Estd. 1913

Government of Maharashtra's

Sydenham College of Commerce & Economics

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

(AQAR 2011-12)

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)*

2011-12

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: http://sydenham.ac.in/aqar/1112.pdf

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	(DD/MM/YYYY)
ii.	AQAR 2005-06	31/10/2015	(DD/MM/YYYY)
iii.	AQAR 2006-07	05/11/2015	(DD/MM/YYYY)
iv.	AQAR 2007-08	05/11/2015	(DD/MM/YYYY)
v.	AQAR 2008-09	23-11-2015	(DD/MM/YYYY)
vi.	AQAR 2009-10	01-12-2015	(DD/MM/YYYY)
vii.	AQAR 2010-11	11-12-2015	(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)   .

3

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   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 Annexure i for Academic Calendar.

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: **CBSGS** (Credit Based Semester Grading System) Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	-
Annual	-

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 analysis.

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	13	05	01	10

2.2 No. of permanent faculty with Ph.D.　　08

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
13	02	05	00	01	00	10	06	29	08

2.4 No. of Guest and Visiting faculty and Temporary faculty　00　　72　　03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	04	02	01
Resource Persons	-	-	-

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

- Attempt was made to understand and solve the real life problem using educational games and group discussion.
- Educational films were very much helpful to students of Business Communications, Mass Communications and Advertising subjects.
- A tool of case studies was made compulsory in F.Y.B.Com for Economics.
- Subject like EVS (Environmental Studies) was made interesting by use of Maps and Cartographic References.
- News paper reports were used in Foundation Course to make students updated with current events.
- Power Point Presentations and OHP were used in BBI and BMS classes.
- Faculties encouraged students to visit prominent libraries and educational exhibitions.
- Industrial visits gave students experience about the functioning of renowned industries.

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

> 88.46

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.	136	NA	29.41	41.91	0	85.29
B. Com	509	NA	87.62	4.91	13.97	92.53
BBI	58	NA	74.14	8.62	15.52	98.28
BMS	60	NA	0	73.33	6.67	80

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

SYDENHAM COLLEGE OF COMMERCE & ECONOMICS, MUMBAI: AQAR 2011-12

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	-
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	20	15	-	-
Technical Staff	01	01	-	-

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	01	-	01	01
Outlay in Rs. Lakhs	-	-	50000	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	05	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	03	02	-

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	2011-12	Mumbai University	50000	40000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	50000	40000

10

3.7 No. of books published   i) With ISBN No.   --   Chapters in Edited Books   01

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   -

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   01   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 | 34 | 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 |
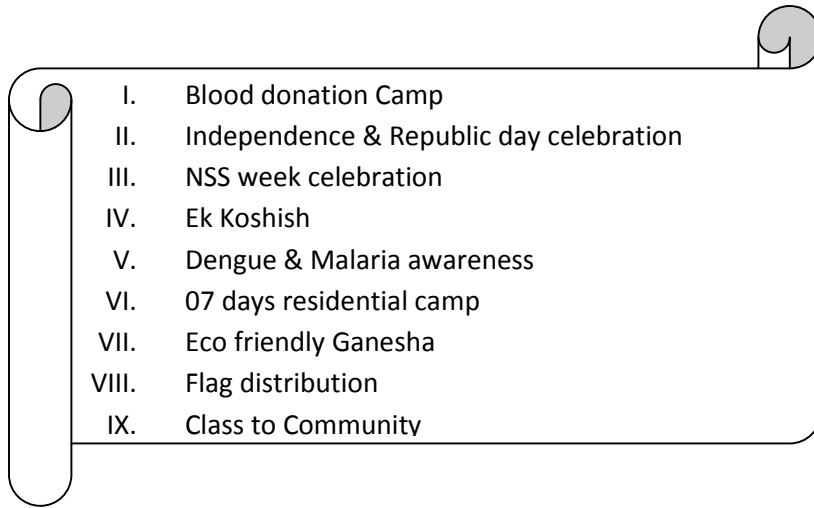
National level | NA | International level | NA |

3.25 No. of Extension activities organized

University forum | Nil | College forum | Nil |

NCC | Nil | NSS | 54 | Any other | Nil |

12

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

I.	Blood donation Camp
II.	Independence & Republic day celebration
III.	NSS week celebration
IV.	Ek Koshish
V.	Dengue & Malaria awareness
VI.	07 days residential camp
VII.	Eco friendly Ganesha
VIII.	Flag distribution
IX.	Class to Community

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	01	-	-	01
No. of important equipments purchased (0 lakhs) during the current year.	266	1.Office Furniture Rs.30,01475 2.Office Equipment Rs. 1,16930	1.DPDC & Office Contingency, 2. DPDC	
Value of the equipment purchased during the year (Rs. in Lakhs)	1,50,81,804/-	31,18,405		1,82,00,209
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	2759	2,96,424/-	469	58,054/-	3228	3,54,478/-
Reference Books	6366	21,61,173/-	71	46,795/-	6437	22,07,968/-
e-Books	-	-	-	-	-	-
Journals	14	58810/-	-	-	14	58810/-
e-Journals	-	-	-	-	-	--
Digital Database	--	-	-	-	-	-
CD & Video	-	-	-	-	-	--
Others (specify)		-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (Laptop)	Office Prnters & Fax, Scanner	Depart-ments Projector	Others Library (Cabinet)
Existing	102	32	16	30	08	59	07	08
Added	-	-	-	-	-	-	-	-
Total	102	32	16	30	08	59	07	08

---

[1] From year 1987 onwards

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (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

> 67213/-

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 :

> 67213/-

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

> 1. Progression were regularly monitored on one to one basis through various committees.
>
> 2. The black lists were displayed every month on Notice Boards along with letter of default to the parents.
>
> 3. Regular exams were conducted as per University schedule.
>
> 4. Subject wise analysis of result with comparison of earlier year's result along with the University Pass Percentage was done.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2051	368	Nil	Nil

   (b) No. of students outside the state

   45

   (c) No. of international students

   01

	No	%
Men	01	100

	No	%
Women	-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1509	385	08	447	-	2349	1451	422	10	536	-	2419

   Demand ratio   3.54   Dropout %   2.67

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

- One day session was conducted on "Career Opportunities in Civil Services" by Dr. M. B. Bhide, Director, State Institute of Administrative Careers and Shri. Bhushan Deshmukh, free lancer, consultant.
- Students aspiring for CA were guided by Charted Accountant Miss Lakshmi Ganeshan, GVK International Airport by giving preparation inputs on CPT and IPCC intermediate examinations. He also gave brief presentation on "Options in legal and accounting standards".
- NSS volunteers were encouraged to participate in various workshops on competitive examinations organised by NSS units of different colleges.
- Students of oral coaching centre for CS, of the college, were send to "Students Induction Programme" (SIP) at Belapur.

No. of students beneficiaries   600 approx

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [02]   GATE [ ]   CAT [-]

IAS/IPS etc [ ]   State PSC [09]   UPSC [05]   Others [02]

5.6 Details of student counselling and career guidance

The college conducted a career guidance programme with participation from various other colleges on "Know-how" of management in the corporate world which had 1300 students who took the benefit of the programme.

No. of students benefitted   1300 approx

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	120	10	150

5.8 Details of gender sensitization programmes

Sr. No.	Programme	Theme	Participated	Conducted By	Date of the Event
1.	Wellness Wellbeing	Medical Camp For Boys & Girls	All Student	WDC	20.07.2011
2.	Lecture	Gloomy Side of Housewife: The unpaid worker	Students & Faculties	WDC	11.08.2011
3.	Poster making & PPT competition	Gender inequality	50 Students	BMS & NSS	25.08.2011
4.	Talk	Problems of women commuters & safety measures while travelling	Girl Students	NSS	15.09.2011
5.	Lecture	Is abortion a stigma in Indian society?	Girl Students	WDC	15.11.2011
6.	Lecture	Rape laws in India	All girls & female faculties	WDC	16.01.2012
7.	Essay Writing	Discrimination against girl child in India	40 Students	PSDS	10.03.2012

5.9 Students Activities

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

State/ University level   [112]   National level   [02]   International level   [--]

No. of students participated in cultural events

State/ University level   [18]   National level   [60]   International level   [Nil]

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

Sports : State/ University level   [17]   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	260	Rs. 2236301/-
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 | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 54 |

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

In 2011-12 University of Mumbai had introduced Credit Based Semester Grading System (CBSGS). Board of studies and Academic council of University of Mumbai frames revised syllabus and workshops are organised from time to time.

1. Faculties from all departments participated in various syllabus revision workshops and gave their suggestions to include those topics which suited the industry needs.

2. Suggestions from faculties were accepted by academic council and board of studies and were incorporated to create more skill based syllabi.

3. For NCCMP course, NSE and faculties from our college jointly framed syllabus to suit capital market.

4. Visiting faculties for ICWA course (oral coaching centre) also participated in syllabus revision workshop for Foundation and intermediate course and gave their constructive suggestions.

6.3.2   Teaching and Learning

1. Teaching plan was prepared well in advance by faculties and was strictly adhered.

2. Faculties used ICT tools to make lecture session more interactive and interesting for the learners.

3. Group discussion, power point presentation, group learning, guest lectures, related field trips were organised to enhance teaching learning and give practical exposure to the students.

4. Quiz and debates were conducted for subjects dealing in social and environmental issues.

6.3.3 Examination and Evaluation

College adopts CREDIT BASED SEMESTER GRADING SYSTEM (CBSGS) as recommended by University of Mumbai for Undergraduate and Post graduate students. Third Year B.Com, BBI, BMS and M.Com. Exams are conducted by University of Mumbai.

1. For UG and PG courses, Internal Assessment (Class Test & Project) is done with 40 marks by way of continuous evaluation and by Semester End Examination with 60 marks by conducting the theory examination.

2. Additional Examination are conducted for students who remain absent on medical, cultural, NSS grounds. Additional examinations are also conducted for learner who fails in any subject.

3. The printing of College examination question paper is done at the Government press to ensure confidentiality and secrecy of question papers.

4. Masking of answer sheets is done. Coding method is adopted to ensure confidentiality of answer books.

5. Writers for physically challenged and visually impaired students are provided by the college.

6. Centralised assessment programme (CAP) is adopted for paper assessment and evaluation.

7. Internal marks of each semesters of TYBCOM, BMS, BBI and MCOM are uploaded online through university portal.

8. Moderation of answer books are done by professors of other colleges.

9. Rules regarding unfair means are displayed during examination period.

10. Verification, Photocopy and revaluation of answer books are also done if the student applies for the same.

6.3.4   Research and Development

1. Faculties are motivated and encouraged to submit minor/major research projects.

2. Prof Pradeep Pachgade was sanctioned FIP under UGC-XI plan.

3. Prof. Ritesh Singhal was awarded Ph.D. in Economics by University of Pune.

4. Prof. Anjali Alekar was awarded Ph. D. in Commerce by S. N. D. T. University.

5. Prof. Tukaram Gadhave was awarded Ph. D. in Commerce by SRTM University, Nanded.

6. Faculties also participated in various international, national and regional level conferences, seminars and published research paper in book bearing ISBN, ISSN number.

7. Post graduate students were assigned research topics for the project work so as to inculcate research inquisitiveness in them.

8. College organised RM Joshi Memorial lecture. Prominent speaker Ajit Ranade, Chief Economist, Aditya Birla Group spoke on Electoral Reforms in India. The session was chaired by IGDIR Director, Dr. S. Mahendra Dev.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library: Computerization of library records has been done partially. Data entry has been done in library software - SLIM 21.

ICT: College has well equipped computer & internet Lab for students. Senior professors were given facility of computers and internet in their cabin. Apart from conducting seminars in newly renovated seminar room, placement meets, alumni meet were also arranged.

Physical infrastructure: Inauguration of well equipped Gymnasium was done. It is equipped with –

1. Squat Station
2. Dumbbells
3. Cables and pulleys
4. Bench press
5. Bar bells
6. Tread mills

6.3.6   Human Resource Management

1. College makes efforts to promote conducive work environment so as to sustain disciplined ethical standards.

2. Conflicts if any are handled in compassionate manner.

3. Salaries and other perquisites are paid on time which acts as a motivating factor.

4. Faculties are appointed as members of various committees which inculcates leadership qualities in them.

5. Staff club felicitates faculties for their special achievement.

6. Regular meetings of teaching and non teaching are conducted to review the work assigned to them.

7. Faculties also participate in orientation; refresher, short term training course and faculty development programme which enhances their knowledge and skills.

6.3.7   Faculty and Staff recruitment

1. Being a Government College, the recruitment of the permanent faculty is as per the criteria laid down by Maharashtra Public Service Commission.
2. Dr. Mayura Mathankar (Statistics Dept) and Prof Mahendra Telgote (English Department) were transferred from Amravati and Nagpur respectively to this college.
3. Appointments on Ad-hoc and contract basis are done by Director of Higher Education.
4. Clock Hour Basis appointment is done at the discretion of the Principal.

6.3.8   Industry Interaction / Collaboration

1. During Brouhaha an inter-collegiate festival, MoU's were signed between companies and cultural committee for sponsorships.
2. Placement and career guidance cell organised "Know How Management Spree" in collaboration with placement consultancy which focused on various job openings in management field.
3. The college has started NCCMP (NSE certified Capital Market professional) course in collaboration with National Stock Exchange since 2010 and has continued its valuable partnership with them.
4. Students of BBI had industrial visit to Jaipur and Jodhpur.
5. Industrial visit of Foreign Trade course students organised at Pune.

6.3.9   Admission of Students

1. FYBCOM, BMS, BBI : application for admission has been made available online by the University. The output of the **'Pre-Admission Online Registration** application form is to be submitted in college along with the college application form for the admission to respective class. The entire admission schedule is fixed by University which is followed by the college.

2. Help desk and guidance for students are provided to students who seek admission to first year.

3. Reservation quota for special category, sports person, physically challenged, defence personnel, women's, freedom fighter (ward), widow, Jammu Kashmir Migrant are strictly followed.

4. Notices regarding various aids for students like scholarships, freeships are displayed on the notice board from time to time.

5. 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, Uniforms
Students	Group Insurance, Co-operative store, scholarships & endowments from stakeholders.

6.5 Total corpus fund generated

Rs. 31000058.26/-

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	-	-	YES	Director of Higher Education (DHE)
Administrative	-	-	YES	Director of Higher Education (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. Alumni get together was organised in the month of November, and they were encouraged to participate actively in centenary celebration.

2. Inputs from alumni were taken to develop the college infrastructure.

3. One hour session on '*Grooming Etiquettes and Communication skil'l* was conducted by alumni Smt. Radhika Iyer .

4. Guest lectures on '*Problems of Women Commuters & Safety Measures while Travelling*' were conducted by alumni Smt. Jayshree S Shete.

6.12 Activities and support from the Parent – Teacher Association

1) The Meeting of PTA was conducted at the end of every term to inform them about the student's progress.

2) Parents attended one hour lecture on "Suicide Prevention among teenagers" conducted by NSS.

6.13 Development programmes for support staff

1. Lab attendant Mr. Kamlesh Pitale and Mr. Devdatt Amberkar (clerk) were given admission for MCom Course.

2. Class III staff were sent for training related to e-scholarship, sevarth, service book updation which adds to their knowledge.

3. During Sports Day support staff participates in various competitions like cricket, carrom, volley ball etc.

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

1. Posters and notices for banning plastics and save water are displayed in the campus.

2. Faculties use email and SMS as communication tool for giving assignments and projects thus promoting paperless communication.

3. Used answer books are recycled.

4. Students are promoted to take notes electronically for some topics. (PPT)

5. Dustbins are placed at every corner to avoid littering.

6. Nature club conducted one hour workshop on how to make cloth bag.

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.

- Pre admission forms were filled on-line by F.Y.B.Com. / BMS/ BBI students. This enabled the college, to keep exact record of the applications received and keeping a track of students admitted.
- Beside this, the admission process for other classes has also been computerised wherein information of students was stored in database.
- Effective teaching with the help of ICT tools and techniques.
- Field visits and industrial visits were arranged to give practical exposure to students
- Faculties make use of various teaching strategies like team teaching, experiential learning to give in depth understanding of topics.
- Ramp was renovated for physically challenged students.

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

1. To focus on women empowerment programs.	1. Seven programmes were conducted by WDC, NSS, BMS and PSDS.
2. To impart more practical training to students and allot them research based topics as assignment.	2. Few research topics were given to the students of T.Y.B.Com and M. Com students, so as to inculcate research aptitude in them.
3. To promote growth of faculties by organizing faculty enrichment and enhancement programs.	3. Dr. Mayura Mathankar, was sanctioned minor research project by Mumbai University. Shri. Pradip Pachgade was sanctioned FIP under UGC- XI plan.
4. To encourage teachers to contribute to research activities by organizing and participating in international/national/state level seminars, conferences and workshops.	4. Teachers from various departments actively participated and presented research papers in various seminars and conferences.
5. To encourage and involve teachers and students in environment conservation and preservation activities.	5. The NSS unit of the college conducted various programmes to create awareness among the teachers and students about sustainable energy and environment conservation.
6. To come up with appropriate teaching learning strategies for slow learners and late admission students.	6. Remedial lectures were conducted for slow learners and extra time was given to them during examinations. Teachers conducted extra classes for students who were admitted late in
7. To provide more skill and knowledge based training to support staff.	

First Year.
7. Training was given to Shri. Sandesh Sawant and Shri. Deodatta Amberkar for salary bill preparation in Sevarth.

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

1. PSERF has provided a platform to orphanage centre for performance on stage at inaugural session, and distributed cloths at free of cost.
2. Exhibition of handicraft and articles made by orphanage people was organised in the college.
3. A "class to community" was an initiative by NSS volunteers. Students used their classroom knowledge to motivate people, especially women, in rural area for saving small amounts in banks and post office. Various awareness campaigns like anti tobacco, anti-dowry and hygiene etc. were conducted.

Please refer Annexure number iv

7.4 Contribution to environmental awareness / protection

- Installation of solar panels on the terrace of the college to save the electricity consumption.
- Staff members as well as students were motivated to either switch off the computer or put on sleep mode immediately after the use.
- Special lecture was conducted on "Green Ganesha Emersion" by Marathi Wangmay Mandal.
- One day visit of teaching and non teaching staff was organised at Mahim Nature Park.
- Survey in the societies in the vicinity of the college was conducted by NSS volunteers to know about the water consumption and report was submitted to the co-ordinator.

7.5 Whether environmental audit was conducted?   No

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

STRENGTHS	WEAKNESSES
1. Staff with team spirit, strong sense of healthy competition 2. Professionally qualified teaching staff for Third year and PG courses. 3. Good campus appointment. 4. Disciplined students with strong impulse to outshine in academics as well as extra-curricular activities. 5. Newly recruited Class IV staff is tech savvy and are highly qualified.	1. Reporting at each area is time consuming and tedious. 2. Inability to retain visiting and CHB faculties. 3. Due to vast syllabus, less time is dedicated to each topic.
OPPORTUNITIES	**THREATS**
1. Alliance with industries and bank for increasing demand for professional courses. 2. Part time courses for working professional. 3. Online and add on courses along with regular UG and PG courses. 4. Crèche facilities for working women staff. 5. College with growth potential in academic programs.	1. Student focuses on quantitative aspect rather than qualitative aspect in academics. 2. Students perceive education as a means to acquire job rather than developing themselves 3. Increasing Pressure on teachers due to conduct of more examination and assessment which affects time devoted to teaching and covering the syllabus. 4Escalating need for research has lead to deterioration in research standards.

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

1. To organise workshop, conference and seminars to promote research.

2. To chalk out plans for the celebration of Centenary Year of the College in 2013.

3. To conduct Golden Jubilee Memorial Lectures.

4. To develop Online Exam Centre in the college.

5. To carry out renovation work of the college on the eve of centenary.

6. To revamp college auditorium with the state of the art facilities.

7. To plan out for changing the flooring tiles on the ground, first and second floors.

8. To renovate the college office into a modern unit with cubicles.

9. To renovate the Principal's Chamber with a waiting lounge for visitors.

10. To conduct a grand Alumni Meet on the Occasion of centenary.

11. To subscribe more journals, magazines, reference books.

12. To encourage students and faculties to contribute towards social and environment development.

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 of students
3	Annexure III	For MIS
4	Annexure IV	Two best practices.

ANNEXURE i

2011 – 2012

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	6th June, 2011
2	F.Y.B.Com admissions begins	7th June, 2011
3	Lectures begins	8th June, 2011
4	Memorial Lecture (FIRST)	19th July, 2011
5	*serenade* - PAS	20th July, 2011
6	Friendship Day celebration	1st August, 2011
7	*Blood Donation* - NSS	10th August, 2011
8	Independence Day celebration	15th August, 2011
9	Teacher's Day celebration	05th September, 2011
10	Jallosh (Inter-collegiate competition)	13th - 14th September, 2011
11	*Hindi Day*	14th September, 2011
12	Memorial Lecture (SECOND)	15th September, 2011
13	Exhibition of Books (Library)	17th September, 2011
14	First Term examination	19th September, 2011 to 4th October, 2011
15	Centralized Assessment Programme	3rd October, 2011
16	Memorial Lecture (THIRD)	8th October, 2011
17	College Foundation Day celebration	22nd October, 2011
18	Staff Council meeting (First term end)	22nd October, 2011
19	Diwali Vacation	23rd October to 14th November, 2011

SECOND TERM

Sr No.	Activity	Date
1	Second Term begins	15th November, 2011
2	Gym Week activity of Gymkhana	7th December – 8th December, 2011
3	Athletics Meet	9th December – 10th December, 2011
4	Brouhaha (Intercollegiate Festival)	12th December – 16th December, 2011
5	Rose / Traditional Day (Cultural activity)	19th December – 20th December, 2011
6	Winter Break	25th December,2011 to 1st January, 2012
7	College Reopens	2nd January, 2012
8	N.S.S. annual rural camp	16th January,2012 to 22rd January, 2012
9	Republic Day celebration	26th January, 2012
10	Annual Day	15th February 2012
11	*Marathi Bhasha Divas*	27th February, 2012
12	Second Term Examination	19th March – 05th April, 2012
13	CAP begins	20th March, 2012
14	University Examination begins	9th April, 2012
15	Last date of paper assessment	17th April, 2012
16	Preparation of Result	18th April- 25th April, 2012
17	Exam result declaration	26th April, 2012
18	Admission for next academic year	27th April- 30th April, 2012
19	Staff Council meeting (Second term end)	30th April, 2012
20	Summer vacation begins	1st May, 2012

Academic Calendar Committee

Annexure ii: - Feedback Analysis

Report on Feedback Analysis on Teaching
Academic year- 2011-12

The feedback of students for the academic year 2011-12 is taken for all Undergraduate and Post Graduate Programmes conducted in the College. The feedback is taken once a year for all programmes. The various parameters on which teaching is assessed are:

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

The students were asked to grade teacher(s) on a scale of **"I"** to **"IV"**, where **"I"** being *Excellent*, **"II"** being *Very Good*, **"III"** being *Good*, **"IV"** being *Above Average* and **'V'** being *Below Average.*

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

F.Y.B. Com.

Table no. 1
Feed back of F.Y.B.Com.

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

Figure no. i

% of Teachers belong to
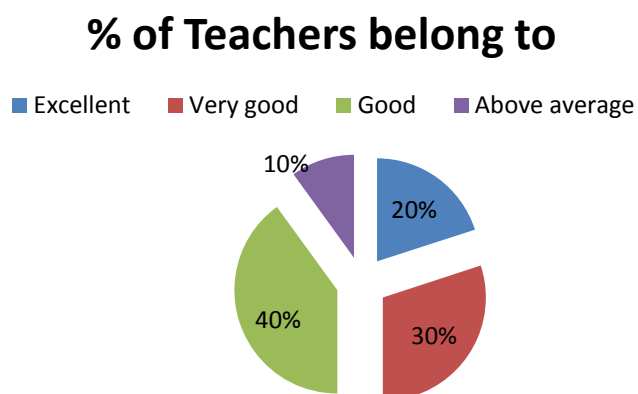
It is clearer from table no. 1 that 40 % of the teachers belong to good category followed by 30% of teachers belong to very good category. Whereas 20% of teachers belong to excellent category.

S.Y.B.Com.

Table no. 2
Feed back of S.Y.B.Com.

Figure no .ii

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

% of Teachers belong to
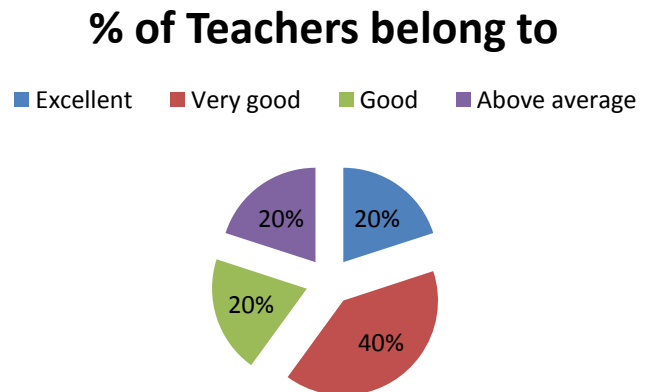
From the table no. 2, it is observed that 40 % of teachers belong to very good category followed by 20% of teachers belong to good & above average category each. Also 20% of teachers belong to excellent category.

T.Y.B.Com.

Table no. 3
Feed back of T.Y.B.Com.

Figure no .iii

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

% of Teachers belong to

Table no. 3 represents that about 40% of teachers belong to good & very good category each followed by 10% of teachers belong to above average & excellent category each.

M.Com. Part –I

Table no. 4
Feed back of M.Com. Part -I

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

Figure no. iv

% of Teachers belong to
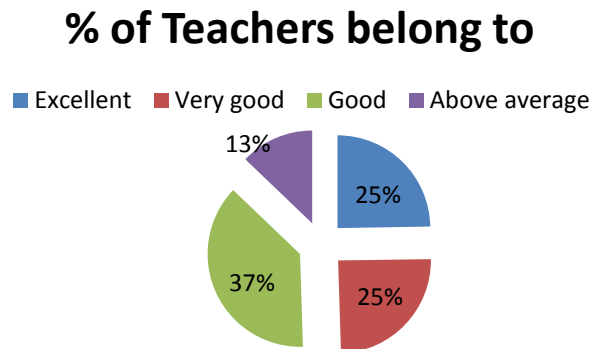
■ Excellent ■ Very good ■ Good ■ Above average

Table no. 4 depicts that 37 % of teachers belong to good category, followed by 25% of teachers belongs to excellent & very good category each. Whereas, 13% of teachers belong to above average category.

M.Com. Part –II

Table no. 5
Feed back of M.Com. Part -II

Teachers Belongs to / category	% of Teachers
Excellent	28
Very good	29
Good	29
Above average	14
Total	100

Figure no. V

% of Teachers belong to

■ Excellent ■ Very good ■ Good ■ Above average
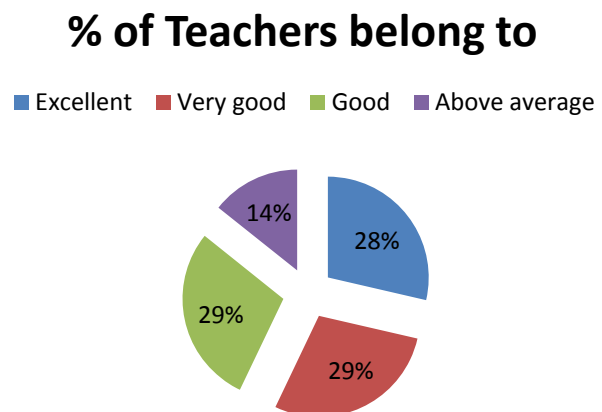
Table no. 5 shows that about 29% of teachers belong to very good & good category each followed by 28% teachers belong to excellent category. Whereas, 14% of teachers belongs to above average category.

F.Y.B.M.S.

Table no. 6
Feed back of F.Y.B.M.S.

Teachers Belongs to / category	% of Teachers
Excellent	27
Very good	27
Good	46
Total	100

Figure no. VI
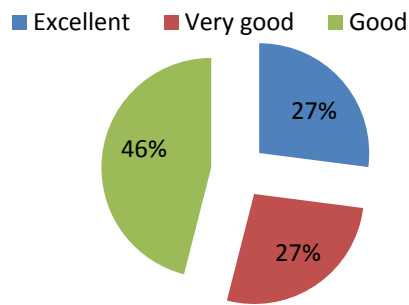
% of Teachers belong to

Table no. 6 states that about 46% of the teachers belong to good category each. Whereas, 27% of teachers belongs to excellent & very good category each.

S.Y.B.M.S.

Table no. 7
Feed back of S.Y.B.M.S.

Teachers Belongs to / category	% of Teachers
Excellent	36
Very good	28
Good	36
Total	100

Figure no. vii

% of Teachers belong to
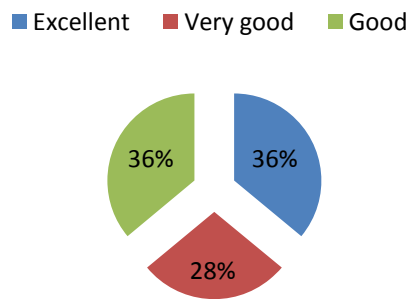
Table no. 7 clearly shows that about 36% of teachers belong to excellent & good category each. Followed by 28% teachers belong to very good category. Excellent category has 10% of teachers.
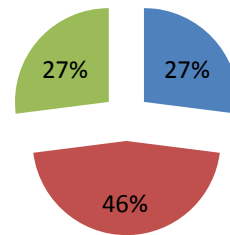
T.Y.B.M.S.

Table no. 8
Feed back of T.Y.B.M.S.

Teachers Belongs to / category	% of Teachers
Excellent	27
Very good	46
Good	27
Total	100

Figure no. viii

% of Teachers belong to

It is clear from table no. 8 that 46 % of teachers belong to very good category followed by 33% teachers belong to excellent & good category each.
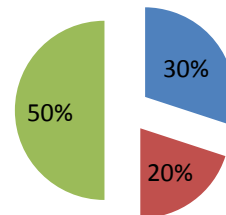
F.Y.B.B.I.

Table no. 9
Feed back of F.Y.B.B.I

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

Figure no. ix

% of Teachers belong to

From the table no. 9, it is observed that 50 % of teachers belong to good category followed by 30% teachers belong to very excellent category. Whereas, 20% of teachers belong to very good category.

S.Y.B.B.I.

Table no. 10
Feed back of S.Y.B.B.I

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

Figure no. x

% of Teachers belong to

Excellent   Very good   Good

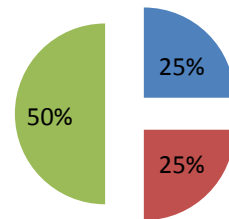Table no. 10 represents that about 50% of teachers belong to good category, followed by 25% teachers belong to excellent & very good category each.

T.Y.B.B.I.

Table no. 11
Feed back of T.Y.B.B.I

Teachers Belongs to / category	% of Teachers
Excellent	25
Very good	37
Good	38
Total	100

Figure no. xi

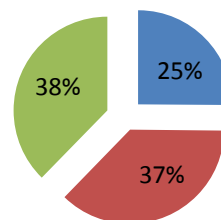**% of Teachers belong to**

Excellent   Very good   Good

Table no.11 depicts that 38 % of teachers belong to good category followed by 37% & 25% teachers belongs to excellent and good category respectively.

The students' feedback was received by the feedback committee which was assessed and analyzed. The results were discussed with the Principal. Wherever improvement was needed, an interaction meeting was organized along with the Teachers and Head of the Departments to discuss the feedback and to seek improvement in teaching. Efforts taken by teachers to enhance the quality of their teaching were also appreciated.

Feedback Committee   **Principal**

ANNEXURE iii

<div style="text-align:center">

MIS

</div>

➢ Admission Procedure : -

Admission committees were formed for admissions at several entry levels each year (for undergraduates & postgraduate classes) simultaneously.

1. **F.Y.B.Com** :-
   As per the circular No. Dha.Ma.188/2003 dated 13th may 2003, in-house students will be admitted first. The remaining seats will be filled as per the instructions of University of Mumbai on the basis of merit lists. To take the admission in the college the students are suppose to apply / register themselves by filling up of pre – admission form which is mandatory by the University of Mumbai from 2011-12.

2. **F.Y.B.M.S. / BBI** :-
   As per the instructions of the University of Mumbai on the basis of Merit, all seats were filled.

3. **S.Y./ T.Y. B.Com / S.Y. / T.Y. BMS / S.Y. / T.Y. BBI** :-
   Outside students will be admitted as per the merit depending on the availability of the seats.

4. **M.Com-I** :-
   All seats were filled as per the instruction of University of Mumbai on the basis of merit which will be decided by the marks obtained in B.Com examination of the University of Mumbai or any other recognized University.

➢ Roll-Call : -

All data of admission of different courses (B.Com, BMS, BBI) is stored in respective department's office (soft & hard copies) along with the online forms showing detailed data inputs of all students enrolled.

➢ **Examination Committee** :-

Two examination committees were formed. College examination committee conducts F.Y. & S.Y. examination. University examination committee conducts T.Y.B.Com & M.Com Examination at the University level. From this year University of Mumbai started online delivery of question papers for self finance course like BMS, BBI.

➢ **Meetings** :-

The heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department by conducting meetings every month.

Regular meetings of the staff were held to discuss & decide on policy matters relating to academics & administration as well as to get semester review.

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2011-12

FOR (BMS) BACHELOR OF MANAGEMENT STUDIES

YEAR	List of the course recognized by the University	Degree	No. of Divisions	Aided / Unaided	No. of Teachers Working		
					Male	Female	Total
2011-12	F.Y.BMS	Degree	1	Unaided	7	4	11
2011-12	S.Y.BMS	Degree	1	Unaided	10	1	11
2011-12	T.Y.BMS	Degree	1	Unaided	10	1	11

YEAR	Student Capacity	Students Enrolled
F.Y.BMS	120	118
S.Y. BMS	60	59
T.Y. BMS	60	57

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2011-12

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
2011-12	F.Y.BBI	Degree	1	Unaided	7	-	7
2011-12	S.Y.BBI	Degree	1	Unaided	3	4	7
2011-12	T.Y.BBI	Degree	1	Unaided	5	1	6

YEAR	Student Capacity	Students Enrolled
F.Y.BBI	120	76
S.Y.BBI	60	57
T.Y.BBI	60	57

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2011-12

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

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 (MORNING)	Master's	2	Aided			
5	M.Com-II (MORNING)	Master's	2	Aided			
6	M.Com-I (EVENING)	Master's	2	Unaided	5	3	08 (CHB)

YEAR	Student Capacity	Students Enrolled
F.Y.B.Com	600	501
S.Y.B.Com	600	600
T.Y.B.Com	600	526
M.Com I	240	225
M.Com II	240	143

ANNEXURE –iv: - Two Best Practices

1. PSERF has provided a platform to orphanage centre for performance on stage at inaugural session, and distributed cloths at free of cost.

2. Exhibition of handicraft and articles made by orphanage people was organised in the college.

3 A "class to community" was an initiative by NSS volunteers. Students used their classroom knowledge to motivate people, especially women, in rural area for saving small amounts in banks and post office. Various awareness campaigns like anti tobacco, anti-dowry and hygiene etc. were conducted.