They also supervise the maintenance of all equipment in the college. There are set proformas for reporting any maintenance requirement, Classroom Cleaning Log, Restroom Cleaning Log to name a few. The set processes are communicated through a policy document which is uploaded on the website for its wide publicity.

<https://www.hrcollege.edu/our-campus-2/>

## 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	Freeship for students	11	92800
Financial Support from Other Sources			
a) National	GOI Freeship: E Y Scholarship: Freeship for non-grant-in-aid student: Freeship for grant-in-aid: Government scholarships	81	725430
b) International	Program: McDonald Conference for Leaders of Character, United States Military	4	Nil

Academy, Westpoint,  
USA, : Name of the  
Scholarship: SP  
Jain's  
ASAP(Advanced  
Student Admission  
Program)

[View File](#)

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 implemetation	Number of students enrolled	Agencies involved
REFER FILE	Nil	Nil	Nil

[View File](#)

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
2018	Career Guidance by Planning Forum	56	56	Nil	Nil
2018	Career series(YLC)	350	350	Nil	Nil
2018	Project Disha (Career Fair)	184	184	Nil	Nil
Nil	Career Counselling through different seminars and workshops	250	250	Nil	Nil

No file uploaded.

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	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
REFER FILE	Nil	Nil	REFER FILE	Nil	Nil
<a href="#">View File</a>					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nil	340	BCOM, BAF, BBI, BFM, BMS, BVOC, BMM	Commerce , Management, Mass Media	ICAI, University of Mumbai, University of Hyderabad, IDOL, GLC, KC Law, BTTC, GJ Advani College, Jamnalal Bajaj, Foreign Universities	CA, Banking, CS, 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	1
GMAT	219
CAT	2
TOFEL	169
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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
<a href="#">View File</a>		

### 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
2018	Bronze Medal	National	Nil	Nil	296	Raunak Damle
2018	Silver	National	Nil	Nil	680	Sparsh



	Medal					Pherwani
2018	Bronze Medal	National	Nil	Nil	680	Sparsh Pherwani
2018	Gold Medal	National	Nil	Nil	680	Sparsh Pherwani
2018	2 Gold Medals	National	Nil	Nil	Nil	Rayaan Razmi
2018	1 Silver & 1 Bronze Medals	National	Nil	Nil	Nil	Rayaan Razmi
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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)

The Students' Council is the student body of H.R. College of Commerce and Economics that is known for its professionalism, outstanding contribution and commitment towards the college. In addition to planning and efficiently organizing several college activities and events that promote student and community welfare, the Council serves as the voice for the students at H.R. College.

**ADMISSION PROCESS** The entire admission process for the first year Junior and Degree college students was handled by the members of Students' Council with The Sports Council and Investment Club of H.R. College (ICHR) systematically managing the sale of forms, declaration of merit lists, verification of documents, collection of the fees and issue of ID-Cards for a period of two months.

**ORIENTATION-** 12th, 27th and 31st July, 2018 The Junior College, F.Y. B.Com and Unaided Orientation were organised on 12th July, 27th July and 31st July, 2018 respectively. Students were informed about the Credit System and the Add on and Certificate courses offered by the college. The Students' Council and the Sports Council members were inducted and faculty was introduced to the students.

**ANTI-RAGGING -** 10th July, 2018 An anti-ragging campaign was conducted by the Students' Council to ensure H.R. College continues to remain free from ragging. The student volunteers checked identity cards, helped the FYJC students in finding their classrooms and ensured that discipline was maintained by them in the college, especially at the time of break and dispersal. This campaign was conducted not only within the college premises but also in certain areas in the vicinity of the college.

**H.R. CARNIVAL -** 3rd August, 2018 H.R. Carnival - The Fresher's party was organized for the first year Junior and Degree college students giving them an amazing opportunity to interact with each other, paving the way for an excellent college journey. This pleasant evening was filled with 856 students enjoying delectable refreshments and dancing to the wonderful music played by the DJ.

**NUMERO UNO -** 4th, 5th and 6th October 2018 Students' Council successfully organized Mumbai's largest mathematics and statistics festival, Numero Uno, for the 14th year in a row that had hosted over 730 teams from 30 schools and colleges across Mumbai. The Inter-College winner of Numero Uno 2018 was N.M. College and the Runner up was R.N. Podar School. The Intra-College winner was Investment Club of H.R. College and the Runner up was the Sports Council.

**BLOOD DONATION DRIVE -** 7th December, 2018 A Blood Donation Drive conducted in association with HDFC bank's nationwide initiative and Bombay Hospital, that witnessed donation of 75 bottles of blood from students as well as staff.

**VOICE -** 28th, 29th and 30th January, 2019 Voice, was one of the new initiatives that the Students' Council as an apex body of the college took up for the betterment of our honourable institution. This anonymous feedback and suggestion week was introduced providing a unique platform for collecting ideas and opinions from students, peons and teachers for the progress of the college. Action has been taken

## 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 :

H.R. College is privileged to have illustrious alumni who are the brand-ambassadors of the institution. We have alumni from all walks of life, be it business, profession, sports, Bollywood, or teaching. They are very forthcoming and contribute to the institution socially, academically and professionally. However, in this era of social networking, connection with their past students doesn't stop with this. The college and the alumni network share a mutually beneficial relationship. The college provides a rich and diverse talent pool. The alumni network of the HR College is one of the biggest sources of placement opportunities to the alumni. It has played an active role voluntarily mentoring students in their areas of expertise. The alumni are a huge talent pool whose guidance has been beneficial to many students and other fellow-alumni in their respective areas of study. Alumni network by itself is one of the best professional networking platforms available for students, faculty and other stakeholders. ALUMNI MEET, MARCH 16, 2019 H.R College of Commerce Economics organized the Alumni Meet hosted by The Students Council of H.R. College, inviting alumni from the batches of 1960 to 2010 giving them an opportunity to engage with peers, build new networks and reconnect with the institute that has been instrumental in their personal and professional development There were approximately 200 alumni that graced this occasion. A live band constantly entertaining the alumni, various refreshment and club stalls, a tour of the college organized by students, a walk through the decades and the exhibition of the college's achievement made this day a delightful experience for the alumni. We are very well connected on social media and other digital media platforms like Telegram and WhatsApp groups. A significant amount of interaction and exchange of ideas happen in these groups. The registration of the 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)

The Principal and the Management Board follow an open-door policy, where by any stakeholder can approach the college on any institutional issue. Autonomy is visible at the following levels 1. Principal / Vice principal Level- The college functions under the supervision of the Principal and the Vice Principals. The Principal, in consultation with the Vice principals, nominates different committees for planning and implementation of different academic, student, administration and related policies. The heads of these committees are given complete freedom for deciding and executing their plans within the framework of rules. All academic and operational policies are based on their unanimous decision. 2. Faculty level- Faculty members are represented in various committees/cells. They can also voluntarily join committees of their

choice and liking. Thus, the composition of different committees changes on occasions thereby ensuring a uniform exposure of duties, academic and professional development of the member teachers as well as giving due respect to their choice. Following are examples of some sub committees in the college- Admission committee Examination committees Library committee Students' Council Sports Council Internal Complaints Committee Attendance Committee Anti Ragging Committee Infrastructure Committee IQAC Local Management Committee Women Development Cell Code of Conduct and Ethics Committee Students' Engagement: The College believes in cultivating its students to be compassionate managers and leaders of tomorrow. To achieve this mission, it involves students' representation in various decision-making processes and committees. Students are free to exercise their opinions for administrative and academic decisions. College encourages students' participation in organising various workshops, seminars and co-curricular activities. This year the entire admission process for the first year Junior and Degree college students is handled by the members of Students Council with the Sports Council and Investment Club of H.R. College (ICHR). They systematically managed the sale of forms, declaration of merit lists, verification of documents, collection of the fees and issue of ID-Cards, for a period of two months. This year this strenuous process was carried out smoothly by more than 100 students and their efforts were appreciated by the staff, faculty and parents. Non-teaching staff level- Suggestions of non-teaching staff are considered while framing policies or taking important decisions. They are also a part of the IQAC Participative management- The institution promotes the culture of participative management at the planning, functional and operational levels. ? At the planning level the Principal and teachers are involved in defining policies and procedures, framing guidelines, rules and regulations affecting admission, examination, discipline, grievance etc. within the framework of rules and regulations laid out by the University of Bombay ? Functional level: Faculty members brainstorm among themselves and students while working for a committee. Principal and faculty members are involved in joint research and have published papers ? Operational level: The Principal interacts with government and external agencies and faculty members maintain interactions with the concerned departments of the Mumbai university.

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	The Prospectus of the college and website provide all information regarding the admission process. Student admission is governed by the norms of the University of Mumbai and Government of Maharashtra and other regulatory authorities. The college involves the Students' Council and the Sports Council to help in admission under the guidance and supervision of the Admission Committee. A help desk is setup during admissions on the ground floor to help solve the queries of the parents and students regarding the admission process, documentation, fees etc. Efforts are made to make the process short and smooth for students

thereby saving their time and releasing their stress. The college ensures that during admission, the merit list is updated on its website so that students can see their names and complete the necessary formalities. For add on courses separate tests are conducted.

Industry Interaction / Collaboration

The college regularly invites guest speakers from various industries such as banking and finance, insurance, management, human resource, accounting, mass media, retail tourism and many others to give exposure to students to the current trends and developments. It has also started various certificate programmes to provide a platform to students for acquiring a variety of skills required for employability in the industry. The placement cell also expedites industry academia interaction. This year the following were organized. 1. Visit to Indian Express Press on October 5, 2018 2. Visit to Sheth Publication August 21, 2018 3. Visit to Parag Milk Foods at Manchar September, 2018 4. Visit to JM Financial Services December 14, 2018

Human Resource Management

Selection of teaching and non-teaching staff is done according to the Mumbai University and Maharashtra government norms. To improve the performance quality of faculty, non-teaching and associates, the college ensures that the faculty and non-teaching staff are regularly sent for faculty development programmes, with the idea of updating them with the current techniques that are used in the field of education. In order to foster team spirit and bonhomie regular meetings, along with term end lunch, of faculty and non-teaching staff are organised. This helps in breaking the ice, and conflicts if any, among the staff. The college ensures that at least one faculty development programme is held outside the college campus, where participants get an opportunity to get training of the field. On such occasions various leadership games are organised in order to bring in team spirit among employees. Organization of yoga days and the creation of a gym, work towards the same objective.

Library, ICT and Physical Infrastructure / Instrumentation

Efforts have been made by the library staff to provide various services to the staff and the students. The library

develops, implements and supports Information Systems and Applications that maintain the academic and administrative processes of the institution. The library provides access to various e resources, books, journals, magazines and rare reference books. Digital Repository Software: It has COLL21: SLIM21 Digital Library Management software for managing the Institutional Repository of the college. It helps with both digital as well as digitized material in various file formats. Mobile Inventory Tool: The Library has purchased SLIM21 Inventory Assistant (Mobile Inventory Tool) for 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. The college administration has created a separate maintenance department with a provision of carpenter, plumber and an electrician in order to maintain the infrastructure up to the mark. Only the associates are given these responsibilities as they are available throughout the day in college. The college also ensures that the various equipments in the premises are covered under Annual Maintenance Contract (AMC) for their upkeep, service and maintenance. Book Bank: The College makes sure that buying of textbooks does not burden the economically weaker students. The library issues sets of text books from the Book-Bank to these needy students which they can use for the entire academic year. Over and above this, the college is also making efforts to create a virtual repository to make library resources more accessible to its students and enrich the teaching learning process.

Research and Development

Research policy was revisited by IQAC and the new policy encouraged faculty to indulge in active research. The College has four guides, Dr. Geeta Nair and Dr. Pooja Ramchandani, Dr. Rita Khatri and Dr. Jaya Mangalani. 7 students were enrolled for Ph.D. under Business Policy and Administration in

the year 2018-19 Library resource was updated with EBSCO and various Journals. Faculty was encouraged to take up collaborative research with students, industry and other academicians. Infrastructural requirements were reviewed at the beginning of academic session. Two students, Kesar and Sunil Lalchandani successfully completed their viva and Ms. Jasbir Sodi submitted her Thesis. The Research Cell of the College organised, Nexus, the first interclub research paper presentation competition, on September 1, 2018 as well as guest lectures on Crypto currency and Demonetization by Dr. Indradeep Ghosh, Associate Professor Dean (Faculty) Meghnad Desai Academy of Economics

Examination and Evaluation

The examination and evaluation processes strictly follow the University of Mumbai norms. The Examination Committee meets and plans regularly for the examination schedule. Notices/ Circulars/ Ordinances pertaining to the pattern of examinations and the question papers are emailed to the students and displayed on Notice Boards/ Website. These are also explained by teachers in classrooms. The college follows a policy of centralised paper setting and assessment. The examination cell is fully equipped with a copier machine, photo copy machine, computer, printer, CCTV, internet. Information regarding supervision duties is tabulated and put up on the notice board of the Staff room. Rules of evaluation and dates of submission are intimated timely to all the staff members. Question papers for the TY exams are received online through University website. For quicker and faster accessibility and support the college provides sitting arrangements and results, online to students.

Teaching and Learning

Department heads have the autonomy to plan and organize their departmental activities after due consultation with the Principal. The college encourages teachers to use various teaching techniques in the classroom to enhance the teaching learning environment apart from the usual lecture, such as discussion, participative, case



studies, research-based projects, group discussions, etc. The Principal and departmental heads regularly interact with faculty and encourage them to mingle with students through contact hours in order to solve their doubts and ensure a better teaching learning process. Students are encouraged to use library and e-resources for research assignments. Regular feedback taken from the students also ensures quality delivery of contents in the class room. To aid in the effective delivery of lectures, the college has installed smart boards in some classrooms, which are otherwise equipped with computers and LCD. These make the lectures more collaborative. Further, field and industrial visits, student seminars and conferences add to the teaching learning process

**Curriculum Development**

Being affiliated to the University of Mumbai, it is incumbent on the college to follow the curriculum design by the latter. However, it ensures that faculty of different departments are sent for representation in various syllabus revision workshops organized by Boards of Studies to give their inputs and suggestions on syllabus. Academic Freedom: Faculty members have the academic freedom to deliver the curriculum in a relaxed, conducive and effective manner. As and when suggested by industry leaders, bridge courses are conducted on topical issues 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, which helps them understand the basics of Accounting to bring them at par with the commerce students.

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

E-governance area	Details
<p><b>Planning and Development</b></p>	<p>Through E-governance the college provides seamless guidance to all the departments, teaching and non-teaching staff while enhancing the quality of education through new ways of communication with students and staff and organizing and delivering information and service. The College embarked on its journey of e-governance</p>

with the implementation of MKCL which was a requirement of the Maharashtra Knowledge Corporation limited. Now the entire teaching and non-teaching staff students have log- in ids which enable them to connect with the institution and have a sound learning system. Comprehensive record of students' applications, enrolment and admission is maintained under MKCL Software. This facilitates compilation of all records at a centralized place by office and further can be made available to management. Following is a brief description and a list of e-governance modules currently operational:

**Administration**

E governance is used in administration in the following ways: -

- Admission process
- Maintenance of students' personal and other academic records
- Submission of class assignments and projects
- Monitoring and evaluation
- Communication with the stakeholders.

The College uses Tally software for keeping and maintaining accounting records of the institution. Library uses SLIM21 (System for Library Information and Management) software to keep record of all old and newly purchased books. College has introduced Digital Repository System Mobile Inventory Tool for smooth access to books, reference books, E- journals. During the year 2738 individuals have taken benefit of the system Students and faculty have access to the books, journals and other business periodicals. Record of Faculty attendance, fees collected etc. is made available to management on demand. The college has:

- The Integrated Learning System w 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 MKCL portal of the university. Important notices to the staff are emailed on a regular basis.

**Finance and Accounts**

Tally 6.3 is used by the accounts office for management and handling of the financial resources of the college. It ensures efficient management of revenue statements and balance sheets and also creates a ready source for supplying data to various stakeholders



	like Government, University and others.
Student Admission and Support	To facilitate student admission and support, which is necessary for ensuring increased participation in educational affairs, students have been given personalized login through which they can access learning resources and timetables thereby saving time and effort. Notices, learning resources, information transaction services and social connectivity for collaboration have also been done through the website which has been developed by TRUTECH. Students can submit feedback to the college regarding the lessons attended and problems faced by them, among others.
Examination	The college uses the software developed by MKCL (Maharashtra Knowledge Commission Limited) which 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. It assists in the exam related matters including uploading students' data, information regarding exam forms and fees payment, generating hall tickets and seating arrangement at the time of examination. It also facilitates records of attendance of students during the course of examination.

### 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
Nill	REFER FILE	REFER FILE	REFER FILE	Nill
<a href="#">View File</a>				

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)
2018	Yoga Sessions	Nill	20/06/2018	20/08/2018	9	5

2018	Nil	Library Staff Training Sessions	Nil	Nil	Nil	4
2019	E Resources Training Session	Nil	25/03/2019	25/03/2019	27	Nil
2019	Nil	Training on Cheque and voucher printing on Tally	26/03/2019	26/03/2019	Nil	6
2019	Workshop on new NAAC guidelines	Nil	17/03/2019	30/03/2019	29	Nil
2019	Nil	Seventh Pay Implementation training	06/04/2019	06/04/2019	1	5
2018	A workshop on LaTeX	Nil	08/09/2018	08/09/2018	35	Nil
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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
REFER FILE	Nil	Nil	Nil	Nil
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	5	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Financial support for attending conference / seminars/ orientation/ refresher, Health Check-up Fitness Centre	Group Insurance (medi-claim) Regular health check-up Financial assistance during emergency Freeship in college for children of employees	Subsidized Railway Concessions as per the Railway authorities' norms. Special hygienic conditions in canteen, bathrooms and in the college monitored by 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 the students on the free ships, scholarships of the needy students 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.

#### 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 mechanism for internal and external audit is broad based and covers all aspects for conduct of audit. The college accounts office has a regular practice of keeping records of all financial transactions. It also does test checking to establish authenticity of various stakeholders dealing with college. Through various auditing techniques there is check and double check on each and every financial transaction. Internal Auditing - Checks by means of comparison with previous year's accounts - Scrutiny of books of accounts - Vouching of Transactions in books such as Cash Book, Bank Book - Audit Queries - Audit Report. External Auditing - The College conducts an external financial audit as per the norms of the management and tax rules. 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
REFER FILE	Nil	Nil
<a href="#">View File</a>		

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	NA	Yes	LMC
Administrative	No	NA	Yes	LMC

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

Parents support in creating network for internship opportunities in financial and non-financial segments for students across all courses. Industrial visits and Corporate Lectures Series are organised with the support and co-ordinates from parents. They support the College during examinations by providing assistance to faculty members. They are a part of the IQAC of the college. Parents are a part of the First Year Orientation Program, the Annual Day Celebration, the annual Satyanarayan Puja, and the Alumni meet. Further they encourage the college in all its progressive activities.

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

The college organizes a plethora of programmes for the support staff. This year the following initiatives were undertaken: Yoga training sessions A special session on drug related problems especially tobacco and guthka consumption. Felicitation of The non-teaching Staff - Ms. Rekha Sawant, Senior Clerk Ms. Pooja Balani, Head Clerk Ms. Pooja Garde, Junior Clerk and Mr. Chandradhan Yadav, Library Attendant, were felicitated for having completed 25 years of service. Training sessions for library staff on September 24th, 2018 and April 1st, 2019 for understanding the operations of the newly purchased Digital Repository System and Mobile Inventory Tools. The Seventeenth Library Committee Meeting was held on September 10, 2018 to finalize the purchase of e-databases from the funds allocated to the college library from CPE Grant. It was decided in the meeting to subscribe to J-Gate and India Business Insight databases for the period of 6 years and continued the existing E-Library package (consisting of EBooks, E-journals and Language Lab) for next 3 years.) Apart from this the college ensures their physical wellbeing via medical Insurance: All associates have been covered by the college for medical insurance at an annual cost of Rs.60, 668.00 per annum. 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 sponsored by the college.

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

Students: 1. Special Cell: Academically poor performing students were encouraged to co-ordinate with the Special Cell to seek assistance on the subject which they found difficult to cope with thereby benefiting 60-70 students 2. Six Value Added Courses were organized and conducted 3. 30 students were placed in companies such as Edelweiss, Ernst Young, Westpac, Kotak Wealth Management, Colgate, Godrej Properties, The J, and JMP Advisors to name a few. The Average Stipend guaranteed was Rs.8000-10,000 3. HR Speaks, an H.R. College monthly magazine, was created in January 2018, to give students a platform to share their memories and personal experiences with each other. Miscellaneous: 1. Bill Scanning Project: The Library Staff initiated Scanning of Library Bills Project from February 8, 2019 which includes the archives of library bills since 1960. The staff found it very interesting and useful in preserving and retrieving this archival material 2. Alumni Meet March 16th, 2019- H.R. College of Commerce Economics organised the Alumni Meet hosted by The Students Council of H.R. College, inviting alumni from the batches of 1960 to 2010 giving them an opportunity to engage with peers, build new networks and reconnect with the institution that has been instrumental in their personal and professional development. There were approximately 200 alumni who graced this occasion 3. IQAC played a significant role in the up gradation of technology which included enhancement of classroom infrastructure, / libraries, Computer lab, etc. 4. The IQAC actively participated in making of the DPR report during cluster formation under the proposed HSNCL Cluster Mumbai University Infrastructural changes were brought about in college under CPE. 5. The Women Development Cell of H.R.

College organised a seminar on Women Entrepreneurship and Women Empowerment conducted by Ms. Parul Khanna, Celebrity Designer and Managing Director of Venture Capital firm called Capital Plus.

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
2018	7 Certificate Courses as per Criterion 1.1.2	07/06/2018	07/06/2018	06/10/2018	276
2018	Feedback from students	26/07/2018	26/07/2018	26/07/2018	881
2018	Feedback from other stakeholders	30/07/2018	30/07/2018	30/07/2018	100
2019	Alumni Meeting	16/03/2019	16/03/2019	16/03/2019	200
2018	A workshop on Resume Writing for all the First Year students conducted by Mr. Krishna Warriar	22/09/2018	22/09/2018	22/09/2018	50
2019	Panel Discussion Clean Cities Segregation of Waste	07/03/2019	07/03/2019	07/03/2019	25
2018	Career Fest	27/08/2018	27/08/2018	31/08/2018	150
2018	Faculty Exchange Programme- Theo-Koch School, Grünberg H.R. College, Mumbai	01/09/2018	01/09/2018	15/09/2018	1

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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
Seminar on Women Entrepreneurship Empowerment	30/07/2018	30/07/2018	97	53
“Do’s and Dont’s in Mumbai for Safer Environment” Safe City	24/09/2018	24/09/2018	45	10
Expressions	08/10/2018	08/10/2018	43	7
Self Defence Workshop	10/10/2018	12/10/2018	74	26
Women Rights Rally Naandi	05/01/2019	05/01/2019	9	8
Project Disha	08/01/2019	14/01/2019	184	Nil
Youth for better India	21/01/2019	21/01/2019	30	20
PCOD Seminar	30/01/2019	30/01/2019	21	8
Inayaat	22/06/2018	15/02/2019	15	8
Pride (Imparting Information about Section 377)	23/02/2019	23/02/2019	53	55

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

Given the global green scenario the college has taken several steps to mitigate the harmful consequences of global warming by taking several steps and unique initiatives to protect the environment. The college replaced the Compact Fluorescent bulbs with (CFL) with Use of LED tube lights to save energy. Similarly, installation of solar panels on the terrace, which supply energy to the Library, and water filling stations, to avoid use of plastic bottles, show its commitment to the environmental cause. The college initiated segregation of dry and wet waste in the college about a decade ago. A wet waste management pit has been set up on the terrace to manage it independently. It also encourages participation in various tree plantation drives, seminars, lectures for students etc through initiatives of NSS, Nature Club, Enactus, Social and Self Awareness Club. The College has several outreach programmes which have been successful and won accolades for the institution. All such projects have been discussed and presented to the visiting team from MPCB, Lok Satta and other

partners. Some of the initiatives undertaken by the college for environment consciousness are as under: • Tree Plantation: 55 trees were planted in Gorhe village during NSS Camp. • A seminar was organised in the college to spread awareness about segregation of waste. • Increase the number of certificate courses. • To organise staff Development Programmes for teaching and non-teaching staff on effective use of ICT tools. • To organise a National Conference in the college. • To inculcate research culture amongst faculty and students through research projects, minor research projects, major research projects Ph.Ds. To • Save Electricity Campaign was done covering 196 houses suggesting methods to conserve electricity. • Cloth bag workshops were conducted in college and in Khetwadi Municipal School. • A 7 Day Camp was organised in Gorhe village and conducted cleanliness drives. • Van Mahotsav was held to generate awareness and promote green campus. Included planting of trees. • Seminar for Waste Awareness- A panel discussion was conducted in collaboration with the Centre for the study of Social Change on segregation of Waste. • Green Hands (Planted 25 saplings around residential complexes) • Too Cool for Fuel (A Cycle Rally promoting the conservation of fuel) • Lighter of Light (Building Solar Street, Home and Community Lights in villages) • Clean up drive by Students United Way • Mahim Beach Clean Up Drive • Exhibition on plastic ban • Street play on Plastic Ban • Poster painting on plastic ban and other environmental problems • Clean up drive organised by Social and Self Awareness Club (SSAC) and NSS- College and Churchgate • Swacchhata Pakhwada, organised by SSAC and NSS - Week long activities for spreading environmental consciousness • Seminar on Plastic Ban by GGRF NGO

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	76
Provision for lift	Yes	11
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	10
Any other similar facility	Yes	108

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

Title	Date of publication	Follow up(max 100 words)
Students	30/07/2018	1. Students should compulsorily bring their Identity Cards when entering the campus or



		<p>during attending lectures or during examination. 2. The student must observe and strictly follow the disciplinary rules and regulations of the Institute. 3. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus. 4. Students should be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities. 5. Students should be made aware of the code of conduct during orientation programme or before examinations through disciplinary boards and monitoring committee.</p>
<p>Non-Teaching Staff</p>	<p>28/01/2019</p>	<p>1. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week. 2. (a) No staff employed in the college shall send any application for employment under any other agency, except through the secretary. (b) The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him. 3. No staff employed in a college shall contest or participate in or canvas for any candidate in any election. 4. Non-Teaching</p>



		<p>Staff too should be made aware about the code of conduct through staff meetings if there are any changes to it. 5. If a new Staff member has been appointed then he should be made aware about the code of conduct through orientation programmes.</p>
<p>Teachers</p>	<p>15/06/2018</p>	<p>1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time. 2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her. 3. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups. 4. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus. 5. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College. 6. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession. 7. Teachers should be made aware about the code of conduct through staff meetings if there are any</p>

changes to it. 8. If a new Teacher has been appointed then programmes like the orientation programme should be used to create awareness about the code of conduct.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Guru Purnima - Expression of respect for teachers	27/07/2018	27/07/2018	22
Right to Privacy	31/07/2018	31/07/2018	40
Rashtra Manch	10/08/2018	10/08/2018	2
Human Chain	27/08/2018	27/08/2018	50
Ethical Hacking	27/08/2018	27/08/2018	105
Is Right to Free Speech an Entitlement?	03/10/2018	03/10/2018	45
Run for Unity	31/10/2018	31/10/2018	22
World Peace Dialogue - Jean Christophe Bas	21/01/2019	21/01/2019	100
Joy of giving	27/02/2019	28/02/2019	30
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Exhibition on ban on plastic Seminar on Plastic Ban by GGRF by Ajay Rajput on 28th September Van Mahotsav- Planting of trees to green the college campus and indoor planting through hydroponics Seminar on Waste Awareness- A panel discussion was conducted to promote waste segregation and a discussion of the new rules governing the plastic ban and segregation of waste by citizens. Zero Waste Initiative- includes segregation of wet and dry waste on the premises. A compost pit set up on the terrace of the college composts the wet waste. Street Play-on plastic Ban by NSS as well as SSAC Wall painting in college on Swacch Bharat by SSAC Clean Up Drive in association with NSS Defeat Plastic (Inter Collegiate Fest) Poster making competition to save environment by FC Department

### 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. The Context: Since the institution believes that the future of the country is shaped in classrooms, it makes efforts to produce compassionate managers. The idea of channelizing the energy of young minds towards the betterment of society, through social and sustainable development, is implemented through various projects. 2. Objectives: To tackle the rising inequality in the Indian society by addressing issues of disadvantaged stakeholders via projects aimed at creating an equitable and enabling environment for their progress and simultaneously aid the holistic development of students through the same. 3. The Practice: At the institutional level

various student bodies (Associations) are involved in organizing programs, projects and initiatives in rural and urban areas. These address issues of health, environment, education and employment opportunities. Likeminded groups of student volunteers and NGOs, engage with people facing these issues, understand their gravity, make a plan of action and execute the same. 4. Evidence of Success: Multiple projects effected by the college students stand testimony to the social spirit of the college students. Social Projects (i) Project Inayat, an award winning social project of ENACTUS Club of H R College in collaboration with an international not-for-profit institution organized days dedicated to strengthening girls' sense of dignity and self-esteem by making and providing sustainable menstrual hygiene solutions and health education. In order to create rural employment among women, Enactus created a train-the-train model to skill rural women in manufacturing sanitary napkins and educate them in menstrual hygiene so that they can be the torch bearers of such awareness initiatives. Menstrual Hygiene Management.-Providing ecofriendly soaps for the Inayat Kits, made by African women, thus providing them employment. Conducting menstrual hygiene sessions and providing sanitary napkin kits. (ii) Project Aajeevika, a flagship scheme launched by Enactus H.R. College to provide employment opportunities to the rural women of Maharashtra by capitalizing on their indigenous skills. This project will result in women becoming more confident and self-reliant thus challenging the consistently prevalent notion in rural India that women must be confined to the four walls of the house for their entire life. The women stitch canvas tote bags which are available in varied trendy designs. (iii)Project Jalvruddhi of Enactus- conceptualized after extensive on-field research in over 20 villages in Wada district of Maharashtra, addressed the problem of head loading (the practice of carrying matkas on the head). The girls in these rural areas, forced to accompany their mothers to faraway sources of water, had to abandon their education. To alleviate these, Jalvruddhi aims at the distribution of a 50-litre water drum, known as the water wheel, manufactured by Wello, enabling women to quickly complete their water collection task in one trip, with little or no physical damage or exhaustion. iv Aashayein- Adopt a Village - aims at the all-inclusive development of villages of Maharashtra by providing water, water conservation, education, entrepreneurship, human development, light etc. Various PR and fund raising activities have been undertaken for the same. • BOOND (water) involves providing safe and clean drinking water by means of building tube and surface wells. • GAZAAB MAHARASHTRA (education) involves going to the village for a one week duration Altruistic Activities • Collecting essentials for the flood affected areas of Kerala which battled unprecedented floods in 2018 following heavy rains in the region. The NSS volunteers collected donations from the public at large in the form of medicines food and non-food items, which were then transported to the victims through various organizations working actively in the flood affected areas. • Tree plantation drive organized by the NSS of H R College to assist the Green Army of the Forest Department. Aimed at increasing the forest cover in the state from the current 20 to the nationally mandated 33 of Maharashtra's land area, NSS volunteers planted 250 saplings in and around Gore Village in Palghar District. • A pledge drive to "Lend a hand to Save a Plant" • Joy of Giving, a social initiative conducted in association with the Yusuf Meherally Centre, Tara Village, near Panvel Community Engagements through Outreach and Awareness Programmes • Swachh Bharat Abhiyan-Cleanliness Rally in the Khetwadi Area • Seminar, Sanjeevani and Hosh Walkathon to spread awareness regarding cancer and environment pollution • Quilt Donation Drive • Campaign for road safety by Team DLLE to create awareness on the importance of wearing a seat belt while driving a car and a helmet while riding a two wheeler and other traffic rules. • Dedicated HR NSS volunteer team helped the Mumbai Traffic Police regulate traffic during visarjan days non eco-friendly Ganesha idols, residue of fruits, flowers, incense sticks etc. were salvaged from the sea. • Rally to spread

awareness on the ill-effects of drugs Blood donation camp organised by NSS of HR College Rally in collaboration with the Hindustan Petroleum Corporations Ltd promoting ban on use of plastic • Dandi March- 02nd of October- to commemorate the 150th birth anniversary of Mahatma Gandhi by the Rotaract club of HR College. • Jingle All The Way - a 2 day Christmas celebration for cancer patients, mentally disabled, juvenile children to make their Christmas truly merry. • Paathshala - to teach BMC school kids their basic subjects • Pehchaan -training students from Municipal Schools to be college ready, post SSC exams.

- UTSAV - Playing dandiya with visually impaired children
- SPARKLES- Entertainment of autistic children by RCHR volunteers
- Construction of 3 check dams to conserve water harvest sugarcane and onion fields to help the villagers.
- Thalassemia Check-up
- Seminar on AIDS Rally on AIDS Class to Class Awareness on AIDS Slogan Writing for AIDS Cap Painting on AIDS Essay on AIDS
- Organ Donation Seminar
- Selling bags to NSS to provide employment to the ladies. Putting up a stall at their event 'Nayaab' for the purpose of selling our bags.
- Lunchbox
- Nayaab- Animal Adoption
- Waste Segregation in Mumbai
- Project PAHAL (Hepatitis Awareness program)
- Mission Mangroves Awareness program
- Anvesha (Promotion of education for lower income group children
- Mumbai Ki Hodi Christmas Party for Foster Care Children

5. Problems encountered and resources required: A number of times acceptance of ideas, especially in rural areas has been constraint. Though our student leaders handle the situation smartly, financial and cultural constraints come in the way. They have tried to overcome these through voluntary contributions and corporate collaborations.

Second Best Practice: Connectedness and Collaborations

1. The Context: The College, being an institution of Commerce and Economics, realizes the implications of the rapid developments in academics, markets, technology and other fields, as well as the challenges and opportunities created by the same in the post globalisation era. Therefore it has made consistent efforts to partner with academic institutions nationally and internationally, apart from collaborating with corporate entities to keep pace with these changes.

2. Objectives: To liaison with the industry and academic institutions abroad for working out effective solutions for the complex contemporary issues in education as also to mark our presence on the global stage.

3. The Practice: The institution organizes various programmes including seminars, workshops, student and faculty exchange programmes, certificate programmes and soft skills training workshops for quality enhancement in research and education. A constant escalation of partnerships has always been the priority of the institution for widening the horizons of its stakeholders.

4. Evidence of Success:

- International Career Fair
- Two-way Faculty Exchange Programmes for Rotary Club of Mumbai Midtown and Rotary Club of Nidda, Theo-Koch-Schule, Grunberg, Germany
- Theo-Koch-Schule, Grunberg, Germany
- Course conducted by Ms Anita Patki (r) and Mr. Shaunak Takane, Faculty Spanish, Hispanic Horizons
- Students Scholarship (Betty and Donald Keating Scholarship to St. Catherine's College, Oxford University, UK
- Advance Student Admission Program to the SP Jain Institute for Management and Research, Dubai, UAE
- Schwarzman Scholars, Tsinghua University, Beijing, China
- McDonald Conference for Leaders of Character at the United States Military Academy, WestPoint, USA
- Vice Chancellor's Scholarship, Deakin University
- NDTV Deakin Scholarship
- Rajasthan Royal Scholarship with Deakin University for Outstanding Sports Person University of California, Berkeley, USA
- Kedge Business School -
- SP Jain Global School of Management
- The Johns Hopkins Carey Business School, USA
- EDHEC Business School, France
- London School of Economics, UK
- University of Surrey, UK
- Westminster Business School, UK
- Australian National University, Australia
- Dr. Alvin Lee, Deakin University, Australia
- Al level Spanish Classes started with Hispanic Horizons
- E Y Summer programmes
- Spanish Language Classes Certification Sessions
- Faculty Exchange Collaborative Research EY Tax Outreach Program

5. Problems encountered and resources required: The legal frameworks of educational sector and

compliances have been hindrances to open access collaborations. The policy initiatives by the Government can be helpful. Nevertheless the institution, in 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 extensive experiential learning. "By the students, for the students and of the students", has been driving force behind all policy decisions of the institution. Intellectual engagement of students in each and every activity, accepting recommendations, empowering students by de-centralising processes have been core values inculcated by the institution. Coordination between management, staff, non-teaching staff and students has created line of organization for successful implementation of institution's vision and mission. Development of students' centric teaching and learning model and reversing the pyramid to take students at the top of the pyramid has been successful strategy. Institution organizes various workshops, programs, seminars engaging students from conceptualization, planning and implementation as per changing dynamics in the world of commerce, economics and on various contemporary issues. The institution provides exposure to visit industries to obtain practical knowledge and skill sets, NGOs and research institutions for the projects and assignments. The vision and thrust of organization is reflected through the following key activities and initiatives:

Headmaster Jörg Keller welcomes Mr. Yunus Gangat from Mumbai, International Career Fair - September 7, 2018: Partnering institutions, USIEF and US Consulate, British Consulate, French Consulate, New Zealand Consulate, Italian Consulate along with partner Universities Deakin University, Australia and Concordia University, USA. Ms. Laurence Mariet-Sanchez, International Promotion Manager - Asia for Kedge Business School, France with Mr. Parag Thakkar, I/C Principal and Dr. Chandani Bhattacharjee, International Programmes Director, H.R. College September 8, 2018: Bernhard Steinruecke, Director General, Indo-German Chamber of Commerce and Mr. Niranjana Hiranandani, Immediate Past President, HSNC Board felicitated the students at the concluding ceremony of ZIPCODE. Advance Student Admission Programme Scholarship - SP Jain School of Global Management, Dubai recipients Naren Punjabi, Roshita Harpalani Shivam Bhardwaj German Student delegation at H.R. College A High Level US Delegation from Pennsylvania with Governor Mark Singel, Ms. Cynthia Trager, Mr. Doug Firestone, Hon Envoy Kanika Chouhary, Ms Rebecca Franchek, Chief of Staff in Association with Vice Chancellor, University of Mumbai visited the College along with University of Mumbai representatives to draw up a future course of association and towards academic and other possibilities. December 2018 - Ms. Chiara Petracca (Chancellor for Political Cultural Affairs from the Embassy of Italy) and Ms. Valentina from the Italian Consulate at H.R. College Cultural Academic Mixer Programme with Student Delegates from University of Cincinnati, USA Ms. Kristin Schildwächter and Ms. Corinna Schmidt, both Exchange Faculty from Theo-Koch-Schule with Mr. Yunus Gangat, IT expert who had visited Grünberger Theo-Koch-Schule, on a Faculty Exchange Programme, in collaboration with Rotary Club of Nidda, Germany and H.R. College. I/C Principal Mr. Parag Thakkar, Vice Principal Jr. College Ms. Dipika Bhatia bid farewell to the Guests of Honour Ms. Kristin Schildwächter and Ms. Corinna Schmidt, both Exchange Faculty from Theo-Koch-Schule, Grünberg, Germany. Basic Excel Advanced Excel "Find Your Voice" Basics in Voice Technique and Presentation Digital

Photography Digital Marketing Spanish Language Class Investing Independently

Provide the weblink of the institution

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

### **8.Future Plans of Actions for Next Academic Year**

Increase the number of certificate courses. To organise staff Development Programmes for teaching and non-teaching staff on effective use of ICT tools. To organise a National Conference in the college. To inculcate research culture amongst faculty students through research projects, minor research projects, major research projects Ph.Ds. To commemorate 60 years of educational excellence, the college decided to celebrate the academic year 2019-2020 as the Diamond Jubilee Year. A series of events such as guest lectures, panel discussions, research conferences were proposed. Further a Conclave was proposed to facilitate the outstanding Alumni of the College. To prepare for submission of Detailed Project Report (DPR) for RUSA Component 2 - Creation of Universities by conversion of colleges in a Cluster. 3 new cluster universities (public) would be created during the current Plan period with an average allocation of Rs.55 crore per university through the clustering of existing affiliated government and government-aided colleges. These universities will be created by pooling the resources of 3 to 5 existing colleges (2 to 3 colleges for NER States) that have adequate academic, physical and technical infrastructural facilities.