



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	K.P.B.HINDUJA COLLEGE OF COMMERCE
Name of the head of the Institution	DR. MINU MADLANI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02240989000
Mobile no.	9892186412
Registered Email	hindujacollege@gmail.com
Alternate Email	mmadlani@gmail.com
Address	315, New Charni Road
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400004

2. Institutional Status

Affiliated / Constituent	Affiliated
--------------------------	------------

Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	MR. SANJAY GHODKE
Phone no/Alternate Phone no.	02240989042
Mobile no.	9769976328
Registered Email	iqac.hindujacollege@gmail.com
Alternate Email	sanigho@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://hindujacollege.in/annualQualityAssuranceReport
--	---

4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website: Weblink :

[https://hindujacollege.in/naac/naacReports/Academic%20Calendar%2020%20\(Self-Finance\).pdf](https://hindujacollege.in/naac/naacReports/Academic%20Calendar%2020%20(Self-Finance).pdf)[https://hindujacollege.in/naac/naacReports/2020%20\(Degree\).pdf](https://hindujacollege.in/naac/naacReports/2020%20(Degree).pdf)

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Period From
1	B++	83.5	2004	16-Sep-2004
2	A	3.13	2011	27-Mar-2011
3	A+	3.59	2017	30-Oct-2017

6. Date of

06-Dec-2004

Establishment of IQAC

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality c	
Item /Title of the quality initiative by IQAC	Da Dur
Bridge on Gap Digital Master Class : Selection of Specialisation by Prof. Hemant Purandare	25-2
Workshop on Gender Sensitization	02-2
Justice league (Talent Show for transgender)	13-2
One day workshop on Career Advancement Scheme As per new guidelines	29-2
Bridge On-Gap session for the subject of Accountancy, Economics and Law subjects	06-2

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/

Institution/Department/Faculty	Scheme	Funding Ag
State Government	Women Empowerment	Maharashtra Commission E
Western Regional Centre (ICSSR)	Center for Seminar on Corporate Social Responsibility and sustainable development	Western Region Indian Council Science Re

[View File](#)

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Entrepreneurship Cell Hinduja College (ECell) has been set up and in 2019. In association with E Cell Hinduja College, workshop was conducted on Entrepreneurship and Sustainable Development on 10 Dec 2019. In association with ISME, ICFAI (IBS Business School) , ECell IIT Bombay. In association with BMS, live webinar on Intellectual Property Rights (IPR) was conducted on Placement cell, Job Fair was organized by inviting more than 15 companies for on campus placements and Internships.	
View File	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards the outcome achieved by the end of the academic year	
Plan of Action	Achievement
To start following programmes 1. M.A. in	1.M.A. in Business has been

Business Economics 2. M.Phil. in Rural Development 3. M.Com in E Commerce	Rural Development has been started. E-Commerce has been started
To encourage entrepreneurship and develop entrepreneurship cell in collaboration with ISME.	Linkages has been established for many years, more over linkages with IBS and E -Cell IIT Bombay
To implement 7th Pay Scale for unaided faculty members in order to enhance the quality of higher education.	7th Pay scale has been given to all members

[View File](#)

14. Whether AQAR was placed before statutory body ?	Yes
---	-----

Name of Statutory Body	Meeting of the Governing Body
Governing Body	05-12-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
---	----

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	31-Jan-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules	Yes, the institution has MIS in place. The college uses widely used across educational institution. The software used is Vridhhi. It is used day to day need of our college. Vridhhi is used as a bridge between the college and the management.

currently
operational
(maximum 500
words)

parents and college administration. Objectives – Our ins
order to ensure accuracy, efficiency and transparency. V
Administration Module – for controlling software. 2) Stu
the admission, back office, to have easy access to stude
prepare documents such as transcripts, recommendation le
certificate, transfer certificate, generate roll call, 1
record, scholarship and freeship record. 4) Account and
– Vridddhi Software is used for taking admission fees and
(bonafide fee, transcript, transfer certificate, duplica
accounts department and also help to maintain student da
Because of Vridddhi Software all information related to s
address, contact no, blood group, caste and any such ind
pending fees details record.) 3) Library Management Mod
Vridddhi Software for library department for following re
ii. Circulation (Books Issue Return) iii. CD Accession i
Journals) v. ID – Card vi. OPAC (Searching the books in
Message viii. Journals / Periodicals Accession Title Ent
Reports (Books, Periodicals and Other Library Report) xi
Question Paper (Scanning) xiii. Stock Taking Purpose xiv
Writeoff Materials xvi. Subject – wise / Title – wise Re
also use TALLY Software for Accounts Department. Tally s
Accounting Book. It is used to maintain all income and e
receivable and payable details. It helps to show financi
It is an audit tool for compliances. It also helps to ma
statutory taxation like TDS GST.

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. Exp
words

The College which is affiliated to University of Mumbai has a well-de
structured and effective implementation system of the curriculum. Ac
planning is done at the very beginning of academic year and every dep
contributes to the preparation of the academic calendar. All depart
events and committee activities are uploaded online to facilitate eff
documentation. Syllabus is uploaded on the website to familiarize st
and wards about curriculum. Distribution of workload and preparation
table is done in advance by every department and each faculty receiv
Individual time-table. All the departments are involved in schedul
academic, co-curricular and extracurricular events to enrich the lea
process. Departments maintain the detailed record of the classes
assessments. For implementation of curriculum teachers have included t
methods such as presentation assignments & seminars for effective tea
Both the conventional and the advanced teaching-learning aids are us
delivering the lesson, such as Chalk and Black board method, ICT-en
teaching-learning method, Paper Presentation and Seminar by the stu
Group Discussion, Field Trips, Distribution of notes by the teachers

Seminars and special talks by experts are also arranged. Regular classes are conducted and regular assessment in practical classes are done to track on the improvement of the students and detailed records of the assessments, project reports etc. are kept by respective departments. Academically weaker students are identified and provided with special attention towards their academic performance by taking remedial and coaching classes. College administration also keeps a vigilant eye on results, departmental proceedings and student needs and also keeps record of the different activities of the College regarding teaching learning development and improvements of different methods of effective curriculum delivery. The College has a library with open access system and it operates late afternoon and some departments have their Departmental libraries for the benefit of the students. A good number of Journals (relating to Management, Economics and Commerce) are subscribed by the College where students can have the access of e-learning through online. The college infrastructure facilities are continuously being upgraded to suit the needs of changing curriculum and pedagogy. The college has well-equipped computer labs and classrooms are equipped with projector facilities for both faculty and students. The well-stocked college library has computerized database and offers various web based facilities and access to National and International online databases. The college has 2 computer labs with Internet connection throughout the college campus available for the staff and students.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Dev
NA	NA	Nil	Nil	NA	

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	E Commerce	11/06/2019
MA	Rural Development	11/06/2019
MA	Business Economics	11/06/2019

[View File](#)

1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented in affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective System
MA	Business Economics	11/06/2019
MA	Rural Development	11/06/2019
MCom	E Commerce	11/06/2019

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

	Certificate	Diploma Course
Number of Students	Nil	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 Enro
NA	Nil	Nil

[View File](#)

1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Proj Internships
BCom	BMM	18
BCom	BMM	123
BCom	BAF	2
BCom	BBI	9
BCom	BMS	42
BCom	BFM	18
BSc	IT	2

[View File](#)

1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the inst (maximum 500 words)

Feedback Obtained

Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. A well-structured Questionnaire helps the institution to collect feedback from the vario stakeholders annually. Our institution collects feedback on curriculum aspects from parents, employers alumni, as the institution believes th effective feedback inspires the faculty, improving motivation and stim increased effort. It helps faculties to maximize their potential, rais awareness of strengths and areas for improvement, and identify actions taken to improve performance. The feedback is collected from the stude

a Google form in a standardized format. The college conducts annual al meet in which suggestions feedback is received from alumni students. T feedback data is analyzed there suggestions are considered placed befo faculty members so that improvements can be made. **FEEDBACK ANALYSIS: F** Feedback A feedback was taken by the IQAC from the parents about diffe aspects of the course, and the infrastructure available in college. Th Parent feedback analysis indicated that many parents observed that the wards had benefited from studying in K.P.B. Hinduja College of Commerc they believed that the College faculties helped the students to achiev learning outcomes through a good balance of lectures, learning resourc tutorials, practicals etc. and the academic flexibility of the curricu also gave opportunities to students to pursue their interest by choosi a number of electives from interested area of specialization. They als that the various curricular and extracurricular activities organized b college in the improvement of their knowledge base and the sensitizati Students towards socially relevant issues like gender equality, enviro and sustainability, ethics and values etc., through relevant courses i curriculum as well as through community service with NGOs, participati various awareness campaigns and blood donation drives etc. **FEEDBACK AN Alumni'** Feedback The college alumni who have moved on to corporate/ind or continued with their higher studies provided with their feedback on their years in the institution have helped them perform of their place work/study. Most of the Alumni felt that the discipline in the college good, and felt that the atmosphere and the location of the college wer conducive to learning. They felt that changes introduced in college in years were progressive, and agreed that the exposure through extra-cur and Co-curricular activities like NSS, NCC, Student's Council, DLLE et helped them. They also felt that the College faculty had good communic skills and used student-centric teaching methodology to help them to understand the subjects and that the help provided by the non-teaching was also good. **FEEDBACK ANALYSIS: Employers'** Feedback The employers' f regarding their experience of placement services of the institution wa and they felt that the students good overall employability skill for r posts of their organization, their technological background as well as understanding of the jobs were quite good. Overall the employers were satisfied with the students from the institution. This feedback is ana to develop the roadmap for the academic year ahead and align the inter various stakeholders with the institutional interests.

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	S
BSc	FYIT	72	280	
BCom	FYBMS	204	890	
BCom	FY	890	900	
BCom	SY	820	870	

BCom	TY	720	735	
BCom	FYBAF	144	730	
BCom	FYBBI	72	526	
BCom	FYBFM	72	425	
BCom	FYBIM	72	120	
BCom	FYBTM	72	99	

[View File](#)

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 fulltime teachers available in the institution teaching only UG and PG courses
2019	4367	748	49	1	

2.3 - Teaching - Learning Process

2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems 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 used
49	49	5	30	1	

[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)

Student mentoring in the institute is taken up as committed and continuous process, wherein faculty members mentor and counsel students, both for academic and non-academic matters as per the need of the situation. The intercession of two qualified Counsellors appointed by the College is also often availed. Students who pursue professional courses, along with their graduation are usually academically focused, but they sometimes miss the mark. In such cases Subject teachers provide honorary coaching. Remedial classes are also conducted for such students by the College. In extreme cases of under-performance, irregular attendance, misbehaviour etc. the Teacher-Mentors touch base with the Parents/Guardians of the students to improve the situation. Convenors of the NSS, NCC, Students' Council, 'Panaah' - the annual inter-collegiate sports meet organized by the College and other Committees, guide and mentor students in co-curricular and extra-curricular activities. Academic mentoring activities conducted in various Programmes that merit include advanced learners of the Department of BMS creating an Online Remedial/Revision Quiz based on the syllabus for Final Year BMS students during the pandemic period for all Mumbai University affiliate colleges. Guidance being provided by faculty members to B.Sc. IT students to prepare Minor Projects as an activity for the Major Project which is to be submitted in the Final Year BAF Programme students being encouraged to prepare and present actual Partnership Deeds and to file Income Tax Returns online students of

Programme reporting, editing and designing their own newspaper 'Unleashed' and alumni of the B being frequently invited to address in-house students to share their insights and experiences. T Mentors of all the Programmes also assist students in research work at various stages - brainstorming research project ideas, finalizing research topics, preparing questionnaires and research designs and presenting research results in the form of a Classroom Presentation. At the Post Graduate level mentoring and evaluation is done keeping in mind the needs of the workforce that the students place. Greater emphasis is laid on practical aspects such as journalistic research, documentary film making and editing techniques under mentor supervision. Research colloquiums and reviews are also periodically conducted wherein external Guides provide constructive criticism and inputs to Post Graduate students on the research work done by them. The College has an active Career Counselling Cell which in consultation with academicians and professionals to advise students about career avenues and opportunities. The Placement Cell of the College works in tandem with the Career Counselling Cell. Students who desire to travel abroad for education are mentored by faculty members in the preparation of their Statement of Purpose and even provided with Letters of Recommendation on request. Staff in the Library and Computer Laboratory provide informal mentoring to learners about the selection of books, journals, websites, computer programmes etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4367	49	1 : 8

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 posts vacant at the end of the year
47	43	4	Nil	0

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at 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, recognized bodies
No Data Entered/Not Applicable !!!			

[View File](#)

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 semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

[View File](#)

2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (25 marks)

The College focuses on the Continuous Internal Evaluation system from a student-centric point of view. In keeping with the academic calendar of the University of Mumbai the College Examination Committee frames guidelines for the CIE system.

conducting internal evaluation and adheres to the following steps: • So internal examinations arranges for well-spaced-out seating for candidates assigns supervisors for each examination. • Arranges for the setting of Question Papers in the pattern prescribed by the University. • Arrange the scrutiny of the prepared Question Papers by the Coordinator/a Senior Faculty to re-check the Question Paper pattern and ensure its quality. • Monitors the attendance of students at the Examination. • Ensures that Internal Assessment is conducted within the stipulated time. • Conducts review meetings with result analysis after completion of the Internal Examination. In these meetings the Principal, the respective Co-ordinator and Faculty discuss and decide upon action both, to help under-performers, as to help bright students perform even better. The institute firmly believes in continuous evaluation of the students for their sustained performance. Hence the evaluation process is not restricted only to the conduct of examinations. It is also a sustained department-wise effort wherein Co-ordinators and Faculty proactively take steps to ensure that learning is student-centred and interactive with an emphasis on practical aspects, feedback and evaluation.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (to provide the weblink)

The tentative schedules for all First and Second Year Internal Assignments and Examinations are listed in the Academic Calendar and are largely adhered to. Examination dates for the Third Year and Master's Programmes are scheduled by the University of Mumbai and therefore remain unlisted. Departmental activities such as the Orientation Programmes and College activities such as the Sports Week, Sports Day, Annual Talent Contest, College Annual Day, Industrial Visits, All India Essay Writing Competition for Lecturers etc. are listed in the Academic Calendar. Departmental and Committee meetings are conducted at regular intervals of time to work out schedules in keeping with the tentative dates mentioned in the Academic Calendar to avoid a clash of programmes and maximize participation. Seminars and Guest Lectures are usually arranged depending upon the availability of Resource Persons and are therefore not mentioned in the Academic Calendar.

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://hindujacollege.in/naac/naacReports/AQAR%202019-20%20\(2.6.1-Program%20Outcomes.pdf](https://hindujacollege.in/naac/naacReports/AQAR%202019-20%20(2.6.1-Program%20Outcomes.pdf)

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
No Data Entered/Not Applicable !!!				

[View File](#)

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design questionnaire) (results and details be provided as weblink)

<https://hindujacollege.in/naac/naacReports/AQAR%202019-20%20Student%20Satisfaction%20Survey.pdf>

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 in year
Minor Projects	1	University of Mumbai	279	66000

[View File](#)

3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia practices during the year

Title of workshop/seminar	Name of the Dept.	
Webinar on Intellectual Property Rights For students and faculty conducted at International Level	Department of BMS	29
Mentoring workshop on Social Entrepreneurship and Sustainable Development by Danish Aga in collaboration with TISS	Department of BMS in association with Hinduja E-cell and incubation centre	10
National Level online Faculty Development Programme on "Social Entrepreneurship"	Department of BMS	28
Entrepreneurship and Business Skills workshop in collaboration with IIT Bombay	Department of BMS in association with Hinduja E-cell and incubation center	27

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
NA	NA	NA	Nil

[View File](#)

3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	No. of Start-ups
01	Hinduja E- cell and Incubation Centre	College	NA	NA	1

[View File](#)

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 and Management	8

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact (any)
National	Accountancy	Nil	0
National	Commerce	Nil	0
National	Business Economics	4	4.22
National	Mathematics and Statistics	Nil	0
National	Banking and Insurance	1	0
National	Information technology (IT)	Nil	0
National	Accounting Finance	1	0
National	Mass Media	1	0
National	Management Studies	Nil	0
International	Accountancy	1	5.87

[View File](#)

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	Nil
Business Economics	1
English	2
Mathematics and Statistics	8
Management Studies	Nil
Financial Markets	2
Mass Media	2
Information Technology	2
Transport Management	1

[View File](#)

3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation 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 excluding se
NA	NA	NA	Nil	0	NA	Nil

[View File](#)

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 mentioned in the p
NA	NA	NA	Nil	Nil	Nil	NA

[View File](#)

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

Number of Faculty	International	National	State
Attended/Seminars/Workshops	3	Nil	Nil
Presented papers	13	7	Nil
Resource persons	Nil	Nil	Nil

[View File](#)

3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, co and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Nu st parti such
Justice league (Talent Show for transgender)	Rotaract Club of Hinduja College in collaboration with Shivshakti Foundation and Rotary Club of Bombay Central	1	

[View File](#)

3.4.2 - Awards and recognition received for extension activities from Government and other recogn during the year

Name of the activity	Award/Recognition	Awarding Bodies
----------------------	-------------------	-----------------

Umang (2019)	The Rotaract Club of Hinduja College received participation and volunteering certificate to be one of the few supporting clubs to support and help the management of the event which was specially organised for senior citizens.	Rotary Club of Mumbai Nariman Point
--------------	---	-------------------------------------

[View File](#)

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
Ek Kadam Swachata Ki Aur (total 8 different phases in 8 continuous months)	Rotaract club of Hinduja College in collaboration with SUNDAR India	Ek Kadam Swachata Ki Aur	2	

[View File](#)

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
Students Exchange Programme at ISME (Research Methodology Short Term Certificate Course from York University)	5	Sponsored

[View File](#)

3.5.2 - Linkages with institutions/industries for internship, on-the-job training, project work, sharing 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
Institution	Project work and E cell	E-cell IIT Bombay	27/09/2019	27/09/2020
Institution	Faculty Exchange and grooming students	IBS ICFAI Business School (IBS), MUMBAI	01/07/2019	31/05/2020
Institution	E-cell and	ISME (School of	27/09/2019	27/09/2020

	incubation centre	Management and Entrepreneurship, Mumbai)		
--	------------------------------	---	--	--

[View File](#)

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 students/teachers participated under
University of Canberra, Australia. Public University of Canberra	04/09/2019	Student Exchange Program	66

[View File](#)

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
274.38	247.48

4.1.2 - Details of augmentation in infrastructure facilities during the year

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

[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year auto

VRIDDHI Software	Partially	Version: 2.0 Build 256.3	
KOHA Software	Partially	Version : 18.11	

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19527	2474214	1939	334078	21466	
Reference Books	29456	4261932	791	587046	30247	
e-Books	36	63720	Nil	63720	36	
Journals	59	757055	Nil	44123	59	
e-Journals	17	88470	Nil	18825	17	
Digital Database	4	364318	Nil	268802	4	
CD & Video	972	20717	Nil	Nil	972	
Library Automation	2	110000	Nil	Nil	2	
Weeding (hard & soft)	25658	1533420	2624	407392	28282	
Others (specify)	2	12820	Nil	12394	2	

[View File](#)

4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutions (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching content
NA	NA	NA	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/GB)
Existing	256	3	2	3	3	18	82	10
Added	65	1	0	1	0	0	0	10
Total	321	4	2	4	3	18	82	20

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

30 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 facility
--	--

No Data Entered/Not Applicable !!!

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, 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
5	502675	15	2704538

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 available in institutional Website, provide link)

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 available in institutional Website, provide link) College has a policy of regular maintenance of its physical resources through various Annual Maintenance Contracts such as elevators, air-conditioners sanitation facilities and Fire extinguishers are placed at all the prominent places in the college premises and they are replaced as and when required. All the classrooms are well-equipped with projectors and screens to facilitate innovative teaching methods. College has seminar hall with ICT facilities including smart board. Proper muster is maintained to utilize the seminar hall by various departments and committees. College has a policy whereby a proper procedure is followed to buy any equipment or facilities for which purchase committee is formed. Quotations are invited by different suppliers before final purchase. College has well equipped gymkhana which is well maintained by Gymkhana committee. Students are motivated to participate in various sports activities at national and international level. College allows them to use the Gymkhana facilities with prior permissions. As far as outdoor activities are concerned the University or other sports grounds are booked well in advance. College students get reimbursement of travelling expenses when they go outstate to represent college. They get the reimbursed once they submit all the documents for the same. A qualified Coach guides the students for different sports activities. The coach also maintains the students' attendance records which are submitted to the Gymkhana Committee. The college has three well equipped computer laboratories: lab1 situated on the 2nd floor beside the library is equipped with 100 computers lab 2 situated on the 3rd floor is equipped with 65 computers lab 3 situated on the 3rd floor has 33 computers. In all there are 198 state of the art (all Core I3 and Above) computers. Apart from the labs are well equipped with 12 printers namely 2 colour laser jet and 10 in one laser jet and 4 laser jet printers. Additionally there are 3 Projector- being used for interactive sessions with students of various courses. Students also use this for showing their presentations thereby giving a good and real life feel. Mock examinations and online lectures (for those having practical requirements) are also conducted in these labs. This helps the students in having a better understanding and also in knowing where mistakes are committed thereby enabling them to have a better knowledge of the subject. All computers are networked using Microsoft Windows 2003 server.

There is a lease line and Wi-Max connection in the college and internet facility is available on all computers. We are proud that our computer laboratory is equipped with the state of the art technology and is comparable to the best in the country.

[https://hindujacollege.in/naac/naacReports/AQAR%202019-20%20\(4.4.2\)-Procedures%20and%20policies%20for%20maintenance.pdf](https://hindujacollege.in/naac/naacReports/AQAR%202019-20%20(4.4.2)-Procedures%20and%20policies%20for%20maintenance.pdf)

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
Financial Support from institution	Nil	Nil	1
Financial Support from Other Sources			
a) National	Nil	Nil	1
b) International	Nil	Nil	1

[View File](#)

5.1.2 - Number of capability enhancement and development schemes such as Soft skill development coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	Nil	Nil	Counselor Asha Ambekar Nisha Chaudhary
Remedial/Revision Online Academia Knowledge Quiz - I on Marketing and Management (Intercollegiate for students' revision during lockdown period)	05/05/2020	859	NA
Remedial/Revision Online Academia Knowledge Quiz - II on Finance and Accountancy (Intercollegiate for students' revision during lockdown period)	08/05/2020	479	NA
Bridge On-Gap session for the subject of Accountancy, Economics and Law subjects	06/07/2019	168	NA
Bridge on Gap Digital Master Class : Selection of Specialisation by Prof. Hemant Purandare	25/07/2020	132	NA
Session on Soft Skills and mentoring by	24/07/2019	123	ICFAI Business

Dr. Vanita Joshi			School MUMB
A Boot Camp (Self Branding and Personality Grooming)	30/07/2019	110	ISME Sch Manageme Entreprene Mumb
Mentoring workshop on Social Entrepreneurship and Sustainable Development by Danish Aga	10/12/2019	42	Mentor worksho Soci Entrepren and Susta Developm Danish
Soft Skills for Successful Career	24/07/2019	90	IMS
International Day of Yoga Celebration	21/06/2019	50	Kavalys

[View File](#)

5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by 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
2020	Online Panel Discussion in Association with University of Fraser Valley, Canada on "Study Abroad Dreams Still Achievable?"	Nil	51	Nil

[View File](#)

5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
Nil	Nil	Nil

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

No Data Entered/Not Applicable !!!

[View File](#)**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	Nai prog admi
------	--	--------------------------	---------------------------	----------------------------	---------------

No Data Entered/Not Applicable !!![View File](#)**5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)**

Items	Number of students selected/ qualifying
NET	2
SET	1
CAT	1
Any Other	1

[View File](#)**5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year**

Activity	Level	Number of Pa
Sports Day	College	450
Carrom Tournament	Inter-collegiate	200
Sports Week	College	150
Independence Day Celebration	College	30
Mr. Ms. Hinduja (Personality contest)	College	25
Face Painting	College	15
Solo Singing	College	20
Debate Competition	College	10
Fireless Cooking	College	54
Open Mic Competition	College	23

[View File](#)**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
2019	11th World Cup on FCF - MMA	International	1	Nil	23

Kislovodsk, Russia, November
16-17 2019

[View File](#)

5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Representation The following students constitute the Students' Council Academic Year 2019-20. Sr.No NAME CLASS Roll No POST 1. MITTAL NA POONACHAND T.Y.B. Com 1123 GENERAL SECRETARY. 2. RATHOD MADHURI SATISH Com 84 PRESIDENT. 3. KHERODAWALA RABAB YUSUF T.Y.B. Com 52 LADY REPRESENTATIVE. 4. SHIGWAN SNEHAL RAJENDRA T.Y.B. Com 98 RESERVAT REPRESENTATIVE. 5. DALAL FAEEZA AFTAB HUSSAIN T.Y.B. Com 419 TYBC REPRESENTATIVE. 6. BOHRA MANSI BHARAT S.Y.B. Com 14 SYBCOM REPRESENTA PRAJAPATI SWATI SHRAWAN F.Y.B. Com 1105 FYBCOM REPRESENTATIVE. 8. JAI HANSRAJ S.Y.B. Com 230 CULTURAL REPRESENTATIVE. 9. BIRJE AKSHATA NA S.Y.B. Com 207 NSS REPRESENTATIVE. 10. SHAH ABHISHEK BIPIN S.Y. B Co GYMKHANA REPRESENTATIVE. Activities Independence Day Celebration The S Council participated in the Independence Day Celebrations by lending : to the NCC in the flag hoisting ceremony followed by the National An Teachers Day Celebration The Students' Council also marked Teachers 1 September 5 with a host of entertainment programmes to offer a few mor fun and recreation to the teachers. Students Week The Cultural Comm: organized Students' Week from 9th - 12th December 2019. The Students' a forum given to the students of the college to participate in various and test their mettle. Mr. Ms. Hinduja was the first event which was c on 9th December, 2019. There were 25 participants. Face Painting was o on 10th December 2019. There were 15 students who participated in this Face painting is a creative event where the participants had to bring own models and paint their faces according to the theme 'Cultural Dive Solo Singing was part of the Students week which was organized on : December 2019. There were 20 participants in this event. The Deba Competition was also held on 10th December 2019, with students deba heartily on issues diverse such as 'Are banks safe? to 'Death penalt rapists'. Fireless Cooking a unique event for the ones who love cooki conducted on 11th December 2019. There were 27 teams who had register Open Mic Competition was organized on 11th December 2019. 23 stude participated in the competition and showed their creativity through shayaris and poems. Inter- Committee Battle was conducted on 12th Dec 2019. It was a competition between various committees of the colleg singing, dances and group dance. Annual Day Celebration The 46th Annual KPB Hinduja College of Commerce was held on January 17, 2019. The them Annual Day was "Mohabbat Ka Rang", several aspects of love. The Annual graced by the Hon. Governor of Maharashtra Shri Bhagat Singh Koshya Workshop by Student Council On February 10, 2020, the Students' Cou conducted a workshop on "Identifying Fake News". The Resource Person , Shweta Khanna Educationist, Freelance Journalist Entrepreneur. The aim workshop was to make the Students aware of the need to identify fake , present situation wherein there is extensive communication through s media.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

Yes

Yes, the College has an Alumni Association. The college continues its interaction with students even after they have formally left college for higher studies through an active and vibrant Alumni Association. The college has a registered Alumni Association. The association is constituted with members Executive Committee and General Body as a member of the alumni association. The students who have completed UG or PG or M. Phil. or Ph.D. from the college are eligible to register as a member of the alumni association. Composition of the Alumni Association

Sr. No.	Name	Design
1.	President: Dr. Minu Madlani	
2.	Chairperson: Mr. Janak Sanghvi	
3.	Vice Chairman: Mr. Vinay Mavani	
4.	Secretary : Mr. Ashutosh Patkar	
5.	Joint-Secretary : Mr. Siddesh Karekar	
6.	Treasurer: Ms. Vaishali Gupta	
Member	Mr. Pratik Jain	
2.	Mr. Deepak Jain	
3.	Mr. Arjun Kapadia	
4.	Mr. Aditya Gaurang Javeri	
6.	Mr. Sambhav Lodariya	
7.	Mr. Krunal Shah	
8.	Mr. Rashes	
9.	Ms. Ankita Vejani	
10.	Ms. Maitri Raimbhya	
11.	Mr. Ankit Singh	
12.	Mr. Zainul	

5.4.2 - No. of enrolled Alumni:

4920

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

126000

5.4.4 - Meetings/activities organized by Alumni Association :

1. A workshop on 'Indian Constitutional History' was organised by Alumni Association in association with The Centre for Law and Policy Research to facilitate critical engagement of a contemporary legal and political issues from constitutional history perspective on 16 Nov 2019. 2. Alumni Association organised one day visit to National Stock Exchange on 28 August 2020 to create awareness among students about the working of Stock exchange and to understand capital Market operation as well as derivative market operations.

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)

Decentralized Management: The College supports a trend of decentralized governance system with proper well defined inter-relationships. The management of the college has two main committees i.e. Governing Body and College Development Committee (CDC). Regular meetings of these committees are held for the effective and smooth functioning of the college at different levels: 1. All decisions related to the college are taken by the Principal after consultations with the Head of departments. Principal is the academic and administrative head of the college and the Member of the Governing Body. The Department Heads are responsible towards day-to-day administration of the department and reporting to the Principal. In addition the staff members

give suggestions and ideas for improvement. Students also participate different formal and informal feedback mechanisms. Management and Tr are approachable and accept all suggestions. Participative Management college always promotes the culture of participative management by in staff and students in various activities. 1. Strategic Level All m policies of the college are planned and designed by the Management Principal, Vice-Principal and Committee Conveners. Some exceptional p are discussed and finalized in meetings like CDC, Periodic Review Me (PRM). The Management plays a major role in drafting the quality pol the college. It lends adequate financial and moral support for prov quality education to students, infrastructural development and lea resources facilities. The Management has facilitated the college to variety of courses to enable students to grab the opportunity of lea different programs under one roof. Management representatives also re visit college and extend all possible support and guidance to coll authority. 2. Functional Level At functional level the faculty mem participate in sharing the knowledge by discussing on latest trends/technology in teaching and learning during faculty meeting. Principal constantly collaborate with Vice Principal, HODs, Coordin faculty and non-teaching staff to upgrade the activities undertaken college. The Principal creates a learning environment that values academic, vocational and developmental needs of the students. The Pri maintains healthy interaction with the stake holders. The Princip inculcates a research culture among staff and students. 3. Operationa The Principal of the College is a member of the Governing Body. The G Body gives suggestions and monitors the procurement, introduction o programs and welfare activities. All the staff members actively parti in implementing the policies, procedures, and framework designed by management in order to maintain and achieve the quality standards and vision and mission of the college. Office staff is involved in execut to day support services for students and faculties. The faculty membe assigned duties pertaining to various administrative, academic and s activities, extension works etc. according to their expertise and effi Periodical committee meetings are held to ensure the easy execution o duties. The IQAC plays a major role in ensuring the sustenance of qu The faculty willingly gives their best for the growth of the colle

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 each):

Strategy Type	Details
Curriculum Development	College is affiliated to the University of Mumbai and follow curriculum given by the University. We contrib Curriculum development in the following ways. • Fac Members take active part in syllabus restructuring revision. Some faculty members are the members of ac bodies of University of Mumbai where they actively part

	in curriculum development. Also, some faculty members members of BOS of Autonomous colleges where they participate actively in the curriculum development. • Feedback obtained from Faculty members from students, Peers and Industry are sent on to the Dean Faculty of Commerce / concerned Board of Studies for review and further discussion.
Teaching and Learning	Teaching and Learning • Department of various Subjects conduct meetings at regular intervals to formulate teaching plans. Each faculty is given Log Book which contains details about Teaching Plans, Syllabus completion etc. The same is approved by HoDs and ratified by the Principal at regular intervals of time. • Students are encouraged to use the Library and Computer labs for reference reading, research and Open Learning. • Remedial teaching is provided for Slow Learners and special attention is paid to Advanced Learners. • For collaborative Critiques, Report Writing, Seminars, Quizzes, Debates, Group Discussions, Group Projects, Games and Simulations are used with classroom lecture and discussions. • Students are given opportunities both to participate in, as well as organize inter-collegiate events. The College records and publishes the academic year activities, with literary contributions from students in English, Hindi and Marathi in the College Magazine.
Examination and Evaluation	As an affiliate College of University, the examination is set as per the guidelines of the University of Mumbai (UoM). The orientation program is conducted for F.Y.B. to explain CBGS to the students by Examination Committee. The examination committee of the college prepares the schedule for all the examinations to be conducted during the year at the beginning of the academic session which enables the faculty and students to plan their teaching and learning schedule. The students are sensitized well in advance on the consequences of using unfair means. Assessment is conducted as per the University rules. Answer papers are masked to ensure unbiased assessment. Moderation and Revaluation of answer papers is done as per the University norms. Meeting with the students with poor performance is conducted with parents to improve their performance.
Research and Development	Library and ICT facilities are made available to students (U.G., Post graduate, M. Phil and Ph. D students) and faculty members. Talks by eminent personalities are organized to foster a scientific temper and develop an aptitude for research culture among scholars. Research related Workshops, Seminars and Conferences are organised on a regular basis. Duty leave is sanctioned to support the faculty faculty undertaking research activities and also registration fees along with TA is provided to the staff participating in National and International Conferences / Seminars.
Library, ICT and Physical	• The College has an intranet facility. Library Software Vridhhi is being used for maintenance of the Library and

Infrastructure / Instrumentation	Data Entry (Books, Journals and Membership), Transaction (Issue, Return, Renewal and Fine Collection) and Generation of various Computerised Reports. • Digital Library is maintained with software to upload and upgrade the various e-resources (Books, Journals, and database). • Special printers are available for generation of barcode labels as well as for general purpose use. Intranet and Internet facilities are available for the users. Wi-Fi is made available in the College. • E-Journals and E-Books are made available to the users. • India Stats and INFLIBNET software are installed. The OHP Projector and User Scanner facility is available. Tally, ERP software is used for accounting purposes.
Human Resource Management	• Orientation and training programs are periodically organized for new recruits. • In order to enhance capacities of Faculty various Faculty development programs are arranged on a regular basis. • Recreation programs are also organized for Faculty, non-teaching and supportive staff.
Industry Interaction / Collaboration	• To promote Industry Interaction and Collaboration industrial trips and field visits are organized to give industry exposure during the year by the various departments. Also guest lectures and interactive sessions are arranged from Industry experts to give our students an insight of business environment.
Admission of Students	• The Admission process is done as per the norms specified by the University of Mumbai. • Admission to various programs is strictly on merit basis.

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

E-governance area	Details
Administration	Vriddhi software is used for entire functioning of administrative system, preparing of important documents: 1. Transcript 2. Transfer/ Migration Certificate 3. Is Bonafide Certificate 4. Insurance Policy 5. Backlog Certificate
Finance and Accounts	Accounts and Finance Department has to make lots of transactions of receipts and payments on day to day basis of which payments made of Government dues like TDS, Income Profession Tax and GST are made online. The payments to University is also made online. This online receipt payment system ensures accuracy, saves time and have effective internal control on these transactions.
Student Admission and Support	The College has installed Vriddhi software in 2010 - Vriddhi College ERP software is complete seamless integrated solution to entire functioning of college. It is a multi and fully secure system which helps in reducing the task work. Appropriate training is provided to college staff for effective use of Vriddhi software in Student admission support system. Vriddhi software is used through various means such as notices, SMS, websites, E mail to reduce errors and dissemination of information efficiently. Vriddhi software

	used for various purpose such as: 1. Students Database 2. Collection of Admission fees 3. Generating Roll Call Number for students 4. List of SC, ST Candidates 5. Issuing Backlog Certificates 6. Transcript 7. Transfer and Migration Certificate 8. Insurance Policy 9. Backlog Certificate
Examination	Vriddhi software is used for various purpose such as: Collection of Examination fees, SMS dissemination facilities used.

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
No Data Entered/Not Applicable !!!			

[View File](#)

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)
2020	Financial Literacy organised by Prarambh Group of College	Financial Literacy organised by Prarambh Group of College	03/01/2020	Nil	5	

No file uploaded.

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
No Data Entered/Not Applicable !!!			

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
41	41	47	47

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
41	47	2328

6.4 - Financial Management and Resource Mobilization

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

Appointment of CFO In order to monitor financial resources, inculcate effective use of funds, and ensure transparency and for complying with regulations, management has appointed well qualified Chief Financial Officer paid by the management. INTERNAL AUDIT Internal Auditor : Lakhani Associates The College activities come under the activities of Smt. P.D.Hinduja Trust. The accounts of the Trust are audited by Internal Auditors. The internal Audit is conducted to ensure that proper internal control exists in the organization for transactions done by the organization. This is done to safeguard the interest of the organization The Internal Audit is conducted half yearly and the observations of the auditors are sent to management of the organization. The college takes appropriate action to resolve the observations of the auditors and gives suitable replies to the satisfactions of the auditors. EXTERNAL AUDIT Statutory Auditor: KMI Associates As mentioned above, college activities come under the supervision of Smt. P. D. Hinduja Trust. The accounts of Smt. P. D.Hinduja Trust are audited by Statutory Auditors. The statutory Audit is conducted as per the provisions of Bombay Public Trust Act, Rules and Byelaws of the Trust. Statutory Audit is conducted to ensure that the transactions of the Trust are within the power of the Trust and proper books of accounts as required by the Act have been kept by the Trust and to find that the accounts Are in agreement with the Books of Accounts.

6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropists during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.
NA	0

[View File](#)

6.4.3 - Total corpus fund generated

0

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	Audit
Academic	No	Nil	No	No
Administrative	No	Nil	No	No

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

The Parents- Teachers programme was conducted for the first, second and third year students on December 21, 2019 in the Conference Room, Annex Block.

college. The Parents are invited to the college for updating them about subjects and their credits. The importance of attendance for acquiring knowledge of the subjects. 2. The first year students' parents were involved in a discussion regarding the internship programme which the students can undertake during the winter and summer breaks and also regarding the electives for the next years.

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

I LECTURE ON NUTRITION BY VLCC INSTITUTION organised by Rotaract Club of Hinduja on 3/3/2020, where tips on daily diet and physical activities to follow in daily routine lifestyle to stay fit and healthy were shared. II LECTURE ON FINANCIAL PLANNING was organised by FINTEGIC CLUB OF BHARATI on 4/3/2020. The speaker shared tips of investment in different financial insurance plans available in the market to save the income tax and to have a good retired life. III. Free Medical Check up was arranged for teaching staff. IV. Members of the staff are encouraged to participate in workshops and seminars. Few non teaching staff has participated in International level Interdisciplinary Webinar on Overcome Covid- 19 through Nuances of life organized by Vivek College of Commerce, Goregaon. State Level webinar on Seva books organized by Gyan Deep Mandal, Vasai. Joseph College, Vasai. 3. State Level webinar organized by Karmaveer Patil College, Pandharpur. 4. Webinar on Relationship Management organized by Lala Lajpatrai College, Mumbai. 5. National Webinar on Data Centric Administration - A NAAC perspective organized by IQAC of Narsee Monjee College of Commerce and Economics. 6. One Day Workshop for non-teaching staff on Online procedure to be followed on Admissions and Examinations for effective use of social media during college admissions organized by Shetty College, Powai. 7. Successful Completion of quiz on Basic Awareness about Covid-19 organised by Navneet College. 8. Online connect Vyakhyam webinar organized by St. Xavier's College, Mumbai. 9. Webinar on How to use Vridhhi online admission along-with online payment gateway discussion on infrastructure requirement and new feature added in Vridhhi Online. 10. National Workshop on Role of Non-teaching Staff members in NAAC Accreditation held at RJ College, Mumbai. 11. National Webinar on MS-Excel Tips and Tricks organized by IQAC and B.Sc.IT Department of Ghanshyamdas Saraf College, Malad. 12. 3 days webinar organized by N.G. Vartak College, Bhavsahar College. 13. Webinar on Women and Crisis Management organized by St. Xavier's College, Virar. 14. National Level webinar on Excel like Never Before organized by Reena Mehta College. 15. Webinar on Transaction Analysis in Education organized by Vidyavardhini College, Vasai Road. 16. State Level webinar on Right to Information Act organized by Vidyavardhini's Annasaheb Vartak College, Vasai Road. 17. Webinar organized by Gyandeep Mandal, Vasai. 18. Webinar by Granthalay Bharti, Jalgaon Karyakarni, Pune. 19. One Day International Multidisciplinary Conference on Impact of Social Media on Reading Habits organized by Smt. Kamladevi Gauridutt Mittal College, Vasai. Paper Presented titled E-Resources in Libraries. V. Regular participation of support staff in intercollegiate cultural and sport competition.

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

M Com in E Commerce M Phil in Rural Development MA in Business Economics Additional Division for M Com is proposed

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	
b) Participation in NIRF	
c) ISO certification	
d) NBA or any other quality audit	

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	Numt partic
No Data Entered/Not Applicable !!!					

[View File](#)

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 year)

Title of the programme	Period from	Period To	Numb Partici
			Female
Justice league (Talent Show for transgender)	13/09/2019	Nil	45
Workshop on Gender Sensitization	08/02/2020	Nil	60
Social Awareness Ride	21/12/2019	Nil	30

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy source
Mentoring workshop on Social Entrepreneurship and Sustainable Development Danish Aga in collaboration with TISS organised by Department of Business association with Hinduja E-cell and incubation centre on December 10

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number benefic
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

Any other similar facility	No	Nil
----------------------------	----	-----

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 participants
------	--	--	------	----------	--------------------	------------------	------------------------

No Data Entered/Not Applicable !!!

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
-------	---------------------	--------------------------

No Data Entered/Not Applicable !!!

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
----------	---------------	-------------	------------------------

No Data Entered/Not Applicable !!!

[View File](#)

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

Ek Kadam Swachata Ki Aur (total 8 different phases in 8 continuous months)
 Clean- a - Thon Swachata Ke Saath Plastic Collection Drive College Campus
 Tree Plantation Drive

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best Practices 1 : Digitalisation of Library
Title of the Practice: Digitalisation of Library
Objectives of the Practice: To provide seamless access to information for users at everyplace. To act as gateway to print and electronic information. To develop in to a single access point for all library services.
To create and update a comprehensive database. To collect, organize, collate digital information to keep it for future use.
The Context: Hinduja College Library has always been alert to ensure about the service given to its stakeholders. Hinduja College enrolls more than 7000 students every year for the different courses such as UG, PG, Management, and M.Ph.D. Every year library organizes 'Book-Exhibition' in which Teaching staff, Students are also welcomed to select the books on various subjects to enrich the collection of the library. Hinduja College Library has its total annual budget of approximately Rs. 15,00,000/- (Rupees Fifteen Lakhs Only) for the expenses of its all departments i.e. Degree college and Unaided section, Junior College Aided and Un-aided section, All graduate programs and its Ph.D. Department. Along with these, library have given the budget for purchasing books for the Management Institute has the study center of YCMOU University, Nasik and runs more than 15 including undergraduate and postgraduate along with various Diploma courses. Hinduja college library provides all library facilities to these students.

College library has its scanner, with the help of which all question important newspaper articles are scanned and make available to the teachers and students whenever demanded. These soft copies helps to avoid more storage and easy to retrieve. Library is a growing organism. To face challenges of occupying ever increasing collection, and to compete with advanced technology in the world of continuous flow of information, college library took a step moving further to upgrade our library from traditional to digitization. The Practice: In the year 2019-20 we purchased total 79 books for our commerce department. Apart from the N-List subscription, we also added new databases such as IBI and J-Gate for our research scholars and teachers to enable them to enhance their knowledge by accessing the world wide publication works. College library also started providing digital services for the students who have the learning disability, by placing laptop with a camera and the headphone to hear all the contents of the book. With the help of the Library staff many students availed this facility. We moved further towards digitization, and to help all the library users to avail the required information on the fingertips, college library placed 20 computers with the seating arrangement separately at one corner of the library for students, teachers and research scholars. All computers have latest version of software and with the connection of internet. Students get the advantage of using this facility for their assignments and other project work. This avoids the time required to gather the information related to their work. There are 10 printers placed alongside for the printing of the required material. All students and research scholars use this facility without any interruption throughout the year. This year college library also purchased new library software KOHA integrated Library Management Software, which is open source software with the intention of rendering more digitized services. This software has the catalogue services such as Marc-21, Z39.5 and SIP2 for integration, with having connection of OCLC for adding our data., This will enable reader/researcher to get open access of the world wide collection of the books. Evidence of Success: Our total collection of book exceeds 28282 including text books and reference books as on date. Particular Existing Collection: Newly Added Total Text Books 19527 1939 21466 Reference Books 29456 791 E-Books 36 36 Journals 59 Renewed 59 E-Journals 17 Renewed 17 Databases 2 CD Video 972 - 972 Library Automation 2 - 2 Weeding (Hard Soft) 2565 28282 Others (specify) -Institutional Membership 2 Renewed 2 The purchase details of the hard copies of Books and E-books for the year 2019-20 follows:-

PARTICULARS	NO.	AMOUNT (In Rupees)
TEXT BOOKS	1939	3,34,720
REFERENCE BOOKS	791	5,87,046
E-BOOKS	36	63,720

Problems Encountered: Limited Resources Required: Explosive growth of information and documents, Increased cost of the documents and information materials, Increase in information needs, Latest techniques and concepts in handling information, New electronic information environment, Creation of databases and its security, Marketing of library and information services.

Best Practices 2 : Entrepreneurship – Cell Title of the practice: Entrepreneurship Cell Objectives of the practice:

- To inculcate the spirit of entrepreneurship in the students and to make young entrepreneurs out of budding young minds.
- To provides the right atmosphere for budding entrepreneurs to work on and grow their idea.
- To assist students to acquire important business skills like leadership, time management, financial planning, negotiation, research, etc.

The Context: Constitution of

Entrepreneurship Cell is one of the best practices of our institution is set up to provide the right atmosphere for budding entrepreneurs to grow their idea. The Purpose of E-Cell Hinduja College is to in the value of entrepreneurship in the students and to make young entrepreneurs out of the budding young minds. The important objective of the Entrepreneurship Cell and Incubation Centre is to assist students to important business skills like leadership, time management, financial planning, negotiation, research, etc. It is with this objective that Inauguration of E-Cell was done on 27th September 2019, in the Presence of Shri. Prakash Hinduja Chairman of Hinduja Group. A Memorandum of Association was signed with E-Cell, ISME to form the Entrepreneurship Council along with their framework. Practice: Entrepreneurial development among the youth is the need of the hour to develop our country with more pace. Lack of entrepreneurial skills has always been the major problem in India not only youth does not have innovative ideas but due to the lack of funds, support and guidance. Being a commerce college situated in Financial Capital of India, and also because college belongs to the Hinduja Group we have an opportunity to develop the skill of entrepreneurship among our students. The market demand for more innovation, uniqueness, and creativity is rapidly increasing. The Entrepreneurship cells are thus responsible for preparing students to implement their ideas. The vision of the Entrepreneurship Cell the E-cell is to induce the entrepreneurship spirit among students. Hinduja College has planned various workshops, speaker sessions, and professional networking events for the students. These help the students to understand their resources and market in a better way. The Entrepreneurship cell helps the students to start their business and start-ups. The cell organizes a number of workshops and entrepreneurs interaction sessions. This helps students to know all about starting their own business venture. Evidence of success: ISME has been awarded several times in various national and international forums, for example, ISME bagged the prestigious award of Management College of the Year by Bangalore Management Association. In an event, ISME was awarded with Fastest Emerging Private Management Institute award. During the 25th Indo-Thai Entrepreneurs summit, held at Bangkok institute got International Achievers Award for Education Excellence. In the academic year 2019-2020 E-cell Hinduja successfully conducted seminar with renowned speakers came to the institution and had interaction with students and students learnt a lot at the end of each seminar name Workshop in association with E-Cell IIT Bombay. Number of participants: 100 students the theme was Business Modelling and Entrepreneurship for 6 hours. The training conducted by Mr Puneet Raman, Founder Prowisdom.com. • Workshop was conducted in Collaboration with E-Cell TISS which was attended by 100 Students on Social Entrepreneurship for 3 hours, Speaker was Mr. Daniel Problem encountered and resources required: The gap between skills present in the campus and the corporate requirements. Difficulties in providing financial support to the student interested. More infrastructure facilities required at college level for developing entrepreneurial skills

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

[https://hindujacollege.in/naac/naacReports/AQAR%202019-20%20Institutional%20Best%20Practices\(7.2.1\).pdf](https://hindujacollege.in/naac/naacReports/AQAR%202019-20%20Institutional%20Best%20Practices(7.2.1).pdf)

7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, and thrust in not more than 500 words

Bootcamp for BMM students on Social Media and Brand Building Bootcamp usually short training sessions for students to teach them the practical aspects related to industry and work. Objective: To increase awareness of social media marketing and branding To have institutional distinctiveness college has collaboration with International School of Management Excellence for various types of additional activities related to training and learning the educational concept in a more practical manner. Every year college arranges the Bootcamp for BMM students on Social Media and Brand Building. On August 9, 2019, students from T.Y.B.M.M. (Advertising) went to International School of Management Excellence (ISME) at Parel, Mumbai for a Bootcamp 'Social Media and Brand Building'. Students learnt how social media is used to do branding of the self, by organisations and brands/ companies. The bootcamp started with a session on the aforementioned theme wherein students asked their queries related to branding efforts on social media. The session was a practical one wherein students were divided into groups and given an activity. They were asked to make a collage using magazine and other material to create the social media page of any brand that they wanted to create. Students presented their branding concepts and received feedback not only from their peers but also from subject experts at ISME. Thus the bootcamp was a fun-filled learning activity for students in which they not only learnt from peers but also gained subject knowledge.

Provide the weblink of the institution

[https://hindujacollege.in/naac/naacReports/AQAR%202019-20%20Performance%20of%20the%20institution\(7.3.1\).pdf](https://hindujacollege.in/naac/naacReports/AQAR%202019-20%20Performance%20of%20the%20institution(7.3.1).pdf)

8.Future Plans of Actions for Next Academic Year

1. To implement Career Advancement Scheme (CAS) for the Aided faculty and grant promotion in order to enhance the quality of higher education. 2. To provide professional training for online teaching and creating LMS on a specific domain for faculty and students to enhance teaching - learning skills. 3. To establish digital library for students alumni and research scholars. 4. To encourage students for getting certification of online courses on Swayam on different platforms. 5. Since a number of students aspire to join their own business an initiative will be taken to enter into MOU with professional bodies as Asian Institute of Family Management Business (AIFB) and equip the students with current business environment knowledge and skill to take their business to next level.