YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	K.P.B. HINDUJA COLLEGE OF COMMERCE
• Name of the Head of the institution	DR. MINU MADLANI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02240989048
• Mobile No:	9892186412
• Registered e-mail	hindujacollege@gmail.com
• Alternate e-mail	mmadlani@gmail.com
• Address	315, New Charni Road
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400004
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	University of Mumbai
• Name of the IQAC Coordinator	DR. MINU MADLANI
• Phone No.	02240989000
• Alternate phone No.	02240989042
• Mobile	9324748318
• IQAC e-mail address	iqac.hindujacollege@gmail.com
• Alternate e-mail address	mmadlani@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://hindujacollege.in/annualQualityAssuranceReport
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://hindujacollege.in/naacReports

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83.5	2004	16/09/2004	16/09/2009
Cycle 2	A	3.13	2011	27/03/2011	26/03/2016
Cycle 3	A+	3.59	2017	30/10/2017	29/10/2022

6.Date of Establishment of IQAC	06/12/2004

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Maharashtra Commission Women's Development Cell	Maharashtra Commission Women's Development Cell	Maharashtra Commission Women's Development Cell	Nil	Rs.25000/-
M/s Western Regional Centre ICSSR	Minor Research Project	ICSSR	Nil	Rs. 42000/-

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**3**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• Mr. Mandar Bhanushe, MOODLE LMS Co-ordinator at University of Mumbai imparted Google Classroom Training to faculty members to facilitate conducting online classes during the pandemic and lockdown period. • ZOOM online teaching-learning training was given to faculty members by Mr. Mandar Bhanushe. • A customized LMS was devised for Hinduja College by EdFly Learn to address the needs of all members in the educational ecosystem. A live session for both faculty and students of the Self Finance courses was conducted to orient and induct them into using the programme to its optimum by creating and evaluating assignments; attempting Examination Papers etc. • The services of OnFees by EasyTech Innovations Pvt Ltd were availed for online admission procedures. A training session was arranged for members of the Non Teaching Sta? to train them for the same. • The ?rst edition of Hinduja MUN i.e. Hinduja Model United Nations 2021, an academic simulation of the United Nations was arranged to provide students with an opportunity to discuss real world problems and put forth solutions for the same.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To apply for Career Advancement Scheme (CAS) for faculty members of Aided and Unaided Section	All the Aided Section Faculty Members have been promoted under CAS
To advance with Fully digital magazine instead of hard copy	Successfully prepared digital magazine
To create college portal and register with UGC for Junior Research Fellowship in order to motivate Ph.D students	Completed the registration with UGC and acquired college portal to enable Research Scholars to apply for JRF

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	14/10/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	18/02/2022

Extended Profile

1.Programme

1.1 **14**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 **4955**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **0**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **3684**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **39**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **47**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**14**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**4955**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**0**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**3684**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**39**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**47**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**33**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**20848940**
4.3 Total number of computers on campus for academic purposes	**200**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Collegeis affiliated to UOM and hence, all the programmes taught are required to implement the syllabus as prescribed by the UOMto achieve the educational, social and cultural objectives. Faculty members of various departments are involved with the Board of Studies

The teaching plan is verified by the HOD.Due to the pandemic situation, faculty members also use various ICT tools and active learning strategies to supplement the online learning management system and to make it more effective.Each department is encouraged to enhance and enrich the learningoutcomes both through the curriculum as well as through various hands-on methods like presentations, seminars, projects and prior to the pandemic even with field visits which helps to supplement and complement the prescribed curriculum.

For the effective delivery and documentation of the curriculum,

the College has a fully-equipped studio, editing bays and audio-visual production centres. The college teachers use PPT for elaborating principle concepts in the discussion. Cameras, laptops, recording equipment and other ICT tools and e-resources are made available to the students to enable them to undertake their curricular tasks. Updated library facilities with e-journals along with lesson notes through Google classrooms, question bank by the faculty help the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As per the academic schedule determined by the UOM, a well-structured academic calendar is prepared by the Principal and College committees which provide relevant information regarding the date of commencement of the academic session,the teaching learning schedule (working days), various events to be organized, holidays, tentative dates for project submissions, Practical exam dates, internal examination, as well as semester-end examination dates.

The academic performance/progress of students is continuously monitored through internal assessments, project work, and semester-end examinations, during the semester to assess the learning levels of students.The transparency in examination is followed by the college.

In addition to the semester examinations, internal projects are also the part of Continuous Internal Evaluation. The University has changed the pattern of examination to the MCQ pattern.

Faculty members take best of efforts to ensure quality and to enhance academic growth and so students are encouraged to contact faculty beyond classroom hours for doubt-clearing and curricular discussions. The examination results are reviewed and the weaker students are taught again and also sometime consulted for their benefits. Extra hours are devoted to taking remedial classes to

augment students' preparedness before University examinations.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

210

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Our College assimilates various Cross-cutting issues of the society like Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum and sensitises our students towards these issues.

The compulsory courses in the curriculum of UOM like Environmental Studies, Foundation Course enhance professional competencies , help to inculcate general competencies like societal values, encourage human values, environment sensitivity etc., thereby

leading to the holistic development of students.

Under the aegis of the N.S.S., N.C.C., the college conducts various programmes on Human Rights to provide awareness among students.

Our College also celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students. The college has Women Grievance Cell and Grievance Redressal Cell to provide counselling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security.

As per the guidelines of UGC, AICTE and the University, an Anti-Ragging Committee has been constituted to handle the issues pertaining to ragging. Any student can lodge a complaint without disclosing his/her identity in case of any in convenient incident.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(1.4.2)%20-%20Feedback%20Process%20of%20the%20Institution.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3722

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

229

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To identify advanced and slow learners the learning levels and general knowledge of students are assessed through class-room discussions and performance evaluation. The identified students are then given individual guidance by faculty members and are encouraged to participate in various curricular, co-curricular and extra-curricular activities to facilitate informal and non-formal learning and enhance their overall development.

Advanced learners are encouraged to represent the College in University, State and National level competitions in academic and para-academic categories such a Seminar Presentations, Quiz Competitions, Debates, Research Paper writing etc.. 'Best Student' awards in various categories have been instituted to recognize meritorious students. Mentoring programmes by senior students, alumni, faculty and eminent persons belonging to different fields are also arranged to motivate and guide students.

Individual counseling, remedial coaching, revision lectures and additional study material are arranged for slow learners. Bilingual explanation is also sometimes imparted in and outside the classrooms to reinforce learning. Apart from the concessions provided by the University to slow learners such as additional time to write examinations, the College even permits slow learners additional time to complete internal assignments.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4165	49

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Innovative audio-visual methods are adopted to facilitate a student-centric, experiential and interactive learning experience which has considerably leveraged during the pandemic and subsequent lockdowns in that the IT proficiency is much enhanced and teaching-learning has become multi-faceted.

Apart from syllabi learning classroom, academic and para-academic discussions, debates and competitions are arranged to help students to hone and exhibit their skills and talents. Student participation in NSS, NCC and DLLE is actively encouraged to inculcate leadership skills and to contribute towards nation-building. Committees such as the Students' Council and Cultural Committee; Women's Development Cell; E-Cell and Rotaract Club among others give students hands-on training in leadership, management, problem solving, people management etc. and also help to build group camaderie. Participation in both offline and online Seminars and Research Colloquia help to develop the oratory skills, self-confidence and personality of students.

Students are also encouraged to contribute articles/illustrations etc.to the College Yearbook. The BAMMC Department even publishes its annual Magazine to provide hands-on training in writing, editing and content creation to students of Journalism.

Certificate courses in which industry professionals are invited as Resource Persons are conducted by different Courses and Departments. Campus Placement Drives are also arranged.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

On account of the pandemic the College used ICT to impart, enhance and optimize the outreach of education, as well as to assess and evaluate the performance of students in internal and semester-end examinations and Viva Voce. Zoom links and laptops were provided to teachers by the College. Workshops and Training Sessions for the same were conducted, both for teachers, as well as students.

Emails, YouTube videos, WA groups, Zoom and Google classrooms were used extensively throughout the year to communicate with students; to provide learning material; to upload assignments and address queries. To collect data and feedback Google Forms were used. Recorded video lectures were also provided to students for referencing and Online Journals were made available by the Library.

To provide a wholesome learning experience to students online competitions, cultural activities, orientation programmes, PTA meetings, Yoga sessions for stress relief etc. were conducted online. Industry connect initiatives using Zoom were arranged to maintain industry collaborations. Student contribution for the College Yearbook was invited and incorporated online in a flip version magazine posted on the College website.

A regularly updated institution website kept students informed about admission procedures, payment of fees, examination schedules, roll call etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(2.3.2)%20-%20ICT%20Enabled%20Tools%20for%20Effective%20Teaching%20Learning%20Process.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

259

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The frequency and pattern of internal assessment are followed strictly as per University directions and individual course and subject requirements. In order to ensure transparency in the matter information about the time-table, syllabus, marking pattern etc. of internal assessment information is communicated to the students well in advance through Notices that are read out in classrooms and are forwarded over WhatsApp/Telegram/SMS. The involvement of Class Representatives (CRs) in forwarding information is active.

Continuous evaluation of students is done through Unit Tests, Group Discussions, Individual or Group Assignments, Seminars, Presentations, Practical Examinations and Viva Voce. In keeping with the nature and requirement of the subject of study teachers conduct online quizzes on platforms such as Quizizz.com, Google Classroom etc. These help to reinforce learning and to sustain student interest.

Evaluation of internal assessment is based on standard parameters such as Teacher Assessment, Classroom Participation and Performance and Viva-Voce.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

An Examination Committee is constituted every year to coordinate

the Internal and External Examination schedules and to communicate the same to students, faculty and the administrative staff. Examination related grievances are handled by the Examination Committee which comprises of the Principal, Vice Principal and Course Coordinators/ HoDs. An aggrieved student may raise a grievance which is urgently looked into and resolved in a fair manner. All the records and data bank of attendance in Internal Examinations, Question Papers, Answer Sheets/Copies, consolidated Marksheets and other related documents are properly maintained by the Committee for ready reference and for academic monitoring/academic audit.

Students are given detailed class wise/ course-wise instructions about the methods of internal/external evaluation of each course. Changes in schedules, patterns, methods if any, are immediately notified to the students through classroom briefing by the concerned subject teachers and coordinators and through Notices that are circulated over different platforms.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers and students can access Information about the Programmes offered by the College and the course outcomes in the College Prospectus.

Among the Bachelor’s programmes offered by the College the B.Com. programme provides a comprehensive understanding of the burgeoning world of Commerce, Accountancy and Management; BAF is dedicated to an in-depth study of Accountancy and Finance; BBI aims to train students in the fundamental aspects of banking and insurance; BMS provides students with a wide breadth of knowledge and skills that are necessary to analyze situations and solve problems that may arise in an organization; BAMMC offers students an opportunity to master knowledge and skills in varied mass media platforms; BFM is suitable for learners who look forward to pursuing a career in Stock and Share Trading; B.Sc. IT is best suited for students who are keen on taking up a career in the field of Information

Technology; BTM is a unique programme that provides students with an understanding of transport management and BIM prepares students to acquire skills for a career in financial asset management.

The Master's programmes offered by the College include M.Com. in the subjects of Advanced Accountancy/ Business Studies/ Banking and Finance/ E-commerce and MACJ and MAPR for learners keen on a career in media or Public Relations.

The College is also a centre for M.Phil. and Ph.D. in Commerce.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(2.6.1)%20-%20Programme%20Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme Outcomes, Programme Specific Outcomes and Course Outcomes are evaluated as per the framework given in the respective course syllabus. The same is communicated to the students during lectures. The progressively increasing passing percentage; students' progression from UG to PG studies and the increasing ratio of the campus and out of campus placement of students can be seen as the outcome of the attainment of POs, PSOs and COs.

Feedback from stakeholders is gathered by the institution to enhance POs, PSOs and Cos. The knowledge and skills acquired by students and their critical thinking capacity are evaluation through continuous Internal Evaluation, Semester-end Examinations and classroom interaction. Issues of gender, environment, human values and skill development are an integral part of curricular and extra-curricular activities.Various Course and Subject Departments and Committees organize Webinars, Presentations and Debates and arrange for internship on subject related to ethical practices. Gauging from the appreciable and increasing student participation it is evident that the awareness and sensitivity level of students is highly satisfactory. Interest and aptitude for further education and research can be estimated by the large

number of in-house candidates joining the M.Com. and Ph.D. programmes offered by the College, as well as those applying for Transcripts and Letters of Recommendations to pursue further studies abroad.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

3684

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(2.7.1)%20-%20Student%20Satisfaction%20Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

25000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Title of the Activities

Organising unit/ agency/ collaborating agency

Number of teachers coordinated such activities

Number of students participated in such activities

Human Rights in India

NSS

2 teacher

(Dr. Gayatri Agarwal and Ms. Shehnaaz Nazkhani)

1380+ students of K.P.B Hinduja College

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

76

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

77

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

In all there are 30 classrooms, 3 computer laboratories and 1 conference room.

All the classrooms are well-equipped with projectors and screens to facilitate innovative teaching methods. Most of the classrooms have Air Conditioners.

The college has three well equipped computer laboratories:

In all there are 196 state of the art (i.3, i.5 ; 8GB RAM, 500 GB hard drive) computers. Apart from these, the labs are well equipped with 7 printers. Additionally there are 3 LCD Projector– being used for interactive sessions with students of various courses. Students also use this facility for their presentations thereby giving a good and real life feel. Mock examinations and online lecturesare also conducted in these labs. This helps the students in getting a better understanding of the subject and in also noticing where the mistakes are committed thereby enabling them to improve and get a deeper understanding of the subject. All computers are networked using Microsoft Windows 2003 server.

There are 2 lease lines (20/15 MBPS)

There are 2 broadbands (100/200 MBPS)

These are linked Via Wi-Max/ Fibre Optics connection in the college and internet facility is available on all computers. We are proud that our computer laboratory is equipped with the state of the art technology and is comparable to the best in the

country.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College has a policy of regularly maintaining its physical resources through various Annual Maintenance Contracts such as elevators, air-conditioners, sanitation facilities etc. Fire extinguishers are placed at all the prominent places in the college premises.College has seminar hall with ICT facilities including smart board.College has a policy whereby a proper procedure is followed to buy any equipmentfor which purchase committee is formed. Quotations are invited by different suppliers before final purchase. College has well equipped gymkhana which is well maintained by Gymkhana Committee. Annual Day and other Cultural activities are conducted in auditoriums outside college.Students are motivated to participate in various sports activities at State, National and International level. College allows them to use the Gymkhana facilities with prior permissions. As far as outdoor activities are concerned, the University or other sports grounds are booked well in advance. The students get reimbursement of travelling expenses when they go outstation to represent college. They get reimbursed once they submit all the documents for the same. A qualified Coach guides the students for different sports activities. The coach also maintains the students' attendance records which is submitted to the Gymkhana Committee. There is a health centre in the college on the first floor where a qualified doctor is available for few hours on some days of the week.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

20848940

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

1. **Name of ILMS software : Vriddhi Software**

Nature of automation (fully or partially) : Partially

Version :

Year of Automation : 2008

1. **Name of ILS software : Koha Software**

Nature of automation (fully or partially) : Fully

Version : Web 2.0

Year of Automation : 2020

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

656412

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

563

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Apart from the computer laboratories setup for syllabus programs the college has provided computer centers for general purposes and learning during extra hours. This includes internet facilities available through leased line and Wi-Fi for providing continuous and uninterrupted internet connectivity to students and faculty members. These facilities are also available to students beyond college hours for preparation of seminars & projects and research-orientated work. The entire campus is Wi-Fi enabled and students can access the internet on their laptops round the clock.

- **20 MBPS Lease line (AirNet)**
- **15 MBPS Lease line (Hathway)**
- **200 MBPS Broadband (One Broadband)**
- **Wi-Fi facility 24 hours in campus**

- Dedicated Internet Lab.

We have local area wireless technology which allows an electronic device to exchange data or connect to internet using 200 MBPS in our college campus with help of High Standard AP (Access Point)

The coverage is not just limited to the classrooms, instead it extends to all the facilities within the campus premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

230

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3531191

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

College has a policy of regularly maintaining its physical resources through various Annual Maintenance Contracts such as elevators, air-conditioners sanitation facilities and etc. Fire extinguishers are placed at all the prominent places in the college premises and they are replaced as and when required. All the classrooms are well-equipped with projectors and screens to facilitate innovative teaching methods. College has seminar hall with ICT facilities including smart board. Proper muster is maintained to utilize the seminar hall by various departments and committees. College has a policy whereby a proper procedure is followed to buy any equipment or facilities for which purchase committee is formed. College has well equipped gymkhana which is well maintained by Gymkhana committee. Students are motivated to participate in various sports activities at state, national and international level.The students get reimbursement of travelling expenses when they go outstation to represent college. A qualified Coach guides the students for different sports activities. The coach also maintains the students' attendance records which is submitted to the Gymkhana Committee. Apart from these, the labs are well equipped with 12 printers namely 2 colour laser jet, 4 all in one laser jet and 4 laser jet printers.Mock examinations and online lecturesare also conducted in these labs.All computers are networked using Microsoft Windows 2003 server. There is a lease line and Wi-Max connection in the college and internet facility is available on all computers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

119

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

7

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(5.1.3)%20-%20Capacity%20Building%20and%20Skills%20Enhancement%20Initiatives.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

8

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Sr.No

NAME

CLASS

Roll No.

POST

1.

SAAD AFZAL AHMED ANSARI

T.Y.B. Com

03

GENERAL SECRETARY

2.

MANSHI BHARAT BOHRA

T.Y.B. Com

810

PRESIDENT

3.

SWATI SHRAWAN PRAJAPATI

S.Y.B. Com

1247

LADY REPRESENTATIVE

4.

YACHANA CHANDRAKANT BHADRICHA

S.Y.B. Com

06

RESERVATION REPRESENTATIVE

5.

DEEPIKA VIRARAM SOLANKI

T.Y.B. Com

312

TYBCOM REPRESENTATIVE

6.

JAINAM KANTILAL JAIN

S.Y.B. Com

42

SYBCOM REPRESENTATIVE

7.

JESSICA WILSON RODRIGUES

F.Y.B. Com

885

FYBCOM REPRESENTATIVE

8.

JAIN ARCHI HANSRAJ

T.Y.B. Com

829

CULTURAL REPRESENTATIVE

9.

MINAJ SHAIKH

S.Y.B. Com

1259

NSS REPRESENTATIVE

10.

SHAH ABHISHEK BIPIN

T.Y. B Com

96

GYMKHANA REPRESENTATIVE

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

119

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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

The first initiatives were taken by Manish Ajmera, managing director of Ajmera Group of Companies as he inaugurated the blood donation camp. Janak Sanghvi, also an alumni, actively helped in getting donors for the camp.

The N.S.S. unit of K.P.B. Hinduja College of Commerce in association with Alumni Association organized a webinar on Gender Justice in India to raise awareness against the discrimination women face and the journey women have travelled to become empowered. Dr. Inamdar focused on how the battle of Gender Justice has to be fought by all the genders collectively. She supported her talk with various case studies. She also emphasised on how it is indeed difficult for women to become empowered, nevertheless they should walk towards being empowered.

The N. S. S. unit of K. P. B. Hinduja College of Commerce in association with Alumni Association organised an event to speak more about consumerism and financial literacy.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with 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 hardwork, diligence and determination and above all, the will to succeed through holistic and multipronged approach."

The college always promotes the culture of participative management by involving staff and students in various activities.

All major policies of the college are planned and designed by the Management, Principal, Vice-Principal and Committee Conveners.The Management plays a major role in drafting the quality policy of the college. The Management has facilitated the college to start variety of courses to enable students to grab the opportunity of learning different programs under one roof.The Principal constantly collaborate with Vice Principal, HODs, Coordinators, faculty and non-teaching staff to upgrade the activities undertaken in the college. The Governing Body gives suggestions and monitors the procurement, introduction of new programs and welfare activities. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards and achieve vision and mission of the college. The faculty members are assigned duties pertaining to various administrative, academic and student activities, extension works etc. according to their expertise and efficiency.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralized Management: The College supports a trend of decentralized governance system with proper well defined inter-relationships. The management of the college has two main committees i.e. Governing Body (GB) and College Development Committee (CDC). Regular meetings of these committees are held for the effective and smooth functioning of the college at different levels: 1. All decisions related to the college are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative head of the college and the Member of the Governing Body. 2. The Department Heads are responsible towards day-to-day administration of the department and reporting to the Principal. In addition, the staff members can give suggestions and ideas for improvement. Students also participate through different formal and informal feedback mechanisms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Online Education through Zoom Meeting Platform:

In Covid 19 Pandemic from September 2020 onwards, online teaching - learning process were introduced on Zoom Platform. Teachers and students were required to login through newly created @hinduja college unique ID. The Telegram link, lecture link, timetable and Code of conduct were shared to ensure successful learning. Committee meetings, Seminars, Webinars were also conducted online.

Digital Library

- **Library has its own collection of approximately 52,000 and 82 National and International journals including print and online.**
- **Library is a hybrid library anddigitized since 2018, New library software KOHA has advanced function of library services. With an OPAC system, students and teachers can access the library collection and also select or reserve the required book.**
- **We have subscribed Remote-Log software, with the help of which our databases i.e. J-Gate, IBI, and INFLIBNET N-List enable our teachers and our researchers to access lakhs of national and international journals, thesis, and other research articles.**
- **Hinduja college library has an institutional membership with the Indian Merchant Chamber (IMC) and SNDT University, Churchgate. This allows our students, teachers, and research scholars to access their library and even to borrow books that are not available in our library.**

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(6.2.1)%20-%20Timetable.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

An organogram is a graphical representation of an organization’s structure. It’s used to show hierarchical relationships between top level management and the people who report to them, as well as departments.The organogram of the college describes the decentralized structure of the college administration. The college functions through the cooperative efforts of the management, principal, teaching and non-teaching staff members who strive hard towards a common goal.

The Principal and Vice Principal are involved in the implementation of the perspective plans of the College.

IQAC has been established in the college, which meets regularly to assess the quality deliverance of education in the college leading to achieve the course and program outcomes.

HOD and Course Coordinators along with the faculty members are responsible to administer the day-to-day activities of the respective department. Thus, they contribute significantly towards achievement of overall organizational objectives.

In college Librarian is the head of the library department. Registrar is the head of Non-Teaching Department. All the financial transactions are monitored by the Finance Officer. They play a vital role in smooth functioning of the college by providing assistance and helping in completing the university formalities in time. They ensure the administration of various sections are carried out properly and efficiently as per the college plans and instructions of the Principal and Vice-Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(6.2.2)%20-%20Organogram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching

Non-teaching

Duty leaves are availed by the faculty members

for the participation in various seminars, workshops, conference, research work or any other related activities of the college. Compensatory Leaves are sanctioned to the staff members in case they are

working on Sundays or any other holidays. Reservation of seats for wards of the faculty under management quota. Financial help in the form of reimbursement is provided to the faculty members for the

research

work and further studies. Advance against salary is given to the faculty members. Faculty Development Programs are organised for the staff members. Festival loans/ financial aid are given

to teaching staff.

Tuition fee concession is provided to faculty members pursuing Ph.D

from College Centre.

Advance against salary is given to the non-

teaching staff. Mediclaim to non – teaching staff for Rs.5, 00,000/-. Reservation of seats for wards of the faculty under management quota.

Tuition fee concession to employees and wards of employees. Festival loans/ financial aid are given to non-teaching staff. Professional counsellor is available free of charge for staff members. Ganesh Puja and annual satyanarayan puja are organised to create a bonding and team spirit amongst staff members. College organizes get- together on festivals for the staff members.

College contributes to staff welfare funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

3

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For Teaching Staff

Annual Performance Based Appraisal System (PBAS) has been implemented in the line of UGC Career Advancement Scheme (CAS).

The self-appraisals for teachers are evaluated on annual basis namely

ACADEMIC PERFORMANCE INDICATORS are distributed in three categories:

CATEGORY: I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- **Direct Teaching**
- **Examination Duties includes invigilation, question paper setting, evaluation of answer scripts) as per allotment**
- **Innovative Teaching Learning Methodologies, updating of subject content/courses, preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching, preparation of new teaching learning material, bridge material, study pack or additional resources for students, use of anonymous student feedback on the quality of classroom teaching and student interaction etc.**

CATEGORY: II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

1. **Students related, Co- Curricular, Extension and field-based activities**
2. **Contribution to Corporate list and management of Department and institution through participation in academic and administrative committees and responsibilities**
3. **Professional Development Activities (such as participation in seminars, conferences, membership in profession related committees at state and national level, membership/ Participation in State / central bodies/ committees on Education, research and national development, short term training courses of less than a week duration, industrial experience, talks, lectures in refresher course/ orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Appointment of CFO In order to monitor financial resources, inculcate effective use of funds, ensure transparency and for complying rules and regulations, management has appointed well qualified Chief Financial Officer paid by the management. INTERNAL AUDIT Internal Auditor : Lakhani and Associates The College activities come under the activities of Smt. P.D.Hinduja Trust. The accounts of the Trust are audited by Internal Auditors. The internal Audit is

conducted to ensure that proper internal control exists in the organization for transactions done by the organization. This is done to safeguard the interest of the organization The Internal Audit is conducted half yearly and the observations of the auditors are sent to management of the organization. The college

takes appropriate actions to resolve the observations of the auditors

and gives suitable replies to the satisfactions of the auditors. EXTERNAL AUDIT Statutory Auditor : KMPS and Associates As mentioned above, college activities come under the scope of Smt. P. D. Hinduja Trust. The accounts of Smt. P. D. Hinduja Trust are audited by Statutory Auditors. The statutory Audit is conducted as per the provisions of Bombay Public Trust Act, Rules and Byelaws of the Trust. Statutory Audit is conducted to ensure that the transactions of the Trust are within the power of the Trust and proper books of accounts as required by the Act have been kept by the Trust and to find that the accounts are in agreement with Books of Accounts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds received in various headings are optimaly utilised for the concerned purpose only.

1. Development Fund collected from students via admission fees is utilized for repairs and maintenance of the college.

2. Research Grants are utilised for conducting research activities as conferences, seminars, paper publications.

3. CSR funds received from corporates are used for conducting social initiatives, social activities, training and development.

4. Library funds are utilised for purchase of reference books, journals, magazines, ebooks, audio books.

5. Gymkhana funds are utilised for promoting sports activities by appointing coaches for various games, encouraging students to participate in various activities district, state, national and international level.

6. Staff and students are encouraged to participate in all the extra curricular activites,

7. Scholarships, Freeships, academic prizes and awards are provided to staff and students for enchancing academics.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Online Education through Zoom Meeting Platform:

In Covid 19 Pandemic from September 2020 onwards, online teaching - learning process were introduced on Zoom Platform. Teachers and students were required to login through newly created @hinduja college unique ID. The Telegram link, lecture link, timetable and Code of conduct were shared with teachers and students to ensure successful learning. Committee meetings, Seminars, Webinars were also conducted online through Zoom platform.

Online Examination

During the tough pandemic times, as per the instructions of the University of Mumbai all the colleges were required to conduct the examinations in the online mode. The University had given the

responsibility for the conduct of the online exams to the Lead College among the Cluster so formed by them. The Lead College with mutual consent of all Cluster members commonly selected the service provider named Edfly for conducting the exams.

The college administration made sure that all the guidelines issued time to time by the University were followed. Students were made to appear a mock test before each exam, for them to get acquainted to the online examination portal. The exams for all the semesters were conducted based on the time-to-time communication from the university and also the results were declared within the given deadlines. The paper setters also supported by submitting the question paper sets within the given time frame.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. IQAC has scheduled interviews for teachers who were due for promotion under CAS (Career Advancement Scheme) as per the API guidelines set out in UGC Regulations 2010 (and the two amendments). Screening cum Evaluation Committee appointed by University of Mumbai reviewed the performance of the teachers by adhering to the criteria laid down for API score in PBAS. 4 teachers were promoted from Stage 1 to 2 and 2 teachers were promoted from Stage 2 to 3.

2. 7 teachers have completed Ph. D, 3 teachers have completed M.Phil whereas 2 tea hers have completed NET/ SLET post accreditation.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the **B. Any 3 of the above**

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality should be the most significant objective of education system in bringing parity and upliftment of women in the patriarchy system. Our institution through various programmes and activities tries to inculcate the values of gender sensitization.Through curriculum teachers inculcate the values of gender sensitization. Teachers also through the projects and assignment tries to promote the gender sensitivity amongst the student.

Specific facilities provided for women in terms of: As an impact of Gender sensitization activities the organization could induce restructuring of gender roles based on efficiency and realized higher productivity of men and women. College has counselling cell and girls' common room as an important facility for girls. College has Women Development Committee which conducts various programmes related to gender sensitization and women upliftment. WDC committee has conducted the workshop on Constitution of India and Gender Equality. NSS committee of our college every year conducts various workshops and field related programmes in gender related

issues such as Every Gender Matters, Human Rights in India, Human Trafficking, A form of slavery, Women's Health: PCOD/PCOS- An Invisible Disease, Aatmaraksha, Gender Justice in India, etc.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management - Every department, office, staff room and classrooms create some waste and dumped in small waste bin kept at that place. From the small bin wastes are dumped in big bin by the housekeeping staffs regularly. Mumbai Municipal Corporation collects solid waste regularly.

Liquid waste management – College produces very little amount of liquid waste, which also managed by Municipal Corporation. BMC collects both solid and liquid waste separately in Blue and Green dustbins.

During the lockdown college have not produced any e-waste.

Waste Management System – College at its own level segregates dry

and liquid waste and put that in to Blue and Green dustbin. Municipality collects that and put that into Waste Management System. NSS Committee of the college every year conducts various programmes to help the students to understand the waste management process. Programmes conducted during current year was Paper Bag Making, Paper Bag Distribution, Tackling Waste at Source, Best Out Of Waste, Innovation in Environment Conservation, etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The mission of the institution is "To inculcate the values of hardwork, diligence and determination and above all, the will to succeed through holistic and multipronged approach.". With this mission college tries to impart and inculcate the values among the students and society. In the current year college through various programmes has achieved the same.

BIM department of the college has conducted Social Initiative to help the destitute during the times of pandemic situation.

NSS committee of the college actively conducted many programmes in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Some of the activities are such as Population Day Awareness, Role of Youth in Modern World, Peace Day poster making, Be a Yogi - with Yogi Kush, Vocal For Local, Diya Painting, Anti Drug Poster making, Don't Drug Yourself Down, Nation's Pride : Men in White, International Anti-corruption Day poster making, Human Rights in India, Human Trafficking: A form of slavery, Blood Donation Camp, Food Donation, Martyr Day Quiz, Martyr Day Group Discussion, Shram Daan, Sanskrit: Forgotten but still important, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

"To inculcate the values of hardwork, diligence and determination and above all, the will to succeed through holistic and multipronged approach." This institution always strives hard to achieve this mission. College always encourage the teachers and students to conduct programmes and inculcate values among the students to be become responsible citizen.

WDC committee has conducted the workshop on Constitution of India and Gender Equality. . NSS committee of our college every year conducts various workshops and field related programmes in gender related issues One life, Quiz on constitution day, Speech on constitution day, Nation's Pride : Men in White, HIV/AIDS handkerchief and poster making, HIV/AIDS session, International Anti-corruption Day poster making, Human Rights in India, Human Trafficking: A form of slavery, HIV/AIDS Poster making, HIV/AIDS Quiz, FAUJI : The True Nobel of our Country, Parakram Divas Elocution, Constitutional Government in India, Food Donation, Martyr Day Quiz, Martyr Day Group Discussion, Mask Making, Cancer Is Not A Game, Mask Distribution, Shram Daan, Paper Bag Making, Paper Bag Distribution, Women's Health: PCOD/PCOS- An Invisible Disease, Sanskrit: Forgotten but still important, Cybercrime awareness and safety measures, Tackling Waste at Source, Best Out Of Waste, Innovation in Environment Conservation, Aatmaraksha, Awareness On Tree, Jal hi Jeevan, Poster on climate change, Session on Forest Conservation, Awareness on Vaccination, Poster On Blood Donation, Blood Donation, Saathi Haath Badhana, Gender Justice in India, Awareness On Plasma Donation, Disaster Management, Cyber Bullying, etc. .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution through its most of the activities tries to inculcate the values of patriotism and respect for the nation. College celebrating various international commemorative days, events and festivals every year. The national anthem is sung in all the functions. All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. The NSS unit and the students' council organise many cultural programs to address prevailing social issues. The student staff and alumni participate and rejoice during this celebration with great patriotic fervor. On Teachers day too, the students'council and

cultural committee puts up a show to express their love and gratitude for their teachers and salute the great Teacher Dr.Sarvepalli Radhekrishnan.

Apart from these, many events and guest lectures are regularly organized to instil a sense of national pride and gratitude towards sacrifices of great leaders of our country. NSS unit of our college proactively conduct various programmes for the same. Activities conducted during this year was such as Population Day Awareness, Independence Day Celebration, Peace Day poster making, Nss Day, World Toilet Day Poster making, Speech on constitution day, Parakram Divas Elocution, Martyr Day Quiz,etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

To achieve these objectives the Family Run Business and Entrepreneurship Cell provides the right atmosphere for budding entrepreneurs to work on and grow their idea.

Constitution of the Family Run Business and Entrepreneurship Cell has provided the right atmosphere for budding entrepreneurs to work on and grow their idea.The cell has given students invaluable knowledge and guidance of participating in a family business or starting a new venture.

The College has collaborated with the Asian Institute of Family Managed Business one of the reputed institutions having the right resources to provide necessary skills and guidance. Their objectives include the growth of family business entrepreneurship, promoting the importance of learning from established businessmen, to create a significant and sustainable collaborative model. This amalgam has not only provided respect and dignity to the college but also to its's students and it has paved a path for those who

choose to walk upon it.

Realizing that digital is no longer a fad. The magazines are entirely made and issued online on the college websites and other platforms.

With the use of digital magazine the students can easily adapt and are more inclined towards exploring the e-magazine.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The educational institutes and colleges have now started moving towards making their offices digital and least dependent on using paper

Instead of printing the documents and wasting the paper, the documents can be signed online as well and uploaded directly in the system where they need to be present.

TheCollegehas significantly decreased the use of paper in the offices and transitioned towards documents and files that are stored easily on the computers as PDFs and Images.

The students have also benefited as they can adapt to technology easily and also don’t waste time in submitting the required documents to the office.

The time has come for everyone to adapt to digitizing information and reduce the dependency on paper as it not only helps the environment by saving the trees but also makes it easy to get prepared for the future.

Zoom has become the number one used video platform for colleges to

conduct lectures and have important meetings among teachers and staff.

This is where EdFly is used. It’s a 360-degree management solution for institutes. EdFly is designed to take care of all management components, be it student, staff, or administration related.

It has made the administrative tasks of the college efficient and as students got inclined towards online lectures, the attendance has been an ease for them due to the pandemic related crisis.

Each Students are provided with exclusive email address on college domain 60 paid lice… ZOOM ….. Evidence from IT Dept//

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Collegeis affiliated to UOM and hence, all the programmes taught are required to implement the syllabus as prescribed by the UOMto achieve the educational, social and cultural objectives. Faculty members of various departments are involved with the Board of Studies

The teaching plan is verified by the HOD.Due to the pandemic situation, faculty members also use various ICT tools and active learning strategies to supplement the online learning management system and to make it more effective.Each department is encouraged to enhance and enrich the learningoutcomes both through the curriculum as well as through various hands-on methods like presentations, seminars, projects and prior to the pandemic even with field visits which helps to supplement and complement the prescribed curriculum.

For the effective delivery and documentation of the curriculum, the College has a fully-equipped studio, editing bays and audio-visual production centres. The college teachers use PPT for elaborating principle concepts in the discussion. Cameras, laptops, recording equipment and other ICT tools and e-resources are made available to the students to enable them to undertake their curricular tasks. Updated library facilities with e-journals along with lesson notes through Google classrooms, question bank by the faculty help the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As per the academic schedule determined by the UOM, a well-structured academic calendar is prepared by the Principal and College committees which provide relevant information regarding the date of commencement of the academic session,the teaching learning schedule (working days), various events to be organized, holidays, tentative dates for project submissions, Practical exam dates, internal examination, as well as semester-end examination dates.

The academic performance/progress of students is continuously monitored through internal assessments, project work, and semester-end examinations, during the semester to assess the learning levels of students.The transparency in examination is followed by the college.

In addition to the semester examinations, internal projects are also the part of Continuous Internal Evaluation. The University has changed the pattern of examination to the MCQ pattern.

Faculty members take best of efforts to ensure quality and to enhance academic growth and so students are encouraged to contact faculty beyond classroom hours for doubt-clearing and curricular discussions. The examination results are reviewed and the weaker students are taught again and also sometime consulted for their benefits. Extra hours are devoted to taking remedial classes to augment students' preparedness before University examinations.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of	A. All of the above

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

210

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Our College assimilates various Cross-cutting issues of the society like Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum and sensitises our students towards these issues.

The compulsory courses in the curriculum of UOM like Environmental Studies, Foundation Course enhance professional competencies , help to inculcate general competencies like societal values, encourage human values, environment sensitivity etc., thereby leading to the holistic development of students.

Under the aegis of the N.S.S., N.C.C., the college conducts various programmes on Human Rights to provide awareness among students.

Our College also celebrates days of National and International importance as Republic day, Women’s day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students. The college has Women Grievance Cell and Grievance Redressal Cell to provide counselling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security.

As per the guidelines of UGC, AICTE and the University, an Anti- Ragging Committee has been constituted to handle the issues pertaining to ragging. Any student can lodge a complaint without disclosing his/her identity in case of any in convenient incident.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(1.4.2)%20-%20Feedback%20Process%20of%20the%20Institution.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3722

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

229

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To identify advanced and slow learners the learning levels and general knowledge of students are assessed through class-room discussions and performance evaluation. The identified students are then given individual guidance by faculty members and are encouraged to participate in various curricular, co-curricular and extra-curricular activities to facilitate informal and non-formal learning and enhance their overall development.

Advanced learners are encouraged to represent the College in University, State and National level competitions in academic and para-academic categories such a Seminar Presentations, Quiz Competitions, Debates, Research Paper writing etc.. 'Best Student' awards in various categories have been instituted to recognize meritorious students. Mentoring programmes by senior students, alumni, faculty and eminent persons belonging to different fields are also arranged to motivate and guide students.

Individual counseling, remedial coaching, revision lectures and

additional study material are arranged for slow learners. Bilingual explanation is also sometimes imparted in and outside the classrooms to reinforce learning. Apart from the concessions provided by the University to slow learners such as additional time to write examinations, the College even permits slow learners additional time to complete internal assignments.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4165	49

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Innovative audio-visual methods are adopted to facilitate a student-centric, experiential and interactive learning experience which has considerably leveraged during the pandemic and subsequent lockdowns in that the IT proficiency is much enhanced and teaching-learning has become multi-faceted.

Apart from syllabi learning classroom, academic and para-academic discussions, debates and competitions are arranged to help students to hone and exhibit their skills and talents. Student participation in NSS, NCC and DLLE is actively encouraged to inculcate leadership skills and to contribute towards nation-building. Committees such as the Students' Council and Cultural Committee; Women's Development Cell; E-Cell and Rotaract Club among others give students hands-on training in leadership, management, problem solving, people management etc. and also help to build group camaderie. Participation in both offline and online Seminars and Research Colloquia help to develop the oratory skills, self-confidence

and personality of students.

Students are also encouraged to contribute articles/illustrations etc.to the College Yearbook. The BAMMC Department even publishes its annual Magazine to provide hands-on training in writing, editing and content creation to students of Journalism.

Certificate courses in which industry professionals are invited as Resource Persons are conducted by different Courses and Departments. Campus Placement Drives are also arranged.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

On account of the pandemic the College used ICT to impart, enhance and optimize the outreach of education, as well as to assess and evaluate the performance of students in internal and semester-end examinations and Viva Voce. Zoom links and laptops were provided to teachers by the College. Workshops and Training Sessions for the same were conducted, both for teachers, as well as students.

Emails, YouTube videos, WA groups, Zoom and Google classrooms were used extensively throughout the year to communicate with students; to provide learning material; to upload assignments and address queries. To collect data and feedback Google Forms were used. Recorded video lectures were also provided to students for referencing and Online Journals were made available by the Library.

To provide a wholesome learning experience to students online competitions, cultural activities, orientation programmes, PTA meetings, Yoga sessions for stress relief etc. were conducted online. Industry connect initiatives using Zoom were arranged to maintain industry collaborations. Student contribution for the College Yearbook was invited and incorporated online in a flip version magazine posted on the College website.

A regularly updated institution website kept students informed about admission procedures, payment of fees, examination schedules, roll call etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(2.3.2)%20-%20ICT%20Enabled%20Tools%20for%20Effective%20Teaching%20Learning%20Process.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

259

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The frequency and pattern of internal assessment are followed strictly as per University directions and individual course and subject requirements. In order to ensure transparency in the matter information about the time-table, syllabus, marking pattern etc. of internal assessment information is communicated to the students well in advance through Notices that are read out in classrooms and are forwarded over WhatsApp/Telegram/SMS. The involvement of Class Representatives (CRs) in forwarding information is active.

Continuous evaluation of students is done through Unit Tests, Group Discussions, Individual or Group Assignments, Seminars,

Presentations, Practical Examinations and Viva Voce. In keeping with the nature and requirement of the subject of study teachers conduct online quizzes on platforms such as Quizizz.com, Google Classroom etc. These help to reinforce learning and to sustain student interest.

Evaluation of internal assessment is based on standard parameters such as Teacher Assessment, Classroom Participation and Performance and Viva-Voce.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

An Examination Committee is constituted every year to coordinate the Internal and External Examination schedules and to communicate the same to students, faculty and the administrative staff. Examination related grievances are handled by the Examination Committee which comprises of the Principal, Vice Principal and Course Coordinators/ HoDs. An aggrieved student may raise a grievance which is urgently looked into and resolved in a fair manner. All the records and data bank of attendance in Internal Examinations, Question Papers, Answer Sheets/Copies, consolidated Marksheets and other related documents are properly maintained by the Committee for ready reference and for academic monitoring/academic audit.

Students are given detailed class wise/ course-wise instructions about the methods of internal/external evaluation of each course. Changes in schedules, patterns, methods if any, are immediately notified to the students through classroom briefing by the concerned subject teachers and coordinators and through Notices that are circulated over different platforms.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers and students can access Information about the Programmes offered by the College and the course outcomes in the College Prospectus.

Among the Bachelor's programmes offered by the College the B.Com. programme provides a comprehensive understanding of the burgeoning world of Commerce, Accountancy and Management; BAF is dedicated to an in-depth study of Accountancy and Finance; BBI aims to train students in the fundamental aspects of banking and insurance; BMS provides students with a wide breadth of knowledge and skills that are necessary to analyze situations and solve problems that may arise in an organization; BAMMC offers students an opportunity to master knowledge and skills in varied mass media platforms; BFM is suitable for learners who look forward to pursuing a career in Stock and Share Trading; B.Sc. IT is best suited for students who are keen on taking up a career in the field of Information Technology; BTM is a unique programme that provides students with an understanding of transport management and BIM prepares students to acquire skills for a career in financial asset management.

The Master's programmes offered by the College include M.Com. in the subjects of Advanced Accountancy/ Business Studies/ Banking and Finance/ E-commerce and MACJ and MAPR for learners keen on a career in media or Public Relations.

The College is also a centre for M.Phil. and Ph.D. in Commerce.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(2.6.1)%20-%20Programme%20Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme Outcomes, Programme Specific Outcomes and Course Outcomes are evaluated as per the framework given in the respective course syllabus. The same is communicated to the students during lectures. The progressively increasing passing percentage; students' progression from UG to PG studies and the increasing ratio of the campus and out of campus placement of students can be seen as the outcome of the attainment of POs, PSOs and COs.

Feedback from stakeholders is gathered by the institution to enhance POs, PSOs and Cos. The knowledge and skills acquired by students and their critical thinking capacity are evaluation through continuous Internal Evaluation, Semester-end Examinations and classroom interaction. Issues of gender, environment, human values and skill development are an integral part of curricular and extra-curricular activities.Various Course and Subject Departments and Committees organize Webinars, Presentations and Debates and arrange for internship on subject related to ethical practices. Gauging from the appreciable and increasing student participation it is evident that the awareness and sensitivity level of students is highly satisfactory. Interest and aptitude for further education and research can be estimated by the large number of in-house candidates joining the M.Com. and Ph.D. programmes offered by the College, as well as those applying for Transcripts and Letters of Recommendations to pursue further studies abroad.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

3684

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(2.7.1)%20-%20Student%20Satisfaction%20Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

25000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Title of the Activities

Organising unit/ agency/ collaborating agency

Number of teachers coordinated such activities

Number of students participated in such activities

Human Rights in India

NSS

2 teacher

(Dr. Gayatri Agarwal and Ms. Shehnaaz Nazkhani)

1380+ students of K.P.B Hinduja College

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from

Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

76

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

77

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

In all there are 30 classrooms, 3 computer laboratories and 1 conference room.

All the classrooms are well-equipped with projectors and screens to facilitate innovative teaching methods. Most of the classrooms have Air Conditioners.

The college has three well equipped computer laboratories:

In all there are 196 state of the art (i.3, i.5 ; 8GB RAM, 500 GB hard drive) computers. Apart from these, the labs are well equipped with 7 printers. Additionally there are 3 LCD Projector– being used for interactive sessions with students of various courses. Students also use this facility for their presentations thereby giving a good and real life feel. Mock examinations and online lecturesare also conducted in these labs. This helps the students in getting a better understanding of the subject and in also noticing where the mistakes are committed thereby enabling them to improve and get a deeper understanding of the subject. All computers are networked using Microsoft Windows 2003 server.

There are 2 lease lines (20/15 MBPS)

There are 2 broadbands (100/200 MBPS)

These are linked Via Wi-Max/ Fibre Optics connection in the college and internet facility is available on all computers. We are proud that our computer laboratory is equipped with the state of the art technology and is comparable to the best in the country.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College has a policy of regularly maintaining its physical

resources through various Annual Maintenance Contracts such as elevators, air-conditioners, sanitation facilities etc. Fire extinguishers are placed at all the prominent places in the college premises.College has seminar hall with ICT facilities including smart board.College has a policy whereby a proper procedure is followed to buy any equipmentfor which purchase committee is formed. Quotations are invited by different suppliers before final purchase. College has well equipped gymkhana which is well maintained by Gymkhana Committee. Annual Day and other Cultural activities are conducted in auditoriums outside college.Students are motivated to participate in various sports activities at State, National and International level. College allows them to use the Gymkhana facilities with prior permissions. As far as outdoor activities are concerned, the University or other sports grounds are booked well in advance. The students get reimbursement of travelling expenses when they go outstation to represent college. They get reimbursed once they submit all the documents for the same. A qualified Coach guides the students for different sports activities. The coach also maintains the students' attendance records which is submitted to the Gymkhana Committee. There is a health centre in the college on the first floor where a qualified doctor is available for few hours on some days of the week.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

31

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

20848940

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

1. Name of ILMS software : Vriddhi Software

Nature of automation (fully or partially) : Partially

Version :

Year of Automation : 2008

1. Name of ILS software : Koha Software

Nature of automation (fully or partially) : Fully

Version : Web 2.0

Year of Automation : 2020

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

656412

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

563

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Apart from the computer laboratories setup for syllabus programs the college has provided computer centers for general purposes and learning during extra hours. This includes internet facilities available through leased line and Wi-Fi for providing continuous and uninterrupted internet connectivity to students and faculty members. These facilities are also available to students beyond college hours for preparation of seminars & projects and research-orientated work. The entire campus is Wi-Fi enabled and students can access the internet on their laptops round the clock.

- **20 MBPS Lease line (AirNet)**
- **15 MBPS Lease line (Hathway)**
- **200 MBPS Broadband (One Broadband)**
- **Wi-Fi facility 24 hours in campus**
- **Dedicated Internet Lab.**

We have local area wireless technology which allows an electronic device to exchange data or connect to internet using

200 MBPS in our college campus with help of High Standard AP (Access Point)

The coverage is not just limited to the classrooms, instead it extends to all the facilities within the campus premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

230

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3531191

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

College has a policy of regularly maintaining its physical resources through various Annual Maintenance Contracts such as elevators, air-conditioners sanitation facilities and etc. Fire extinguishers are placed at all the prominent places in the college premises and they are replaced as and when required. All the classrooms are well-equipped with projectors and screens to facilitate innovative teaching methods. College has seminar hall with ICT facilities including smart board. Proper muster is maintained to utilize the seminar hall by various departments and committees. College has a policy whereby a proper procedure is followed to buy any equipment or facilities for which purchase committee is formed. College has well equipped gymkhana which is well maintained by Gymkhana committee. Students are motivated to participate in various sports activities at state, national and international level.The students get reimbursement of travelling expenses when they go outstation to represent college. A qualified Coach guides the students for different sports activities. The coach also maintains the students’ attendance records which is submitted to the Gymkhana Committee. Apart from these, the labs are well equipped with 12 printers namely 2 colour laser jet, 4 all in one laser jet and 4 laser jet printers.Mock examinations and online lecturesare also conducted in these labs.All computers are networked using Microsoft Windows 2003 server. There is a lease line and Wi-Max connection in the college and internet facility is available on all computers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

119

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

7

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(5.1.3)%20-%20Capacity%20Building%20and%20Skills%20Enhancement%20Initiatives.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the	**B. Any 3 of the above**

grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

8

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Sr.No

NAME

CLASS

Roll No.

POST

1.

SAAD AFZAL AHMED ANSARI

T.Y.B. Com

03

GENERAL SECRETARY

2.

MANSHI BHARAT BOHRA

T.Y.B. Com

810

PRESIDENT

3.

SWATI SHRAWAN PRAJAPATI

S.Y.B. Com

1247

LADY REPRESENTATIVE

4.

YACHANA CHANDRAKANT BHADRICHA

S.Y.B. Com

06

RESERVATION REPRESENTATIVE

5.

DEEPIKA VIRARAM SOLANKI

NAAC

T.Y.B. Com

312

TYBCOM REPRESENTATIVE

6.

JAINAM KANTILAL JAIN

S.Y.B. Com

42

SYBCOM REPRESENTATIVE

7.

JESSICA WILSON RODRIGUES

F.Y.B. Com

885

FYBCOM REPRESENTATIVE

8.

JAIN ARCHI HANSRAJ

T.Y.B. Com

829

CULTURAL REPRESENTATIVE

9.

MINAJ SHAIKH

S.Y.B. Com

1259

NSS REPRESENTATIVE

10.

SHAH ABHISHEK BIPIN

T.Y. B Com

96

GYMKHANA REPRESENTATIVE

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

119

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Yes, the College has an Alumni Association. The college continues its interaction with students even after they have formally left college for higher studies through an active Alumni Association .The association is constituted with members Executive Committee and General Body.The students who have

completed UG or PG or M. Phil. or Ph.D. from the college are eligible to register as a member of the alumni association.

The first initiatives were taken by Manish Ajmera, managing director of Ajmera Group of Companies as he inaugurated the blood donation camp. Janak Sanghvi, also an alumni, actively helped in getting donors for the camp.

The N.S.S. unit of K.P.B. Hinduja College of Commerce in association with Alumni Association organized a webinar on Gender Justice in India to raise awareness against the discrimination women face and the journey women have travelled to become empowered. Dr. Inamdar focused on how the battle of Gender Justice has to be fought by all the genders collectively. She supported her talk with various case studies. She also emphasised on how it is indeed difficult for women to become empowered, nevertheless they should walk towards being empowered.

The N. S. S. unit of K. P. B. Hinduja College of Commerce in association with Alumni Association organised an event to speak more about consumerism and financial literacy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with 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 hardwork, diligence and determination and above all, the will to succeed

through holistic and multipronged approach."

The college always promotes the culture of participative management by involving staff and students in various activities. All major policies of the college are planned and designed by the Management, Principal, Vice-Principal and Committee Conveners.The Management plays a major role in drafting the quality policy of the college. The Management has facilitated the college to start variety of courses to enable students to grab the opportunity of learning different programs under one roof.The Principal constantly collaborate with Vice Principal, HODs, Coordinators, faculty and non-teaching staff to upgrade the activities undertaken in the college. The Governing Body gives suggestions and monitors the procurement, introduction of new programs and welfare activities. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards and achieve vision and mission of the college. The faculty members are assigned duties pertaining to various administrative, academic and student activities, extension works etc. according to their expertise and efficiency.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralized Management: The College supports a trend of decentralized governance system with proper well defined inter-relationships. The management of the college has two main committees i.e. Governing Body (GB) and College Development Committee (CDC). Regular meetings of these committees are held for the effective and smooth functioning of the college at different levels: 1. All decisions related to the college are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative head of the college and the Member of the Governing Body. 2. The Department Heads are responsible towards day-to-day administration of the department and reporting to the Principal. In addition, the staff members can give suggestions

and ideas for improvement. Students also participate through different formal and informal feedback mechanisms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Online Education through Zoom Meeting Platform:

In Covid 19 Pandemic from September 2020 onwards, online teaching - learning process were introduced on Zoom Platform. Teachers and students were required to login through newly created @hinduja college unique ID. The Telegram link, lecture link, timetable and Code of conduct were shared to ensure successful learning. Committee meetings, Seminars, Webinars were also conducted online.

Digital Library

- **Library has its own collection of approximately 52,000 and 82 National and International journals including print and online.**
- **Library is a hybrid library anddigitized since 2018, New library software KOHA has advanced function of library services. With an OPAC system, students and teachers can access the library collection and also select or reserve the required book.**
- **We have subscribed Remote-Log software, with the help of which our databases i.e. J-Gate, IBI, and INFLIBNET N-List enable our teachers and our researchers to access lakhs of national and international journals, thesis, and other research articles.**
- **Hinduja college library has an institutional membership with the Indian Merchant Chamber (IMC) and SNDT University, Churchgate. This allows our students, teachers, and research scholars to access their library and even to borrow books that are not available in our library.**

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(6.2.1)%20-%20Timetable.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

An organogram is a graphical representation of an organization's structure. It's used to show hierarchical relationships between top level management and the people who report to them, as well as departments.The organogram of the college describes the decentralized structure of the college administration. The college functions through the cooperative efforts of the management, principal, teaching and non-teaching staff members who strive hard towards a common goal.

The Principal and Vice Principal are involved in the implementation of the perspective plans of the College.

IQAC has been established in the college, which meets regularly to assess the quality deliverance of education in the college leading to achieve the course and program outcomes.

HOD and Course Coordinators along with the faculty members are responsible to administer the day-to-day activities of the respective department. Thus, they contribute significantly towards achievement of overall organizational objectives.

In college Librarian is the head of the library department. Registrar is the head of Non-Teaching Department. All the financial transactions are monitored by the Finance Officer. They play a vital role in smooth functioning of the college by providing assistance and helping in completing the university formalities in time. They ensure the administration of various sections are carried out properly and efficiently as per the college plans and instructions of the Principal and Vice-Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://hindujacollege.in/naac/naacReports/AQAR%202020-21%20(6.2.2)%20-%20Organogram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching

Non-teaching

Duty leaves are availed by the faculty members

for the participation in various seminars, workshops, conference, research work or any other related activities of the college. Compensatory Leaves are sanctioned to the staff members in case they are

working on Sundays or any other holidays. Reservation of seats for wards of the faculty under management quota. Financial help in the form of reimbursement is provided to the faculty members

for the research

work and further studies. Advance against salary is given to the faculty members. Faculty Development Programs are organised for the staff members. Festival loans/ financial aid are given

to teaching staff.

Tuition fee concession is provided to faculty members pursuing Ph.D

from College Centre.

Advance against salary is given to the non-

teaching staff. Mediclaim to non – teaching staff for Rs.5, 00,000/-. Reservation of seats for wards of the faculty under management quota.

Tuition fee concession to employees and wards of employees. Festival loans/ financial aid are given to non-teaching staff. Professional counsellor is available free of charge for staff members. Ganesh Puja and annual satyanarayan puja are organised to create a bonding and team spirit amongst staff members. College organizes get- together on festivals for the staff members.

College contributes to staff welfare funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

3

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For Teaching Staff

Annual Performance Based Appraisal System (PBAS) has been implemented in the line of UGC Career Advancement Scheme (CAS).

The self-appraisals for teachers are evaluated on annual basis namely

ACADEMIC PERFORMANCE INDICATORS are distributed in three categories:

CATEGORY: I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- **Direct Teaching**
- **Examination Duties includes invigilation, question paper setting, evaluation of answer scripts) as per allotment**
- **Innovative Teaching Learning Methodologies, updating of subject content/courses, preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching, preparation of new teaching learning material, bridge material, study pack or additional resources for students, use of anonymous student feedback on the quality of classroom teaching and student interaction etc.**

CATEGORY: II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

1. **Students related, Co- Curricular, Extension and field-based activities**
2. **Contribution to Corporate list and management of Department and institution through participation in academic and administrative committees and responsibilities**
3. **Professional Development Activities (such as participation in seminars, conferences, membership in profession related committees at state and national level, membership/ Participation in State / central bodies/ committees on Education, research and national development, short term training courses of less than a week duration, industrial experience, talks, lectures in refresher course/ orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Appointment of CFO In order to monitor financial resources, inculcate effective use of funds, ensure transparency and for complying rules and regulations, management has appointed well qualified Chief Financial Officer paid by the management. INTERNAL AUDIT Internal Auditor : Lakhani and Associates The College activities come under the activities of Smt. P.D.Hinduja Trust. The accounts of the Trust are audited by Internal Auditors. The internal Audit is

conducted to ensure that proper internal control exists in the organization for transactions done by the organization. This is done to safeguard the interest of the organization The Internal

Audit is conducted half yearly and the observations of the auditors are sent to management of the organization. The college takes appropriate actions to resolve the observations of the auditors

and gives suitable replies to the satisfactions of the auditors. EXTERNAL AUDIT Statutory Auditor : KMPS and Associates As mentioned above, college activities come under the scope of Smt. P. D. Hinduja Trust. The accounts of Smt. P. D. Hinduja Trust are audited by Statutory Auditors. The statutory Audit is conducted as per the provisions of Bombay Public Trust Act, Rules and Byelaws of the Trust. Statutory Audit is conducted to ensure that the transactions of the Trust are within the power of the Trust and proper books of accounts as required by the Act have been kept by the Trust and to find that the accounts are in agreement with Books of Accounts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds received in various headings are optimaly utilised for the concerned purpose only.

1. Development Fund collected from students via admission fees is utilized for repairs and maintenance of the college.

2. Research Grants are utilised for conducting research activities as conferences, seminars, paper publications.

3. CSR funds received from corporates are used for conducting social initiatives, social activities, training and development.

4. Library funds are utilised for purchase of reference books, journals, magazines, ebooks, audio books.

5. Gymkhana funds are utilised for promoting sports activities by appointing coaches for various games, encouraging students to participate in various activities district, state, national and international level.

6. Staff and students are encouraged to participate in all the extra curricular activites,

7. Scholarships, Freeships, academic prizes and awards are provided to staff and students for enchancing academics.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Online Education through Zoom Meeting Platform:

In Covid 19 Pandemic from September 2020 onwards, online teaching - learning process were introduced on Zoom Platform. Teachers and students were required to login through newly created @hinduja college unique ID. The Telegram link, lecture link, timetable and Code of conduct were shared with teachers and students to ensure successful learning. Committee meetings, Seminars, Webinars were also conducted online through Zoom platform.

Online Examination

During the tough pandemic times, as per the instructions of the University of Mumbai all the colleges were required to conduct the examinations in the online mode. The University had given the responsibility for the conduct of the online exams to the Lead College among the Cluster so formed by them. The Lead College with mutual consent of all Cluster members commonly selected the service provider named Edfly for conducting the exams.

The college administration made sure that all the guidelines issued time to time by the University were followed. Students were made to appear a mock test before each exam, for them to get acquainted to the online examination portal. The exams for all the semesters were conducted based on the time-to-time communication from the university and also the results were declared within the given deadlines. The paper setters also supported by submitting the question paper sets within the given time frame.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. IQAC has scheduled interviews for teachers who were due for promotion under CAS (Career Advancement Scheme) as per the API guidelines set out in UGC Regulations 2010 (and the two amendments). Screening cum Evaluation Committee appointed by University of Mumbai reviewed the performance of the teachers by adhering to the criteria laid down for API score in PBAS. 4 teachers were promoted from Stage 1 to 2 and 2 teachers were promoted from Stage 2 to 3.

2. 7 teachers have completed Ph. D, 3 teachers have completed M.Phil whereas 2 tea hers have completed NET/ SLET post accreditation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality should be the most significant objective of education system in bringing parity and upliftment of women in the patriarchy system. Our institution through various programmes and activities tries to inculcate the values of gender sensitization.Through curriculum teachers inculcate the values of gender sensitization. Teachers also through the projects and assignment tries to promote the gender sensitivity amongst the student.

Specific facilities provided for women in terms of: As an impact of Gender sensitization activities the organization could induce restructuring of gender roles based on efficiency and realized higher productivity of men and women. College has counselling cell and girls' common room as an important facility for girls. College has Women Development Committee which conducts various programmes related to gender sensitization and women upliftment. WDC committee has conducted the workshop on Constitution of India and Gender Equality. NSS committee of our college every year conducts various workshops and field related programmes in gender related issues such as Every Gender Matters, Human Rights in India, Human Trafficking, A form of slavery, Women's Health: PCOD/PCOS- An Invisible Disease, Aatmaraksha, Gender Justice in India, etc.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management - Every department, office, staff room and classrooms create some waste and dumped in small waste bin

kept at that place. From the small bin wastes are dumped in big bin by the housekeeping staffs regularly. Mumbai Municipal Corporation collects solid waste regularly.

Liquid waste management – College produces very little amount of liquid waste, which also managed by Municipal Corporation. BMC collects both solid and liquid waste separately in Blue and Green dustbins.

During the lockdown college have not produced any e-waste.

Waste Management System – College at its own level segregates dry and liquid waste and put that in to Blue and Green dustbin. Municipality collects that and put that into Waste Management System. NSS Committee of the college every year conducts various programmes to help the students to understand the waste management process. Programmes conducted during current year was Paper Bag Making, Paper Bag Distribution, Tackling Waste at Source, Best Out Of Waste, Innovation in Environment Conservation, etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles** **3. Pedestrian Friendly pathways** **4. Ban on use of Plastic** **5. landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts	**A. Any 4 or all of the above**

Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The mission of the institution is "To inculcate the values of hardwork, diligence and determination and above all, the will to succeed through holistic and multipronged approach.". With this mission college tries to impart and inculcate the values among the students and society. In the current year college through various programmes has achieved the same.

BIM department of the college has conducted Social Initiative to help the destitute during the times of pandemic situation.

NSS committee of the college actively conducted many programmes in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Some of the activities are such as Population Day Awareness, Role of Youth in Modern World, Peace Day poster making, Be a Yogi - with Yogi Kush, Vocal For Local, Diya Painting, Anti Drug Poster making, Don't Drug Yourself Down, Nation's Pride : Men in White, International Anti-corruption Day poster making, Human Rights in India, Human Trafficking: A form of slavery, Blood Donation Camp, Food Donation, Martyr Day Quiz, Martyr Day Group Discussion, Shram Daan, Sanskrit: Forgotten but still

important, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

"To inculcate the values of hardwork, diligence and determination and above all, the will to succeed through holistic and multipronged approach." This institution always strives hard to achieve this mission. College always encourage the teachers and students to conduct programmes and inculcate values among the students to be become responsible citizen.

WDC committee has conducted the workshop on Constitution of India and Gender Equality. . NSS committee of our college every year conducts various workshops and field related programmes in gender related issues One life, Quiz on constitution day, Speech on constitution day, Nation's Pride : Men in White, HIV/AIDS handkerchief and poster making, HIV/AIDS session, International Anti-corruption Day poster making, Human Rights in India, Human Trafficking: A form of slavery, HIV/AIDS Poster making, HIV/AIDS Quiz, FAUJI : The True Nobel of our Country, Parakram Divas Elocution, Constitutional Government in India, Food Donation, Martyr Day Quiz, Martyr Day Group Discussion, Mask Making, Cancer Is Not A Game, Mask Distribution, Shram Daan, Paper Bag Making, Paper Bag Distribution, Women's Health: PCOD/PCOS- An Invisible Disease, Sanskrit: Forgotten but still important, Cybercrime awareness and safety measures, Tackling Waste at Source, Best Out Of Waste, Innovation in Environment Conservation, Aatmaraksha, Awareness On Tree, Jal hi Jeevan, Poster on climate change, Session on Forest Conservation, Awareness on Vaccination, Poster On Blood Donation, Blood Donation, Saathi Haath Badhana, Gender Justice in India, Awareness On Plasma Donation, Disaster Management, Cyber Bullying, etc. .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution through its most of the activities tries to inculcate the values of patriotism and respect for the nation. College celebrating various international commemorative days, events and festivals every year. The national anthem is sung in all the functions. All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. The NSS unit and the students' council organise many cultural programs to address prevailing social issues. The student staff and alumni participate and rejoice during this

celebration with great patriotic fervor. On Teachers day too, the students'council and cultural committee puts up a show to express their love and gratitude for their teachers and salute the great Teacher Dr.Sarvepalli Radhekrishnan.

Apart from these, many events and guest lectures are regularly organized to instil a sense of national pride and gratitude towards sacrifices of great leaders of our country. NSS unit of our college proactively conduct various programmes for the same. Activities conducted during this year was such as Population Day Awareness, Independence Day Celebration, Peace Day poster making, Nss Day, World Toilet Day Poster making, Speech on constitution day, Parakram Divas Elocution, Martyr Day Quiz,etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

To achieve these objectives the Family Run Business and Entrepreneurship Cell provides the right atmosphere for budding entrepreneurs to work on and grow their idea.

Constitution of the Family Run Business and Entrepreneurship Cell has provided the right atmosphere for budding entrepreneurs to work on and grow their idea.The cell has given students invaluable knowledge and guidance of participating in a family business or starting a new venture.

The College has collaborated with the Asian Institute of Family Managed Business one of the reputed institutions having the right resources to provide necessary skills and guidance. Their objectives include the growth of family business entrepreneurship, promoting the importance of learning from established businessmen, to create a significant and

sustainable collaborative model. This amalgam has not only provided respect and dignity to the college but also to its's students and it has paved a path for those who choose to walk upon it.

Realizing that digital is no longer a fad. The magazines are entirely made and issued online on the college websites and other platforms.

With the use of digital magazine the students can easily adapt and are more inclined towards exploring the e-magazine.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The educational institutes and colleges have now started moving towards making their offices digital and least dependent on using paper

Instead of printing the documents and wasting the paper, the documents can be signed online as well and uploaded directly in the system where they need to be present.

TheCollegehas significantly decreased the use of paper in the offices and transitioned towards documents and files that are stored easily on the computers as PDFs and Images.

The students have also benefited as they can adapt to technology easily and also don't waste time in submitting the required documents to the office.

The time has come for everyone to adapt to digitizing information and reduce the dependency on paper as it not only helps the environment by saving the trees but also makes it

easy to get prepared for the future.

Zoom has become the number one used video platform for colleges to conduct lectures and have important meetings among teachers and staff.

This is where EdFly is used. It's a 360-degree management solution for institutes. EdFly is designed to take care of all management components, be it student, staff, or administration related.

It has made the administrative tasks of the college efficient and as students got inclined towards online lectures, the attendance has been an ease for them due to the pandemic related crisis.

Each Students are provided with exclusive email address on college domain 60 paid lice… ZOOM ….. Evidence from IT Dept//

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1.Workshops and Seminars will be organized to facePost pandemic challenges especially for the Staff and Students for exploring how mindfulness practices impact and regulate our nervous system and to design Workplace Policies and Structures.

2. To encourage staff and students to practice yoga regularly, so as tocombat the mounting stress and to fulfill the charge of taking care of oneself.In order to get professional guidance MOU will be sigend with Kaivaliadham.

3. To conduct International Conference on areas such as sustainable future with renowned international association.

4. To implement Career Advancement Scheme (CAS) for the Aided/ Unaided faculty and grant promotion in order to enhance the quality of higher education.

5. As more than 50% staff and students are women, ongoing efforts to be continued to empower women and create awareness of women's rights and provide them safe and secured environment by conducting interactive programs, seminars, etc.(To conduct multidiciplinary national seminar with renowned organisations as NABARD and publish international journal.

6. To encourage staff to undertake qualititative research projects and fellowship and equipped them with the funding opportunities offered by government and non government agencies.

7. To encourage faculty members to apply for patent for the innovative research work.

8. To encourage staff and students for functioning of Paperless Office and to make them conscious towards eco friendly environment.