



Accredited 'A' Grade by NAAC

H.R. COLLEGE

of Commerce & Economics

Date :- 31/7/2023

Venue :- Mini Conference Room.

Time :- 11:00 am

Sr.no.	Name	Designation	Signature
1.	Dr. Pooja Ramchandani	Principal	
2.	Jasbir Kaur Sodi	IQAC Co-ordinator N.P.	
3.	H. Kelkar	Prof.	
4.	Dr. Jyoti Mayekar	Asso. Prof	
5.	Mrs. Vejayalaxmi Surasne	Asst. Professor	
6.	Dr. Seelika	Asso Prof	
7.	Ms. Charvi Gada	Asst. Prof.	
8.	Dr. Simran Kalyani	Asst. Prof.	
9.	Dhanvi Narwan	Asst Prof	
10.	Dr. Geeta Salun	Associate Prof.	
11.	Mrs Pooja D Balani	Registrar	
12.	Ms Rekha Sawant	Suptd.	
13.	Ms. Pooja . Wadhwa	office Assistance	
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Prof. Dr. Pooja Ramchandani
Principal



Dr. Jasbir Kaur Sodi
IQAC Co - Ordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

Date: 26th July, 2023

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on Monday, 31st July, 2023 at 11:00 am. All members are requested to attend the meeting.

AGENDA

1. To read & approve the minutes of the previous meeting.
2. To discuss the plan of action for 2023-24.
3. To discuss the status of preparedness for obtaining ISO 9001:2015 certification.
4. To discuss the preparedness of Academic Audit for the last three years.
5. To review and discuss the process of feedback on curriculum and student's satisfaction
6. To discuss any other matter with the permission of the Chairperson.



Prof. Dr. Pooja Ramchandani
Principal



Minutes of Meeting

1. To read & approve the minutes of the previous meeting.

The minutes of the previous meeting were reviewed. Dr. Jasbir Sodi, IQAC Coordinator proposed approval of the minutes as presented and the minutes were approved unanimously.

2. Plan of Action for 2023-24

The committee reviewed the academic calendar for the 2023-24 period including the major events of the year. Dr. Pooja Ramchandani, the Chairperson of the meeting asked the criterion 3 and 5 heads to keep the templates for data collection ready in advance that can facilitate the timely collection of data. IQAC members suggested organizing the research conference and the faculty development programme.

3. Status of Preparedness for ISO 9001:2015 Certification

The committee reviewed the current status of preparedness for ISO 9001:2015 certification. Dr. Jasbir was given the responsibility of carrying forward the process of ISO certification and Mr. Atul Sathe was asked to provide the support required for the same.

4. Preparedness of Academic Audit for the Last Three Years

The committee assessed the readiness for the academic audit covering the past three years. It was decided that all coordinators and heads of the departments were required to make the presentation and that will be followed by another series after the suggestions coming up in the first meeting are worked on. All IQAC members were given responsibility for coordinating with the different departments and the heads to process the documentation of the academic audit.

5. Feedback on Curriculum and Student Satisfaction

The process of collecting and reviewing feedback on the curriculum and student satisfaction was discussed. Dr. Saleha Syed outlined the current feedback collection methods and suggested improvements, including more frequent surveys and a dedicated feedback portal.



The committee agreed that more comprehensive analysis of feedback results is needed to drive curriculum improvements. The questionnaires for the various stakeholders were reviewed by the committee members and after suggestions the same were finalized. Dr. Saleha was asked to proceed with data collection and report making.

6. Any Other Matters

Dr. Pooja Ramchandani informed about the CAS (Career Advancement) of the two teachers due for the same and asked them to start preparing their files and the copy of one to be forwarded to the HSNC university. Since there was no other matter, the meeting ended with the vote of thanks to the chair.





Accredited 'A' Grade by NAAC

H.R. COLLEGE

of Commerce & Economics

Date :- 14/09/2023

Venue :- Boardroom

Time :- 11:00 am

Sr.no.	Name	Designation	Signature
1.	Dr. Pooja Ramchandani	Principal.	Pooja
2.	Jasbir kaur Sodi	IQAC Coordinator V.P.	Jasbir
3.	H. Kelkar	Prof.	H.K.
4.	Dr. Geeta Selun	Associate Prof.	Geeta Selun
5.	Ms. Charvi Gada	Asst. Prof.	Charvi Gada
6.	Dr. Sukha	Asst. Prof.	Sukha
7.	Mrs. Vijayalaxmi Suvare	Asst. Prof.	Vijayalaxmi
8.	Dr. Jaya Mayle	Asso. Prof.	Jaya Mayle
9.	Mr. Sathe Anu	Asst. Professor	Sathe
10.	Dharti Nannai	Asst Prof	Dharti
11.	Ms. Pooja Wadhwa	Office Assistance	Pooja Wadhwa
12.	Dr. Simran P. Kalyan	Asst. Professor	Simran
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Prof. Dr. Pooja Ramchandani
Principal



Dr. Jasbir Kaur Sodi
IQAC Co - Ordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

Date : 04thSeptember, 2023

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on Thursday, 14th September 2023, at 11.00 am in the Boardroom. You are requested to attend the meeting.

AGENDA

1. To read & approve the minutes of the previous meeting
2. To discuss the conduct of certificate courses.
3. To review the status of preparedness for renewing ISO 9001:2015 certification.
4. To discuss organizing the research conference.
5. To review and decide the activities under the MOUs .
6. To review the status curriculum feedback and students satisfaction survey.
7. To discuss any other matter with the permission of the Chairperson


Prof. Dr. Pooja Ramchandani
Principal



Minutes of the Meeting

1. To read & approve the minutes of the previous meeting

The minutes of the previous meeting were reviewed. Dr. Jasbir Sodi, IQAC Coordinator proposed approval of the minutes as presented and the minutes were approved unanimously.

2. Conduct of Certificate Courses

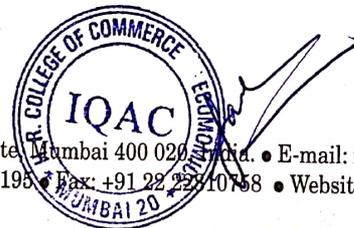
The committee discussed the current status and recommended certificate courses for the future. Ms. Suvarna Vijaylaxmi informed about the Power BI certificate course which was organized by her. The committee members also suggested the certificate courses that can enhance digital skills and also the research and analytical skills of students. Dr. Saleha insisted on having one compulsory certificate course to be conducted by program coordinators which can help students develop the required skills as per their career program selected and it can add value to their portfolio.

3. Status of Preparedness for Renewing ISO 9001:2015 Certification

The committee reviewed the progress on renewing the ISO 9001:2015 certification. Dr. Jasbir reported that the required documentation is nearly complete, with only minor updates needed. She further informed that Pooja Wadhwa will finalize documentation updates and ensure all preparations are complete before the renewal audit scheduled

4. Organizing the Research Conference

The committee discussed plans for organizing the upcoming research conference. The principal Dr. Pooja Ramchandani informed about the upcoming conference which was collaborated with Lala Lajpatrai and suggested that coordinator of IQAC Dr. Jasbir to look after the convening of the conference smoothly. The date decided for the same was 5th October. The committee members gave a few suggestions for the conference which were noted and implemented.



5. Activities Under the MOUs

The principal asked Dr Geeta Sahu, the faculty head of Criterion 3 to look after the renewal process of MOUs and also the activities that are to be conducted under the same.

6. To review the status curriculum feedback and students satisfaction survey.

The principal (Chairperson) emphasized the importance of timely and honest feedback from students in order to drive improvements in both academic and support services. She asked Dr. Saleha Syed to take forward the process of conducting curriculum feedback through the website. Mrs. Radhika Menon was asked to look after the students' satisfaction survey.

7. Any Other Matters

The chair and the coordinator also informed the IQAC members about the presentation done by three faculty members at the HSNC university in their academic audit on 12th September and also appreciated that presentations. The three members represented college were Mr. Atul Sathe from IQAC, Dr. Chandani Bhattacharjee from International Programmes Committee and Dr. Rani Tyagi from Exam Committee as Exam Chair and Vice Principal, all three represented H.R. and presented on their respective domain.

There being no other matter, the meeting then was concluded with the vote of thanks to the chair.





Accredited A Grade by NAAC

H.R. COLLEGE

of Commerce & Economics

Date :- 09/12/2023

Venue :- Mini Conference Time :- 11:00 am
Room

Sr.no.	Name	Designation	Signature
1.	Dr. Pooja Ramchandani	Principal	
2.	Jasbir Kaur Sodi	IQAC Coordinator V.P.	
3.	M. Kelkar	Professors	
4.	Mr. Sathe Anil	Asst Professor	
5.	Mrs. Vijayalaxmi Swam	Asst Professor	
6.	Dr. Seetha	Asso prof	
7.	Ms. Pooja Wadhwa	Office Assistance	
8.	Dr. Jaya Maylan	Asst Prof	
9.	Dhanti Naranani	Asst Prof	
10.	Ms. Charvi Chada	Asst. Prof.	
11.	Dr. Simran Kalyan	Asst. Prof.	
12.	Dr. Geeta Sahu	Associate Prof	
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Prof. Dr. Pooja Ramchandani
Principal



Dr. Jasbir Kaur Sodi
IQAC Co - Ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

Date : 04thDecember, 2023

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on Thursday, 09th December 2023, at 11.00 am. You are requested to attend the meeting.

AGENDA

1. To review and approve the minutes of previous IQAC meeting minutes.
2. To explore the potential collaborations with industry, other educational institutions, or research organizations.
3. To review the status and processes for career advancement of teachers.
4. To review the process of applying for additional seats for Ph.D. centers and also the status of new centers in interdisciplinary subjects.
5. To review the status of NIRF preparedness.
6. To review the social projects and explore more of them.
7. To review and discuss the feedback process.
8. To discuss any other matter with the permission of the chairperson.



Prof. Dr. Pooja Ramchandani
Principal



Minutes of the Meeting

1. Review and Approval of the Minutes of the Previous IQAC Meeting

The minutes of the previous IQAC meeting were presented and reviewed. The members approved the minutes without any changes.

2. Exploring Potential Collaborations with Industry, Educational Institutions, and Research Organizations

The committee discussed the importance of forging new collaborations to enhance the institution's research and academic profile. Several industries, were identified as potential partners. The principal asked the team to explore and identify various industries, educational institutions, and research organizations with whom college can collaborate for the benefit of students and faculty members.

3. Review of Career Advancement Status and Processes for Teachers

The processes for career advancement of teachers were reviewed, including promotions, faculty development programs, and research opportunities. Principal informed that CAS promotion interviews were forthcoming for two faculty members. Dr. Simran and Dr. Saleha Syed and asked the committee agreed for their mentorship and guidance to facilitate the whole process.

The Chair Dr. Pooja Ramchandani also asked members to suggest on further improvement and new initiatives for faculty development. Dr. Madhu Kelkar suggested for organizing faculty development programmes and staff development programmes of more duration.

4. Review of Additional Seats for Ph.D. Centers and New Interdisciplinary Centers

The committee reviewed the status of applications for additional seats in existing Ph.D. centers and discussed the establishment of new interdisciplinary Ph.D. centers. The required documentation and criteria for approval were examined, and it was agreed to expedite the process.



5. Review of NIRF Preparedness

The committee discussed the institution's preparedness for the upcoming National Institutional Ranking Framework (NIRF) submission. Various data points, including research output, student placements, and infrastructure, were reviewed. It was decided to conduct a final review before submission.

6. Review of Social Projects and Exploration of New Initiatives

Ongoing social projects were reviewed, including their impact on the community and alignment with institutional goals. The committee explored opportunities for initiating new projects that address local societal needs, and it was agreed to focus more on sustainability and educational outreach programs. The Principal also informed about upcoming collaboration, MOU signing ceremony with Assumption University, Thailand and asked members to join for the same.

7. Review and Discussion of the Feedback Process

The feedback process from students, faculty, and other stakeholders was reviewed. The committee emphasized the importance of timely feedback collection and analysis. It was agreed to streamline the feedback mechanism for more efficient action plans.

8. Any Other Matter with the Permission of the Chairperson

Principal asked members to prepare timeline of the upcoming academic audit and also review the preparedness of the same with the coordinators of the departments. She also asked coordinator to have personal meeting with coordination and IQAC criterion heads to speed up the audit process and preparedness of internal quality assurance cell.

The meeting ended with the vote of thanks to the chairperson.





H.R. COLLEGE

of Commerce & Economics

Date :- 07/02/2024

Venue :- Board room

Time :- 11:00 am

Sr.no.	Name	Designation	Signature
1.	Dr. Pooja Ramchandani	Principal.	
2.	Jasbir Kaur Sodi	IQAC Coordinator V.P.	
3.	M. Kelkar	Professor.	
4.	Dr. Geeta Sahu	Associate Prof.	
5.	Dr. Jaya Mangle	Asso Professor	
6.	Mr. Sathe Ajit	Asst. Professor	
7.	Suhra Syed	Asso prof	
8.	Sharti Narwari	Asst Prof	
9.	Ms. Pooja Wadhwa	Office Assistance	
10.	Ms. Charvi Ciada	Assistant Professor	
11.	Mrs. Vijayalaxmi Sevani	Asst - Professor	
12.	Dr. Simran Kalyani	Asst. Prof.	
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Prof. Dr. Pooja Ramchandani
Principal



Dr. Jasbir Kaur Sodi
IQAC Co - Ordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

Date : 2nd February 2024

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on Wednesday, 7th February 2024, at 11.00 am in the Boardroom. You are requested to attend the meeting.

AGENDA:

1. To review and approve the minutes of previous IQAC meeting minutes.
2. To review and discuss the preparedness for academic audit.
3. To discuss policy documents to be prepared for the college and the university.
4. To review the feedback conducted and discuss the matters arising out of it.
5. To review and discuss on organizing the research conference.
6. To review the status of preparedness for LIC for the capacity enhancement of Ph.D. research center.
7. To explore opportunities for increasing positive media visibility of the institution.
8. To review the AQAR of academic year 2022-23 and discuss the matters arising out of it.
9. To discuss any other matter with the permission of the chairperson..



Prof. Dr. Pooja Ramchandani
Principal



Matters Discussed:

1. Review and Approval of the Minutes of the Previous IQAC Meeting

The meeting commenced by reviewing the minutes of the previous IQAC meeting and the members approved the minutes without any amendments.

2. Review and Discussion on Preparedness for Academic Audit

The committee discussed the ongoing preparations for the upcoming academic audit. Key focus areas were identified, including the documentation process and readiness of academic departments. It was decided that a mock audit would be conducted a week before the actual audit to ensure all systems are in place. The date of academic audit was finalised as 17th Feb 2024 wherein all committee members were given responsibilities for playing important role on the day of audit.

3. Discussion on Policy Documents for the College and University

The need for updated and comprehensive policy documents was discussed. Members emphasized the importance of aligning the policies with NAAC requirements and institutional goals. A task force was appointed to draft the policies for the college and as required by HSNC University, Mumbai as follows-

Dr. Rani Tyagi on Environment and sustainability

Dr. Amit Nandu on Alumni association

Dr. Chandani Bhattacharjee on International Collaborations and MOUs

Mrs. Vijay Laxmi Suvarna on Scholarships and Students Welfare

Mr. Manish Malkani on Financial Budgeting Policy

Ms. Bharti Jethani on Insurance Policy

4. Review of Feedback Conducted and Discussion on Matters Arising

The feedback collected from students, faculty, and stakeholders was reviewed. Several key areas were highlighted for improvement, such as faculty and staff development, infrastructure, and curriculum enhancement. It was agreed that an action plan would be developed to address these concerns.



5. Review and Discussion on Organizing the Research Conference

The committee discussed plans for the upcoming research conference, including dates, themes, and logistical arrangements. Principal Dr. Pooja Ramchandani asked Dr. Jaya Manglani to take charge of the International Conference and design the plan of action along with the Ph D. Research Centre of institution. She asked the members of IQAC committee to join in the organizing team and share the roles and responsibilities evenly.

6. Review of Preparedness for LIC for Ph.D. Research Center Enhancement

The status of the Ph.D. research center's capacity enhancement was reviewed. It was noted that several documentary preparations were required before the Local Inspection Committee (LIC) visit. The committee urged for expedited progress to ensure readiness.

7. Exploration of Opportunities for Increasing Positive Media Visibility

The committee discussed strategies to further enhance the institution's positive media presence. Suggestions included leveraging social media and highlighting faculty and student achievements.

8. Review of AQAR for the Academic Year 2022-23

The Annual Quality Assurance Report (AQAR) for 2022-23 was reviewed. Several key performance indicators were discussed, and the committee suggested revisions to ensure the report accurately reflects the institution's achievements and efforts put in by all the stakeholders for quality management of the education and extracurricular events.

9. Any Other Matter with Permission of the chairperson.

Reminding the members about the responsibilities of the forthcoming academic audit, the meeting ended with vote or thanks to the chair



H.R. COLLEGE OF COMMERCE & ECONOMICS, MUMBAI-400020
(HSNCU, MUMBAI)

IQAC Action Taken Report for the academic year 2023-24.

1. For career advancement of the faculty under the UGC PBAS CAS Program, IQAC assisted in the advancement of the following faculty members From Assistant Professor to Associate Professor i.e. Stage 3 to 4 (Level 12 to 13A)

- a. Dr. Saleha Syed
- b. Dr. Simran Kalyani

2. The Best Colleges, 2023 Zone wise ranking was conducted by Open the Magazine. , the weekly current affairs and featured magazine, the flagship brand of Open Media Network, the media venture of the RP-Sanjiv Goenka Group. In this ranking H.R. College was ranked No. 1 in Commerce College category and No.6 among Management institutions and colleges in BBA/ BMS Category in State of Maharashtra.

3. The institution has also been recognized as one of the Top 10 Colleges for Economics in India in 2023 and in 2024 the institution is ranked in top 10 positions in Arts, Science and Commerce colleges by HIGHER EDUCATION Review.

4. IQAC initiated and successfully completed the process of acquiring additional seats for research centers and in imitating the guideship process for inter disciplinary subjects. We have 13 guides at present in the subjects of Business Policy and Administration, Business Economics, Environmental Studies and English.

5. On 16th of March 2024, IQAC in collaboration with Ph.D. research center organized a one day multidisciplinary international conference on Governance, Politics, Ethics, Review and Perspectives in Times of Transition. The conference had the participation of 120 plus faculty members, research scholars and students who presented their research work and these papers were processed for publication in reputed peer reviewed and refereed journals.

6. The academic year 2023.24 commenced and concluded with comprehensive audits, underscoring the institution's unwavering commitment to maintaining



high standards of quality and excellence in education. The culmination of each academic cycle with an audit on 17th Feb over the past three years from 2020.21 to 2022.23 signifies a structured approach to evaluating and enhancing academic processes, infrastructure, and regulatory compliance. The outcomes of these audits have been pivotal in shaping institutional policies, addressing areas of improvement, and recognizing achievements. Following the assessment, the college received commendations for its exemplary practices while also receiving recommendations aimed at further enhancing its academic offerings and operational efficiency.

7. 9 certificate courses were organized covering the multidisciplinary aspects like digital marketing, event management, entrepreneurship, fitness and yoga, stock market & investment products, power BI, taxation and in foreign languages.

1. HR College of Commerce and Economics and Assumption University, Thailand signed an MOU on February 20th. 2024 opening avenues for academic and cultural exchange and marking the beginning of a promising collaboration.
2. One day National Research Conference was organized in collaboration with Lala Lajpatrai College, Worli where in more than 100 faculty and students participated and 55 papers got published in UGC care listed journal
3. The IQAC and the Department of English at H.R. College joined hands with their counterparts at SIWS College to orchestrate a trans-formative two-day online national workshop titled "Image Building." This collaborative endeavor, held on the 6th and 7th of November 2023, aimed to equip students with essential skills and insights into crafting a strong and impact image in various spheres of life. The workshop served as a dynamic platform for students to enhance their self-awareness, refine their presentation skills, and cultivate a positive online and offline presence.

8. IQAC facilitated the process of drafting the policy documents for the college and HSNC University, Mumbai. The documents were well drafted by the faculty members of the college and presented to the HSNC University which was appreciated by the authorities and accepted with few modifications.



9. One day staff development programme was organized by the college on 19th December 2023 and was conducted by Mr. Kamal Jeswani an International TED-X speaker and India's 1st internationally certified financial Success Coach. The core aim of the session was to decode complex financial concepts and simplify finance.