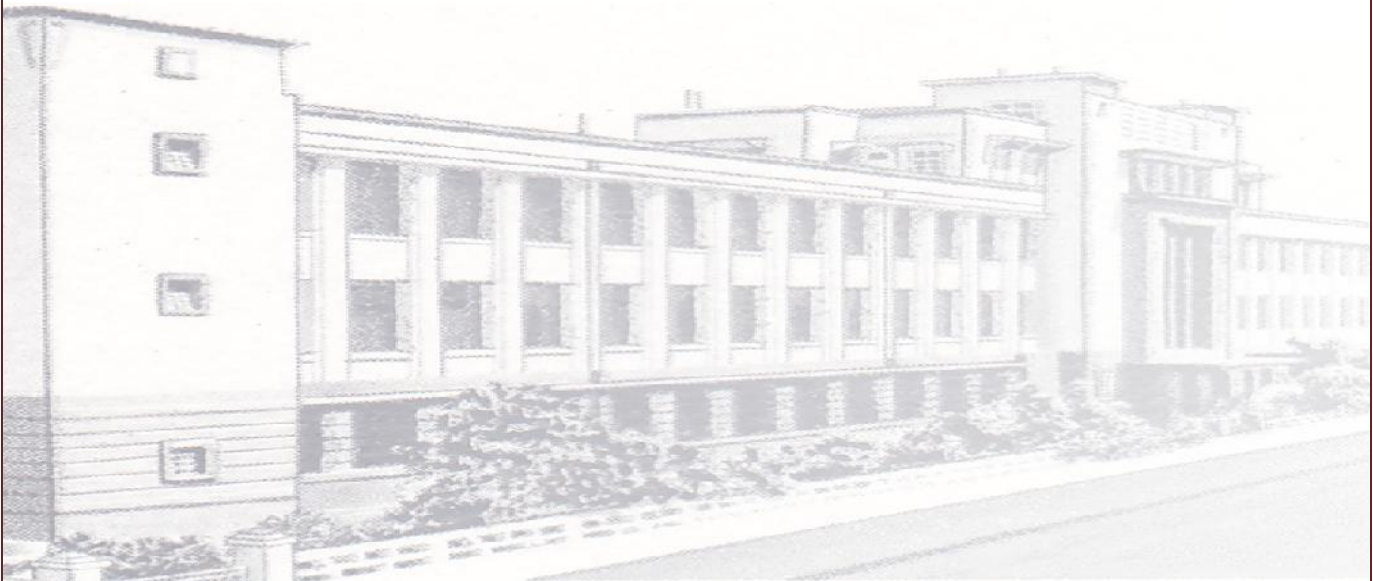Estd. 1913

Government of Maharashtra's

Sydenham College of

Commerce & Economics

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

(AQAR 2004-05)

Submitted to National Assessment and Accreditation Council (NAAC)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

2004-05

1. Details of the Institution

1.1 Name of the Institution

Sydenham College of Commerce & Economics

1.2 Address Line 1

'B' Road

Address Line 2

Churchgate

City/Town

Mumbai

State

Maharashtra

Pin Code

400 020

Institution e-mail address

sydenhamiqac@gmail.com

Contact Nos.

022-2288211 / 022-22042897

Name of the Head of the Institution:

Dr. Annasaheb Khemnar

Tel. No. with STD Code:		022-22871452
Mobile:		9850924991
Name of the IQAC Co-ordinator:		Dr. Ritesh Kumar Singhal
Mobile:		9869109674
IQAC e-mail address:		sydenhamiqac@gmail.com

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

-

OR

1.4 **NAAC Executive Committee No. & Date:**
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

-

1.5 Website address:

www. sydenham.ac.in

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A		2004	2009
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

10/07/2014

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

   i. AQAR _____ _____ (DD/MM/YYYY)4
   ii. AQAR_____ _____ (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State [NA] Central [NA] Deemed [NA] Private [NA]

Affiliated College   Yes [ ] No [-]

Constituent College   Yes [-] No [ ]

Autonomous college of UGC   Yes [-] No [ ]

Regulatory Agency approved Institution   Yes [ ] No [-]

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

Type of Institution   Co-education [ ] Men [-] Women [-]

        Urban [ ] Rural [-] [-]

Financial Status [ ] Grant-in-aid [ ] UGC 2(f) [ ] UGC 12B

Grant-in-aid + Self Financing [ ] Totally Self-financing [-]

1.10 Type of Faculty/Programme

Arts [-] Science [-] Commerce [ ] Law [-] PEI (Phys Edu) [-]

TEI (Edu) [-] Engineering [-] Health Science [-] Management [-]

Others (Specify) [.]

1.11 Name of the Affiliating University *(for the Colleges)* [University of Mumbai, Mumbai]

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

Autonomy by State/Central Govt. / University | No |

University with Potential for Excellence | No | UGC-CPE | No |

DST Star Scheme | No | UGC-CE | No |

UGC-Special Assistance Programme | No | DST-FIST | No |

UGC-Innovative PG programmes | No | Any other (*Specify*) | No |

UGC-COP Programmes | No |

2. IQAC Composition and Activities

2.1 No. of Teachers | NA |

2.2 No. of Administrative/Technical staff | NA |

2.3 No. of students | NA |

2.4 No. of Management representatives | NA |

2.5 No. of Alumni | NA |

2. 6 No. of any other stakeholder and

community representatives | NA |

2.7 No. of Employers/ Industrialists | NA |

2.8 No. of other External Experts | NA |

2.9 Total No. of members | NA |

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | NA | Faculty | -- |

Non-Teaching Staff Students | -- | Alumni | -- | Others | -- |

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

     If yes, mention the amount | -- | [ ]   [ ]

2.13 Seminars and Conferences (only quality related)

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

     Total Nos. | -- | International | -- | National | -- | State | -- | Institution Level | -- |

     (ii) Themes | -- |

2.14 Significant Activities and contributions made by IQAC

     | -- |

2.15 Plan of Action by IQAC/Outcome

     The plan of action chalked out by the IQAC in the beginning of the year towards quality

     enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
--	--

     Please refer Annexure i for Academic Calendar

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes [ ]   No [ ]

          Management | -- | Syndicate | -- | Any other body | - |

Provide the details of the action taken

| --- |

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	-	-
UG	01	-	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	01
Diploma	-	-	-	01
Certificate	-	-	-	02
Others	-	-	-	03
Total	02	-	02	07

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: Core/Elective option / Open options
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	-
Annual	02

1.3 Feedback from stakeholders*   Alumni [-] Parents [-] Employers [-]
   (On all aspects)

Students [   ]

Mode of feedback :Online [-] Manual [   ] Co-operating schools (for PEI) [-]

Please refer Annexure ii for analysis of feedback

*Please provide an analysis of the feedback in the Annexure

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

> As an affiliated college the syllabi & regulation framed by the University of Mumbai are followed. Faculty members are a part of this procedure through various committees.

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	13	02	01	10

2.2 No. of permanent faculty with Ph.D.

03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	01	02	00	00	01	10	00	24	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

16   10   02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	01	01
Presented papers	-	-	-
Resource Persons	-	-	-

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

> The college supplements the lecture method by organizing guest lectures by eminent personalities and exhibitions. The faculty members are encouraged to use audio visual aids. Industrial visits are also arranged for students to give exposure to the industry, its working & environment.

2.7 Total No. of actual teaching days

during this academic year

| 180 days |

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

| Masking,, Coding, Double Valuation, Photocopy, Revaluation |

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

| - | - | - |

2.10 Average percentage of attendance of students

| 89.21 |

2.11 Course/Programme wise
      distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		*Distinction %	I %	II %	Pass Class %	Pass %
M.Com.	102	-	42.15	35.29	1.00	78.44
B. Com	576	-	35.93	33.68	9.02	78.63
BBI	24	-	66.66	29.16	-	95.82
BMS	52	-	42.30	44.23	5.76	92.29

* Distinction not awarded by the University of Mumbai.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes: IQAC was constituted in 2014.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	-	-	07
Technical Staff	03	-	-	00

Criterion – III

3. Research, Consultancy and Extension

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

NA

3.2   Details regarding major projects Nil

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

3.3   Details regarding minor projects NIl

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	02	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

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

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

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

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations International | - | National | - | Any other | - |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | Management of University/College | - |

Total | - |

3.16 No. of patents received this year

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

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

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

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

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

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

    JRF   -   SRF   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events:

University level   10   State level   Nil

National level   Nil   International level   Nil

3.22 No. of students participated in NCC events:

University level   NA   State level   NA

National level   NA   International level   NA

3.23 No. of Awards won in NSS:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.24 No. of Awards won in NCC:

University level   NA   State level   NA

National level   NA   International level   NA

3.25 No. of Extension activities organized

University forum   Nil   College forum   06

NCC   Nil   NSS   27   Any other   Nil

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

- The Social Service League Unit organized cultural program for differently abled children " Ek Koshish"
- The National Service Scheme unit collaborated with United Way (NGO) carried out various social activities like Beach cleaning, street plays and Peace rally.
- The Poor Students Educational Relief Fund in association with Book circle carried out unique activity of distributing text books to the needy students.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	51250sq.ft.-building 26100sq.ft.-garden & surrounding area	-	-	-
Class rooms	21	-	-	21
Laboratories	02	-	-	02
Seminar Halls	-	-	-	-
No. of important equipments purchased (1-0 lakh) during the current year.	1. 7 IBM P.C.s Amt. Rs. 3,36,000/- 2. One lap Top Amt. Rs. 99,800/-	1. One Fax and Duplicator Amt. Rs. 49,250/- 2. 8 Godrej files cabinet Amt. Rs. 53,296/-	Golden Jubilee Trust Sydenham College UGC Xth Plan UGC Xth Plan	07 01 01
		3. One Gestetner	DPDC	07

	3. 7 Printers Hp Laser Amt. Rs. 75,950/-	printing machine Amt. Rs. 3,54,513/-	DPDC	04
			DPDC	04
			DPDC	01
	4. 4 Desktop PCs Amt. Rs.3,22,800/-			
Value of the equipment purchased during the year (Rs. in Lakhs)	7,66,195/-	4,57,059/-		
Others	-	-	-	-

4.2 Computerization of administration and library

6 Personal Computers were being used for College Office routine work and 3 Personal Computers were being used for Library routine work.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books [*]	492	4332	368	Rs.43831/-	860	Rs. 87163/-
Reference Books	4824	12,91903	171	Rs. 69246/-	4995	Rs.1361149/-
e-Books	-	-	-	-	-	-
Journals	27	57155 [#]	06	12727/-	33	Rs. 69882/-
e-Journals	-	-	-	-	-	--
Digital Database	--	-	-	-	-	-
CD & Video	-	-	-	-	-	--
Others (specify)		-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	11	04	03	02	02	07	01	08
Added	-	-	-	-	-	-	--	-
Total	11	04	03	02	02	07	01	08

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

Computer & internet access is given to teachers. Teachers & non-teaching staff encouraged to appear for MSCIT exam to test their computer skills. Students learn MS Office, C, and C++ during computer practical.

[*] From
Ren

4.6 Amount spent on maintenance in lakhs :

i) ICT

> Kingtel System For Annual
> Maintenance Contract Rs. 18,000

ii) Campus Infrastructure and facilities

> Maintained by Public Works Department. The campus is maintained by the PWD including the infrastructure.

   iii) Equipments

> Maintained by Public Works Department. The basic electrical equipment is maintained by the PWD.

   iv) Others

> --

   Total :

> Rs. 18,000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

--

5.2 Efforts made by the institution for tracking the progression

After analyzing the result remedial coaching lectures were conducted by the faculty members for the academically needy students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1795	365	Nil	Nil

(b) No. of students outside the state

110

(c) No. of international students

Nil

Men
No	%
-	-

Women
No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1874	167	09	181	--	2231	1892	131	03	132	02	2160

Demand ratio   3.23   Dropout % 6.6

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

> Sydenham College organizes oral coaching classes for Chartered Accountancy, The Institute of Company Secretaries of India & Institute of Cost Accountants of India.

No. of students beneficiaries   120

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   01   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

> Faculty conducted Counselling & Career guidance to the students and Students were encouraged to approach the faculty to cope with personal problems, stress, career related difficulties & subject choices. College organizes annual career fair for the benefit of students

No. of students benefitted   960

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	100	10	--

5.8 Details of gender sensitization programmes

> The Aspect of gender sensitization is integrated into every academic discipline. The University syllabus, in foundation course I & II integrates related topics.

5.9 Students Activities

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

State/ University level   120   National level   03   International level   --

No. of students participated in cultural events

Nil   19   Nil   Nil

State/ University level   National level   International level

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | - | National level | - | International level | - |

Cultural: State/ University level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	-	-
Financial support from government	B.Com & M.Com – 33	89,309/-
	BMS - 18	1,51,560/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | National level | - | International level | - |

Exhibition: State/ University level | 01 | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 33 |

5.13 Major grievances of students (if any) redressed: No major grievances were reported

Criterion – VI
6 Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission: - To impart not merely Commerce or Economics education but full education i.e. educate the whole man.

Vision: -

- To continue to excel, provide learning through multifaceted curricular and extracurricular activities and to kindle light of wisdom and humanity so that our students emerge as complete human beings and take the society towards new horizons of glorious future.

6.2 Does the Institution has a management Information System

Yes, (Please refer Annexure iii for MIS)

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

6.3.1 Curriculum Development

The college is affiliated to Mumbai University & hence has to follow the syllabi set by the University. Faculty regularly attends workshop of their subject to enhance their ability to deal with new syllabus.

6.3.2 Teaching and Learning

Students are encouraged to give presentations. Discussion and debates are conducted in classrooms.

6.3.3 Examination and Evaluation

Exam conducted on behalf of Mumbai University. College conducts First Year and Second Year Exams.   Third Year and M.Com. Exams are conducted by University of Mumbai.

1. Examination of F.Y.B.Com, & S.Y.B.Com, was divided in to first term Syllabus for 50 Marks & Second term Syllabus for 50 Marks.
2. Subject like foundation course was having project of 20 Marks.
3. Business communication, Maths & Statistics have tutorials of 10 Marks.
4. ATKT Exam. Conducted of 100 Marks for failure student in October & March every year.
5. T.Y.B.Com & M. Com I & II Exam. are of 100 Marks each conducted in March/April every year.
6. Examination of B.B.I and B.M.S, was divided in two semesters of 100 Marks (60 Marks for Theory + 40 Marks for Internal).
7. Masking of answer sheets is done and code numbers are given. Moderation and Revaluation is done, Photocopy of assessed answer sheet is given to students who asks for its revaluation if desired.

6.3.4 Research and Development

Teachers are encouraged to take part in seminars & conferences & present research papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Students are encouraged to use library resources for information & exam work. Separate section is provided for reading & doing reference work professors are encouraged to appear for MSCIT exam.

6.3.6 Human Resource Management

Teachers, Non teaching staff & Students enjoy cordial relations with each others. Dyanvardhini lecture series is conducted for teaching staff to discuss current research topic.

6.3.7 Faculty and Staff recruitment

Being state Govt. run college recruitment of faculty & clerical staff is done through Maharashtra Public Service Commission & Class-4 staff through Joint Director Higher education.

6.3.8 Industry Interaction / Collaboration

Industrial visits were organised at Coca Cola Company at WADA and Silvasa. Students passing inter CA course take up internship with CA firms and guest faculty from industry interacts. Department wise guest lectures were

6.3.9 Admission of Students

The Merit lists are displayed as per rules of Mumbai University. Reservation policies are followed as per the rules & regulations of the government.

6.4 Welfare schemes for

Teaching	Provident fund , Group Insurance Scheme(GIS), Govt. Quarters, Housing Loan, Computer Loan, Vehicle Loan
Non teaching	Provident fund , Group Insurance Scheme(GIS), Govt. Quarters, Housing Loan, Computer Loan, Vehicle Loan
Students	Group Insurance, Scholarships, Hostel Facilities, PSERF

6.5 Total corpus fund generated   Rs. 84,48,382.53/-

6.6 Whether annual financial audit has been done   Yes [   ]   No [   ]

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

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

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

For UG Programmes   Yes | NA | No | NA |

For PG Programmes   Yes | NA | No | NA |

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

> Academic autonomy is given to the colleges regarding papers setting, evaluation and conducting examination for 1st year and 2nd year of the degree college by the University.

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

> NA

6.11 Activities and support from the Alumni Association

> The alumni association conducted its meeting in the college and appreciated the role of college students in organising Brouhaha the inter collegiate festival.
>
> The Golden Jubilee trust is managed by the alumni of this college is is giving the prizes for meritorious students.

6.12 Activities and support from the Parent – Teacher Association

> There is no formal Parent –Teacher association, but informally parents come and discuss any child related academic issues with teachers. Orientation programme of newly admitted students is conducted every year.

6.13 Development programmes for support staff

> Training programme is conducted by government for enhancing the skills of support staff. Departmental examinations are also conducted by the government for the promotion.

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

> 1. Creating awareness among the students for the reduction in the use of plastic and electricity consumption.
> 2. Yearly tree plantation through NSS activities.
> 3. Garden is well maintained by the college.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> Modern Teaching learning tools like OHP is used to give more information from student's academic point of view.

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

> Feedback from students regarding teaching techniques.

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

> - Under privileged youth are employed in college office on temporary basis.
> - College magazine edited and published by the students.

Please refer Annexure IV for two best practices
Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Tree plantation drive done by Social Service League and N.S.S. Unit of the college.

7.5 Whether environmental audit was conducted?   No

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

> The college conducts extra lectures for students to enhance their knowledge.

8. **Plans of institution for next year**

> Internet Facility to be provided to all the teachers to get the access to Journals & books which are online.

Name :- Dr. Riteshkumar Singhal   *Name:- Dr. Annasaheb Khemnar*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

1	Annexure i	Academic Calendar
2	Annexure ii	Feedback Analysis
3	Annexure iii	MIS
4	Annexure iv	Two Best Practices

2004 – 2005

SYDENHAM COLLEGE
OF
COMMERCE & ECONOMICS,
'B' ROAD, CHURCHGATE,
MUMBAI-400020

ACADEMIC CALENDAR

(Tentative dates and plans of academic activities)

FIRST TERM

Sr No.	Activity	Date
1	First Term begins	14th June, 2004
2	F.Y.B.Com admissions begins	14th June, 2004
3	Lectures begins	15th June, 2004
4	First Memorial Lecture	28th June, 2004
5	Performing Arts Society - *serenade*	15th July, 2004
6	Friendship Day celebration	02nd August, 2004
7	Independence Day celebration	15th August, 2004
8	Second Memorial Lecture	23rd August, 2004
9	Teacher's Day celebration	05th September, 2004
10	Blood Donation Camp – NSS	10th September, 2004
11	Hindi Day celebration	14th September, 2004
12	Book Exhibition (Library)	15th September, 2004
13	Jallosh (Inter-collegiate competition)	16th - 17th September, 2004
14	First Term examination	19th September, 2004 to 5th October, 2004
15	Centralized Assessment Programme	4th October, 2004
16	Third Memorial Lecture	5th October, 2004
17	College Foundation Day celebration	22nd October, 2004
18	Staff Council meeting (First term end)	30th October, 2004
19	Diwali Vacation	1st November to 21st November, 2004

SECOND TERM

Sr No.	Activity	Date
1	Second Term begins	22nd November, 2004
2	Gym week activity	6th December – 8th December, 2004
3	Brouhaha (Intercollegiate Festival)	9th December – 13th December, 2004
4	Athletics Meet	14th December – 15th December, 2004
5	Cultural activities (Rose Day / Traditional Day)	20th December – 21st December, 2004
6	Winter Break	25th December, 2004 to 2nd January, 2005
7	College Reopens	3rd January, 2005
8	N.S.S. annual rural camp	6th January, 2005 to 15th January, 2005
9	Republic Day celebration	26th January, 2005
10	Annual Day	18th February 2005
11	Marathi Bhasha Divas celebration	27th February, 2005
12	Second Term Examination	19th March – 04th April, 2005
13	CAP begins	20th March, 2005
14	University Examination begins	8th April, 2005
15	Last date of paper assessment	15th April, 2005
16	Preparation of Result	16th April- 25th April, 2005
17	Exam result declaration	25th April, 2005
18	Admission for next academic year	26th April-30th April, 2005
19	Staff Council meeting (Second term end)	30th April, 2005
20	Summer vacation begins	1st May, 2005

Academic Calendar Committee

ANNEXURE ii

Feedback analysis report

Academic year- 2004-05

Feedback of students for the academic year 2004-05 was taken randomly to get appraisal of teachers based on following criteria/Parameters:

1. Subject knowledge
2. Punctuality
3. Presentation and compilation skill
4. Interaction with students
5. Creativity

The students have evaluated said parameters (teaching faculty of our college) by considering four ratings these are: **Excellent, Very good, Good, above average and Average.**
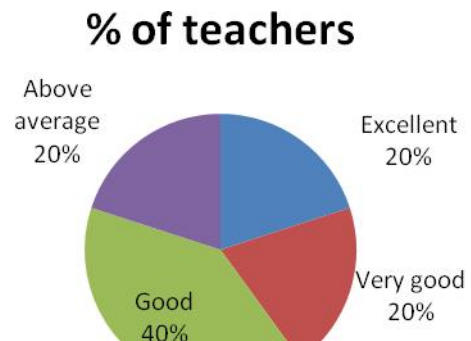
After the analysis of feedback it is found that:

F.Y.B. Com.

Teachers Belongs to / category	% of teachers
Excellent	20
Very good	30
Good	30
Above average	20
Average	Nil
total	100
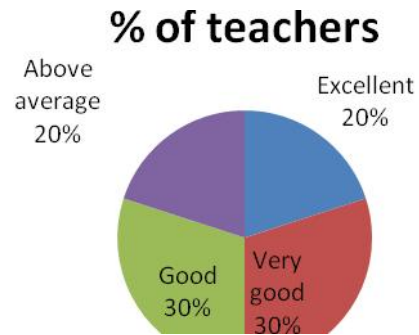
% of teachers

S.Y.B.Com.

Teachers Belongs to / category	% of teachers
Excellent	20
Very good	20
Good	40
Above average	20
Average	Nil
total	100

% of teachers

T.Y.B.Com.

Teachers Belongs to / category	% of teachers
Excellent	10
Very good	20
Good	60
Above average	10
Average	Nil
total	100
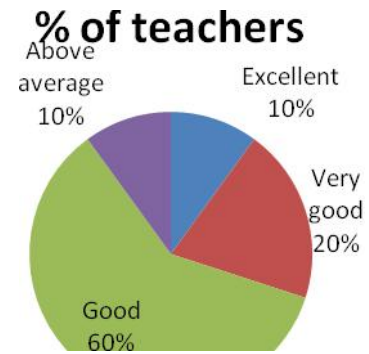
% of teachers

M.Com. Part –I

Teachers Belongs to / category	% of teachers
Excellent	14
Very good	43
Good	29
Above average	14
Average	Nil
total	100
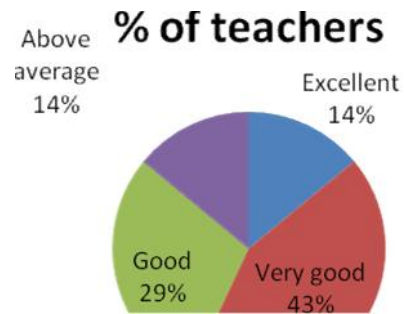
M.Com. Part –II

Teachers Belongs to / category	% of teachers
Excellent	14
Very good	58
Good	14
Above average	14
Average	NIL
total	100
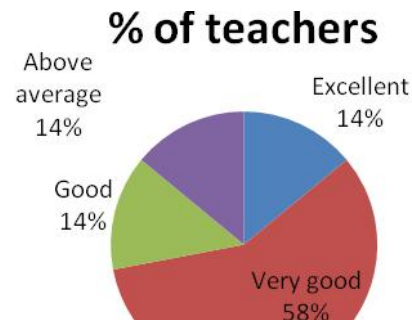
F.Y.B.M.S.

Teachers Belongs to / category	% of teachers
Excellent	30
Very good	30
Good	40
total	100
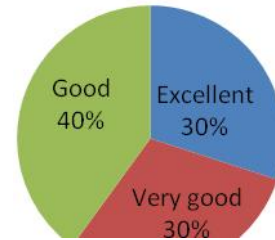
% of teachers

S.Y.B.M.S.

Teachers Belongs to / category	% of teachers
Excellent	20
Very good	40
Good	40
total	100

% of teachers

T.Y.B.M.S.

Teachers Belongs to / category	% of teachers
Excellent	25
Very good	25
Good	50
total	100

% of teachers

Teachers Belongs to / category	% of teachers
Excellent	30
Very good	30
Good	40
total	100

% of teachers

S.Y.B.B.I.

Teachers Belongs to / category	% of teachers
Excellent	33
Very good	17
Good	50
total	100

% of teachers

The report of students' feedback was submitted to the Principal. The Principal has communicated the results of feedback committee to individual staff members and counselled staff members to overcome individual shortcomings. He also gave an impetus to quality learning and teaching.

Feedback committee   **Principal**

ANNEXURE iii – MIS FOR ACADEMIC YEAR 2004-05

FOR BACHELOR OF MANAGEMENT STUDIES (BMS)

YEAR	List of the course recognized by the University	Degree	No. of Divisions	Aided / Unaided/ Self Financed	No. of Teachers Working		
					Male	Female	Total
2004-05	F.Y.BMS	Degree	1	Self Financed	8	4	12
2004-05	S.Y. BMS	Degree	1	Self Financed	8	6	14
2004-05	T.Y. BMS	Degree	1	Self Financed	13	1	14

YEAR	Student Capacity	Students Enrolled
F.Y.B.M.S	60	60
S.Y.B.M.S	60	55
T.Y.B.M.S	60	51

ANNEXURE iii MIS – FOR ACADEMIC YEAR 2004-05

FOR B.Com BANKING & INSURANCE (BBI)

YEAR	List of the course recognized by the University	Degree	No. of Divisions	Aided / Unaided	No. of Teachers Working		
					Male	Female	Total
2004-05	F.Y.BBI	Degree	1	Unaided	4	2	6
2004-05	S.Y.BBI	Degree	1	Unaided	3	4	7
2004-05	T.Y.BBI	Degree	1	Unaided	2	5	7

YEAR	Student Capacity	Students Enrolled
F.Y.B.B.I	60	56
S.Y.B.B.I	60	41

ANNEXURE iii MIS – FOR ACADEMIC YEAR 2004-05 FOR BACHELOR'S IN COMMERCE & MASTER'S IN COMMERCE

Sr. No	List of the course recognized by the University	Degree	No. of Divisions	Aided / Unaided	No. of Teachers Working		
1	F.Y.B.COM	Degree	5	Aided	11	5	16 (Full Time & Part Time)
2	S.Y.B.COM	Degree	5	Aided			
3	T.Y.B.COM	Degree	5	Aided			
4	M.COM-I (MORN)	Master's	2	Aided	6	1	7 (Full Time & Part Time)
5	M.COM-I (MORN)	Master's	2	Aided			
6	M.COM-I (EVNG)	Master's	2	Unaided	6	3	9 (CHB)
7	M.COM-I (EVNG)	Master's	2	Unaided			

YEAR	Student Capacity	Students Enrolled
F.Y.B.Com	600	530
S.Y.B.Com	600	459
T.Y.B.Com	600	542
M.Com I	240	200
M.Com II	240	135

Annexure iv :-

Two Best Practices

I) The College employs underprivileged youth to work on temporary basis in the college. In the college office, the following youth are employed on a temporary basis:

1. Shri D.A. Shaikh
2. Shri Sandeep Thorat
3. Shri Raju Sardar
4. Shri. Raju Suradkar
5. Shri Vijay Jadhav
6. Shri Anil Paikrao.

II) College Magazine 'A-Mag' edited and published by the students. The members are:

1. Dr. Sunil S Shete   : Professor-in-Charge
2. Master Tejas Chhatriwala: Editor
3. Kumari Ayesha Chauhan: Magazine Coordinator
4. Master Rakshit Doshi : Section Editor (English)
5. Kumari Nutan Nerkar & Master Gaurav Hatalkar : Section Editor (Marathi)
6. Gaurav Raikar : Section Editor (Business)
7. Kumari Merryl Morley, Rishita Muthaliya, Sneha Shriyan, Shruti Kedia, Priyanka Jain, Saaranga Jagtap (Working Committee Members)
8. Master Pratap Ramgiri, Sangram Purohit, Gufran Barafwala (Working Committee Members)