

H.R. COLLEGE OF COMMERCE & ECONOMICS

The Annual Quality Assurance Report

AQAR

2013-14

(Prepared & Submitted by IQAC on September 2014)

The Annual Quality Assurance Report (AQAR) of the IQAC

PART – A

I. Details of the Institution

1.1 Name of the Institution	H.R. College of Commerce & Economics
1.2 Address Line 1	123, Dinshaw Wachha Road,
<i>Address Line 2</i>	
City / Town	Churchgate, Mumbai
State	Maharashtra
Pin Code	400 020
Institution e-mail address	info@hrcollege.edu
Contact Nos.	+91 22 22876115 / 22042195
Name of the Head of the Institution	Dr. (Mrs.) Indu Shahani
Tel. No. with STD Code:	022 22021329
Mobile	9821316802
Name of the IQAC Coordinator	Dr. Jehangir Bharucha
Mobile	9820070287
<i>IQAC e-mail address:</i>	iqac_hr@yahoo.in
1.3 NAAC Executive Committee Number	BC/66/RAR/59
1.4 Website address:	www.hrcollege.edu

1.5 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	---	2002	5 years
2	2 nd Cycle	A	3.46	2008	5 years
3	3rd Cycle	A	3.72	2013	5 years

1.6 Date of Establishment of IQAC: 06-06-2002

1.7 AQAR for the year: 2013-14

1.8 AQAR for the previous year: submitted

1.9 Institutional Status

University	State
Affiliated College	Yes
Constituent College	No
Autonomous College of UGC	No
Regulatory Agency approved institution	No
Type of institution	Co-educational institution
	Urban
Financial Status	UGC 2(f) UGC 12B
	Grant-in-aid + Self Financing

1.10 Type of Faculty/Programme

Commerce and
Management

1.11 Name of Affiliating University

(for the Colleges)

University of Mumbai

1.12 Special status conferred by Central / State

Government – UGC/CSIR/DST/DBT/ICMR etc.:	N.A
Autonomy by State/Central Govt. / University	---
University with Potential for Excellence	--- UGC – CPE ----
DST Star Scheme	--- UGC – CE ----
UGC –Innovative PG Programmes	--- Any other (Specify) ----
UGC – COP Programmes	----

2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative / Technical staff	02
2.3 No. of Students	03
2.4 No. of Management representatives	02
2.5 No. of Alumni	03
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers / Industrialists	01
2.8 No. of other External Experts	01

2.9 Total No. of members 16
 2.10 No. of IQAC meetings held 4/year

2.11

No. of meeting with various stakeholders	10
Faculty	04
Non-Teaching Staff Students	03
Others	03

2.12 Has IQAC received any funding from UGC during the year? No

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/ Conferences/Workshops/Symposia organized by IQAC

Total Nos.: Institutional Level 01

(ii) Theme:

Reaching out to Educators in the city by Prof. David J. Sharp, an Associate Professor of Managerial Accounting and Control at Ivey Business School, London.

2.14 Significant Activities and contributions made by IQAC

- Conceptualizing and conducting India Leadership Programme with NYU Stern, New York.
- Introducing the Centre for International Studies on the 3rd floor with dedicated office and infrastructure.
- Giving added thrust to Women Development Cell
- Preparing Standard Operating Systems (SOS) for examinations
- Conduct Academic Audit
- Analysis of students' feedback
- Sensitizing students to ecological and environmental issues
- Review of Teaching-learning process

2.15 Plan of Action by IQAC/Outcome

- Conceptualizing a trip to Goa for non-teaching staff as a team building exercise.
- Organizing soft skill workshops for faculties and non-teaching staff.
- Organizing some multi-disciplinary lectures in un-aided courses.

- Workshop on Growth Coaching by Jan Allen.
- Organizing career orientation programme for the TY students.
- Mentoring our students living in various hostels in the city.

PART - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

<i>Level of the Programme</i>	<i>Number of existing Programmes</i>	<i>Number of Programmes added during the year</i>	<i>Number of self-financing Programmes</i>	<i>Number of value added / Career Oriented Programmes</i>
PhD	01	01	----	01
PG	02	None	02	06
UG	06	None	05	11
PG Diploma	-----	-----	-----	-----
Advanced Diploma	03	None	03	02
Diploma	03	None	03	02
Certificate	09	04	09	02
Others	-----	-----	-----	-----
Total	25	05	22	24

Interdisciplinary	04	03	-----	02
Innovative	09	02	-----	03

1.2 (i) Flexibility of the curriculum: CBCS/Core/Elective Option / Open options

(ii) Pattern of programmes

<i>Pattern</i>	<i>Number of Programmes</i>
Semester	07
Trimester	-----
Annual	-----

1.3 Feedback from Stakeholders*(*On all aspects*)

- Alumni yes
- Parents yes
- Employers yes
- Students yes

Mode of Feedback :

- Online yes
- Manual yes

1. The college has a strong mechanism of obtaining feedback. The Principal of the college can be contacted anytime through E-mail.
2. The Grievance Redressal Cell of the college handles suggestions, complaints and feedback.
3. Open House is held for parents from time to time.
4. Online evaluation of teachers is done after the first month of lectures.
5. The college has introduced the KYS system (Know Your Student) which enables teachers to obtain a direct feedback from the students.

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

Yes

First year BAF: Few internal changes in existing syllabus. No major changes.

Second Year BBI: Few internal changes in existing syllabus. No major changes.

Third Year BMS: The subject of Retail Management, which was earlier an optional subject, was made a compulsory subject.

Third Year B.Com: Business Economics semester V has a new syllabus.

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

Yes. The Centre for International Initiatives has been established to strengthen our international linkages

Criterion - II
2. Teaching, Learning & Evaluation

2.1 Total Number of Permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others Principal
31	26	4	0	1

2.2 No. of permanent faculty with PhD **14**

2.3 No of Faculty Positions

Recruited (R) and Vacant (V) During the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
22	2	5	0	0	0	3	0	0	2

2.4 No of Guest

Faculties: 18

No. of Visiting Faculties: 11

2.5 Faculty Participation in conferences and symposia:

No. Of Faculty	International Level	National Level	State Level
Attended	42	31	----
Presented Papers	37	26	----
Resource Persons	02	03	----

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Use of Information & Communications Technology for teaching and non-teaching purposes.
- Every department is provided with LAPTOPS to support ICT
- Computers and LCD is in every classroom facilitate teachers for making lectures interesting through power point presentations, videos, pictures etc.
- Use of Smart boards.
- Strict adherence to the Teaching Plan by all department/subjects teachers.
- First day brochure is given to students in the beginning of the year which has details of syllabi, tests, teaching plan etc.
- Open book tests are conducted from time to time for the third year students.
- Special lectures and tests are conducted for the students having learning disabilities.
- Extra coaching is provided to toppers and special lectures are conducted for the academically weak students.
- Intensive teaching lectures are conducted a week before the semester examination.
- Centralized UPS system has been installed in the Library.
- Participative methods of teaching- Students presentation, case study approach, role plays.
- Student centric approach has been adopted to enhance the learning experience for students.

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

180

2.8 Examination/Evaluation Reforms initiated by the institution (for e.g. Open book examination, Bar coding, Double Valuation, Photocopy. Online Multiple Choice Questions)

- Centralised paper setting in the college.
- Double proof reading of question papers.
- Students' feedback on the question paper.
- Centralised paper assessment.
- Moderation of answer sheets by external moderators.
- The practice of masking + coding the answer sheets.
- Grade improvement programme and special lectures for the students having learning disability, toppers and academically weak students.
- Photocopy and revaluation of answer sheet.
- Continuous and formative assessment

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

Restructuring/Revision of syllabus	05
Member Board of Study	02
Curriculum Development workshops	03

2.10 Average percentage of attendance of students 77.24%

2.11 Course/Programme wise distribution of pass percentage

B.Com.	98.91%
B.M.S.	100%
B.A.F.	100%
B.B.I.	100%
B.F.M.	100%
B.M.M.	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the teaching learning process:

- IQAC conducts teaching evaluation feedback a month after lectures commence. Suggestions are then discussed with the teachers.
- Teacher Assessment Forms are discussed with each teacher in the departmental meetings.
- IQAC under its grade improvement cell conducts special lectures, tests for students with learning disabilities.
- Dyslexic students are identified at the beginning of the year and their progress is monitored.
- Outside experts are often called before University examinations for guiding the students.

2.13 initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	<i>No of faculty benefitted</i>
Refresher courses	04
UGC- faculty Improvement Programme	01
HRD programmes	37
Orientation programmes	01
Faculty exchange programmes	21
Staff training conducted by the university	02
Staff training conducted by other institutions	16
Summer/winter schools, workshops, etc	12
Others	14

2.14 Details of Administrative and Technical staff

<i>Category</i>	<i>Number of permanent employees</i>	<i>Number of vacant positions</i>	<i>Number of permanent positions filled in a year</i>	<i>Number of positions filled temporarily</i>
<i>Administrative staff</i>	51	13	38	13
<i>Technical staff</i>	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Encourage faculty to take up Minor and Major Research Projects
- Encourage faculty to organise seminars and conferences
- Encourage faculty to conduct workshops
- Involve students in Research activities
- To guide the faculty with the procedures of FIP
- To introduce short-term courses
- Student exchange programme with International institutions

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-----	
Outlay in Rs. Lakhs	3,25,000			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	-	---
Outlay in Rs. Lakhs	1,50,000	1,25,000	---	----

Industry sponsored

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

3.4 Details on Research Publications

	International	National	Others
Peer Review Journals	05	06	----
Non-Peer Review Journals	15	10	----
e-journals	02	01	-----
Conference proceedings	10	09	-----

3.5 Details on Impact factor of publications

Average

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

<i>Nature of the Project</i>	<i>Duration Year</i>	<i>Name of the funding agency</i>	<i>Total grant sanctioned</i>	<i>Received</i>
Major projects	2012-2014	UGC	3,25,000	3,25,000
Minor projects	2013-2014		1,25,000	1,02,500
Interdisciplinary Projects	---	---	----	--
Industry sponsored				
Projects sponsored by the University/College	--	---	--	---
Student research projects	---	---	--	--
Any other (Specify)	---	---	--	--
Total	---	--	--	--

3.7 No. of books published

- (i) With ISBN No. - 12
(ii) Chapters in Edited Books 2
(iii) Without ISBN No – 05

3.8 No of University Departments receiving funds from

1. UGC-SAP - NA
2. CAS - NA
3. DST-FIST - NA
4. DPE - NA
5. DBT Scheme/funds - NA

3.9 For colleges

1. Autonomy - NA
2. CPE - NA
3. DBT Star Scheme - NA
4. INSPIRE - NA
5. CE - NA
6. Any Other (Specify) NA

3.10 Revenue generated through consultancy – Our teachers are invited by other colleges as subject experts for guidance lectures.

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	02	--	--	--	07

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

- (i) Dr. Indu Shahani
- (ii) Dr. Geeta Nair
- (iii) Dr. Jehangir Bharucha
- (iv) Dr. Madhuri Tikam
- (v) Dr. Pooja Ramchandani
- (vi) Dr. Paromita Chakrabarti
- (vii) Dr. Navin Punjabi

3.13 No. of Collaborations

- International - 14
- National - -
- Any other - 02

3.14 No. of linkages during this year - 02**3.15 No. of patents received this year**

<i>Type of Patent</i>		<i>Number</i>
National	Applied/ Granted	No
International	Applied/ Granted	No
Commercialised	Applied/ Granted	No

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

<i>Total</i>	<i>International</i>	<i>National</i>	<i>State</i>	<i>University</i>	<i>Dist</i>	<i>College</i>
11	03	05	01	02	-	-

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

Guides – 02

Registered Students - 03

Ph.D Guide ---

a. Dr. Geeta Nair - Business Economics (03)

b. Dr. Pooja Ramchandani - Business Policy and Administration (to be enrolled)

3.19 No of Ph.D awarded by faculty from the Institution – Nil**3.20 No of Research Scholars receiving the Fellowship (Newly enrolled + existing ones)**

- JRF - Nil

- SRF - Nil
- Project Fellows - Nil
- Any other - Nil

3.21 No. of students Participated in NSS events:

- University Level – 63
- State Level - 00
- National Level - 00
- International Level - 00

3.22 No. of students participated in NCC events – NA

3.23 No of Awards won in NSS – 02

3.24 No. of Awards won in NCC – No

3.25 No. of Extension activities organized - 54

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

- **ENACTUS:** Enactus strives for the economic and social upliftment of various communities through well-constructed business plans and models. Guided by academic advisors and business experts, the student leaders of Enactus create and implement community empowerment projects around the globe. The students establish and implement sustainable business models that empower the locals to improve their living conditions. ENACTUS HRC pioneers student leadership and social responsibility and commitment to community uplift. HR College was the only Institute to be awarded the Hindustan Unilever award for team building and leadership.
- **Project Aasha :** Project Aasha is a women empowerment project that aims to uplift underprivileged and unemployed women into self-sufficient individuals by holistically transforming them into beauty professionals. Two of the beneficiaries have become entrepreneurs by starting their own training academy. By the end of May 2014, ENACTUS aims to impact 45 women under the umbrella of Project Aasha. The team has been the finalist for Walmart Women's Economic Empowerment Initiative.
- **Project Chirag** is a youth initiative to provide solar lighting to villages without electricity. In an effort to create opportunities in consideration of the social and economic factors, the assembly of the equipment is undertaken by differently-abled members of society so that we empowered one community to empower another in the value chain. Today, this Project Chirag has been institutionalized and is called the Chi rag Rural Development Foundation, an NGO working towards rural transformation.
- Enactus H.R. College of Commerce & Economics along with 1298 Women's Helpline jointly organized a **Cyber Crime Workshop** conducted by Mr. Dipak Parmar, a legal cyber-crime consultant.

- **Project “Boond”** by the Rotaract Club of H.R. College has been selected as the International Winner in the 2013 Rotaract Outstanding Project Awards! Club representatives will receive the award at this year's Rotaract Preconvention Meeting, happening 30-31 May in Sydney, Australia.
- **17th VOGUE** – An Inter-City Inter-School Personality Contest in the city of Mumbai which witnessed over 1000 people, 23 Partners, 5 Sponsors and Magnificent Judges namely Shaan Mukherjee, Mr. Shreyas Pardiwala, Mr. Danny etc. and a wide coverage on National Television and local newspapers namely Afternoon, Times of India NIE, etc. **RAJNEETI** - A project which saw the General Body members represent their own hypothetical parties and battle it out in the field of politics.
- **Blood Donation Drive** at Churchgate Station by the Students’ Council of H.R. College; in collaboration with Nair Hospital, the State Blood Transfusion Council (SBTC) and the Rotaract Club of H.R. College organized a Blood Donation Drive.
- **Voteathon:** The highlight of this year was ‘Voteathon’, a Voter ID Registration drive to raise awareness about the General Elections 2014 and to enable students to register themselves on the Electoral Roll with the NGO “iVote for a Better India”. H.R. College also saw a visit from the Co-CEO of the Election Commission Mr. Shishir Mohoday and the same was telecasted on national television. There was also a “Voteathon Week”, wherein the Council received registrations of more than 670 first-time voters.
- **MASTEK India Pvt. Ltd.**, in association with the Blue Ribbon foundation organized a leadership workshop. The participating students were infused with a vision and commitment so vital to become effective and progressive leaders.
- The NSS Unit organized '**MERA VOTE- MERA HAQ**' Campaign at the University of Mumbai's auditorium. The event was an initiative to make the youth realize the importance of their valuable vote.
- The NSS unit organized a complete health check-up camp including an eye check-up for the teaching & non-teaching staff and the associates of H.R. College in collaboration with Bombay Hospital; and Dr. Shirang Bichu & his team from APEX Kidney Dialysis Centre.
- The NSS unit in collaboration with the National Liver Foundation joined hands in an effort to create a world record for the longest Human Chain in the world to spread awareness about Hepatitis on the eve of ‘**WORLD HEPATITIS DAY**’ on Marine drive between Mafatlal Club and Nariman Point.
- The NSS Unit won the Times Green Ganesha Award and was awarded the first prize for the second year in a row for their excellent contribution towards spreading awareness about Eco-friendly Ganesh Utsav. Times Green Ganesha 2013 Award Function took place on Tuesday, October 8, 2013 at Yashwantrao Chavan Centre, Nariman Point. Volunteers from the HR-NSS Unit were given mementoes and certificates by the Chief Guests - Environment Minister Sanjay Deotale.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

<i>Facilities</i>	<i>Existing</i>	<i>Newly created</i>	<i>Source of Fund</i>	<i>Total</i>
Campus rooms	36058.27 sq.ft.	-----	-----	36058.27 sq.ft
Class rooms	24	--	----	24
Laboratories	02	--	----	02
Seminar Halls	1 Conference room & 1 Seminar room (2004.27sq.ft) 1 Assembly Hall (2336.65sq.ft)	--	-----	1 Conference room & 1 Seminar room (2004.27sq.ft) 1 Assembly Hall (2336.65sq.ft)
No. of important equipments purchased (>1 lakh) during the current year	82	5	UGC/Management	87
Value of equipments purchased (>1 lakh) during the current year	3256523	191599	UGC/Management	3448122

Computerisation and administration of library:

Library uses SLIM21 - an integrated, multi-user, multi-tasking library information Windows based software for automating its acquisition, cataloguing and circulation activities. Full library collection and library members are bar-coded to ensure efficient and fast services.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Books	22740	7493840.5	843	378254.15	54143	7979783.15
Textbooks	31403					
Reference Books	700+					
Cd/video	68					
Journals	68		68	105976	68	
E Books	75000+	5000	75000+	5000	75000+	5000
E-journals	3100+		3100+		3100+	
Digital DB	-	-	-	-	-	-
Other	-	-	-	-	-	-

Criterion –V

Students support and progression

5.1 Contribution of IQAC in enhancing awareness about students support services.

IQAC uses the following resources to create awareness about student support Services

- Through Notice Board
- Through Telephone
- Through Email
- Through Letter Correspondence
- Through Circulars

5.2 Efforts made by the institution for tracking the progression

Progression is regularly monitored on a one to one basis through different committees. Internal and External Audit as well as Academic Audit help to track progression in an efficient manner.

5.3 (a) Total Number of students

UG- 2808
 PG - 280
 PhD- 03
 Others (Self finance Courses) - 1200 approx

(b) Number of students outside the state

210

(c) No of international students

Ans. one student - 01

Male /Female ratio

Men - 2035(47%)

Female - 2256(53%)

Total Students in all categories:

General - 4050

SC- 66

ST- 08

OBC/SBC/- 90

NT- 19

Physically challenged - 58

Dropout rate: Dropout rate is negligible in self-financing course and around 100 students across the B Com withdraw their form after taking admission.

5.4 Detail of students support mechanism for coaching for competitive examination

We take students feedback in fixing examination schedule
Library facilities are provided 24x7 to these students

5.5 Number of students qualified in these examinations 52

5.6 Details of students counseling and career guidance

There is a separate student counseling centre with a full time counselor who provides guidance to the students for international programs and other graduate and post graduate programs of Indian university.

The college has also established a training and placement cell for career guidance.

No of students benefitted approx 600 students

5.7 Details of campus placement

More than 100 students go the benefit of the campus. About 22 reputed companies had undertaken campus placement

5.8 Details of Gender sensitization.

WOMEN DEVELOPMENT CELL: The Women Development Cell of H R College is an active student teacher association which is socially inclined towards raising the bar of women. Its endeavours and efforts are directed towards the betterment of women. The members play a key role in the events, planning day to day functioning of the cell. They invited Ms. Nidhi Goyal who spoke shared her personal experience regarding a rare eye degeneration disease and also organized a leadership workshop in collaboration with Mastek India Ltd and Blue Ribbon Foundation.

5.9 Students' activities

5.9.1 Number of students participated in Sports, Games and other events

State /university level - 28

National - 11

International level - 4

No of students participated in cultural events

State level/ University level – 350 students

5.9.2 No. of medals/award won by students in sports games and other events

Sports:

State level - 04

National level- 11

International level - 04

Cultural:

National level - 06

5.10 Scholarship and financial support

144 Scholarships had been given to the undergraduate students

5.11 Students' organised / Initiatives

- Students organised exhibition and fairs like BAZAAR in college campus as a business management exercise so that the student can inculcate the entrepreneurial skills.
- PSDS held various seminars, like How to write a good Book Review, Taboo, Off The Cuff, etc
- Accountancy Association had 3 events like Accounting Standards, Explore CA and Time and stress management.
- Enactus conducts project Asha, project Chirag and English enhancement programme.

5.12 Number of social initiatives undertaken by the students

GEMS -	2
ROTARACT -	15-20
ENACTUS -	2
NSS -	3-4

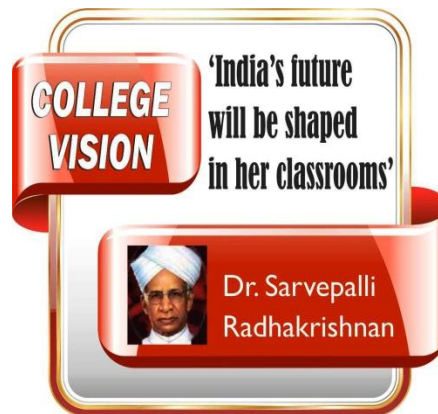
5.13 Major grievance of students if any redressed:

No grievances from the students so far to be redressed.

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institute

H.R. College of Commerce & Economics echoes the vision of Dr. Sarvepalli Radhakrishnan at the dawn of Independence.



Mission

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

6.2 Does the institute have a management information system?

With the help of Trutech Pvt. Ltd. the college has integrated a learning management system in its institutional website. This system helps faculty members in uploading notes, assignments and other learning tools which are made available to the students.

With the support of above mentioned technology and online infrastructure college enriches the overall teaching learning experience for its students and faculty members.

The college also has an alumni portal www.alumni.hrcollege.edu. This portal is created by H.R. College which creates a common platform of interaction for all alumni. The portal acts like a platform to connect & foster relations amongst the alumni & current students

6.3 Quality improvement strategies for each of the following

6.3.1 Curriculum Development

Academic Council: A student body (comprising of representatives from all courses) meets once every two weeks with the course coordinators to assess the needs of students in different areas of curriculum so far delivered and to define the most effective teaching method to meet the needs.

Bridge courses: are conducted on the topics suggested by Industry Leaders which are current and necessary for students to equip themselves with skillsets required to perform specific jobs. Bridge courses are also conducted for FYBMS students in the subject of accountancy as BMS attracts students from all Arts, science and diploma faculties. Bridge course helps them understand the basics of accounting to bring them at par with the commerce students.

Academic Freedom: Faculty members are given academic freedom to deliver the curriculum in the manner which is comfortable and yet effective.

Short Term Certificate Courses in association with Industry: We add new courses to our list every year

Curriculum Development for Bachelor of Vocation (B.Voc.): The B.Voc. course provides a holistic view of the various developments in the industry. The course is designed to provide a unique blend of business and vocational education. The curriculum is designed with industry partners in the area of Retail Management & Tourism & Hospitality Management. The course is awaiting approval from relevant authorities.

6.3.2 Teaching & Learning

Competency mapping: It is undertaken by the industry experts to identify skills required by the students for employability.

Buddy System: Senior students are encouraged to teach the slow learners after college hours. This practice has become very successful in helping students who relate and learn from peers more easily than from the teachers

Website: The College updates its website regularly for effective communication of schedules. Updated database of student with their mobile numbers and emails are used to communicate and reinforce the schedule or communicate the latest changes, if any. The

institution creates email groups for both faculty members as well as for students to disseminate the information of schedules. The college thus constructs a comprehensive plan to organize the teaching-learning and evaluation schedules to cater to the needs of both students and the faculty members. These efforts have helped in gaining high productivity, clarity and transparency in the teaching- learning system.

Dean Connect: An innovative method of keeping students informed of each day's events through personal emails from the Principal is used effectively to keep parents and students informed with the activities and new projects the college is undertaking.

Workshops by International Faculty: A two day workshop was organized by Prof Bernard McSherry, Assistant Professor of Finance, NJCU on Global Financial Markets. A session for students and faculty was organized at H R College by Prof Chirstopher Shamburg, Professor Educational Technology, NJCU on remix as an educational and economic activity.

6.3.3 Examination and Evaluation

Online Examinations: College has started continued its online internal examinations keeping in mind the importance of ICT in education. This online system helps students to appear for examinations from the place they feel most comfortable and conducive. The online test is mock and practice test to prepare the students for the final exam.

Special Exam Guidance Lecture for Third Year Students: The College organizes special guidance lecture for the Third year students to orient them on the Choice Based grading system (CBGS) and the 60: 40 examination system.

Standard Operating Procedure (SOP's) by Exam Committee: The Examination Committee has prepared detailed SOP's for all processed relating to setting of question papers, Evaluation and Assessment's. These SOP's serve as guidelines to all faculty members for performing examination related duties effectively. The SOP manual contains the following

1. Defining a unit of evaluation process with student centred goals.
2. Setting of question papers which discourage selective study.
3. Detailing of guidelines for examination schedules.
4. Defining the role of Invigilators.
5. Detaining and marking schemes.
6. Setting procedures for checking & re-checking of answer books.
7. Organizing the system of moderation i.e. examiners" work checked by a senior faculty/expert in the field who reports to the Chief of Examination.
8. Forming mechanism for addressing and redressal of grievances of students/parents with relation to examination.
9. Assigning a special day for centralized paper setting for all departments when department, all faculty sit together and set a well-balanced question paper after proper deliberations.

6.3.4 Research and Development

PhD Centre: The College is proud of its PhD center in Business Economics recognized by University of Mumbai that has enrolled 3 students under Dr. Geeta Nair. The College restarted the research centre in Business Policy and administration. Dr. Pooja Ramchandani has been awarded the guideship for guiding students in commerce from the University of Mumbai with an intake of 10 students.

PhD Awarded: Five Faculty members were awarded Ph.D degree in their respective subjects. Dr. Jehangir Bharucha, Dr. Paromita Chakrabarti, Dr. Priyamvada Sawant, Dr. Jaya Manglani and Dr. Amit Nandu.

Student's participation in Research: The students are encouraged to participate in 'Avishkar' the annual research fest of University of Mumbai. Avishkar was designed with the intention to develop research culture and the scientific temper amongst the students from undergraduate to doctoral level in the state of Maharashtra. The college encourages its students to participate in such competition.

6.3.5 Library, ICT and Physical infrastructure/instrumentation

Faculty members use library resources to enhance their knowledge pool. The library has a collection of more than 50,000 books on various topics, 78 international & national journals, e journals, more than 700 VCDs which help the teaching-learning process tremendously.

Book Bank: The College ensures that buying of textbooks don't 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 full academic year. Including the above mentioned initiatives the college is making efforts to create a virtual repository for making library resources more accessible to its students and enhance the teaching learning process.

6.3.6 Human Resource Management

Selection of Teaching and Non-teaching staff is done according to University and Maharashtra government norms

Fellowship for Associate: Mahindra Singh, an associate of the specialised degree courses was given the opportunity to accompany the team of students at S P Jain, Singapore. He attended lectures and seminars with the students.

Exploring Global Dimensions Capacity building and Student Leadership programme: 14 faculty members and 39 students of the college led by Principal Dr. Indu Shahani visited leading universities and institutions from the UK and USA. The program had built in lectures, discussions and visits.

The universities visited are Kings College London, Westminster Business School, Dickinson College, USA, NYSE, Museum of American Finance, Adelphi University, New Jersey City University, NYU Stern School of Business, Queens College, University of New York, Pace University, Rutgers Business School, Seton Hall University, Cornell University, and Columbia University

Staff Development Program: A staff development programme was funded by Navajbai Ratan Tata Trust was organised whereby 25 no teaching staff member visited Kerala for a team building exercise. The objective was to achieve excellence in office administration and progress towards efficacy and efficiency.

Richard Ivey Case Teaching and Case Writing Workshop: H.R. College hosted Prof. David Sharp, Associate Professor of Management Accounting and Control at Richard Ivey Business School Canada for a an interactive and informative case study discussion. The case study discussed was on Ethics and ethical issues in securities trading firm.

6.3.8 Industry interaction/collaboration

International Industrial Visit to Dubai and Singapore: Two batches consisting of students and faculty visited the SP Jain campuses at Dubai and Singapore. The purpose was to get acquainted with the best global practices of teaching and learning and integrate them with our curriculum. The students were taken for various industrial visits to the vibrant, bustling commercial hubs of both cities. While Singapore entourage went to the Marina Bay Port, the Dubai group got the opportunity to visit the DIFC and one of the busiest commercial institutions worldwide – The Dubai World Trade Centre.

AMUL Industrial Visit: The second year students of BMS visited Anand, Gujarat as part of their filed visit in the Co-operative management course to understand the AMUL model of Milk distribution. The students visit Nation Dairy Development Board, Institute of Rural Management, Anand. The objective was also to understand the life history of Dr. V. Kurien and his contribution to the co-operative movement.

BSE Visit: The students of FYBAF and TYBFM visited the Bombay Stock Exchange (BSE) to understand the functioning of Financial Market and to acquaint themselves with the governance pattern adopted by the BSE.

Experiential Learning Program at Karjat: Students visited Universal Business School at Karjat. The programme was a mix of lectures and management games to get hands on experience in applying management concepts.

6.3.9 Admission of Students

Admission of Students are made as per norms

6.4 Welfare Scheme for

Teaching
Non-Teaching
Students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

6.7 Whether Academic and Administrative Audit been done? Yes

6.8 Does the University/Autonomous College declare results within 30 days? Yes

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

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

6.11 Activities and support from Alumni Association

Alumni Portal: The College also has an alumni portal www.alumni.hrcollege.edu. This portal is created by H.R. College which creates a common platform of interaction for all alumni. The portal acts like a platform to connect & foster relations amongst the alumni & current students.

Alumni Meets: 05th September every year is designated as Alumni day and the college opens its doors to its alumni. The alumni attend the lectures of their favourite teacher and connect with the teaching and non-teaching staff.

Alumni Engagement: The alumni take lectures to acquaint the students about the new challenges of the industry.

Active Alumni Association: The institution has a very active alumni association. Some of our illustrious alumni who have excelled in all walks of life are: Kumar Mangalam Birla, Prashant and Anshuman Ruia, Gautam Singhanian, Karan Johar, Anil Kamath, Luis Miranda, Neil Nitin Mukesh, Sunil Shetty, Aftaab Shivdasani, and Raj Mirchandani. Dr. Indu Shahani is also a proud alumna of H.R. College.

6.12 Activities and Support from Parents – Teachers Association

First Day Brochures: “First day brochures” are handed out to students on the orientation day to bridge the information gap.

Special Orientation: A special Orientation is held for parents and students in all the courses where both parents and students are informed about the skill-sets required for the course. Senior students organize these orientations that co-guide and answer the queries of the fresher’s.

Contact hours: Faculty schedules contact hours beyond their regular teaching hours to make themselves exclusively available for students and parents. All faculty of the college provide extra coaching to these students in order to assist them and prepare them for the examinations.

6.13 Development program for support staff

Staff Development Program: A staff development programme was funded by Navajbai Ratan Tata Trust was organised whereby 25 non-teaching staff members visited Kerala for a team building exercise. The objective was to achieve excellence in office administration and progress towards efficacy and efficiency.

Fellowship for Associate: Mahinder Singh, an associate of the specialised degree courses was given the opportunity to accompany the team of students at S P Jain, Singapore. He attended lectures and seminars with the students.

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

To ensure a healthy and hygienic environment, the college maintains clean premises and follows high standards of hygiene visibly evident to any visitor. The college canteen is regularly inspected by the local municipal authorities and the required hygiene certificates are availed by the institution. To ensure that the staff is healthy, regular medical checkups are carried out by the college for breast cancer, bone density, Thalassaemia etc. College sponsors medical insurance for its associates and conducts an annual health check-up for peons and the non-teaching staff. The college runs a health centre – Wellness Clinic managed by expert doctors from Jaslok Hospital. This centre, which is operational on every Wednesday, functions all year round providing free of cost medical advice and treatment to teachers, non-teaching staff as well as students. Students are encouraged to inculcate healthy habits and are provided with lot of information through NSS initiatives on how to stay fit physically and mentally. In case of emergency, first aid facilities are available 24 x 7. For rejuvenating the staff members, the college has recently started a spa lounge. The college consciously takes steps for building an eco-friendly environment and has undertaken special projects such as green audit solar energy, rain harvesting etc.

Criteria VII

7. Innovation and Best Practices

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

Annual Profiling of Students: Know your Student Programme: The College annually reviews student profiles. “Know your student (KYS)” is one of the pioneering initiatives by H.R. College which helps in maintaining and reviewing the detailed profile of the students admitted in various courses.

A special questionnaire is designed for this program which captures student’s information pertaining to academics performance, co-curricular and extracurricular activities, attendance, awards, research participation, club involvements, learning disabilities and involvement in other add on courses.

Every faculty in charge interacts personally with each of the students and gets answers to the questions mentioned in the questionnaire. Apart from these questions, the one to one interaction helps faculty to know each of the students and understand their problems and expectations with respect to the course. Through this interaction faculty members judge the student’s performance with respect to the following: Academic Competency Extra and Co-curricular Competencies Motivation to succeed Pragmatism Humility Academic Process

The above efforts ensure transparency, academic integration of all sections of students, reduction in the perceived gaps between expectations and deliverables

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

- A teacher has been assigned to counsel every 60 students. The IQAC conceptualised programme to empower the youth like H.R. Youth Conclave. IQAC has managed to strengthen the placement cell and placed its own member Dr. Navin Punjabi on the placement cell. More and more companies are coming to the college for placements. IQAC motivated the NSS to conduct a health check-up for the teaching and non-teaching staff which was held on July 20, 2013. Mathematical skills of the students are being strengthened: e.g. math workshops were conducted in June and December.

7.3 Give two best practices of the institution (Please see the format in the NAAC self-study Manuals)

Title: Social Entrepreneurship - Developing Leaders with a Heart

Project Chirag

Project Chirag is an initiative by Students in Free Enterprise at H.R. College (Now Enactus HRC) – a student organization on campus which aims to provide solar lighting to villages in India without electricity. This initiative which started in 2010 has impacted 4000 rural households in 105 villages across 4 states of India impacting more than 22,000 villagers. Students have been involved in installation of these solar lights in each of these rural households. They have been instrumental in creating strategic partnerships with NGO’s, corporates and local communities for effective implementation of the project. This initiative

has been replicated across 10 leading schools in Mumbai involving more than 12,000 students who have actively participated in the execution of the project. International partnerships with Singapore Management University (Singapore), Kings College London (United Kingdom) and New Jersey City University (USA) have been established to scale and replicate the project globally.

This project was selected to represent India at the “Enactus World Cup 2012” in which students from H.R. College competed against 38 countries. It was a moment of pride for India and H.R. College when the team stood 3rd globally and received international acclaim.

Thus, students have left the comfort of the classroom and the ambiguities of theory, and are applying their knowledge to real challenges that affect real people.

Project Aasha

Project Aasha was started by students to provide unemployed slum women in Mumbai an employment opportunity in the home beauty salon market. Students were involved in conducting market research, brand development, marketing and operations of the project. They devised a brand called as “Citrus Home Salon” to effectively market the services of the home salon. Students collaborated with internationally reputed organizations to train the underprivileged who are now equipped with skill sets to compete in a fast paced economy. These trained women now cater to home based beauty services in the South Mumbai region and will be soon expanding to other parts of Mumbai.

This initiative was actively supported and endorsed by the college since its ideation. Acknowledging the need for teacher welfare amidst assessing examinations and projects, the college management supported the launch of “Citrus Rejuvenation Lounge” on campus. Under this initiative, staff members are eligible to receive massage and other beauty services at campus during their free time.

Thus this initiative has not only benefitted the community but also students and faculty thus creating a positive impact across the value chain. This is amongst the first of its kind initiative undertaken by an educational institute in India and has been covered by leading newspapers.

Rotaract Club of H.R. College

Awarded as the Best Rotaract Club in District 3141 for 7 years in a row, this student organization implements more than 400 projects in a year. Their landmark initiative “Road to Safety” received the Rotary International Award for “Best Project” in South Asia amongst more than 1000 clubs from the region.

Title: Global Immersion - Creating Opportunities for staff and students to go Beyond Borders

The Practice: H.R. College has a key focus on internationalization and truly believes in having a global thrust with a local focus. It believes in having a competitive edge by nurturing innovative, internationally competent young people for a new and global economy. It has been at the forefront of putting in place a much needed formal structure to its internationalization initiatives which has given it a distinct edge of being a leader of global immersion amongst education institutes in India.

Global Immersion Practices On-Campus International Student Mobility Programmes: International student delegations are invited on campus enabling our students to broaden their

horizons in an international context through intellectual and stimulating interactions. Global Student Mobility Programs: Students of the college visit leading international campuses and organizations to gain global exposure and imbibe cross-cultural values. International Faculty Enrichment Program: Faculty of the institute are given the opportunity to visit leading universities abroad and are thus exposed to global best-practices in teaching- learning. These teachers return to share these practices with other faculty and also implement them at the classroom-level, thus having a cascading effect.

Visiting International Faculty on Campus: To imbibe global perspective and diversity of thought, international faculty are invited on campus, enriching the students' educational experience. International Summer Schools: The College pro-actively encourages students to participate in summer schools that provide hands-on experiential learning in a global classroom. Scholarships for International Study: Through an effective global network of partners, the college facilitates scholarships for meritorious students, to be able to pursue higher education at top universities abroad. International Research Initiatives: With a thrust on knowledge creation, the institute actively pursues research initiatives to inculcate intellectual development and thought leadership

7.4 Contribution to environmental awareness/protection

Rain Water Harvesting project has been an initiative undertaken by the college at its premises with the help of faculty and the students.

The Nature Club, a student's association has been involved in various environmental projects such as cleanliness drive for Ganesh festival, saving electricity and water projects, best out of waste projects, on a regular basis.

Say No to Drug Campaign, was conducted in association with Maharashtra police to make students aware of the ill effects of drugs

A **Research Project on climate change** and its effect on vulnerable groups were undertaken by students of the college which won at the Annual Economics Convention.

Research surveys were conducted by the under-graduate students for assessment in Environmental Studies subject. Topics such as "Economic valuation of fundamental amenities", "Awareness about ill effect of fire crackers during festivals", "Save paper save trees" were studied.

Plant a Tree Certificate: The College felicitates all guests with a "Plant a Tree" certificate and one tree is planted in the name of the guest at a forest.

Save Paper – Save Earth Initiative: To sensitize the staff and to create an environment consciousness, the college has cut down drastically on the use of paper and all notices and information is dissemination to staff and students through information posted on website and on special email groups created for teachers and non-teaching staff.

Project Chirag

Project Chirag is an initiative by Students in Free Enterprise at H.R. College (Now Enactus HRC) – a student organization on campus which aims to provide solar lighting to villages in

India without electricity. This initiative which started in 2010 has impacted 4000 rural households in 105 villages across 4 states of India impacting more than 22,000 villagers. Students have been involved in installation of these solar lights in each of these rural households. They have been instrumental in creating strategic partnerships with NGO's, corporates and local communities for effective implementation of the project. This initiative has been replicated across 10 leading schools in Mumbai involving more than 12,000 students who have actively participated in the execution of the project. International partnerships with Singapore Management University (Singapore), Kings College London (United Kingdom) and New Jersey City University (USA) have been established to scale and replicate the project globally.

This project was selected to represent India at the “Enactus World Cup 2012” in which students from H.R. College competed against 38 countries. It was a moment of pride for India and H.R. College when the team stood 3rd globally and received international acclaim. Thus, students have left the comfort of the classroom and the ambiguities of theory, and are applying their knowledge to real challenges that affect real people.

7.5 Whether environmental audit was conducted

Yes

7.6. Plan of the institution for next year

Bachelors of Vocation (B.Voc.): The B.Voc. course provide a holistic view of the various developments in the industry. The course is designed to provide a unique blend of business and vocational education. The curriculum is designed with industry partners in the area of Retail Management & Tourism & Hospitality Management. The course is awaiting approval from relevant authorities.

Rutgers MBA: H.R. College of Commerce & economics is planning to enter in to an MOU with Rutgers, The State University of New Jersey to deliver its “MBA for High Potential Executives” in Mumbai. The course will be taught by Star faculty of Rutgers Business School and students will earn a full-fledged MBA from Rutgers Business School.

International Buddy for Faculty Members: To make faculty members globally competitive a buddy system is proposed in association with Rutgers Business School, USA. H R Faculty with buddy and team with Rutgers faculty to get global best practices in teaching, learning and research.