



Government of Maharashtra's

Sydenham College of Commerce & Economics

(Reaccredited Grade 'A', CGPA 3.42)

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report (AQAR 2017-18)



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)*

2017-2018

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.(Smt.) Sangeeta Pakde

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A		2004	2009
2	2 nd Cycle	A	3.42	2017	2022
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 2016-17 06 /02 /2018 (DD/MM/YYYY)

1.9 Institutional Status

University	State	<input type="text" value="NA"/>	Central	<input type="text" value="NA"/>	Self-financing	<input type="text" value="NA"/>	Minority	<input type="text" value="NA"/>
Affiliated College	Yes	<input type="text" value="√"/>	No	<input type="text"/>				
Constituent College	Yes	<input type="text"/>	No	<input type="text" value="√"/>				
Autonomous college of UGC	Yes	<input type="text"/>	No	<input type="text" value="√"/>				
Regulatory Agency approved Institution	Yes	<input type="text" value="√"/>	No	<input type="text"/>				

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

Type of Institution	Co-education	<input type="text" value="√"/>	Men	<input type="text"/>	Women	<input type="text"/>
	Urban	<input type="text" value="√"/>	Rural	<input type="text"/>	Tribal	<input type="text"/>
Financial Status	Grant-in-aid	<input type="text" value="√"/>	UGC 2(f)	<input type="text" value="√"/>	UGC 12B	<input type="text" value="√"/>
	Grant-in-aid + Self Financing	<input type="text" value="√"/>	Totally Self-financing	<input type="text"/>		

1.10 Type of Faculty/Programme

Arts	<input type="text"/>	Science	<input type="text"/>	Commerce	<input type="text" value="√"/>	Law	<input type="text"/>	PEI (Phys Edu)	<input type="text"/>
TEI (Edu)	<input type="text"/>	Engineering	<input type="text"/>	Health Science	<input type="text"/>	Management	<input type="text"/>		
Others (Specify)	<input type="text"/>								

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

	<div style="border: 1px solid black; padding: 2px 10px;">No</div>		
Autonomy by State/Central Govt. / University	<div style="border: 1px solid black; padding: 2px 10px;">No</div>		
University with Potential for Excellence	<div style="border: 1px solid black; padding: 2px 10px;">No</div>	UGC-CPE	<div style="border: 1px solid black; padding: 2px 10px;">No</div>
DST Star Scheme	<div style="border: 1px solid black; padding: 2px 10px;">No</div>	UGC-CE	<div style="border: 1px solid black; padding: 2px 10px;">No</div>
UGC-Special Assistance Programme	<div style="border: 1px solid black; padding: 2px 10px;">No</div>	DST-FIST	<div style="border: 1px solid black; padding: 2px 10px;">No</div>
UGC-Innovative PG programmes	<div style="border: 1px solid black; padding: 2px 10px;">No</div>	Any other (<i>Specify</i>)	
		Yes. Sydenham College and UGC HRDC University of Mumbai jointly conducted two short term courses at kalina campus on Capital Market from 2 nd April to 7 th April 2018 and Mutual Funds from 9 th April to 14 th April 2018.	
UGC-COP Programmes	<div style="border: 1px solid black; padding: 2px 10px;">No</div>		

Achievement:

1. Sydenham College was reaccredited by NAAC in February 2017 and was awarded Grade 'A' with a CGPA of 3.42 out of 4. This CGPA is the highest score among all the Government of Maharashtra college's/institute's in the state.
2. Prahlad Kakar School of Branding and Entrepreneurship had organised an ITCH Summit 2018. It was a two-day workshop from 3rd February 2018 - 4th February 2018 at the Sydenham College. The ITCH Summit is a collaboration of a group of entrepreneurs, filmmakers, and trendsetters that have made a remarkable difference in the society with their work of excellence. It is an event open to all.
3. Sydenham College and UGC HRDC University of Mumbai jointly conducted two short term courses at kalia campus on Capital Market from 2nd April to 7th April 2018 and Mutual Funds from 9th April to 14th April 2018.

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>		
2.3 No. of students	<input type="text" value="02"/>		
2.4 No. of Management representatives	<input type="text" value="--"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="--"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>		
2.8 No. of other External Experts	<input type="text" value="02"/>		
2.9 Total No. of members	<input type="text" value="14"/>		
2.10 No. of IQAC meetings held	<input type="text" value="03"/>		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="03"/>	Faculty <input type="text" value="03"/>
	Non-Teaching Staff	<input type="text" value="02"/>	Students Alumni <input type="text" value="02"/>
			Others <input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	<input type="text" value="-"/>	<input type="text" value="√"/>	
If yes, mention the amount	<input type="text" value="--"/>		
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="07"/>	International	<input type="text" value="--"/>
		National	<input type="text" value="--"/>
		State level	<input type="text" value="-"/>
Institution Level	<input type="text" value="06"/>		
(ii) Themes	<input type="text" value="Student Enrichment"/>		

2.14 Significant Activities and contributions made by IQAC

- IQAC has organized post NAAC seminar/lecture on 'GST' on 15th March 2017, by well-known Chartered Accountant Shri. Vikram Mehta for the benefit of B. Com & M. Com Students.
- IQAC team successfully organises 'WARI UPSC CHI' at Sydenham Institute of Management, Entrepreneurship & Research. Invited guests were Ms. Suruchi Chaudhari (IRS Selected) & Ms. Aishwaraya Dongre (IAS Selected) in 2016-17 for guiding the Sydenham Students for preparing for UPSC on 20th July 2017
- IQAC undertook the oral feedback of students.
- 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.

- IQAC and Placement cell of the college jointly organised a seminar on Placement & Corporate Etiquettes by BMS Coordinator Prof Jharna Kalra, on 10th August 2017 in Seminar Hall.
- IQAC and Public Speaking and Debating Society of the college jointly organised a debate competition for the students on 20th September 2017 in Room No. 22.
- IQAC and Women's Development Cell of the college jointly organised a talk on 'Women's Safety & Security in Mumbai', for the students on 21st September 2017 in Seminar Hall. Speaker was the Special Inspector General of Police, Byculla Women's Jail, Shri. Rajvardhan (IPS).
- IQAC & Alumni Cell Jointly launched the official Alumni Facebook Page of the College, through the hands of Principal Dr. Manoj Bhide on 5th October 2018.
- IQAC Organized an Event on 'How to Make Financial Investments', by faculty from Shivaji University Kolhapur, Prof VV Kakde who gave information on how to make investments based on sound principles of profitability and sense on 6th December 2017 for the students of the college.
- IQAC and NCCMP organized the Certificate Conferment function of successful students who cleared the NCCMP, which is a short-term course jointly offered by Sydenham College and National Stock Exchange. The Chief Guest for the function was MS. Kadambari Vyas, alumna and formerly working in the USA. The programme was arranged in seminar hall on 10th February 2018.
- IQAC & Women Development Cell celebrated the International Women's day on 8th March 2018, by inviting Prof Dr. Smt. Sujata Dhopte from Sanghvi College, Mumbai to deliver a talk on the empowerment of Indian Women in the College seminar hall.
- IQAC Organized an Event on 'How to Make Financial Investments', by our faculty Chartered Accountant Shri Ashok Mehta, who gave information on how to make investments based on sound principles of profitability and

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 choice-based semester system and the various facilities available in the college.
2. To encourage faculties to apply for minor research project of UGC	2. One faculty member had applied for Minor Research Project of Mumbai University.
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 from the students.
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 students and staff.	6. IQAC Organized a Event on 'How to Make Financial Investments', by our faculty Chartered Accountant Shri Ashok Mehta, who gave information on how to make investments based on sound principles of profitability and sense in February 2018 for the teaching and non-teaching staff of the college.
7) IQAC recommended Online admission for M.Com I	7) For the first time, M.Com I (Morning and Evening batch) was done completely online.

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

2.16 Whether the AQAR was placed in statutory body Yes ☐ -- No ☒ ✓

Management ☐ -- Syndicate ☐ -- Any other body ☐

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

*Sydenham College in association with UGC -HRDC, University of Mumbai organised two short term courses on capital market and mutual funds under RUSA.

1.2 (i) Flexibility of the Curriculum: CBSGS (Credit Based Semester Grading System)&Choice Based Semester Credit System(CBSCS) 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 ☐ ☒
(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
	20	13	06	01	0

2.2 No. of permanent faculty with Ph.D. 10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	13	02	06	00	01	00	00	00	20	02

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	08	05	01
Presented	08	07	01
Resource Persons	04	-	-

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.
- Involved alumni to speak to students so as to improve their skills. Alumni were invited as chief guests for events and interacted with students.

2.7 Total No. of actual teaching days 180 days
during this academic year

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

Masking,Coding, Double Valuation, Photocopy, Revaluation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

02

-

-

as member of Board of Study/Faculty/Curriculum Development workshop

- Dr.ShrinivasDhure is the member of the Board of Studies of Mathematics and Statistics for the FYBCom course.Dr. Anil Chouguleis the member of Board of Studies of Business Economics for B.Com at Solapur University.

2.10 Average percentage of attendance of students

92

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.	130	NA	47.09	32.03	16.18	95.30
B. Com	570	NA	24.05	47.67	18.60	90.32
BBI	110	NA	16.01	35.77	35.79	87.57
BMS	120	NA	14.35	42.08	23.95	80.38

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	03
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others	02

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. One faculty member applied for University of Mumbai sponsored minor research project.
2. IQAC encourages faculty to contribute articles towards research journals. In 2017-18, 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 and BMS , BBI students are given research based projects for their internal assessment.
6. Short term training programme was attended and group discussion participation by two faculties who are also in IQAC at UGC HRDC, Mumbai University, jointly organised by Skill Development Unit of Sydenham College.
7. NCCMP students undertake projects under National Stock Exchange.
8. Prahlad Kakar School of Branding and Entrepreneurship had organised an ITCH Summit 2018. It was a two-day workshop from 3rd February 2018 - 4th February 2018 at the Sydenham College .The ITCH Summit is a collaboration of a group of entrepreneurs, filmmakers, and trendsetters that have made a remarkable difference in the society with their work of excellence. The event was open to all.

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	11	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	09	-

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	2017-2018	RUSA	Grant was directly credited to UGC- HRDC Mumbai University for conducting two short term courses.	-
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

NA

CAS

NA

DST-FIST

NA

DPE

NA

DBT Scheme/funds

NA

3.9 For colleges

Autonomy

-

CPE

-

DBT Star Scheme

-

INSPIRE

-

CE

-

Any Other (specify)

-

3.10 Revenue generated through consultancy

Rs. 100000/-

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

	University level	70	State level	02
National level	International level	Nil		Nil

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

	University level	Nil	State level	Nil
National level	International level	Nil		Nil

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil
NCC	Nil	NSS	100
Any other (Dept. of Lifelong Learning and extension			24

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

- Blood Donation camp
- EkKoshish: Desire to Live
- Eye Check-up camp
- Bone Marrow Registry
- School Stationary & shoes distribution at padas
- Educational Project in slum area
- Visit to orphanage
- Celebration of NSS week
- 07 days residential Camp at Kosabad
- Disaster Management workshop
- Medical Camp
- Awareness about cyber crime
- Green Ganesha
- Traffic awareness
- Street play on social issues
- AIDS awareness
- Lecture on 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
- Stalls to promote entrepreneurship among students
- Arranged street plays on social issues during Ganesh festival
- Community development programme.
- Distribution of Sanatory napkin in adopted area
- Project on save electricity

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	03	-	-	-
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 0 lakhs) during the current year.	407	Online Software for BMS & BBI	College Fund	408
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 36703804/-	Rs. 150,000		Rs. 36853804/-
Others	-			

4.2 Computerization of administration and library

• Office	• 06	• Office Routine Work
• Library	• 05	• Library Routine Work

4.3 Library services:

Particulars	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14595	20,87,878/-	2300	3,22,286/-	16895	24,10,164/-
Reference Books	50992	1,99,93,311/-	419	18,12,902/-	51411	2,18,06,213/-
e-Books	2603	5000	N List subscri ption		2603	5900 (continued subscription)
Journals	52	1065810/-	Renewal Raye ment ioned		52	136595/-
e-Journals	300	5000	N List subscri ption	-	300	5900/-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (Laptop)	Office Printers & Fax, Scanner	Depart- ments Project or	Others Library Cabinet
Existing	107	03	20	30	08	64	24	36
Added	-	-	-	-		-	-	-
Total	107	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 used for research work of teachers and for filling the online freeships forms of students. Students also give mock test for professional management courses. The Mumbai University gave the first cluster centre in college for the Online assessment of B. Com/BBI/BMS exam papers for semester six. Sydenham was having four other colleges in it cluster and played an important role in helping university to declare results.
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, TYB.Com Examination forms, lower examination results, internal assessment marks are uploaded online in Mumbai University portal.
4. The IQAC had conducted six seminars throughout the year and all these seminars were done on power point.
5. The admission fees payable for the admissions is also made completely online with tie up with SBI Churchgate Branch.
6. The IQAC recommended complete Online Admissions for M.Com Part I Morning and Evening batch, and of the first time in the college, M.Com admissions were done totally online.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 182,000
ii) Campus Infrastructure and facilities	Maintained by Public Works Department, Govt. Of Maharashtra
iii) Equipments	Maintained by Public Works Department, Govt. Of Maharashtra
iv) Others	--
Total:	Rs. 182000

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- IQAC has organized post NAAC seminar/lecture on ‘GST’ on 15th March 2017, by well-known Chartered Accountant Shri. Vikram Mehta for the benefit of B. Com & M. Com Students.
- IQAC team successfully organises ‘WARI UPSC CHI’ at Sydenham Institute of Management, Entrepreneurship & Research. Invited guests were Ms. Suruchi Chaudhari (IRS Selected) & Ms. Aishwaraya Dongre (IAS Selected) in 2016-17 for guiding the Sydenham Students for preparing for UPSC on 20th July 2017
- 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.
- IQAC and Placement cell of the college jointly organised a seminar on Placement & Corporate Etiquettes by BMS Coordinator Prof. Jharna Kalra, on 10th August 2017 in Seminar Hall.
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- IQAC Organized a Event on ‘How to Make Financial Investments’, by our faculty from Shivaji University Kolhapur, Prof. Dandge who gave information on how to make investments based on sound principles of profitability and sense on 6th December 2017 for the students of the college.

- IQAC and NCCMP organized the Certificate Conferment function of successful students who cleared the NCCMP, which is a short-term course jointly offered by Sydenham College and National Stock Exchange. The Chief Guest for the function was MS. Kadambari Vyas, alumna and formerly working in the USA. The programme was arranged in seminar hall on 10th February 2018.
- IQAC & Women Development Cell celebrated the International Women's day on 8th March 2018, by inviting Prof Dr. Smt. SujataDhopte from Sanghvi College, Mumbai to deliver a talk on the empowerment of Indian Women in the College seminar hall.
- IQAC Organized an Event on 'How to Make Financial Investments', by our faculty Chartered Accountant Shri Ashok Mehta, who gave information on how to make investments based on sound principles of profitability and sense in February 2018 for the teaching and non-teaching staff of the college.
- IQAC recommended to the college to conduct online admissions for M.Com I, which was accepted and was successfully completed, thereby becoming the first course in college, whose admissions were done purely online.

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.
- 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
2039	477	-	-

(b) No. of students outside the state

80

(c) No. of international students

--

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1865	542	14	522	05	2942	1579	449	18	470	-	2516

Demand ratio 3.93

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; 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.

No. of students' beneficiaries

400

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

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. The students are counselled if they have any academic problems by the College Professors.
 3. IQAC and alumni cell, invited reputed personalities who are also our alumni to interact with students by inviting them as Chief Guests. Noted personalities like; Shri Niraj Bajaj (Bajaj Group), Shri Keki Mistry (CEO, HDFC), Shri. Kaushal Sampat (former CEO, D& B India), Shri Rajiv Podar (MD, Podar Group), Shri. Punit Goyal (CEO Clean Energy plc), Dr Suren John (CEO Earnest Group), Ms. Kadambari Vyas (Freelancer USA returned), Ms. Mansi Kapadia (CEO, Ra the Styling Studio) who interacted with students and gave them valuable advice.
 4. IQAC and Public Speaking & Debating Society had organised debate competition, which helps students to understand their skills on 19th September 2017.
- IQAC & Women's Development Cell invited Shri Rajvardhan (Special IG, Prisons, Mumbai), a IPS officer interacted with students during his visit on 21st September 2017

6. IQAC team successfully organises ‘WARI UPSC CHI’ at Sydenham Institute of Management, Entrepreneurship & Research. Invited guests were Ms. SuruchiChaudhari (IRS Selected) & Ms. AishwarayaDongre (IAS Selected) in 2016-17 for guiding the Sydenham Students for preparing for UPSC on 20th July 2017.

No. of students benefitted

800

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
09	150	45	-

5.8 Details of gender sensitization programmes

Sr. No.	Programme	Theme	Participated	Conducted By	Date of the Event
1	Dental Check-up	Health & Hygiene	Students	WDC & Girls Forum	09-08-2017
2	Plenary Session on Gender Equality	Gender Equality & Women Empowerment by Prof Monica Penkar	Students and faculties	WDC	18-08-2017
3.	Lecture on gender sensitization	Women’s Safety & Security in Mumbai’ (Resource Person ShriRajvardhan , IPS Officer)	Students & faculties	WDC& IQAC	21.09.2017
4.	One day work shop on eve of women day celebration	Women and Society. Resource Person Prof Dr.SujataDhopte from MaliniSanghvi College, Mumbai	Students ,Teaching &Non-teaching staff of Govt. College	WDC& IQAC	08.03.2018

5.9 Students Activities

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

State/ University level 120 National level 08 International level 02

No. of students participated in cultural events

State/ University level 10 National level - International level Nil

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

02 02 02

Sports: State/ University level

National level

International level

Cultural: State/ University level

10

National level

-

International level

-

5.10 Scholarships and Financial Support

Particulars	Number of students	Amount
Financial support from institution	-	-
Financial support from government	629	Rs. 41,85,282/-
Financial support from other sources (KPMG)	-	-
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level

-

National level

-

International level

-

Exhibition: State/ University level

-

National level

-

International level

-

5.12 No. of social initiatives undertaken by the students

102

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. educates 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. An orientation programme for FYBCOM and MCOM (First Year) was organised on Choice Based grading system to give overview of the new system of syllabus and examination.

6.3.2 Teaching and Learning

1. Lesson plans and lecture notes were prepared by individual faculty for their respective subjects as per the requirement
2. Academic calendar acts as road map to the faculties to frame teaching strategies well in advance.
3. Teaching skills of the faculties are updated through orientation, refresher, Faculty Development Program and short term courses.
4. Apart from Chalk and duster method of teaching, other modern methods of teaching like presentation, role play, and brainstorming.
5. Extra lectures were conducted for underperforming students so that they do away with their problems in learning and perform better in exams.
6. Subject related Projects are given to Third Year and Post graduate students to cultivate research inquisitiveness in them.
7. Class Seminars were arranged on topics like GST, tax savings, presentation skills, advertising etc. to impart additional knowledge in the learners.

6.3.3 Examination and Evaluation

College adopts CHOICE BASED SEMESTER GRADING SYSTEM for FYBCOM, SYBCOM and MCOM (First Year and Second Year) & CREDIT BASED SEMESTER GRADING SYSTEM (CBSGS) for TYBCOM as recommended by University of Mumbai. First Year, Second Year & Third Year B.Com, BBI, BMS and M.Com. exams are conducted by University of Mumbai.

1. For undergraduate and bachelor courses (Third Year BCOM/BMS, BCOM (B& I), Internal Assessment (Class Test & Project) carrying 25 marks and external examination of 75 marks are conducted. Foundation Course Projects are submitted by students for FYB.Com and SYB.Com for the first four semesters.
2. For First and Second Year B.Com an external examination of 100 marks was conducted by the university.
3. For Postgraduate courses Internal Assessment (Project) are done with 40 marks by way of continuous evaluation at the college level and by Semester End Examination with 60 marks by conducting the theory examination at the University Level.
4. Additional Examination are conducted for students who remain absent on medical, cultural, NSS grounds.
5. The college sets the papers only for the old students having ATKT in 60 marks and 75 marks examination.
6. Masking of answer sheets is done. Coding method is adopted to ensure confidentiality of exam papers.
7. Writers for physically challenged and visually impaired students are provided by the college.
8. Centralised assessment programme (CAP) is adopted for paper assessment.
9. Digital Exam Paper Delivery (DEPD) system is adopted for downloading University Exam Question Papers at under graduate and post graduate level.
10. Our college was assigned as LEAD College status by University of Mumbai for TYBCOM Centralised Assessment Programme. The assessment process for Third year and Post graduate programmes were online and the college had required technical infrastructure to carry out the assessment work online.
11. Internal marks of each semester of TYBCOM, BMS, BBI and MCOM are uploaded online in the university portal.
12. Moderation of answer books are done by professors of other colleges.
13. Rules regarding unfair means are displayed during examination period.
14. Verification, Photocopy and revaluation of answer books are also done if the student applies for the same. From this year the students who wish to apply revaluation for TYBCOM/ BMS/BBI have to apply online at the university digital portal.

6.3.4 Research and Development

- Few of the faculties have also chaired research and technical sessions in conferences, seminars and workshops.
- Faculties have published research papers in national and international conferences and journals.
- The library has added more no. of books, journals, e- books and e-journals for promoting research in students and faculties.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

• Renovation of library is completed
• SLIM-21 software with OPAC
• Reprography
• Audio-Visual CDs & DVDs
• Inter Library Loan
• Library Membership to students & staff
• Reading Room For Students & staff
• Internet facility at online centre

- Celebrated “VachanPrerna Din” on the occasion of birth anniversary of ex. president Dr. Abdul Kalam’ji.
- On the occasion of “*Marathi Bhasha Din*” 2^{7th} February, 2018, book exhibition of noted Marathi writers and poets was organised by college library.
-

ICT:

- Wi-fi connectivity in the campus.
- Notices regarding examination, results, cultural events were through digital media like app, kiosk, digital display board and website.
- In-house admissions were done through kiosk.
- For the first time, the M.Com Part I admissions were successfully done online including payment of fees

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. Various welfare facilities are provided to staff like quarters, vehicle loan, computer loan, home loan, renovation loan, group insurance scheme etc which is also a motivating factor for growth and development of the human resource.
6. The state government employees are provided with Accident Insurance Policy from this year.
7. Sydenham College and UGC HRDC University of Mumbai jointly conducted two short term courses at Kalyan campus on Capital Market from 2nd April to 7th April 2018 and Mutual Funds from 9th April to 14th April 2018

6.3.7 Faculty and Staff recruitment

1. Being a Government College, the recruitment of the permanent faculty is as per the criteria laid down by Maharashtra Public Service Commission.
2. Appointments on Ad-hoc and contract basis are done by Director of Higher Education.
3. Clock Hour Basis appointment is done at the discretion of the Principal.

6.3.8 Industry Interaction / Collaboration

1. An industrial visit was organised by BMS & BBI department was to Kerala in January 2018 with 230 students and few faculty members.
2. Placement committee interacts with various industry people. They assist them in placing meritorious students and bridge the gap between industry and education sector. 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.
3. Campus placement drives are organised regularly. Reputed Companies like BSE, HDFC ERGO, CRISIL, RBS etc.
6. Hands on training were given to NCCMP students by National Stock Exchange at the NSE office at Bandra Kurla Complex.

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.
7. Admission to Certificate courses under Skill Development Unit are done at the college level. The course on GST was conducted in the college in August 2018.

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, Free ship, tutorials, railway concession, Free season ticket for girls.

6.5 Total corpus fund generated

Rs. 2,19,59,405/-

6.6 Whether annual financial audit has been done Yes No

☐ v ☐

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 ☐ v

For PG Programmes Yes ☐ - No ☐ v

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

NA

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

NA

6.11 Activities and support from the Alumni Association

. IQAC and alumni cell, invited reputed personalities who are also our alumni to interact with students by inviting them as Chief Guests.

1. Noted alumnus Shri Rajiv Podarji, MD of Podar Group was the Chief Guest for the Sports Jam inauguration event on 4th December 2017.
2. Noted alumnus ShriJulio Riberioji (Former Police Commissioner, Mumbai) was the Chief Guest for the seminar organized by Public Concern for Governance Trust on 8th December 2017.
3. Noted alumna Smt. Vidhi Kasliwal (CEO of Landmarc Films) was the Chief Guest for the Brouhaha inauguration on 14th December 2017.
4. Noted alumnus Shri Mark Parakh (Famous Piano Player and Stage Actor) gave a Solo Act Performance under Pronites of Brouhaha'17 on 15th December 2017.
5. Noted alumna Smt. MansiKapadia (CEO of Ra the Styling Studio) was the Chief Guest for the Yountre inauguration on 6th January 2018.
6. Noted alumnus Shri Suren John & Shri Dean John (CEO of Earnest Group) was Chief Guest for the Yountre valedictory event on 9th January 2018.
7. Noted alumnus ShriNiraj Bajajji (CEO of Mukund Ltd, Bajaj Group) was the Chief Guest for the Sports Jam valedictory event on 20th January 2018.
8. Noted alumnus ShriPunit Goyal (CEO of Clean Energy Plc) was the Chief Guest for the Ek Koshish event on 23rd January 2018.
9. Noted alumna Smt. Kadambari Vyas (USA returned and Stage Actor) was the Chief Guest for the inauguration of new batch of NCCMP course certificate 10th February 2018.
10. Noted alumnus ShriKaushal Sampatji (Ex-CEO of D & B India Ltd) was the Chief Guest for the College Annual Day function event on 7th March 2018.
11. Noted alumnus ShriKeki Mistryji (Vice- Chairman & CEO of HDFC Ltd) was the Chief Guest for the Convocation ceremony event on 16th March 2018.

All the alumni who were invited to the college have interacted with the students and expressed their happiness after coming back to the alma-mater.

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) Parents are also invited during various cultural and social events in the college. They actively participate in various activities.
- 3) 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.
- 4) Parents are free to approach any college faculty for knowing the progress of their child in the college.

6.13 Development programmes for support staff

- Mr. Sandip More and Mr. Praveen Khade had attended in service training programme at Pune.
- Shri Dastagir Shaikh had gone for training on scholarship and freeships organised by Social Welfare Department of Government of Maharashtra.
- Yoga sessions are conducted regularly for faculties, non-teaching staff at different time slots for physical and mental fitness by Ambika yog kutir, Thane, Mumbai.
- A workshop on ERP and ISO 2000 was organised for support staff of BMS & BBI

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

- a) Tree plantation drive was conducted within and outside the campus in the previous academic year.
- b) Garden beautification was undertaken and new saplings were planted.
- c) Workshop was conducted on reducing the use of plastic under NSS awareness drive.
- d) Co-operative stores sell paper /cloth bags to restrict the use of plastic bags.
- e) Plastic straws are prohibited in the canteen as move towards plastic free zone.

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. Introduction of three days GST certificate courses under Skill Development Unit in August 2018
2. Data of individual students viz; their earlier exam marks, eligibility & enrolment number are sent to the university digitally through MKCL portal.
3. Sydenham College and UGC HRDC University of Mumbai jointly conducted two short term courses at kalia campus on Capital Market from 2nd April to 7th April 2018 and Mutual Funds from 9th April to 14th April 2018.

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 complete NAAC re-accreditation process.	The NAAC re-accreditation process was done on 27 th & 28 th February 2017, and the college was awarded A Grade By NAAC with 3.42 CGPA.
2. To organize Health checks up camp for teaching and non teaching staff.	Dental check up was organised for the staff and students on 9 th August 2018 by the Girls Forum and WDC
3. To revive some of the old student societies.	Societies like Public speaking and debating society and Cooperative Stores were revived.
4. To provide Wi-Fi connection in the college building.	College installed Wi-Fi router in all floors, office, library which proved to be beneficial for students, teaching and non-teaching staff.
5. To set up commerce lab and language lab after obtaining funding from DPDC.	Proposal for the same has been sent to DPDC.
6. To conduct short term programmes under UGC HRDC	Sydenham College and UGC HRDC University of Mumbai jointly conducted two short term courses at kalia campus on Capital Market from 2 nd April to 7 th April 2018 and Mutual Funds from 9 th April to 14 th April 2018.
7. To introduce skill development programmes.	Three days certificate course in GST was conducted in August 2017
8. To organise one workshop on financial investments for teaching and non teaching staff.	Our faculty Chartered Accountant Shri Ashok Mehta conducted a seminar on 'How to Make Financial Investments', in February 2018.
9. To involve more students in community development programs.	The enrolment of the students in social wing of the college like NSS & SSL were more as compared to last year thus sensitizing them towards community development.
10. To purchase new administrative software for BMS and BBI.	New software for ERP was purchased for the self financed courses of BMS and BBI so as to

	properly maintain records of students right from admission period till the result period.
11. To improve the placement services.	Placement of the students in the academic year was significantly more as compared to other academic year. Major companies visited the college campus.
12. To foster research culture by arranging lectures, seminars, workshops.	All faculties contributed their research papers to various conferences, seminars across the country. They also published research paper in various journals of national and international repute.
13. To conduct a professional level workshop (https://www.collegedekho.com/news/sydenham-college-of-commerce-and-economics-to-host-itch-summit-12303/)	Prahlad Kakar School of Branding and Entrepreneurship had organised an ITCH Summit 2018. It was a two-day workshop from 3rd February 2018 - 4th February 2018 at the Sydenham College .The ITCH Summit is a collaboration of a group of entrepreneurs, filmmakers, and trendsetters that have made a remarkable difference in the society with their work of excellence. The event was open to all.

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

- 1. *Inviting Alumni as Chief Guest***
- 2. *Prayas: An Effort towards better tomorrow***

(*Please refer annexure iv)

7.4 Contribution to environmental awareness / protection

1. One-day workshop was conducted on solid waste management by NSS unit.
2. Beach cleaning drive is conducted post Ganeshotsav festival by NSS/SSL unit of the college.
3. Swach Bharat Abhiyaan undertaken by NSS students as per the guidelines of Mumbai University
4. Potted plants are kept in the college corridors in all floors.
5. One-hour session on e-waste management was organised by SSL unit.

7.5 Whether environmental audit was conducted? No

Green audit of the college was conducted on **20/02/2017**

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

STRENGTHS

1. Secure and compassionate learning environment.
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. Lag in appointing regular faculty.
2. Bureaucratic procedural formalities.

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 UGC HRDC Mumbai University.

THREATS:

1. Excessive dependence on social media deteriorates the tradition 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. Develop online admission and payment portal.
2. To involve all stakeholders in various activities of the college.
3. To introduce new Certificate Programme in Skill Development Unit.
4. To start our own Faculty Development Centre after duly applying with the MHRD Government of India.
5. To apply for new course like MPhil in Commerce and M.Com in Management to the Mumbai University.
6. To be a part of Cluster University under proposal of UGC and Maharashtra Government.

Name :Dr.RiteshkumarSinghal



Signature of the Coordinator, IQAC

Name : Dr.(smt.)SangeetaPakde



Signature of the Chairperson, IQAC

Annexure I

2017-2018

SYDENHAM COLLEGE

OF

COMMERCE & ECONOMICS,

‘B’ ROAD, CHURCHGATE,

MUMBAI-400020

ACADEMIC CALENDAR

(Tentative dates and plans of academic activities)

June 2017

Sr No.	Date	Activity
1	5 th June, 2017	College begins
2	6 th June 2017	F.Y. B. Com (outsider students) admission
4	12 th June 2017	Lecture begins
5	21 th June, 2017	Celebration of International Yoga Day

JULY 2017

Sr No.	Date	Activity
1	1 st July, 2017	F.Y.B.Com orientation
2	19 th July, 2017	Celebration of Guru Pornima
3	27 th July, 2017	Blood Donation Camp - NSS

August 2017

Sr No.	Date	Activity
1	5th August, 2017	Cultural activity – Friendship day
3	15 th August, 2017	Celebration of Independence Day
10	21 st August, 2017	Marathi WangmayMandal - Jallosh
11	22 nd August, 2017	Marathi WangmayMandal – Jallosh
12	25 th August to 29 th August	Ganpati Break

September 2017

Sr No.	Date	Activity
1	5 th September, 2017	Library Book exhibition and Teachers day celebration
5	14 th September, 2017	Hindi Day Celebration

October 2017

Sr No.	Date	Activity
1	2 nd October, 2017	Gandhi Jayanti celebration
2	16 th October, 2017	Diwali Break begins
3	22 nd October, 2017	College Foundation Day

November 2017

Sr No.	Date	Activity
1	1 st November, 2017	TYBCom exam starts
2	9 th November, 2017	College reopens
3	20 th November, 2017	FYBcom and SYBCom exams begins

December 2017

Sr No.	Date	Activity
1	1 st December, 2017	World AIDS Day NSS Activity
2	8 th December, 2017	Athletics Meet start
3	13 th December to 16 th December 2017	Brouhaha Intercollegiate festival
18	25 th December, 2017	Christmas holiday start

January 2018

Sr No.	Date	Activity
1	1 st January, 2018	New Year Day
2	2 nd January, 2018	Christmas holiday end and College reopen
3	17 th January 2018	NSS rural camp ends
4	26 th January 2018	Republic Day celebrations
5	29 th January 2018	M.Com exams Begin

February 2018

Sr No.	Date	Activity
1	19 th February, 2018	Shivaji Jayanti (holiday)
2	24 th February, 2018	Mahashivratri (holiday)
3	27 th February, 2018	Marathi Rajbhasha Day celebrations

March 2018

Sr No.	Date	Activity
1	7 th March 2018	Annual Day Celebration
2	16 th March 2018	Convocation Function
3	18 th March, 2018	Gudhi Padawa (holiday)
4	27 rd March, 2018	ATKT examinations

April 2018

Sr No.	Date	Activity
1	2 nd April, 2018	T.Y.B.Com. University Examination
2	14 th April, 2018	Dr. Babasaheb Ambedkar Jayanti
3	16 th April, 2018	SYB.Com and FYB.Com Exams Begin

May 2018

Sr No.	Date	Activity
1	1 st May, 2018	Maharashtra Din celebration
2	4 th May, 2018	M.Com exams begin
3	13 th May 2018	Summer vacation begins

Academic Calendar Committee

Annexure ii –**Feedback Analysis****Report of Feedback Analysis on Teaching
Academic Year- 2017-18**

The feedback of students for the academic year 2017-18 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) Accessibility of teacher inside and outside of the class
- e) Teachers advice regarding preparation of examination
- f) Teacher's interaction with students.
- g) Teacher providing information about the career prospect
- h) Overall rating of the teacher.

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

Where:

'I' being	<i>Outstanding</i>
'II' being	<i>Very Good</i>
'III' being	<i>Good</i>
'IV' being	<i>Satisfactory</i>

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

F.Y.B.Com.

This table 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
Outstanding	30
Very Good	29
Good	31
Satisfactory	10
Total	100

The table number 1 shows that 30% of teachers belong to Outstanding category 29% of teachers belong to Very Good category, 31% of teachers belong to Good category and 10% of teachers belong to Satisfactory category on the parameters.

S.Y.B.Com.

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

Table no. 2
Feedback of S.Y.B.Com.

Category	Average
Outstanding	28
Very Good	30
Good	30
Satisfactory	12
Total	100

The no. 2 shows that 28% of teachers belong to outstanding category, 30% of teachers belong to Very Good category, 30% of teachers belong to Good and 12% of teachers belong to satisfactory category on the parameters.

T.Y.B.Com.

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

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

Category	Average
Outstanding	30
Very Good	31
Good	32
Satisfactory	8
Total	100

The table no.3 shows that 30% of teachers belong to outstanding category, 31% of teachers belong to Very Good category, 32% of teachers belong to Good category and 8% of teachers belong to satisfactory category on the 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
Feedback of M.Com.

Category	Average
Outstanding	25
Very Good	34
Good	32
Satisfactory	9
Total	100

The figure no. 4 shows that 25% of teachers belong to outstanding category, 34% of teachers belong to Very Good category, 32% of teachers belong to Good and 9 % of teachers belong to satisfactory category on the 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
Feedback of F.Y.B.M.S.

Category	Average
Outstanding	31
Very Good	36
Good	28
Satisfactory	5
Total	100

The table no. 5 shows that 31% of teachers belong to outstanding category, 36% of teachers belong to Very Good category, 28% of teachers belong to Good category and 5% of teachers belong to satisfactory category

S.Y.B.M.S.

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

Table no. 6
Feedback of S.Y.B.M.S.

Category	Average
Outstanding	39
Very Good	30
Good	26
Satisfactory	5
Total	100

The table no. 6 shows that 39% of teachers belong to outstanding category, 30% of teachers belong to Very Good categories, 25% of teachers belong to Good and 5% of teachers belong to Satisfactory category on the parameters.

T.Y.B.M.S.

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

Table no. 7
Feedback of T.Y.B.M.S.

Category	Average
Outstanding	35
Very Good	32
Good	27
Satisfactory	6
Total	100

The table no. 7 shows that 35% of teachers belong to outstanding category, 32% of teachers belong to Very Good category, 27% of teachers belong to Good category and 6% of teachers belong to satisfactory category on the parameters.

F.Y.B.B.I.

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

Table no. 8
Feedback of F.Y.B.B.I

Category	Average
Outstanding	32
Very Good	29
Good	28
Satisfactory	11
Total	100

The table no. 8 shows that 32% of teachers belong to outstanding category, 29% of teachers belong to Very Good category, 28% of teachers belong to Good category and 11% of teachers belong to satisfactory category on the parameters.

S.Y.B.B.I.

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

Table no. 9 Feedback of S.Y.B.B.I

Category	Average
Outstanding	32
Very Good	30
Good	26
Satisfactory	12
Total	100

The table number 9 shows that 32% of teachers belong to Outstanding category, 30% of teachers belong to Very Good category, 26% of teachers belong to Good category and 12% of teachers belong to Satisfactory category on the parameters.

T.Y.B.B.I.

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

Table no. 10
Feedback of T.Y.B.B.I

Category	Average
Outstanding	27
Very Good	31
Good	29
Satisfactory	13
Total	100

The table no. 10 shows that 27% of teachers belong to Outstanding category 31% of teachers belong to Very Good category, 29% of teachers belong to Good and 13% of teachers belong to Satisfactory category on the parameters.

The students' feedback for the academic year 2017-18 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.

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 supposed 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, intact 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. In 2017-18, for the first time in college, the entire M.Com I admission process was successfully done online.

- 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 (FYB.Com) 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 & equipment 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) Periodic meetings of different committees for decision making.
- f) Departmental meetings on syllabus completion & correction feedback thereon.

- **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 encourage staff to apply for minor and major research projects at university and at UGC level.

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2017-18

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
2017-18	F.Y.BMS	Degree	2	Unaided	6	4	10
2017-18	S.Y.BMS	Degree	2	Unaided	5	5	10
2017-18	T.Y.BMS	Degree	2	Unaided	7	4	11

YEAR	Student Capacity	Students Enrolled
F.Y.BMS	120	116
S.Y. BMS	120	132
T.Y. BMS	120	133

ANNEXURE iii – FOR ACADEMIC YEAR 2017-18**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
2017-18	F.Y.BBI	Degree	2	Unaided	4	3	7
2017-18	S.Y.BBI	Degree	2	Unaided	4	2	6
2017-18	T.Y.BBI	Degree	2	Unaided	3	3	6

YEAR	Student Capacity	Students Enrolled
F.Y.BBI	120	113
S.Y.BBI	120	127
T.Y.BBI	120	134

MIS

ANNEXURE iii – FOR ACADEMIC YEAR 2017-18

FOR (B.Com) BACHELOR's of COMMERCE & (M.Com) MASTER's of COMMERCE

S r. N o	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	600
S.Y.B.Com	600	575
T.Y.B.Com	600	586
M.Com I	240	236
M.Com II	240	241

ANNEXURE iv –**Two Best Practices****BEST PRACTICES - I****1) Title: ‘Inviting alumni as Chief Guest’.****2) Goals:**

- a) To maintain relations with the alumni.
- b) To help the students in getting rich experience by interacting with the alumni.

3) Context:

As an educational institution, we have to look beyond and develop the young generation and by interacting with highly knowledgeable alumni, they can get valuable insights.

4) Practices:

- i) The Sydenham alumni cell and IQAC played an important role in convincing the college authorities and heads of various programmes to invite alumni as Chief Guests for various programmes and events.

5) Evidence of Success:

By inviting reputed and successful alumni to interact with students, the students were able to understand that how hard work and dedication is the only way to be successful in life. Their interactions help them in facing group discussions and personal interviews at the time of placements.

6) Problems encountered and Resources required:

- a) Such activity requires support and teamwork not only from students but also from the various heads of the organizing committees. The main challenge is to ensure the success ratio of such activities. Such programmes also require coordination among the entire faculty as many of them want to invite film stars as chief guests.

BEST PRACTICES - II**1) Title: Prayas: “An effort towards better tomorrow”****2) Goals:**

- a) To provide students an opportunity to contribute towards outreach programmes.

- b) To build CSR and good ethics in the minds of students by involving them in various societal development activities.
- c) To cultivate valour and humane spirit in students and make them a responsible citizens who will contribute towards nation building.

3) Context:

Being the foremost educational institution, it is the need of the hour to develop steadfast students who will strive to work for the society. This will help to build the bridge between the students and the society.

Sydenham College with its galore of students managed societies goes a long way in contributing towards development of the community through array of activities. Students collectively have done remarkable work by organising various social events within and outside the college thus reaching selflessly towards the community. This endeavour of Sydenham College reflects the humble hard work of students as well as teachers who are keenly involved in acting as catalyst for creating an enhanced future. We at Sydenham take small steps which ensure multiplier effect and thus making every *Prayas* an effort towards better future.

4) Practices:

NSS: The NSS Unit of Sydenham College is the foremost unit which conducts community service activities throughout the year. Students actively participate in all the activities which help to develop in them a sense of social and civic responsibility. It helps them in acquiring skills and devote their time for the service of the society. Following activities are undertaken that helps in nation building:

- a) **Pulse Polio Drive:** With global initiative of eradicating polio, students participate in Pulse Polio Immunization Drive with an objective of achieving hundred per cent coverage under Oral Polio Vaccine.
- b) **Free Dental Check-up Campaign at BMC Schools:** The camp commenced with dental awareness talk, educating students about common dental complaints, particularly stressing on tooth decay and gum diseases and measures to prevent from them.
- c) **STEM cell donor registration:** This campaign educated the students about to create awareness about the importance of stem donor.
- d) **Tree plantation drive:** As a part of Green India, students every year plants new saplings within and outside the college which paves the way to improve the green cover in urban areas.
- e) **Rally on Road safety** was organised to create awareness about the rules and safety measures to be adhered while driving so as to reduce fatal accidents.

f) **Blood Donation camp** is organised annually in the college and more than 100 units of blood are collected which enriches the life of many.

g) College also organises workshops, seminars and lectures on various social topics which develops a sense of social responsibility in the minds of learners.

h) NSS unit with the support of alumni has contributed immensely in construction of classroom and water tank in the rural school at Dahanu Tribal Village.

i) Beach cleaning drive and station beautification project was undertaken by the students which a move towards Swachh Mumbai Abhiyaan

b) Social Service League:

The SSL unit of our college works for the social upliftment of the differently abled children and senior citizen by organising events within and outside the college. SSL boast of *EkKoshish* a social initiative which provides platform for special children and senior citizens to showcase their talents. Apart from this volunteers also visit old age home orphanage during festive season to make them feel extraordinary.

c) **Women Development Cell:** Lectures, seminars and workshops by renowned personalities are organised every year to empower women. The Cell in collaboration with SHG's organises exhibition where the women sell handmade articles for sustainable livelihood.

d) **Girls Forum:** The forum had organised workshops on self-defence, lecture by lady gynaecologist thus ensuring safety and health of the girl students.

e) **Dramatic Society:** The society had organised though provoking dramas on social issues

f) **Public Speaking and Debating Society:** It is one of the society which gives opportunities to college students from senior and junior college to participate in debate and elocution competition.

g) **Sydenham College Co-operative Stores Ltd.:** This is a student managed registered society where students are given hands on training on practical business aspects, thus making them more employable.

h) **Skill Development Unit:** This unit organised GST certificate course which provided industry related skill that helps them in securing better livelihood. It also organised the two short term courses jointly with UGC Human Resource Centre, University of Mumbai

i) **DLLE:** In order to create more skilled workforce, there is a need to create variety of learning and training opportunities. Department of Lifelong Learning and Extension conducts variety of programs which harness the skills of the students.

j) **Gymkhana:** Sydenham College has an active gymkhana and every year more number of students participate in sports activities which inculcates in them a sense of healthy lifestyle and healthy competitive attitude. Further College also has state-of-art physical fitness center

which stresses the importance of physical fitness and wellness. Further the gymkhana department also organises yoga and meditation sessions which is a step towards stress free life. This helps the students and staff to contribute more towards development of the college as well as society.

k) Sydenham Alumni Cell: This cell for the first time in 2017-18 inducted current students, so as to develop the social media face of the alumni cell, by launching the official facebook page of the Sydenham alumni cell. The cell also coordinates with the past students and invited reputed alumni as chief guest of the various programmes in the college where the alumni also interacts with the students.

l) As a part of energy conservation drive, college has installed solar panels which are positive step towards energy conservation.

m) Canteen does not serve food items including hot and cold beverages in plastic cups, plates and glasses.

5) Evidence of Success:

Sydenham College is known for retaining social development close to its heart. Various stakeholders are involved in creating a positive impact in the lives of deprived by organising community welfare programmes related to education, health care, cleanliness, hygiene, sanitation, physical fitness, women empowerment etc. College organizes various programmes throughout the year like blood donation camps, rallies, organising workshop and seminars, stalls of SHG's etc. Sydenham alumni have contributed immensely in social development activities. They have supported in constructing schools, donating stationeries setting up clean water tank in rural schools of Dahanu. Students of NSS/SSL have undertaken BMC school education project, where slow learners are given special tuitions for specified subjects so that they excel in their education. Apart from social development, Sydenham College employs various methods for sustaining environment by adopting various eco-friendly measures within and outside the campus. Thus Sydenham has a rich history of institutionalizing and ingraining social engagement rooted in the DNA of various stakeholders. Eminent alumni have wholeheartedly accepted the invitation to be with the college whenever a request is made during the special occasions.

6) Problems encountered:

While undertaking any new initiative for social good, we encountered various challenges. For example, while undertaking free medical camps in village and slum area, people were reluctant to participate in the same as they had a sense of fear of getting diagnosed with some illness.

Further to sustain the impetus of students in participating in community welfare programmes is a daunting task, as they have to dedicate much of their time to academic activities as well. Procuring sponsorship for conducting various social activities is a mammoth task.
