Estd. 1913

Government of Maharashtra's

Sydenham College of Commerce & Economics

Internal Quality Assurance Cell (IQAC)
Annual Quality Assurance Report

(AQAR 2014-15)

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)*

2014-2015

1. Details of the Institution

1.1 Name of the Institution

Sydenham College of Commerce & Economics

1.2 Address Line 1

'B' Road

Address Line 2

Churchgate

City/Town

Mumbai

State

Maharashtra

Pin Code

400 020

Institution e-mail address

sydenhamiqac@gmail.com

Contact Nos.

022-2288211 / 022-22042897

Name of the Head of the Institution:

Dr. Annasaheb Khemnar

Tel. No. with STD Code: | 022-22871452

Mobile: | 9850924991

Name of the IQAC Co-ordinator: | Dr. Ritesh Kumar Singhal

Mobile: | 9869109674

IQAC e-mail address: | sydenhamiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | -

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate) | -

1.5 Website address: | www. sydenham.ac.in

Web-link of the AQAR: | http://sydenham.ac.in/aqar/1415.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A		2004	2009
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   10/07/2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i.	AQAR 2004-05	31/10/2015	(DD/MM/YYYY)
ii.	AQAR 2005-06	31/10/2015	(DD/MM/YYYY)
iii.	AQAR 2006-07	05/11/2015	(DD/MM/YYYY)
iv.	AQAR 2007-08	05/11/2015	(DD/MM/YYYY)
v.	AQAR 2008-09	23/11/2015	(DD/MM/YYYY)
vi.	AQAR 2009-10	01/12/2015	(DD/MM/YYYY)
vii.	AQAR 2010-11	11/12/2015	(DD/MM/YYYY)
viii.	AQAR 2011-12	17/12/2015	(DD/MM/YYYY)
ix.	AQAR 2012-13	19/12/2015	(DD/MM/YYYY)
x.	AQAR 2013-14	23/12/2015	(DD/MM/YYYY)

1.9 Institutional Status

University   State NA   Central NA   Deemed NA   Private NA

Affiliated College   Yes [ ]   No [ ]

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [ ]   No [ ]

Regulatory Agency approved Institution   Yes [ ]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women [ ]

Urban [ ]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [ ]   UGC 12B [ ]

Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [ ]   Science [ ]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.]

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

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

Autonomy by State/Central Govt. / University   No

University with Potential for Excellence   No   UGC-CPE   No

DST Star Scheme   No   UGC-CE   No

UGC-Special Assistance Programme   No   DST-FIST   No

UGC-Innovative PG programmes   No   Any other (*Specify*)   No

UGC-COP Programmes   No

2. IQAC Composition and Activities

2.1 No. of Teachers

> 08

2.2 No. of Administrative/Technical staff

> 01

2.3 No. of students

> --

2.4 No. of Management representatives

> --

2.5 No. of Alumni

> 01

2.6 No. of any other stakeholder and

community representatives

> --

2.7 No. of Employers/ Industrialists

> --

2.8 No. of other External Experts

> --

2.9 Total No. of members

> 10

2.10 No. of IQAC meetings held

> 06

2.11 No. of meetings with various stakeholders: No. | 09 | Faculty | 06 |

Non-Teaching Staff | 01 | Students Alumni | 01 | Others | 01 |

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

If yes, mention the amount | -- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | -- | International | -- | National | -- | State | -- | Institution Level | 01* |

(ii) Themes | Innovative Teaching Techniques |

* Jointly organised the Career Fair with BBI & BMS

2.14 Significant Activities and contributions made by IQAC

- IQAC jointly organised the Career Fair with BBI & BMS on 07th February, 2015 where guidance was given to B.COM, BBI, BMS & M.Com students regarding career opportunities. Some companies also conducted workshop on group discussion & personal interviews. The career fair was attended by around 2000 students.
- In Career Fair, one hour session was conducted on 'Innovative Teaching Techniques'.
- The installation of smart boards in classrooms was suggested by IQAC.
- IQAC undertakes the feedback of Teachers by Students, feedback on support services to improve the facilities.
- IQAC has suggested providing more space for classrooms and facility rooms for students and teachers. Accordingly, three unused rooms were converted into classrooms, which is utilised for B.Com, BBI and BMS.
- IQAC also encouraged the staff members to submit research proposals.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To plan for an orientation programme for the first year students of the college. Parents also to be invited.	1. The Orientation programme was successful as it was organised two times, one for the FY.B.Com students and one for the FYBMS and FYBBI students, where the complete information was given about credit based semester system and the various facilities available in the college.

2. To encourage faculties to apply for minor research project of UGC	2. Five faculty members applied for the UGC minor research project. Out of them three faculty members successfully got the minor research project.
3. To conduct remedial lectures for the needy students.	3. Remedial lectures were conducted for the students who were weak in English language and mathematics as well as for the students who had difficulties in understanding certain topics of other subjects.
4. To Undertake feedback from the students.	4. Student feedback was taken about teaching as well as about the other facilities available in the college; college office, library, gymkhana and canteen.
5. To organise seminar for the students who wish to know about career opportunities.	5. IQAC in collaboration with BMS and BBI departments organised 'Career Fair' in February 2015. Fair highlighted on various career opportunities after graduation.
6. To organise workshop to enhance research culture in college.	6. IQAC and research cell of the college had organised a workshop on how to write research proposal. Dr. Mayura Mathankar conducted the session.
7. To arrange lecture to augment communication skill of the student.	7. A session on soft skill was conducted by Dr. Ritesh Singhal to develop EQ of the students.

*(*Please refer Annexure i for Academic Calendar*)

2.16 Whether the AQAR was placed in statutory body   Yes | -- | No | |

     Management | -- | Syndicate | -- | Any other body | |

     Provide the details of the action taken

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	-	-
UG	01	-	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	01
Diploma	-	-	-	01
Certificate	-	-	-	02
Others	-	-	-	03
Total				
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2   (i) Flexibility of the Curriculum: CBSGS (Credit Based Semester Grading System) 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 an analysis of the feedback).

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

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

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	16	04	01	08

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
16	01	04	00	01	00	08	07	29	08

2.4 No. of Guest and Visiting faculty and Temporary faculty

00		65		02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented	03	07	-
Resource Persons	-	-	01

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

- Purposeful play is a natural way of learning that supports creativity and imagination. Learning centres should include a library, dramatic play and art/ maker space areas. Providing these learning centres to support project work and learning objectives.
- The faculty members use audio visual aids in self financing courses to make the subject interesting.
- Enabling academically weak students to cope with the learning by making groups with an academically strong student.

2.7 Total No. of actual teaching days during this academic year

180 days

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

Masking,, Coding, Double Valuation, Photocopy, Revaluation

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

-	-	-

2.10 Average percentage of attendance of students

90.64

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III Class %	Pass %
M.Com.	124	NA	15.32	21.77	45.96	83.08
B. Com	504	NA	13.69	56.55	15.28	85.52
BBI	92	NA	21.74	66.30	0	88.04
BMS	108	NA	20.37	30.55	12.96	63.88

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Feedback was obtained from students regarding classroom teaching of individual teacher and also of the college infrastructure and administration and gymkhana.
- Regular meetings were held to take review of the syllabus completed and lectures engaged by the respective Head of the Departments.
- After analysing the results of periodical tests, remedial lectures and guidance sessions were conducted.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	01

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	28	06	-	-
Technical Staff	02	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC encourages faculty to apply for minor research. Five Faculty members had applied for Minor research project to UGC. Three faculty members were successful in getting the UGC Minor research project.

2. Six faculty members have registered for Ph.D.

3. IQAC encourages faculty to contribute articles towards research journals.

4. Case studies created by the faculties are discussed in the classroom which helps to develop research attitude among the students.

5. M.Com students are given research based projects for their internal assessment.

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	-	03	03	-
Outlay in Rs. Lakhs	-	-	210000	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	04	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	08	06	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

13

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2014-15	UGC	210000	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total			210000	

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

           ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

            INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences   organized by the Institution

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

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

3.13 No. of collaborations   International | - | National | 01 | Any other | - |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From funding agency | - | From Management of University/College | - |

Total | - |

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
who are Ph. D. Guides

| 02 |

and students registered under them

| 04 |

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 | 93 | State level | Nil |

National level | Nil | International level | Nil |

3.22 No. of students participated in NCC events:

University level | NA | State level | NA |

National level | NA | International level | NA |

3.23 No. of Awards won in NSS:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.24 No. of Awards won in NCC:

University level | NA | State level | NA |

National level | NA | International level | NA |

3.25 No. of Extension activities organized

University forum | Nil | College forum | Nil |

NCC | Nil | NSS | 163 | Any other | Nil |

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

- Blood Donation
- Stationary & shoes distribution
- Educational Project
- NSS week
- 07 days residential Camp
- Disaster Management workshop
- Medical Camp
- Awareness about cyber crime
- Green Ganesha
- Traffic awareness
- Street play on social issues
- AIDS awareness
- Cell donation
- Pulse Polio drive
- Thalassemia Check up
- Lecture on various social issues
- Consumer awareness programme

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	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased (0 lakhs) during the current year.	385	1. All in one touch panel kiosk – 5 Rs. 2137500/- 2. HDML cable – 1500 mitre Rs. 216000/-	DPDC	

		3. Digital Board 50'' or higher 4 Rs. – 469884/-	DPDC	
		4. Digital Board 70'' or higher 1 Rs. 677460/-	DPDC	
			DPDC	
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 27402960/-	Rs. 3500844/-		Rs. 30903804/-
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	3649	4,01,002/-				
	*9633	12,03,006/-	445	50,305/-	10078	12,53,311/-
Reference Books	6611	23,29,558/-				
	*50594	1,39,77,348/-	43	23,913/-	50637	1,40,01,261/-
e-Books	-	-	58	-	58	-
Journals	08	7160/-	03	7150/-	11	14310/-
e-Journals	-	-	22	-	22	-
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	Depart-ments Projector	Others Library Cabinet
Existing	103	86	18	30	08	62	24	36
Added	-	-	-	-	-	-	-	-
Total	103	86	18	30	08	62	24	36

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[1] This number * includes the number of books prior to 1987.

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

1. Online Exam Centre is equipped with 50 computers along with Internet Connection which is use for conducting online internal examination. Students also give mock test for professional management courses.
2. As F.Y.B.Com admissions are done online through Mumbai University portal, the admissions are completed in the college with the help of this technology.
3. Eligibility forms, TYBCOM Examination forms, lower examination results, internal assessment marks are uploaded online in Mumbai University portal.

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs. 49000/-

ii) Campus Infrastructure and facilities   Maintained by Public Works Department, Govt. Of Maharashtra

iii) Equipments   Maintained by Public Works Department, Govt. Of Maharashtra

iv) Others   --

Total :   Rs. 49000/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The Orientation Programme is conducted for the First Year students, where they are given complete information about the college facilities the examination, assignments, projects, extra-curricular activities etc.

2. On suggestions of IQAC, following activities were conducted by various societies:

- WDC conducted a camp on health and hygiene for girl students.
- Placement cell invited companies to conduct G.D., interviews and also to recruit Third Year students of the college.
- Women's grievance cell provided information regarding counselling and support services on our campus. It also promoted awareness about sexual harassment through educational initiatives that encourages and fosters respectful work and learning environment.
- Gymkhana helps sportspersons of the college to showcase their talent.
- NSS activities were aimed at orienting the students at community service. These activities exposed volunteers to the realities of life and bring about a change in their social perception.
- Girl's forum conducted a workshop on self defence techniques which equipped the girl students with useful strategies to defend themselves from spontaneous or pre-mediated violence and abuse.

5.2 Efforts made by the institution for tracking the progression

- Faculties conducted regular class test (oral and written) and maintain student progression in each test.
- Mentoring of weak students was done. Also bridge course for vernacular students was conducted.
- Faculties also conducted case studies competition to check the IQ level of the students and take necessary and corrective steps for weak performing students.
- Government schemes for financially backward students were implemented. Students are tracked throughout their course as the success of students with specific diverse backgrounds is related to specific funding streams.
- Placement cell conducted guidance sessions, career guidance and counselling.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2388	**377**	-	-

(b) No. of students outside the state

94

(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
1579	532	13	497	01	2622	1605	595	10	555	-	2765

Demand ratio 3.79   Dropout % NA

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. Seminars and workshops were conducted by foreign universities who provide in depth details about their various Masters Programmes. This is a boon for students who wish to pursue their career abroad.

4. A cyber security awareness programme was conducted by the college to give overview of cyber security laws by Mr. Harrold D'costa, CEO, Intelligent Quotient Security System (IQSS) working with Government of Maharashtra's Cyber Security Cell. The workshop focussed on various cyber attacks and how we can tackle those attacks with various cyber security laws. The session was an eye opener for students and faculties. Dr. Sunil Singh, Shri. Hasan (Coordinator, BBI) and Smt. Jharna Kalra (Coordinator, BMS) gave their active support in smooth conduct of this workshop.

5. The college has a centre of Yashwantrao Chavan Maharashtra Open University, Nashik, a Virtual Learning Centre, which provides Live interaction of students with experts for the preparation for UPSC and MPSC and other competitive examinations.

No. of students beneficiaries | 405 |

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | 01 | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | 14 | UPSC | 10 | Others | 03 |

5.6 Details of student counselling and career guidance

1. Sydenham College has provided the platform to interact our final year students with executives of various companies and offer them job opportunities through "Career Fair".

2. One such seminar was conducted by Thomas Cook under career fair. Thomas Cook (India) Ltd is a leading integrated travel and travel related financial services company in the country offering a broad spectrum of services that include Foreign Exchange, Corporate Travel, MICE, Leisure Travel, Insurance, Visa & Passport services and E-Business. The company set up its first office in India in 1881.

3. The students are counselled if they have any academic problems by the College Professors.

No. of students benefitted | 412 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	130	83	300

5.8 Details of gender sensitization programmes

Sr. No.	Programme	Theme	Participated	Conducted By	Date of the Event
1.	Talk on legal Rights of women	Women Rights	Students & faculties	NSS	22.07.2014
2.	Lecture on gender sensitization	Sexual Harassment at work place	Students & faculties	WDC	11.09.2014
3.	Workshop	Self defense	Students & faculties	Girls Forum	01.10.2014
4.	Camp on women well being	Health & hygiene	Girls Students	WDC	24.11.2014
5.	Poster making competition	Gender discrimination	All Students	BBI	08.12.2014
6.	One day work shop on eve of women day celebration	Women rights, Investment opportunities, Home-made medicine, yoga session	Teaching & Non teaching staff of Govt. College	WDC	11.03.2015
7.	Fair & Book exhibition	Stall by different SHG's on women related books, handicrafts etc.	All Students & faculties	WDC	11.03.2015
8.	Talk by Smt. Neela Satyanarayan (Ex. Election Commissioner - MS) & Smt. Pragati Bankhele (Journalist)	Women Empowerment:	All Students & faculties	WDC	11.03.2015
9.	Lecture	Awareness of Bank Scheme and LIC Scheme for women	All Students & faculties	WDC & BBI	12.03.2015

5.9 Students Activities

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

        State/ University level | 150 | National level | 02 | International level | -- |

        No. of students participated in cultural events

        State/ University level | 09 | National level | 60 | International level | Nil |

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

    Sports : State/ University level | 12 | National level | 02 | International level | - |

    Cultural: State/ University level | 06 | National level | 01 | International level | - |

5.10 Scholarships and Financial Support

Particulars	Number of students	Amount
Financial support from institution		
Financial support from government	257	Rs. 27,42,911/-
Financial support from other sources (KPMG)	37	Rs. 3,70,000/-
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 163 |

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 being and take the society towards new horizons of glorious future.*

Motto:
- *Labour Omnia Vincit (Hardwork Conquers All)*

6.2 Does the Institution has a management Information System

Yes, *(Refer Annexure iii)*

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

The college follows the syllabus framed by University of Mumbai for graduate and post graduate courses.

1. Faculties have attended revised syllabus workshop in their respective subjects organised by University of Mumbai and gave their constructive suggestions about revising the syllabus by conveying appropriate weightages to various topics, allocation of time and marks to each module, paper patterns and assessment techniques.

2. Suggestion and feedback from the faculties are forwarded to academic council for revising the syllabus as per the industry & employment needs which will benefit the students at large.

3. IQAC conducted workshop of all the departments to review and monitor the incorporation of new syllabus and paper pattern at the college level.

4. Structured Feedback about the syllabus is obtained from the students of M.Com to know their views and then the faculty informally forward their suggestions to the board of studies.

6.3.2 Teaching and Learning

1. Academic calendar was prepared well in advance so that faculties plan their teaching strategies.

2. Lesson plan was prepared by individual faculty for their respective subjects allotted to them.

3. Teaching skills of the faculties are updated through orientation, refresher and short term courses.

4. Teaching learning strategies like group discussion, group assignment, group teaching, interactive class, thoughtful questions, simulations & games, peer teaching, brainstorming are used to make teaching learning process more interesting to teacher as well as the learner.

5. Remedial classes and extra coaching are provided to poor performers and slow learners.

6. Evaluation of faculties is done by students through structured feedback.

7. Undergraduate and post graduate students are assigned small research topic as a part of their assignment and projects to develop a sense of inquisitiveness and research aptitude in them.

6.3.3 Examination and Evaluation

College adopts CREDIT BASED SEMESTER GRADING SYSTEM (CBSGS) as recommended by University of Mumbai. College internally conducts Semester I, II, III, IV (FYBCOM & SYBCOM) examination on behalf of University of Mumbai. Third Year B.Com, BBI, BMS and M.Com. exams are conducted by University of Mumbai.

1. For undergraduate and bachelor courses, Internal Assessment (Class Test & Project) is done with 25 marks by way of continuous evaluation and by Semester End Examination with 75 marks by conducting the theory examination.

2. 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.

3. 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.

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

5. Masking of answer sheets is done. Coding method is adopted to ensure confidentiality of exam papers.

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

7. Centralised assessment programme (CAP) is adopted for paper assessment.

8. Digital Exam Paper Delivery (DEPD) system is adopted for downloading University Exam Question Papers at graduate and post graduate level.

9. Our college was assigned as LEAD College status by University of Mumbai for TYBCOM, BBI, BMS & MCOM Centralised Assessment Programme.

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.

6.3.4   Research and Development

- Research cell of the college conducted one day workshop on "Synopsis Writing" for aspiring PhD candidates which was addressed by Dr.Sunil Shete (PhD Guide, University of Pune). More than 50 participants were present.
- Five Faculties had submitted their Minor Research Projects in their respective subjects.
- Faculties have presented and published their research papers in various conferences, seminars and journals of international repute.
- Six faculties have registered for pursuing PhD programme.
- Teachers pursuing PhDs' are encouraged to take leave under FIP of UGC.
- Few of the faculties have also chaired research and technical sessions in conferences, seminars and workshops.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library :

1) Book Exhibition was arranged by the library during the birth anniversary of Dr.S.R.Ranganathan on 9th August 2014. Various books were displayed and the exhibition was visited by the faculty and students of the college.

2) Hands on software was arranged the college library for the faculty and students between 22nd September 2014 to 27th September 2014. Information was given about how to search Library collection with the help of SLIM21 Software.

ICT: Kiosk and digital boards were installed on all floors which give information about admissions, examination, events and current happening in the college. The mobile app *X Campus* helps the faculties to upload teaching content, notices on the app which students can download for reference.

6.3.6 Human Resource Management

1. Regular meetings of the teaching and non-teaching staff are conducted by the principal to review the work assigned to them.

2. Orientation and induction programmes are conducted by the Staff Club of the college for the new recruits and new entrants to enlighten them about the college.

3. College also contributes to the professional growth of the staff by allowing them to participate for refresher, orientation and short term training courses.

4. Staff appraisals are done very year by maintaining confidential report of each staff.

5. College has a conducive and healthy work environment which is also an affirmative factor in accomplishment of the institution's mission and vision.

6. 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.

7. Newly appointed teaching staff are sent for training at YASHDA, Pune by Government of Maharashtra.

8. Thalassemia check was done for students, faculties and staff and precautionary measures were prescribed by Doctors.

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. Shri Sagar Kotkar and Shri Rajendra Mali were appointed as full time faculty in the subject of Business Law and Economics respectively.
3. Appointments on Ad-hoc and contract basis are done by Director of Higher Education.
4. Clock Hour Basis appointment is done at the discretion of the Principal.

6.3.8   Industry Interaction / Collaboration

1. Various departments of the college (BMS & BBI) have established a reasonably good linkage with the neighbouring industries for doing students project reports.

2. Students of BBI and BMS had industrial visit to Chandigarh and Amritsar, where they visited Punjab Textile Industry.

3. An industrial visit was organised for Foreign Trade students at Usha Cables Pvt. Ltd. At Silvassa.

4. Industrial visit of B.com students was organised by Dr. Anjali Alekar at Jindal Industries, Vasind, District Thane.

4. The placement cell of the college has conducted group discussion and panel interviews for the students through industry experts.

5. Shri. Chintan Bhatt from S.P. Jain Institute gave lecture on preparation of Curriculum-Vitae to the aspiring students.

6. Session for students those who are pursuing professional courses like CA, was conducted by the auditing firm KPMG.

7.   NCCMP students visited the NSE at Bandra Kurla Complex, where they were given demonstration of the live stock market trading. NCCMP course includes 20 hours practical training at Geojit Paribas, at various branches all over Mumbai.

6.3.9   Admission of Students

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

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

3. Reservation quota for special category, sports person, physically challenged, defence personnel, women's, freedom fighter (ward), widow, Jammu Kashmir Migrant are strictly followed as per Government of Maharashtra norms and University of Mumbai circulars.

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

5. In house admission is done for SY, TY BCOM BMS, BBI. If seats are vacant then a separate merit list is displayed for outside students.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated   Rs. 2,52,22,448.24/-

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)	Yes	Heads of the Departments and Principal
Administrative	Yes	Director of Higher Education (DHE)	Yes	Principal

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes   -   No   √

For PG Programmes   Yes   -   No   √

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

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

NA

6.11 Activities and support from the Alumni Association

1. Sponsorship for cultural and academic events.

2. Awards to meritorious students.

3. Constructive feedback and suggestions for development of college.

4. Placement cell and alumni association jointly conducted career guidance and counselling for Third Year students. Mr. Pranay Nigothia conducted a session on "Pre-requisite for venturing into new business"

5. Dr. Anjali Alekar Prof in charge of Alumni Cell along with few alumni conducted a session on "New education New Heights" for students of our college.

6. Mrs. Radhika Iyer, alumna of the college, conducted a session on "how to prepare for NET/SET exams" for PG students.

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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) Parents participated in blood donation camp and annual rural camp organised by NSS unit.

4) PTA invited parents for one day workshop on Women rights, Investment opportunities, Home-made medicine, yoga session and parents were also invited for Awareness of Bank Scheme and LIC Scheme for women.

5) Parents partially sponsored, an inter collegiate cultural event "Brouhaha" and also actively participated in that event.

6) Students with excellent performance in academics and extracurricular were felicitated during Annual Day of the College and parents were invited for the function.

6.13 Development programmes for support staff

- Session on stress management for administrative staff was organised in April 2013.
- A programme on demonstration & training on principles & handling of fire extinguishers for library assistance & supportive staff in February 2014.
- 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.
- Shri D.Shaikh and Shri S R Patil attended Training programme on "Implementation of MIS" organised by Director of Higher Education, Pune.

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

a) College garden is well maintained & more plants were planted in the college to make it more eco friendly.
b) Mosquito repellent plants were planted to drive away mosquitoes naturally
c) Separate dustbins were kept for dry and wet waste.
d) Notices regarding examinations, scholarships are sent via email or by social networking sites to make less use of paper.
e) Students are asked to switch off the lights and fans when not in use. This will help to conserve energy.
f) Teachers as well as students are encouraged to make use of jute and paper bags and to avoid plastic bags.
g) Students and faculties are encouraged to save water.
h) During renovation and construction everything is recycled.
i) Students and teachers are encouraged to reduce, re-use and recycle.

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Criterion – VII

7. <u>Innovations and Best Practices</u>

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

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1. Focus on Peer learning, participatory pedagogy.

2. Scaffolding technique was used for the cognitive growth of the students.

3. Installation of interactive smart boards

4. Electronic display notice board on all floors and college office.

5. Information kiosk was installed in all floors of the college which will provide detailed information about academics to student as well as faculties.

6. *Sevarth* software (developed by Government of Maharashtra) is implemented by the college office for calculating and preparing salary bills of teaching and non-teaching staff. Staffs are given their respective username and password which assist them in procuring monthly salary statement online.

7. All the fund transfers and payments are made through NEFT, which has reduced the paper work and made the process faster.

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 install Kiosk information units and display board.	1. Kiosk and digital boards were installed in all floors which give information about admissions, examination, events and current happening in the college.
2. To conduct spoken and written English course for students belonging to vernacular medium.	2. Students from vernacular medium were given training for spoken and written English course by Prof. Pradeep Saraswat from Ismail Yususf College.
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. A demo lecture on mobile app *XCampus was* conducted by Shri Prashant Pawar. This app helps the faculties to upload teaching content, notices on the app which student can download for reference.

4. To foster research culture in faculties and students.	4. Five faculties have submitted their Minor Research Project to UGC. Further more than 20 research papers are being published in Journals, international and national conference.
5. To arrange workshops for female staff and students of the college as a part of women empowerment.	5. Women development Cell, Girls Forum, and other societies had organized various programmes as a part of women empowerment.
6. To form IQAC and carry out the process of assessment and re-accreditation.	6. IQAC was formed and preparation of AQAR's of the previous years was initiated for re-accreditation.
7. To continue with remedial and bridge classes for slow learners.	7. Faculties conducted extra classes and gave one to one personal attention for poor performers and learning disable students.
8. To offer lifelong learning and extension activities for students.	8. Proposal for starting lifelong learning and extension activities was submitted to Mumbai University.
9. To set up commerce lab and language lab.	9. The proposal for setting up of Commerce Lab and Language Lab were forwarded to DPDC for funds.
10. To involve alumni in development of the college through their valuable suggestions.	10. Sydenham Golden jubilee Trust formed by prominent alumni helps in comprehensive development of the college by supporting various academic, cultural and social activities.

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

1. Nurturing holistic development of students   2. Dignity and integrity: An en route for gender equality

　　　　(***Please refer annexure iv)***

7.4 Contribution to environmental awareness / protection

1. One hour lecture was conducted by NSS to create awareness on ill effects of smoking.

2. Car pooling is done by faculties and students to reduce carbon foot print.

3. Switching off and unplugging electrical devices are done to conserve energy.

4. Tree plantation drives were undertaken by the college.

5. NSS Students participated in "Vasundhara Bachao- Save the Earth" campaign, by educating the masses about various ways to save the environment.

6. Students created awareness about using organic colours to play eco friendly holi.

7. Natural bio degradable colours are used during rangoli competition.

8. Paper bags were distributed to devotees during Ganesh festival for disposing Nirmalya thus discouraging plastic bags.

9. Swachh Bharat Abhiyan Campaign was undertaken by the college students at Bandra, Churchgate station and also in and around college vicinity.

10. "Saaf Samudra" a beach cleaning drive was conducted by NSS students in collaboration with an NGO United Way after Ganesh utsav festival to clean the beaches.

7.5 Whether environmental audit was conducted?　　　　　No

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

STRENGTHS

1. Well disciplined students
2 College is well guarded with security and CCTV Camera
3. Huge well ventilated classrooms with modern infrastructure.
4. Students from diverse background help to develop cultural and social ties within them.
5. College with good repute in the society.
6. Both faculties and students are committed towards the mission and vision of the college.
7. Judicious and effective conduct of college and university examination and other academic related affairs.
8. Apart from academics students are also proficient in extra and co-curricular activities.
9. College is also committed towards society's welfare through NSS/SSL and PSERF committees.
10. More than 70% of the faculties are doctorate and remaining faculties have registered themselves for doctoral program.

WEAKNESSES:

1. Retaining temporary and visiting faculty.
2. Repeated syllabus revision and examination pattern.
3. Student teacher ratio is adverse which pose difficulties for personal attention to students.

OPPORTUNITIES:

1. Increasing partnership with research institutes and other universities.
2. Faculty empowerment through various faculty development programme and increased participation in research based activities.
3. Introduction of more courses with UGC support.
4. Promoting more environmental awareness and good citizenship through tie-ups with many NGO's.
5. To introduce MCOM with Management specialisation
6. To come up with more campus placements and recruitment.
7. To introduce more field visits to industries to give practical exposure to students and to boost research activities.

THREATS:
1. Students who pursue professional course like CA, ICWA, CS along with conventional BCom course are opting for distance education, since Credit Based Grading System emphasize more on examinations, as a result very little time is available for preparation of projects assignments and external examinations.
2. Change in the attitude of the student towards education, teachers, peers etc.
3. Threats from mushrooming new and foreign universities.
4. Faculties also have to perform administrative duties apart from teaching.

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

1. To conduct a workshop on "Financial Literacy" for faculty.

2. To start entrepreneur cell for students to foster entrepreneurship skills in them.

3. To redesign website.

4. To apply for re-accreditation of the institution.

5. To organize alumni meet so as to get more constructive ideas and suggestions from them.

6. To renovate gymkhana with modern sports equipment and construct one additional floor for indoor sports activities.

7. To adopt the practice of recycling of answer books.

8. To install sanitary vending and disposal machine in girls wash room and common room.

9. To apply for ISO 14000 of the institution.

10. To promote solar charger, natural decor in the college campus.

11. To foster research activities in both students and faculties.

12. To organise seminars in collaboration with foreign and private universities.

13. To organise a three day Certificate Programme on 'Empowerment of Girls, to face the social challenges of 21st Century'. The programme aims to prepare girls for modern day challenges in careers, families and society, while being able to protect them from inadvertently falling prey to evil forces in the social environment.

14. To start a Certificate Course in Cyber Security in collaboration with Intelligent Quotient Security Systems (IQSS). The course is recognised by University of Mumbai.

15. To conduct a programme of Alumni Cell & IQAC jointly for a Panel Discussion with our Alumni and students.

16. To conduct seminar and workshop on career opportunities in Indian and abroad by IQAC.

17. To commence programmes under Extension Activity of University of Mumbai, Department of Lifelong Learning and Extension.

18. To renovate and upgrade BMS office.

Name : Dr. Riteshkumar Singhal   *Name : Dr. Annasaheb Khemnar*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

ANNEXURE i -

2014 – 2015

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 started	09th June, 2014
2	F.Y.B.Com admissions started	09th June, 2014
3	Lectures started	10th June, 2014
4	1ST Memorial Lecture	10th July, 2014
5	Serenade – PAS	18th July, 2014
6	Friendship Day celebration	2nd August, 2014
7	NSS – Blood Donation Drive	12th August, 2014
8	Independence Day celebration	15th August, 2014
9	Class Test	18th August to 20th August, 2014
10	Teacher's Day celebration	05th September, 2014
11	2ND Memorial Lecture	15th September, 2014
12	Jallosh (Inter-collegiate competition)	16th - 17th September, 2014
13	Book Exhibition (Library)	22nd September, 2014
14	First Term examination started [Semester- I & III]	23rd September, 2014
15	Centralized Assessment Programme	03rd October, 2014
16	3RD Memorial Lecture	14th October, 2014
17	Staff Council meeting (First term end)	17th October, 2014
18	Diwali Vacation	17th October to 2nd November, 2014
19	College Foundation Day celebration	22nd October, 2014

SECOND TERM

Sr No.	Activity	Date
1	Second Term started	3rd November, 2014
2	University examination started	03rd November, 2014
3	Class Test	28th November – 30th November, 2014
4	Gymkhana activity Gym Week	4th December – 5th December, 2014
5	Brouhaha (Intercollegiate Festival)	9th December – 13th December, 2014
6	Athletics Meet (Gymkhana)	15th December – 16th December, 2014
7	Rose Day/ Traditional Day (Cultural Activity)	17th December – 18th December, 2014
8	Winter Break	25th December,2014 to 7th January, 2015
9	College Reopens	8th January, 2015
10	Republic Day celebration	26th January, 2015
11	University Convocation	2nd February, 2015
12	*Marathi Bhasha Divas*	27th February, 2015
13	Annual Day	18th February 2015
14	Second Term Examination [Semester- II & IV]	13th March – 30th March, 2015
15	CAP started	13th March, 2015
16	University Examination starts on	8th April, 2015
17	Paper assessment to be completed	15th April, 2015
18	Preparation of Result	16th April- 25th April, 2015
19	Exam result declaration	25th April, 2015
20	Admission for next academic year	26th April-30th April, 2015

| 21 | Staff Council meeting (Second term end) | 30th April, 2015 |
| 22 | Summer vacation starts | 1st May, 2015 |

Academic Calendar Committee

Annexure ii –

Feedback Analysis

Report on Feedback Analysis on Teaching
Academic Year- 2014-15

The feedback of students for the academic year 2014-15 is taken for all the Undergraduate and Post Graduate Programmes conducted in the College. The feedback is taken once in a year for all the programmes. The various parameters on which teaching is assessed are:

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

The students were asked to grade teacher(s) on a scale of **'I'** to **'IV'**.

Where**:**

'I' being	*Excellent*
'II' being	*Very Good*
'III' being	*Good*
'IV' being	*Above Average* and
'V' being	*Below Average*

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

F.Y.B. Com.

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

Teachers Belong to / category	% of Teachers
Excellent	9
Very good	36
Good	46
Above average	9
Total	100

Figure no. 1
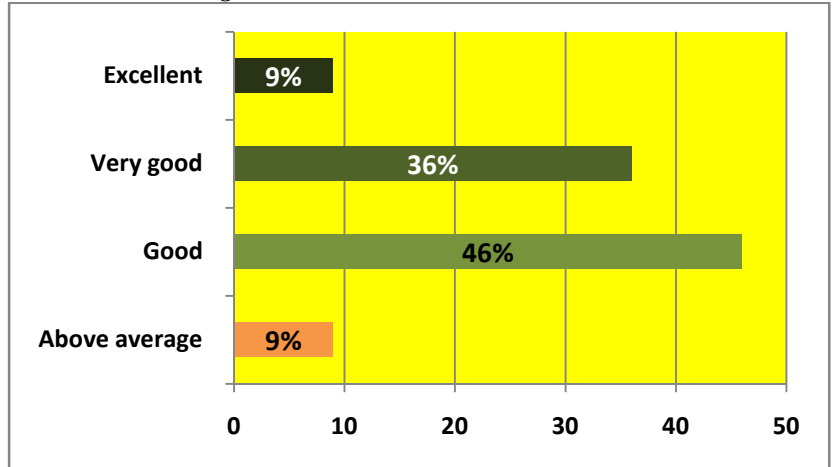
It is clear from figure/ table no. 1 that, 46% of the teachers belong to good category followed by 36% of teachers belonging to very good category, whereas an equal number of teachers i.e. 9% of the teachers belong to the Excellent and above average category each.

S.Y.B.Com.

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

Teachers Belong to / category	% of Teachers
Excellent	23
Very good	33
Good	33
Above average	11
Total	100

Figure no .2
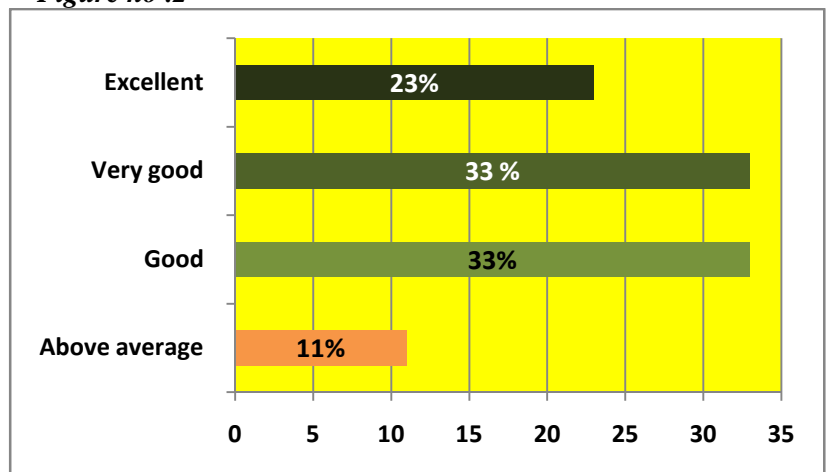
From the figure/ table no. 2, it is observed that an equal number of teachers i.e. 33 % of teachers belong to very good category and good category each, while 22% of teachers i.e. 20% belong to excellent category followed by 11% of teachers belonging to above average category.

T.Y.B.Com.

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

Teachers Belong to / category	% of Teachers
Excellent	25
Very good	33
Good	25
Above average	17
Total	100

Figure no .3
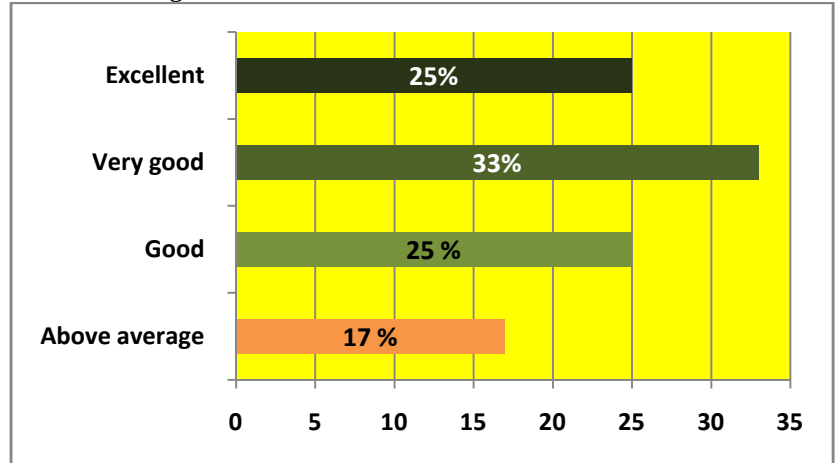
Figure/ table no. 3 represents that about 33% of teachers belong to very good category followed an equal number i.e. 25% of teachers belonging to good and excellent category each whereas 17% of teachers are above average.

M.Com. Part ⊣

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

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

Figure no. 4
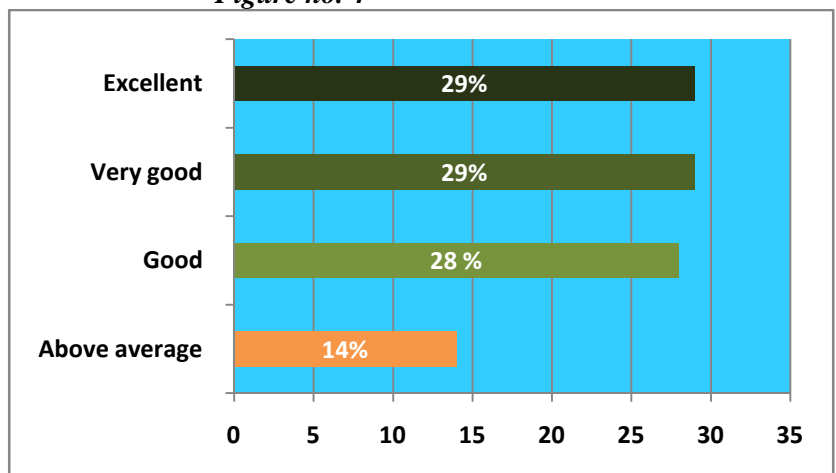
Figure/ table no. 4 depicts that an equal number i.e.34 % of teachers belong to excellent and very good category, followed by 28% of teachers belonging to good category whereas, 14% of teachers belong to the above average category.

M.Com. Part ‑II

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

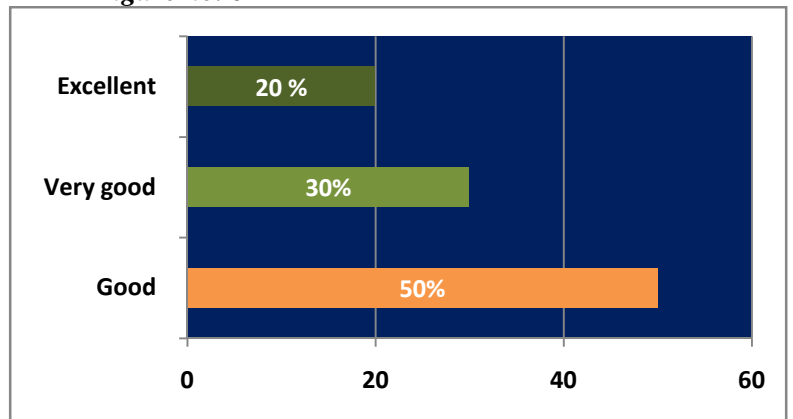| Teachers Belongs to / category	% of Teachers
Excellent	25
Very good	37
Good	25
Above average	13
Total	100

Figure no. 5
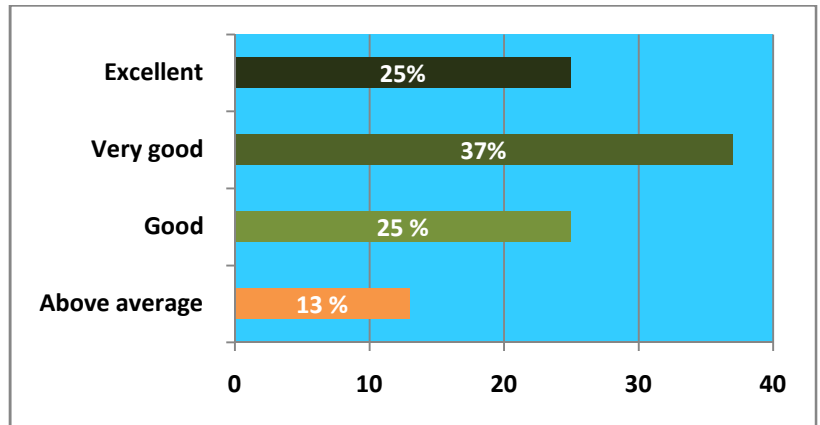
Figure/ table no. 5 shows that about 37% of teachers belong to very good category followed by equal number i.e. 25% teachers belonging to excellent and very good category whereas, 13 % of teachers fall into the category of above average .

F.Y.B.M.S.

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

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

Figure no. 6

Table/ figure no. 6 states that maximum i.e.50% of the teachers belong to good category followed by 30% of teachers belonging to very good category whereas, only 20% of teachers belongs to the excellent category.

S.Y.B.M.S.

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

Figure no. 7

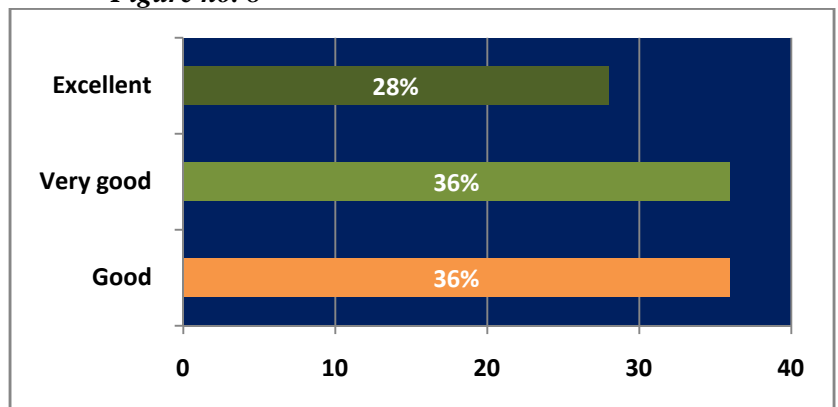| Teachers Belong to / category	% of Teachers
Excellent	30
Very good	20
Good	50
Total	100
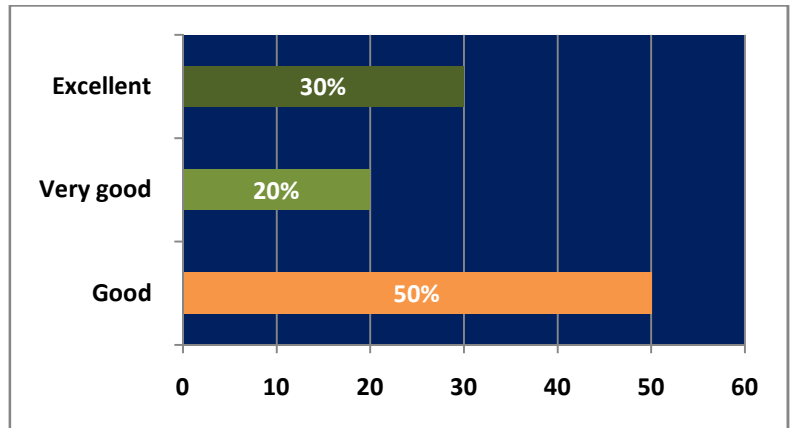
Table/ figure no. 7 clearly shows that about 50% of teachers belong to the good category followed by 30% teachers belonging to excellent category whereas 20% of teachers belong to very good category.

T.Y.B.M.S.

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

Figure no. 8

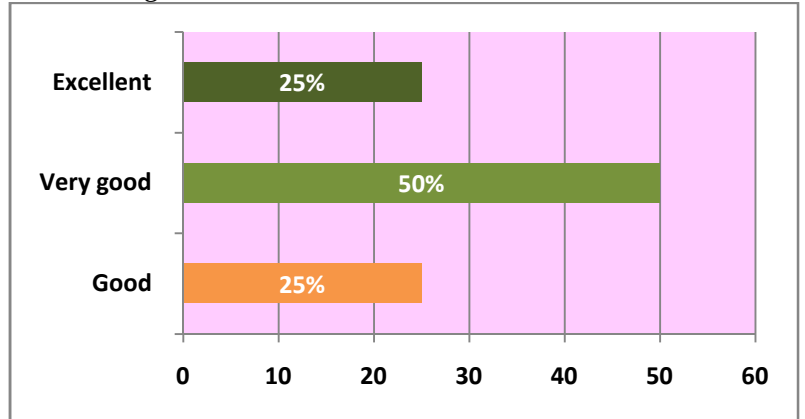| Teachers Belong to / category	% of Teachers
Excellent	28
Very good	36
Good	36
Total	100

It is clear from table/ figure no. 8 that 36% of teachers belong to excellent and very good category each, followed by 28% teachers belonging to excellent category.

F.Y.B.B.I.

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

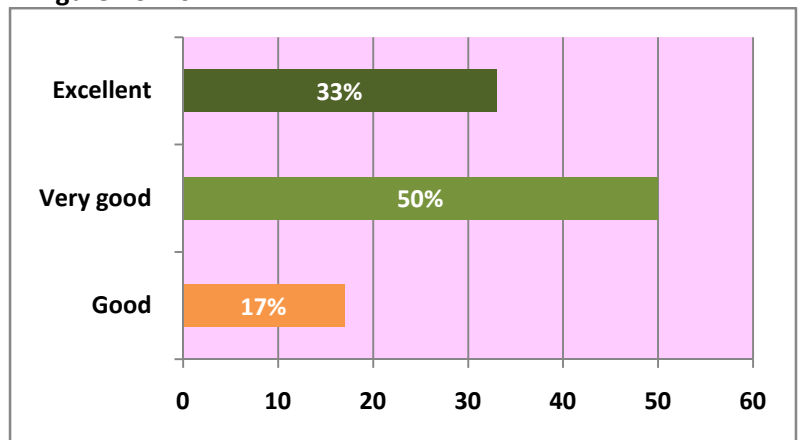| Teachers Belong to / category	% of Teachers
Excellent	25
Very good	50
Good	25
Total	100

Figure no. 9

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 an equal number i.e. 25% teachers belonging to excellent and good category each.

S.Y.B.B.I.

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

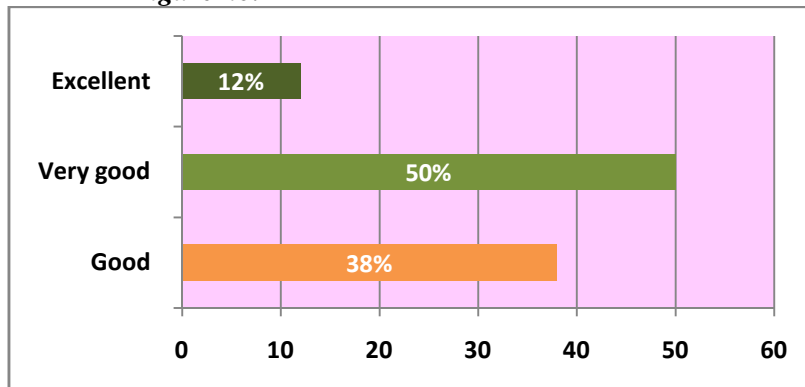| Teachers Belong to / category	% of Teachers
Excellent	33
Very good	50
Good	38
Total	100

Figure no. 10

Table/ figure no. 10, shows that about 50% of the teachers belong to excellent category whereas, 38% teachers belong to good category followed by 38% teachers belonging to excellent category.

T.Y.B.B.I.

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

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

Figure no. 11

Table/ figure no.11 depicts that 50 % of the teachers belong to very good category followed by 38% teachers belonging to good category, while comparatively less number of teachers i.e. 12% fall into the excellent category.

The students' feedback for the academic year 2014-15 was received by the feedback committee which was assessed and analyzed. The results were discussed with the Principal. Wherever improvement was needed, an interaction meeting was organized along with the Teachers and Head of the Departments to discuss the feedback to seek improvement in teaching. Efforts taken by teachers to enhance the quality of their teaching were also appreciated.

Feedback committee   **Principal**

ANNEXURE iii

MIS

❖ **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.

- Before finalizing the admission guidance & counselling is provided to students.

➤ **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.

- **Student Records :-**

a) Monthly attendance record & feedback of defaulter students.
b) Record of fees in instalments & its recovery maintained by self finance courses.

➤ **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.
3. Maintenance of Dead-Stock Register
4. Computerization & record maintenance of Library.

➤ **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.

- **Evaluation & Examination Procedure :-**

a) The college has full fledged examination committee conducting exams & maintaining updated concerned records.
b) Periodic meeting of examination committee for conducting periodical class tests & semester exams of F.Y. & S.Y B.Com, BMS & BBI.
c) In-house centralized assessment programme for quick feedback on evaluation.
d) Grace marks are allotted to students by passing resolution with the consent of heads of the department, result committee & Principal.

➢ 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.

➢ Administrative Procedure :-

a) IFMS (Integrated financial Management System of Government of Maharashtra) under 'SEWARTH' software is used for disbursing salary of all the employees of the college which has helping for on-line payment of salary. Each employee has been given user ID & password for generating salary slips.
b) Use of Tally as MIS tool for accounting.

c) Daily rough cash book checked by accountant & Principal.
d) Pre-planned administrative feedback meetings are conducted regularly.
e) IQAC & LAL meetings for feedback & decision making.
f) Periodic meetings of different committees for decision making.
g) Departmental meetings on syllabus completion & correction feedback thereon.
h) Maintenance of lesson note books by professors regarding completion of semester wise syllabus & administrative work allotted to them.

- **Research Administration :-**

Formation of Research Cell at the college level to monitor and review research activities undertaken by the faculties. The main objective of research cell is:

a) To conduct workshops on research based activities to foster inquisitiveness in the minds of both faculties and students.

b) To motivate faculties to register themselves for PhD and MPhil Programmes.

c) To organise more seminars, conferences at the college level and also encourage staff to participate and present papers in various conferences and seminars.

d) To encourage staff to apply for minor and major research projects at university and at UGC level.

e) To organise research competition for students and faculties.

ANNEXURE iii

MIS

FOR ACADEMIC YEAR 2014-15

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
2014-15	F.Y.BMS	Degree	2	Unaided	6	4	10
2014-15	S.Y.BMS	Degree	2	Unaided	5	5	10
2014-15	T.Y.BMS	Degree	2	Unaided	7	4	11

YEAR	Student Capacity	Students Enrolled
F.Y.BMS	120	142
S.Y. BMS	120	116
T.Y. BMS	120	109

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
2014-15	F.Y.BBI	Degree	2	Unaided	4	3	7
2014-15	S.Y.BBI	Degree	2	Unaided	4	2	6
2014-15	T.Y.BBI	Degree	2	Unaided	3	3	6

YEAR	Student Capacity	Students Enrolled
F.Y.BBI	120	143
S.Y.BBI	120	109
T.Y.BBI	120	94

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	19	09	29
2	S.Y.B.Com	Degree	5	Aided			(Full Time & Part Time)
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)
7	M.Com-II (EVENING)	Master's	2	Unaided			

YEAR	Student Capacity	Students Enrolled
F.Y.B.Com	600	614
S.Y.B.Com	600	555
T.Y.B.Com	600	509
M.Com I	240	231
M.Com II	240	146

ANNEXURE iv –

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Two Best Practices

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BEST PRACTICES - I

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1) *Title*: _Nurturing holistic development of students_

2) *Goals*:

a) To develop all round personality of the students

b) To keep students engage in various academic and extracurricular activities to mould their personality.

3) *Context*:

a) Our institution plays a prominent role in overall growth of the students, prepares and strengthens them to face the challenges and competition of the outside world.

b) It is the need of the hour to have a versatile personality that will cater the current industrial need. Our college provides a platform to develop skills like marketing, logistics, leadership, emotional behaviour, communication, resilience which goes beyond their academics and helps student to climb the ladder of success.

4) *Practices:*

a. NSS: This society of our college helps to develop leadership, physical, social and emotional qualities of the students. NSS conducts activities like leadership development camp, yoga, shramdhaan, street plays, visit to orphanage, old age home, blood donation camp, annual rural camp etc which is a skill development package that unfolds the hidden qualities of the students.

b. Co-operative stores: Being a commerce college, A co-operative store is solely managed by students which promotes hardcore business skills among students.

c. College Gymkhana: It fosters Physical development through various indoor and outdoor sporting events. It also helps in augmenting a sense of true sportsmanship in students. Further college also has well equipped gymnasium which paves the way for healthy lifestyle both among students and faculties. Participation in various intra and inter-collegiate events which develop a sense of healthy competition in the minds of the students.

d. PSDS: Public Speaking and Debating Society of the college conducts elocution, essay writing, debates which helps students to gain confidence and excel the art of public speaking. Further it also helps in improving and enhancing communication and analytical skills. It provides the students an arena for freedom of speech and expression. The society conducts annual ex- tempore program "Aapki Awaaz" in which students are given topic on various social, academic and economic issues where they get a platform to showcase their views & opinions.

e. Student Council: An apex body of students which inculcates leadership qualities and a sense of team spirit in the students. It assist student to shoulder responsibilities and to solve the grievances of students amicably by positive dialogue between the teachers and student council members.

f. Performing Arts Society and Dramatic Society: Helps to develop cultural skill of the student by organising various stage and theatre events.

g. *BROUHAHA*:

An intercollegiate festival of the college, which act as a catalyst to develop qualities like leadership, marketing, communication, logistics, assertiveness, time management and money management, group dynamism etc in students.

5) *Evidence of Success:*

Developing multi skills of the students through academic and extracurricular events have gone a long way in providing a big edge over other job seekers. Students are actively involved in various social service activities by collaborating with NGO's. Development of soft skills in students helps to attract sponsorships for intercollegiate festival and many celebrities agree to be a part of various events. Nurturing these skills has played a major role in transforming the students to a highly desirable and prospective employee. Thus, the institution has achieved success in correlating learning experiences with practical exposure to students.

6) *Problems encountered and Resources required:*

1. Few of the first generation learners hesitate to participate in various extracurricular activities due to lack of time & confidence as they have to shoulder family obligation and responsibilities.

2. It is a formidable task for the students to change the mindset of the society when they undertake any social service programme. E.g. Student had to face tough times during their visit to annual rural camp to change the approach of the people towards superstitions.

3. Students perception towards academics has changed. They focus on quantitative approach rather than qualitative approach.

BEST PRACTICES - II

1) *Title*: **Dignity and integrity: An en route for gender equality**

2) *Goals***:**

a) To promote equality and eliminate discrimination on the basis of gender.

b) To change the mindset of both male and female students towards gender discrimination.

c) To sensitize both boys and girls students about gender equality which will pave the way for dignity of both the gender.

d) To enlighten students about human rights.

3) *Context***:**

Gender equality is the pivotal factor that cannot be overlooked. In order to achieve sustainable development in our Indian society, it is the need of the hour to raise awareness about gender equality in all arenas. Women are more likely to be deprived of their basic rights. So in order to nurture gender equality it is critical to involve both men and women.

Sydenham College has always been in forefront in providing equal opportunity and exposure to both men and women, thus favouring gender equitable society.

4) *Practices:*

a) **LAADLI:**

NSS had organised LAADLI campaign in the slum area to make the people aware about various schemes of the government for girl child so that they can avail such benefits. This will be stepping stone towards changing the mindset of the people towards girl child.

b) **Campaign against female foeticide:**

" Save the Girl Child" a drive against female foeticide was conducted by SSL unit of the college. Students performed street plays and sensitize people towards concerns of the girl child. A mini marathon with the theme of "Save the Girl Child" was organised which focussed on ill effects of sex determination and female foeticide.

c) **Guest Lecture:** "Know your consumer rights" was conducted for all fewmale faculties and students to make them aware about various consumer rights for women. The lecture was conducted by Smt. Leela Gokhale; member of Mumbai grahak panchayat.

d) Essay / Poetry / Elocution / Poster making competition:

- PSDS organised essay writing competition on topics like Dowry Deaths, celebrating the birth of girl child, child marriage, Work Life Balance.
- Poetry recitation on "Aai" (Mother) was organised by Marathi Wangmay Mandal. Eminent poet Arun Mhatre and Poetess Rashmi Deshpande recited poems on mother and enlightened students and faculties as to how mother is the prominent figure in our family.
- Hindi Sahitya Mandal organised elocution competition on topic "Beti Padhao – Desh Bachao" on 14th November 2014. Many students expressed their views on significance of educating the girl child and how educated and empowered girls play a crucial role in overall development of the economy.
- On 08.12.2014, poster making competition was organised by BBI on Gender Discrimination.

e) WDC programme :

- Lecture on gender sensitization with topic of "Sexual Harassment at work place" was organised on 11.09.2014.
- On the eve of woman day celebration, workshop was organised on Women rights, Investment opportunities, Home-made medicine, yoga session.
- A Talk was given on Women Empowerment by Smt. Neela Satyanarayan (Ex. Election Commissioner - MS) & Smt. Pragati Bankhele (Journalist).
- Health & hygiene camp on women well being was organised.

f) Girl's forum : A self defence programme was organised which educated girls about various techniques to prepare themselves to face any unforeseen situation or attack that may occur in routine day to day life.

g) Activity in association with self help group:

- Fair & Book exhibition was organised in association with different SHG's on women related books, handicrafts etc.

h) "Jaagar Jaanivaancha" :

Government of Maharashtra has launched a programme "Jaagar Jaanivaancha" an initiative towards changing the mindset of people towards girl's education thus promoting gender equality. Sydenham College students and staff actively participated in the programme.

g) College fosters gender equality by providing equal opportunity to both girls and boys in various cultural, sports and academic activities. Chairpersons and co- chairperson of various committees are appointed by rotation and girls are given opportunity to lead various events and societies.

*5) **Evidence of Success:***

It is noteworthy that Sydenham college promotes gender equality which can be seen from the below mentioned evidences.

1. Girls are always in forefront to lead as the chairperson of various societies and committees. NSS unit is mostly lead by girl students and the overall enrolment of girls is also much higher than boys. Thus there is greater participation of girl students in decision making of different societies.

2. Girls actively participate in various sports activities and have won prizes at regional, state and national level. Sydenham Gymkhana provides sportive and safe environment which promotes more enrolment of girls in sports and athlete activities.

3. Government policy of 33% reservation for female students is followed during admission process. Apart from this the enrolment of girls in UG and PG course are more as compared to boys.

4. The NSS unit had conducted an awareness campaign at dahanu, regarding various schemes of the government for girl's education and welfare to the tribal people. As an indicator of success it was found that within a span of one year many parents were sending their girl children to school and were availing the benefits of free education, mid meals programme etc.

*6) **Problems encountered and Resources required**:*

1. Difficult to change the mindset of people residing in slum area towards empowerment of women. Men in the slum area proved to be aggressive when our SSL unit explained them about various welfare measures for women.

2. Changing the outlook of some rural and tribal people towards promoting girl child is a herculean task. They are unwilling to change their attitude as they feel it is a burden to develop girl child.

3. It requires a continuous and ongoing endeavour to promote a gender equity based society. After the various awareness campaign which promotes gender equality it has been found by the faculties and students that the positive effects of these campaigns fade away within short span of time, rather than creating a lasting impact.

4. Some of the girls of our college have to shoulder additional household responsibility; hence they are not active in college activities.

5. During a medical camp organised for girl students, it was found that girls lack nutritious diet which is one of the reason for trimming participation in various sports activities.

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