

# K. P. B. HINDUJA COLLEGE OF COMMERCE

315, New Charni Road, Mumbai, Tel. No. 022-40989000, [www.hindujacollege.com](http://www.hindujacollege.com)

## Internal Quality Assurance Cell (IQAC)

### *Annual Quality Assurance Report*

For the period 2016 - 2017

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

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

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# K. P. B. Hinduja College of Commerce

## The Annual Quality Assurance Report (AQAR) of the IQAC

2016-17

Part – A

### 1. Details of the Institution

1.1 Name of the Institution

K. P. B. HINDUJA COLLEGE OF  
COMMERCE

1.2 Address Line 1

315, NEW CHARNI ROAD

Address Line 2

Hinduja College Lane

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400004

Institution e-mail address

hindujacollege@gmail.com

Contact Nos.

022-40989000 (office)

Name of the Head of the Institution:

Prin. Dr. (Ms.) Minu Madlani

Tel. No. with STD Code:

022-40989000

Mobile:

09892186412

Name of the IQAC Co-ordinator:

Mr. Chandrashekhar Deore

Mobile:

9619787977

IQAC e-mail address:

iqac.hindujacollege@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) : MHCOGN11464

1.4 Website address:

www.hindujacollege.com

Web-link of the AQAR:

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

<http://www.hindujacollege.in/downloads/Annual%20Quality%20Assurance%20Report%20for%20Academic%20Year%202016-17.pdf>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	83.5	2004-05	2009-10
2	2 <sup>nd</sup> Cycle	A	3.13	2010-11	2015-16
3	3 <sup>rd</sup> Cycle	A+	3.59	2017-18	2022-23

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

06-12-2004

1.7 **AQAR for the year** (*for example 2010-11*)

2016-2017

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

- i. AQAR 2011-12 submitted to NAAC on 25-10-2012
- ii. AQAR 2012-13 submitted to NAAC on 20-12-2013
- iii. AQAR 2013-14 submitted to NAAC on 29-04-2015
- iv. AQAR 2014-15 submitted to NAAC on 03 -04-2016
- v. AQAR 2015-16 submitted to NAAC on 21 -03-2017

### 1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ C 2(f) ☒ UGC 12B ☒

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

### 1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

### 1.11 Name of the Affiliating University (for the Colleges)

University of Mumbai

### 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Yes – Minority Status (Linguistic) by State Government

Autonomy by State/Central Govt. / University

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

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

2.11 No. of meetings with various stakeholders: Total No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

**International:** 'Universality of Human Rights: Current Scenario'.

**National:** -

**State :** 07- Day Workshop on Research Methodology

**Institutional:** • Ann Fernandez, Joint Secretary, University Grants Commission oriented the staff for the preparation of the Self Study Report (SSR) of the College and motivated them to gear up for the NAAC Peer Team visit. (August 08, 2016)  
• Mr. Sudhanshu Tripathi, Group President of Human Resources at Hinduja Group discussed Modern Teaching and Learning Techniques with the faculty. (September 02, 2016)  
• Staff members, both teaching and non-teaching visited Panoramic Resort, where different quality related Management games were a part of the day's programme. (April 01, 2017)

2.14 Significant Activities and contributions made by IQAC

- Faculty Development Program was arranged for teaching faculty member and non-teaching staff.
- Students were encouraged to organise one mega intercollegiate event 'Panaah'.
- Research Forum was organised for M. Phil and Ph. D students to orient them about the need to publish articles in National and International Journals.
- College in collaboration with the Department of Law of the University of Mumbai organized an international conference on 'Universality of Human Rights: Current Scenario'.
- In collaboration with Global Network of Business Researchers, New Delhi the College organized a 07- Day Workshop on Research Methodology
- Feedback was collected
- SSR and other reports were finalised and NAAC preparations including documentation and presentations were completed with a number of meetings.

### 2.15. Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"><li>To organise National Conference on Human Rights</li></ul>	<ul style="list-style-type: none"><li>College in collaboration with the Department of Law of the University of Mumbai organized an international conference on 'Universality of Human Rights: Current Scenario'</li></ul>
<ul style="list-style-type: none"><li>Organise workshops for the Faculty in subjects where there is a revision in the syllabus.</li></ul>	<ul style="list-style-type: none"><li>Faculty members participated in workshop organised by University of Mumbai and other affiliating colleges on Revision of Syllabus.</li></ul>
<ul style="list-style-type: none"><li>To submit proposals for minor research projects to the University of Mumbai.</li></ul>	<ul style="list-style-type: none"><li>Seven faculty members submitted proposal for Minor Research Project to the University of Mumbai.</li></ul>
<ul style="list-style-type: none"><li>Encourage research in wider range of subject.</li></ul>	<ul style="list-style-type: none"><li>Faculty members were encouraged to write research paper in International &amp; National Journal. More than 100 research papers were presented/ Published.</li></ul>
<ul style="list-style-type: none"><li>Continue to encourage Ph.D. students to complete and submit their thesis.</li></ul>	<ul style="list-style-type: none"><li>Total 12 students completed their Ph.D in 2016-17</li></ul>
<ul style="list-style-type: none"><li>Organise a combined Faculty and Staff development program at the location outside the college.</li></ul>	<ul style="list-style-type: none"><li>Faculty Development Program was arranged for teaching faculty member and non- teaching staff at Panormic Resort Panvel.</li></ul>
<ul style="list-style-type: none"><li>Continue to organize the Dharam Hinduja Essay writing completion for Faculty at the National level.</li></ul>	<ul style="list-style-type: none"><li>Competition was conducted and prizes were given to the outstanding Essays.</li></ul>
<ul style="list-style-type: none"><li>Hosting different intercollegiate festivals and at least one mega intercollegiate festival to be held for an entire week.</li></ul>	<ul style="list-style-type: none"><li>'Pannah' an intercollegiate festival was grand success and almost 35 colleges participated in the event.</li></ul>
<ul style="list-style-type: none"><li>Redevelopment of College building.</li></ul>	<ul style="list-style-type: none"><li>College management are working on Redevelopment of College Building.</li></ul>
<ul style="list-style-type: none"><li>Thrust on student research and seminar at national and international level.</li></ul>	<ul style="list-style-type: none"><li>M.Com. students were guided by faculty members to undertake research project. M. Phil. and Ph. D. students were encouraged to write research paper in national and international conference / seminar.</li></ul>
<ul style="list-style-type: none"><li>To strengthen quality of research by conducting workshop</li></ul>	<ul style="list-style-type: none"><li>In collaboration with GNBR, New Delhi the College organized a 07- Day Workshop on Research.</li></ul>



2.15 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management ☒      Syndicate ☐      Any other body ☐

Provide the details of the action taken

Management Approved the AQAR after necessary changes.

## Part – B

### Criterion – I

#### **1. Curricular Aspects**

##### 1.1 Details about Academic Programmes\*

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	07	-	7	-
M.Phil.	01	-	1	-
PG	11	-	10	-
UG	11	-	10	-
Advanced Diploma	04	-	04	04
Diploma	06	-	06	06
Certificate	17	-	17	17
<b>Total</b>	<b>57</b>	<b>-</b>	<b>57</b>	<b>27</b>
Interdisciplinary (UG)	01		01	01
Innovative (UG)	02		02	

\* Including Programs Offered through YCMOU

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

###### **CBCS:**

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

###### **Core /Elective options:**

The College has opted for various elective options and professional courses to improve potential for employability.

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

Under Graduate Programs	Post Graduate Programs	M. Phil	Ph. D.
B.Com - Export Marketing, Computer Application, Taxation	M.Com (Accountancy)	M.Phil (Human Resource Management)	Ph.D.( Business Policy and Administration)
BMS - HRM, Marketing, Finance	M.Com (Business Management)	M.Phil (Accountancy)	Ph.D. (Trade, Transport & Industry)
BMM - Advertising, Journalism	M.Com (Banking and Finance)		Ph.D. (Business Economics)
B.Sc(IT) - GIS, Cyber Law, DSS	M.A (Public Relations)		Ph. D. ( Management Studies)
	M.A (Communication and Journalism)		Ph. D. (Business Management)
			Ph. D. (Accountancy)
			Ph. D. (Banking & Finance)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	-
Annual	12

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

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

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

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

TYBMM: The syllabus of TYBMM, semester V and VI were revised w.e.f. June 2016.

SYBFM: The entire syllabus restructuring along with subject has been done w.e.f. June 2016-17.

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	31	06	0	0

2.2 No. of permanent faculty with Ph.D.

13

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
01	00	00	00	00	00	00	00	01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

25

48

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	25	30	01
Presented papers	21	26	01
Resource Persons	-	02	02

No. of Faculty	International level	National level	State level
Published papers	34	41	01

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

Apart from regular teaching methods following are adopted:

- E-Learning Platform – Edmodo, Google Group for students
- Department organizes intercollegiate event like Fincounts, Presentation Club, BIG (Banking & Insurance Genius), Film Club, Economic Explorer, Gyan fever, etc.
- Subject related videos were shown to students
- Field visit were undertaken by various departments

- Classroom Teaching: Use of ICT (Power Point Presentation, Videos, Movies, etc.), Written Assignments, Project Presentations, Case-Study Method, Management Games, Group Discussions, Debates etc.
- Co-Curricular activities: Intra and Inter College Programmes/Competitions, Arranging Exhibitions, Learning through Documentary, Art and Commercial Cinema, Debates, Group Discussions, Peer Learning, Oral and Poster Presentations are some of the innovative teaching approaches/ methods adopted by the College.
- Students were encouraged to take up Industry-based Projects; National and Local Study Tours are organised and Research-based Projects are assigned to the final year students give them experiential learning to whet their interest in research.
- Guest lectures for the students were conducted by external resource persons to strengthen the teaching–learning process.
- Remedial coaching was provided to the slow learners and intensive coaching and mentoring was given to the advanced learners.
- College organized a grand intercollegiate festival *Panaah* in 2016 which provided hands-on experience to students in event management, hospitality, public relations, media, marketing and obtaining funds for a mega college event.
- Industrial visits were arranged by both aided and unaided section. Local field visits were arranged to places like BSE, NSE, RBI, etc.
- BMM students published their Annual Magazine *Unleashed*. The final year students made documentary films on various contemporary issues

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Academic Calendar: Tentative examination schedules are included in the annual Academic Calendar

Prospectus: Information about the evaluation process and other rules & regulations with regard to examinations are elaborately contained in the College Prospectus.

Notices & Circulars: Notices/Circulars/Ordinances pertaining to the pattern of examinations and the pattern of the question papers are displayed on Notice Boards and are explained by teachers in classrooms.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

00	04	00
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as member of Board of Study/Faculty/Curriculum Development workshop

## 2.10 Average percentage of attendance of students

75%

## 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		O Distinction %	A I %	B,C II %	D III%	E Pass %
B.Com V	685	7.15	34.45	34.45	7.59	0.44
B.Com VI	681	31.72	32.45	16.59	1.62	0.00
B.Com (A&F) V	147	38.78	44.90	10.88	-	-
B.Com (A&F) VI	147	44.90	45.58	5.44	-	-
BBi V	73	2.74	42.47	36.99	-	-
BBi VI	70	-	45.71	35.72	1.43	-
BFM V	72	6.92	62.5	27.78	-	1.38
BFM VI	68	-	42.65	55.89	01.47	-
BMM V	72	-	44.4	37.4	1.38	16.6
BMM VI	69	-	36.2	39.1	4.4	20.2
B.Sc IT V	41	14.89	40.42	2.12	-	-
B.Sc IT VI	47	17.02	46.48	12.76	4.25	-
BMS V	219	27.27	36.36	31.82	-	-
BMS VI	219	01	21.36	13.00	-	-
M.Com Acc - III	56	16.2	23.18	17.18	-	2.20
M.Com Acc - IV	56	14.98	29.18	19.18	-	2.71
M.Com B & F - III	46	-	42.18	12.29	-	1.80
M.Com B & F - IV	46	-	41.19	32.29	-	3.20
M.Com Mgmt - III	38	14.11	32.29	15.32	-	10.91
M.Com Mgmt - IV	38	14.11	31.22	15.12	-	2.3

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

- Heads of Departments conduct periodic meetings and review the quality of teaching-learning through the Log Book, Lesson Plans, and by reviewing the academic performance of students.
- Lectures of newly recruited faculty are observed by Heads of Departments and some senior faculty at the request of the Principal.
- Student feedback about teachers in various criteria is collected, analysed and then discreetly communicated to the teachers to brace them for self-improvement. If it is felt necessary the Principal and the HoDs give inputs to teachers for enhancement of their teaching.
- An Annual 'Best Teacher Award' has been instituted and is awarded to teachers on the basis of student feedback.
- A rigorous review of the functioning of various departments and committees of the College is done regularly as part of the quality enhancement endeavour. This includes meetings at the department level, IQAC-department meetings to review teaching-learning processes, meeting

with the Principal and Vice-Principal to oversee and evaluate implementation of reforms and new practices.

### 2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	06
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	55	08	05	
Technical Staff	06	-		

## Criterion – III

### 3. Research, Consultancy and Extension

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

The College is a recognized Research center for the University of Mumbai and offers Research avenues in five different streams. The faculty is encouraged to avail of the Faculty Improvement Programme of the UGC for pursuing their Ph.D. To guide these research scholar following research workshops were held in the college.

- In collaboration with Global Network of Business Researchers, New Delhi the College organized a 07- Day Workshop on Research Methodology from May 03 – 09, 2017 in which 36 Research Scholars and Guides participated. The main purpose of the Workshop was to train researchers and academicians about the latest techniques of research through conceptual and hands-on training and close interface with latest research based software.
- The erudite and eloquent speakers at the Workshop included Dr. Sanket Viz from Sonapat, Haryana; Dr. Lakhvinder Singh from Amritsar and Dr. Rajendra Shah, Dr. Sangeeta Pawar and Dr. Kinnarry Thakkar from Mumbai. They addressed the scholars on a range of subjects such as Data Entry, Editing & Cleaning; Hypothesis Testing – Parametric – ANOVA and Post Hoc Tests; Hypothesis Testing-Non-Parametric: Wilcoxon Signed-rank Test; Factor Analysis; Sign Test, Run Test; Multiple Regression – I Assumptions and Research Publication.

The Highlights of the Workshop were following:

- Hands-on Training Sessions on data handling and analysis and derivation of preliminary results.
- Practice sessions with model exercises.
- Discussion on the underlying assumptions of statistical tools.
- Discussion on common errors in research.
- Discussion on data interpretation.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	05	05	02
Outlay in Rs. Lakhs	52000	141000	141000	52000



### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	-	
Non-Peer Review Journals	48	57	
e-Journals	-	-	
Conference proceedings	05	10	

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2016-17	University of Mumbai	141000	141000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number	01	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

04

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : lakhs

From Funding agency

141000

From Management of University/College

72000

Total

213000

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	-	3	-	-	-	2

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

04

06

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

01

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level	180	State level	180
National level	180	International level	

3.22 No. of students participated in NCC events:

University level	16	State level	16
National level	16	International level	

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level		State level	01
National level	05	International level	-

3.25 No. of Extension activities organized

University forum	06	College forum	15		
NCC	05	NSS	21	Any other	05

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

**Following activities reflecting Institutional Social Responsibility and extension have been conducted during the year:**

### **National Service Scheme (NSS)**

NSS activities for the academic year commenced with the International Yoga Day celebrations on June 21, 2016. This was followed by a Street Play and a Rally to encourage Tree Plantation on June 21. To reinforce the green message with practice, a 'Tree Plantation Drive' was conducted on July 01 in which 45 saplings were planted in the compound of St. Teresa School at Charni Road. In the month of July 2016, the already enrolled NSS volunteers worked towards motivating other students to join in the activity and were successful in bringing in 200 socially motivated students into the NSS fold. To orient the freshers an Orientation Programme was organized on August 12, 2016. The area-based activities of the NSS Units included Eco Club,

Dharm Bharti Mission, Health & Yoga Club and Disaster Management. The first activity of the Eco Club was held on NSS Foundation Day on September 27, 2016 on which Principal Dr. Minu Madlani planted a tree in the College compound. This was followed by paper bag making and nurturing saplings. The NSS Units of the College played a lead role in organizing Independence Day celebrations. And, along with the Women's Development Cell of the College they conducted a Self-Defence Training Session for women in the College. Aiming to impact the life of college students, in this academic year, the NSS volunteers presented a Group Dance item in the Annual Talent Contest on the theme of 'Women Empowerment' and were awarded the Third Prize. They also presented a Group Dance item in the College Day celebrations on the theme of 'Child Labour'.

Two Blood Donation Drives were organized by the NSS Units of the College - one in association with St. George Hospital and J. J. Hospital on August 23, 2016 in which 118 blood units were collected and the other in association with Nair hospital on February 16, 2017 in which 50 units of blood were collected.

The NSS Unit also organized a Thalassemia Check-Up Camp and session wherein 47 samples were collected by St. George Hospital. In the wake of increasing pollution in the city, the NSS Units felt it imperative to take up this issue and embarked on their endeavor by organizing a Cycle Rally in the month of August in the areas of Lamington Road, C.P. Tank, V.P. Road and Khotachi Wadi to generate awareness about rising vehicle pollution – both as air pollution and as noise pollution. E-waste collection in the month of February focusing on the reuse and recycling of electronic waste was another effort in the direction.

A Flag Picking Drive post-Independence Day and Cleanliness Drives in the College and in Hinduja Lane, besides an official Oath Taking Ceremony on October 02, on the occasion of Gandhi Jayanti were activities taken up by the NSS in the spirit of the Swachh Bharat Abhiyaan.

In collaboration with the Dharm Bharti Mission for their 'Chalo English Sikhayein Abhiyan' NSS volunteers participated in a series of teaching programs, over a span of 6 months [September 2016 to February 2017], teaching students of standards V, VI, VII & VIII the subjects of English and Mathematics. This gave the volunteers an excellent opportunity to hone their soft skills with activities such as poetry recitation and storytelling.

In continuation with their social commitment of the past years, the NSS volunteers actively participated in University activities such as rallies on social issues as Organ Donation, Anti-Honking Awareness, Voter ID Awareness, Rashtriya Abhimaan, Tiranga March and cultural programmes organized in honour of eminent personalities such as Swami Vivekananda, Lokmanya Tilak and Mahatma Gandhi. After being a part of the inauguration of the 'Road Safety Campaign' the NSS volunteers took up the activity as a project during the Road Safety Week of 2017 from January 08 – 15, 2017. A Debate, a Skit, an Essay Writing Competition and a Street Play on traffic rules were organized as part of the project.

NSS volunteers celebrated Diwali with a difference with an activity called 'Lighting a Smile'. They spent time entertaining children of the Bandra East Community Centre with games such as Musical Chairs; Passing the Parcel; Housie and Lemon and Spoon and gifted them with sweets, blankets and other items. The volunteers also organized a four-day Donation Drive in which they collected clothes, sweets, books and toys for the children.

An AIDS Awareness Rally conducted on December 05, 2016 and participation in 'HOPE 2016' – the Human Trafficking Initiative of Wilson College which has been marked as a Guinness Book Record for the longest human chain ever were other NSS activities in the academic year.

The flagship event of NSS each year is the 7-Day Residential Camp conducted in association with the Hinduja Foundation. This camp was organized at Jawahar, Pimplesheth District, Maharashtra from January 27 to February 02, 2017. The volunteers put up at the Farmers Training Center of the organization MITTRA.

They dug a soak pit and built check dams to aid the farmers. They also undertook a Cleanliness Drive at the village. Special sessions were conducted along with village locals to understand their life and problems. A Street Play about the ills of alcohol and tobacco consumption was performed by the NSS volunteers for an audience of about 200 local people at the Village Center. Other activities conducted in the Residential Camp included a Poster Making Competition on social issues in the village; filling of sapling bags; placing of sign boards; pipe coding, construction of sanitation facilities; family surveys; interaction with school children and donation of blankets and clothes. The NSS volunteers were also privileged to have coffee with the Vice-Chancellor of the University of Mumbai. 02 volunteers also participated in the Leadership Training Camp held at Badlapur in August 2017.

### **Department of Life-long Learning & Extension Activities (DLLE)**

In the academic year, the students who had registered for DLLE were encouraged to undertake a project either on 'Status of Women in Society' or 'Population Education Club' to cultivate their research skills, as well as to generate social awareness in them.

From August 29-31, 2016, a PAN Card Drive was conducted as part of the Extension Activities. This activity benefited 51 students. On September 02, 2016 from 9:00 a.m. to 11:00 a.m., Dr. Kailas Kagade, Prof. Hemant Bhatti and Field Co-ordinator, Mr. Jitendra Aherkar conducted a Training Session and gave students general guidance about extension activities and the DLLE. They also explained various aspects of the Projects and discussed and finalized a questionnaire for a survey to study the subjects of the Projects.

On January 03, 2017 from 10:00 a.m. to 12:00 noon, a second round of training was conducted for students in the College Computer Lab. Dr. Kailas Kagade, Prof. Hemant Bhatti, Prof. Sanjay Ghodke and Prof. Jamshed Khan guided extension students about analyzing data with the help of SPSS and MS EXCEL software and the preparation of Project Reports. Out of the 96 registered students, the Project Reports of 68 were submitted, evaluated and certified by the DLLE, University of Mumbai and they received the benefit of 10 grace marks under Ordinance 0.229 A of the University. On February 01, 2017, DLLE students of the College were awarded a Consolation Prize at the UDAAN Festival organized by SASMIRA Institute in the Street Play event.

### **National Cadet Corps (NCC)**

The academic year saw a heartening registration of 16 students as cadets in No. 1 Maharashtra Air Squadron NCC and No. 1 Maharashtra Naval Unit. The students participated in various NCC Camps, organized a variety of social activities, enhanced their personalities and did themselves, the college and the country proud.

### **Tree Plantation Programme (July 01, 2016)**

As an initiative towards eco conservation, NCC cadets along with NSS volunteers of the College planted saplings in St. Teresa Junior School.

### **Friendship Day Celebration (August 07, 2016)**

The NCC cadets marked this day with a difference as they especially befriended the Non - teaching Staff members of the College.

### **'Yaad Karo Qurbani' - Independence Day Celebration (August 15, 2016)**

The celebrations on the day which were dedicated to honouring the sacrifices of the freedom fighters and the defence forces of the nation included dance, choir singing and a skit based on the life of the famous archer of India – Deepa Kumari. An essay competition on the same theme was also organized. As a mark of respect for the tri-colour, the NCC cadets on the following day conducted a flag picking drive in the Marine Drive & Girgaum areas.

### **March-past as a Pre-event of 'Panaah'**

'Panaah', the annual mega inter-collegiate event of our College is a festival with a difference as it includes competitions and celebrations and even addresses social causes. In the academic year gone by, one of the activities of 'Panaah' included generating funds for Army Relief in which the NCC cadets contributed their mite with a prevent march –past.

For their outstanding achievements NCC cadets Flt. Cadet Vipul Ralli, Flt.Cadet Priyanka Meena and Flt.Cadet Ruchita Prajapati were awarded Hinduja Foundation Awards for Best Cadets in NCC and received Rs. 5000/- cash and a certificate each. Cadet Bhavana Sonni was honoured as the 'Outstanding Cadet of the Year'. She was awarded Rs. 2000/- cash and a certificate. The outstanding achievements of the NCC cadets of our College received fair media attention too.

### **Report of Rotaract Club of Hinduja College (RCHC)**

In the year 2016-2017, RCHC had 211 members in the club

Executed 240+ projects of various categories including community service, professional development, sports, editorial, PR & marketing, etc

RCHC came 4th Rank all over Mumbai District among other 120+ Rotaract Clubs

RCHC had undertaken several activities throughout the years. Few of them are as follows:

#### **Hinduja Carnival**

'Hinduja Carnival' is RCHC's biggest flagship event of all time. This year, it was a package of 15 days which successfully delivered around 51 events within the tag of Hinduja Carnival. It was a dynamic collection of around 51 events executed by all Main Avenues and Support Functions

teams together. On average, 3-4 events were held on each day of Hinduja Carnival. Celebrities like Manan Sachdeva, Sanjana Sharma, Darasing Khurana, Sanidh Shah, Swarjit Singh etc. had made their way to Hinduja Carnival to judge big contests like Dance Show, Singing Competition, Mr. and Mrs. Carnival within Hinduja Carnival. This event achieved getting students and Rotaractors from various colleges, fields, degrees and years together and work as one and enjoy the project together. The project not only was of 15 days, but also had its presence as preparations of 45 days. The only project of RCHC where all Core members, Board of Directors, OC members, Rotaractors and college students came together to fill colors in this piece of art.

### **Womaniya**

On 8th March 2017, team International Service of RCHC had organized an event called Womaniya jointly with 4 clubs i.e., Rotaract Club Of Wilson College, Rotaract Club Of Bombay Queens Town, Rotaract Club Of Mumbai Bandra Kurla Complex and Rotaract Club of Bombay. Women's day was celebrated for 3 days. Where TIARA DISTRIBUTION and SILENT RALLY was organized, INTERVIEW SESSION, SELF DEFENCE WORKSHOP Women were trained by the professional trainer Rtr Suraj Mishra from Rotaract Club of Mumbai Bandra Complex.

### **Paint the World**

'Paint the World' is RCHC's biggest creative flagship project where Rotaractors paint walls to beautify the old walls and areas and promote social messages. Paint the World 17 was held on Mazgaon Bridge, where old rusted walls were re-painted to prevent rusting and wearing out. Rotaract Club of Hinduja College was approached by Giants Group of Byculla so that they could get the best known experienced college students to paint the bridge. The aim is to portray social messages in an artistic way on walls and promote beautification where needed. This also aims at giving opportunity to artists who are interested in wall painting for social cause.

### **Behind the closed doors**

To bring a change, we need to start with ourselves. So to bring a change in the society, Community Service team of Rotaract Club of Hinduja College presented their flagship event 'Behind the closed doors', a rally at Bandra Bandstand starting from Galaxy Apartments where we tried to spread awareness about PDA (Public Display of Affection) with the help of the



participants among the society. Not against the gesture of love but against the overdo, as we say "Excess of anything is bad". We read out slogans and changed their way of thinking towards PDA and make them realise that public places are meant for public interests and not private interests. With the help and participation of 47 people were successful in bringing a change in the society by spreading the word about strong PDAs, how it disturbs the other people in the vicinity and that we are the source the children will learn the difference between good and the bad.

### **Meter Down**

The Community Service team presented 'Meter Down', where the volunteers helped the local people hire a taxi and reach their respective destinations. It forced them to pull their 'Meters down' as the rule says "No taxi driver can deny a customer" with full support and permission of the police. Fines were charged and license of the drivers were taken away if they were found guilty. A good cause leaves a deep impact. Spreading a word of helping hand and following our duties right, Rotaract Club of Hinduja College was successful in being of a great help to more than 150 passengers board a cab and reach their destination. This event was reported in newspapers too. The HINDUSTAN TIMES Newspaper posted a picture of Rotaractors helping people get a taxi and a section in FREE PRESS JOURNAL which had a short description about the event.

### **Beach Football**

The participants were explained rules of the game. Beach Football was played by 29 members, all members were told to make a team of three people. The team who made highest goals won the match. The game improved once skill, agility and shooting at goal. It also increased bonding between members. The winners were given certificates and medals.

#### **Few Achievements**

- 4th ranked Rotaract Club in all over Mumbai
- Best Joint Project- ECHO
- Best Secretariat Team- Rtr Ammar Kanorwala (Secretary) Rtr Pratiksha Jain & Rtr Zil Varaiya (Joint Secretaries)
- Best Club Service Directors- Rtr Darshan Jain & Rtr Murtaza Lokhandwala
- Responsible Presidential Citation- Rtr Yash Shah
- Outstanding Ambassador Club
- Outstanding IPP-President Jodi- Rtr Rohan Udeshi & Rtr Yash Shah

- Outstanding President-Secretary Jodi- Rtr Yash Shah & Rtr Ammar Kanorwala
- Outstanding Entrepreneurship Development Director- Rtr Arwa Merchant & Rtr Qavee Gupta
- Outstanding Sports Director- Rtr Chirag Jain
- Outstanding Club Ambassador- Rtr Naved Siddique
- Outstanding Community Service Project- Meter Down
- Outstanding Club Service Project- Hinduja Carnival
- Outstanding Club Service Project- Starstruck (Fresher's Party)
- Outstanding Entrepreneurship Development Project- Hinduja Stock Exchange
- Outstanding Joint Project- Caption Con (Social Media)
- Outstanding Joint Project- Womaniya (Women Empowerment)
- Outstanding Joint Project- Green or Grey? (Community Service)
- Outstanding Partners-In-Service Project- Thumb Painting (School level)
- Outstanding Partners-In-Service Project- Rangoli Competition (School level)

Other Notable Projects were as follows:

- Flashmob performance, Rotaractors Day, Mr. & Miss Hercules, Indoor Treasure Hunt, Quiz-a-naire, Monopoly, Best out of Waste, Hinduja Stock Exchange, Runathon, Career Guidance, Talent, Contest, Singing Competition, Dancing Competition, Food Donation Drive, And many more....

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4312.435 sq.mt.	-	College	4312.435 sq.mt.
Class rooms	31	-	-	31
Laboratories	04 (IT Lab)	-	UGC	01
Seminar Halls	02	-	-	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)		151200 286875	College	
Others		528514 243500	College	

#### 4.2 Computerization of administration and library

- **Administration:** The College uses the Vridhhi data management system which covers various aspects of administration. The admission process is also totally computerised using this software. Tally ERP 9 software is used for managing the account section. The examination result processing is contracted to a third party. Students Identity Card are printed using special printers in-house using Vridhhi software. Hence there total computerization of the administration.
- **Library:** The College has an intranet facility within the campus. Vridhhi Library software is being used for maintenance of the library. All functions such as data entry (Books, Journals, Membership), Transactions (Issue, Return, Renewal & Fine Collection), Generation of various reports are computerized. Hybrid Library is maintained with software to upload and upgrade the various e-resources (Books, Journals & Databases). Faculty, Staff and Students make use of the computer which has been provided in the library to browse for books. Also sufficient computers are available for data entry and transaction. 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 available in college.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13560	1525319	2812	384007	16372	1909326
Reference Books	28469	3559745	153	139190	28622	3698935
e-Books						
Journals	72			25740	72	25740
e-Journals	14				14	
Digital Database	1			5700	1	5700
CD & Video	922	20717	04		926	20717
Others (specify)						

#### 4.4 Technology up gradation (overall)?

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	319 computers 50 laptops	03	4 mbps	03	03	0	12	02
Added	-	-	8 mbps	-	-	-	-	-
Total	369	03	12 mbps	03	03	0	12	02

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

- The college has three computer laboratories with high speed broadband access. Students and Faculty can access Internet at all time.
- The college conducts in-house training programs for the non-teaching staff to learn technology to use in their day-to-day office work.
- College is a Wi-Fi enabled campus which helps management, Staff and students to extensive use the internet for their various purposes.
- Online feedback from students for faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT	291365
ii) Campus Infrastructure and facilities	27205
iii) Equipments	120200
iv) Others	4750
<b>Total :</b>	443520

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC obtains feedback from students on various support services available in the college and uses them for enhancement of these services. Feedback on such programs is made available to the management through IQAC for quality sustenance and improvement.
- The college has an effective system of remedial teaching for students in need of greater academic help. The respective heads of the departments duly supervise these.

#### 5.2 Efforts made by the institution for tracking the progression

- Heads of Departments hold periodic meetings of their respective departments and discuss the progress of students in academics.
- Subsequently in the meeting of Heads of Departments with the Principal, the progress in academics is discussed and ways to enhance the performance of students are put forth.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil)
4491	329	07	29

#### (b) No. of students outside the state

166

#### (c) No. of international students

-

No	%
2308	51.39

Men

Women

No	%
2183	48.61

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4564	87	4	90	0	4745	4349	70	3	72	-	4491

Demand ratio

1: 4.25

Dropout % < 2%

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

- The faculty guides and encourages students for competitive examinations like CA, CAT after their graduation.
- The college library is well stocked with books and journals for competitive examination.
- Regular classes are available for students appearing for CFP examination.

No. of students beneficiaries

40

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

#### 5.6 Details of student counselling and career guidance

##### **Career Counseling Cell**

The College in association with Arihant Academy started a course in banking operations in the College premises. On February 20, 2017, a Workshop was organized for students of the S.Y.B.Com. and SYBAF classes wherein Mr. Santosh Shinde, a banking expert from Arihant Academy addressed students about the procedure for registration, the contents and duration of the course, career opportunities in the banking sector and guaranteed placement for students who complete the course in Axis Bank and HDFC Bank. 15 students successfully completed the course and were recruited by Axis Bank and ADFC Bank (a subsidiary of HDFC Bank).

##### **Counseling Cell & Special Cell**

The Counseling Cell of the College offers the services of two qualified counselors – Ms. Asha Ambani and Ms. Nisha Chandrana to students, as well as their parents on personal, familial, career or any other issues that may require professional counseling. The Special Cell guided students with special needs i.e. physical or learning challenges and their parents with any difficulties that they may have had, especially with regard to the examination concessions due to them. It also recommended some as-yet-undiagnosed students to concerned authorities for assessment and possible diagnosis of any disabilities that required examination concessions.

In the academic year, the Special Cell, along with the Counseling Cell and the Department of Mathematics, Statistics & Computers jointly organized a series of interactive and demonstrative talks aptly titled '**Study Smarter – Not Just Harder!**' in the month of February 2017 to provide guidance to students to help them to improve their academic performance.

The first talk was on '**Motivation**' by Ms. Rachana Pednekar, Senior Officer, HRD, Saifee Hospital. (February 15, 2017).

The second talk was on '**Overcoming Examination Stress and Tips for Success in the Examinations**' by Ms. Asha Ambani, a Counselor in our College. (February 16, 2017)

The third in the series was '**Mathemagic Show and Memory Development**' - a demonstration-seminar by well-known Mathematics wizard and alumni of our College, Mr. Minoo Jokhi. (February 20, 2017).

The last was a demonstration-talk on 'Maximize Your Learning by Using Your Own Strengths' by Prof. Anand Kumtha, Head of the Department of Mathematics, Statistics & Computers at our College. (February 23, 2017. The Counseling Cell of the College offers the services of two qualified counselors – Ms. Asha Ambani and Ms. Nisha Chandrana to students, as well as their parents on personal, familial, career or any other issues that may require professional counseling

No. of students benefitted

175
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#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
30	461	75	175

\*Most of the students opt for further studies after their graduation and around 50 % of students join their family business.

#### 5.8 Details of gender sensitization programmes

##### **Gender Sensitization Program –**

College has Women Development Cell, which organizes several activities to sensitize students on Gender related issues such as:

##### **Poster Display**

Digital Posters were prepared and displayed in the College premises to generate awareness among students about the Women Development Cell, sexual harassment and women empowerment. (June 10, 2016)

##### **Essay Writing Competition**

An Essay Writing Competition on women-related issues such as the following was organized for students by the Cell:



- Women in Advertising
- Social Status of Women in India
- Atrocities against Women and Legal Remedies
- Constitutional Equality: Myth or Reality?
- Challenges Faced by Women in the Organized Sector

The competition received an encouraging response of 51 entries. (July 14, 2016)

### **Guest Lecture on 'Cervical Cancer : Preventive Measures'**

The Women Development Cell of the College in association with the International Lions Club invited Dr. Gayatri Kulkarni, a gynecologist of repute for a guest lecture on 'Cervical Cancer: Preventive Measures' in which she spoke about the common causes, preventive measures and medication for this gender specific cancer. Post the lecture, Dr. Gayatri Kulkarni along with her team interacted with female faculty members and 72 female students of the College who comprised the audience. (August 13, 2016)

### **Skit on 'The Status of Women in Society'**

Student volunteers of the WDC enacted a skit to draw attention to the familial and societal persecution generally faced by women. The issues taken up in the skit included female foeticide; denial of higher education opportunities to women and forced marriage. (August 26, 2016)

### **Orientation Programme**

An Orientation Programme for all students, both boys and girls was organized by the Cell. Prof. Sarita Mahadik, Convener of the Cell addressed the 100 strong audience about the constitution of the Cell and about the various activities that the Cell planned to conduct during the course of the academic year. The Chief Guest on the occasion was Miss Neeta Khajuria, Programme Manager, 'Ladli Youth Initiative'. She guided the students about women empowerment and spoke about the role of youth in empowering women. Vice Principal, Prof. Jayashree Shetty also addressed the students on various women related issues. (August 29, 2016)

## Research Competition

Three students of our College representing the WDC participated in an Inter-college Research Competition organized by B.M. Ruia Mahila Mahavidyalaya on the theme of 'Representation of Women in Media'. The participants and the subjects of their Research Papers were the following:

- Ms. Shriya Kandpal (S.Y.B. Com.) : Women and Media: Stereotypes
  - Ms. Tasneem Haryanawalla (F.Y.B.Com.) : Women and Media: Progress and Issue
  - Ms. Tasneem Tanji Haryanawala (S.Y.B. Com.) : Objectification of women by Media.
- (January 31, 2017)

## Workshop on 'The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013

The primary objective of this Workshop was to create an awareness among participants about the provisions of the Act; to sensitize participants about the issue of sexual harassment and to create a safer working environment for working women in the organization. The Honourable Guest and Speaker at the Workshop was Dr. Sunita Khariwal, Principal, K. C. Law College, Mumbai. She enlightened the gathering about the objective of the Act; critically analyzed its provisions and spoke about the practical difficulties in its implementation. She also spoke about the various facets of sexual harassment and their legal aspects. The lecture was followed by a discussion. (February 28, 2017)

### 5.9 Students Activities

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

State/ University level	20	National level	-	International level	01
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#### No. of students participated in cultural events

State/ University level	22	National level	-	International level	-
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#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	13	National level	-	International level	01
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Cultural: State/ University level	-	National level	-	International level	-
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### 5.10 Scholarships and Financial Support

	<b>Number of students</b>	<b>Amount</b>
Financial support from institution (PTA and Students welfare scheme)	54	64800
Financial support from government	207	1373637
Financial support from other sources (ANGC)	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision**

To empower our students not only to excel but to outshine

**Mission**

To inculcate the values of hard work, diligence and determination and above all, the will to succeed through a holistic and multipronged approach.

#### 6.2 Does the Institution has a management Information System

**NO**

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

College is affiliated to the University of Mumbai so we have to follow curriculum given by the University. We contribute to Curriculum development in the following ways.

- Faculty Members takes active part in syllabus restricting and revision. Few faculty members are the members of academic bodies of University of Mumbai where they actively participates in curriculum development.
- Feedback obtained by Faculty members from students, Peers and Industry are passed on to the Dean Faculty of Commerce / concerned Board of Studies for review and further discussion.
- Faculty members also participates in the various workshops and meets for syllabus restructuring and revision.

##### 6.3.2 Teaching and Learning

- Subject departments conduct meetings at regular intervals of time to formulate their teaching plans, question paper setting and assessment schedules.
- Each faculty is given Log Book which contains details about Teaching Plans, Syllabus completion etc. The same is approved by Heads of Departments and ratified by the Principal at regular intervals of time.

- A subject completion form is filled and submitted by faculty members at the end of the each semester.
- Students are informed about lecture timings and classrooms and a change in them, if any vide Notices.
- Students are encouraged to visit the Library for reference reading.
- Remedial teaching is provided for Slow Learners and special attention is paid to Advanced Learners.
- Students are allowed to access to the Computer Labs for study and research purposes.
- Teachers adopt a Lecture-cum-Discussion method.
- Presentations on subjects are made by students with the help of LCD/Projectors and internet.
- Critiques, Report Writing, Seminars, Quizzes, Debates, Group Discussions, Group Projects, Games and Simulations are used for collaborative learning.
- Students are motivated to use E-learning and Blended Learning through Open Learning initiatives.
- To inculcate critical thinking intra-class debate competitions, group discussions and presentations are arranged. Such activities help to develop logical thinking, communication skills and self-confidence in students.
- Students are given opportunities both to participate in, as well as organize inter-collegiate events.
- The College records and publishes the academic year's activities, with literary contributions from students in three languages [English, Hindi and Marathi] in the Year Book.
- Students are encouraged to become members of, as well as to participate in activities organized by the NSS, NCC, Students' Council, Gymkhana, Rotaract Club, DLLE, WDC and Planning Forum. The activities organized by these committees facilitate the all-round development of students, particularly with regard to team building, resource mobilization and allocation, time management, practical accountancy etc.

### 6.3.3 Examination and Evaluation

- As an affiliate institution of the University of Mumbai, the college follows the examination system set out by the University.
- In the orientation program conducted for F.Y.B.Com. Students a special presentation is made by examination committee to explain CBGS to the students.
- The examination committee of the college prepares the schedule of all the examinations to be conducted during the year in the beginning of the academic session which enables the faculty and students to plan their teaching and learning schedules.
- Question papers set by Faculty are vetted by HOD's of respective Department to ensure that they adhere to standards.
- Revaluation and moderation of the examination papers are done as per the University rules and regulations.
- The students are sensitized well in advance on the consequences of using unfair means.
- Answer papers are masked to ensure unbiased assessment.
- Assessment is centralized as per the University rules.
- Meeting of the students with poor performance was conducted with their parents. They were counselled about improving their performance. They were provided with previous years question papers. They had to solve and submit the same. There was improvement in the subsequent examination result.

### 6.3.4 Research and Development

- Library and ICT facilities are made available to all students (U.G., Post graduate, M. Phil and Ph. D students) and faculty members.
  - Talks by eminent personalities are arranged to foster a scientific temper and develop an aptitude for research culture among students including M.Phil., and Ph.D. scholars.
  - Allocating Guides to under-graduate students for undertaking Research Projects.
  - Organizing Research Workshops, Seminars and Conferences.
  - Duty leave is sanctioned to support staff for undertaking research activities and also registration fees along with TA is provided to the staff participating in National and International Conferences / Seminars.
- 
- The College organizes one week research workshop on Analytical tools every six months. This helps Ph. D. and M. Phil students to understand analytical techniques that will aid their research work.
  - College organizes training sessions on SPSS for the research students. The college has collaborated with Global Network of Business Researchers to provide the needed thrust to research activities in the field of commerce, management, social sciences and other allied disciplines.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The College has an intranet facility within the campus. Vriddhi Library Software is being used for maintenance of the Library. All functions such as Data Entry (Books, Journals and Membership), Transaction (Issue, Return, Renewal and Fine Collection), Generation of various Reports are computerised. Digital Library is maintained with software to upload and upgrade the various e-resources (Books, Journals, database). Faculty, staff and students make use of the computers which have been provided in the Library to browse for books. Also sufficient computers are available for data entry and transactions.
- 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 entire College
- E-Journals and E-Books were made available to the faculty and students.
- Our library has software India Stats and INFLIBNET.
- The library has also installed OHP Projector and User Scanner facility for students and teachers.
- Training for teachers for the efficient use of India Stats was conducted by the librarian.

### 6.3.6 Human Resource Management

- Orientation and training programs are periodically organized for new recruits.
- In order to enhance capacities of the Faculty Faculty development programs are arranged on regular intervals.
- Recreation programs are also organized for Faculty, non-teaching and supportive staff.

### 6.3.7 Faculty and Staff recruitment

- The college is affiliated to the University of Mumbai and enjoys minority status. The faculty is recruited through the duly constituted Selection Committee as per University norms. This comprises of the nominees of the Management, University and Director of Higher Education. The Vice-Chancellor nominates the Subject Experts.
- The vacant post(s) of the faculty is / are widely advertised and applications are invited. The Principal and the concerned Head of the Department carry out the scrutiny of the applications and candidates with higher merit are called for an interview before the Selection Committee. Proceedings of the Selection committee are sent to the University for the Vice-Chancellor's approval. After getting the approval of the Vice-Chancellor, faculty is appointed on probation for 1 year.

**Industrial Visits:**

To promote Industry Interaction and Collaboration the following industrial visits were organized during the year:

- The students of T.Y.B.Com. & S.Y.B.Com. classes visited a Water Filtration Plant of the Water Kingdom Water Park on January 10 and January 11, 2017 respectively.
- On February 01, 2016 students of the F.Y.B.Com. visited Yusuf Meherally Centre of Cottage and Small Scale Industries at Panvel.
- An Industrial Visit to Mangalore, Coorg and Mysore was organized for B.Com. (Accounting and Finance) students accompanied by teaching and non-teaching staff members. The group visited Mysore Dairy – Mymul, Mysuru where they were oriented about the operational aspects of the dairy, processing of milk and dairy products. Queries by students were also entertained and responded to. (December 19- 26, 2016)
- An Industrial Visit for the course students was organized to Jim Corbett Park and Indian Medicine and Pharmaceuticals, Nainital (December 20 -28, 2016.)
- An Industrial Visit to Delhi, Amritsar, Dalhousie and Dharamshala was organized for students of the course. About 70 students accompanied by 05 staff members visited the Golden Temple, Nandi Hill, Vrindavan Garden and Verka Industry. (December 23, 2016 – January 02, 2017)
- An Industrial visit to Delhi, Dalhousie, Dharamshala and Amritsar was arranged for students of the course during which they visited the Punjab Milk Producers Federation & Co-operative Society in Amritsar and observed the processes of milk production and the manufacture of fresh milk products. (December 17 to 24, 2016)
- Students of the Bachelor of Mass Media course visited Chandigarh and Shimla. The highlight of the Industrial Visit to Chandigarh was the visit to the office and printing press of 'The Tribune' newspaper. Students also visited Sukna Lake and the exquisite Rock Gardens of Chandigarh. In Shimla, the students visited Naldehra Golf Course, Katir, Bantia Devta Temple, Priyadarshini Point and Christ Church. Excursions to Kufri, Chail and the Himalayan Zoological Park



### **Guest Lectures**

- T.Y.B.Com. (Accounting & Finance) students attended a Guest Lecture on 'Skill Development' by Mr. Santosh Shinde from Arihant Academy. (June 20, 2016)
- Students of B.Com (Accounting & Finance) attended a talk on 'Hyper Inflation' by RBI Governor, Mr. Raghuram Rajan at the Tata Institute of Fundamental Research. (June 20, 2016)
- A Guest Lecture was arranged for the students of T.Y.B.Com. (Accounting & Finance) by 'Teach for India'. Ms. Ashbira Singh, Recruitment Manager, spoke on the themes of 'Transformation through Education' and 'The Power of Technology for Mastering Education'. (August 22, 2016)
- Ms. Muzna Memon, Vice-President, Deutsche Bank addressed the T.Y.B. Com. (Accounting & Finance) students on 'Are You Ready for the Next Leap?' She also gave them a comprehensive insight into values to live by to be a good employee in the corporate world and the power of effective communication. (September 03, 2016)
- Mr. Kashaf Jaffer, Manager, Treasury Alexion Business Services Pvt. Ltd. delivered a Guest Lecture on 'Essentials of Corporate Finance'. (October 18, 2016)
- Mr. Abhishek Chaudhary, a Visiting Faculty member enlightened the students of F.Y.B. Com. (Accounting & Finance) about 'The Indian Constitution & Indian Political System'. (October 21, 2016)
- A CMA (Certified Management Accountant) Career Guidance lecture was jointly organized by the B. Com. and B.Com (Accounting & Finance) Departments. Mr. Mehendi Sultanali Chandani along with Mr. Vanjari and Mr. Bhosle addressed the students on the career opportunities available in the field of Accountancy. (December 09, 2016)
- A Mock Trading Session was arranged for the students of S.Y.B.Com. (Accounting & Finance). Mr. Hemal Shah, Director, CHL Stock Concepts Pvt. Ltd addressed the students on 'Trading in Financial Market, Fundamental and Technical Analysis'. (February 28, 2017)
- A Guest Lecture by Ms. Mansi Thakkar, Chief Co-ordinator, Personality Development Bureau was organized for the Second and Third Year students to guide them about the career opportunities available to them after graduation and to help them to be better prepared to appear for examinations in the Banking and Insurance sector. (August 16, 2016)

- Ms. Purnima Shirishkar from Motilal Oswal Company delivered a Guest lecture on 'Online Trading'. (August 08,2016)
- Mr. Shivendra Dwivedi, Asst. Manager at SKP Business Consulting LLP delivered a Guest Lecture on 'Contemporary Issues and Future Prospects in Financial Markets'. (August 13, 2016)
- Vineet Jain, an FYBFM student delivered a Guest Lecture on 'Career in Actuaries' (October 04, 2016)
- Mr. Prasanna Choudhari, Co-ordinator, BFM course at Ghanshyamdas Saraf College delivered a Guest Lecture on 'Foreign Exchange Market'. (October 15, 2016)
- Prof. Bhavana Parab from Pillai's College delivered a Guest Lecture on 'Derivatives Market'. (October 17, 2016)
- Prof. Rakhi Oza of Viva College delivered a Lecture on 'Global Capital Market'. (October 18, 2016)
- Vice Principal Prof. Prajakta Paranjape from Viva College delivered a Guest lecture on 'Insurance Fund Management'. (October 24, 2016)
- Ms. Sonali Dhanuka, Asst. Manager at M.K. Global Finance delivered a lecture on 'Foreign Exchange Market- a Practical Insight'. (February 18, 2017)
- Ms. Asmita Patel, Founder & Director of Alchemista Finance delivered a lecture on 'Financial Market - a Practical Insight'. (February 22, 2017)
- Mr. Amol Vaze from, Viva College delivered a lecture on 'Financial Accounting - II' to FYBFM students. (April 12,2017)
- Mr. Abhishek Chaudhary of Hinduja College delivered a lecture on 'Foundation Course -II' to FYBFM students. (April 12 , 2017)
- Mr. Arun Maurya of Hinduja College delivered a lecture on 'Computer Application in Financial Services' to TYBFM students. (April 13, 2017)
- Ms. Parveen Nagpal from M.L. Dahanukar College delivered a lecture on 'Marketing of Financial Services' to TYBFM students. (April 15, 2017)
- Mr. Arun Maurya of Hinduja College delivered a lecture on 'Computer Application in Financial Services' to TYBFM students. (April 13, 2017)
- Ms. Parveen Nagpal from M.L. Dahanukar College delivered a lecture on 'Marketing of Financial Services' to TYBFM students. (April 15, 2017)

- Mr. Narendra Gaud from IIT, Mumbai delivered a lecture on 'Opportunities in the I.T. Sector'. (July 23, 2016)
- Mr .Jitendra Nayak delivered a lecture on 'Effective Presentation and How to Face an Interview'. (August 03, 2016)
- Dr. Chirag Warty, the CEO & Co-founder of Quanical Technologies Pvt. Ltd. delivered a lecture on 'Web Development'. (December 10, 2016)
- Mr. Asif Rampurwala, Vice Principal of Vidyalankar Institute of Technology delivered a lecture on 'Internet Technology'. (March 11, 2017)
- Mr. Jayant Mainkar, Chief of Bureau (WesternRegion) at the United News of India engaged a guest lecture on 'Political News Reporting'. With over 25 years of experience in covering politics at the national and state levels, Mr. Mainkar's insights on Indian politics and political news reporting were interesting and particularly useful for students of the course. (August 08, 2016)
- Ms. Darshini Khara, Senior Lead, Digital Marketing at Aegon Life delivered a guest lecture on 'Digital Marketing – Concept and Approaches'. (September 03, 2016)
- Mr. Rajesh Pandit of CBRE (Commercial Real Estate Services), New Delhi addressed students of the Second and Third Year of the course on 'Facilities Management'. (June 24, 2016)
- A session on 'Presentation Skills' was conducted by Mr. Omam Siddiqui of Rustomjee Ltd. (July 30, 2016)
- Mr. Akshay Patil from NM Institute of Shipping, Mumbai delivered a lecture on 'Port Management'. (August 19, 2016)
- Dr. Deepali Garge from SNGC College, Chembur addressed students on 'Quantitative Techniques'. (September 29, 2016)
- Mr. Afzal Merchant from Mind Crafters, Mumbai delivered a lecture on 'A Practical Approach to Communication'. (September 03, 2016)
- A career guidance session in Public Relations was organized under the aegis of 'Mumbai Local Mission' by Mr. B.N. Kumar, National President, Public Relations Society of India, Mumbai. (October 13, 2016)

- Ms. Mehjabeen from SNGC College, Chembur, guided the FYBTM students in 'Business Statistics'.(October 23, 2016)
- Mr. Probal Gupta, Vice Principal at Ramanand Arya D A V College delivered a guidance lecture on 'Foundation Course'. (April 08, 2017)
- Mr. Abhishek Chaudhary, copywriter with IBN 7 delivered a guest lecture on 'Magna Carte'. (March 18,2017)

### **Field Trip**

- Students of T.Y.B. Com. (Accounting & Finance) visited a Boot Camp on Entrepreneurship. The topics for discussion were 'Employability Gap' and 'How Students Should Prepare Themselves from the Industry Point of View.' (July 02,2016)
- Students of SYBBI visited Bombay Stock Exchange (BSE) twice. On their first visit they interacted with Executive Directors, Mr. Sanjay Shah and Nanasaheb Joshi and on the second visit they were addressed by Executive Director, Mr. Kunal Joshi who briefed them about the technicalities and variations in the Share Market. (July 20, 2016 & January 25, 2017)
- A Visit to the BSE (Bombay Stock Exchange) was arranged for students of the BFM course to understand its functioning.(August 24, 2016)
- Students of the T.Y.B.Sc. (IT) Class visited Quanical Technologies Pvt. Ltd., an organization that provides digital marketing services. Dr. Chirag Warty, the CEO and Co-founder of the Company first gave the students a brief about Digital Marketing after which they were taken around the premises for an observation and an explanation about the functioning of the various departments. (December 17, 2016)

### 6.3.9 Admission of Students

Admission process was done as per the norms specified by the University.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>• Financial assistance by reimbursing fees and TA/DA for participating in various national &amp; international conferences.</li><li>• Loan facilities</li><li>• Flexi-timings provided for medical reasons</li><li>• Maternity leave</li><li>• Advance to meet emergency expenditure</li><li>• Fee subsidy is given to wards of the Faculty.</li><li>• Health Centre under the supervision of a visiting doctor.</li></ul>
Non teaching	<ul style="list-style-type: none"><li>• Loan facilities</li><li>• Uniforms for the supportive staff</li><li>• Maternity leave</li><li>• Financial aid to educate the children of supportive staff</li><li>• Festival advance</li><li>• Fee Concession is given to the wards of administrative and supportive staff</li><li>• Health Centre under the supervision of a visiting doctor.</li><li>• Health Insurance</li></ul>
Students	<ul style="list-style-type: none"><li>• Students are covered by Group Insurance Scheme.</li><li>• Trained and professional counsellor is available in the college.</li><li>• Career guidance provides training for students to enhance their employability.</li><li>• Fee concession given to needy students.</li><li>• Scholarships given to meritorious students.</li><li>• Financial support for notebooks, stationary and conveyance to needy students.</li><li>• Book Bank Scheme</li><li>• Cash prizes are given to merit students for academic excellence, sports, cultural and other extra – curricular activities.</li></ul>

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

✓

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	No	No
Administrative	No	No	No	No

6.8 Does the University/ Autonomous College declares results within 30 days? - NA

For UG Programmes      Yes ☐      No ☐

For PG Programmes      Yes ☐      No ☐

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?

NA

6.11 Activities and support from the Alumni Association

Alumnus of our College and well-known Mathematics wizard, Mr. Minoo Jokhi conducted a demonstration-seminar on '**Mathemagic Show and Memory Development**' - (February 20, 2017).

Diwali celebrations and dinner were organized by the Alumni Association of the College. Teaching and non-teaching staff members, both current and retired, and alumnus were invited for the celebrations. (October 20, 2016)

K.P.B. Hinduja College's alumni registration online portal started and within a week's time it crossed 5k registrations.

Two Alumni meet were organised.

Few influential alumni were invited to interact with our current students and share their experiences.

#### 6.12 Activities and support from the Parent – Teacher Association

- The Parent-Teacher Association every year extends financial support to 30 students @ 1200 each for purchasing notebooks, stationary and conveyance.
- The Parent-Teacher Association supported the book bank scheme by contributing one third value of the books purchased under this scheme.

#### 6.13 Development programmes for support staff

- Arranges training program for support staff
- Providing financial support to participate in seminars and workshops
- The College arranges an annual outing for the staff.
- IT training to support staff.

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

- Nature Club of the college organised various activities such as awareness drive, field visits, etc. Orientation was also organised to suggest ways to protect the environment within and around the college campus.
- Waste paper and files were reused and recycled.
- Pest control is also done with herbal products periodically.

## Criterion – VII

### 7. Innovations and Best Practices

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

- The BMM Department established the Hinduja College Film Society in the academic year 2016-17. The inaugural function of the Society was graced by eminent film makers such as Mr. Shyam Benegal, Mr. Kiran V. Shantaram, and Mr. Sudhir Nandgaonkar. The inaugural function also included the screening of Mr. Shyam Benegal's film *Manthan* based on the cooperative milk society movement in Gujarat. (January 19, 2017)
- A fund raising tournament was organized on November 28, 2016 at Priyadarshini Park, Nepean Sea Road, Mumbai. The USP of the event was the revival of traditional Indian Games such as Kabaddi, Kho-Kho and Lagori with the help of personnel from the Armed Forces. Over 2500 college students participated in this event. The proceeds of the event amounting to Rs. 51,000/- were donated towards the Army Welfare Fund Battle Casualties Unit.
- PANAAH's first official online PR activity was organized on November 14 which is celebrated as Children's Day throughout the country. Teams from 32 colleges participated in this event to provide free meals to about 3000 underprivileged children in the city. To promote and publicize the activity participants uploaded at least 917 images of themselves engaged in the activity on social media handles with the hashtag, 'PANAAH'16 #Monday Meal'.
- Students of the TYBMM class prepared documentary films as part of their study for their Paper on 'Contemporary Issues'. Through the lens they covered an array of subjects, touching on the various aspects of living in Mumbai.
- College continued the collaboration with Intern Theory and Angel Broking for providing skill based and practical training through internship programme to undergraduate students.
- Continuing to promote research culture amongst the staff & students for their overall development through
  - Encouraging staff members to take various research projects (Minor & Major)
  - Inspiring faculty members to register for doctorate / Ph. D degree & motivating the registered students to soon submit their thesis.



➤ Organising Seminar / Conference / Workshops at National & International Level for promoting research in the college

- Special Library Sessions were organized for students to encourage them to access library facilities
- To encourage the students to participate and excel in sports and cultural activities.
- Continue to organise Dharam Hinduja Essay Writing Competition at all India Level.
- To undertake field trips to augment practical knowledge of the subject (study tour).
- Activity based Faculty Development Programs for faculty and staff was conducted
- Arranging workshops for faculty & students for their personality development.
- Local and Outstation Industrial and Educational Visits were arranged.
- Prizes worth approximately Rs. 15 lakhs are given to students for academic excellence, sports activities, cultural activities and for other extra-curricular activities.
- BMM students annually publish their Magazine *Unleashed*, organize exhibitions, street plays, documentary film screenings, etc. Every year the
- BFM students continued a research-based event titled 'Economic Explorer' to enhance analytical skill required in the domain of financial markets.
- The volunteers of different committees bring out catalogues, posters and wall hangings highlighting the importance of the activity, date and time of activity. This serves as a creative platform for student expression to create awareness of events and at the same time generate publicity.
- Students are encouraged to write wall magazines and make the college campus more vibrant.

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

**NAAC Preparations**

- The IQAC Cell has developed MIS (Management Information System) Google forms for Activity Reports; Result Analysis; Students' Profile; Teachers' Profile; Courses Offered and Research Details to collect information required to prepare the AQAR, SSR and other documents.
- Faculty feedback was collected from students in the odd Semesters i.e. Semester I, III & V.
- Committees for preparations of the NAAC Peer Team visit and documentation were formed
- PPP (Power Point Presentations) are being prepared by the different Departments.

### **Report Submissions**

- The AQAR (Annual Quality Assurance Report) of the College for the academic years 2014-15 and 2015-16 were submitted to the NAAC authorities.
- The SSR (Self Study Report) for a period of 5 years was finalized, uploaded on the website and submitted to the NAAC office.

### **Seminars, Conferences & Workshops**

- On December 09, 2016, the College in collaboration with the Department of Law of the University of Mumbai organized an international conference on 'Universality of Human Rights: Current Scenario'. Justice B. N. Srikrishna, former Judge of the Supreme Court of India was the Chief Guest on the occasion was; Dr. Sanjay Deshmukh, Vice Chancellor of the University of Mumbai presided over the function and Ms. Sandra Walton from the British Council was the Guest of Honour. The conference brought together leading academicians, lawyers and scholars to share their experiences and views on various aspects of Human Rights Laws.
- The College was associated as 'Knowledge Partner' in the international conference on 'Technological Advancement for Sustainable Agriculture and Rural Development' (TASARD – INDIA 2017) organized by the Society for Plant Research (VEGETOS) and the African Asian Rural Development Organization (AARDO) from February 20-22, 2017 in New Delhi. Research Papers by about 20 members of the College faculty were presented and published at the fora.
- In collaboration with Global Network of Business Researchers, New Delhi the College organized a Seven Day Workshop on Research Methodology from May 03 – 09, 2017 in which 36 Research Scholars and Guides participated.

### **Faculty Development Programmes**

- Ms. Ann Fernandez, Joint Secretary, University Grants Commission oriented the staff for the preparation of the Self Study Report (SSR) of the College and motivated them to gear up for the NAAC visit. (August 08, 2016)
- Mr. Sudhanshu Tripathi, a representative of the College Management discussed Modern Teaching and Learning Techniques with the faculty. (September 02, 2016)
- Diwali celebrations with dinner were organized jointly by the IQAC Cell and the Alumni Association of the College. Teaching and non-teaching staff members, both current and retired, and alumnus were invited for the celebrations. (October 20, 2016)
- Staff members, both teaching and non-teaching visited Panoramic Resort, Panvel for a recreational outing. Management games were also a part of the day's programme. (April 01, 2017)

- Faculty members participated in workshop organised by University of Mumbai and other affiliating colleges on Revision of Syllabus.
- Five faculty members submitted proposal for Minor Research Project to the University of Mumbai.
- Faculty members were encouraged to write research paper in International & National Journal. Around 100 research papers were presented and published.
- Dharam Hinduja Essay Writing Competition for lectures was organised by Literary and Debating Society. Prizes were distributed for the same on Annual Day.
- Panaah' an intercollegiate festival was grand success and almost 35 colleges participated in the event.
- College management are working on Redevelopment of College Building.
- M. Com. students were guided by faculty members to undertake research project. M. Phil. and Ph. D. students were encouraged to write research paper in national and international conference / seminar.

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

- Searching The Unsearched Vigorously ( Research)
- Bridging the gap between Academics and Industries (Skill Development Courses)

***\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

7.4 Contribution to environmental awareness / protection

The area-based activities of the NSS Units included Eco Club. The first activity of the Eco Club was held on NSS Foundation Day on September 27, 2016 on which Principal planted a tree in the College compound followed by tree plantation drive. This was followed by paper bag making and nurturing saplings.

NSS organised a Rally to encourage Tree Plantation on June 21 2016.

To reinforce the green message with practice a 'Tree Plantation Drive' was conducted on July 01 in which 45 saplings were planted in the compound of St. Teresa School at Charni Road.

In the wake increasing pollution in the city, the NSS Units felt it imperative to take up this issue and embarked on their endeavor by organizing a Cycle Rally in the month of August in the nearby areas to generate awareness about rising vehicle pollution – both as air pollution and as noise pollution. E-waste collection in the month of February focusing on the reuse and recycling of electronic waste was another effort in the direction.

7.5 Whether environmental audit was conducted?      Yes ☐      No ☒

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

**Strengths of the Institute:**

- Activities and Programs of the college are in tune with the Vision and Mission of the college
- Highly qualified faculty with 12 Ph. D. and 13 M. Phil.
- Strong Research Centre with Ph.D. in seven subjects on offer.
- Strong Research culture with 623 research paper presentations in International and National Conferences/ Seminars and 470 research publications in International and National Journals in last five years and 57 books published by faculty members.
- Good quality academic programmes at UG and PG levels.
- Only college offering M.Phil. in Commerce from the University of Mumbai.
- Strong commitment to community service, social justice, empowerment of women
- Dual Degree courses offered within the college.
- Skill Based Industry Oriented Programs are offered in collaboration with Corporate Trainers and Industry experts.
- Well-equipped computer labs with 317 computers with latest configuration.
- Automated Library facilities.
- Large number of scholarships offered to students along with group insurance scheme.
- Excellent location in the heart of the city and in close proximity to a railway station.

**Opportunities to Explore:**

- Opportunities for undertaking Multidisciplinary and Interdisciplinary Research.
- Construct a new multi storied building for the college in the present location, after relocating tenants from adjoining buildings.
- To collaborate with foreign institution for higher studies and job opportunities abroad.
- Geographical Advantage
- Augmenting collaboration with industry
- Extending tie up with NGOs

**Challenges:**

- Delay in obtaining approvals for filling up retired Faculty vacancies.
- Greater emphasis on marks/Grade obtained rather than on overall development.
- Problem of noise pollution as the college is located in the heart of the city.
- Delay in obtaining permissions from authorities as well as in relocating tenants for redevelopment.
- To bridge the gap between campus to corporate due to pre-set curriculum of University of Mumbai.

## 8. Plans of institution for next year

- To organise Faculty Development Programme on regular basis for teaching and non-teaching staff.
- To organise National and International Conference
- To submit proposals for minor research projects to the University of Mumbai.
- Encourage research in wider range of subject and conduct workshop on research.
- To encourage and support faculties in completion of their Ph. D. and other research work.
- Continue to encourage Ph.D. students to complete and submit their thesis.
- Continue to organize the Dharam Hinduja Essay writing completion for Faculty at the National level.
- To organise curricular and co-curricular activities at departmental level to get maximum participation of students.
- Continue to organise mega intercollegiate event 'Panaah'.
- Redevelopment of College building.
- To organise out station picnic for teaching and non-teaching staff for recreation.



*Name : Chandrashekhar Deore*

*Coordinator, IQAC*



*Name Dr. Minu Madlani*

*Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Academic Calendar of 2016-17



**SMT. P. D. HINDUJA TRUST'S  
K. P. B. HINDUJA  
COLLEGE OF COMMERCE**  
NAAC Re-Accredited 'A'  
**Academic Calendar  
2016-2017**  
Permanently Affiliated to the University of  
Mumbai & U.G.C., New Delhi

ISO 9001 : 2008 CERTIFIED  
Estd. : 1974

**Principal  
Dr. (Ms). Minu Madlani**



**HinduJa Group Founder  
Parmanand Deepchand Hinduja  
(1901-1971)**

The credo of the Hinduja family is a corollary of five business principles of late **Shri. Parmanand D. Hinduja**, Founder of the Hinduja Group. We, at K. P. B. Hinduja College of Commerce, remain inspired by the great soul and commit ourselves to be steered by his fundamentals:

- ◆ Work to Give
- ◆ Word is a Bond
- ◆ Act Local, Think Global
- ◆ Advance Fearlessly
- ◆ Partnership for Growth



**Vision :** "To empower students not only to excel but to outshine"

**Mission :** To inculcate the values of hard work, diligence and determination and above all, the will to succeed through a holistic and multi-pronged approach

**Smt. P. D. Hinduja Trust's K. P. B. Hinduja College of Commerce**  
315, New Chami Road, Mumbai 400 004, Tel.: 022 23889408 Fax : 022 2385 9397  
Website : <http://www.hinduja.com> E-mail : [hindujacollege@gmail.com](mailto:hindujacollege@gmail.com)



## JUNE - 2016

8 Monday	First Term of the Academic Year Commences
20 Monday	Marathi Mandal Committee Meeting
21 Tuesday	Yoga Day Celebration by NSS
24 Friday	Orientation Session by Planning Forum
30 Thursday	Street Play on Tree Plantation by NSS

## JULY - 2016

1 Friday	'Know Your Library' - Library Awareness Program/Tree Plantation Drive by NSS, NCC and DLLE
9 Saturday	Orientation Session for FYBCOM Students
11 Monday	Enrollment Drive for Extension Work and NCC
12 Tuesday	Orientation of NCC Students
15 Friday	Street Play by Women Development Cell(WDC)
16 Saturday	Workshop by Library Department
18 Monday	NSS Enrollment Drive
19 Tuesday	Waste Free Campus Drive by Nature Club
22 Friday	Orientation for NSS Volunteers
23 Saturday	PRARAMBH - Membership Drive by Rotaract Club
26 Tuesday	Class Test for SYBCOM Sem III and TYBCOM Sem V
27 Wednesday	Class Test for SYBCOM Sem III and TYBCOM Sem V
28 Thursday	Class Test for SYBCOM Sem III and TYBCOM Sem V
29 Friday	Workshop for Planning Forum
30 Saturday	Alumni Meet/Study tour for FYBCOM by Nature Club/Jeevan Daan - Blood Donation Drive by Rotaract Club

## AUGUST - 2016

1 Monday	Poster Making Competition by WDC
11 Thursday	Blood Donation Camp by NSS
12 Friday	Book Exhibition (Library Collection on Display)
13 Saturday	Book Exhibition (Library Collection on Display)
15 Monday	Flag Hoisting/Programme by NCC Cadets
19 Friday	One Day Workshop For Planning Forum
20 Saturday	Quiz Competition by Department of Accountancy/ Hiking by Gymkhana and Nature Club
25 Thursday	Extension Work Training Program - First Term
26 Friday	Talent Contest by Students' Council
27 Saturday	Hike to Matheran by Rotaract Club
	Parents' - Teachers' Association (PTA) Meet

## SEPTEMBER - 2016

1 Thursday	Dengu Awareness Rally by NSS
2 Friday	Visit to RBI by Planning Forum
3 Saturday	Guest Lecture by WDC
6 Tuesday	Ganesh Festival Break Commences
12 Monday	'Ganesh Festival Break Ends
16 Friday	Beach Cleaning Drive by NSS
17 Saturday	Seminar by Library
22 Thursday	Quiz Competition by Planning Forum
23 Friday	Book Exhibition Cum Sale
24 Saturday	Book Exhibition Cum Sale/NSS Day Celebration/Milap, Chak De, Shuttles and Gazima by Rotaract Club

## OCTOBER - 2016

22 Saturday	Jeena Isi Ka Naam, Marketing Genuis by Rotaract Club
26 Wednesday	Diwali Break Commences

## NOVEMBER - 2016

15 Tuesday	Second Term Commences
22 Tuesday	Annual Athletic Meet (Finals)
23 Tuesday	Annual Athletic Meet (Finals)
25 Friday	TYBCOM Industrial Visit/ One Day Workshop for Planning Forum
26 Saturday	NSS Residential Camp for 7 days Commences/ Kick Off by Rotaract Club
29 Tuesday	FYBCOM Industrial Visit

## DECEMBER - 2016

1 Thursday	AIDS Awareness Week Commences/Sports Week Commences
3 Saturday	Hiking by Gymkhana and Nature Club
7 Wednesday	AIDS Awareness Week Ends
9 Friday	Iner-Collegiate Carrom Tournament
10 Saturday	Iner-Collegiate Carrom Tournament/Cultural Programme by Alumni
12 Monday	Safe Campus Drive by WDC
16 Friday	One Day Workshop by Planning Forum
	Lecture on Career Guidance by Accountancy Association/Explore, Cricket Tournament by Rotaract Club
19 Monday	Essay Writing Competition by Planning Forum
24 Saturday	Annual Day by Students' Council
26 Monday	Winter Break Commences

## JANUARY - 2017

1 Sunday	Winter Break Ends
7 Saturday	Road Safety Week Commences
9 Monday	Essay Writing Competition by WDC
13 Friday	Road Safety Week Ends
17 Tuesday	Extension Work Training Programme - Second Term
18 Wednesday	Class Test for SYBCOM Sem IV and TYBCOM Sem VI
19 Thursday	Class Test for SYBCOM Sem IV and TYBCOM Sem VI
20 Friday	Class Test for SYBCOM Sem IV and TYBCOM Sem VI
27 Friday	One Day Workshop by Planning Forum
28 Saturday	Hiking by Gymkhana and Nature Club/AASHA, Jeevan Daan, Medical Check up camp by Rotaract Club

## FEBRUARY - 2017

Friday	Blood Donation Camp by NSS
Friday	One Day Workshop by Planning Forum
25 Saturday	Hinduja Carnival, Kabaddi League by Rotaract Club
27 Monday	Marathi Diwas Celebration by Marathi Mandal

N.B.

- 1) Counselling Cell : Counselling facility for students throughout the year on every Wednesday from 9.30 a.m. to 11.30 a.m. & Saturday from 10.30 a.m. to 12.30 p.m.
- 3) Literary & Debating Society's 'Dharam S. Hinduja' Competition : Invitations to be sent out for Inter-Collegiate Essay Writing Competition for lecturers.
- 4) Magazine Committee : Annual College Magazine to be released in the last week of April 2017.
- 5) The schedule in the Academic Calendar may be altered by the College authorities for administrative or other convenience with or without prior notice.



## **ANNEXURE –III-AQAR 2016-17**

### **Analysis of Feedback**

The College follows an online feedback system for obtaining feedback system for obtaining feedback on faculty members. The system is both reliable and transparent because anonymity enables students to give an honest feedback.

The feedback analysis is done by the software agency which generates the report and submits it to the IQAC convener. The IQAC convener hands over these reports to the respective Head of the Departments who then discuss the performance of each member in person separately. This discussions help teachers to understand both their strengths and weakness as well how to improve upon their performance in future. The Reports of performance of each course /class engaged by the teachers is given separately to the teachers for better introspection and analysis of their performance. Teachers are also felicitated with 'Best Teacher 'award based on the feedback to encourage them to perform better.

Short Analysis of feedback for the year 2016-17 is given as below

Total number of faculty member including visiting faculty is 100

Average score of 4 to 5 is Excellent

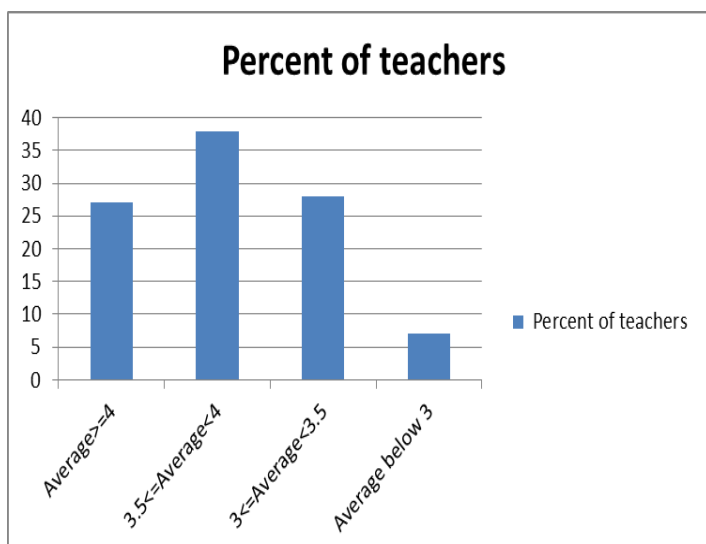
Average score of 3 to 4 is Very good (excluding 4)

Average score of 2 to 3 is Good

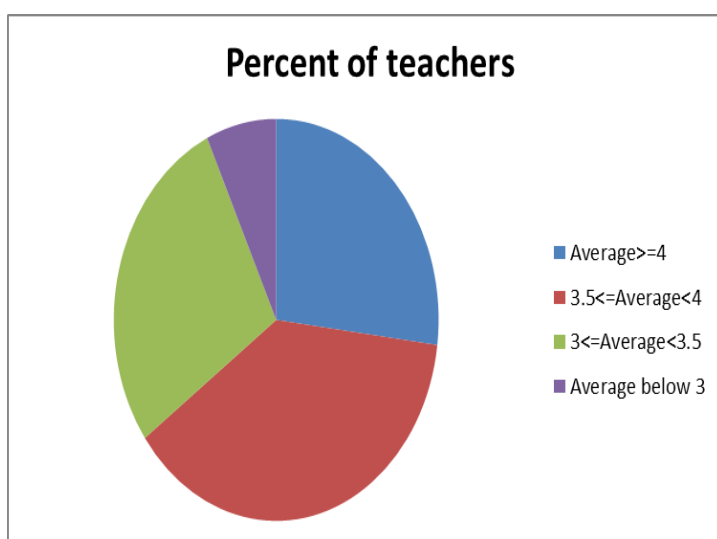
Average between 1 to 2 is Average

93 % teachers got an average of 3 or more

Below is the short summary analysis of teachers' feedback result



Total No of teachers= 100	
Average	No. of teachers
Average $\geq 4$	27
$3.5 \leq \text{Average} < 4$	38
$3 \leq \text{Average} < 3.5$	28
Avg Below 3	7



Total No of teachers= 100	
Average	Percentage of Teachers
Average $\geq 4$	27
$3.5 \leq \text{Average} < 4$	38
$3 \leq \text{Average} < 3.5$	28
Avg Below 3	7

It is observed that that 27% of the Faculty had average scores of 4 or above, indicating the very high satisfaction and comfort levels of the students with these faculty, another 38% of Faculty had an average score of 3.5 but less than 4 which indicated that students rated them as good Faculty. However 28% of the faculties are in the lower range of the good category and only 7 % got average below 3 and they are being encouraged by members from the IQAC and their respective Head of the Departments/Coordinators on how they can do better.

**BEST PRACTICES NO.1: 2016-17**

**Title of the Practice:** RESEARCH- SEARCHING THE UNSEARCHED VIGOROUSLY

**Goal:**

To encourage staff and students to enhance their research aptitude and reasoning abilities to develop a research culture in the institution. This was promoted by encouraging participation in workshops, seminars, conferences, guest lectures and other such initiatives.

**The Context:**

Faculty: Research being a prime source of knowledge development, it is inevitable that to improve the teaching-learning process, they must hone their research skills.

Students Research will enhance their reasoning ability and analytical skills and facilitate a better understanding of the market dynamics.

**The Practice:**

At the commencement of the academic year, the Internal Quality Assurance Cell (IQAC) planned workshops in research-oriented areas such as statistical tools and techniques, software training for SPSS, data analysis, etc.

Eminent speakers/researchers in the field of social sciences were invited to train participants at the workshops. IQAC further collaborated with GNBR to arrange rigorous workshops on various issues of research that further helped to share expertise in the field of research.

The College being the only center for M.Phil. in Commerce in Mumbai and a recognized center for Ph. D. in various subjects, there has been an increase in the enrolment of students for such research programmes. In order to educate students about the latest research methods and techniques, the IQAC plans to organize workshops and training programmes on an annual basis.

IQAC also proposes to organize conferences to utilize such training programmes to the optimum and enhance the quality of research papers and improve the presentation skills of both the faculty and students.

The College also encourages faculty members to participate in various seminars and conferences at the National and International level and to contribute research papers for the same. Towards this end, the College provides various facilities such as ICT and financial assistance by way of reimbursing registration fees and travelling expenses.

As per the University curriculum, for some undergraduate and postgraduate courses, students are required to submit 100 marks research projects in their final year. Apart from this, students also have to submit various assignments and participate in presentations. Students are allotted Guides for project work. This helps to improve their understanding of concepts besides sharpening their analytical, reasoning and diagnostic skills. Faculty members with Ph. D. and M.Phil. qualification and/or research experience are assigned the responsibility of guiding students to prepare their research projects, assignments and presentations.

#### **Evidence of Success:**

#### **Research centre was developed as follows:**

- College introduced M. Phil. (Commerce) in 2011-12 wherein we have 13 registered research guides.
- New subjects introduced in Ph.D. are as follows:
  - Business Policy and Administration
  - Trade, Transport and Industry
  - Business Economics
  - Accountancy
  - Management Studies
  - Banking and Finance
  - Business Management
- Centre has 20 registered Ph. D guides which is the highest in the University of Mumbai.
- In the last five years, 7 faculty members have successfully completed Ph. D and 12 faculty members have registered for Ph. D.
- **Encouraging staff members to apply for Minor and Major Research Projects: ---**  
Number of minor research projects undertaken by faculty are as under:

- A two-day Workshop on Research Methodology is organized every year.
- The College organized six weekly workshops on using analytical tools in research. This helped Ph. D. and M. Phil students to improve and fasten their research work.
- Two of our faculty members were the winners at Avishkar – an Interstate (Maharashtra) Research Competition.
- Some of our faculty members also received awards for ‘Best Research Papers’ at International & National Conferences, the details of which are given below.

### **Problems Encountered and Resources Required:**

#### **Problems:**

- High student-teachers ratio and many administrative activities at college level.
- Establishing institutional relationships with other Universities, professional associations, and Government bodies.

#### **Resources Required:**

- Network and collaborations.
- Better software for research and up-gradation of the Library.
- Greater monetary resources for organizing Conferences, Workshops and Seminars.

### **BEST PRACTICES NO. II**

#### **Title: BRIDGING THE GAP BETWEEN ACADEMICS AND INDUSTRIES**

#### **Goal:**

Skill based programmes are generally designed for enhanced learning of the learners to overcome the constraints sometimes imposed by adhering to a fixed academic curriculum. Hence, such programmes were initiated by the College to enable learners to grasp industry updates, enhance their employability prospect and gain competitive edge. The main objectives were:

- To initiate skill-based programmes in collaboration with professional and industrial experts.

- To provide students an understanding of the expectations of the industry.
- To improve the employability prospects of students.

### **The Context:**

The skill based programmes have been started by the College in collaboration with industry and reputed institutions. To run the programmes successfully, infrastructure and lab facilities are made available. The programmes focus on skill development and more than 50% of the teaching time is spent on practical training and problem solving.

The teaching process tries to bridge the perceived technical competency gaps by providing specialized training through mandatory non-credit courses of less than one year duration.

This joint venture with various organizations helps students as well as faculty members to keep pace with the latest trends in the industry pertaining to their chosen field of studies. Skill-based programmes offered to students provide an option of choice.

### **The Practice:**

Skill-based industry-oriented programmes are those that are designed to enhance the standard of the students' performance beyond levels specified in the academic curriculum. Hence, such programmes were initiated by the College to enable learners to grasp industry updates, enhance their employability prospect and gain competitive edge.

After collecting an informal feedback from learners followed by interaction with industry experts, areas where skill-based programmes could be introduced were identified. Guest lectures, orientation programmes and seminars were arranged for learners in collaboration with the industry to create meaningful linkages.

Few sectors were then short listed and collaboration with leading agencies in them was initiated after obtaining feedback from teachers and learners. Meetings and discussions were arranged jointly with faculty members and industry experts and select programmes were designed. The curriculum was designed jointly by faculty members, industry experts and corporate trainers. Professionals and Industry Trainers were also invited to train learners in the respective programmes. Admissions to such programmes are open for all undergraduate learners. Sessions were scheduled after the Semester-end examinations to make it convenient for learners to attend these programmes.

**Evidence of Success:****Skill based industry oriented Programmes**

<b>Sr. No.</b>	<b>Programs</b>	<b>Agency</b>	<b>National / International</b>
<b>1.</b>	Diploma in Cyber Laws & Certificate Course in Cyber Crime Management	Asain School of Cyber Law	National
<b>2.</b>	Certified Financial Planning	Ambition Learning Solutions	National
<b>3.</b>	Certificate Course Basics of Financial Markets / Capital Market / Securities market	Ambition Learning Solutions	National
<b>4.</b>	Certificate Course on Economic Indicator	Ambition Learning Solutions	National
<b>5.</b>	Certificate Course on Derivatives Market	Ambition Learning Solutions	National
<b>6.</b>	Certificate Course on Technical Analysis	Ambition Learning Solutions	National
<b>7.</b>	Certificate Course on Financial Modeling	Ambition Learning Solutions	National
<b>8.</b>	Digital Media Marketing	Good Life	National
<b>9.</b>	Polished Diamond Grading	SRDC	National
<b>10.</b>	Advance Diamond Grading	SRDC	National
<b>11.</b>	Diploma in Jewellery Designing	SRDC	National
<b>12.</b>	Gems Junior	SRDC	National
<b>13.</b>	Corporate Chinese Course	SRDC	National
<b>14.</b>	Corporate Training on Software Programming	Asterix Solution	National

Students' feedback was collected for the above mentioned programmes. It is gratifying to note that students are highly satisfied both with the programme structure as well as with the quality of teaching and mentoring provided by the industry trainers.

**Problems Encountered and Resources Required:**

**Problems:**

- Lack of awareness and interest among students for skill-based programmes.
- Certain courses were not economically viable for the institution due to low enrolment.

**Resources Required:**

- Orientation programmes need to be arranged for students to generate awareness both about the courses and their benefits.
- Network, collaborations and infrastructure needs to be further enhanced.