

Estd. 1913



Government of Maharashtra's

Sydenham College of Commerce & Economics

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

(AQAR 2012-13)



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)

2012-13

I. 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 st Cycle	A		2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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	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)
viii. AQAR 2011-12	17-12-2015	(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)

1.11 Name of the Affiliating University (*for the Colleges*)

University of Mumbai, Mumbai

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

NA

2.2 No. of Administrative/Technical staff

NA

2.3 No. of students

NA

2.4 No. of Management representatives

NA

2.5 No. of Alumni

NA

2.6 No. of any other stakeholder and
community representatives

NA

2.7 No. of Employers/ Industrialists

NA

2.8 No. of other External Experts

NA

2.9 Total No. of members

NA

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. 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 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

I. 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) implemented.
Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	-
Annual	-

1.3 Feedback from stakeholders*
(On all aspects)

Alumni Parents Employers Students

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
27	11	05	01	10

2.2 No. of permanent faculty with Ph.D.

09

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
11	04	05	00	01	00	10	06	27	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

00	78	02
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	02	-
Presented papers	01	05	01
Resource Persons	-	-	-

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

1. Installed new speakers in all classrooms.
2. Purchased additional desktop computers and printers.
3. Portable classroom presentation kit and caller mike were purchased for effective teaching learning.
4. Use of smart board in Computer lab, BBI and Seminar Room.

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 90.12

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.	178	NA	21.91	42.13	14.04	78.08
B. Com	617	NA	76.82	13.29	1.62	91.73
BBI	58	NA	53.45	5.17	17.24	75.86
BMS	66	NA	57.57	13.63	0	71.21

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	02
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	20	08	06	-
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	-	-	30000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	07	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	06	-

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	2012-13	Mumbai University	30000	30000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-

Any other(Specify)	-	-	-	-
Total	-	-	30000	30000

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	-	01*	-	-	-
Sponsoring agencies	-	UGC	-	-	-

* Three days UGC sponsored National Level Workshop on “Total Quality Management” was organized from 20th October 2012 to 22nd October 2012.

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

01

-

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 State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

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	60	Any other	Nil

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

- A. Blood donation camp
- B. Awareness about Cyber Crime
- C. Save girl child
- D. Meatless day
- E. Elasticity Project
- F. Best out of waste
- G. Street plays on various social issue
- H. AIDS awareness
- I. Anti Tobacco Campaign
- J. 07 days residential camp
- K. NSS week

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.	266	1. DT Computer Rs. 36,788/- 2. 01 Printer Rs. 6,824/- 3. 20 Dome Camera Rs. 8,29,500/ -	District Planning & Develop ment Council (DPDC) DPDC	

		4. 01 Software Rs. 42,000/-	DPDC	
		5. 01 Server Rs. 1,25,000/ -	DPDC	
		6. 02 Hard Disk Rs. 27,350/-	DPDC	
		7. 01 HP Server Rs. 6,50,000/ -	DPDC	
		8. 50 Virtual Terminals Rs. 34,50,000 /-	DPDC	
		9. 03 Software Rs. 13,25,000 /-	DPDC	
		10. 01 UTM for security model cyber	DPDC	

		room Rs. 3,51,500/ -		
Value of the equipment purchased during the year (Rs. in Lakhs)	1,82,00,209/-	6843962/-		25044 171
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	3228	3,54,478/-	259	29,019/-	3487	3,83,497/-
Reference Books	6437	22,07,968/-	54	28,611/-	6491	22,36,579/-
e-Books	-	-	-	-	-	-
Journals	14	39610/-	-	-	14	39610/-
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 Centre (Laptop)	Office Printers & Fax, Scanner	Departments Project or	Others Librar y (Cabinet)
Existing	102	32	16	30	08	59	07	08
Added	01	55	02	-	-	03	20	-
Total	103	87	18	30	08	62	27	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. 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

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Total :

Rs. 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

- Mentoring of students was done for weak students.
- Guardian teachers conducted bridge course for vernacular students.
- Government schemes for financially backward students were implemented.
- Placement cell conducted guidance sessions, career guidance and counselling.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2109	406	Nil	Nil

(b) No. of students outside the state

67

(c) No. of international students

04

No	%
04	100

Women

No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1611	424	10	372	02	2419	1501	499	15	500	-	2515

Demand ratio 3.67 Dropout % 12.07

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

1. Business Quiz was organised by Planning Forum, which helped the students to update themselves for competitive exams.
2. The college regularly provides oral coaching for professional course like C.A. and C.S.
3. Prof. Mahendra Telgote from Department of English conducted a guidance lecture on 'Preparation for TOEFL and IELTS Exam' for the benefit of students who want to pursue higher education abroad.

No. of students beneficiaries 500

5.5 No. of students qualified in these examinations

NET		SET/SLET	01	GATE		CAT	
IAS/IPS etc		State PSC	10	UPSC	10	Others	02

5.6 Details of student counselling and career guidance (correct framing)

- A visit to Bombay Stock Exchange organised for the students of BBI by Prof. Smita Kuntay, Prof. In charge, BBI, where the students got to know about the working of the stock market.
- Guest lecturers were arranged for guiding students about personality development, facing interviews and group discussion.
- Students interacted with alumni to get the idea about the current trends in the market and career opportunities.
- Prof. Shrinivas Dhure, Assistant Professor, Elphinstone College, Mumbai, delivered a talk on, on "Corporate Social Responsibility". This talk was organised by NSS unit.

No. of students benefitted Approximately 725

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	125	25	200

5.8 Details of gender sensitization programmes

Sr. No.	Programme	Theme	Participated	Conducted By	Date of the Event	Remark
1.	Talk on Cyber Safety	Cyber Safety for Women	All girls & faculties	WDC & NSS	15.07.2012	
2.	Elocution	Live in relation Boon or Curse	Students of BCom, BBI, BMS	WDC & Girls forum	25.08.2012	
3.	Workshop on women well being	Women Hygiene	Girl Students	WDC	18.12.12	Doctors from Bombay Hospital
4.	Talk	Breast & Cervical Cancer Awareness Programme	Girl Students	WDC	08.03.2013	Strand women Cancer clinic
5.	Memorial Lecture Series	Contribution of rural women in economic development	All Students & faculties	Lecture Series Committee	15.02.2013	Ms. Meera Sanyal
6.	Mini Marathon	Save the girl child	All Students & faculties	NSS unit	10.02.2013	

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	376	Rs. 3652475/-
Financial support from other sources (KPMG)	36	Rs. 396000/-
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

Curriculum for UG and PG courses is prescribed by University of Mumbai. Syllabus is revised from time to time which provides wide exposure to students and paves the way to gain knowledge and employable skills.

1. Faculties attended workshops on curriculum development and syllabus revision organised by university and gave their valuable suggestions.
2. Interactive sessions were organised at departmental level regarding new syllabus and faculties were encouraged to give ideas on various modules which is to be covered.
3. Syllabus of Vocational Course in Foreign Trade was framed by in house faculty.

6.3.2 Teaching and Learning

1. Faculties prepare teaching plan well in advance and chalk out various strategies for effective teaching.
2. Games, role play, simulations techniques are used to make learning interactive and interesting for subjects like marketing, HRM, Advertising, Business Communication.
3. Service learning technique which coalesces and correlates academic content with social responsibility is employed for teaching Foundation course, EVS subjects.
4. In order to foster research skills in students faculties used inquiry method.
5. Bridge class and extra coaching was given for poor performers and slow learners.
6. Assignments and projects are part of teaching learning which help to improve critical thinking in students.
7. Feedback is obtained from students to evaluate faculties.
8. Business Quiz was conducted by Planning Forum for UG students.

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 the 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

In order to foster research culture in college, following activities were undertaken:

1. One hour workshop was conducted on “Plagiarism in research” by Dr. Khuspath Jain.
2. Three days UGC sponsored National Level Workshop on “Total Quality Management” was organized between 20th -22nd October 2012.
3. Professors presented research papers in conferences, seminars and workshops and their papers were published in journals and conference proceeding bearing ISSN and ISBN.
4. Prof. Anil Chougule was awarded Ph. D. in Economics by Shivaji University, Kolhapur.
5. Dr. Anjali Alekar had chaired technical sessions at international conference at pune.
6. Dr. S.S.Sawant was resource person for International conference organised by BM Amlani College. She also chaired technical session at international conference organised by University of Mumbai.
7. Faculties are motivated to undertake Minor and Major research projects. Dr. S S Sawant had submitted Minor Research Project of University of Mumbai and received the grant of Rs. 30,000/-.
8. Prof. R. M. Joshi Memorial Lecture was delivered by Shri. Achyut Godbole, Managing Director of Softexcel Consultancy Services. The topic was ‘Current Socio-Economic Scenario’.
9. Prin. S. K. Muranjan Memorial Lecture was delivered by our alumna Smt. Meera Sanyal, Country Executive for Royal Bank of Scotland (RBS), India.
10. Dnyanvardhini Lecture series was conducted, in which faculty members presented their research papers.
11. Faculties from Junior College have also registered themselves for PhD program.
12. Students also have participated in many research contest organised by various colleges. This has enriched research skills in them.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library : Book exhibition was organised for the Graduate & Post Graduate Students of the college .

ICT : Computer & internet Lab (internet access is given in labs)

Physical infrastructure: Canteen facility, well equipped Gym. Newly established with –

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

6.3.6 Human Resource Management

1. Induction training was organised for new recruits and new entrants.
2. Sandesh Sawant, clerk, attended one day training on online submission of salary details.
3. Prof Radhika Iyer and Prof Anil Chougule attended orientation course at Academic Staff college, University of Mumbai
4. One day workshop was organised on “Women Wellness” as a part of employee health and wellness measure.
5. One day Trip was arranged for teaching and non teaching staff at Lonavla.
6. Cultural programs, sports were organised for teaching and non teaching staff which aimed at managing workforce diversity.
7. Regular meetings were organised by various committees to review the progress of the activities.
8. Performance appraisal of the staff is done through confidential reports.

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 (MPSC).
2. Seven class IV employees were newly recruited in the college office through MPSC.
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. Students of BBI and BMS had industrial visit to Bangalore and Mysore. They visited Mysore Silk Factory, Mysore Sandal Soap Industry, Wooden Toy's Factory, IT Park Bangalore and WIPRO.
2. Foreign Trade course students visited Palghar, an industrial belt in Maharashtra.
3. The placement cell of the college has maintained a cordial & professional relation with the industries. The placement cell registers the appropriate students & communicates both ways.
4. The college has started NCCMP (NSE certified Capital Market professional) course in collaboration with National Stock Exchange since 2010 up till now 4 batches of students (approx 120 students / professionals) passed with distinction.
5. NCCMP students visited the NSE at Bandra Kurla Complex, were hands on training was given in stock market trading. Also the course includes 20 hours practical training at Geojit Paribas, at various branches all over Mumbai.

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, freships re 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, Drinking water, Toilets, subsidized food available in Canteen, Maternity Leave
Non teaching	Provident fund , Group Insurance Scheme(GIS), Govt. Quarters, Housing Loan, Computer Loan, Vehicle Loan, Uniform for peon, LTC facility
Students	For Hostel 24 X 7 physician facility

6.5 Total corpus fund generated

Rs. 34106780.36/-

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 v

For PG Programmes Yes - No v

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. A grand Alumni meet was organised in the month of March 2013 as a part of centenary celebrations. Around 500 alumni participated in the event. The event was inaugurated by Shri Daftary (ICS) who was from 1935 batch.
2. Alumni also support deserving students by providing scholarship to them.
3. One hour workshop was organised by Placement and Guidance cell on “Career & Job opportunities Abroad” and prominent alumnus CA Uday Sathye delivered the lecture.

6.12 Activities and support from the Parent – Teacher Association

- 1) Orientation programme for First Year students was conducted to enlighten them with the rules and regulations of the college, examination pattern, diverse societies, and cultural activities of the college. Parents also actively participated in the program.
 - 1) The Meeting of PTA was conducted at the end of every semester to report them about the student's attendance, performance and progress.
 - 2) Students with excellent performance were felicitated and their parents were also felicitated for their efforts.
 - 3) Parents were also called during the alumni meet to give them a chance to interact with the alumni.

6.13 Development programmes for support staff

1. Devdatt Amberkar , Shri D Shaikh and Smt. Karmarkar attended training program organised by MKCL for online submission of students form of First Year bachelor program.
2. Free medical check up was organised for support staff.
3. One hour training programme on basic computer literacy was organised by Sydenham Online Centre for Class IV staff.

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

1. Using both sides of the paper.
2. Obtaining rough papers from Xerox centres and using it optimally.
3. Faculties demand e-bank statement from the bank thus moving towards paperless communication.
4. One hour lecture was organised to maintain their vehicle which will be a step towards carbon neutrality.
5. As a part of go green activity, guest for any event were given potted plant as a token of respect.
6. Printers were also changed to latest models with functions to prevent misprints and as the result the number of unnecessary printouts could be reduced.

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.

1. Installed new speakers in all classrooms.
2. Purchased additional desktop computers and printers
3. Portable classroom presentation kit and caller mike were purchased for effective teaching learning.
4. Major renovation work of classrooms was done.
5. Online exam centre was developed.
6. Networking equipment and was purchased by the college.
7. Faculties adopted latest teaching strategies like decision tree and concept mapping technique for effective teaching of topics and modules
8. Planning forum had organised Two hour session on Soft Skills for students to develop leadership and communication skills in them.

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

Plan Decided at the beginning of the year	Outcome of the Plan
To organize workshop, conference and seminars to promote research.	Three days National Level Workshop on “Total Quality Management” was organized between 20 th -22 nd October 2012.
2. To chalk out plans for the celebration of Centenary Year of the College in 2013.	Events like Mini Marathon, Sports activities for teaching and non teaching staff, collection of old photographs of Sydenham and inviting ex-Principals and ex-Professors to the college.

3. To conduct Golden Jubilee Memorial Lectures.	1. Prof. R. M. Joshi Memorial Lecture was delivered by Shri. Achyut Godbole, Managing Director of Softexcel Consultancy Services. The topic was 'Current Socio-Economic Scenario'. 2. Prin. S. K. Muranjan Memorial Lecture was delivered by our alumna Smt. Meera Sanyal, Country Executive for Royal Bank of Scotland (RBS), India.
4. To plan for Online Exam Centre in the college.	The Online Exam Centre work was started.
5. To carry out painting and repairing work of the college on the eve of centenary.	The PWD started with the civil work
6. To revamp college auditorium with the state of the art facilities.	The PWD started with the renovation of the auditorium
7. To plan out for changing the flooring tiles on the ground, first and second floors.	The PWD started with the civil work
8. To renovate the college office into a modern unit with cubicles.	The renovation of the college office was completed.
9. To renovate the Principal's Chamber with a waiting lounge for visitors.	The renovation of the Principal's Chamber was completed.
10. To conduct a grand Alumni Meet on the occasion of centenary.	A grand Alumni Meet was conducted on 16.03.2013 which was attended by more than 400 alumni.

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

Please refer annexure iv

7.4 Contribution to environmental awareness / protection

1. NSS had organised one hour session on “Save Mangroves- Prevent Floods”
2. NSS student had visited various Ganpati Pandals and homes and made them aware about the importance of immersion of Ganesh idols in artificial ponds. This will help in curbing water pollution.
3. Street play was organised by college students at Churchgate and Nariman point on Traffic and Air pollution.
4. Class representative was made responsible to switch off lights and fans after the completion of lectures thus conserving energy.
5. News paper are collected by students which is further recycled.
6. Canteen waste and dry leaves are used as manure for trees.
7. Seedlings were distributed at schools to promote plantation of more plants.
8. Students planted small plants in the vicinity, thus promoting green environment.

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
<p>1.Strategic location</p> <p>2. Well maintained facilities and infrastructure</p> <p>3. Support and remedial programme for poor performers.</p> <p>4. Excellent placement opportunities</p> <p>5. High level of employee engagement</p> <p>6. Committed staff towards student focused teaching learning process</p> <p>7. Optimistic support from alumni</p> <p>8. Focused towards holistic development of students through academics and extracurricular activities.</p> <p>9. Bio metric is installed to check the regularity of faculties and staff.</p> <p>10. As hostel is situated nearby the college, no. of students enrolling form other states is high as compared to other college.</p> <p>11. Canteen provides healthy and tasty food at subsidized rates which increase the number of footfalls in the canteen.</p> <p>12. Fees of PG courses are less as compared to other college. Further college also offers MCOM (evening) courses which attract large no. of working professional.</p>	<p>1. Being a single faculty college number of staff are less which pose a burden in completing the task on time.</p> <p>2. Delay in appointing vacant post poses a challenge to the college.</p> <p>3. Lot of paper work and reporting at every level is tedious.</p> <p>4. Lack of appointment of permanent faculty for self financing courses, which increases dependence on visiting faculty.</p>

OPPORTUNITIES	THREATS
<ol style="list-style-type: none">1. Collaboration with event marketing institutes.2. Increasing prospects to develop new program as per market needs.3. Prospective growth of leadership role in the college through innovative curriculum and effective networking.4. Marketing of any event in the college can be done through social networking sites.	<ol style="list-style-type: none">1. Because of mushrooming new colleges in suburbs, Students from suburbs become reluctant to travel longer distance to south Mumbai.2. Continuous examination and evaluation of learners has become major threat in completion of syllabus and increasing paper work in the institution.3. Changed mindset of the students towards education.4. Introduction of Career Advancement Scheme for promotion of faculties has lead to Plagiarism in research work, as research is allotted major points in CAS.

8. Plans of institution for next year

1. To conduct seminars and workshops
2. To start training centres for students appearing for competitive examinations.
3. To contribute towards environmental and social welfare through NSS/ SSL.
4. To introduce a peer reviewed inter disciplinary journal.
5. To organise more academic and co-curricular activities for students.
6. To attract more companies for campus placements.
7. To make college campus more eco friendly
8. To subscribe for more books, journals, references books and purchase of more academic related CD rom.
9. To set up movable glass office walls to make optimum utilisation of space.
10. To complete the renovation of auditorium.
11. To renovate Gymkhana office.

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	MIS
4	Annexure iv	Two best practices.

ANNEXURE i – Academic Calendar

2012 – 2013

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	11 th June, 2012
2	F.Y.B.Com admissions begins	12 th June, 2012
3	Lectures begins	13 th June, 2012
4	FIRST Memorial Lecture	10 th July, 2012
5	PAS – serenade	17 th July, 2012
6	Friendship Day	4 th August, 2012
7	Independence Day celebration	15 th August, 2012
8	Class Test (F.Y. B. Com.)	20 th August – 23 rd August, 2012
9	Teacher’s Day celebration	05 th September, 2012
10	NSS activity – Blood Donation	07 th September, 2012
11	Jalosh (Inter-collegiate competition)	11 th - 12 th September, 2012
12	SECOND Memorial Lecture	13 th September, 2012
13	Hindi Day celebration	14 th September, 2012
14	Book Exhibition (Library)	17 th September, 2012
15	First Term examination	20 th September, 2012 to 5 th October, 2012
16	Centralized Assessment Programme	3 rd October, 2012
17	THIRD Memorial Lecture	10 th October, 2012
18	Workshop on Total Quality Management	20 th October – 22 nd October, 2012
19	College Foundation Day celebration	22 nd October, 2012
20	Staff Council meeting (First term end)	3 rd November, 2012
21	Diwali Vacation	4 th November to 25 th November, 2012

SECOND TERM

Sr No.	Activity	Date
1	Second Term begins	26 th November, 2012
2	Gym Week activity	4 th December – 5 th December, 2012
3	Brouhaha (Intercollegiate Festival)	10 th December – 13 th December, 2012
4	Athletics Meet (Gymkhana)	14 th December – 15 th December, 2012
5	Cultural (Rose / Traditional Day) activity	17 th December – 18 th December, 2012
6	Winter Break	25 th December, 2012 to 1 st January, 2013
7	College Reopens	2 nd January, 2013
8	Class Test (F.Y.B.Com.)	3 rd January – 5 th January, 2013
9	N.S.S. annual rural camp	07 th January, 2013 to 13 th January, 2013
10	Republic Day celebration	26 th January, 2013
11	Annual Day	13 th February 2013
12	Celebration of Marathi Bhasha Divas	27 th February, 2013
13	Second Term Examination	18 th March – 04 th April, 2013
14	CAP begins	19 th March, 2013
15	University Examination begins	8 th April, 2013
16	Last date of paper assessment	15 th April, 2013
17	Preparation of Result	16 th April- 23 rd April, 2013
18	Exam result declaration	25 th April, 2013
19	Admission for next academic year	26 th April- 29 th April, 2013
20	Staff Council meeting (Second term end)	30 th April, 2013
21	Summer vacation begins	1 st May, 2013

Academic Calendar Committee

Annexure ii – Feedback Analysis

Report on Feedback Analysis on Teaching Academic Year- 2012-13

The feedback of students for the academic year 2012-13 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:

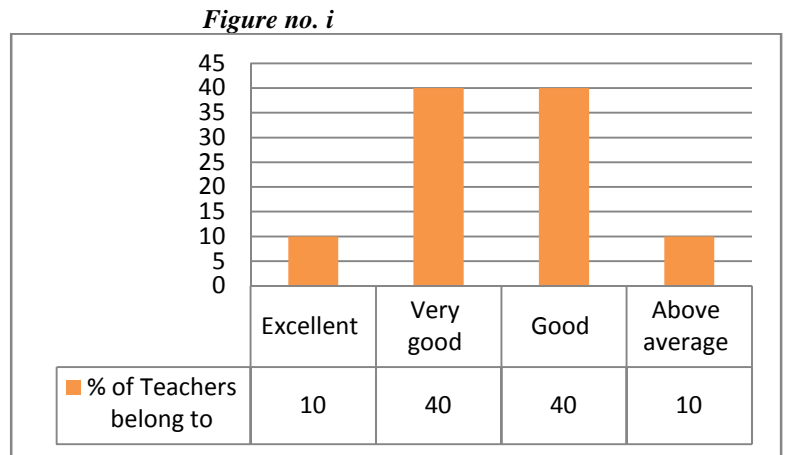
- | | |
|-------------|--------------------------|
| ‘I’ being | <i>Excellent</i> |
| ‘II’ being | <i>Very Good</i> |
| ‘III’ being | <i>Good</i> |
| ‘IV’ being | <i>Above Average</i> and |
| ‘V’ being | <i>Below Average</i> |

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	10
Very good	40
Good	40
Above average	10
Total	100

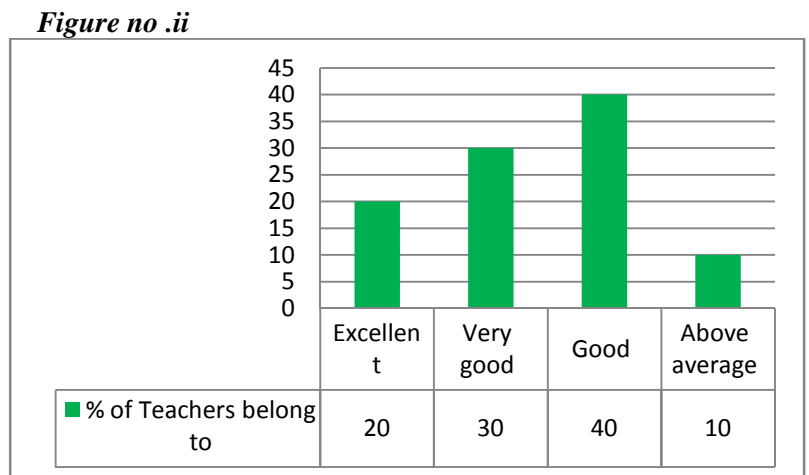


It is clear from table no. 1 that 40 % of the teachers belong to very good and good category each, followed by 10% of teachers belonging to excellent and above average category.

S.Y.B.Com.

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

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



From the table no. 2, it is observed that 40 % of teachers belong to good category, 30% of teachers belong to very good category while 20% of the teachers belong to excellent category.

T.Y.B.Com.

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

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

Figure no .iii



Table no. 3 represents that about 30% of teachers belong to excellent & good category each followed by 20% of teachers belonging to very good & above average 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	37
Good	25
Above average	13
Total	100

Figure no. iv



Table no. 4 depicts that 37 % of teachers belong to good category, followed by 25% of teachers belonging 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	25
Very good	25
Good	25
Above average	25
Total	100

Figure no. V



Table no. 5 shows that 25% of teachers belong to excellent, very good, good and above average category each.

F.Y.B.M.S.

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

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

Figure no. VI



Table no. 6 states that about 40% of the teachers belong to very good and good category each. Whereas, 20% of teachers belongs to excellent category.

S.Y.B.M.S.

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

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

Figure no. vii



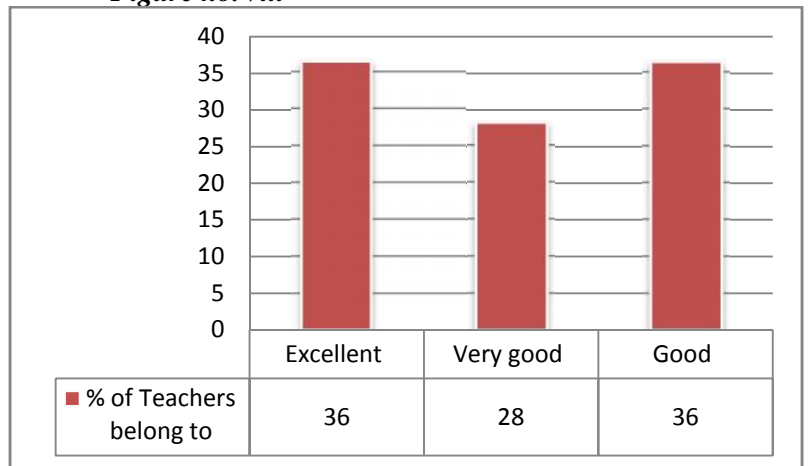
Table no. 7 clearly shows that about 45% of teachers belong to good category. 22% of teachers belong to excellent category.

T.Y.B.M.S.

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

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

Figure no. viii



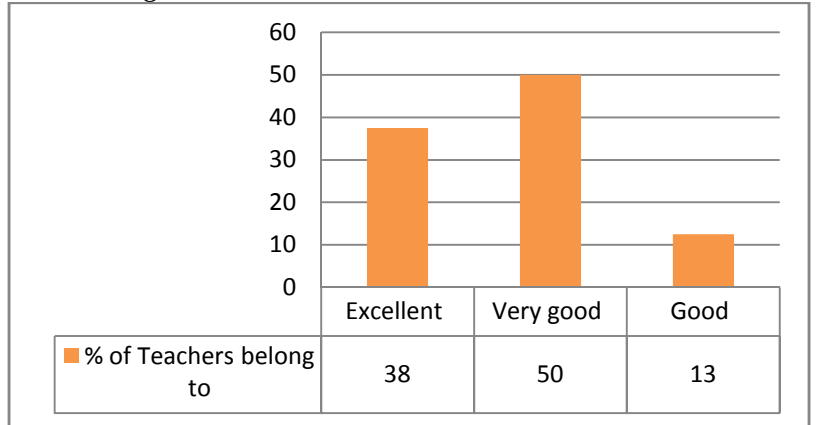
It is clear from table no. 8 that 36 % of teachers belong to good and excellent categories, while 28% of teachers belong to very good category.

F.Y.B.B.I.

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

Teachers Belongs to / category	% of Teachers
Excellent	38
Very good	50
Good	13
Total	100

Figure no. ix



From the table no. 9, it is observed that 50 % of teachers belong to very good category, 38% teachers belong to very excellent category. While, 13% of teachers belong to 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	42
Very good	29
Good	29
Total	100

Figure no. x



Table no. 10 represents that about 42% of teachers belong to excellent category, while 29% of teachers belong to Very Good and Good categories.

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



Table no.11 depicts that 38 % of teachers belong to good category; followed by 37% & 25% teachers belong 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 to seek improvement in teaching. Efforts taken by teachers to enhance the quality of their teaching were also appreciated.

Feedback committee

Principal

ANNEXURE iii

MIS

➤ **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. University of Mumbai started online delivery of question papers for T.Y.B.Com/BMS/ BBI and M.Com.

➤ **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**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
2012-13	F.Y.BMS	Degree	2	Unaided	6	4	10
2012-13	S.Y.BMS	Degree	2	Unaided	6	3	9
2012-13	T.Y.BMS	Degree	1	Unaided	7	4	11

YEAR	Student Capacity	Students Enrolled
F.Y.BMS	120	116
S.Y. BMS	120	108
T.Y. BMS	60	58

MIS**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
2012-13	F.Y.BBI	Degree	2	Unaided	6	1	7
2012-13	S.Y.BBI	Degree	2	Unaided	3	4	7
2012-13	T.Y.BBI	Degree	1	Unaided	3	3	6

YEAR	Student Capacity	Students Enrolled
F.Y.BBI	120	105
S.Y.BBI	120	79
T.Y.BBI	60	57

MIS**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	17	10	27 (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	526
S.Y.B.Com	600	463
T.Y.B.Com	600	597
M.Com I	240	221
M.Com II	240	185

ANNEXURE – iv – Two Best Practices

1. Students were helping the blind students for their studies through reading etc. by visiting the blind centres i.e. NIBC and others.
2. The college provides the writers to blind students during various examinations.
3. Lectures of physically challenged students were arranged on the ground floor for their convenience.
4. NSS unit organised mini marathon to convey the message “SAVE THE GIRL CHILD” on the eve of centenary celebration of the college.