



## YEARLY STATUS REPORT - 2021-2022

### 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 **iqac.hindujacollege@gmail.com**
- Address **315, New Charni Road**
- City/Town **Mumbai**
- State/UT **Maharashtra**
- Pin Code **400004**

##### 2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- 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. **02240989029**
- Mobile **9892186412**
- IQAC e-mail address **iqac.hindujacollege@gmail.com**
- Alternate e-mail address **hindujacollege@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
<b>Cycle 1</b>	<b>B++</b>	<b>83.5</b>	<b>2004</b>	<b>16/09/2004</b>	<b>16/09/2009</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.13</b>	<b>2011</b>	<b>27/03/2011</b>	<b>26/03/2016</b>
<b>Cycle 3</b>	<b>A+</b>	<b>3.59</b>	<b>2017</b>	<b>30/10/2017</b>	<b>29/10/2022</b>

**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
NABARD	National Seminar	Central Government	2021-22	45,000/-
M/S Western Regional Center ICSSR	National Seminar on -Cyber Bullying Approaches, Con-sequences & Prevention	Western Regional Center Indian Council of Social Research	2021-22	15,000/-

**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? **Nil**
- 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)**

. 1. Hybrid Teaching 2. LMS software for learning 3. Software for Online Examinations

**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 eligible faculty members of both the Aided and Unaided Section.	Eligible Faculty Members have been successfully promoted under CAS.
To prepare a fully digital College Magazine instead of a hard copy version.	Successfully prepared a digital College Magazine.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	11/07/2023

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>K. P. B. Hinduja College of Commerce</b>
• Name of the Head of the institution	<b>Dr. Minu Madlani</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>02240989048</b>
• Mobile No:	<b>9892186412</b>
• Registered e-mail	<b>hindujacollege@gmail.com</b>
• Alternate e-mail	<b>iqac.hindujacollege@gmail.com</b>
• Address	<b>315, New Charni Road</b>
• City/Town	<b>Mumbai</b>
• State/UT	<b>Maharashtra</b>
• Pin Code	<b>400004</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>University of Mumbai</b>
• Name of the IQAC Coordinator	<b>Dr. Minu Madlani</b>

• Phone No.	02240989000				
• Alternate phone No.	02240989029				
• Mobile	9892186412				
• IQAC e-mail address	iqac.hindujacollege@gmail.com				
• Alternate e-mail address	hindujacollege@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://hindujacollege.in/annualQualityAssuranceReport">https://hindujacollege.in/annualQualityAssuranceReport</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://hindujacollege.in/naacReports">https://hindujacollege.in/naacReports</a>				
<b>5.Accreditation Details</b>					
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
<b>6.Date of Establishment of IQAC</b>	06/12/2004				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NABARD	National Seminar	Central Government	2021-22	45,000/-
M/S Western Regional Center ICSSR	National Seminar on -Cyber Bullying Approaches, Con-sequences & Prevention	Western Regional Center Indian Council of Social Research	2021-22	15,000/-
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>			<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>			<b>3</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>			<b>Nil</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>			No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>			<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>				
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
. 1. Hybird Teaching 2. LMS software for learning 3. Software for Online Examinations				
<b>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</b>				

Plan of Action	Achievements/Outcomes
To apply for Career Advancement Scheme (CAS) for eligible faculty members of both the Aided and Unaided Section.	Eligible Faculty Members have been successfully promoted under CAS.
To prepare a fully digital College Magazine instead of a hard copy version.	Successfully prepared a digital College Magazine.
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	11/07/2023
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	20/12/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
Multidisciplinary professional courses at UG and PG level. Also we offer Ph.D. Program with interdisciplinary research centre having faculty of Commerce and Arts.	
<b>16.Academic bank of credits (ABC):</b>	
All the students have created ABC Ids as per the instructions received from University of Mumbai and State Government,. Student Orientation was conducted to create awareness about Academic Bank of Credits. Students help desk is set up at college level for addressing ABC related queries of the First Year students.	
<b>17.Skill development:</b>	
Every program is offering certificate programs, conducting seminars and workshops to develop students skilled based knowledge.	



**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

College is planning for NEP 2020 and accordingly IKS syllabus drafting work is going on.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

**Bachelor of Commerce (B.Com.)**

Provides a comprehensive broad-based understanding of Commerce, Accountancy and Management besides instruction in Business Law, Communication and the Environment.

**Bachelor of Commerce (Accounting & Finance) (BAF)**

Provides an in-depth study of Accountancy and Finance, besides instruction in business-related communication, mathematics and law.

**Bachelor of Commerce (Banking & Insurance) (BBI)**

Aims to train students in the fundamental aspects of banking and insurance and providing them with an insight into financial investments, economics, communication and legality.

**Bachelor of Management Studies (BMS)**

Provides students with a wide breadth of knowledge in mathematical, computing and management fundamentals, besides enhancing communication skills and an understanding of business ethics.

**Bachelor of Arts in Multimedia and Mass Communication (BAMMC)**

Offers students an opportunity to master knowledge and skills in varied mass media platforms. Also enhances a learner's awareness about history, socio-political, ethical and demographic issues.

**Bachelor of Commerce (Financial Markets) (BFM)**

Trains students to pursue a career in Stock and Share Trading and helps them to critically understand financial systems and their components.

**Bachelor of Science (Information Technology) (B.Sc. IT)**

Prepares learners for a career in the field of Information Technology with a strong foundation in basic computing in the fields of programming, analytics and documentation.

Bachelor of Commerce (Transport Management) (BTM)

#### 20.Distance education/online education:

We are affiliated to University of Mumbai for regular UG and PG Programs, so no permitted to offer Distance / Online Education Program.

### Extended Profile

#### 1.Programme

1.1

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

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

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

0

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

Number of outgoing/ final year students during the year

1314

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	25,657,506
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	200
Total number of computers on campus for academic purposes	

## 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

K. P. B. Hinduja College of Commerce is affiliated to University of Mumbai (UoM). The College follows the syllabus prescribed by the UoM and has the mechanism for delivery and documentation of the curriculum set by the University to achieve the educational, social and cultural objectives. The College runs 09 UG programs &

08 PG programs.

Faculty members ensure effective curriculum delivery through consistent efforts and are part of various Boards of Studies and their sub-committees. At the beginning of each Academic Year, the Principal conducts a meeting with faculty members, to discuss the preparation of the Academic Calendar, curriculum planning and documentation. The respective Heads of the Departments determine workload, allocation of Subjects, preparation of Time Table and recruitment of additional faculty, if required. Periodical reviews of the portions covered and compliance of the Curriculum is verified by Departmental Heads and communicated to the Principal.

The recent pandemic situation, has led to faculty members incorporating various ICT tools alongwith their conventional methods to make teaching-learning more effective. For the effective delivery of the Curriculum, the College has a fully-equipped Library has a rich collection of resources with an open access system.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://hindujacollege.in/naac/naacReports/2021-22%201.1.1.pdf">https://hindujacollege.in/naac/naacReports/2021-22%201.1.1.pdf</a>

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

A well-structured Academic Calendar is prepared and published by the Principal and College Committees, which is as per the academic schedule determined by the University of Mumbai (UoM). This Academic Calendar contains information regarding the teaching-learning schedule, weekly working days and holidays, government holidays, various events to be organized by the College committees and tentative dates for project submissions,

The examination pattern as prescribed by the University of Mumbai, is strictly followed by the College Examination Committee which monitors the overall examination process. Internal assessment dates, Practical exam dates, Semester-end examination dates, workshops and technical seminars schedule, Sports Day, Cultural Day are displayed on both, the College website and on the students' notice board.

The aim of Continuous Internal Evaluation (CIE) is to enhance the quality of education among the students and to use Presentations, Assignments, Viva & Project Work, Internal Examinations and Semester examinations etc. to evaluate and monitor the performance of the students periodically.

Faculty members take efforts to ensure quality and to enhance academic growth. Students are encouraged to contact faculty beyond classroom hours for doubt-clearing and curricular discussions.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://hindujacollege.in/naac/naacReports/2021-22%201.1.2.pdf">https://hindujacollege.in/naac/naacReports/2021-22%201.1.2.pdf</a>

**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**

**B. Any 3 of the above**

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

## 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 )	No File Uploaded

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

Nil

### 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	No File Uploaded

## 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 has understood the importance of issues relating to

Human Values, Professional Ethics, Ethical Values, Gender Equality and hence tries to sensitize our students towards the same. Subjects like Environmental Studies and Foundation Course are compulsory courses under the curriculum of University of Mumbai and help to inculcate general competencies like societal values, encourage human values, environment sensitivity etc.

The course on "Environmental Studies" helps students to understand the impact of Environmental Education; Awareness Camps are organized for improved understanding about nature, Tree Plantation, Rain Water Harvesting etc. The subject of "Foundation Course" relates to Human Rights and other Environmental Concerns etc.

The College has a 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. Anti-ragging and 'Women's Grievance Committee' monitors matters of conduct and discipline. Students participate in various social activities. Traditional Day, Teachers' Day, Visit to Old-age Homes, Health Check Ups, under the aegis of the DLLE, N.S.S., N.C.C., are organized. The College conducts various programmes to create awareness in the minds of the young learners about the importance of environment and its sustainability and also gender equality and empowerment.

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	<a href="#">View File</a>

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

0

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)	No File Uploaded

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

22

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

## 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**

**C. Any 2 of the above**



File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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)	<a href="#">View File</a>

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

**D. Feedback collected**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

**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**

**6077**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

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

## 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

The institution assesses the learning levels of its students by components like class assignments, internal exams, seminars, group discussions, quizzes, class tests, projects, internships and viva-voce examinations. These enable effective assessment of learning levels of students. Faculty members and various Committee Conveners who regularly interact with the students are able to review the academic and professional progress and counsel students to improve their performance. Standard lecture notes/PPTs/reading material are provided to students, for reference. Bilingual explanation and discussions are used to help in easy understanding. Remedial classes are conducted for slow learners. Participation by the students in Department held events and competitions such as debates, group discussions, decision making exercises and quiz programmes are also encouraged. Chapter wise quizzes are conducted on platforms like Quizizz.com in subjects like Accountancy which help both, advanced and slow learners. The academic achievements of the students are appreciated by the College by giving them awards like Star Performers, Best Student Award, Subject Topper etc. to encourage and motivate advanced learners

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

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

Number of Students	Number of Teachers
4993	37

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

All Departments conduct innovative departmental activities which stimulate the creative ability of students and provide them with a platform to nurture their problem-solving skills and ensure participative learning. Students are motivated to participate in inter college as well as national and State level competitions such as Mock Stock Exchanges or Online Trading where they acquire experience of working on real-life situations. Students participate in various activities of the Department and College fests in seminars, group discussions and, group projects, where they can use their specialized technical or management skills. Add-on programs, Certificate courses are held in the College to support students in their experiential learning. Students are encouraged to take up Certification Courses by Market Experts such as Microsoft/Google. The institution imparts the following experiential learning practices for enhancement of student skills. Feedback received from employers (Internships and Placements) also helps the institution and students to assess their professional abilities and provide necessary support. Field trips are organized for students concerning their respective fields of study. MPhil students and PhD scholars are encouraged to present and publish Papers in conferences and journals. Industry experts conduct guest lectures on various topics related to the syllabus to provide additional knowledge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

Along with the regular chalk and board method, most teachers use PowerPoint presentations, educational videos, short films etc. for teaching learning. Teachers have access to E -Journals, E - Books, E- Databases. The entire campus is Wi-Fi enabled, which helps in

easy access to digital teaching- learning materials. The institution also has two well-equipped Computer Labs for conducting practicals. Faculty members also use online resources such as YouTube videos and animations, blogs, movies, TED talks and online channels. Some faculty members have also converted some of their PPTs of their subject 'Global Media & Conflict Resolution' (TYBAMMC Journalism) as videos with narration and explanation of the content so as to help learners understand the Presentations. This has helped students who may face difficulty in understanding the course material once the lectures are over. Chapter wise quizzes are conducted on platforms like Quizizz.com in subjects like Accountancy for easy understanding. A Smart Board is installed in the campus. Online Classes through Zoom, Google Meet, Microsoft Team and Google Classroom are conducted and notes and Power Point Presentations are shared on the same. Various technical events and management events such as poster making, project presentations, debates, paper presentations etc. are organized using ICT.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 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

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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

38

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)	<a href="#">View File</a>

### 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

39

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 conduct of internal and external examinations is handled by the Examination Committee as per the requirements of the University of Mumbai. The schedule of internal assessment is displayed well in advance. The topics, marking scheme and passing criteria are communicated to the students during Orientations, by respective faculty members during lectures, via Notices from the Exam Committee and through the respective Course Coordinators and HoDs. All the records and the data bank of attendance in internal examinations, question papers, evaluated answer sheets/copies and summaries of marks sheets, are properly maintained by the respective Course Coordinators/ HoDs for academic monitoring/academic audit. Allocation of examination rooms, invigilators, timely evaluation and implementing any examination adjustments for students as required is done as per University guidelines. Continuous evaluation is done through Unit Tests, Assignments Submission or centralized exams as per the requirements of the specific courses.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The College follows the guidelines and rules issued by the affiliating University while conducting internals and semester-end examinations. The exam results are displayed on Notice Boards and individual mark sheets are distributed. Teachers/ HoD's counsel students and address learning issues of students may face. The Examination Committee looks into the conduct of exams, results and deals with any grievances which the students may have. Re-test for examinations are allowed according to the guidelines given by the University of Mumbai. Students can apply for re-evaluation of their answer scripts if they are not satisfied with their results. The reevaluation is conducted by external faculty and results of reevaluation announced as per the University norms.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

The College website contains the detailed syllabus programme and course outcomes of the various courses offered. The students are oriented regarding the same during their interactions with faculty members in the classroom. The Programme and Course outcomes are incorporated into the various teaching learning activities. For eg. in the various commerce related courses students are not only taught about Commerce, banking and accountancy, but also about ethical business, community engagement via business practices, environment sustainability and profit generation, individuality and teamwork, community and nation development through global linkages etc. The MA (CJ) and PR, MPhil and PhD students are informed and trained about ethical and industry acceptable research behaviors via seminars etc. The increasing roles and responsibilities that students undertake in extension activities like NSS, Youth Festivals, Cultural Activities, Sports, Women's Development Cell etc help the College to gauge the success of the programme outcomes among students. At the individual subject specialization level mastering the principles, concepts related to their domain and acquiring in-depth and most recent knowledge of their specialization helps understand the success of Programme and Course Outcomes.

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

Course outcomes are learning goals that a student is expected to learn at the end of the course. PO/PSOs are skills sets which a

student should acquire at the end of their chosen Programme. The attainment of Programme outcomes and Course outcomes are evaluated regularly by the College via Continuous Internal Examinations and Semester end examinations. As per the specific requirements of the course, for eg: BAMMC course requires students to be able to conceptualize, design and execute an advertising campaign. The Continuous Internal Assessment, regular classroom assessment, feedback and Viva by external experts provides them the skill sets and understanding necessary to execute an individual project professionally. Regular feedback from the students, alumni and from the stakeholders like employers help the institution assess the attainment of Programme and Course outcomes. The PSOs are measured by observing the performance of the students in various competitions such as elocution, debate, seminars, group study projects, internships and participation and success in the events related to chosen the domain.

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

1874

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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/2021-22%202.7.1.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)

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)	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>
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

32

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)	<a href="#">View File</a>

### 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

38

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

0

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

### 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

Nil

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

### 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

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

156

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)	<a href="#">View File</a>

### 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**

600

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)	<a href="#">View File</a>

### 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**

0

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

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	<a href="#">View File</a>

## 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 real-life feel. Mock examinations and online lectures are also conducted in these labs. This helps student comprehension. It also helps to identify areas of improvement. All computers are networked using Microsoft Windows 2003 server.

There is 1 leased line. 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.

File Description	Documents
Upload any additional information	No File Uploaded
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.

The 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. The College has seminar hall with ICT facilities including a smart board. A proper procedure is followed to buy any equipment for which a Purchase Committee has been formed. Quotations are invited from different suppliers before final purchase. The College has a well-equipped gymkhana which is well-maintained by The Gymkhana Committee. Annual Day and other Cultural activities are conducted in auditoriums outside the College. Students are motivated to participate in various sports activities at the State, National and International level. As far as outdoor activities are concerned, the University or other sports grounds are booked. The students get reimbursement of travelling expenses when they go outstation to represent the College. Qualified Coaches guide students for different sports activities. Coaches also maintain 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 on fixed 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**

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)	<a href="#">View File</a>

#### 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)

2,08,48,940

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)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Name of ILMS software : Vriddhi Software

Nature of automation (fully or partially) : Partially

Version : Web 2.0

Year of Automation : 2008

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**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

52,436

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	No File Uploaded

**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**



File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 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 provides Computer Centers for general purposes and learning during extra hours. This includes internet facilities available through a 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.

100 MBPS Leased lines (Hinduja)

200 MBPS Broadband ( Self Financing)

100 MBPS Broadband (Examination)

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	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 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)

3103254

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)	<a href="#">View File</a>

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.

The 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 prominent locations in the College premises and they are replaced as and when required. All classrooms are well-equipped with projectors and screens to facilitate innovative teaching methods. The College has a seminar

hall with ICT facilities including a smart board. A muster is maintained to utilize the Seminar Hall by various departments and committees. The College has a policy whereby a proper procedure is followed to buy any equipment or facilities for which a Purchase Committee has been formed. It has a well-equipped Gymkhana which is well maintained by the Gymkhana committee. Students are motivated to participate in various sports activities at the State, National and International level, for which their expenses are reimbursed on submission of relevant documents. Qualified Coaches are appointed to guide students for different sports activities. The coaches also maintain 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 lectures are also conducted in these labs. All computers are networked using a Microsoft Windows 2003 server. There is a lease line and Wi-Max connection in the College. 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

97

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)	No File Uploaded

### 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

6

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)	<a href="#">View File</a>

### 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	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

150

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

100

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

30

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

428

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

01

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.

05

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

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 )

Every year the college appoints General Secretary, President, Class Representatives and other Committee Representatives. Representation is provided for students on Statutory Bodies such as Internal Committee (for prevention and prohibition of sexual harassment) and Grievances committee. The representatives participate in committee meetings, deliberations and decision-making process.

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**

File Description	Documents
Report of the event	No File Uploaded
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)	<a href="#">View File</a>

## 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

The College continues its interaction with students even after they have formally left the College for higher studies through an active Alumni Association. The Association is constituted with of an Executive Committee and a General Body. The students who have completed UG, PG, M. Phil. or Ph.D. from the College are eligible to register as members of the Alumni Association. Early initiatives were taken by Mr. Manish Ajmera, Managing Director of Ajmera Group of Companies then he inaugurated the Blood Donation Camp and Mr. Janak Sanghvi, a former Municipal Corporator and active Social Worker who, actively helped in getting donors for the camp.

Hinduja College has entered into an MoU with Almashines Technologies in creating an Alumni Portal for the College on 23.6.2021. As on May 31, 2021 the Alumni Portal consisted of 7329 users.

The Alumni Committee in collaboration with the N.S.S. Unit of the College, Public Concern for Government Trust (PCGT), and Students' Council & Cultural Committee, arranged a webinar on the occasion of Independence Day on 'Communal Harmony' via Zoom Platform on August 15, 2021 from 11.00 am to 1.00 pm. The keynote speaker for the event was Dr. R. K. Anand, Founder Trustee of PCGT and former Medical Director of Jaslok Hospital. He provided guidance on how to create and maintain communal harmony and peace by citing examples and sharing his experiences on communal harmony.



File Description	Documents
Paste link for additional information	<a href="https://hindujacollege.in/naac/naacReports/2021-22%205.4.1.pdf">https://hindujacollege.in/naac/naacReports/2021-22%205.4.1.pdf</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)**

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

The College always promotes a 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. Some exceptional policies are discussed and finalized in CDC and Periodic Review Meetings (PRM). The Management plays a major role in drafting the quality policy of the College. The Management has facilitated the College to start a variety of courses to enable students to grab the opportunity of learning different programs under one roof. Management representatives regularly visit College and extend support and guidance. Faculty members participate in sharing knowledge by discussing latest trends/technology in teaching and learning during faculty meetings. The Principal collaborates with Vice Principal, HODs, Coordinators, faculty and non-teaching staff to upgrade College activities. The Principal of the College is a member of the Governing Body. The Governing Body gives suggestions and monitors procurement, the introduction of new programs and welfare activities. All 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 the vision and mission of the College. Faculty members are assigned various administrative, academic and student activities, extension work etc. in keeping

with their expertise.

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 decentralized governance with 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:

All decisions related to the College are taken by the Principal in consultation with the Head of Departments. The Principal is the academic and administrative Head of the College and a member of the Governing Body. The Department Heads are responsible for the day-to-day administration of the Departments and report to the Principal. In addition, staff members freely offer suggestions and ideas for improvement. Student's feedback is also gathered through formal and informal 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

### Digital Library

- Hinduja College Library has a collection of approximately 52,000 books and 82 National and International Journals, in print and online versions.
- The Library is a hybrid library which is moving towards digitization since 2018. KOHA a software which offers advanced library functions has been implemented. Further,

with an OPAC system, students and teachers can access the library collection and also select or reserve required books while they are off-campus. During the pandemic, this service was extensively availed.

- Remote-Log software, with the help of which databases i.e. J-Gate, IBI, and INFLIBNET N-List has been subscribed. This software enables 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 Merchants Chamber (IMC) and SNDT University, Churchgate. This linkage facilitates our students, teachers, and research scholars to access those libraries and even borrow books from them.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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.

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 towards a common goal.

The Management is responsible for overall formulation of policy matters. The Principal and Vice Principal are involved in the implementation of plans and policies to answer the effective functioning of the College.

The IQAC meets regularly to assess the quality deliverance of education in the College leading to achieve course and program outcomes.

Heads of Departments and Course Coordinators along with the faculty members are responsible to administer the day-to-day curricular and co-curricular activities of the respective Department. This contributes significantly towards the achievement

of overall organizational objectives.

The College Librarian is the Head of the Library Department. The Registrar is the Head of the Non-Teaching staff. All financial transactions are monitored by the Finance Officer. This trinity plays a vital role in the smooth functioning of the College by providing assistance and helping in completing University formalities in time. They ensure that the administrations of various sections are carried out efficiently as per the College plans and the instructions of the Principal and Vice-Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://hindujacollege.in/naac/naacReports/2021-22%206.2.2.pdf">https://hindujacollege.in/naac/naacReports/2021-22%206.2.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 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 sanctioned to faculty members for participation in seminars, workshops, conferences, research work or any other academic related activities.

Compensatory Leaves are sanctioned to the staff members when they work on Sundays or other holidays.

Seats for wards of the faculty are reserved under the Management quota.

Financial assistance in the form of reimbursement is extended to faculty members for research work and further studies.

Advance against salary is given to the faculty members on request.

Faculty Development Programs are organised from time to time.

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

from the College Centre.

Advance on request against salary and festival loans are given to the non-teaching staff.

Non-teaching staff members are covered under mediclaim for Rs. 5,00,000/-.

Seats for wards for non-teaching staff members are reserved under the Management quota.

The services of a qualified Counselor are made available at no cost.

Tuition fee concession is given to wards of employees.

Ganesh Puja and an annual Satyanarayan Puja are organised to create a bonding amongst staff members.

.

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**

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)	<a href="#">View File</a>

**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**

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)	<a href="#">View File</a>

**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**

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)	<a href="#">View File</a>

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

Annual Performance Based Appraisal System (PBAS) has been implemented on the lines of UGC, Career Advancement Scheme (CAS).

Self-appraisals of teachers are evaluated on an annual basis under

the following three categories:

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. Participation in academic and administrative Committees and responsibilities
3. Professional Development Activities (such as participation in seminars, conferences, membership in profession related committees at the 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, radio talks, television programmes and any other significant contribution.

CATEGORY III

Research, Publications and Academic Contributions

File Description



## 1. Paste link for additional information

## PBS Form / CAS Link

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

**INTERNAL AUDIT**

The College activities come under the activities of Smt. P.D.Hinduja Trust. And 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**

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	<a href="#">View File</a>

#### 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)

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)	<a href="#">View File</a>

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

Development Fund collected from students via admission fees is utilized for repairs and maintenance of the college, HOD/Teachers Laptops, Edflylearn, Onfees, Zoom licences, online examination software, library software (digital), Vriddhi for ERP solutions, sanitization, kits to staff, thermal screening, sanitizer dispensers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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 was introduced on Zoom Platform. Teachers and students were required to login through newly created @hinduja college unique IDs. The Telegram link, lecture links, timetable and code of conduct were shared with teachers and students to ensure effective teaching-learning. Committee meetings, seminars, webinars were also conducted online through Zoom platform.

#### Online Examination

As per the instructions of the University of Mumbai all colleges were required to conduct examinations in the online mode. The University had assigned the responsibility for the conduct of online exams to the Lead College in a Cluster formed by them. The Lead College with mutual consent of all Cluster members commonly selected a Service Provider named Edfly to conduct the exams.

The College administration made sure that all the guidelines issued from time to time by the University were followed. Students were made to appear for a mock test before each exam, to get acquainted with the online examination portal. Exams for all semesters were conducted according to the communication from the University and results were declared within the given deadlines.

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

IQAC scheduled interviews for 14 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 Committees 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.) Post accreditation, 7 teachers have completed Ph. D; 3 teachers have completed M.Phil and 2 teachers have passed NET/

**SLET.**

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	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

**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

Promoting gender equality is of utmost importance within the education system to achieve parity and empower women in patriarchal societies. Our institution strives to instill the values of gender sensitivity through a range of programs and activities. These initiatives begin with the admission of students and the hiring of faculty members. The college not only has a higher number of female students compared to males, but also boasts a significant proportion of female faculty members. Within the curriculum, teachers actively incorporate lessons on gender

sensitization. Subjects such as Foundation Course, Law, Co-operation, Micro Finance, and more, delve into topics that address women's rights, violations against women, financial opportunities, and government programs available to empower women. Moreover, teachers encourage gender sensitivity through project work and assignments, fostering an inclusive environment among students.

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	No File Uploaded
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 - Waste is generated in every department, office, staff room, and classroom, which is then deposited in small waste bins located in those areas. The housekeeping staff regularly empties the small bins into larger bins. The Mumbai Municipal Corporation ensures the regular collection of solid waste.**

**Liquid Waste Management** - The college generates a minimal amount of liquid waste, which is efficiently managed by the Municipal Corporation. Both solid and liquid waste are collected separately by the BMC, using blue and green dustbins respectively.

**Waste Management System** - The college takes responsibility for segregating dry and liquid waste at its own level, using blue and green dustbins. The municipality collects the waste and directs it to the Waste Management System. Additionally, the NSS Committee of the college organizes various programs every year to educate students about waste management processes. This year, the programs included a Paper Recycling Workshop, Beach Cleaning, Innovation in Environment Conservation, and more.

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**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**C. Any 2 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).

Our institution is dedicated to fostering an inclusive environment that promotes tolerance and harmony among individuals from diverse cultural, regional, linguistic, communal, socioeconomic, and other backgrounds. We have implemented various initiatives and activities to ensure that every member of our community feels secure and respected.

To begin with, we organize events and awareness campaigns on significant occasions such as World Environment Day, World Blood Donor Day, International Day of Yoga, Pride Month Awareness, and International Yoga Day. These events aim to celebrate diversity and create a sense of unity among our students and staff.

Our NSS (National Service Scheme) committee plays a crucial role in promoting inclusivity. They conduct programs which raises awareness, challenge stereotypes, and foster understanding among different communities.

Furthermore, we actively participate in community outreach programs. For instance, we organize blood donation camps, food donation drives, and clothes distribution initiatives. These philanthropic endeavors efforts promote empathy and solidarity and even foster a spirit of shaping and giving.

Additionally, we conduct workshops and sessions on topics like "Positive Talks on HIV/AIDS," and "Career Guidance" to empower individuals from various backgrounds and provide them with the necessary resources for personal and professional growth.



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

Our institution is committed to sensitizing students and employees to their constitutional obligations, values, rights, duties, and responsibilities as citizens. Through our NSS activities, WDC and other initiatives, we strive to promote awareness and understanding of the importance of the Indian Constitution.

We organize various events and workshops that focus on constitutional literacy. Activities like quizzes, workshops and seminars on the Indian Constitution and Election Process help students grasp the fundamental principles of our democracy. We also conduct sessions on human rights, judicial intervention, and communal harmony to foster a deeper appreciation for the constitutional framework that upholds justice and equality.

In addition, we organize events such as the National Voters Day Competition and Mega Electoral Process to encourage active participation in the electoral process and promote vigilant voting. These activities aim to empower individuals to exercise their democratic rights and fulfill their responsibilities as citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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** A. All of the above

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.

File Description	Documents
Code of ethics policy document	No File Uploaded
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

Our institution takes great pride in organizing and celebrating a wide range of national and international commemorative days, events, and festivals throughout the year. These activities serve as important platforms to promote awareness, foster community engagement, and celebrate our diverse culture and values.

To commemorate World Environment Day, we organize engaging activities such as reels showcasing the importance of environmental conservation and tree plantation drives. On World Blood Donor Day, we conduct quiz competition and blood donation camps to raise awareness about the significance of blood donation.

In line with International Yoga Day, we host yoga sessions and workshops to promote physical and mental well-being of our students and staff. We also organize events and awareness campaigns during Pride Month to create an inclusive environment for the LGBTQIA+ community.

Independence Day is celebrated with poster-making competitions, flag hoisting ceremonies, and cultural events to instill a sense of patriotism and honor our nation's freedom. Furthermore, we

conduct cleanliness drives at beaches like Kelve Beach, Dadar Beach, Juhu Beach, and Mahim Beach to promote the importance of marine pollution awareness and maintaining clean surroundings.

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.

The Departments of M.A. (Rural Development) and Bachelor in Investment Management of the College organized a two-day Residential Survey Program in five villages, namely Wadoli, Pimpurna, Dabhosa, Talasari, Bordis, of Jawahar (District Palghar). These villages have been adopted by the Hinduja Group. The program was conducted in association with the Central Government Flagship program - UNNAT BHARAT ABHIYAN.

The objective of the activity was to identify beneficiaries of Government schemes and to ascertain whether the schemes were reaching common people and tribal people. The student participants of the activity identified major problems faced by the villagers and sought solutions for the same. They also planted mango and cashew plants.

The 14th Dharam S. Hinduja All India Essay Writing Competition for Lecturers was organized to promote research, knowledge dissemination, and academic writing skills among lecturers from various disciplines and institutions across the country. This activity encourages professional development albeit in a non-formal manner. The competition is a unique practice in the context of higher education in India and has sustained its popularity since over a decade.

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 Departments of M.A. (Rural Development) and Bachelor in Investment Management of the College organized a two-day Residential Survey Program in five villages, namely Wadoli, Pimpurna, Dabhosa, Talasari, Bordis, of Jawahar (District Palghar). These villages have been adopted by the Hinduja Group. The program was conducted in association with the Central Government Flagship program - UNNAT BHARAT ABHIYAN.

The objective of the activity was to identify beneficiaries of Government schemes and to ascertain whether the schemes were reaching common people and tribal people. The student participants of the activity identified major problems faced by the villagers and sought solutions for the same. They also planted mango and cashew plants.

The 14th Dharam S. Hinduja All India Essay Writing Competition for Lecturers was organized to promote research, knowledge dissemination, and academic writing skills among lecturers from various disciplines and institutions across the country. This activity encourages professional development albeit in a non-formal manner. The competition is a unique practice in the context of higher education in India and has sustained its popularity since over a decade.

## 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

K. P. B. Hinduja College of Commerce is affiliated to University of Mumbai (UoM). The College follows the syllabus prescribed by the UoM and has the mechanism for delivery and documentation of the curriculum set by the University to achieve the educational, social and cultural objectives. The College runs 09 UG programs & 08 PG programs.

Faculty members ensure effective curriculum delivery through consistent efforts and are part of various Boards of Studies and their sub-committees. At the beginning of each Academic Year, the Principal conducts a meeting with faculty members, to discuss the preparation of the Academic Calendar, curriculum planning and documentation. The respective Heads of the Departments determine workload, allocation of Subjects, preparation of Time Table and recruitment of additional faculty, if required. Periodical reviews of the portions covered and compliance of the Curriculum is verified by Departmental Heads and communicated to the Principal.

The recent pandemic situation, has led to faculty members incorporating various ICT tools alongwith their conventional methods to make teaching-learning more effective. For the effective delivery of the Curriculum, the College has a fully-equipped Library has a rich collection of resources with an open access system.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://hindujacollege.in/naac/naacReports/2021-22%201.1.1.pdf">https://hindujacollege.in/naac/naacReports/2021-22%201.1.1.pdf</a>

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

A well-structured Academic Calendar is prepared and published

by the Principal and College Committees, which is as per the academic schedule determined by the University of Mumbai (UoM). This Academic Calendar contains information regarding the teaching- learning schedule, weekly working days and holidays, government holidays, various events to be organized by the College committees and tentative dates for project submissions,

The examination pattern as prescribed by the University of Mumbai, is strictly followed by the College Examination Committee which monitors the overall examination process. Internal assessment dates, Practical exam dates, Semester-end examination dates, workshops and technical seminars schedule, Sports Day, Cultural Day are displayed on both, the College website and on the students' notice board.

The aim of Continuous Internal Evaluation (CIE) is to enhance the quality of education among the students and to use Presentations, Assignments, Viva & Project Work, Internal Examinations and Semester examinations etc. to evaluate and monitor the performance of the students periodically.

Faculty members take efforts to ensure quality and to enhance academic growth. Students are encouraged to contact faculty beyond classroom hours for doubt-clearing and curricular discussions.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://hindujacollege.in/naac/naacReports/2021-22%201.1.2.pdf">https://hindujacollege.in/naac/naacReports/2021-22%201.1.2.pdf</a>

**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**

**B. Any 3 of the above**

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

### 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 )	No File Uploaded

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

Nil

#### 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	No File Uploaded

### 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 has understood the importance of issues relating to Human Values, Professional Ethics, Ethical Values, Gender Equality and hence tries to sensitize our students towards the same. Subjects like Environmental Studies and Foundation Course are compulsory courses under the curriculum of University of Mumbai and help to inculcate general competencies like societal values, encourage human values, environment sensitivity etc.

The course on "Environmental Studies" helps students to understand the impact of Environmental Education; Awareness Camps are organized for improved understanding about nature, Tree Plantation, Rain Water Harvesting etc. The subject of "Foundation Course" relates to Human Rights and other Environmental Concerns etc.

The College has a 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. Anti-ragging and 'Women's Grievance Committee' monitors matters of conduct and discipline. Students participate in various social activities. Traditional Day, Teachers' Day, Visit to Old-age Homes, Health Check Ups, under the aegis of the DLLE, N.S.S., N.C.C., are organized. The College conducts various programmes to create awareness in the minds of the young learners about the importance of environment and its sustainability and also gender equality and empowerment.



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	<a href="#">View File</a>

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

0

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)	No File Uploaded

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

22

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

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>D. Feedback collected</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<b>Nil</b>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>6077</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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</b>	

**supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

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

**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

The institution assesses the learning levels of its students by components like class assignments, internal exams, seminars, group discussions, quizzes, class tests, projects, internships and viva-voce examinations. These enable effective assessment of learning levels of students. Faculty members and various Committee Conveners who regularly interact with the students are able to review the academic and professional progress and counsel students to improve their performance. Standard lecture notes/PPTs/reading material are provided to students, for reference. Bilingual explanation and discussions are used to help in easy understanding. Remedial classes are conducted for slow learners. Participation by the students in Department held events and competitions such as debates, group discussions, decision making exercises and quiz programmes are also encouraged. Chapter wise quizzes are conducted on platforms like Quizizz.com in subjects like Accountancy which help both, advanced and slow learners. The academic achievements of the students are appreciated by the College by giving them awards like Star Performers, Best Student Award, Subject Topper etc. to encourage and motivate advanced learners

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

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

Number of Students	Number of Teachers
4993	37

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

All Departments conduct innovative departmental activities which stimulate the creative ability of students and provide them with a platform to nurture their problem-solving skills and ensure participative learning. Students are motivated to participate in inter college as well as national and State level competitions such as Mock Stock Exchanges or Online Trading where they acquire experience of working on real-life situations. Students participate in various activities of the Department and College fests in seminars, group discussions and, group projects, where they can use their specialized technical or management skills. Add-on programs, Certificate courses are held in the College to support students in their experiential learning. Students are encouraged to take up Certification Courses by Market Experts such as Microsoft/Google. The institution imparts the following experiential learning practices for enhancement of student skills. Feedback received from employers (Internships and Placements) also helps the institution and students to assess their professional abilities and provide necessary support. Field trips are organized for students concerning their respective fields of study. MPhil students and PhD scholars are encouraged to present and publish Papers in conferences and journals. Industry experts conduct guest lectures on various topics related to the syllabus to provide additional knowledge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

Along with the regular chalk and board method, most teachers use PowerPoint presentations, educational videos, short films etc. for teaching learning. Teachers have access to E -Journals, E - Books, E- Databases. The entire campus is Wi-Fi enabled, which helps in easy access to digital teaching-learning materials. The institution also has two well-equipped Computer Labs for conducting practicals. Faculty members also use online resources such as YouTube videos and animations, blogs, movies, TED talks and online channels. Some faculty members have also converted some of their PPTs of their subject 'Global Media & Conflict Resolution' (TYBAMMC Journalism) as videos with narration and explanation of the content so as to help learners understand the Presentations. This has helped students who may face difficulty in understanding the course material once the lectures are over. Chapter wise quizzes are conducted on platforms like Quizizz.com in subjects like Accountancy for easy understanding. A Smart Board is installed in the campus. Online Classes through Zoom, Google Meet, Microsoft Team and Google Classroom are conducted and notes and Power Point Presentations are shared on the same. Various technical events and management events such as poster making, project presentations, debates, paper presentations etc. are organized using ICT.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 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

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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

38

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)	<a href="#">View File</a>

### 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

39

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 conduct of internal and external examinations is handled by the Examination Committee as per the requirements of the University of Mumbai. The schedule of internal assessment is displayed well in advance. The topics, marking scheme and passing criteria are communicated to the students during Orientations, by respective faculty members during lectures, via Notices from the Exam Committee and through the respective Course Coordinators and HoDs. All the records and the data bank of attendance in internal examinations, question papers, evaluated answer sheets/copies and summaries of marks sheets, are properly maintained by the respective Course Coordinators/HoDs for academic monitoring/academic audit. Allocation of examination rooms, invigilators, timely evaluation and implementing any examination adjustments for students as required is done as per University guidelines. Continuous evaluation is done through Unit Tests, Assignments Submission or centralized exams as per the requirements of the specific courses.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The College follows the guidelines and rules issued by the affiliating University while conducting internals and semester-

end examinations. The exam results are displayed on Notice Boards and individual mark sheets are distributed. Teachers/ HoD's counsel students and address learning issues of students may face. The Examination Committee looks into the conduct of exams, results and deals with any grievances which the students may have. Re-test for examinations are allowed according to the guidelines given by the University of Mumbai. Students can apply for re-evaluation of their answer scripts if they are not satisfied with their results. The reevaluation is conducted by external faculty and results of reevaluation announced as per the University norms.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

The College website contains the detailed syllabus programme and course outcomes of the various courses offered. The students are oriented regarding the same during their interactions with faculty members in the classroom. The Programme and Course outcomes are incorporated into the various teaching learning activities. For eg. in the various commerce related courses students are not only taught about Commerce, banking and accountancy, but also about ethical business, community engagement via business practices, environment sustainability and profit generation, individuality and teamwork, community and nation development through global linkages etc. The MA (CJ) and PR, MPhil and PhD students are informed and trained about ethical and industry acceptable research behaviors via seminars etc. The increasing roles and responsibilities that students undertake in extension activities like NSS, Youth Festivals, Cultural Activities, Sports, Women's Development Cell etc help the College to gauge the success of the programme outcomes among students. At the individual subject specialization level mastering the principles, concepts related to their domain and acquiring in-depth and most recent knowledge of their specialization helps understand the success of Programme and Course Outcomes.



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

Course outcomes are learning goals that a student is expected to learn at the end of the course. PO/PSOs are skills sets which a student should acquire at the end of their chosen Programme. The attainment of Programme outcomes and Course outcomes are evaluated regularly by the College via Continuous Internal Examinations and Semester end examinations. As per the specific requirements of the course, for eg: BAMMC course requires students to be able to conceptualize, design and execute an advertising campaign. The Continuous Internal Assessment, regular classroom assessment, feedback and Viva by external experts provides them the skill sets and understanding necessary to execute an individual project professionally. Regular feedback from the students, alumni and from the stakeholders like employers help the institution assess the attainment of Programme and Course outcomes. The PSOs are measured by observing the performance of the students in various competitions such as elocution, debate, seminars, group study projects, internships and participation and success in the events related to chosen the domain.

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**

1874

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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/2021-22%202.7.1.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)

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)	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>
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

32

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)	<a href="#">View File</a>

### 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

38

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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**

0

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

**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

Nil

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

**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**

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

156

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)	<a href="#">View File</a>

### 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

600

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)	<a href="#">View File</a>

### 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

0

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

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	<a href="#">View File</a>

## 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 real-life feel. Mock examinations and online lectures are also conducted in these labs. This helps student comprehension. It also helps to identify areas of improvement. All computers are networked using Microsoft Windows 2003 server.

There is 1 leased line. 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.

File Description	Documents
Upload any additional information	No File Uploaded
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.

The 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. The College has seminar hall with ICT facilities including a smart board. A proper procedure is followed to buy any equipment for which a Purchase Committee has been formed. Quotations are invited from different suppliers before final purchase. The College has a well-equipped gymkhana which is well- maintained by The Gymkhana Committee. Annual Day and other Cultural activities are conducted in auditoriums outside the College. Students are motivated to participate in various sports activities at the State, National and International level. As far as outdoor activities are concerned, the University or other sports grounds are booked. The students get reimbursement of travelling expenses when they go outstation to represent the College. Qualified Coaches guide students for different sports

activities. Coaches also maintain 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 on fixed 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

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)	<a href="#">View File</a>

#### 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)

2,08,48,940



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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Name of ILMS software : Vriddhi Software

Nature of automation (fully or partially) : Partially

Version : Web 2.0

Year of Automation : 2008

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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

52,436

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	No File Uploaded

**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**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**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 provides Computer Centers for general purposes and learning during extra hours. This includes internet facilities available through a 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.

100 MBPS Leased lines (Hinduja)

200 MBPS Broadband ( Self Financing)

100 MBPS Broadband (Examination)

**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	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**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)**

3103254

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)	<a href="#">View File</a>

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.

The 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 prominent locations in the College premises and they are replaced as and when required. All classrooms are well-equipped with projectors and screens to facilitate innovative teaching methods. The College has a seminar hall with ICT facilities including a smart board. A muster is maintained to utilize the Seminar Hall by various departments and committees. The College has a policy whereby a proper procedure is followed to buy any equipment or facilities for which a Purchase Committee has been formed. It has a well-equipped Gymkhana which is well maintained by the Gymkhana committee. Students are motivated to participate in various sports activities at the State, National and International level, for which their expenses are reimbursed on submission of relevant documents. Qualified Coaches are appointed to guide students for different sports activities. The coaches also maintain 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 lectures are also conducted in these labs. All computers are networked using a Microsoft Windows 2003 server. There is a lease line and Wi-Max connection in the College. 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

97

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)	No File Uploaded

#### 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

6

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)	<a href="#">View File</a>

<b>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</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>150</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>100</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

30

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

428

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

01

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

05

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

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 )

Every year the college appoints General Secretary, President, Class Representatives and other Committee Representatives. Representation is provided for students on Statutory Bodies such as Internal Committee (for prevention and prohibition of sexual harassment) and Grievances committee. The representatives participate in committee meetings, deliberations and decision-making process.



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

File Description	Documents
Report of the event	No File Uploaded
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)	<a href="#">View File</a>

### 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

The College continues its interaction with students even after they have formally left the College for higher studies through an active Alumni Association. The Association is constituted with of an Executive Committee and a General Body. The students who have completed UG, PG, M. Phil. or Ph.D. from the College are eligible to register as members of the Alumni Association. Early initiatives were taken by Mr. Manish Ajmera, Managing Director of Ajmera Group of Companies then he inaugurated the Blood Donation Camp and Mr. Janak Sanghvi, a former Municipal Corporator and active Social Worker who, actively helped in getting donors for the camp.

Hinduja College has entered into an MoU with Almashines Technologies in creating an Alumni Portal for the College on

23.6.2021. As on May 31, 2021 the Alumni Portal consisted of 7329 users.

The Alumni Committee in collaboration with the N.S.S. Unit of the College, Public Concern for Government Trust (PCGT), and Students' Council & Cultural Committee, arranged a webinar on the occasion of Independence Day on 'Communal Harmony' via Zoom Platform on August 15, 2021 from 11.00 am to 1.00 pm. The keynote speaker for the event was Dr. R. K. Anand, Founder Trustee of PCGT and former Medical Director of Jaslok Hospital. He provided guidance on how to create and maintain communal harmony and peace by citing examples and sharing his experiences on communal harmony.

File Description	Documents
Paste link for additional information	<a href="https://hindujacollege.in/naac/naacReports/2021-22%205.4.1.pdf">https://hindujacollege.in/naac/naacReports/2021-22%205.4.1.pdf</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

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

The College always promotes a 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. Some exceptional policies are discussed and finalized in CDC and Periodic Review Meetings (PRM). The Management plays a major role in drafting the quality policy of

the College. The Management has facilitated the College to start a variety of courses to enable students to grab the opportunity of learning different programs under one roof. Management representatives regularly visit College and extend support and guidance. Faculty members participate in sharing knowledge by discussing latest trends/technology in teaching and learning during faculty meetings. The Principal collaborates with Vice Principal, HODs, Coordinators, faculty and non-teaching staff to upgrade College activities. The Principal of the College is a member of the Governing Body. The Governing Body gives suggestions and monitors procurement, the introduction of new programs and welfare activities. All 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 the vision and mission of the College. Faculty members are assigned various administrative, academic and student activities, extension work etc. in keeping with their expertise.

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 decentralized governance with 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:

All decisions related to the College are taken by the Principal in consultation with the Head of Departments. The Principal is the academic and administrative Head of the College and a member of the Governing Body. The Department Heads are responsible for the day-to-day administration of the Departments and report to the Principal. In addition, staff members freely offer suggestions and ideas for improvement. Student's feedback is also gathered through formal and informal 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

### Digital Library

- Hinduja College Library has a collection of approximately 52,000 books and 82 National and International Journals, in print and online versions.
- The Library is a hybrid library which is moving towards digitization since 2018. KOHA a software which offers advanced library functions has been implemented. Further, with an OPAC system, students and teachers can access the library collection and also select or reserve required books while they are off-campus. During the pandemic, this service was extensively availed.
- Remote-Log software, with the help of which databases i.e. J-Gate, IBI, and INFLIBNET N-List has been subscribed. This software enables 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 Merchants Chamber (IMC) and SNTD University, Churchgate. This linkage facilitates our students, teachers, and research scholars to access those libraries and even borrow books from them.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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.

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 towards a common goal.

The Management is responsible for overall formulation of policy matters. The Principal and Vice Principal are involved in the implementation of plans and policies to answer the effective functioning of the College.

The IQAC meets regularly to assess the quality deliverance of education in the College leading to achieve course and program outcomes.

Heads of Departments and Course Coordinators along with the faculty members are responsible to administer the day-to-day curricular and co-curricular activities of the respective Department. This contributes significantly towards the achievement of overall organizational objectives.

The College Librarian is the Head of the Library Department. The Registrar is the Head of the Non-Teaching staff. All financial transactions are monitored by the Finance Officer. This trinity plays a vital role in the smooth functioning of the College by providing assistance and helping in completing University formalities in time. They ensure that the administrations of various sections are carried out efficiently as per the College plans and the instructions of the Principal and Vice-Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://hindujacollege.in/naac/naacReports/2021-22%206.2.2.pdf">https://hindujacollege.in/naac/naacReports/2021-22%206.2.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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 sanctioned to faculty members for participation in seminars, workshops, conferences, research work or any other academic related activities.

Compensatory Leaves are sanctioned to the staff members when they work on Sundays or other holidays.

Seats for wards of the faculty are reserved under the Management quota.

Financial assistance in the form of reimbursement is extended to faculty members for research work and further studies.

Advance against salary is given to the faculty members on request.

Faculty Development Programs are organised from time to time.

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

from the College Centre.

Advance on request against salary and festival loans are given to the non-teaching staff.

Non-teaching staff members are covered under mediclaim for Rs. 5,00,000/-.

Seats for wards for non-teaching staff members are reserved under the Management quota.

The services of a qualified Counselor are made available at no cost.

Tuition fee concession is given to wards of employees.

Ganesh Puja and an annual Satyanarayan Puja are organised to create a bonding amongst staff members.

.

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

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)	<a href="#">View File</a>

### 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

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)	<a href="#">View File</a>

**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**

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)	<a href="#">View File</a>

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

**Annual Performance Based Appraisal System (PBAS) has been**



implemented on the lines of UGC, Career Advancement Scheme (CAS).

Self-appraisals of teachers are evaluated on an annual basis under the following three categories:

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. Participation in academic and administrative Committees and responsibilities
3. Professional Development Activities (such as participation in seminars, conferences, membership in profession related committees at the 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, radio talks, television programmes and any other significant contribution.

**CATEGORY III**

**Research, Publications and Academic Contributions****File Description****1. Paste link for additional information****PBS Form / CAS Link**

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

**INTERNAL AUDIT**

The College activities come under the activities of Smt. P.D.Hinduja Trust. And 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**

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	<a href="#">View File</a>

#### 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)

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)	<a href="#">View File</a>

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

Development Fund collected from students via admission fees is utilized for repairs and maintenance of the college, HOD/Teachers Laptops, Edflylearn, Onfees, Zoom licences, online examination software, library software (digital), Vriddhi for ERP solutions, sanitization, kits to staff, thermal screening, sanitizer dispensers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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 was introduced on Zoom Platform. Teachers and students were required to login through newly created @hinduja college unique IDs. The Telegram link, lecture links, timetable and code of conduct were shared with teachers and students to ensure effective teaching-learning. Committee meetings, seminars, webinars were also conducted online through Zoom platform.

#### Online Examination

As per the instructions of the University of Mumbai all colleges were required to conduct examinations in the online mode. The University had assigned the responsibility for the conduct of online exams to the Lead College in a Cluster formed by them. The Lead College with mutual consent of all Cluster members commonly selected a Service Provider named Edfly to conduct the exams.

The College administration made sure that all the guidelines issued from time to time by the University were followed. Students were made to appear for a mock test before each exam, to get acquainted with the online examination portal. Exams for all semesters were conducted according to the communication from the University and results were declared within the given deadlines.

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

IQAC scheduled interviews for 14 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 Committees 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.) Post accreditation, 7 teachers have completed Ph. D; 3 teachers have completed M.Phil and 2 teachers have passed NET/SLET.

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	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **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

Promoting gender equality is of utmost importance within the education system to achieve parity and empower women in patriarchal societies. Our institution strives to instill the values of gender sensitivity through a range of programs and activities. These initiatives begin with the admission of students and the hiring of faculty members. The college not only has a higher number of female students compared to males, but also boasts a significant proportion of female faculty members. Within the curriculum, teachers actively incorporate lessons on gender sensitization. Subjects such as Foundation Course, Law, Co-operation, Micro Finance, and more, delve into topics that address women's rights, violations against women, financial opportunities, and government programs available to empower women. Moreover, teachers encourage gender sensitivity through project work and assignments, fostering an inclusive environment among students.

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	No File Uploaded
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** - Waste is generated in every department, office, staff room, and classroom, which is then deposited in small waste bins located in those areas. The housekeeping staff regularly empties the small bins into larger bins. The Mumbai Municipal Corporation ensures the regular collection of solid waste.

**Liquid Waste Management** - The college generates a minimal amount of liquid waste, which is efficiently managed by the Municipal Corporation. Both solid and liquid waste are collected separately by the BMC, using blue and green dustbins respectively.

**Waste Management System** - The college takes responsibility for segregating dry and liquid waste at its own level, using blue and green dustbins. The municipality collects the waste and directs it to the Waste Management System. Additionally, the NSS Committee of the college organizes various programs every year to educate students about waste management processes. This year, the programs included a Paper Recycling Workshop, Beach Cleaning, Innovation in Environment Conservation, and more.

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>



<p><b>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</b></p>	<p><b>C. Any 2 of the above</b></p>
--	-------------------------------------

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).

Our institution is dedicated to fostering an inclusive environment that promotes tolerance and harmony among individuals from diverse cultural, regional, linguistic, communal, socioeconomic, and other backgrounds. We have implemented various initiatives and activities to ensure that every member of our community feels secure and respected.

To begin with, we organize events and awareness campaigns on significant occasions such as World Environment Day, World Blood Donor Day, International Day of Yoga, Pride Month Awareness, and International Yoga Day. These events aim to celebrate diversity and create a sense of unity among our students and staff.

Our NSS (National Service Scheme) committee plays a crucial

role in promoting inclusivity. They conduct programs which raises awareness, challenge stereotypes, and foster understanding among different communities.

Furthermore, we actively participate in community outreach programs. For instance, we organize blood donation camps, food donation drives, and clothes distribution initiatives. These philanthropic endeavors efforts promote empathy and solidarity and even foster a spirit of shaping and giving.

Additionally, we conduct workshops and sessions on topics like "Positive Talks on HIV/AIDS," and "Career Guidance" to empower individuals from various backgrounds and provide them with the necessary resources for personal and professional growth.

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

Our institution is committed to sensitizing students and employees to their constitutional obligations, values, rights, duties, and responsibilities as citizens. Through our NSS activities, WDC and other initiatives, we strive to promote awareness and understanding of the importance of the Indian Constitution.

We organize various events and workshops that focus on constitutional literacy. Activities like quizzes, workshops and seminars on the Indian Constitution and Election Process help students grasp the fundamental principles of our democracy. We also conduct sessions on human rights, judicial intervention, and communal harmony to foster a deeper appreciation for the constitutional framework that upholds justice and equality.

In addition, we organize events such as the National Voters Day Competition and Mega Electoral Process to encourage active participation in the electoral process and promote vigilant

voting. These activities aim to empower individuals to exercise their democratic rights and fulfill their responsibilities as citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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**

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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

Our institution takes great pride in organizing and celebrating a wide range of national and international commemorative days, events, and festivals throughout the year. These activities serve as important platforms to promote awareness, foster

community engagement, and celebrate our diverse culture and values.

To commemorate World Environment Day, we organize engaging activities such as reels showcasing the importance of environmental conservation and tree plantation drives. On World Blood Donor Day, we conduct quiz competition and blood donation camps to raise awareness about the significance of blood donation.

In line with International Yoga Day, we host yoga sessions and workshops to promote physical and mental well-being of our students and staff. We also organize events and awareness campaigns during Pride Month to create an inclusive environment for the LGBTQIA+ community.

Independence Day is celebrated with poster-making competitions, flag hoisting ceremonies, and cultural events to instill a sense of patriotism and honor our nation's freedom. Furthermore, we conduct cleanliness drives at beaches like Kelve Beach, Dadar Beach, Juhu Beach, and Mahim Beach to promote the importance of marine pollution awareness and maintaining clean surroundings.

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.

The Departments of M.A. (Rural Development) and Bachelor in Investment Management of the College organized a two-day Residential Survey Program in five villages, namely Wadoli, Pimpurna, Dabhosa, Talasari, Bordis, of Jawahar (District

Palghar). These villages have been adopted by the Hinduja Group. The program was conducted in association with the Central Government Flagship program - UNNAT BHARAT ABHIYAN.

The objective of the activity was to identify beneficiaries of Government schemes and to ascertain whether the schemes were reaching common people and tribal people. The student participants of the activity identified major problems faced by the villagers and sought solutions for the same. They also planted mango and cashew plants.

The 14th Dharam S. Hinduja All India Essay Writing Competition for Lecturers was organized to promote research, knowledge dissemination, and academic writing skills among lecturers from various disciplines and institutions across the country. This activity encourages professional development albeit in a non-formal manner. The competition is a unique practice in the context of higher education in India and has sustained its popularity since over a decade.

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 Departments of M.A. (Rural Development) and Bachelor in Investment Management of the College organized a two-day Residential Survey Program in five villages, namely Wadoli, Pimpurna, Dabhosa, Talasari, Bordis, of Jawahar (District Palghar). These villages have been adopted by the Hinduja Group. The program was conducted in association with the Central Government Flagship program - UNNAT BHARAT ABHIYAN.

The objective of the activity was to identify beneficiaries of Government schemes and to ascertain whether the schemes were reaching common people and tribal people. The student participants of the activity identified major problems faced by the villagers and sought solutions for the same. They also planted mango and cashew plants.

The 14th Dharam S. Hinduja All India Essay Writing Competition

for Lecturers was organized to promote research, knowledge dissemination, and academic writing skills among lecturers from various disciplines and institutions across the country. This activity encourages professional development albeit in a non-formal manner. The competition is a unique practice in the context of higher education in India and has sustained its popularity since over a decade.

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. Planning for Autonomous Status for the institution.
2. To Restructure & Redesign Education System considering NEP 2020 guidelines.
3. To Promotes Individual and Societal Well-being of learners.
4. To create Compassionate, Empathetic, Well -rounded & Creative Learners.
5. To promote Critical Thinking, Reasoning, Problem Solving Ability amongst the learners.
6. To create courses which will make students aware of India's ancient traditional knowledge in the fields of Literature, Culture, traditional Indian systems of Medicine, Astronomy, Yoga, Arthashastra, etc.