

Estd. 1913



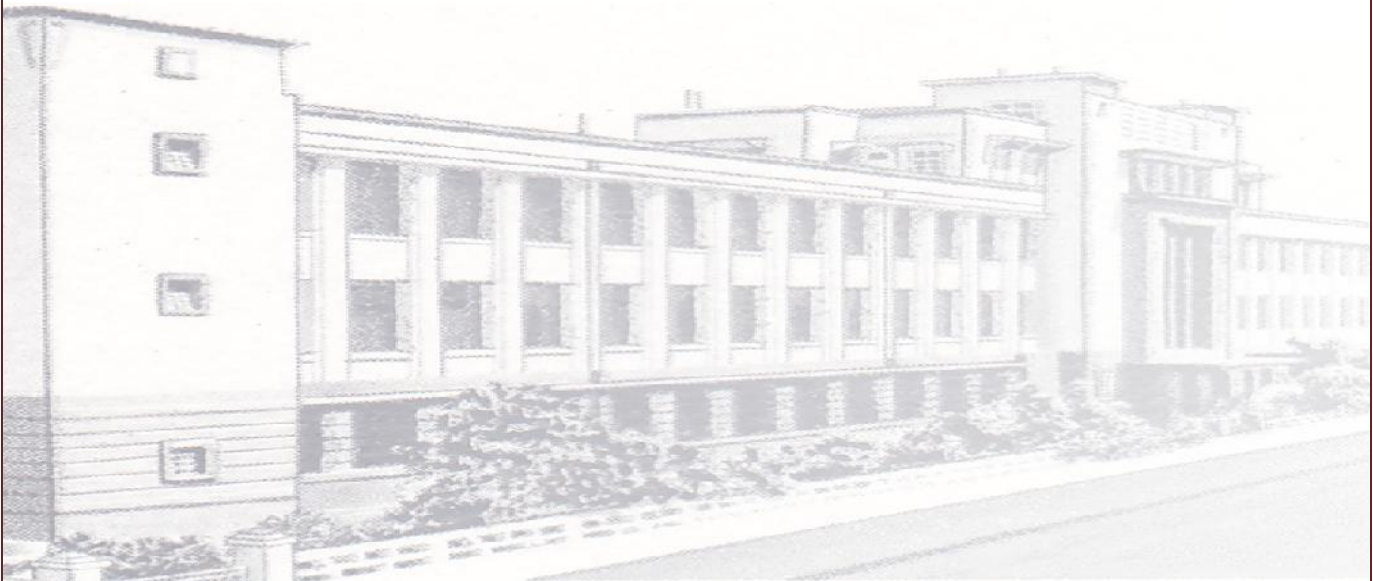
Government of Maharashtra's

# Sydenham College of Commerce & Economics

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

(AQAR 2008-09)



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)

2008-09

### 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:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 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:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A		2004	2009
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2004-05 submitted on 31/10/2015 (DD/MM/YYYY)
- ii. AQAR 2005-06 submitted on 31/10/2015 (DD/MM/YYYY)
- iii. AQAR 2006-07 submitted on 05/11/2015 (DD/MM/YYYY)
- iv. AQAR 2007-08 submitted on 05/11/2015 (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

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

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

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
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*\* Please refer the Annexure i for Academic Calendar.*

2.16 Whether the AQAR was placed in statutory body

Management  -- Syndicate  -- Any other body

Provide the details of the action taken

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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
<b>Total</b>				

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 refer Annexure ii for feedback*



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
29	15	03	01	10

06

2.2 No. of permanent faculty with Ph.D.

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
15	01	03	00	01	00	10	07	29	08

2.4 No. of Guest and Visiting faculty and Temporary faculty

00	68	01
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented	03	04	03
Resource Persons	-	01	01

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

- |   |
|---|
| <p>a) Use of computer centre &amp; access of internet to the students.<br/>                 b) The faculty members use audio visual aids in self financing courses to make the subject interesting.</p> |
|---|

2.7 Total No. of actual teaching days 

180 days
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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

-	-	-
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2.10 Average percentage of attendance of students 

91.32
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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.	141	NA	29.07	43.26	7.09	79.42
B. Com	566	NA	56.36	24.91	3.88	85.15
BBI	55	NA	81.82	0	14.55	96.37
BMS	59	NA	27.13	44.06	13.55	84.74

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

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
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	02	01	-
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
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##### 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  CAS  DST-FIST   
DPE  DBT Scheme/funds

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

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

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

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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

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

3.18 No. of faculty from the Institution   
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  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="Nil"/>	College forum	<input type="text" value="Nil"/>		
NCC	<input type="text" value="Nil"/>	NSS	<input type="text" value="33"/>	Any other	<input type="text" value="Nil"/>

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

- Blood donation camp
- Thalitemia check up
- Flag Distribution
- HIV awareness
- Tree plantation
- NSS week
- Celebration of Teachers day
- Friendship day
- Electricity Project
- Ek Koshish
- Organ donation
- 07 days residential camp
- Medical 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 Maharas htra	21
Laboratories	02	-	-	02
Seminar Halls	01	-	-	01
No. of important equipments purchased ( 0 lakhs) during the current year.	99	1. 09 Printer Rs. 71,944/- 2. 02 Scanner Rs. 27,352/- 3. Cord, Path, Pannel etc. Rs. 42,688/- 4. 35 Desktop Computer Rs. 15,78,464/-	District Planning & Develop ment Council (DPDC)	
Value of the equipment purchased during the year (Rs. in Lakhs)	27,92,470/-	17,20,448/-		
Others	-	-	-	-



#### 4.2 Computerization of administration and library

Office	06	Office Routine Work
Library	03	Library Routine Work

#### 4.3 Library services:

Particulars	Existing <sup>1</sup>		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1815	1,91,052/-	274	28,750/-	2089	2,19,802/-
Reference Books	5972	18,24,820/-	512	2,70,668/-	6159	20,92,488/-
e-Books	-	-	-	-	-	-
Journals	41	73865/-	-	-	41	73865/-
e-Journals	-	-	-	-	-	--
Digital Database	--	-	-	-	-	-
CD & Video	-	-	-	-	-	--
Others (specify)		-	-	-	-	-

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<sup>1</sup> From year 1987 onwards

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (Laptop)	Office Printers & Fax, Scanner	Departments Projector	Others Library (Cabinet)
Existing	46	06	07	02	04	16	05	08
Added	35	00	-	-	-	11	-	-
Total	81	06	07	02	04	27	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	66158/-
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	--
<b>Total :</b>	66158/-

**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

The teachers organise informal contact classes after the first and second term results. The students are asked to state out their individual performance in the previous exam and their current performance is taken into account. If there is a poor performance, the student is given extra attention by calling him/her for difficulty solving.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2005	400	-	-

(b) No. of students outside the state

88

(c) No. of international students

-

No	%
-	

Men

No	%
-	

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1836	290	08	374	-	2508	1767	309	08	321	-	2405

Demand ratio 3.53 Dropout % 6.19

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

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

The Department of Economics had organised a guidance lecture on UPSC ( prelims exam ). Similarly.

The Department of English had organised a guidance lecture on how to prepare for Group Discussion in an interview.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input style="width: 30px;" type="text" value="-"/>	SET/SLET	<input style="width: 30px;" type="text" value="02"/>	GATE	<input style="width: 30px;" type="text" value="-"/>	CAT	<input style="width: 30px;" type="text" value="02"/>
IAS/IPS etc	<input style="width: 30px;" type="text" value="-"/>	State PSC	<input style="width: 30px;" type="text" value="08"/>	UPSC	<input style="width: 30px;" type="text" value="07"/>	Others	<input style="width: 30px;" type="text" value="04"/>

5.6 Details of student counselling and career guidance

Sydenham college conducted a Opportunities Fair which had workshops conducted on various off beat careers like interior designing, fashion designing, dance etc. where renowned personalities from the respective fields had participated.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	100	15	185

## 5.8 Details of gender sensitization programmes

Sr. No.	Programme	Theme	Participated	Conducted By	Date of the Event	Remark
1.	Workshop	Cyber issues & law related to women	All Students	NSS	30/07/2008	
2.	Women Wellness and Well Being	Health checkup and suggesting proper diet	All girl Students	WDC	07/08/2008	
3.	Essay Competition	Advertising and roll of women	All Students	PSDS	05/12/2008	
4.	Talk	Small business ideas for women in India	Faculties & all female staff	WDC	13/01/2009	
5.	Lecture	Career opportunities for women	All Students & Faculties	WDC	13/03/2009	
6.	Talk	Stress Management	All Faculties	NSS & WDC	18/03/2009	

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

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
Financial support from institution	-	-
Financial support from government	B.Com & M.Com -213	749815/-
	BBI - 24	146510/-
	BMS - 62	949740/-
Financial support from other sources (KPMG)	08	169010/-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 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

Book club established by college to discuss & upgrade the subject knowledge of faculty members. Recent publications, opinions of subject experts, eminent personalities were discussed.

##### 6.3.2 Teaching and Learning

- ❖ Revision & practice examination in theory & Computer practical.
- ❖ Need based coaching for weaker students.

### 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 has a 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 B.MS, 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.
8. Moderation of answer papers is done by outside faculty. Coding method was adopted & enhanced to ensure confidentiality of exam papers & strictly adhered to.

### 6.3.4 Research and Development

Research committee invited subject experts to guide the interested faculty, members for the research activity /research projects.

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

ICT - Class room Mike & speaker system in self financed section.



### 6.3.6 Human Resource Management

On job training provided to the students during vacations in order to expose them to the requirements of the practical world.

Teaching staff is regularly sent for refresher courses and the Non Teaching staff is sent for training programme organised by the Joint Director of Higher Education Mumbai Region.

### 6.3.7 Faculty and Staff recruitment

1. The recruitment of the permanent faculty is done by Maharashtra Public Service Commission.
2. The temporary, on contract basis appointment of teaching, non-teaching staff was on the institutional level only for the specific period.
3. Sydenham being a Government college, the faculty members are transferred to other college & vice versa. New faculty members join the college in the beginning of the academic year / term.

### 6.3.8 Industry Interaction / Collaboration

Campus selection scheme organised by college in collaboration with various companies & few students were selected with good pay packages.

### 6.3.9 Admission of Students

On the basis of merit list, students were admitted to the respective course of their choice. However, as per circular no. Dha.Ma.188/2003 dated 13<sup>th</sup> march 2003, in-house students will be admitted first. The remaining seats will be filled on the basis of the merit list. As per the instructions of University of Mumbai, keeping the reserved category intact as per the govt rules.

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, Gymkhana

6.5 Total corpus fund generated

Rs. 23164057.22/-

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?

-

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

-

#### 6.11 Activities and support from the Alumni Association

The annual meeting of Alumni of Sydenham College was held on 05<sup>th</sup> December 2008 in the staff room. Dr. Ritesh Singhal gave welcome speech. 15 Alumni were present for this meet. Alumni interacted with the current students and discussed the changes which had taken place in the college in the past few years. Alumni present for this meet made few suggestions to student for conducting events like Brouhaha, Harsholhas etc.

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

Informal meeting of parents and teachers was organised once in every term to find out the problems of the students in the college. The parents suggested to provide remedial coaching to the needy students and announcement of examination schedules at least 30 days before the commencement of examination.

#### 6.13 Development programmes for support staff

This year college organised English speaking course for supporting staff.

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

- The college has taken initiative for cleanliness drive on B Road Churchgate Mumbai.
- The college organised one act play, street dance in the area of Churchgate station, B Road, Marine line to create awareness in the society for saving water and energy.
- Class III & Class IV employees planted new tree saplings in the campus so as to make the college more eco friendly.

## Criterion – VII

### 7. Innovations and Best Practices

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

Lesson plan system was created by every department. Every lecturer prepared a lesson plan and got approved it from Head of Department. This helped the lecturers to be better prepared in the classroom.

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

Principal took review of structured lesson plan system at frequent intervals.

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

1. During examination period, library was kept open from morning 6.00am to 10.00p.m.
2. PSERF was provided financial assistance as well as books facilities to poor and needy students.

*Please refer annexure iv*

7.4 Contribution to environmental awareness / protection

NSS students has organised drive of clean and green Mumbai during Ganesh Festival and Durga Puja.

7.5 Whether environmental audit was conducted?

No

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

Strength : The placement cell got good response from the corporate companies for placement offers.

Weakness : Final job placements are comparatively less considering the total strength of degree college.

Opportunities : The vast potential of the chartered accountancy qualified students of the college can help to increase the placement opportunities for the current students.

Threats : Corporate companies expect a higher degree of precision and commitment from the students, which they are unable to give and this can have an adverse impact on future placements.

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

- To tap the Alumni for better job opportunities for the current students.
- To motivate the faculty for better classroom interaction.
- To ensure complete cleanliness in the college premises.

*Name : Dr. Riteshkumar Singhal*

*Name : Dr. Annasaheb Khemnar*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

# Annexure i : - Academic Calendar

**2008 – 2009**

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

**ACADEMIC CALENDAR**

(Tentative dates and plans of academic activities)

**FIRST TERM**

<b>Sr No.</b>	<b>Activity</b>	<b>Date</b>
1	First Term begins	9 <sup>th</sup> June, 2008
2	F.Y.B.Com admissions begins	10 <sup>th</sup> June, 2008
3	Lectures begins	11 <sup>th</sup> June, 2008
4	First Memorial Lecture	8 <sup>th</sup> July, 2008
5	PAS – serenade	19 <sup>th</sup> July, 2008
6	Friendship Day	2 <sup>nd</sup> August, 2008
7	Independence Day celebration	15 <sup>th</sup> August, 2008
8	Teacher’s Day celebration	05 <sup>th</sup> September, 2008
9	Jalosh (Inter-collegiate competition)	8 <sup>th</sup> - 9 <sup>th</sup> September, 2008
10	Hindi Day celebration	14 <sup>th</sup> September, 2008
11	Second Memorial Lecture	16 <sup>th</sup> September, 2008
12	Blood Donation Camp	18 <sup>th</sup> September, 2008
13	Book Exhibition (Library)	20 <sup>th</sup> September, 2008
14	First Term examination	22 <sup>nd</sup> September, 2008 to 3 <sup>rd</sup> October, 2008
15	Centralized Assessment Programme	1 <sup>st</sup> October, 2008
16	Third Memorial Lecture	8 <sup>th</sup> October, 2008
17	College Foundation Day celebration	22 <sup>nd</sup> October, 2008
18	Staff Council meeting (First term end)	25 <sup>th</sup> October, 2008
19	Diwali Vacation	26 <sup>th</sup> October to 16 <sup>th</sup> November, 2008

## SECOND TERM

Sr No.	Activity	Date
1	Second Term begins	17 <sup>th</sup> November, 2008
2	Gym Week (Gymkhana Activity)	8 <sup>th</sup> December – 9 <sup>th</sup> December, 2008
3	Gymkhana – Athletics Meet	12 <sup>th</sup> December – 13 <sup>th</sup> December, 2008
4	Brouhaha (Intercollegiate Festival)	15 <sup>th</sup> December – 19 <sup>th</sup> December, 2008
5	Rose day / Traditional day	22 <sup>nd</sup> December – 23 <sup>rd</sup> December, 2008
6	Winter Break	25 <sup>th</sup> December, 2008 to 1 <sup>st</sup> January, 2009
7	College Reopens	2 <sup>nd</sup> January, 2009
8	N.S.S. annual rural camp	12 <sup>th</sup> January, 2009 to 21 <sup>st</sup> January, 2009
9	Republic Day celebration	26 <sup>th</sup> January, 2009
10	Annual Day	14 <sup>th</sup> February 2009
11	Marathi Bhasha Divas celebration	27 <sup>th</sup> February, 2009
12	Second Term Examination	16 <sup>th</sup> March – 02 <sup>nd</sup> April, 2009
13	CAP begins	17 <sup>th</sup> March, 2009
14	University Examination begins	6 <sup>th</sup> April, 2009
15	Last date of paper assessment	11 <sup>th</sup> April, 2009
16	Preparation of Result	15 <sup>th</sup> April- 24 <sup>th</sup> April, 2009
17	Exam result declaration	25 <sup>th</sup> April, 2009
18	Admission for next academic year	27 <sup>th</sup> April- 29 <sup>th</sup> April, 2009
19	Staff Council meeting (Second term end)	30 <sup>th</sup> April, 2009
20	Summer vacation begins	1 <sup>st</sup> May, 2009

**Academic Calendar Committee**



# Annexure ii : - Feedback of students

## Students Feedback Analysis Report

### Academic year- 2008-09

Feedback of students for the academic year 2008-09 was taken randomly to get appraisal of teachers based on following criteria/Parameters:

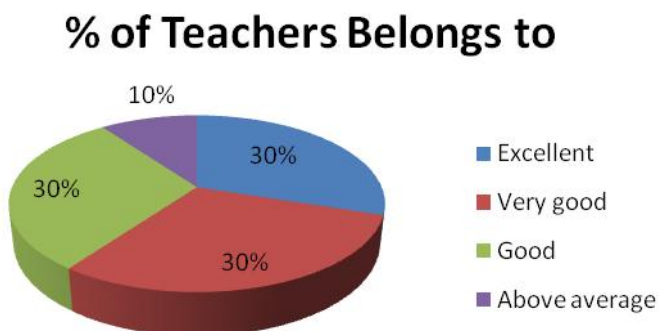
1. Subject knowledge
2. Punctuality
3. Presentation and compilation skill
4. Interaction with students
5. Creativity

The students have evaluated said parameters (teaching faculty of our college) by considering four ratings these are: **Excellent, Very good, Good, and Above average.**

The analysis of student's feedback is summarised into following tables and graphs:

### F.Y.B. Com.

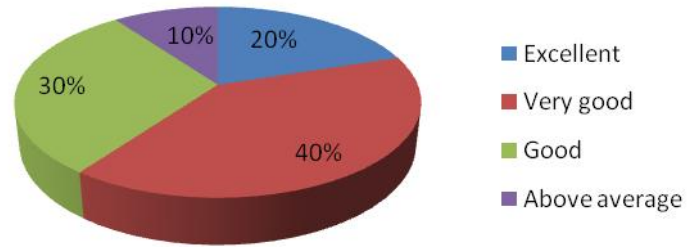
Teachers Belongs to / category	% of Teachers
Excellent	30
Very good	30
Good	30
Above average	10
Total	100



## S.Y.B.Com.

Teachers Belongs to / category	% of Teachers
Excellent	20
Very good	40
Good	30
Above average	10
Total	100

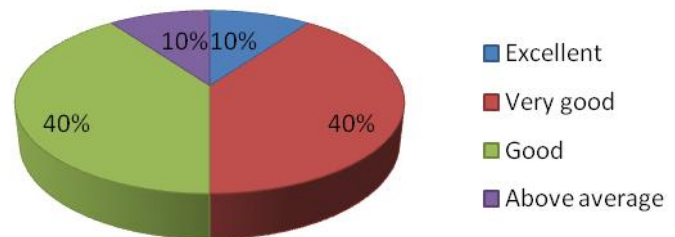
**% of Teachers Belongs to**



## T.Y.B.Com.

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

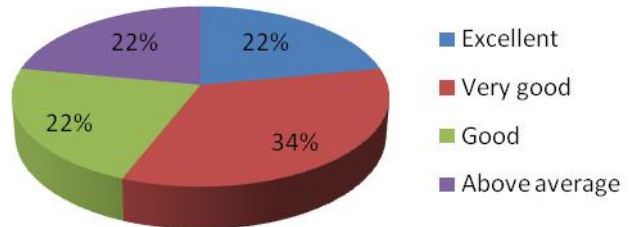
**% of Teachers Belongs to**



### M.Com. Part -I

Teachers Belongs to / category	% of Teachers
Excellent	22
Very good	34
Good	22
Above average	22
Total	100

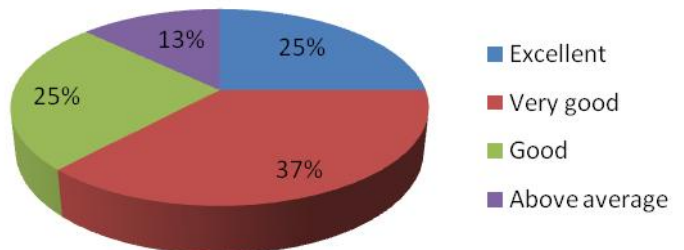
**% of Teachers Belongs to**



### M.Com. Part -II

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

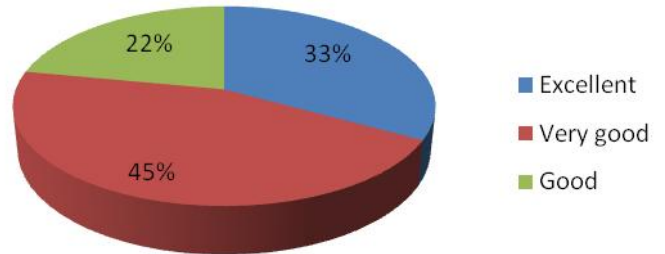
**% of Teachers Belongs to**



## F.Y.B.M.S.

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

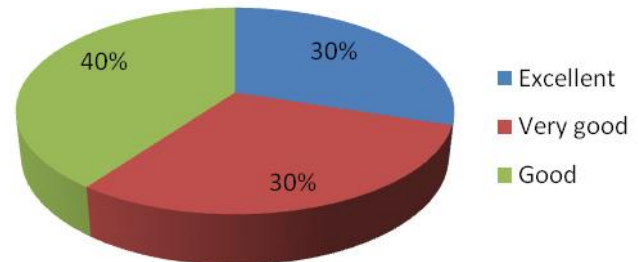
**% of Teachers Belongs to**



## S.Y.B.M.S.

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

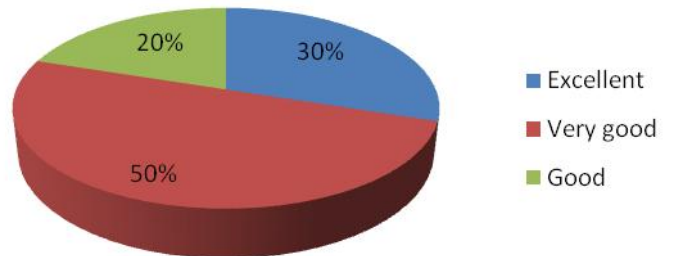
**% of Teachers Belongs to**



## T.Y.B.M.S.

Teachers Belongs to / category	% of Teachers
Excellent	30
Very good	50
Good	20
Total	100

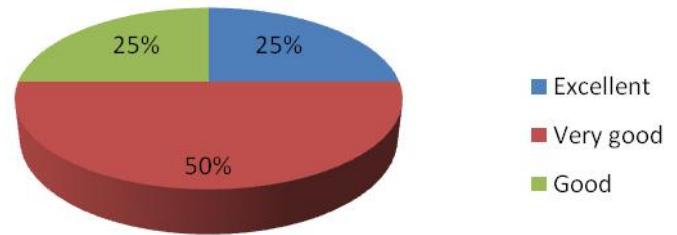
**% of Teachers Belongs to**



**F.Y.B.B.I.**

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

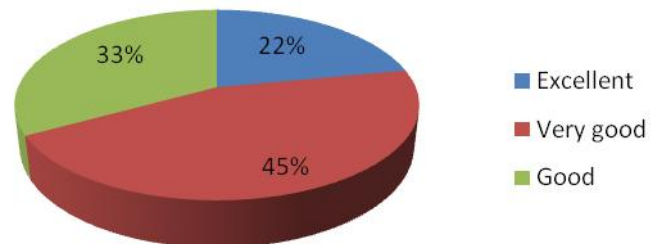
**% of Teachers Belongs to**



**S.Y.B.B.I.**

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

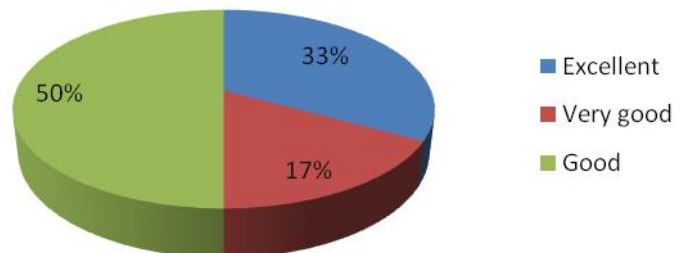
**% of Teachers Belongs to**



**T.Y.B.B.I.**

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

**% of Teachers Belongs to**



The report of students' feedback analysis of the academic year 2008-09 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

### ANNEXURE iii – FOR ACADEMIC YEAR 2008-09

#### 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
2008-09	F.Y.BMS	Degree	1	Unaided	13	2	15
2008-09	S.Y.BMS	Degree	1	Unaided	7	5	12
2008-09	T.Y.BMS	Degree	1	Unaided	9	3	12

YEAR	Student Capacity	Students Enrolled
F.Y.BMS	60	58
S.Y. BMS	60	60
T.Y. BMS	60	56



## MIS

### **ANNEXURE iii – FOR ACADEMIC YEAR 2008-09**

#### **FOR B.Com in 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
2008-09	F.Y.BBI	Degree	1	Unaided	4	2	6
2008-09	S.Y.BBI	Degree	1	Unaided	5	2	7
2008-09	T.Y.BBI	Degree	1	Unaided	5	1	6

YEAR	Student Capacity	Students Enrolled
F.Y.BBI	60	59
S.Y.BBI	60	59
T.Y.BBI	60	56

MIS

**ANNEXURE iii – FOR ACADEMIC YEAR 2008-09**

**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		
					Male	Female	Total
1	F.Y.B.COM	Degree	5	Aided	18	11	29 (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			
5	M.COM-II (MORN)	Master's	2	Aided			
6	M.COM-I (EVNG)	Master's	2	Unaided	5	3	08 (CHB )
7	M.COM-II (EVNG)	Master's	2	Unaided			

YEAR	Student Capacity	Students Enrolled
F.Y.B.Com	600	566
S.Y.B.Com	600	555
T.Y.B.Com	600	536
M.Com I	240	199
M.Com II	240	201

## Annexure iv :- Two best practices

- ❖ During examination period, library was kept open from morning 6.00am to 10.00p.m.
- ❖ PSERF has provided financial assistance as well as books facilities to poor and needy students.