

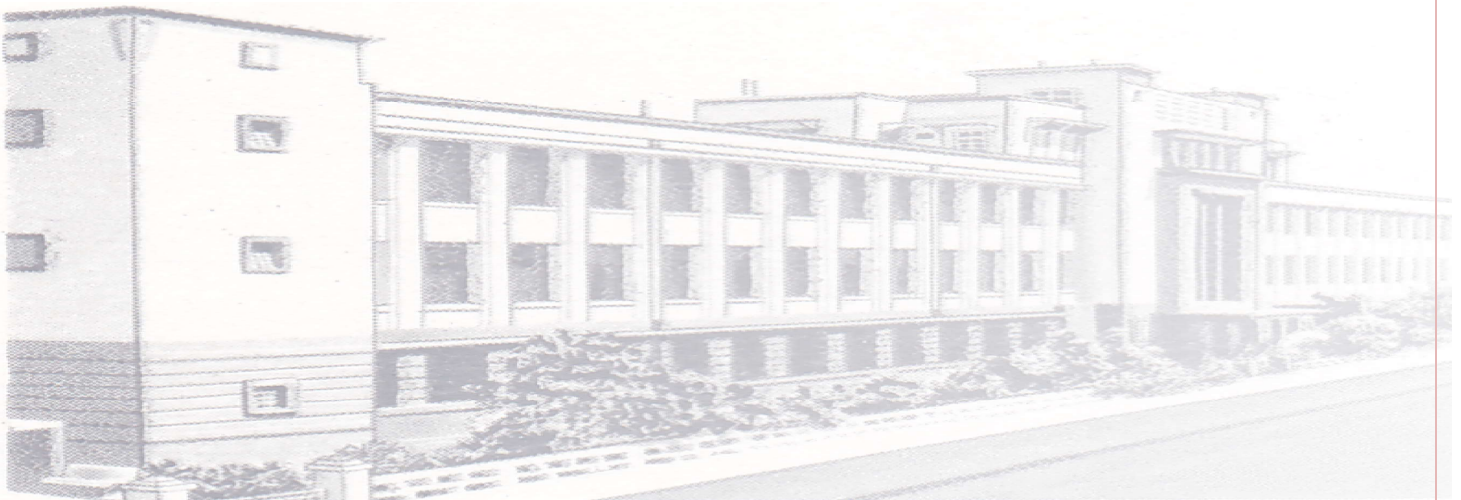


Government of Maharashtra's

Sydenham College of Commerce & Economics

Internal Quality Assurance Cell (IQAC)

**Annual Quality Assurance Report
(AQAR 2015-16)**



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)*

2015-2016

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)

MHCOGN10629

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/1516.pdf>

1.6 Accreditation Details

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

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 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR 2004-05	31/10/2015	(DD/MM/YYYY)
ii. AQAR 2005-06	31/10/2015	(DD/MM/YYYY)
iii. AQAR 2006-07	05/11/2015	(DD/MM/YYYY)
iv. AQAR 2007-08	05/11/2015	(DD/MM/YYYY)
v. AQAR 2008-09	23/11/2015	(DD/MM/YYYY)
vi. AQAR 2009-10	01/12/2015	(DD/MM/YYYY)
vii. AQAR 2010-11	11/12/2015	(DD/MM/YYYY)
viii. AQAR 2011-12	17/12/2015	(DD/MM/YYYY)
ix. AQAR 2012-13	19/12/2015	(DD/MM/YYYY)
x. AQAR 2013-14	23/12/2015	(DD/MM/YYYY)
xi. AQAR 2014-15	06/02/2016	(DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

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

Achievement:

Sydenham College has retained the tradition of integrating academic knowledge with cultural & social aspects keeping in mind the future vision of the society. College adopts best practices for overall development not only of students and staff but also of the community as a whole. As a result of this transcendent practice, Sydenham College has been awarded '**India's No.1 Brand in Commerce and Economics category**' as per the Consumer Survey Report, conducted by Media Research Group on 2nd May 2016.

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

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

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="08"/>	Faculty	<input type="text" value="03"/>
Non-Teaching Staff	<input type="text" value="02"/>	Students Alumni	<input type="text" value="03"/>
		Others	<input type="text" value="----"/>

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.	<input type="text" value="14"/>	International	<input type="text" value="--"/>	National	<input type="text" value="--"/>	State	<input type="text" value="--"/>	Institution Level	<input type="text" value="14"/>
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(ii) Themes

*The IQAC had organised seminar on opportunities of higher education in Buckingham University, UK in January 2016 as well as opportunities in Higher Education in Flame University, Pune in January 2016

2.14 Significant Activities and contributions made by IQAC

- The IQAC had organised seminar on opportunities of higher education in Buckingham University, UK in January 2016 as well as opportunities in Higher Education in Flame University, Pune in January 2016. 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. IQAC also encouraged the staff members to submit research proposals.

- The IQAC had organised seminar on opportunities of higher education in Buckingham University, UK in January 2016 as well as opportunities in Higher Education in Flame University, Pune in January 2016.
- During Brouhaha festival in December 2015, IQAC had organised various Seminars like:

1.Salesman of the year :

Branding of the product allotted to each participant and clicking a selfie with it. These selfies are posted on facebook. The winners were decided based on the number of facebook likes and the creativity and content of the branding

2. Business Quiz :

A Business Quiz with 5 Rounds and each round with a twist. It was totally a picture based quiz wherein participants were asked to identify the founders, logos and many more. The last round was a rapid fire round.

3. Jury Court :

The proper way to a healthy discussion is to understand the root cause of any problem. A discussion is not valid if there is no common outcome in the dialogues. Hence we present a usual debate with a twist of common understanding taking into consideration the current affairs and problems of the society.

4. Hera Pheri (Stock Market Event) :

A Virtual Stock Market Game, where the participants dealt with fake currency among 5 stocks. The stock was controlled on the basis of lots picked up by the candidates themselves. This game was for 2 hrs. The winner was decided on the basis of the amount of money made.

5. Football Manager :

A football auction where participants bought players and made a proper balanced team. Teams, managers and players were auctioned. Each player was given a rating. The participant, who saved the most amount of money and made the best team, won the game.

6. Lecture on Tourism Sector :

On 9th Dec 2015, a two hours Interactive Seminar was conducted by the expert from Tourism department of Thomas Cook. During the session they highlighted students about the various career options in tourism sector.

7. Lecture on Design Skills :

A lecture on design was delivered by Mrs. Fatema Jaliwala. It clarified the concept of Design and the required skills.

8. Young Entrepreneur Competition :

With the help of this competition students got a platform to set up a stall with the small capital investment. It helped students to enhance their marketing skills and financial decision.

9. Lecture on Ad-Making:

On 8th Dec 2015, a seminar was arranged on Ad-making and production process, to help the students to search for job opportunities in advertisement career. One of our ex-Sydenhamite, Mr. Varunrao Narkar who is expert in this field delivered lecture to give valuable information regarding the same.

10. Seminar on Higher Education :

On 7th Dec 2015, two hour interactive seminar jointly conducted by Brouhaha and IQAC regarding various UG and PG courses in University of Buckingham, UK. It was an informative seminar for students who desired to pursue higher studies in UK. It highlighted curriculum, fee structure, facilities and placement offered at Buckingham University.

11. Seminar on Disaster Management:

Dr. Rajendra Lokhande, chief of Disaster Management team delivered a lecture on Crisis and Disaster management. He highlighted on various safety measures to be undertaken and how we as an individual can cope up with disaster and eliminate threats arising out of these hazards.

12. Seminar on Entrepreneurship And Public Relations:

This is post event seminar that was conducted by Brouhaha & IQAC in the second week of January 2016 in Association with Pearl Academy. The lecture was conducted by Mrs. Swati, an expert. She enlightened final year students about various career opportunities in Entrepreneurship & public relation.

13. Seminar on Advertising Branding and Marketing:

A Post event Seminar on Advertising, Branding and Marketing was conducted by Brouhaha & IQAC in second week of January, 2016.

14. Investor Awareness Programme:

The IQAC had invited resource person from American Financial Academy in February 2016 to deliver a power point presentation on 'Investor Awareness Programme'. This session was attended by the entire teaching and non teaching faculty.

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. Many members from teaching staff are already doing Minor Research work
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 workshop to enhance research culture in college.	5. IQAC has constantly encouraged faculty about importance of research. Every third Saturday there are informal discussions on various research topics.
6. To conduct session of financial awareness for the staff.	6. The IQAC had invited resource person from American Financial Academy in February 2016 to deliver a power point presentation on 'Investor Awareness Programme'. This session was attended by the entire teaching and non teaching faculty.
7. To conduct seminars during Brouhaha festival.	7. The IQAC has organised 14 seminars during intercollegiate festival Brouhaha 2015 in the college.

*(Please refer Annexure i for Academic Calendar)

2.16 Whether the AQAR was placed in statutory body

Yes

☐ --

No

☒ √

Management

☐ --

Syndicate

☐ --

Any other body

☐

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

1.2 (i) Flexibility of the Curriculum: CBSGS (Credit Based Semester Grading System) implemented.
Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	-
Annual	-

1.3 Feedback from stakeholders* 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
27	14	06	01	06

2.2 No. of permanent faculty with Ph.D.

12

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
14	02	06	00	01	00	06	02	27	04

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	-	01	-
Presented	08	12	-
Resource Persons	-	-	01

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

- The college stresses the need for natural way of learning. Traditional method as well as modern learning methods with use of technology is used for the benefit of the students.
- 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

01

-

-

- Dr. Shriniwas Dhure is the member of the Board of Studies of Mathematics and Statistics for the FYBCom course.

2.10 Average percentage of attendance of students

90.50

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.	165	NA	47.87	41.81	1.81	91.49
B. Com	554	NA	19.85	45.66	18.59	84.10
BBI	109	NA	15.59	35.77	35.77	87.13
BMS	123	NA	11.38	43.08	21.95	76.41

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	06
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25	12	-	06
Technical Staff	-	-	-	-

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 in 2014-15.
2. IQAC encourages faculty to contribute articles towards research journals. In 2015-16, many faculty members presented papers in conferences and seminars.
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

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	02	-
Outlay in Rs. Lakhs	-	-	-	-

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

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	2015-16	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total			-	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

02

3.13 No. of collaborations

International

-

National

01

Any other

-

3.14 No. of linkages created during this year

-

3.15 Total budget for research for current year in lakhs :

From funding agency

-

From Management of University/College

-

Total

-

3.16 No. of patents received this year

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

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

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

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

03

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	88	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
	Nil		Nil
National level		International level	

3.24 No. of Awards won in NCC:

University level	NA	State level	NA
National level	NA	International level	NA

3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil
NCC	Nil	NSS	116
Any other (Dept. of Lifelong Learning and extension			08

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

- Blood Donation
- Ek Koshish :Desire to Live
- Eye Check up
- Bone Marrow Registry
- Stationary & shoes distribution
- Educational Project
- Survey of street dog
- Out of School student survey
- Voter Registration
- Senior citizen survey
- 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
- Organ donation
- E-waste management
- Pulse Polio drive
- Thalassemia Check up
- Lecture on various social issues
- Consumer awareness programme
- Recording of teaching material for the visually handicapped students
- Subscription of Braille Magazine
- Survey of status of women in society
- Stalls to promote entrepreneurship among students
- Secured second position in Mumbai University festival UDAAN for poster making competition on social issues like AIDS

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	02	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 0 lakhs) during the current year.	395	1. Copier Machine 02 (Rs. 6,50,000) 2. Sanitary Vending Machine 02 (Rs. 2,50,000)	College Fund	399
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 30903804/-	Rs. 9,00,000		Rs. 31803804/-
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	4094	4,51,307/-	1339	1,64,079/-	5433	6,15,386/-
	* 10078	12,53,311/-	1339	1,64,079/-	11417	14,17,390/-
Reference Books	6654	23,53,471/-	355	17,74,552/-	7009	41,28,023/-
	*50637	1,40,01,261/-	355	17,74,552/-	50992	1,57,75,813/-
e-Books	58	-	2545	-	2603	-
Journals	11	14310/-	06	6330/-	17	20640/-
e-Journals	22	-	248	-	270	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (Laptop)	Office Printers & Fax, Scanner	Departments Project or	Others Library Cabinet
Existing	103	01	18	30	08	62	24	36
Added	-	02	02	-	-	02	-	-
Total	103	03	20	30	08	64	24	36

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 research work of teachers and for filling the online freeships forms of students. 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. The IQAC had invited resource person from American Financial Academy in February 2016 to deliver a power point presentation on 'Investor Awareness Programme'. This session was attended by the entire teaching and non teaching faculty.

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 2,67,900/-

ii) Campus Infrastructure and facilities

Maintained by Public Works Department, Govt. Of
Maharashtra

iii) Equipments

Maintained by Public Works Department, Govt. Of
Maharashtra

iv) Others

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Total :

Rs. 2,67,900/-/-

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. The IQAC gave suggestion to invite the parents as well. SO parents were also invited for the same.
2. IQAC arranged the seminar on Opportunities in Higher Education by Flame University Pune, in January 2016 where the students came to know about the opportunities of various courses in FLAME University.
3. IQAC arranged the seminar on Opportunities in Higher Education by Buckingham University, United Kingdom, January 2016 where the students came to know about the opportunities of various courses in that university and what conditions exist for Indian Students in UK.
4. IQAC and Alumni Cell of the college had jointly organised a Panel Discussion for the current students of the college. The panel comprised of for alumni who are successful in their professional career and they guided students on various issues like personality development, etiquettes and how to face challenges in the outside world. This discussion was attended by around 400 students.
5. IQAC has organised 14 seminars for the students during inter collegiate festival Brouhaha 2015.

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
2487	412	-	2899

(b) No. of students outside the state

69

(c) No. of international students

--

Men	No	%	Women	No	%
	-	-		-	-

No	%
-	-

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1605	595	10	555	-	2765	1609	591	16	583	-	2899

Demand ratio 3.92

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. IQAC and Alumni Cell of the college had jointly organised a Panel Discussion for the current students of the college. The panel comprised of alumni who are successful in their professional career and they guided students on various issues like personality development, etiquettes and how to face challenges in the outside world. This discussion was attended by around 400 students.
5. IQAC arranged the seminar on Opportunities in Higher Education by Flame University Pune, in January 2016 where the students came to know about the opportunities of various courses in FLAME University.
6. IQAC arranged the seminar on Opportunities in Higher Education by Buckingham University, United Kingdom, January 2016 where the students came to know about the opportunities of various courses in that university and what conditions exist for Indian Students in UK.

No. of students beneficiaries

404

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 "Placement Cell".
2. IQAC and Alumni Cell of the college had jointly organised a Panel Discussion for the current students of the college. The panel comprised of alumni who are successful in their professional career and they guided students on various issues like personality development, etiquettes and how to face challenges in the outside world. This discussion was attended by around 400 students
3. The students are counselled if they have any academic problems by the College Professors.
4. IQAC arranged the seminar on Opportunities in Higher Education by Flame University Pune, in January 2016 where the students came to know about the opportunities of various courses in FLAME University.
5. IQAC arranged the seminar on Opportunities in Higher Education by Buckingham University, United Kingdom, January 2016 where the students came to know about the opportunities of various courses in that university and what conditions exist for Indian Students in UK.

No. of students benefitted

402

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	150	84	300

5.8 Details of gender sensitization programmes

Sr. No.	Programme	Theme	Participated	Conducted By	Date of the Event
1.	Skin Care Workshop	Wellness of Women	Students & faculties	WDC & Extension Unit	23.07.2015
2.	Lecture on gender sensitization	Sexual Harassment at work place	Students & faculties	WDC	11.10.2015
3.	Camp on women well being	Health & hygiene	Girls Students	WDC	24.11.2015
4	Three days workshop	Empowerment of Girls	All Students & faculties	WDC	22 nd , 23 rd and 24 th February 2016
5.	One day work shop on eve of women day celebration	Women and Society	Teaching & Non teaching staff of Govt. College	WDC	11.03.2016

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Particulars	Number of students	Amount
Financial support from institution		
Financial support from government	537	Rs. 47,74,530/-
Financial support from other sources (KPMG)	-	-
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

150

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. Syllabus Revision workshop are organised by University of Mumbai taking into consideration fruitful suggestions and recommendation given by faculties. .
2. Faculties are appointed as a member of Board of Studies. They assist university in framing practical based syllabus taking into consideration the current needs of the industry.
3. Departmental workshops are organised at the college level to update faculties and students regarding the revised syllabus.

6.3.2 Teaching and Learning

1. Academic calendar act as road map to the faculties to frame teaching strategies well in advance.
2. Systematic lesson plan and lecture notes were prepared by individual faculty for their respective subjects.
3. Teaching skills of the faculties are updated through orientation, refresher and short term courses.
4. Faculties make use of conventional and contemporary teaching strategies like lecture method, classroom interaction, role play, citing examples, quiz, short readings, tutorial question, group assignment, peer teaching etc. which has long lasting effect on the students.
5. Remedial classes and extra coaching are provided to underperforming students and pupil with learning disabilities to develop their potential and do away with their problems in learning..
6. Structured feedbacks are obtained from students at the end of each semester.
7. Projects are assigned to infuse in students a sense of research attitude in students.

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 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

- Dr.Shriniwas Dhure, Department of Mathematics & Statistics was awarded his Doctorate Degree from Shivaji University, Kolhapur.
- One hour workshop on “Data Analysis in Research” was conducted by Dr.M.B.Bhide and Dr.S.S.Dhure for upcoming research aspirants. More than 100 students were present.
- Faculties have presented and published their research papers in various conferences, seminars and journals of international repute.
- 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:

- Renovation of library was started in December 2015.
- On the occasion of “*Marathi Bhasha Din*” book exhibition of noted Marathi writers and poets was organised by college library.
- Book Exhibition was organised on the occasion of Women’s Day 8th March, 2016. Books related to women’s and women authors were prominently displayed.
- Orientation regarding N-List was given to students and faculties.

ICT:

- Digital podium is installed in new converted smart classrooms.
- New user friendly website was launched by the college.
- The college has launched its own mobile app which helps the students to get up to date information about happenings in the college.

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. Induction programmes were conducted by the Staff Club of the college for the transferred employee.
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 every year by maintaining confidential report of each staff.
5. IQAC conducted a seminar on “Time Management”. All teaching and non teaching staff attended the seminar.
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. The state government employees are provided with Accident Insurance Policy from this year.
8. Complete health check up camp was conducted by Unicare Health Centre for students and staff on 04th December 2015. They also suggested personalised health solution for healthy living.
9. Prof Rajendra Mali and Shri Unmesh Nangre were provided staff quarters at Worli and Bandra respectively.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

1. An industrial visit was organised by BMS & BBI department at Jodhpur, Jaipur and Ranthombore. Student visited Pepsico Holding factory and Madhu Ice cream factory.
2. FinShiksha Academy conducted one day seminar on various career opportunities.
3. Industrial visit of B.com students was organised at Jindal Industries, Vasind, District Thane.
4. An industrial visit was organised for Foreign Trade students at Rivipac Polymers Pvt. Ltd. Situated in Nasik.
5. Experts from industries like Royal Bank of Scotland, GoZoop, Capital First, One Stop Solution conducted placement drive in college. They also conducted a preparatory session on group discussion and personal interviews.
6. Hands on training were given to NCCMP students by Geojit Paribas on stock trading.

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. Admission to certificate courses like NCCMP, Foreign trade are done at the college level.

6.4 Welfare schemes for

Teaching	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.
Non teaching	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
Students	Scholarships, Freeship, Remedial coaching, tutorials, railway concession, Free season ticket for girls.

6.5 Total corpus fund generated

Rs. 2,13,60,697/-

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. On 9th December 2015, IQAC and Alumni Cell of the college had jointly organised an informal Alumni meet to inform about college and NAAC activities.
2. In January 2016, IQAC and Alumni Cell of the college had jointly organised a Panel Discussion for the current students of the college. The panel comprised of alumni who are successful in their professional career and they guided students on various issues like personality development, etiquettes and how to face challenges in the outside world. This discussion was attended by around 400 students. The panel comprised of Mr. Nehal Desai, Mr. Mohan Ranade, Mr. Anand Dhuri, Mr. Vishal Gholap.
3. On 30th April 2016, IQAC and Alumni Cell of the college had jointly organised a grand Alumni meet followed by presentation of NAAC criteria's and "A Talk Show" of reputed alumni Shri. Suresh Kotak, Shri. Atul Joshi, Shri. Snehal Muzumdar and Smt. Vidhi Kasaliwal.
4. Sponsorship for cultural festival "BROUHAHA" and academic events.
5. Awards to meritorious students.
6. Constructive feedback and suggestions for development of college.

6.12 Activities and support from the Parent – Teacher Association

- 1) Orientation programme for First Year students was conducted in the beginning of the semester to elucidate 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) Annual PTA meeting is conducted at the end of the academic session to discuss and give detailed report about student's attendance, academic performance and progress. Corrective measures are suggested by teachers if the performance is not up to the mark.
- 3) Parents are also invited during various cultural and social events in the college. They actively participate in various activities.
- 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.

6.13 Development programmes for support staff

- Ms. Sujata Gawde, office assistant, attended a training programme organised by Government of Maharashtra on "Assessing Online RTI" and "*Aaple Sarkar(Our Govt.)*" portal.
- Shri Dastagir Shaikh and Ms.Sarla Poojari attended one day workshop on "Scholar ship and Freeships" organised by Department of Social Welfare. They also attended one day seminar on enrolment and eligibility for undergraduate students organised by University of Mumbai.
- 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.
- One hour session on LPG safety and precautionary measure was organised on 08th April 2016. The demonstrator Dhanraj Mane gave detailed information which was an eye opener for many.
- One day workshop on Health and wellness was organised by Women development Cell for all non teaching staff.

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

- a) Potted plants were given as a memento to guest during cultural events.
- b) One day workshop on eco friendly Ganesha was conducted in the college.
- c) All notices regarding examinations and other important events are uploaded in the college website and digital display board, thus making lesser use of paper
- d) Paper bags and cloth bags were distributed to teaching and non teaching to discourage the use of plastic bags.
- e) CFL/ LED bulbs are used to conserve energy.
- f) One hour session was conducted on E-waste management by Smt. Namita. Students were made aware about how to dispose electronic wastage correctly.
- g) Swach Bharat Abhiyaan was conducted in the college campus which is a move towards making campus environment friendly.
- h) Thermostat appliances are used by canteen as a measure towards conserving energy.
- i) Dustbins are kept at every corner and classroom of the college.
- j) Leaking water taps are changed to conserve water.

Criterion – VII

7. Innovations and Best Practices

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

1. Digital podium was installed in smart classrooms and seminar room. Few of the classrooms are converted into smart class room with LCD projectors, white board and interactive boards.
2. Use of SLIM software in the library.
3. Installation of Sanitary vending machine and burners in girl's common room and ladies wash room.
4. Launching of new user friendly website and college mobile app.
5. Collaborative and team learning pedagogical strategy is used by teachers which motivates students to work in team. This makes teaching learning process effective.

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

Plans of Action	Action Taken
1. To conduct a workshop on "Financial Literacy" for faculty.	Investor awareness programme was conducted by American Financial Academy.
2. To start entrepreneur cell for students to foster entrepreneurship skills in them.	Discussion with Golden Jubilee Trust is going on for starting Incubation Centre.
3. To redesign website.	College website is redesigned with student friendly features.
4. To apply for re-accreditation of the institution.	The re-accreditation process is constantly going on and 11 AQAR's have been successfully submitted to NAAC.
5. To organize alumni meet so as to get more constructive ideas and suggestions from them.	Alumni meets, talk show and panel discussion were conducted. Alumni suggested various productive ideas for the development of the college.
6. To renovate gymkhana with modern sports equipment and construct one additional floor for indoor sports activities.	Gymkhana was renovated and equipped with modern sports equipments. Construction of an additional floor for indoor sports is pending.
7. To adopt the practice of recycling of answer books.	Used old answer books are sold to paper mart. They further recycle them.
8. To install sanitary vending and disposal machine in girls wash room and common room.	Sanitary vending machine and burners were installed in girl's common room and ladies wash room.
9. To apply for ISO 14000 of the institution.	The proposal is under consideration.

10. To promote solar charger, natural decor in the college campus.	One hour workshop was conducted by NSS on use of solar charger for charging mobile phones and laptops.
11. To foster research activities in both students and faculties.	Lectures, workshops on research were conducted by research cell and IQAC.
12. To organise seminars in collaboration with foreign and private universities.	<ol style="list-style-type: none"> 1. IQAC arranged the seminar on Opportunities in Higher Education by Flame University Pune, in January 2016 where the students came to know about the opportunities of various courses in FLAME University. 2. IQAC arranged the seminar on Opportunities in Higher Education by Buckingham University, United Kingdom, January 2016 where the students came to know about the opportunities of various courses in that university and what conditions exist for Indian Students in UK.
13. To organise a three day Certificate Programme on 'Empowerment of Girls, to face the social challenges of 21 st 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.	Certificate programme on Empowerment of girls was conducted by Women Development Cell of the college from 22 nd February to 24 th February 2016. More than 35 girl students successfully completed the program.
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.	The proposal is under consideration.
15. To conduct a programme of Alumni Cell & IQAC jointly for a Panel Discussion with our Alumni and students.	In January 2016, IQAC and Alumni Cell of the college had jointly organised a Panel Discussion for the current students of the college. The panel comprised of Mr. Nehal Desai, Mr. Mohan Ranade, Mr. Anand Dhuri, and Mr. Vishal Gholap.
16. To commence programmes under Extension Activity of University of Mumbai, Department of Lifelong Learning and Extension.	Four extension programmes were conducted.
17. To renovate and upgrade BMS office.	BMS office was renovated and was given new face uplift.

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

- 1. Community collaboration and engagement.**
- 2. Digital Sydenham; "Connect and Transform"**

(*Please refer annexure iv)

7.4 Contribution to environmental awareness / protection

1. One hour lecture was conducted by NSS on vehicle maintenance to curb pollution.
2. Installation of sanitary pad burner; which is move towards environmental protection.
3. Using both sides of the paper to reduce the paper use.
4. Tree plantation drives were undertaken at the college and also at Aarey forest.
5. Creative seed ball distribution was done to BMC school students to create awareness about tree plantation.
6. One hour lecture was conducted by NSS on Climatic Change and Global warming.
7. Water Week was observed from 16th March -22nd March 2016. Various activities like lectures, workshop and competition were arranged by NSS unit of our college.
8. Students created awareness among the localities for use of organic colours during holi.
9. Students visited Ganeshotsav Pandals and localities and promoted the use of green Ganesha.
10. NSS and SSL students participated in “Clean Up Drive” in collaboration with NGO to clean beaches after Lord Ganpati Immersion.
11. Artificial ponds were created by NSS students to promote eco friendly immersion of Ganesh idols.

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 maintained college garden
2. Devoted staff and students who strive willingly to achieve objectives and mission of the college.
3. Diverse societies which fosters overall personality development of the students.
4. Introduction of add-on certificate programs which complement regular degree.
5. Novel application of digital technology in teaching
6. Safe and sound neighbourhood making this college a preferred option for girl students.
7. Lot of green cover in the vicinity of the college.
8. Located in one of the swankiest place of Mumbai.
9. College cultivate and entrust good relationship within and outside the campus.
10. College is profoundly engaged in effervescent cultural arena which develops various facets of students.

WEAKNESS:

1. Adjusting to pressures of growing expectation from students and parents.
2. Delays in appointing regular faculty.
3. Bureaucratic procedural formalities.
4. Student teacher ratio is adverse which pose difficulties for personal attention to students.

OPPORTUNITIES:

1. To promote academic exchange, collaborative research, curricular modernization, cross disciplinary teaching.
2. Developing organizational leaders within the college by introducing various professional courses through tie-ups.
3. Collaboration with various industries of international repute.
4. Tie-up with SIAC to promote students who want to pursue civil services and allied competitive exams.
5. Increased collaboration with foreign universities to promote international internships, educational programs etc.

THREATS:

1. Excessive social media undermining the importance of reading books, attending lectures.
2. Multi focus attitude of the students erodes specialisation in any one activity.

8. Plans of institution for next year

1. To complete NAAC re-accreditation process.
2. To organize Health checks up camp for teaching and non teaching staff.
3. To revive some of the old student societies.
4. To provide wi-fi connection in the college building.
5. To beautify the college garden.
6. To set up commerce lab and language lab after obtaining funding from DPDC.
7. To introduce skill development programmes.
8. To promote sports activities by organising workshops and seminars.
9. To involve more students in community development programs.
10. To renovate college library, gymkhana with modern facilities.
11. To move towards digitalization of office records.
12. To collaborate with industries of international repute and increase placements of the students.
13. To foster research culture by arranging lectures, seminars, workshops.
14. To introduce more courses like BAF, BFM, MCOM with management specialisation.

Name : Dr. Riteshkumar Singhal



Signature of the Coordinator, IQAC

Name : Dr. Annasaheb Khemnar



Signature of the Chairperson, IQAC

ANNEXURE i -

2015-2016

**SYDENHAM COLLEGE
OF
COMMERCE & ECONOMICS,**

‘B’ ROAD, CHURCHGATE,

MUMBAI-400020

ACADEMIC CALENDAR

(Tentative dates and plans of academic activities)

JUNE 2015

Sr No.	Date	Day	Activity
1	08 th June, 2015	Monday	College begins
2	09 th June, 2015	Tuesday	Lectures will start
3	11 th June, 2015	Thursday	F.Y ; S.Y. and T.Y. B.Com (in house students) admission
4	12 th June, 2015	Friday	F.Y ; S.Y. and T.Y. B.Com (in house students) admission
5	13 th June, 2015	Saturday	F.Y ; S.Y. and T.Y. B.Com (in house students) admission
6	15 th June, 2015	Monday	F.Y ; S.Y. and T.Y. B.Com (in house students) admission
7	16 th June, 2015	Tuesday	F.Y. B. Com (outsider students) admission
8	17 th June, 2015	Wednesday	F.Y. B. Com (outsider students) admission
9	18 th June, 2015	Thursday	F.Y. B. Com (outsider students) admission
10	19 th June, 2015	Friday	F.Y. B. Com (outsider students) admission
11	20 th June, 2015	Saturday	F.Y. B. Com (outsider students) admission
12	21 st June, 2015	Sunday	Celebration of First International Yoga Day
13	22 nd June, 2015	Monday	F.Y. B. Com (outsider students) admission
14	23 rd June, 2015	Tuesday	F.Y. B. Com (outsider students) admission

JULY 2015

Sr No.	Date	Day	Activity
1	11 th July, 2015	Saturday	Performing Arts Society (PAS) orientation
2	14 th July, 2015	Tuesday	First Memorial Lecture
3	18 th July, 2015	Saturday	Ramzan – Id (holiday)
4	25 th July, 2015	Saturday	PAS - Serenade
5	28 th July, 2015	Tuesday	Blood Donation Camp – NSS
6	31 st July, 2015	Friday	Tree Plantation - NSS

August 2015

Sr No.	Date	Day	Activity
1	3 rd August, 2015	Monday	Cultural activity – Rose day
2	8 th August, 2015	Saturday	PAS - Sargam
3	15 th August, 2015	Saturday	Celebration of Independence Day
4	18 th August, 2015	Tuesday	Parsi new year (holiday)
5	19 th August, 2015	Wednesday	Class test – F. Y; S. Y. and T.Y.B. Com
6	20 th August, 2015	Thursday	Class test – F. Y; S. Y. and T.Y.B. Com
7	21 st August, 2015	Friday	Class test – F. Y; S. Y. and T.Y.B. Com
8	22 nd August, 2015	Saturday	Class test – F. Y; S. Y. and T.Y.B. Com
9	25 th August, 2015	Tuesday	<i>Marathi Wangmay Mandal - Jallosh</i>
10	26 th August, 2015	Wednesday	<i>Marathi Wangmay Mandal - Jallosh</i>
11	29 th August, 2015	Saturday	Second Memorial Lecture

September 2015

Sr No.	Date	Day	Activity
1	1 st September, 2015	Tuesday	Book Exhibition will begin- Library
2	4 th September, 2015	Friday	Book Exhibition end
3	5 th September, 2015	Saturday	Teacher's Day celebration
4	14 th September, 2015	Monday	Hindi Day celebration
5	17 th September, 2015	Thursday	Ganesh Chaturthi (holiday)
6	25 th September, 2015	Friday	Bakri - Id (holiday)
7	28 th September, 2015	Monday	Anant Chaturdashi (holiday)
8	29 th September, 2015	Tuesday	First Term Examination start - F.Y. and S.Y.B.Com

October 2015

Sr No.	Date	Day	Activity
1	2 nd October, 2015	Friday	Gandhi Jayanti celebration
2	5 th October, 2015	Monday	T.Y.B.Com. University Examination start
3	14 th October, 2015	Wednesday	First Term Examination end - F.Y. and S.Y.B.Com.
4	15 th October, 2015	Thursday	CAP start
5	20 th October, 2015	Tuesday	T.Y.B.Com. University Examination end
6	21 st October, 2015	Wednesday	CAP end
7	22 nd October, 2015	Thursday	Dasara (holiday)
8	23 rd October, 2015	Friday	Diwali vacation start

November 2015

Sr No.	Date	Day	Activity
1	16 th November, 2015	Monday	College reopen and second term start
2	25 th November, 2015	Wednesday	Guru Nanak jayanti (holiday)
3	26 th November, 2015	Thursday	Third Memorial lecture
4	27 th November, 2015	Friday	Class test – F. Y; S. Y. and T.Y.B. Com
5	28 th November, 2015	Saturday	Class test – F. Y; S. Y. and T.Y.B. Com
6	30 th November, 2015	Monday	Class test – F. Y; S. Y. and T.Y.B. Com

December 2015

Sr No.	Date	Day	Activity
1	1 st December, 2015	Tuesday	AIDS Day – NSS activity
2	1 st December, 2015	Tuesday	Gym week activity start
3	2 nd December, 2015	Wednesday	Gym week activity end
4	3 rd December, 2015	Thursday	Muranjan elimination round
5	4 th December, 2015	Friday	Muranjan elimination round
6	6 th December, 2015	Sunday	Mahaparinirvan Din
7	7 th December, 2015	Monday	Muranjan Final
8	8 th December, 2015	Tuesday	Athletics Meet start
9	9 th December, 2015	Wednesday	Athletics Meet end
10	10 th December, 2015	Thursday	Cultural activity – Sari day
11	11 th December, 2015	Friday	Cultural activity – Traditional day
12	12 th December, 2015	Saturday	<i>Ek - Koshish</i> - NSS
13	14 th December, 2015	Monday	Brouhaha
14	15 th December, 2015	Tuesday	Brouhaha
15	16 th December, 2015	Wednesday	Brouhaha
16	17 th December, 2015	Thursday	Brouhaha
17	18 th December, 2015	Friday	Brouhaha
18	24 th December, 2015	Thursday	Id – E – Milad (holiday)
19	25 th December, 2015	Friday	Christmas holiday start

January 2016

Sr No.	Date	Day	Activity
1	2 nd January, 2016	Saturday	Christmas holiday end and College reopen
2	15 th January, 2016	Friday	Makar Sankranti (holiday)
3	16 th January, 2016	Saturday	PAS - Crankdat
4	23 rd January, 2016	Saturday	Netaji Subhash Chandra Bose jayanti celebration
5	26 th January, 2016	Tuesday	Republic day celebration
6	31 st January, 2016	Sunday	Swami Vivekananda Jayanti celebration

February 2016

Sr No.	Date	Day	Activity
1	2 nd February, 2016	Tuesday	University Convocation – T.Y.B.Com. / M. Com.
2	6 th February, 2016	Saturday	Annual day
3	13 th February, 2016	Saturday	PAS – other performing arts
4	19 th February, 2016	Friday	Shivaji jaynti (holiday)
5	27 th February, 2016	Saturday	Marathi Bhasha day celebration

March 2016

Sr No.	Date	Day	Activity
1	4 th March, 2016	Friday	Maharshi Dayanand Saraswati jayanti
2	7 th March, 2016	Monday	Mahashivratri (holiday)
3	10 th March, 2016	Thursday	Ramkrishna Paramhans jayanti
4	23 rd March, 2016	Wednesday	Holika dahan
5	14 th March, 2016	Monday	Second Term Examination start - F.Y. and S.Y.B.Com.
6	24 th March, 2016	Thursday	Holi (holiday)
7	25 th March, 2016	Friday	Good Friday (holiday)
8	26 th March, 2016	Saturday	Second Term Examination end – F.Y. and S.Y.B.Com.
9	28 th March, 2016	Monday	CAP start

April 2016

Sr No.	Date	Day	Activity
1	4 th April, 2016	Monday	T.Y.B.Com. University Examination start
2	8 th April, 2016	Friday	Gudhi Padawa (holiday)
3	14 th April, 2016	Tuesday	Dr. Babasaheb Ambedkar Jayanti
4	15 th April, 2016	Friday	Ramanavami (holiday)
5	16 th April, 2016	Saturday	CAP end
6	19 th April, 2015	Tuesday	Mahavir jayanti (holiday)
7	23 rd April, 2016	Saturday	T.Y.B.Com. University Examination end
8	26 th April, 2016	Tuesday	Examination result declaration – F.Y. / S.Y. B.Com.
9	27 th April, 2016	Wednesday	Admission for next academic year - S.Y./ T.Y. B.Com.
10	28 th April, 2016	Thursday	Admission for next academic year - S.Y./ T.Y. B.Com.
11	29 th April, 2016	Friday	Admission for next academic year - S.Y./ T.Y. B.Com.
12	30 th April, 2016	Saturday	Staff common room meeting (second term end)

May 2016

Sr No.	Date	Day	Activity
1	1 st May, 2016	Sunday	Maharashtra Din celebration
2	2 nd May, 2016	Monday	Summer vacation start

Annexure ii –

Feedback Analysis

Report of Feedback Analysis on Teaching Academic Year- 2015-16

The feedback of students for the academic year 2015-16 is taken for all Undergraduate and Post Graduate Programmes conducted in the College. The feedback is taken randomly once a year for all programmes. Following questions were included considering the overall feedback of students about teachers.

- a) Subject knowledge
- b) Communication skill
- c) Sincerity and commitment of the teacher
- d) Interest generated by the teacher
- e) ability to integrated subject with environment
- f) Ability to integrated content with other courses
- g) Accessibility of teacher inside and outside of the class
- h) Ability to design quiz / test assignment/ examination and project to evaluate students understanding of course.
- i) Teacher encouragement for students class participation
- j) Teachers advice regarding preparation of examination
- k) Teacher's interaction with students.
- l) Teacher analysis about your performance
- m) Impact of internal marks valuation on your course grade
- n) Teacher providing information about the career prospect
- o) Overall rating of the teacher.

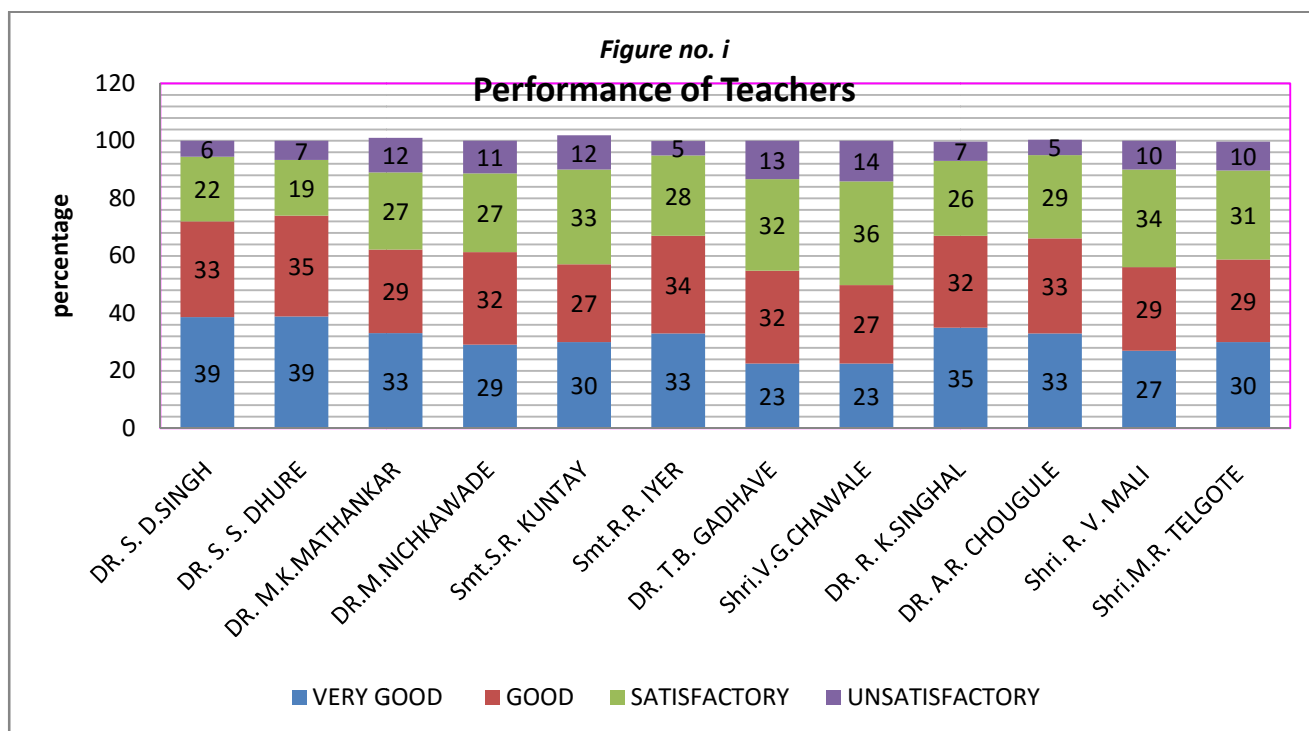
The students were asked to grade teacher(s) on a scale of 'I' to 'IV'.

Where:

- 'I' being **Very Good**
- 'II' being **Good**
- 'III' being **Satisfactory**
- 'IV' being **Unsatisfactory**

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

F.Y.B. Com.

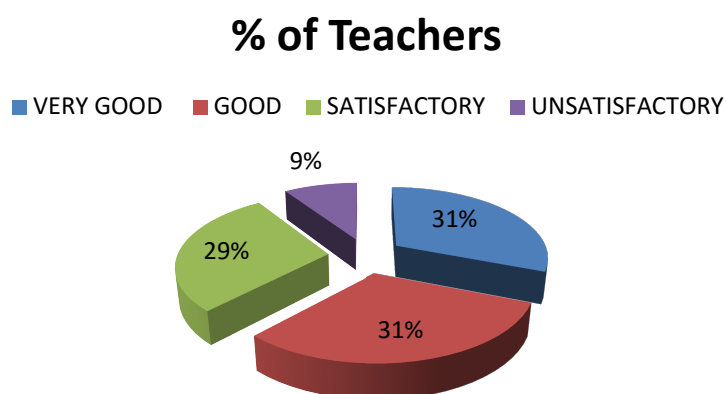


This graph shows the performance of individual teachers of F.Y.B.Com (in % form)

Table no. 1
Over all Feedback of F.Y.B.Com.

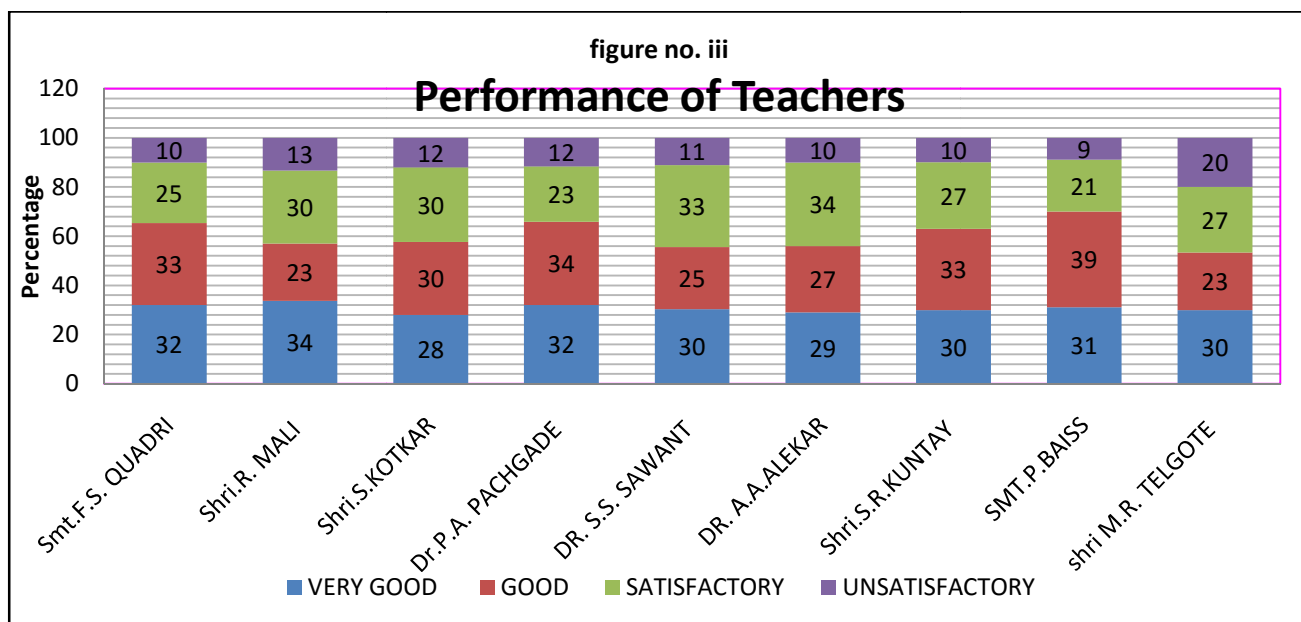
Category	Average
Very good	31
Good	31
Satisfactory	29
Unsatisfactory	9
Total	100

Figure no. ii



The figure no. ii above, shows that 31% of teachers belong to Very good category 31% of teachers belong to Good category, 29% of teachers belong to satisfactory and 9% of teachers belong to unsatisfactory category on few parameters.

S.Y.B.Com.

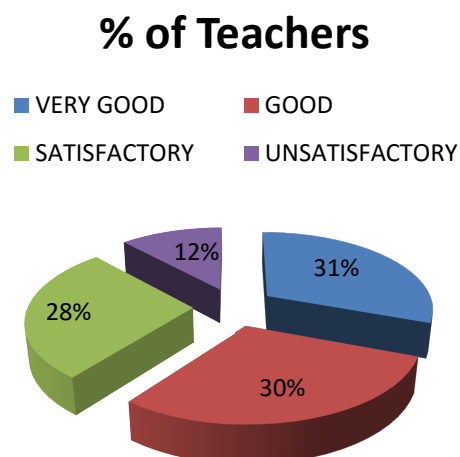


This graph shows the performance of individual teachers of S.Y.B.Com (in % form)

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

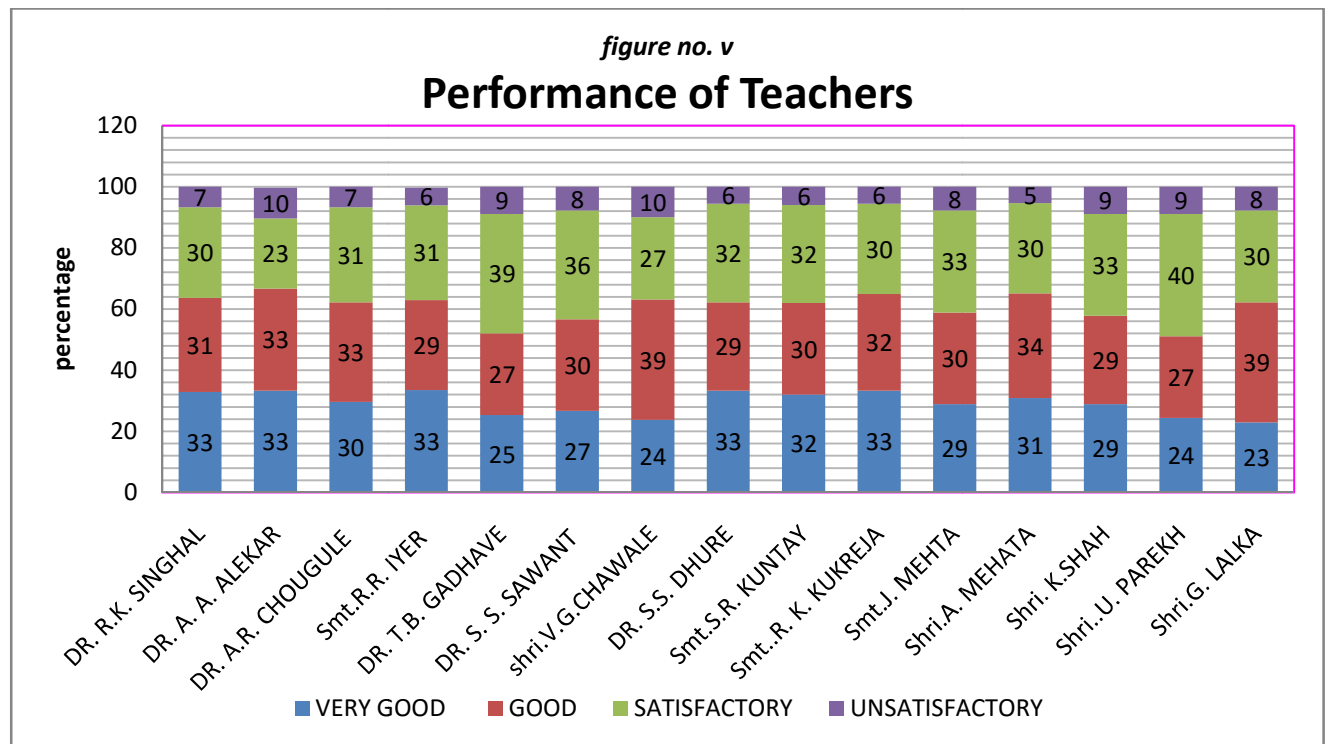
Category	Average
Very good	31
Good	30
Satisfactory	28
Unsatisfactory	12
Total	100

Figure no .iv



The figure no. iv above, shows that 31% of teachers belong to Very good category ,30% of teachers belong to Good category,28% of teachers belong to satisfactory and 12% of teachers belong to unsatisfactory category on few parameters.

T.Y.B.Com.

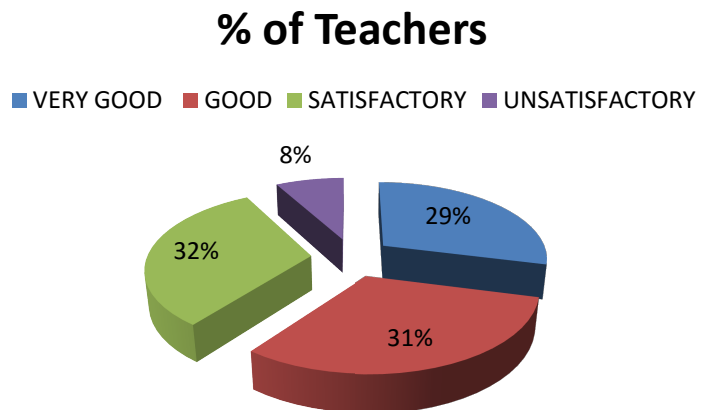


This graph shows the performance of individual teachers of T.Y.B.Com (in % form)

Table no. 3
Feedback of T.Y.B.Com.

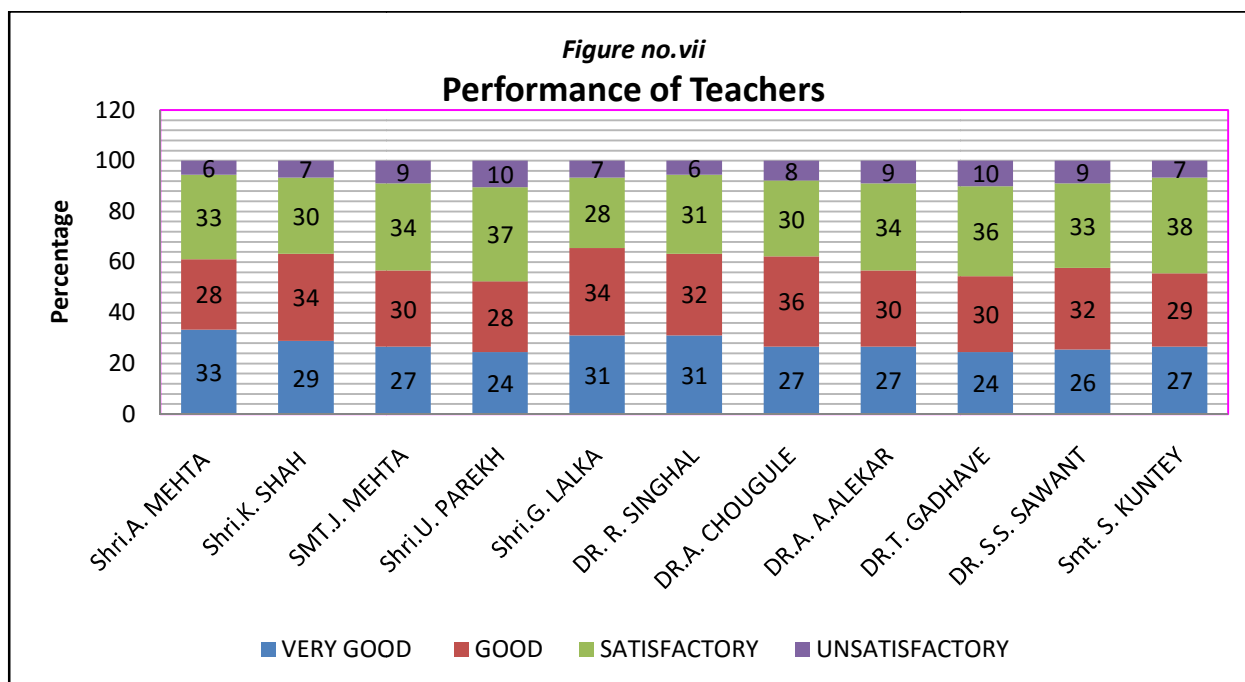
Category	Average
Very good	29
Good	31
Satisfactory	32
Unsatisfactory	8
Total	100

Figure no .vi



The figure no. vi above, shows that 29% of teachers belong to Very good category ,31% of teachers belong to Good category,32% of teachers belong to satisfactory and 8% of teachers belong to unsatisfactory category on few parameters.

M.Com. Part – I & II

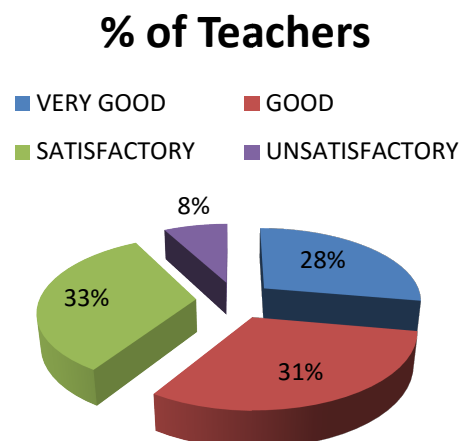


This graph shows the performance of individual teachers of M.Com.Part I & II (in % form)

Table no. 4
Feed back of M.Com.

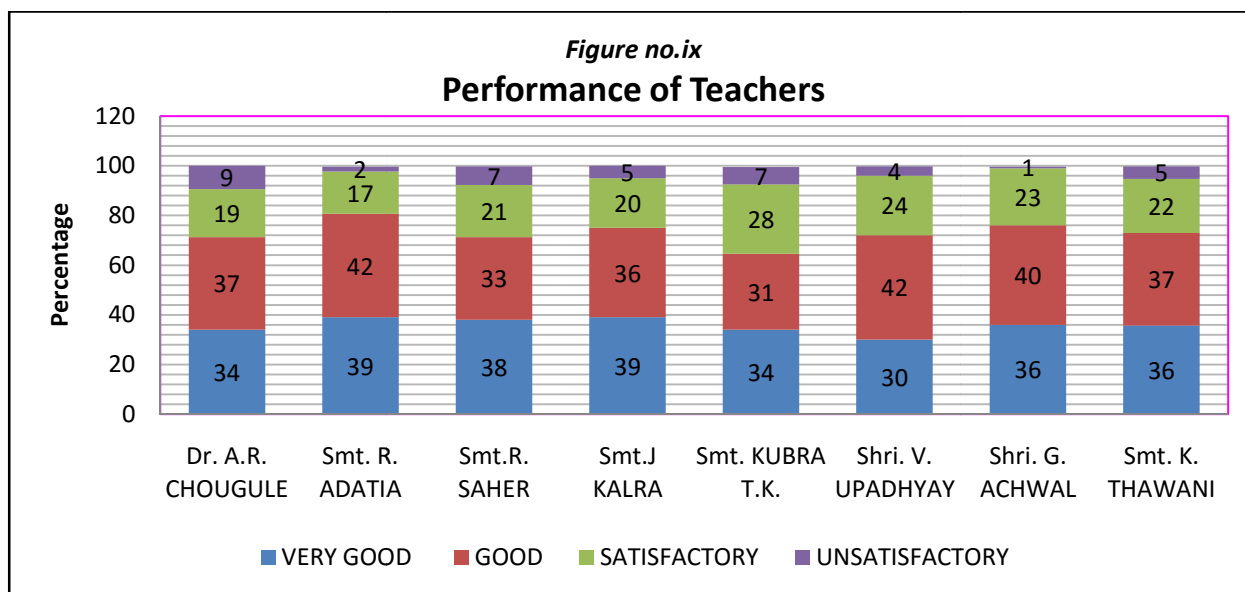
Category	Average
Very good	28
Good	31
Satisfactory	33
Unsatisfactory	8
Total	100

Figure no. viii



The figure no. viii above, shows that 28% of teachers belong to Very good category ,31% of teachers belong to Good category,33% of teachers belong to satisfactory and 8% of teachers belong to unsatisfactory category on few parameters.

F.Y.B.M.S.

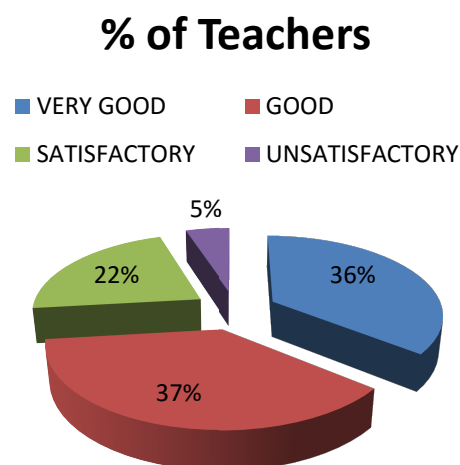


This graph shows the performance of individual teachers of F.Y.B.M.S. (in % form)

Table no. 5
Feed back of F.Y.B.M.S.

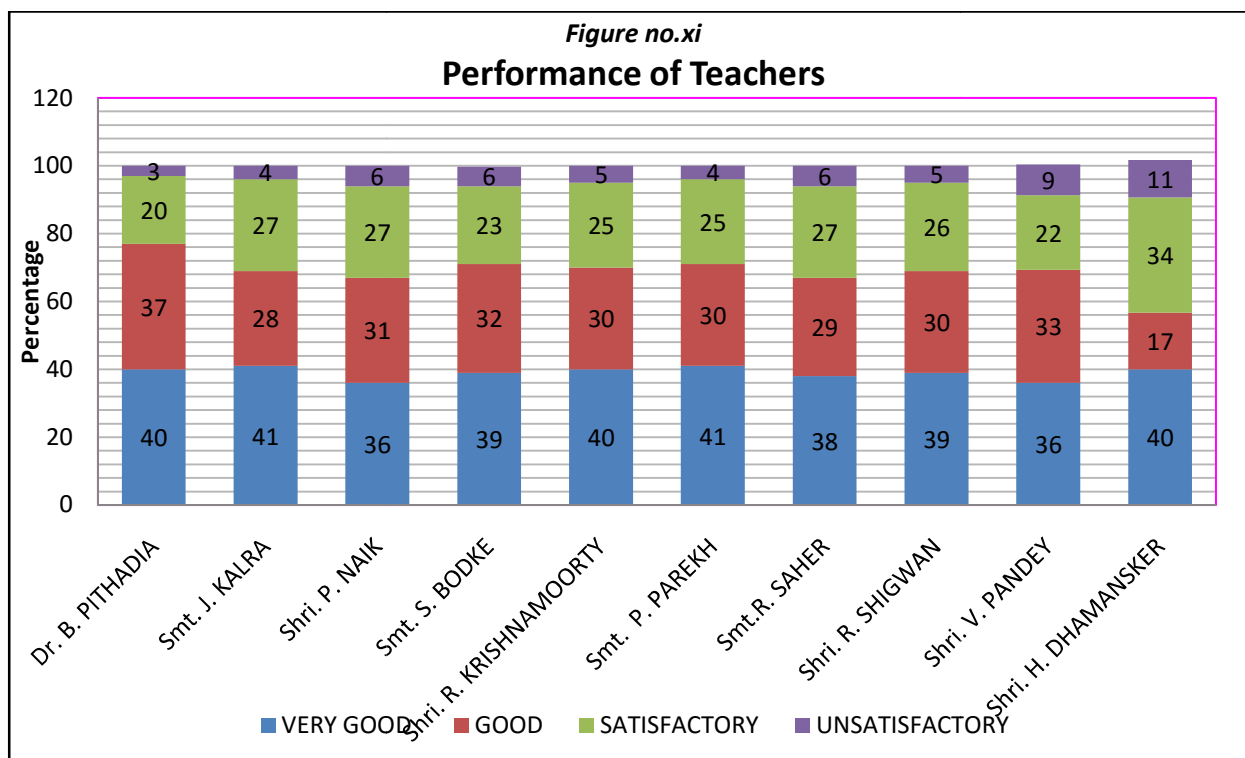
Category	Average
Very good	36
Good	37
Satisfactory	22
Unsatisfactory	5
Total	100

Figure no. x



The figure no. x above, shows that 36% of teachers belong to Very good category ,37% of teachers belong to Good category,22% of teachers belong to satisfactory and 5% of teachers belong to unsatisfactory category on few parameters.

S.Y.B.M.S.



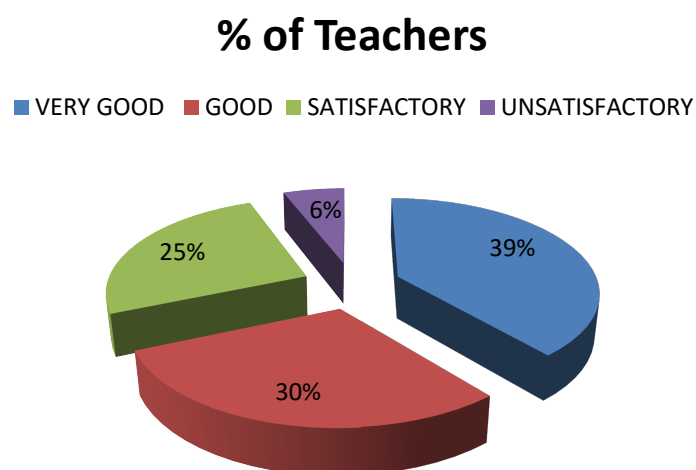
This graph shows the performance of individual teachers of S.Y.B.M.S.(in % form)

Table no. 6

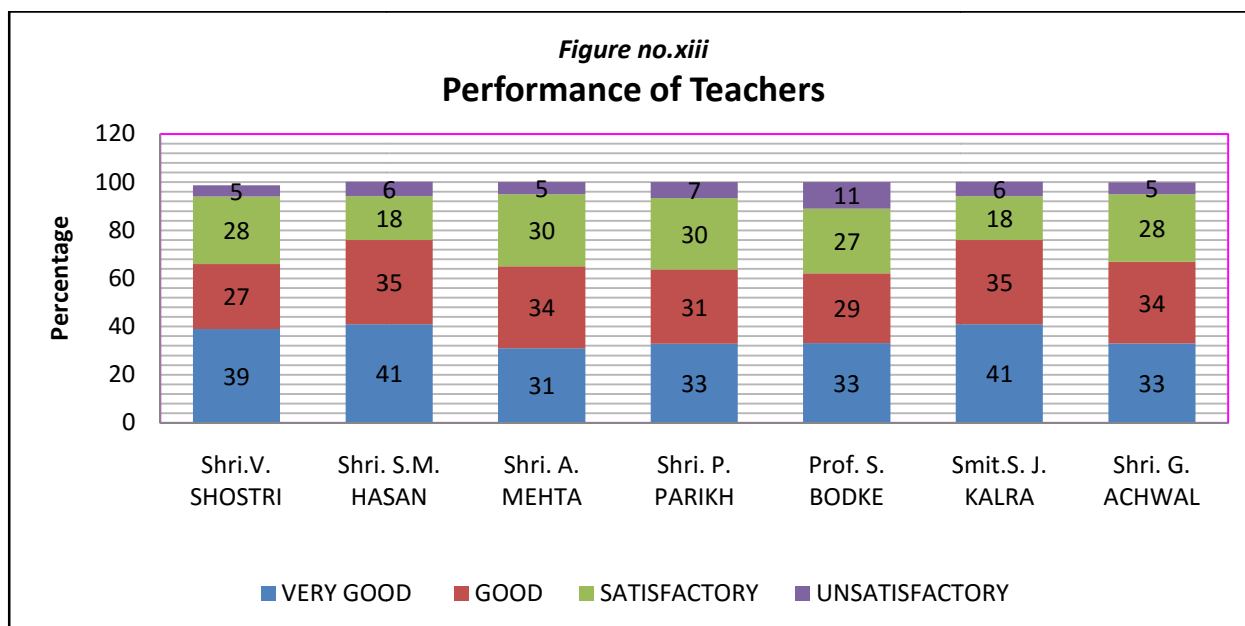
Feed back of S.Y.B.M.S.

Category	Average
Very good	39
Good	30
Satisfactory	25
Unsatisfactory	6
Total	100

Figure no. xii



The figure no. xii above, shows that 39% of teachers belong to Very good category, 30% of teachers belong to Good category, 25% of teachers belong to satisfactory and 6% of teachers belong to unsatisfactory category on few parameters.

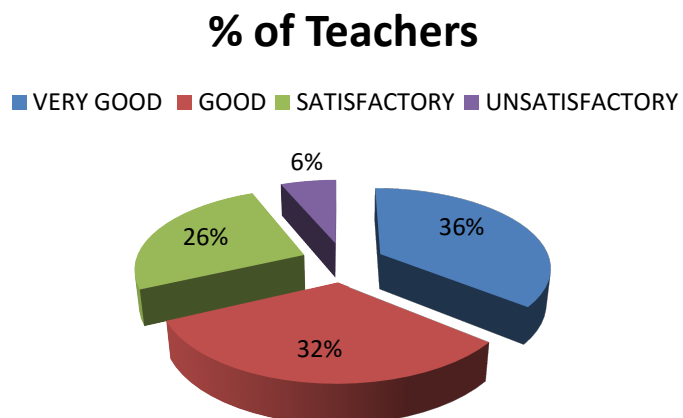
T.Y.B.M.S.

This graph shows the performance of individual teachers of T.Y.B.M.S. (in % form)

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

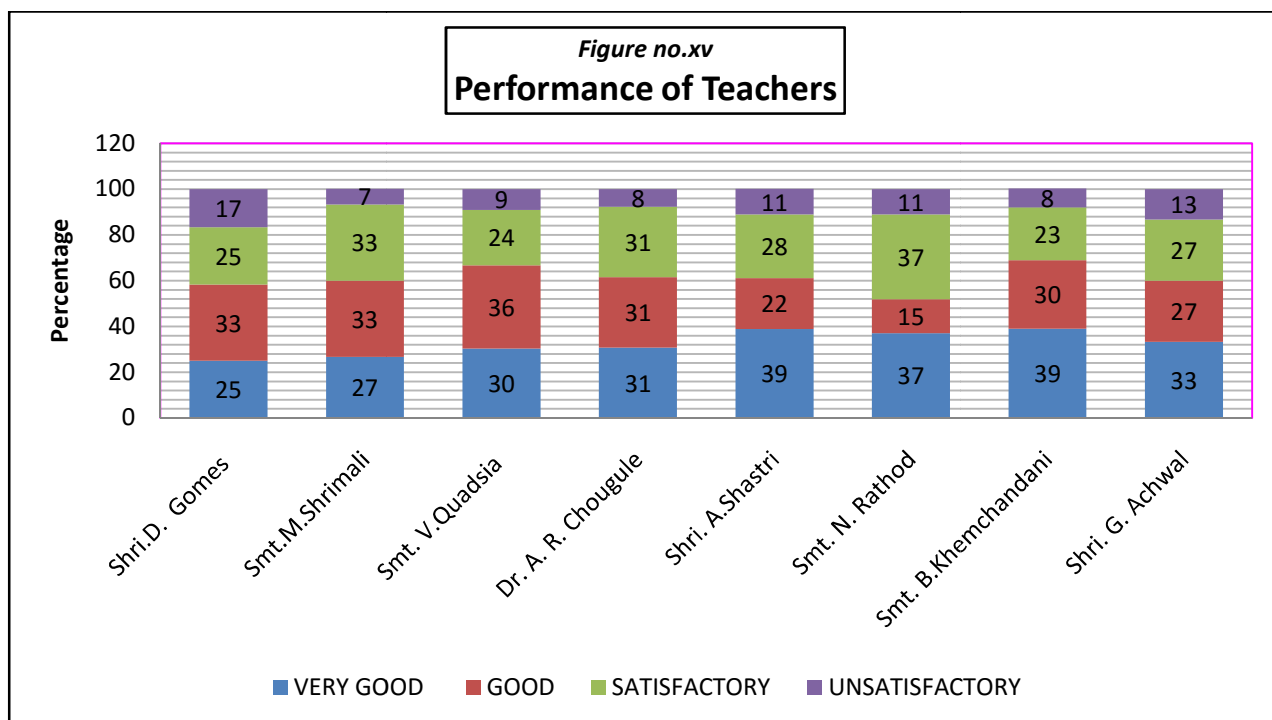
Category	Average
Very good	36
Good	32
Satisfactory	26
Unsatisfactory	6
Total	100

Figure no. xiv



The figure no. xiv above, shows that 36% of teachers belong to Very good category, 32% of teachers belong to Good category, 26% of teachers belong to satisfactory and 6% of teachers belong to unsatisfactory category on few categories.

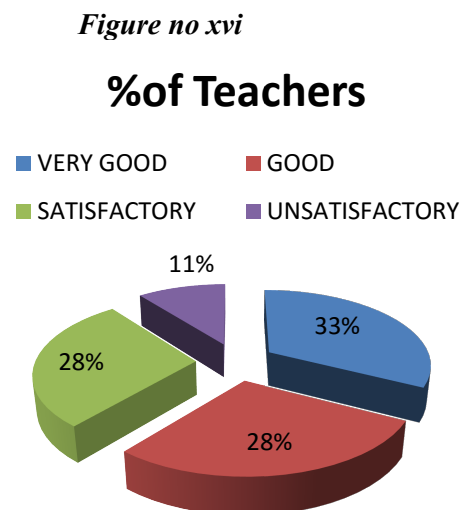
F.Y.B.B.I.



This graph shows the performance of individual teachers of F.Y.B.B.I. (in % form)

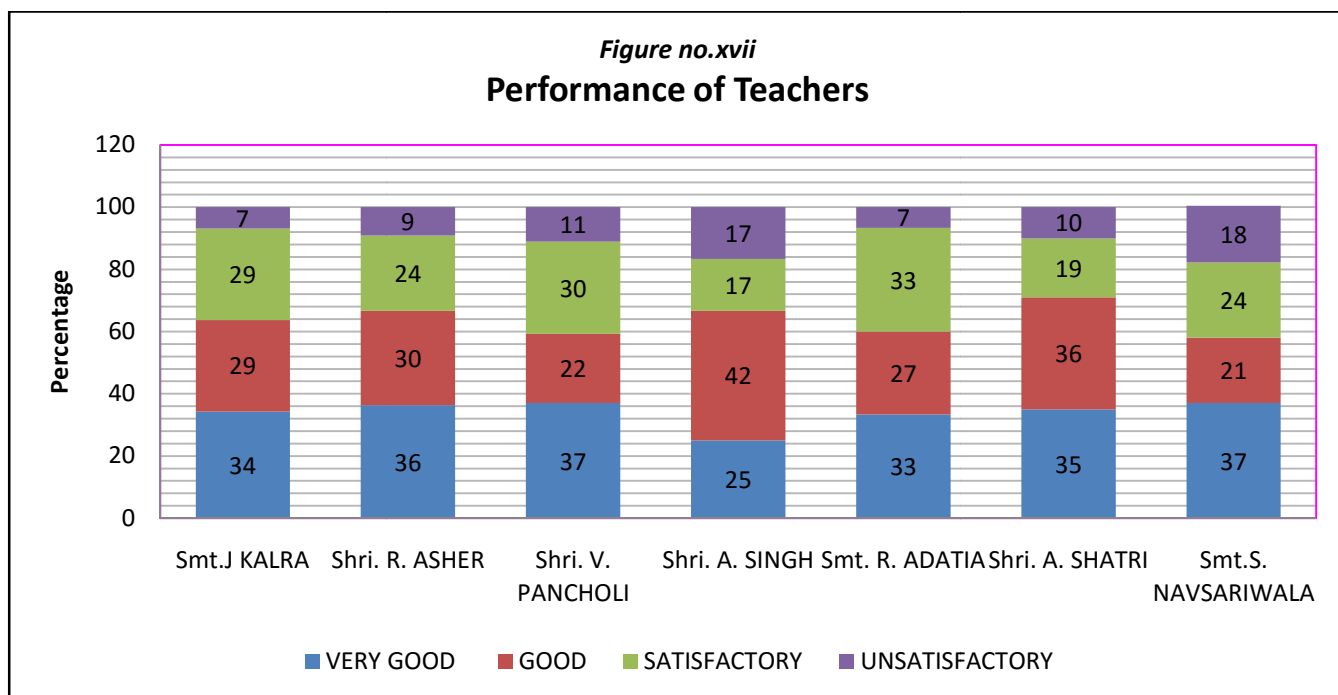
Table no. 8
Feed back of F.Y.B.B.I

Category	Average
Very good	33
Good	28
Satisfactory	28
Unsatisfactory	11
Total	100



The figure no. xvi above, shows that 33% of teachers belong to Very good category 28% of teachers belong to Good category, 28% of teachers belong to satisfactory and 11% of teachers belong to unsatisfactory category on few categories.

S.Y.B.B.I.

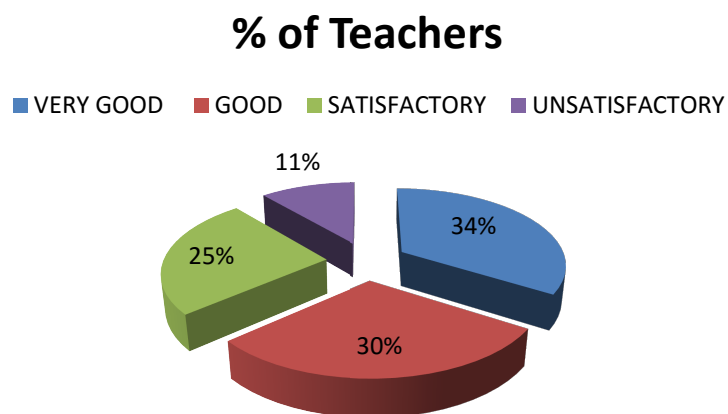


This graph shows the performance of individual teachers of S.Y.B.B.I. (in % form)

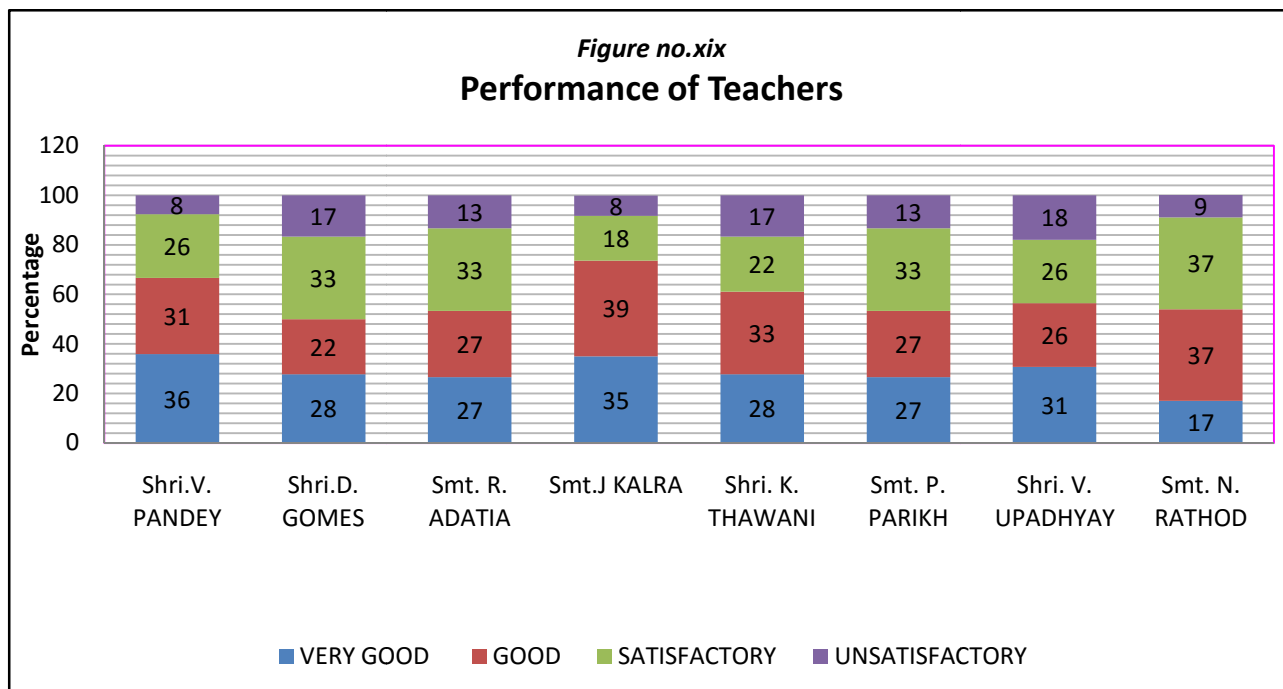
Table no. 9
Feed back of S.Y.B.B.I

Category	Average
Very good	34
Good	30
Satisfactory	25
Unsatisfactory	11
Total	100

Figure no. xviii



The figure no.xviii, shows that 34% of teachers belong to Very good category 30% of teachers belong to Good category 25% of teachers belong to satisfactory and 11% of teachers belong to unsatisfactory category on few categories.

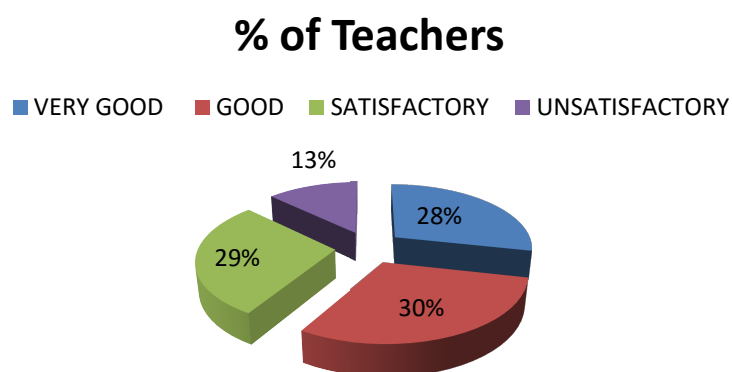
T.Y.B.B.I.

This graph shows the performance of individual teachers of T.Y.B.B.I. (in % form)

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

Category	Average
Very good	28
Good	30
Satisfactory	29
Unsatisfactory	13
Total	100

Figure no. xx



The figure no. xx above, shows that 28% of teachers belong to Very good category 30% of teachers belong to Good category 29% of teachers belong to satisfactory and 13% of teachers belong to unsatisfactory category on few parameters.

. The students' feedback for the academic year 2015-16 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

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.

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2015-16

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
2015-16	F.Y.BMS	Degree	2	Unaided	6	4	10
2015-16	S.Y.BMS	Degree	2	Unaided	5	5	10
2015-16	T.Y.BMS	Degree	2	Unaided	7	4	11

YEAR	Student Capacity	Students Enrolled
F.Y.BMS	120	143
S.Y. BMS	120	130
T.Y. BMS	120	116

ANNEXURE iii – FOR ACADEMIC YEAR 2015-16
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
2015-16	F.Y.BBI	Degree	2	Unaided	4	3	7
2015-16	S.Y.BBI	Degree	2	Unaided	4	2	6
2015-16	T.Y.BBI	Degree	2	Unaided	3	3	6

YEAR	Student Capacity	Students Enrolled
F.Y.BBI	120	142
S.Y.BBI	120	135
T.Y.BBI	120	109

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2015-16

FOR (B.Com) BACHELOR's of COMMERCE & (M.Com) MASTER's of 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	08	27 (Full Time & Part Time)
2	S.Y.B.Com	Degree	5	Aided			
3	T.Y.B.Com	Degree	5	Aided			
4	M.Com-I (MORNING)	Master's	2	Aided			
5	M.Com-II (MORNING)	Master's	2	Aided			
6	M.Com-I & II(EVENING)	Master's	2	Unaided	6	2	08 (CHB)

YEAR	Student Capacity	Students Enrolled
F.Y.B.Com	600	629
S.Y.B.Com	600	546
T.Y.B.Com	600	534
M.Com I	240	237
M.Com II	240	178

ANNEXURE iv –**Two Best Practices****BEST PRACTICES - I****1) Title: *Community collaboration and engagement.*****2) Goals:**

- a) To undertake welfare programmes for the development of the society.
- b) To bring social transformation and support overall development of the nation.
- c) To create interest in students and sensitize them towards community welfare.

3) Context:

As an educational institution, it is the prime objective to bring about social reforms which will lay concrete base for the development of the nation.

Sydenham College boasts about its NSS/SSL unit where students undertake various activities and participate in collective work for societal advancement. This provides opportunities to students to serve the society from the grass root level thus bringing about social development in the community.

4) Practices:

a. NSS: This unit is always at the leading edge in creating awareness among students about various problems in the community. Students are encouraged to undertake and participate in various welfare activities and bestow betterment of humanity.

Community development programmes which are undertaken by NSS unit are:

i) Annual Rural Camp: Rural Camp is organised by NSS unit of the college which aims to change the traditional and conservative approach of the villagers. Students visit small villages, conduct survey regarding their health issues, child's education, nutrition etc. Student also performs skits, distribute stationery to school children, and conduct free medical camp. This is a stepping stone towards eradication of illiteracy, poverty, unemployment thus improving the standard of living of the villagers.

ii) Blood Donation: Blood donation drive is conducted every year by the NSS unit of the college in collaboration with NGO and local hospital. More than 150 blood units are collected.. Sydenham College thus propagates the message of kindness by extending support to save precious lives of many.

iii) Street play: Students perform various street plays on various social issues with the sole intention of disseminating and spreading awareness among the people and bring about radical positive change in the mindset of the society. Some of the street plays are save the girl child,

eradication of superstition, Stop Child labour, Conserve water, Personal Hygiene, Swachh Bharat Abhiyan etc.

iv) Construction of check dams: NSS students had constructed small Check Dam with the help of bamboo sticks and sand gunny bags in Dahanu villages, which helps to regulate the flow of water by preventing soil erosion. This helps in bringing about improvement in agriculture and at the same time assist in conservation of water.

v) Educational project: NSS and SSL students of our college have undertaken BMC School project, where they teach subject like mathematics and science to weak and underperforming students. They assist students who are first generation learners.

vi) Pulse Polio Drive: Students participate in pulse polio drive organised at public places like railways station and prominent tourist places in Mumbai to immunise children with oral polio vaccine.

vii) Save Electricity Project: Students conduct survey of nearby areas to find out the electricity consumption. They distributed pamphlets among the families to create awareness about energy conservation. This resulted in saving a minimum of 5 units of electricity from each family.

viii) Tie-ups with NGO's: Sydenham College is associated with various NGO's to contribute their support to various social activities. To cite a few United Way, Paropkar, Goonj etc.

b. SSL (Social Service League): This society conducted a program Ek Koshish: Desire to Live which provides a platform to senior citizens and street children to showcase their talent and make them feel that we care for them. This program motivates these people and facilitates student to ignite their approach towards supporting various activities.

c. Co-operative stores: Free note books and text books were distributed to economically backward students.

d. Women Welfare: Sydenham College promotes development of the society through empowerment of women. College has set up Girls forum and Women Development Cell. Various activities are conducted under this society. To name a few Women Wellness Program, self defence, stalls of self help groups etc.

5) Evidence of Success:

Sydenham College retains its legacy in providing a helping hand for overall community development by undertaking and participating in various social activities. Students have actively participated in various drives conducted by colleges, university, Mumbai police, NGO's. Their valuable contribution is seen during Ganesh festival, Diwali, Holi, rallies organised by different NGO's. Students have participated in teach India activity by teaching needy students in slum areas. They have contributed in cultivating knowledge skills among deprived students and promoting educational equality in the nation. This has also helped in reducing drop out ratio thus making India a truly literate country. Sydenham students have played a pivotal and catalytic role in changing the mindset of the villagers in Dahanu. This will help in edifying the mindset of students and bring about positive social transformation.

6) Problems encountered and Resources required:

- a) Community development requires active support and teamwork not only from students but also from the people who are going to be benefitted from various social development programmes. The main challenge is to ensure the success ratio of such activities.
- b) It is a complex task to bring about radical transformation in the outlook and perception of the villagers. E.g. Student had to face tough times during their visit to annual rural camp to change the approach of the people towards superstitions, girl child education, alcohol addiction etc.

BEST PRACTICES - II

1) Title: Digital Sydenham; “connect and transform”

2) Goals:

- a) To make teaching learning process more effective and creative.
- b) To provide sufficient access to those learners who have modest access to IT.
- c) To ensure speedy conduct of both academic and administrative activities.

3) Context:

In today's competitive and globalised economy internet has become inevitable. Information technology has created a radical reform in the educational sector. Digitalization has revolutionised the teaching learning process and has proved advantageous to institution.

Sydenham College has embraced digitalization which has upgraded the entire working of the institution. College has integrated regular teaching with ICT which has proven beneficial to both students as well as faculties. Sydenham College is dedicated towards creating a future generation who are going to be a global contributor by adopting digitalized learning environment.

4) Practices:

- a) Fee payment of NCCMP has been made Online. This has benefitted the students as they are not required to physically come to college for payment of fees. The college clerk is also not overburdened by the presence of large number of students on the counter. It is proposed to make digital payment compulsory for all courses in near future and hence pave the way towards digitalisation of college fee.
- b) The college makes the payment through NEFT (National Electronic Fund Transfer) only. This has resulted in faster payments, possibility of payment cancellation is totally reduced and it is a totally paperless transaction.

- c) The college has introduced its own mobile application, which helps to communicate any information related to academics immediately to students.
- d) The college has refurbished its own website. This website is updated almost every day. All important happenings of the college and important announcements are displayed on the website. All the stake holders are informed about the current happenings in the college through website. Even alumni can register and furnish their details for which a separate portal is maintained on the website. The college can get immediate response from the alumni. The merit list at the time of admissions and even announcement of results are made on website. TYBCom university result is also displayed on the website.
- e) The college has installed digital boards and kiosk, where notices are displayed for the students. This gives accurate information to the students, as the possibility of paper notices being torn away is totally eliminated.
- f) Many of our teaching faculty have maintained informal whatsapp group with students, between the college faculties, with teachers of other colleges. This has helped to self enhancement of the teachers and students. As social media has a far greater outreach than any other medium. Many of our teachers are effectively maintaining the timeline on facebook, so as to give the rest of the world about the happenings in the college.
- g) Some societies have resolved to use minimum of paper and thereby move towards paperless society. For this, rather than preparing banners and posters they use computer slides through projector in the college events.
- h) Video games and computer games have become prominent activity in intercollegiate festival like Brouhaha.
- i) Some of the classrooms have been converted into smart classrooms, whereby the overhead projector and white board is installed permanently. This has resulted in saving of time in installing laptop with portable projector.
- j) Our college library has installed library software. This has enabled students to access various references books. Subscribing to e-books and e-journals has proven beneficial for faculties who are pursuing research.
- k) College has well equipped conference room with digital lectern, star boards, OHP that are used during seminars, workshops conferences.
- l) College online centre has 50 computers with internet connection which facilitates students to give online practical test, mock exams, fill scholarship and university forms. It is also by placement cell to conduct online test.

5) Evidence of Success:

Sydenham College by adopting electronic media right from fostering, mentoring and providing direction to the students till carrying out its routine administrative activities has proven effectual for the overall growth of the college. College activities like admission,

examination and result work in college is done at faster pace with more accuracy. All academic and co curricular notices are uploaded in the college website and mobile app which has been a boon both to the students as well the college staff. Through digitalization college has also contributed to environment conservation by reducing the use of papers.

6) Problems encountered:

- a)** Many students still prefer conventional type of fee payments and prefer manual forms. So convincing them for digital payments is difficult.
- b)** Relying totally on digital mode sometimes proves to be threat, so college has to supplement it with paper records. Further admission to higher professional education requires paper proofs rather than digital records.
