



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SYDENHAM COLLEGE OF COMMERCE AND ECONOMICS
Name of the head of the Institution	Dr, Sangita V. Pakade
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02222042897
Mobile no.	9422915865
Registered Email	sydprincipal@yahoo.co.in
Alternate Email	ksjain2002@yahoo.com
Address	Sydenham College of Commerce & Economics, B Raod, Churchgate Mumbai-400020
City/Town	MUMBAI
State/UT	Maharashtra

Pincode	400020																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	Dr. Khushpat S. Jain																		
Phone no/Alternate Phone no.	02222042897																		
Mobile no.	9867799797																		
Registered Email	ksjain2002@yahoo.com																		
Alternate Email	sydprincipal@yahoo.co.in																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://sydenham.ac.in/Naac/																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://sydenham.ac.in/Naac/																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>3.42</td> <td>2017</td> <td>28-Dec-2017</td> <td>28-Mar-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	2	A	3.42	2017	28-Dec-2017	28-Mar-2022
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				Period From	Period To														
2	A	3.42	2017	28-Dec-2017	28-Mar-2022														
6. Date of Establishment of IQAC	10-Jul-2014																		
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries								
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Aspirations of Students	10-Sep-2018 1	62
Employment Opportunities in Shipping Sector	13-Nov-2018 1	55
Role of Students in Nation Building	22-Jan-2019 1	68
How to Fulfil Your Dreams?	26-Oct-2018 1	52
Employment Opportunities for Students in Stock Market	18-Aug-2018 1	68
Understanding Operations on Indian Stock Market	28-Jul-2018 1	122
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

(4) IQAC and NCCMP jointly organized "One Day Seminar on Role of Students in Nation Building" on 22 January, 2019. Mr. Bhushan Gajaria, alumnus of Sydenham, was Chief Guest for the Programme. The Programme was attended by 68 students and teachers.

(1) IQAC and NCCMP jointly organized "One Day Seminar on Understanding Operations on Indian Stock Market" on 28 July, 2018. Shri Sureshji Kotak, alumnus of Sydenham, was Chief Guest for the Programme. The Programme was attended by 122 students and teachers.

(5) IQAC and Shipping Corporation of India jointly organized Lecture on "Employment Opportunities in Shipping Sector" on 13 November, 2018. The Programme was attended by 55 students.

(2) IQAC and NCCMP jointly organized "One Day Seminar on Employment Opportunities for Students in Stock Market" on 18 August, 2018. Ms. Unnati Gupta, alumnus of Sydenham, was Chief Guest for the Programme. The Programme was attended by 68 students and teachers.

(3) IQAC and PSDS jointly organized "One Day Workshop on How to Fulfil Your Dreams" on 26 October, 2018. The Programme was attended by 52 students.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No	Nil
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

18-Dec-2018

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution is affiliated to the University of Mumbai and follows the curriculum designed by the BoS and approved by the Academic Council. ? Academic Calendar acts as reference document for curriculum planning which is displayed on the College website. ? Teachers are allocated workload as per the UGC norms. ? Time-table Committee prepares the timetable and the same is communicated to the faculty in Departmental meetings. ? Faculties formulate objective driven Teaching Plan and prepare Instructional Materials. ? Faculties have representation on the BoS. They have published books and have attended syllabus revision workshops organized by the BoS. ? Heads of the Departments submit Action plan in advance for the following academic year to the principal.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
0	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Banking and Finance	240
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
Feedback obtained from students is compiled and analysed and shared with the concerned teachers by the Head of the Departments. Suggestions are given for the improvements in the areas of deficiencies. The Head of the Department closely monitors the teaching learning and evaluation activities of the teachers and counsel teachers on improvements.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BMS	Management	360	2000	360
MCom	Accountancy, Banking & Finance	240	400	230
BCom	Accountancy, Management	1800	3000	1600
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2370	235	17	0	23

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
23	10	12	7	0	2
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The teachers give guidance to students during their results. The final year students are guided by teachers if

they are interested to study abroad or to pursue job in fields like UPSC, railways or bank exams. The college also has part time Chartered accountant teachers, who guide students for professional exams like CA.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2605	17	1:153

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	17	4	0	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nill
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BMS	BMS	IV	05/04/2019	01/06/2019
BMS	BMS	III	12/10/2018	30/11/2018
BMS	BMS	II	10/04/2019	05/06/2019
BMS	BMS	I	17/10/2018	30/11/2018
BCom	Bcom	IV	13/04/2019	04/06/2019
BCom	Bcom	III	17/10/2018	30/11/2018
BCom	Bcom	II	12/04/2019	04/06/2019
BCom	BCOM	I	16/10/2018	30/11/2018
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Examinations and result work is done as per the guidelines of University of Mumbai. The college exam committee ensures strict adherence to all the rules like secrecy of exam papers and centralized paper checking.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Yes the guidance dates are announced by University of Mumbai for the exams for semesters I to IV in Under Graduate. Semesters V and VI of third year are conducted by University. For Post Graduate, M.Com exams from semester I to IV are conducted by University of Mumbai. For ATKT exams, separate seat numbers are given to the students of each semester.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://mu.ac.in/departments-of-commerce#1549018905037-f7eef5b1-2629>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BMS	BMS	Management	120	100	83.33
Mcom	MCom	Accountancy, Banking & Finance	170	155	91.18
BCOM	BCom	Accounts, Business Management	550	492	89.45
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	Nill	----	Nill	Nill
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
-----	----	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
----	----	-----	Nill	----
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
C1OMMERCE	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	----	0	Nill
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	2
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
--	-----	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nill	Nill	Nill	Nill	4	Nill	Nill
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nill	5	6	2	1
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such
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		activities	activities
HIV AIDS	NSS	2	50
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
---	---	---	Nill
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS	Swacc	2	100
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
--	--	--	Nill
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Placeme MENT	Internship/ FULL TIME PLACEMENT	KPMG	12/07/2018	12/03/2019	200
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
-----	Nill	Nill	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6500000	5783683

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Partially	Nill	2021

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	Nill	Nill	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	107	3	20	30	8	64	24	0	36
Added	100	0	30	50	20	20	10	40	0
Total	207	3	50	80	28	84	34	40	36

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Library: Books are arranged as per the classification number and the subject wise class number is displayed on every rack of the stack room, so as to retrieve the resources as early as possible. The facilities are maintained by having library attendant for cleaning and shelving of books. Sports complex: College does not have sports complex of its own, but has provided facility of volleyball court, chess room, carrom, table tennis and cricket pitch at Oval Maidan. Computers: Computer Laboratory with internet is available for practical sessions. Classroom: Classrooms are spacious and can accommodate 100 students and are regularly cleaned. Infrastructure of College: It is maintained by PWD.

<http://sydenham.ac.in/Infrastructure/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MAHADBT	661	1246226
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Sydenham college has a student council constituted with academically strong students as its body. The council comprises of General Secretary, Office Bearers and committee members guided by the faculty in-charge of the council. It operates with a sense of responsibility in dealing with the student concerned activities. The college also encourages participation of student

representatives in various academic and administrative committees, which enable them in acquiring better academic environment and all-round development as well as to enhance the traits of decision-making, managerial and leadership skills.

At present, there are more than 22 such societies ranging from academic societies to cultural and development cells. Besides representing the institution at different colleges and Universities, these societies also organize competitive events and showcase their talents in the various in-house events organized within Sydenham College. The details of the other activities are given below:

1. Class Committee: The committee consists of the student representatives from each class in every department. who acts as a bridge between her fellow students and the teachers. She ensures timely dissemination of information regarding events, examinations, and even learning material.
2. National Service Scheme: The student volunteers of the NSS aim at developing student personality through community services. The NSS Program Coordinator and NSS Program Officer motivate the volunteers to serve the society through various activities like blood donation, special camps, awareness programs, planting tree saplings, Railway station cleaning etc...
3. Placement Cell: The student volunteers from each department (B. Com, BMS, BBI M. Com) act as placement representatives and coordinate all the placement programs, guest lectures and the training activities. Peer group training by the students, enhance the talents of students.
4. Cooperative Stores Committee: The student representatives of the Cooperative Stores Committee sell journals and text books, stationery as well as providing photo copies of documents at discounted rate to college students. They also organise committee event 'RASOI' to encourage students to exhibit their cooking skills by arranging food stalls and games every year.
5. Women Development Cell: The student representatives of the Women Development Cell join hands with WDC Faculty members to enhance the understanding of issues related to women and to make the college campus a safe place for women. Aiming at intellectual and social upliftment of the girl students various competitions are conducted like Rangoli, Mehendi, Cartooning, Painting and Art from waste.
6. Anti-ragging Committee: Anti ragging committee student representatives actively participate in maintaining a ragging free environment in the campus. The committee also takes instantaneous action to get rid of ragging.
7. Poor Students Educational Relief Fund (PSERSF): The college offers some unique services. One such scheme is Poor Students Educational Relief Fund (PSERSF) which has a long history of over six decades. It begins its activities each year with fund raising inter-collegiate talent event and sale of art items. The money thus collected is utilized for financial assistance of the poor students. Thus students take the initiative of raising funds to be utilized for the support of education of underprivileged college students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association was not registered in the year 2018-19 hence meetings and activities were not organised during the year.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) Decentralization of Department: Being a Commerce College, there are departments like Commerce, Economics, English, Mathematics and Statistics, Physical Education, IT department, Management studies, Banking and Finance. All these departments have various student managed societies who conduct various seminars, workshops programs throughout the year. Departments also conduct quiz, elocution competition, essay writing competition, debate etc. which assist in holistic development of the student. BMS and BBI department organized Industrial visit, Commerce department organized Career Guidance Program, Economics department organized a Session on Annual Budget. Such lectures and visit helped student to gain more practical knowledge. 2) Decentralization of Academic Work Various guest lectures on current affairs, integrating theoretical aspects with industry need, collaboration with research oriented institute helps the students as well as faculties to gain new knowledge, enhance their skills and personality, which helps them the students be ready in this competitive world. Further various student managed societies in our college helps the student to gain practical knowledge of the subject. 3) Decentralization of Extra Curricular Activities Our college has various committees like NSS, Social Service League, and Student Council, Cultural Committee etc which complement the academic curriculum and augment the students educational experience. 4) Decentralization of Examination and Result Work College has different Examination and Result Committee, to undertake all activities regarding smooth conduct of exams, Centralised Assessment Program to ensure speedy assessment work and a result committee to ensure declaration of result on time. These committee embarks on preparation of exam timetable, stock taking of answer sheets, printing of questions paper, and allotting supervision to invigilators, appointment of examiners and moderators for assessment and moderation of answer book. Then the marksheet of the examiners are handed over to result committee for result processing.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college follows the syllabus framed by University of Mumbai for graduate and post graduate courses. 1. Teachers are appointed as the member of Board of Studies by the University of Mumbai. Syllabus framing is done by them taking into account practical applicability of the subject. 2. Syllabus Revision workshop are organised by University of Mumbai taking into consideration effective opinion and suggestions given by teaching faculties. 3. Department level workshops are organised to inform teachers about the revised syllabus, so that necessary action plan can be

designed to enhance teaching learning.
4. Induction programme is organised for the First Year students at the beginning of the semester to enlighten the pupil about the new syllabus

Teaching and Learning

1. Structured teaching plan is prepared by the faculties at the beginning of the session so as to carry out teaching learning function with ease. 2. Faculties participate in various Skill Development Courses, Short Term Courses which facilitate faculties to blend classroom teaching with latest teaching learning strategies. 3. Short term courses on Goods and Service Tax, Financial Planning, Mutual Funds were organised by the Skill Development unit of the college in collaboration with University of Mumbai and Sales Tax Department. This helped the faculty to share their knowledge and give in depth information about the said topic to the students. 4. Field visit were arranged to banks, stock market, software companies, Green areas to give practical exposure to the students. 5. Projects and assignments on banking, insurance, marketing, social issues etc are given to students to encourage research attitude in them. 6. Remedial classes for weak students are arranged so as to support them in coping up with difficult subjects. 7. Feedback is obtained from the students at the end of every year so as to improve in key result areas.

Examination and Evaluation

College adopts CHOICE BASED SEMESTER GRADING SYSTEM for FYBCOM, SYBCOM and MCOM CREDIT BASED SEMESTER GRADING SYSTEM (CBSGS) for TYBCOM as recommended by University of Mumbai. All the exams are conducted are conducted by University of Mumbai. Internal exams of 25 marks for TYBCOM students were conducted at the college level. 1. An internal exam of 25 marks is conducted for students of FY/SY/TY BMS, BCOM (B I) are conducted by the respective departments. 2. For First Year B.Com Second Year B.Com an external examination of 100 marks was conducted by the University of Mumbai. 3. For Postgraduate courses Internal Assessment (Project) are done with 40 marks by way of continuous evaluation at the college level and by Semester

End Examination with 60 marks by conducting the theory examination at the University Level. 4. Additional Examination are conducted for students who remain absent on medical, cultural, NSS grounds. 5. Digital Exam Paper Delivery (DEPD) system is adopted for downloading University Exam Question Papers at under graduate and post graduate level. 6. Masking of answer sheets is done. Coding method is adopted to ensure confidentiality of exam papers. 7. Writers for physically challenged and visually impaired students are provided by the college. 8. Centralised assessment programme (CAP) is adopted for paper assessment. 9. Our college was assigned as LEAD College status by University of Mumbai for TYBCOM/BMS/BCom (B I) and MCOM Centralised Assessment Programme. Online Screen Marking System was adopted for assessment of answer books of TYBCOM/BMS/BCom (B I) and MCOM. 10. Internal marks of each semester of TYBCOM, BMS, BBI and MCOM are uploaded online in the university portal. 11. Moderation of answer books are done by professors of other colleges. 12. Rules regarding unfair means are displayed during examination period. 13. Verification, Photocopy and revaluation of answer books are also done if the student applies for the same.

Research and Development

- Research Projects were assigned to students at graduate and post graduate level.
- Research Cell organised one day workshop on "How to write Research Proposal"
- Faculties have published more than 50 research papers in journal of international and national repute.
- Few faculties have chaired sessions at various national and international conferences.

Library, ICT and Physical Infrastructure / Instrumentation

Library:

- Renovation of library is completed
- SLIM-21 software with OPAC
- Reprography
- Audio-Visual CDs DVDs
- Inter Library Loan
- Library Membership to students staff
- Reading Room For Students staff
- Internet facility at online centre
- Celebrated "Vachan Prerna Din" on the occasion of birth anniversary of ex. president Dr. Abdul Kalam'ji.
- On the occasion of "Marathi Bhasha Din" 29th January, 2018, book exhibition of noted Marathi writers and poets was organised by college library.

- ICT: • Wi-fi connectivity in the campus.
- Notices regarding examination, results, cultural events were through digital media like college app, WhatsApp group kiosk, digital display board and website.
- MCom Admission was done online. Payment of fees to all courses was through digital platform.

Human Resource Management

1. Review meetings are conducted by the Principal at the end of every month to evaluate the task assigned to teaching and non teaching staff.
2. Induction programmes were conducted by the Staff Club of the college for the transferred employee.
3. College also promotes faculty development by permitting them to participate in professional courses organized by Universities and training institutes.
4. Performance appraisal of the staff is done through confidential reports.
5. Employee well being is done by providing staff with various welfare facilities.
5. Various welfare facilities are provided to staff like quarters, vehicle loan, computer loan, home loan, renovation loan, group insurance scheme etc which is also a motivating factor for growth and development of the human resource.
6. The state government employees are provided with Accident Insurance Policy from this year.
7. Shri Dastagir Shaikh had gone for training on scholarship and free ship organised by Social Welfare Department of Government of Maharashtra.
9. Smt. Sarla Pujari had attended training programme organised by University of Mumbai on "Enrolment Process".

Industry Interaction / Collaboration

1. An industrial visit was organised by BMS BBI department to Kerala.
2. Industrial visit of Sydenham Computer Centre was organised to Nazara technologies.
3. Placement committee undertakes all placement related activities. The Cell had organised workshops on Resume writing and vetting, mock group discussion, personality development etc. Cell helps in placing meritorious students and bridges the gap between industry and education sector.
4. Campus placement drives are organised regularly. Reputed Companies like BSE, HDFC ERGO, CRISIL, RBS etc.
6. Hands on training were

	given to NCCMP students by National Stock Exchange.
Admission of Students	<p>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 as per Government of Maharashtra norms and University of Mumbai circulars. 4. Notices regarding various aids for students like scholarships, free ship are displayed on the notice board, website, college app and WhatsApp group of students so as to facilitate students to avail scholarship benefits. 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. Admission to certificate courses like NCCMP, Foreign trade and courses under skill development unit are done at the college level.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • Admission process is partially online. • College website has information about admission procedures, course fees, college facilities, etc. • College provides browsing centre facility to students for filling the admission form
Administration	Important College documents, staff details, students details are scanned and sent to dedicated email id of the college. Further college has its own mobile app which is an e medium to communicate with various stakeholders.
Finance and Accounts	College account are maintained using tally software and back up is kept in CDs and Pen drive

Student Admission and Support	College admission is partially online. All the information regarding admission, courses offered, examination, results, notices etc are uploaded in the college website and app. Digital Kiosks and digital notice boards are installed in the premises to enable student to get up to date information.
Examination	All details regarding examination like seating arrangement, timetable, supervisor charts, etc are displayed on the college website and app. Services of Fintech Technologies Pvt Ltd. Is used for result automation and processing.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Nanda Pandharikar	Workshop on Implications of Statistical tools in Research	Amravati University	300
2018	Dr. Shriniwas Dhure	International Conference on commerce and Management	Chandrabhan Sharma College	500
2018	Dr. Radhika Iyer	International Conference on commerce and Management	Chandrabhan Sharma College	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Social Welfare	Scholarship and Freeship	18/07/2018	18/07/2018	Nil	3
2018	Experience Serenity	Yoga Training	21/07/2018	21/07/2018	15	10

2018	University Enrollment	Student Enrolment Process	30/07/2018	30/07/2018	Nil	2
2018	Office Administration	Book Keeping, Pay roll and Time Management	02/08/2018	03/08/2018	Nil	3
2018	Soft Skill	Effective Communication	04/10/2018	04/10/2018	10	7
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident fund , Group Insurance Scheme(GIS), Govt. Quarters, Housing Loan, Computer Loan, Vehicle Loan, Accident Insurance policy, Gym facility is provided for teaching non teaching staff separate timings are available for ladies gents staff members of the college, college canteen, Co-operative store	Provident fund , Group Insurance Scheme(GIS), Govt. Quarters, Housing Loan, Computer Loan, Vehicle Loan, Accident Insurance policy, Gym facility is provided for teaching non teaching staff separate timings are available for ladies gents staff members of the college, college canteen, co-operative store	Scholarships, Freeship, Remedial coaching, tutorials, railway concession, Free season ticket for girls.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College conducts both internal and external audit. Internal audit is conducted by Chartered Accountant and External audit is conducted by Auditor General appointed by Government of Maharashtra. Audit helps in internal control and check and provides true and fair view of the financial aspects of the institution.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NIL
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6.4.3 – Total corpus fund generated

2679059

6.5 – Internal Quality Assurance System

6.5.1 – 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, Pune	Yes	Heads of the Departments and Principal
Administrative	Yes	Director of Higher Education, Pune	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Orientation programme for First Year students was conducted in the beginning of the semester to explain students the rules and regulations of the college, various curricular and co curricular activities, varied societies, gymkhana activities. Parents are also invited for the program. 2) PTA meetings are conducted at the end of the year and they are reported about the student's attendance, performance and progress. Views and opinions are obtained from them for progressive development of the college. 3) Parents are also invited during various cultural and social events in the college. 4) Students with excellent performance in academics and extracurricular were felicitated during Annual Day and convocation ceremony of the College and parents were invited for the function.
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6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> • Mr. Praveen Khade and Mr. Sandip more had attended training programme organised by Government related to office administration. • Shri Dastagir Shaikh had gone for training on scholarship and freeship organised by Social Welfare Department of Government of Maharashtra. • Ms. Sarla Pujari had attended training programme organised by University of Mumbai on "Enrolment Process". • Yoga sessions are conducted regularly for faculties, non-teaching staff at different time slots for physical and mental fitness by Ambika Yog Kutir, Thane, Mumbai. • A workshop on ERP and ISO 2000 was organised for support staff of BMS BBI
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Digitization of Office Records 2) Preparation for ISO certification 3) Entrepreneur Mentor Cell
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Organ donation Awareness	10/08/2018	10/08/2018	10/08/2018	55
2018	Medicinal Plant Plantation in college	13/08/2018	13/08/2018	13/08/2018	25
2018	Seminar on Study Abroad	20/08/2018	20/08/2018	20/08/2018	125
2018	Personality Development Workshop	04/10/2018	04/10/2018	04/10/2018	75
2018	Workshop on UPSC and MPSC	12/10/2018	12/10/2018	12/10/2018	100
2018	Guest Lecture on renewable energy	29/11/2018	29/11/2018	29/11/2018	70
2019	Creating Leaders for tomorrow	08/01/2019	08/01/2019	08/01/2019	45
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equality and Social Protection	13/09/2018	13/09/2018	50	20

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. One day workshop on Wind Energy: A Source of Renewable Energy was conducted by NSS unit of the college. 2. Cyclathon was organised by BBI department to create awareness about the benefits of cycling and how cycling helps in reducing carbon footprints. 3. Save Aarey, Save Green” Rally was organised by NSS unit in collaboration with Conserve Aarey Group. 4. Poster making competition on “Save Water” was organised by Nature Club of the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	Yes	5
Ramp/Rails	Yes	5
Braille Software/facilities	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Special skill development for differently abled students	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	15/01/2019	01	1. Stationery Cloth distribution by Goonj NGO	Stationery Requirement at village schools	150
2018	Nil	1	04/10/2018	02	2. Beach Clean up drive by united way of Mumbai	Beach Clean Up after Ganeshutsav	75
2018	Nil	1	08/08/2018	01	3. Blood Donation Camp	Blood Donation to hospitals	150
2018	Nil	1	02/07/2018	2	4. Tree Plantation Programme	Plant more trees for Green Mumbai	75
2018	Nil	1	16/09/2018	5	5. Artificial ponds created by NSS volunteers to	Non Polluting Sea, rivers, Ponds by creating artificial	100

					promote eco friendly immersion of Ganesh Idols	1 ponds	
2018	Nil	1	04/12/2018	1	6. Investors awareness workshop	Financial Literacy	75
2018	Nil	1	18/12/2018	1	7. Health check -up drive	addressing diabetes and BP issues	150
2018	Nil	1	08/01/2019	1	8. E-waste management	Proper disposal of Pen drives, old computers, CDs	50
2019	Nil	1	11/02/2019	1	9. Disaster Management Workshop	to address flood, earthquake situation amicably	75
2019	Nil	1	25/02/2019	1	10. Pet adoption Programme	A Life for Stray	100
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
University Code for Professional Ethics	Nil	Since the Code for Professional Ethics is a University Publication, the College follows and introduces any change made by the University in the Code proactively. A copy of the Code is also kept with the Administrative Office for reference. The Code of Conduct is also uploaded on the College website for convenient access of faculty members and other stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Book Donation Drive	04/06/2018	04/06/2018	70
Cloth Donation Drive	15/01/2019	15/01/2019	100
Khelo India Khelo	15/06/2018	15/06/2018	150
Workshop on "Gender Equality and Good touch and Bad Touch"	20/09/2018	20/09/2018	200
Blood Donation Drive	08/08/2018	08/08/2018	150
Beach Cleaning Drive	04/10/2018	05/10/2018	75
Interactive Session on "Swachh Bharat Abhiyan"	13/12/2018	13/12/2018	50
Interactive Session on Mental Wellness programme	18/01/2019	18/01/2019	55
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.College garden is well maintained and more plants are planted to make it more eco friendly . 2. Separate dustbins are kept for dry waste and wet waste . 3. Staff and students are encouraged to make use of jute and paper bags and avoid plastic bags. 4. During renovation construction activities, everything is recycled . 5. Mosquito repellent plant have been planted to drive away mosquito naturally.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Enhancing Teaching Learning Process 2) Student Metamorphosis

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://sydenham.ac.in/pdf/Best%20Practices%20NAAC%20Criteria%20VII%202018-19.p
df](https://sydenham.ac.in/pdf/Best%20Practices%20NAAC%20Criteria%20VII%202018-19.pdf)

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Prayas: "An effort towards better tomorrow" Being the foremost educational institution, it is the need of the hour to develop steadfast students who will strive to work for the society. This will help to build the bridge between the students and the society. Sydenham College with its galore of students managed societies goes a long way in contributing towards development of the community through array of activities. Students collectively have done remarkable work by organising various social events within and outside the college thus reaching selflessly towards the community. This endeavour of Sydenham College reflects the humble hard work of students as well as teachers who are keenly involved in acting as catalyst for creating an enhanced future. We at Sydenham take small steps which ensure multiplier effect and thus making every Prayas an effort

towards better future.

Provide the weblink of the institution

<https://sydenham.ac.in/pdf/Institutional%20Distinctiveness%20.pdf>

8.Future Plans of Actions for Next Academic Year

1. To introduce certificate courses commerce, management, accountancy. 2. To collaborate with institutes offering software development courses. 3. To organize short term courses and faculty development program for faculties. 4. To submit proposal for cluster university under RUSA. 5. To develop online admission portal. 6. To organize programs to develop ethical values and social contributions of the students. 7. To make college campus, classrooms, canteen more eco friendly 8. To organize entrepreneurial workshops on "Start Ups". 9. To develop online feedback mechanism for all the stake holders 10. To encourage research activities in students. 11. To introduce earn and learn certificate programs for students. 12. To develop cloud based student database system.