

Estd. 1913



Government of Maharashtra's

Sydenham College of Commerce & Economics

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

(AQAR 2013-14)



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)

2013-14

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

Dr. Annasaheb Khemnar

Name of the Head of the Institution:

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. MHC0GN 18879)

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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)

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1.5 Website address:

www.sydenham.ac.in

Web-link of the AQAR:

<http://sydenham.ac.in/aqar/1314.pdf>

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				

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

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* Alumni Parents Employers Students
(On all aspects)

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

*Please refer Annexure ii for the analysis of feedback.

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

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

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	12	05	01	10

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	03	05	00	01	00	10	06	28	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

00
59
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. Group projects and assignments were given to students which helped to develop team spirit, social skills and face to face interaction.
2. Faculties use ICT techniques for effective teaching.
3. For subjects like Foundation course and EVS students were shown videos related to the topics.
4. Business Quiz Competition was organised for subjects like marketing, HRM, service sector etc.
5. Field survey and visits were organised to give practical exposure to students.
6. Faculties use humour in the classroom to enhance teaching learning process.

2.7 Total No. of actual teaching days 180 days

during this academic year

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

Masking,, Coding, Double Valuation, Photocopy, Revaluation

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

-	-	-
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2.10 Average percentage of attendance of students 91.36

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.	125	NA	31.20	40.00	20.00	91.20
B. Com	497	NA	57.89	23.27	5.08	86.24
BBI	76	NA	28.95	42.11	23.68	94.74
BMS	95	NA	23.17	35.78	13.68	72.63

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	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01

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	26	07	02	-
Technical Staff	02	-	-	-

Criterion – III**3. Research, Consultancy and Extension**

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

NA

3.2 Details regarding major projects Nil

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

3.3 Details regarding minor projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	01	01
Outlay in Rs. Lakhs	-	-	25000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	06	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	02	11	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

University level	State level
National level	International level

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="Nil"/>	College forum	<input type="text" value="Nil"/>
NCC	<input type="text" value="Nil"/>	NSS	<input type="text" value="103"/>
		Any other	<input type="text" value="Nil"/>

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

- Blood Donation drive
- Mini marathon
- Educational Project
- Save electricity project
- AIDS awareness
- Medical Camp
- World Children's day
- 07 days residential Camp
- Self defence workshop for girls
- Pulse Polio drive
- Water harvesting
- Environment awareness Programme
- Ek Koshish

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.	357	1. 19 Fire Extinguisher Rs. 1,99,636/ - 2. 09 Fire Extinguisher Rs. 1,93,251/ 3. 40 HP 2gb ram-	State Plan 2013-14, Higher & Technical Education Department.	

		Dual Core with DOS Rs. 1,73,320 4. 10 HP Office Jet Pro x 576w Rs. 5,44760 5. 09 Dome IP Camera & 4 IP Dome Varying Focal Rs. 12,47,822		
Value of the equipment purchased during the year (Rs. in Lakhs)	25044171	23,58,789/-		2740 2960
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	3487	3,83,497/-	162	17,505/-	3649	4,01,002/-
Reference Books	6491	22,36,579/-	120	92,979/-	6611	23,29,558/-
e-Books	-	-	-	-	-	-
Journals	10	36900/-	01	5000	11	41900/-
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 Printers & Fax, Scanner	Departments Project or	Others Librar y (Cabinet)
Existing	103	87	18	30	08	62	27	08
Added	-	-	-	-	-	-	-	-
Total	103	87	18	30	08	62	27	08

¹ From year 1987 onwards

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, Internet access in the Online Centre.

For Non Teaching: MSCIT Computer Training Programme, Internet facility provided to all the clerks in the office. Similarly internet access is also provided to all the non teaching staff in the Online Centre.

Students are given access for filling the scholarship forms on the internet in the online centre.

Salaries for all the teaching and non teaching staff is paid through the Sevarth Software of the Government.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 116628/-

ii) Campus Infrastructure and facilities

Maintained by Public Works Department, Government of Maharashtra

iii) Equipments

Maintained by Public Works Department, Government of Maharashtra

iv) Others

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Total :

Rs. 116628/-

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

- Weak students are given proper guidance in the required subject.
- Vernacular students are given tips on to improve their performance in English language.
- 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
2242	380	Nil	Nil

(b) No. of students outside the state

95

(c) No. of international students

-

Men

No	%
-	-

Women

No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1501	499	15	500	-	2515	1579	532	13	497	01	2622

Demand ratio 3.70 Dropout % 12.83

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

1. The college regularly provides oral coaching for professional course like C.A. and C.S.
2. College Library has a collection of the guidance books of various competitive exams; UPSC, MPSC, SET, NET, Banking exams, LIC etc which provides guidance to the students.
3. The College also has books for the students who wish to study for GMAT, GRE and TOEFL and IELTS.
4. Students who wish to go abroad for higher education, representatives of some foreign universities visit the college and give seminar on the various courses of UG and PG in their Universities.

No. of students beneficiaries 400

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	01	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	08	UPSC	09	Others	02

5.6 Details of student counselling and career guidance

1. Dr. R. K. Singhal of Sydenham College took 100 students of B.Com (Banking & Insurance) to Reserve Bank of India for a visit where they explained the entire history of the Indian Banking Industry and the working of the banks in India, the cheque clearing system and functioning of RBI was explained to the students.
2. The Placement of the college provides inputs to the students on how to prepare for Group Discussions and Personal Interview.
3. Weak students are given proper guidance in the required subject.

No. of students benefitted 100

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
10	130	50	190

5.8 Details of gender sensitization programmes

Sr. No.	Programme	Theme	Participated	Conducted By	Date of the Event
1.	Medical Camp	Free Health Check up for females	580 Girl Students	WDC	12.08.2013
2.	Street Play	Female Foeticide	NSS Students	NSS	28.11.2013
3.	Talk on financial Literacy	Financial Literacy & Women Empowerment	All Students	Planning forum and WDC	04.12.2013
4.	Self Defense training programme	Women's safety	Girl Students & faculties	WDC	27.02.2014 & 28.02.2014
5.	PPT Presentation Competition	Gender inequality	All Students	BMS	15.01.2014
6.	Discussion	Social Acceptance of rape victims by Indian Society	40 Students	PSDS	21.01.2014
7.	Debates	Social Media: A boon or Curse for college girls	50 Students	PSDS	21.01.2014

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	<input type="text" value="07"/>	National level	<input type="text" value="01"/>	International level	<input type="text" value="-"/>
Cultural: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	361	3828662/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

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, (Please 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 are prescribed by Academic Council of University of Mumbai.

1. Faculties participate in syllabus revision workshops and give their suggestion to revise the syllabus and include those modules which will suit the current business needs.
2. Inclusion of practical based subjects is recommended by faculty.
2. Feedback from the students is obtained and is informally conveyed to Board of studies during workshop.
3. Department level meetings are conducted to review the revised syllabus and to convey the same to all faculties.

6.3.2 Teaching and Learning

1. Teaching plans and lecture notes are prepared by the faculties well in advance.
2. Faculties attend orientation, refresher courses to update their knowledge and skills.
3. Teaching pedagogy like case study, collaborative learning, formal informal discussion, graphic organizers, student presentation, problem solving techniques are used to strengthen creative and critical thinking in students and make teaching learning process more effective and interactive.
4. Revision lectures are organized before the commencement of exams.
5. Guest lectures are arranged for TY students for special mentoring to them.
6. Faculties are evaluated using structured feedback from the students.
7. Students from vernacular medium are given extra coaching.
8. Student with learning disability, dyslexia is given special coaching.

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. The college has an examination committee conducting exams & maintaining updated concerned records.
2. Periodic meeting of examination committee for conducting periodical class tests & semester exams of F.Y. & S.Y B.Com, BMS & BBI.
3. 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.
4. 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.
5. The printing of College examination question paper is done at the Government press to ensure confidentiality and secrecy of question papers.
6. Masking of answer sheets is done. Coding method is adopted to ensure confidentiality of answer books.
7. Writers for physically challenged and visually impaired students are provided by the college.
8. Centralised assessment programme (CAP) is adopted for paper assessment and evaluation.
9. Internal marks of each semesters of TYBCOM, BMS, BBI and MCOM are uploaded online through university portal.
10. Moderation of answer books are done by professors of other colleges.
11. Rules regarding unfair means are displayed during examination period.
12. Verification, Photocopy and revaluation of answer books are also done if the student applies for the same.
13. Grace marks are allotted to students by passing resolution with the consent of heads of the department, result committee & Principal.

6.3.4 Research and Development

1. Research cell had organised one day workshop on Preparation of Research Proposal and Various funding agencies. Dr. Arvind Luhar (PhD Guide KPB Hinduja College) guided the participants.
2. College had conducted UGC sponsored National Level Conference on “Emerging Trends in Commerce & Management” on 18-19 October 2013. Proceedings Bearing ISBN was published.
3. Dr. M B Bhide is on advisory board of International Journal of Research.
4. Faculties have presented research papers in international, national and state level conferences, seminars and workshops.
5. Faculties are encouraged to apply Major and Minor Research Project.
6. DR Sunil Singh conducted a session on “Evolution Vedic Maths in Contemporary Era” under Gyanvardhini lecture series.
7. Dr. Tukaram Gadhave was sanctioned an amount of Rs. 25000/- for carrying out Minor Research Project from University of Mumbai.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library & computer laboratory are updated
2. Internet facility & Wi-Fi facility
3. CCTV surveillance service
4. Digital Library started for all Government Colleges. The server is situated / established in Sydenham Institute of Management. Library has started providing link / facility to the Digital E-Library. Digital E Library contains E-Books & E-Journals which is useful to teachers and students.

6.3.6 Human Resource Management

1. Teachers are sanctioned are duty leave to attend and present papers in conference, seminars and workshop.
2. Performance appraisal of the staff is done through confidential reports.
3. Principal and staff share cordial relations which helps the college to prosper.
4. Salaries and other benefits are given to staff on regular basis which acts as a motivating factor.
5. Faculties head various committees which inculcates leadership qualities in them.
6. Staff club felicitate faculties for their special achievement and birthdays are celebrated.
7. Suggestion box for students is kept in the college premises.
8. Female staff is also supported to strike a work life balance which help them to improve their efficiency.

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. Appointments on Ad-hoc and contract basis are done by Director of Higher Education.
3. Clock Hour Basis appointment is done at the discretion of the Principal.

6.3.8 Industry Interaction / Collaboration

1. MOU with National Stock Exchange was renewed.
3. Foreign Trade course students visited industries at Tarapur.
4. 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.
5. NCCMP students visited the NSE at Bandra Kurla Complex, where they were shown the live 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. Admission committees for all classes are formed at the college level which comprises of faculties and office staff. One faculty belonging to reserved category is appointed in each committee who verifies the required documents of students belonging to such category.
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. Merit List are displayed on the notice board and transparent admission procedure is followed.
5. Notices regarding various aids for students like scholarships, freeships are displayed on the notice board from time to time.
6. 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. M.Com admissions (both morning and evening batch) are conducted at the college level by strictly following rules laid down Mumbai University.

6.4 Welfare schemes for

Teaching	Provident fund , Group Insurance Scheme(GIS), Govt. Quarters, Housing Loan, Computer Loan, Vehicle Loan, Law facilities, Maternity Leave, staff picnic, subsidised food
Non teaching	Provident fund , Group Insurance Scheme(GIS), Govt. Quarters, Housing Loan, Computer Loan, Vehicle Loan, uniforms for supportive staff, staff picnic, subsidised food
Students	Career Guidance cell, Medical chek-up camps, Special Training programme for the student from rural background & from regional language medium school to enhance their communication skills & helps to blend in with the college community.

6.5 Total corpus fund generated

Rs. 38551344.10/-

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?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

1. An alumni meet was organised on Foundation Day of the college on 22nd October 2013.
2. NSS had organised one hour session by Shri Suhyog Banthia on “Make A Tribe Smile”, by focussing on problems faced by tribal people and what efforts can be taken to tackle those problems.

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.
- 2) The Meeting of PTA was conducted to give the report about the student’s attendance, performance and progress.
- 3) Students with excellent performance were felicitated and their parents were also felicitated for their efforts.
- 4) Parents participated in blood donation camp organised by NSS unit
- 5) Parents partially sponsored cultural event “Brouhaha” and also actively participated in that event.

6.13 Development programmes for support staff

1. A practical workshop on use of fire extinguishers was conducted for support staff in February 2014.
2. Mrs. Yamuna Sanap was sent for departmental training at Pune from November 2013 to December 2013.
3. One hour session on “Managing Change effectively” was conducted by Dr. Ritesh Singhal, which focussed on how to adapt change in a positive way.

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

1. Dustbins are conveniently placed to avoid littering.
2. Zero waste is followed by students and faculties.
3. Most of the Students and faculties use public transport which helps in reducing carbon foot prints.
4. Plates made of dry leaves are used in canteen which helps in saving water and at the same time helps in reducing the use of plastic plates.
5. Highly ventilated classrooms with huge windows & natural light assist in saving electricity.

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. Online Exam centre was inaugurated, which was a step towards paperless exams. It also aids students and faculties to take up online courses, give mock test for management entrance and competitive exams etc. Further students can fill their e-scholarship and freeships form online.
2. Renovation of auditorium into a state-of-the-art room has much needed space to conduct various social, cultural and academic events.
3. Discipline committee was formed at the commencement of academic year which assisted in maintaining discipline in the college premises.
4. Hands on training were given to the First Year BCOM, BMS, BBI committee members regarding online admission procedure of Mumbai University for smooth conduct of admission task.
5. Co-operative Society of the college had organised World Consumer Rights Days which created awareness among students, faculties and staff about various rights as a consumer.

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

Plans of action	Action Taken
1. To conduct seminars and workshops	1. College had conducted UGC sponsored National Level Conference on “Emerging Trends in Commerce & Management” on 18-19 October 2013.
2. To contribute towards environmental and social welfare through NSS/ SSL.	2. Student had undertaken 103 social initiative activities throughout the year.
3. To organize more academic and co-curricular activities for students.	3. College had organised inter collegiate festival Brouhaha which focused on holistic development of the student. It included various events ranging from arts, literary, cultural etc.
4. To attract more companies for campus placements.	4. More than 10 companies visited the college campus and 50 students were placed in reputed companies.
5. To make college campus more eco friendly	5. More trees were planted in the college campus and further canteen used plates made of leaves which is an eco friendly practice.
6. To complete the renovation of auditorium.	6. Centrally Air conditioned multipurpose Auditorium was inaugurated by Hon. Minister of Higher and Technical Education; Shri Rajesh Tope. The auditorium has a sitting capacity of 400 people and it is used for conducting seminar, workshops, cultural events etc.
7. To renovate Gymkhana office.	7. The renovation work of the gymkhana was completed.

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 unit had organised a rally on **No Honking** day to curb noise pollution.
2. Canteen uses thermostat appliances like flask to store tea, coffee and milk thus contributing to energy conservation.
3. One hour session on **Use of Solar Geysers: A Small Step towards energy saving** was conducted by SSL Unit of the college. Students, faculties and people from the vicinity participated in the session.
4. Twenty NSS volunteers had adopted a project on SAVE ELECTRICITY and they were successful in saving 146 units of power.
5. Students and staff were encouraged to observe Earth Hour on 28th March 2014, thereby conserving energy and preserving the environment.
6. Poster making and essay competition, was organised by NSS and Hindi Sahitya Mandal on 5th June as a celebration of World environment day.
7. NSS unit has a tie up with an NGO, United Way, for making a commitment towards maintaining a cleaner, greener and healthier Mumbai by participating in various environmental activities.
8. Women Development Cell of the college had organised a Mini Fair for marketing and selling of eco friendly articles like bags, greetings, homemade beauty products by SHG and women entrepreneurs.
9. During the annual rural camp at Dahanu, NSS students had constructed **Vanrai Bandhara;** bunds across small stream using gunny bags of sand to reduce the force of water and thus increasing penetration of water in the farm and conserving water for farming.

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. Young dedicated and committed teaching and non teaching staff.</p> <p>2. Faculties and students share good rapport with each other.</p> <p>3. Students progression through academics and extracurricular activities.</p> <p>4. Co-operative society of the college is platform which promotes hardcore business skills among students.</p> <p>5. College has a respected brand name in the society and in the minds of people in and outside India.</p> <p>6. Well equipped modern gymkhana helps to develop sporting activities in the students as well as staff and assist in promoting and maintaining healthy lifestyle through exercise.</p> <p>7. NSS unit of the college actively contributes to social welfare by initiating many social development programs. Students of NSS work with full zeal to contribute towards society.</p> <p>8. College has a strong placement cell which attracts large number of companies in the campus.</p>	<p>1. Being a government college, faculties are assigned other administrative duties apart from academics.</p> <p>2. Delay in appointment of staff has led to burden on the existing staff.</p> <p>3. Adverse Student Teacher ratio.</p>

OPPORTUNITY	THREATS/CHALLENGES
<ol style="list-style-type: none"> 1. An assortment of Online courses can be started by college which will be added advantage to the students. 2. Applying for autonomous status will help to design Value and Job based curriculum which will pave the way for students to gain practical and conceptual knowledge. 3. Off the campus and foreign exchange courses. 4. Tie- ups with banks, insurance companies and corporate world to give more exposure to students. 5. Easy transfer of credits between educational institutions will lead to spur in students to seek admission in the college of their choice. 	<ol style="list-style-type: none"> 1. Problem of losing deserving faculty because of better opportunities available to them. 2. Changing mindset of students and parents towards education. 3. Enrollment for correspondence and distance learning course is increasing, due to availability of job opportunities to undergraduate's students.

8. Plans of institution for next year

1. To install Kiosk information units and display board.
2. To start new courses so as to prepare students for professional and competitive exams.
3. To create a mobile app of the college that will give information of academic notices and details of extracurricular and upcoming events to students.
3. To foster research culture in faculties and students.
4. To arrange workshops for female staff and students of the college as a part of women empowerment.
5. To form IQAC and carry out the process of assessment and re-accreditation.
6. To continue with remedial and bridge classes for slow learners.
7. To offer lifelong learning and extension activities for students.
8. To set up commerce lab and language lab.
9. To involve alumni in development of the college through their valuable suggestions.
10. To conduct spoken and written English course for students belonging to vernacular medium.

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

2013 – 2014

**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	10 th June, 2013
2	F.Y.B.Com admissions begins	11 th June, 2013
3	Lectures begins	12 th June, 2013
4	First Memorial Lecture	8 th July, 2013
5	PAS – serenade	16 th July, 2013
6	Celebration of Friendship Day	3 rd August, 2013
7	Independence Day celebration	15 th August, 2013
8	Blood Donation Camp	17 th August, 2013
9	Class Test (F.Y. / S.Y.B.Com)	21 st August – 24 th August, 2013
10	Teacher's Day celebration	05 th September, 2013
11	Jalosh (Inter-collegiate competition)	10 th - 11 th September, 2013
12	Second Memorial Lecture	13 th September, 2013
13	Hindi Day celebration	14 th September, 2013
14	Book Exhibition (Library)	18 th September, 2013
15	First Term examination	19 th September, 2013 to 4 th October, 2013
16	Centralized Assessment Programme	5 th October, 2013
17	Third Memorial Lecture	12 th October, 2013
18	UGC sponsored National Conference	18 th October – 19 th October, 2013
19	College Foundation Day celebration	22 nd October, 2013
20	Staff Council meeting (First term end)	26 th October, 2013
21	Diwali Vacation	27 th October to 17 th November, 2013

SECOND TERM

Sr No.	Activity	Date
1	Second Term begins	18 th November, 2013
2	Gym Week (activity of Gymkhana)	3 rd December – 4 th December, 2013
3	Brouhaha (Intercollegiate Festival)	9 th December – 12 th December, 2013
4	Athletics Meet (Gymkhana)	13 th December – 14 th December, 2013
5	Cultural Activity (Rose Day / Traditional Day)	18 th December – 19 th December, 2013
6	Winter Break	25 th December, 2013 to 1 st January, 2014
7	College Reopens	2 nd January, 2014
8	Class Test (F.Y./S.Y.B.Com)	13 th January – 15 th January, 2014
9	N.S.S. annual rural camp	06 th January, 2014 to 12 th January, 2014
10	Republic Day celebration	26 th January, 2014
11	Annual Day	14 th February, 2014
12	Marathi Bhasha Divas	27 th February, 2014
13	Second Term Examination	18 th March – 04 th April, 2014
14	CAP begins	19 th March, 2014
15	University Examination begins	7 th April, 2014
16	Last date of paper assessment	12 th April, 2014
17	Preparation of Result	17 th April- 24 th April, 2014
18	Exam result declaration	25 th April, 2014
19	Admission for next academic year	26 th April- 29 th April, 2014
20	Staff Council meeting (Second term end)	30 th April, 2014
21	Summer vacation begins	1 st May, 2014

Academic Calendar Committee

Annexure ii – Feedback Analysis

Report on Feedback Analysis on Teaching Academic Year- 2013-14

The feedback of students for the academic year 2013-14 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:

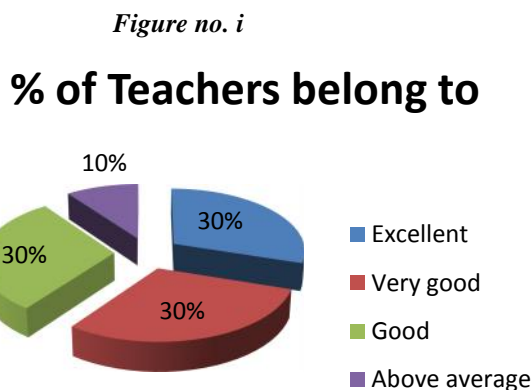
- | | |
|-------------|--------------------------|
| 'I' being | <i>Excellent</i> |
| 'II' being | <i>Very Good</i> |
| 'III' being | <i>Good</i> |
| 'IV' being | <i>Above Average and</i> |
| 'V' being | <i>Below Average</i> |

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	30
Very good	30
Good	30
Above average	10
Total	100

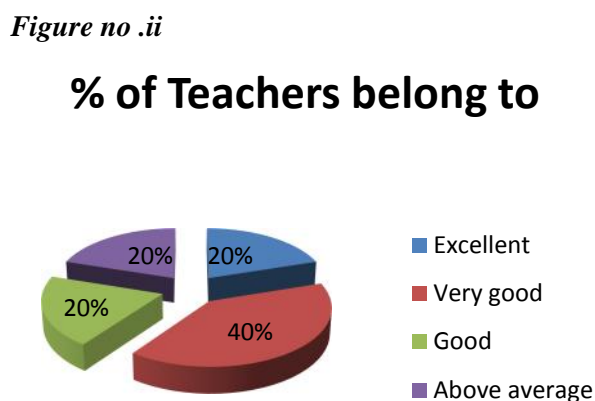


It is clear from figure/ table no. 1 that equal percentages (i.e. 30 %) of the teachers belong to excellent, very good & good category each. Whereas, only 10% of teachers belong to above average category. Thus it can be concluded that, about 90 % of teacher's scores are above average.

S.Y.B.Com.

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

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



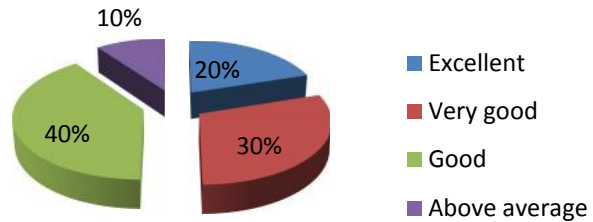
From the figure/ table no. 2, it is observed that 40 % of teachers belong to very good category. While an equal number of teachers i.e. 20% of teachers belong to excellent, good & above average category each.

T.Y.B.Com.

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

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

Figure no .iii
% of Teachers belong to



Figure/ table no. 3 represents that about 40% of teachers belong to good category followed by 30% of teachers belong to very good category. Whereas, 20% of teachers belong to category of excellent and only 10% teachers belong to above average category.

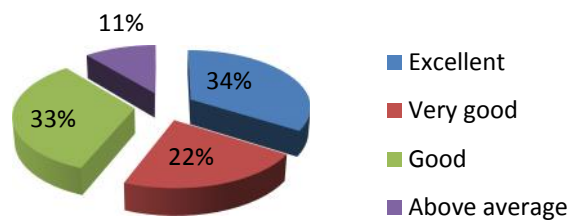
M.Com. Part -I

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

Teachers Belongs to / category	% of Teachers
Excellent	34
Very good	22
Good	33
Above average	11
Total	100

Figure no. iv

% of Teachers belong to



Figure/ table no. 4 depicts that 34 % of teachers belong to excellent category, followed by 33% of teachers belongs to good category each. Whereas, 22% and 11% of teachers belong to very good and above average category respectively.

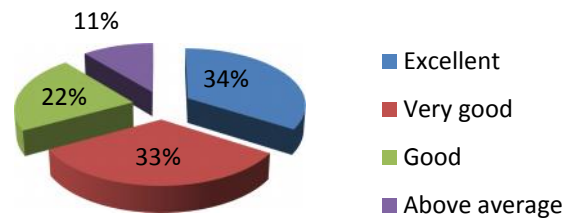
M.Com. Part -II

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

Teachers Belongs to / category	% of Teachers
Excellent	34
Very good	33
Good	22
Above average	11
Total	100

Figure no. V

% of Teachers belong to



Figure/ table no. 5 shows that about 34% of teachers belong to excellent category. Followed by 33% teachers belong to very good category. While, 11 % of teachers fall into the category of above average.

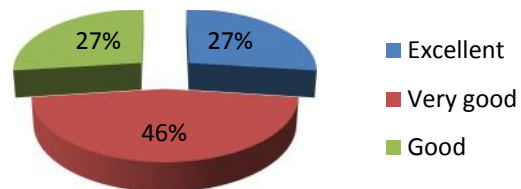
F.Y.B.M.S.

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

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

Figure no. VI

% of Teachers belong to

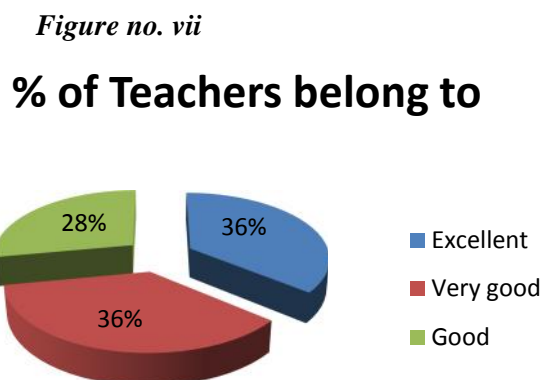


Table/ figure no. 6 states that about maximum i.e. 46% of the teachers belong to good category each. Whereas, an equal number of teachers i.e. 27% of teachers belongs to excellent & very good category each.

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	36
Good	28
Total	100

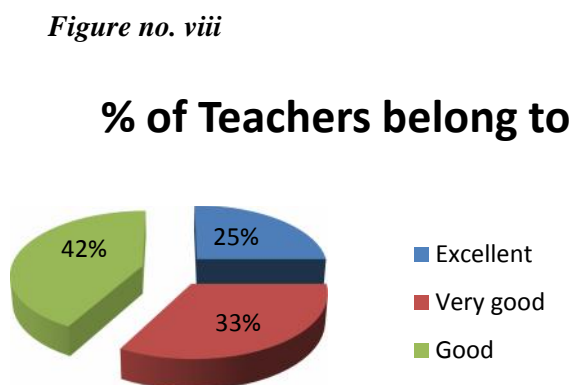


Table/ figure no. 7 clearly shows that about 36% of teachers belong to excellent & very good category each. Followed by 28% teachers belong to good category.

T.Y.B.M.S.

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

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



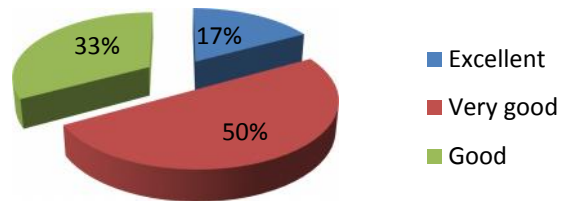
It is clear from table/ figure no. 8 that 42 % of teachers belong to good category followed by 33% and 25% teachers belong to very good and excellent category each. It is thus concluded that teachers who belong to excellent category are less than very good and good category.

F.Y.B.B.I.

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

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

Figure no. ix
% of Teachers belong to



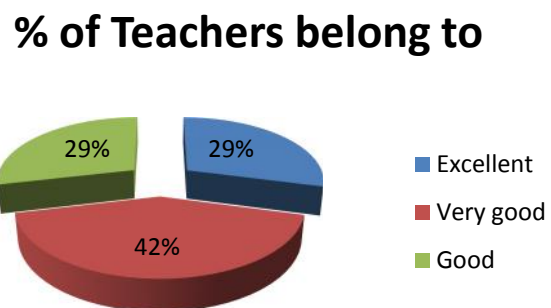
From the table no. 9, it is observed that highest number of teachers i.e. 50 % of teachers belong to very good category, followed by 33% teachers belong to good category. Whereas, only 17% of teachers belong to excellent category.

S.Y.B.B.I.

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

Teachers Belongs to / category	% of Teachers
Excellent	29
Very good	42
Good	29
Total	100

Figure no. x

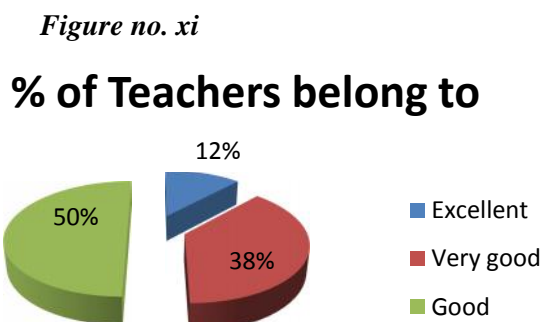


Table/ figure no. 10, points out that about 42% of teachers belong to very good category. Whereas, an equal number; 29% of teachers belong to excellent & good category each.

T.Y.B.B.I.

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

Teachers Belongs to / category	% of Teachers
Excellent	12
Very good	38
Good	50
Total	100



Table/ figure no.11 depicts that 50 % of teachers belong to good category followed by 38% & 12% teachers belong to good category. While comparatively less number of teachers i.e. 12% of teachers belong to the category of excellent.

The students' feedback for the academic year 2013-14 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 :-**MIS****❖ Procedure :-**

Student admission are carried out at several entry levels each year (for undergraduates & postgraduate classes) simultaneously. For this, the Principal delegates authority to senior professors to head each of the admission committees. These committees first decide on guidelines for admission which are then posted on the college website, notice boards & published in the prospectus of the college. Then admissions are done accordingly.

➤ Class wise admission :-**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 three 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. Keeping the reserved categories, contact as per the Government rules.

2. F.Y.B.M.S. / BBI :-

All seats will be filled up as per the instructions of the University of Mumbai on the basis of Merit, which will be decided by the marks obtained in H.S.C. examination. Keeping reserved categories intact as per the Government rules. As per the instruction of University of Mumbai, the condition of filling up of pre – admission form which is mandatory BMS & BBI students also.

3. S.Y.B.Com / S.Y.BMS / S.Y.BBI :-

In-house students who have passed F.Y.B.Com / F.Y.BMS / F.Y.BBI or have ATKT in first year are admitted in S.Y.B.Com / S.Y.BMS / S.Y.BBI. Outside students will be admitted as per the merit depending on the availability of the seats.

4. T.Y.B.Com / T.Y.BMS / T.Y.BBI :-

In-house students who have passed S.Y.B.Com / S.Y.BMS / S.Y.BBI or have ATKT in first year or second year are admitted in T.Y.B.Com / T.Y.BMS / T.Y.BBI. However those students who have ATKT in both the years are not eligible to take admission in third year as per the University of Mumbai rules. Outside students will be admitted as per the merit depending on the availability of the seats.

5. **M.Com-I :-**

All seats will be 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.

➤ **Procurement policy of the college :-**

For the purchase of stationary & equipments the following procedure is undertake.

1. If the amount of purchase is less than Rs. 50,000/- those are made by inviting quotation or through Government Rate Contract.
2. If the amount of purchase is more than Rs. 1,00,000/- then tenders are invited from suppliers.

➤ **Roll-Call Policy : -**

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. These records are available in several output forms very conveniently.

➤ **Examination Committee :-**

There are two examination committee created in the college to look after all the examination work (from accepting examination applications to preparation of time table & seating arrangements, besides conducting the college & university examination.) these examination committees are formed to conduct F.Y. & S.Y. examination as well as for conducting T.Y.B.Com & M.Com Examination at the University level. From the year 2011-12 University of Mumbai started online delivery of question papers for self finance course only & after 2012 it applicable for B.Com & M.Com classes which is also done by examination committee for T.Y.B.Com, BMS, BBI.

➤ **Departmental & staff meetings :-**

The college ensures a system of participative management where by information flow & decision making processes are systematised & channelled through all key constituents of the college. The suggestions given by the local advisory committee are implemented by administrative staff under leadership & guidance of principal.

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 are held to discuss & decide on policy matters relating to academics & administration as well as to get semester review.

For the smooth & effective functioning of the college interactions with stakeholders comprising of faculty, parents, alumni & students are regularly organised. Feedback received from faculty, students are considered for continuous review & revision which are relevant to changing needs of higher education.

MIS**ANNEXURE iii – FOR ACADEMIC YEAR 2013-14****FOR (BMS) BACHELOR'S 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
2013-14	F.Y.BMS	Degree	2	Unaided	7	4	11
2013-14	S.Y.BMS	Degree	2	Unaided	7	4	11
2013-14	T.Y.BMS	Degree	2	Unaided	6	6	12

YEAR	Student Capacity	Students Enrolled
F.Y.BMS	120	113
S.Y. BMS	120	105
T.Y. BMS	120	97

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2013-14

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
2013-14	F.Y.BBI	Degree	2	Unaided	6	1	7
2013-14	S.Y.BBI	Degree	2	Unaided	2	5	7
2013-14	T.Y.BBI	Degree	2	Unaided	2	4	6

YEAR	Student Capacity	Students Enrolled
F.Y.BBI	120	120
S.Y.BBI	120	96
T.Y.BBI	120	76

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2013-14

**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	10	28 (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	6	2	08 (CHB)

YEAR	Student Capacity	Students Enrolled
F.Y.B.Com	600	573
S.Y.B.Com	600	496
T.Y.B.Com	600	445
M.Com I	240	225
M.Com II	240	147

ANNEXURE – iv – Best Practices

1. Reading room facility is given to student from 8 am to 8 pm, during examinations and even on Sundays and public holidays.
2. Five prestigious awards are given to deserving students for their exceptional contribution towards development of college either by way of academics or extracurricular activities, which is a motivating factor for them.
3. Special priority is given to meritorious and sincere students by providing them free text books by faculties, getting railway concessions and while seeking admissions.
4. Subject wise prizes are given to students who secure highest marks in the respective subjects. This practice creates a sense of healthy competition among the students, which is a pivotal factor in development of the college.
