Estd. 1913
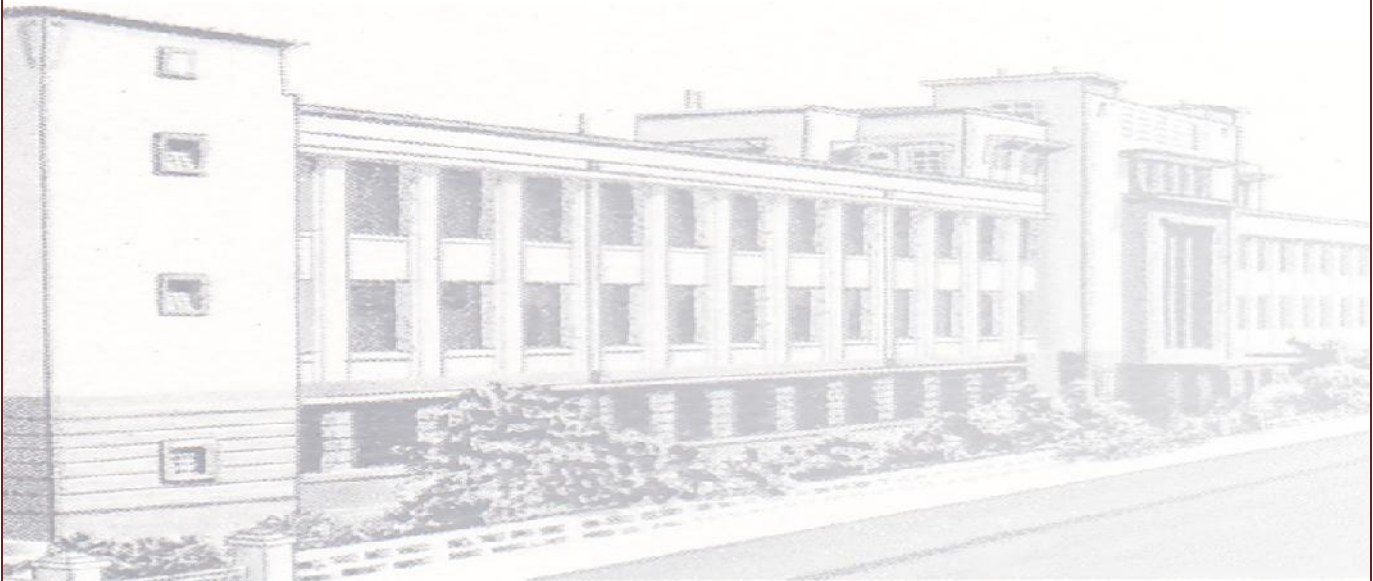
Government of Maharashtra's

Sydenham College of Commerce & Economics

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

(AQAR 2007-08)

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)*

2007-08

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 2004 – 05 (31 / 10 / 2015)
- ii. AQAR 2005 – 06 (31 / 10 / 2015)
- iii. AQAR 2006 – 07 (05 / 11 / 2015)
- 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 [ ]   Tribal [ ]

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 |

3

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   NA

community representatives

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   NA

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 the Academic Calendar of the year as Annexure i.

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				
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 ☐   Students ☐
   (On all aspects)

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

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

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

> As an affiliated college, we implement all revisions in syllabus carried out by University of Mumbai from time to time.

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	12	03	00	11

2.2 No. of permanent faculty with Ph.D.   05

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	02	03	00	00	01	11	08	26	11

2.4 No. of Guest and Visiting faculty and Temporary faculty   00   61   01

2.5 Faculty participation in conferences and symposia:

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

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

- o Invited Entrepreneurs from Industry to address the students.
- o Arrange Industrial Visit to give practical knowledge to students.

2.7 Total No. of actual teaching days   181 days

during this academic year

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

90.86

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.	138	-	34.05	36.23	5.08	75.36
B. Com	608	-	56.57	27.79	2.30	86.66
BBI	58	-	79.31	0	18.97	98.28
BMS	51	-	31.37	50.98	3.92	86.27

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	04
UGC – Faculty Improvement Programme	-
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	29	05	-	-
Technical Staff	02	-	-	-

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	-	-	-
e-Journals	-	-	-
Conference proceedings	-	01	-

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 [01]

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 [-]   From 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
       who are Ph. D. Guides

Nil

   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 31   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 Nil

NCC Nil   NSS 26   Any other Nil

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

- ❖ Blood Donation Drive
- ❖ Tree plantation
- ❖ Distribution of Stationary and cloths
- ❖ Work with orphanage
- ❖ Ek Koshish : - Cultural event for disabled & orphan children.
- ❖ Celebrated Gandhi Jayanti
- ❖ 10 days residential NSS Camp

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	-	Government Funded	-
Class rooms	21	-	Govt. Of Maharashtra	21
Laboratories	02	-	-	02
Seminar Halls	-	-	-	-
No. of important equipments purchased (0 lakhs) during the current year.	78	1. 01 Web Cam Rs. 1248/- 2. 01 Adobe Acrobat Rs. 25,480/- 3. 01 Server Rs. 42,796/- 4. 02 Operating System Rs. 88,187/- 5. 01 Scanner	PLA PLA (PLA) (PLA) District	

		Rs. 2600/- 6. 03 Printer Rs. 59,064/- 7. 10 Mother Board Rs. 3,87,400/- 8. 02 Air Conditioner Rs. 74,990/-	Planning & Development Council (DPDC) PLA	
Value of the equipment purchased during the year (Rs. in Lakhs)	21,10,705/-	6,81,765/-		
Others	-	-	-	-

4.2 Computerization of administration and library

Office	06	Office Routine Work
Library	03	Library Routine Work

4.3   Library services:

Particulars	Existing [1]		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1418	1,53,666/-	397	37,386/-	1815	1,91,052/-
Reference Books	5482	15,85,530/-	490	2,39,290/-	5972	18,24,820/-
e-Books	-	-	-	-	-	-
Journals	50	122327/-	2	18615/-	52	140942/-
e-Journals	-	-	-	-	-	--
Digital Database	--	-	-	-	-	-
CD & Video	-	-	-	-	-	--
Others (specify)		-	-	-	-	-

[1] From year 1987 onwards

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (Laptop)	Office Prnters & Fax, Scanner	Depart-ments Project or	Others Library (Cabinet)
Existing	36	04	04	02	04	12	03	08
Added	10	02	03	-	-	04	02	-
Total	46	06	07	02	04	16	05	08

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

> For Teachers: MSCIT Computer Training Programme
>
> For Non Teaching : MSCIT Computer Training Programme
>
> Internet Centre in Computer Lab

4.6 Amount spent on maintenance in lakhs :

i) ICT

> Rs. 69,908/-

ii) Campus Infrastructure and facilities

> Maintained by Public Works Department, Govt. Of Maharashtra

iii) Equipments

> Maintained by Public Works Department, Govt. Of Maharashtra

iv) Others

> --

Total :

> Rs. 69,908/-

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 the result is declared, the students are encouraged to contact the concerned subject teacher and give a brief summary of their progression to the next year and the academic difficulties which the students have faced in the previous academic year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2096	412	-	-

(b) No. of students outside the state

90

(c) No. of international students

03

Men	No	%
	02	67

Women	No	%
	01	33

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1980	210	03	247	00	2440	1836	290	08	374	-	2508

Demand ratio   3.16   Dropout %   8.80

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. The department of Commerce had organised a guidance lecture on UPSC (prelims exam).

No. of students beneficiaries   100

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	02	GATE	-	CAT	04
IAS/IPS etc	-	State PSC	11	UPSC	07	Others	03

5.6 Details of student counselling and career guidance

❖ Before the commencement of admission of S.Y.B.Com & T.Y.B.Com the teaching faculty conducts counselling session for choosing the optional subjects and groups. Students who pass T.Y.B.Com & M.Com II Exam are given career guidance by holding special counselling session in the month of April.

❖ The Sydenham college BMS department had organised a Career Fair for the entire college which had 15 stalls from universities, both Indian as well as international; such as Boston University, University of Australia, University from New Zealand, Auckland.

No. of students benefitted   1000

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
6	110	18	120

5.8 Details of gender sensitization programme

Sr. No.	Programme	Theme	participated	Conducted By	Date of the event	Remarks
1	Talk	Women Rights	All Students and Faculties	WDC	06.08.2007	ADV Jai Vaidya
2	Debate	Women's Reservation at parliament	All Students	PAS	11.09.2007	
3	Street Play	Gender Discrimination	NSS students	NSS	04.12.2007	
4	Ad Creation	Role of Women in every household	All Students	SAVES	10.01.2008	
5	Workshop	Investment opportunities for women; Scheme of Bank, Insurance and Post Office for Women's	All girls students and Faculties	WDC	10.03.2008	

5.9 Students Activities

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

State/ University level | 105 | National level | - | International level | -- |

No. of students participated in cultural events

State/ University level | 14 | National level | Nil | International level | Nil |

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

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

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	B.COM & M.COM - 240	605216/-
	BMS- 50	425750/-
	BBI - 1	14440/-
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 [02]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students   [26]

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.

Motto: *Labour Omnia Vincit*

6.2 Does the Institution has a management Information System

Yes, (Refer Annexure iii)

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

6.3.1 Curriculum Development

✓ Faculties from various departments participate in syllabus revision workshops organised by University of Mumbai and give their suggestions to upgrade the syllabus as per the needs of the industry.

6.3.2 Teaching and Learning

1. E-learning sources were provided to the students as well as to the staff.
2. Laptops were provided to Head of the departments
3. Few Classrooms are well equipped with LCD projectors, screens, computers and mikes, caller mikes.
4. Students are encouraged to give power point presentation, oral presentations, as a part of Internal Assessment.

6.3.3 Examination and Evaluation

Exams are conducted on behalf of Mumbai University. College internally 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, Mathematical & Statistical techniques have tutorials of 10 Marks each.
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 BBI and BMS, was divided in two semesters of 100 Marks (60 Marks for Theory + 40 Marks for Internal).
7. Centralised assessment programme is adopted for paper assessment.
8. Masking of answer sheets is done and code numbers are given to them. Coding method is adopted to ensure confidentiality of exam papers.
9. Moderation and Revaluation of answer book is done, Photocopy of assessed answer sheet is given to students who applies for it and asks for its revaluation if desired.
10. Moderation of answer papers is done by outside faculty.

6.3.4 Research and Development

1) Research cell of the college encourages professors to participate in various conferences, seminars and also helps them to prepare and publish research papers in various reputed journals.
2) The cell had organised One day workshop on "How to write Research paper".
3) A separate research cubicle is provided in the college library to undertake research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1) Library provides Book bank facility, Separate reference book section, Thesis section which helps students as well as the professor.
2) Library also subscribes various academic journals, magazines, newsletters, University corrigendum which helps the teaching staff.
3) Various academic related CD's are also available in the college library.
4) Renovation of college classrooms, toilets was done.
5) New water coolers along with purifiers were installed on first floor and Second Floor of the college.

6.3.6 Human Resource Management

Professors attended Orientation and Refresher courses in their respective subjects organised by UGC Academic Staff College which helped them to enhance their subject knowledge and pedagogical skills. College also conducts various workshops to augment the skills.

6.3.7 Faculty and Staff recruitment

1. Prof. Radhika Iyer and Prof Anil Chougule; Full time faculty in Commerce and Economics dept. respectively were appointed by Maharashtra Public Service Commission.
2. Contract basis and Clock Hour Basis appointment of teaching, non-teaching staff was on the institutional level only for the specific period.

6.3.8 Industry Interaction / Collaboration

1) Interactive sessions were organised by the college in collaboration with industries and they enlighten knowledge on various issues relating to Industrial sector.
2) Industrial Visits are organised by BCOM, BMS and BBI department which gives industrial exposure to students and also highlights them with actual practical application of their curriculum.

6.3.9 Admission of Students

> 1. Admission to FYBCOM, FYBMS & FYBBI were strictly done as per the admission rules laid down by University of Mumbai.
> 2. In house admission is done for SY, TY BCOM BMS, BBI. If seats are vacant then a separate merit list is displayed for outside students.

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	Computer with Internet access, group Insurance

6.5 Total corpus fund generated   Rs. 15912813.32/-

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		Yes	DHE
Administrative	No		Yes	DHE

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

For UG Programmes   Yes   No √

For PG Programmes   Yes   No √

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

NA

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

1) The meeting of the Alumni Association was held on 11th September 2007. They came up with constructive ideas and suggestion as to how to improve student's skills and they highlighted how apart from academics, various skills are the need of the hour to sustain in the competitive business world.

2) They also suggested students to undertake various courses to enhance their knowledge and skills in addition to regular bachelor courses.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher meet is organised by PTA every year during the commencement of the academic year in which details about rules regulations of the college, faculties and syllabi is discussed.

Parents also participate in the orientation programme organised by FYBCOM, FYBMS, FYBBI admission committee

Parents are invited during the inter collegiate event and they also render required support for such event.

Parents are also kept informed about the attendance, performance of their children in the PTA meeting after the end of every term.

6.13 Development programmes for support staff

1) 3 non teaching staff were sent for training programme related to scholarship, computer literacy.
2) Sydenham computer centre had organised one day hands on training for non teaching staff on internet and various software which were used in routine activites.

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

1. Rain Water harvesting seminar was organised by NSS unit of the college.
2. Sapling distribution was organised by nature club.
3. Tree plantation was organised by NSS unit in the nearby vicinity.
4. Plastic cups were replaced by steel glass and earthen pots in the college canteen.
5. One day in the college was observed as "SAY NO TO LIFT AND SAY NO TO VEHICLE".

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.

1. Group Sms was introduced which helped the office staff to contact students and send them information to them easily.
2. Library informs the staff about the latest reference book and magazines to staff via email ids.
3. Help desk during the admission process is set up which is managed by students of the college during admission process.
4. CCTV's were installed in the college campus.

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

Refer Annexure *iv*

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

Please refer the Annexure v.

7.4 Contribution to environmental awareness / protection

1. Energy conservation drive was organised by NSS students and suggested methods to conserve energy to nearby residential areas.
2. More trees were planted in the college campus.
3. Women development cell had organised one hour lecture on eco friendly disposal of sanitary napkins.
4. Smoking is strictly prohibited in college campus.
5. Dried leaves are used as manure.

7.5 Whether environmental audit was conducted?   No

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

STRENGTHS:

1) Office automation
2) Wide range of optional subjects
3) Strong alumni

WEAKNESS:

1) Bureaucracy
2) Frequent transfers
3) Contractual appointment

OPPORTUNITIES:

1) Faculty Exchange Programme
2) Student from diverse background
3) Strong PTA

THREATS:

1) Changing student preferences
2) Constant amendment in exam rules and policies by University.

8. Plons of institution for next year

1. To prepare academic calendar at the commencement of the academic year.
2. To organise more conferences, seminars and workshops in the college.
3. To stimulate teaching learning process by encouraging teachers to use latest teaching methods like group discussions, brainstorming, role play, audio visual aids, field visits etc.
4. To arrange remedial classes as well extra classes for weak performing students
5. To keep parents updated about their teens performance on regular basis via sms's
6. To fortify the research environment in the college by encouraging staff to apply for Major Research , Minor Research Project as well as encourage them to register for PHD.
7. To provide more infrastructure which will be beneficial to the students as well as the staff.
8. To set up Girls forum in the college to address the grievances of the girl students .
9. To adopt GO-GREEN practice to make college campus as well as the vicinity more eco friendly.

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

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

2007 – 2008

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	11th June, 2007
2	F.Y.B.Com admissions begins	12th June, 2007
3	Lectures begins	13th June, 2007
4	First Memorial Lecture	25th July, 2007
5	Performing Arts Society - *serenade*	30th July, 2007
6	Friendship Day celebration	4th August, 2007
7	Independence Day celebration	15th August, 2007
8	Blood donation – NSS	17th August, 2007
9	Teacher's Day celebration	05th September, 2007
10	Jallosh (Inter-collegiate competition)	11th - 12th September, 2007
11	Celebration of Hindi Day	14th September, 2007
12	Second Memorial Lecture	15th September, 2007
13	First Term examination	17th September, 2007 to 4th October, 2007
14	Centralized Assessment Programme	1st October, 2007
15	Third Memorial Lecture	15th October, 2007
16	College Foundation Day celebration	22nd October, 2007
17	Staff Council meeting (First term end)	3rd November, 2007
18	Diwali Vacation	4th November to 25th November, 2007

SECOND TERM

Sr No.	Activity	Date
1	Second Term begins	26th November, 2007
2	Gym week activity	5th December – 7th December, 2007
3	Brouhaha (Intercollegiate Festival)	10th December – 14th December, 2007
4	Athletics Meet	17th December – 18th December, 2007
5	Cultural Activity (Rose day, Traditional day)	19th December – 21st December, 2007
6	Winter Break	25th December,2007 to 1st January, 2008
7	College Reopens	2nd January, 2008
8	N.S.S. annual rural camp	9th January,2008 to 18th January, 2008
9	Republic Day celebration	26th January, 2008
10	Annual Day	14th February 2008
11	Marathi Bhasha Divas	27th February, 2008
12	Second Term Examination	18th March – 04th April, 2008
13	CAP begins	19th March, 2008
14	University Examination begins	7th April, 2008
15	Last date of paper assessment	12th April, 2008
16	Preparation of Result	15th April- 24th April, 2008
17	Exam result declaration	25th April, 2008
18	Admission for next academic year	26th April- 29th April, 2008
19	Staff Council meeting (Second term end)	30th April, 2008
20	Summer vacation begins	1st May, 2008

Academic Calendar Committee

Annexure ii :- Feedback analysis

Feedback Analysis Report

Academic year- 2007-08

Feedback of students for the academic year 2007-08 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, and Above average.**

After the analysis of feedback it is found that:

F.Y.B. Com.

Teachers Belongs to / category	% of Teachers
Excellent	10
Very good	40
Good	40
Above average	10
Total	100

% of Teachers Belongs to

Excellent   Very good   Good   Above average
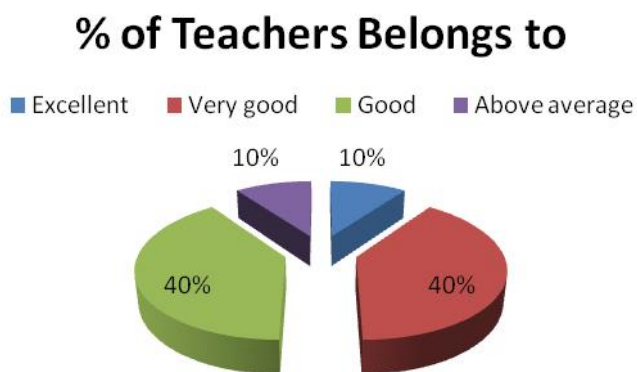
S.Y.B.Com.

Teachers Belongs to / category	% of Teachers
Excellent	30
Very good	40
Good	20
Above average	10
Total	100
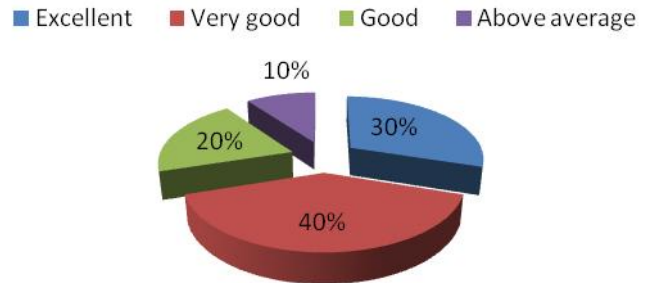
T.Y.B.Com.

Teachers Belongs to / category	% of Teachers
Excellent	20
Very good	30
Good	40
Above average	10
Total	100
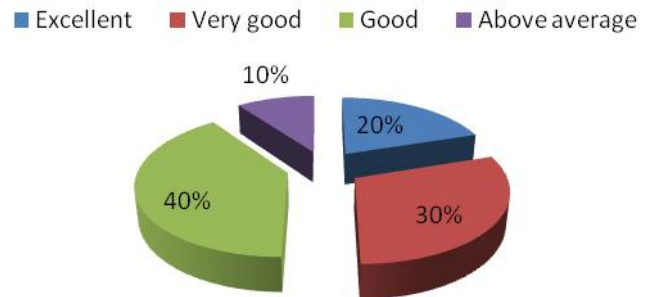
M.Com. Part –I

Teachers Belongs to / category	% of Teachers
Excellent	13
Very good	37
Good	37
Above average	13
Total	100

% of Teachers Belongs to
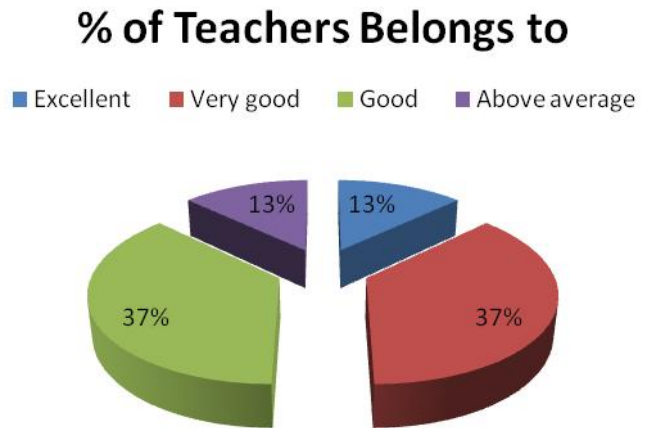
M.Com. Part –II

Teachers Belongs to / category	% of Teachers
Excellent	25
Very good	37
Good	25
Above average	13
Total	100

% of Teachers Belongs to
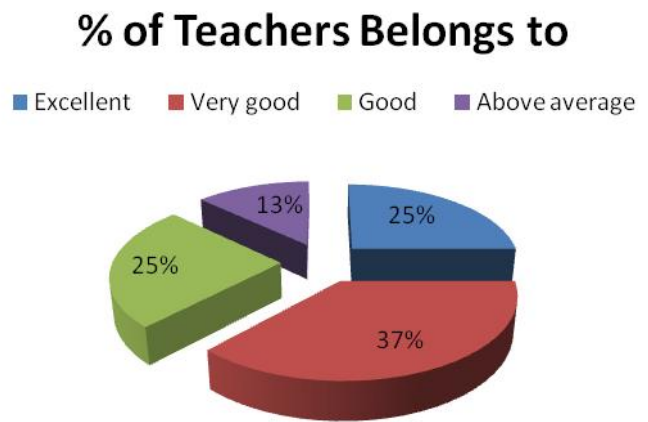
F.Y.B.M.S.

Teachers Belongs to / category	% of Teachers
Excellent	33
Very good	42
Good	25
Total	100

% of Teachers Belongs to
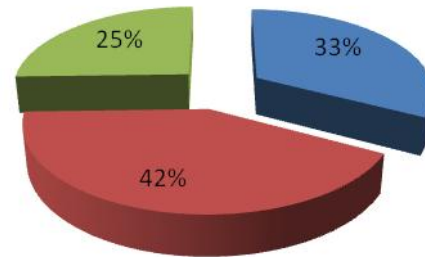
S.Y.B.M.S.

Teachers Belongs to / category	% of Teachers
Excellent	22
Very good	33
Good	45
Total	100

% of Teachers Belongs to
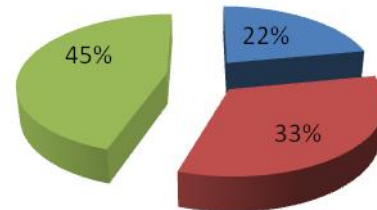
T.Y.B.M.S.

Teachers Belongs to / category	% of Teachers
Excellent	25
Very good	42
Good	33
Total	100
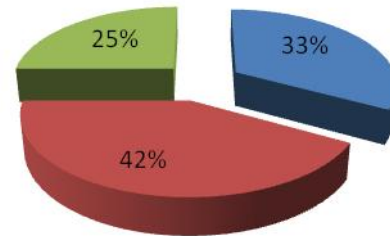
F.Y.B.B.I.

Teachers Belongs to / category	% of Teachers
Excellent	33
Very good	22
Good	45
Total	100
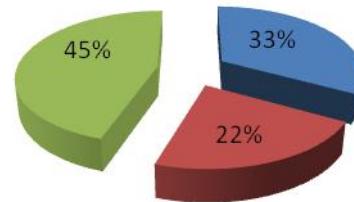
S.Y.B.B.I.

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

% of Teachers Belongs to

■ Excellent ■ Very good ■ Good

50%   33%   17%
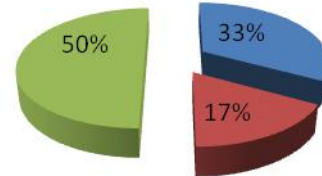
T.Y.B.B.I.

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

% of Teachers Belongs to

■ Excellent ■ Very good ■ Good

50%   17%   33%
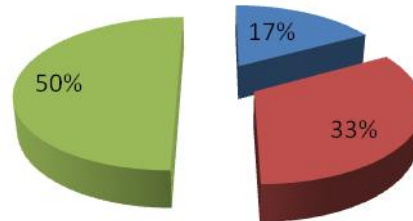
The report of students' feedback analysis of the academic year 2007-08 was submitted to the Principal. The Principal has communicated the results of feedback committee to individual staff members and counselled staff members to overcome individual shortcomings. He also gave an impetus to quality learning and teaching.

Feedback committee   **Principal**

MIS

FOR BACHELOR'S OF MANAGEMENT STUDIES (BMS)

YEAR	List of the course recognized by the University	Degree	No. of Divisions	Aided / Unaided	No. of Teachers Working		
					Male	Female	Total
2007-08	F.Y.BMS	Degree	1	Unaided	10	3	13
2007-08	S.Y.BMS	Degree	1	Unaided	8	3	11
2007-08	T.Y.BMS	Degree	1	Unaided	11	3	14

YEAR	Student Capacity	Students Enrolled
F.Y.BMS	60	61
S.Y. BMS	60	56
T.Y. BMS	60	49

MIS

Annexure iii –

FOR ACADEMIC YEAR 2007-08

FOR BCom (BANKING & INSURANCE)

YEAR	List of the course recognized by the University	Degree	No. of Divisions	Aided / Unaided	No. of Teachers Working		
					Male	Female	Total
2007-08	F.Y.BBI	Degree	1	Unaided	5	2	7
2007-08	S.Y.BBI	Degree	1	Unaided	4	3	7
2007-08	T.Y.BBI	Degree	1	Unaided	6	-	6

YEAR	Student Capacity	Students Enrolled
F.Y.BBI	60	57
S.Y.BBI	60	54
T.Y.BBI	60	59

MIS

FOR ACADEMIC YEAR 2007-08

FOR BACHELOR'S OF COMMERCE (B.Com) &
MASTER'S OF COMMERCE (M.Com)

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	14	07	21(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	4	2	06(Full Time & Part Time)
5	M.COM-I (MORN)	Master's	2	Aided			
6	M.COM-I (EVNG)	Master's	2	Unaided	6	2	08 (CHB)
7	M.COM-I (EVNG)	Master's	2	Unaided			

YEAR	Student Capacity	Students Enrolled
F.Y.B.Com	600	595
S.Y.B.Com	600	531
T.Y.B.Com	600	600
M.Com I	240	240
M.Com II	240	172

Annexure iv

Action Taken Report:

- Action Plan report to renovate and air conditioning of the auditorium given by Public Works Department to the college.
- Renovation and painting of the classrooms were completed.
- Renovation of wash rooms for girls and boys.
- Many professors presented their papers in conference and seminars.
- Computers, Photo-copying machines, scanners, new modem's, interactive star boards, white boards were purchased.
- Organised guest lecture's for TYBCOM students on examination paper pattern and revision lectures were organised for weaker students.

Best practices

Ideas adopted by college to encourage best practices are as follows:

- Arranging series of guest lectures on all subjects of TYBCOM.
- The students run a society known as POOR STUDENTS EDUCATIONA RELIEF FUND (PSERF). This society provides text books to the financially needy students in college.
- Reading rooms are provided to outside student who pursue CA, CS, ICWA during evening hours.
- Co-operative stores of the college provides textbooks, notebooks, journals, stationery at discounted rate to the students. It also provides Xerox facility and lamination facility within the college campus.
- Professor appointment is done through Public Service Commission of Maharashtra State.