

Peer Team Report on Institutional Accreditation of
St. Andrew's College of Arts, Science and Commerce
Bandra (W), Mumbai – 400 050.

6th and 7th February 2004

SECTION I: INTRODUCTION

Inculcating integration across people and cultures in students has been a strong motivating force behind the founding of St. Andrew's College, Bandra, Mumbai in July 1983. Affiliated to the University of Mumbai, this grant-in-aid College which has received the recognition of the University Grants Commission (UGC) under 2 (f) and 12 B of the UGC Act in 2003, is located in a two acre campus in the urban suburb of the metropolitan city of Mumbai. The College offers six undergraduate programmes. With a staff strength of 23 teachers (Permanent 17, temporary 4 and part-time 2) and 27 non-teaching members, it has 2095 students including 1305 women students on its rolls in 2003-04. The unit cost of education in 2002-03 was Rs. 5541.36 for grant in aid courses.

On the College approaching the National Assessment and Accreditation Council (NAAC) Bangalore to be assessed and accredited and submitting its Self-Study Report, the NAAC constituted a Peer Team with Prof. K. Aludiapillai, former Vice Chancellor, Madurai Kamaraj University as Chairman, Prof. Maninder Singh, Professor of English, Khalsa College, Amritsar as Member and Prof. Y. M. Jayaraj, Professor of Microbiology, Gulbarga University and Special Officer, Office of the Commissioner for Collegiate Education, Government of Karnataka, Bangalore as Member. Coordinator to visit the College and validate the Self-Study Report following the procedure evolved by NAAC. Dr. Latha Pillai coordinated the visit at NAAC.

The Peer Team visited the College on 6th and 7th February, 2004 and held extensive discussions with the Principal, members of the Governing Body, faculty, non-teaching staff, students, parents and alumni. Based on the information contained in the Self-

Study Report, details gathered during the discussions and documents placed before them, the team furnishes the following criterion-wise report.

SECTION II: CRITERION-WISE ANALYSIS

Criterion I: Curricular Aspects

The undergraduate courses offered by the College include B.A., B. Com., B.M.M., B.M.S., B. Sc. (I.T.) and B.Com. (Accounts and Finance). There are 8 departments under three faculties. The Faculty of Arts has five Departments – English, Sociology, Economics, Psychology, History and English. The Faculty of Commerce has the Departments of Accounts and Commerce. The recently established IT Department manages B. Sc. (I.T.) course under Science Faculty. B.A. course offered at the Third Year level has two subject combinations – Psychology-Sociology / Psychology-History / History-Sociology / History-English and so on. The thrust in BMS & BMM is advertising.

The B.A. & B. Com. programmes are conducted on semester basis for first two years & the examinations are conducted by the College itself. But the final year is on annual basis with university examinations and the results are announced based on the performance of the final year only.

The B.M.S., B.M.M. and B. Sc. (I.T.) are offered under semester pattern. B.A. and B. Com. Courses are offered under grant-in-aid category while B.M.S., B.M.M., B.Com. (Accounting and Finance) and B. Sc. (I.T.) are offered under self-financing category. In fact all these courses have been introduced during the last 4 years, the latest being B. Sc. (I.T.) in 2001-02 & B. Com. (Accounting and Finance) in 2003-04.

To give an opportunity to students to examine basic values, which will help them to mould their character, a structured value education programme in three different modules is offered. At the first year level 'Personality Development', at the second year level 'Value Based Leadership' and at the third year level 'Education for Life' are

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To give an opportunity to students to examine basic values, which will help them to mould their character, a structured value education programme in three different modules is offered. At the first year level 'Personality Development', at the second year level 'Value Based Leadership' and at the third year level 'Education for Life' are

covered with the help of experts and professionals. The Andrew Excellence Programme offers yet another opportunity to students to get sensitized in fields like Environment, Human Rights, Culture and Leadership.

The curricular offerings in the B.A programme give the students the option of a Double Major. The optional subjects viz. Sociology, Psychology, English, Economics and History expose the students to information related to the society and the issues facing it.

Under the B.Com. Degree Course, there are options in the two Applied Component papers. A student in the final year can take either Direct or Indirect Taxation or Marketing Research for one paper and for the second paper either Export Marketing or Computer Systems and Applications or Industrial Psychology.

The temporal plan of academic work is the semester system for a few courses and the annual system for the rest. The B. Sc. (I.T.) was introduced in 2001-02 and B. Com. (Accounts and Finance) in 2003-04. It takes nearly a year for introducing a new course. The curriculum is revised and updated by the University of Mumbai every 3-5 years. The teachers of the College attend the workshops related to the redesign of syllabus conducted by the University from time to time.

A feedback is obtained from the students, among other items, on academic environment. Through interaction with the Management, Principal and Staff, changes are introduced wherever possible in order to improve the system.

Criterion II: Teaching Learning and Evaluation

Admissions to the B.A and B.Com courses are made on the basis of the academic record of students. Students of the junior college division of this College are given preference. For the other courses viz. B.M.S, B.M.M, B. Sc. (IT) and B.Com (Accounts and Finance) admissions are regulated through a combination of merit based entrance test and interview and counseling.

Student's progress is monitored through tests, discussions and preliminary examinations. The students are informed of the marks in the test and papers are retained by the Department itself.

Unitization of the syllabus and the teaching plan is furnished by each teacher to ensure coverage of all topics in the syllabus. Heads of Departments monitor the course work. The teachers supplement the lecture method by using OHP and TV and techniques such as group discussions, presentations, field trips and debates.

The College had 180 teaching days in each academic year and 230 working days.

Teachers have been recruited as per norms of the University and State Government regulations. The Management pays from its funds for the teachers appointed for self-financing courses. For all the self-financing courses – B.M.M., B.M.S. and B. Sc. (I.T.) a permanent teacher from one of the other Departments is put in charge as a coordinator & all the workload is managed by the guest faculty.

In the last two years 5 teachers participated in national level seminars/conferences and one teacher was a resource person. At the international level, two faculty members attended a seminar/conference – one as a participant and the other as a resource person. The success rate of the students is above University average. While most of the students get first classes in self-financing courses, only around 20% of the students of B. A. get first classes. There are no University toppers (first 15) during the last 5 years, except in B.M.M., wherein 9 students secured the University ranks.

To update the faculty in their respective areas of specialization, the teachers attend Workshops, Orientation Courses and Refresher Courses. During 2001-03, 13 teachers have attended such courses.

As many as 24 functional committees were formed during 2003-04 to take care of various items of activity ranging from admissions and discipline to career guidance and intercollegiate competitions. Practically all the teachers found place in one or more committees.

Criterion III: Research, Consultancy and Extension

Among the 17 permanent teachers, 2 have Ph. D and 6 have M. Phil degrees. One of the part time teachers holds a Ph.D. About 19 % of the teachers are engaged in active research. Faculty from English and Economics Departments have contributed articles, book reviews etc in national and international journals and also presented papers in seminars. A member of the Department of English has published a book. There are no on going research projects.

The College has an NSS unit with a volunteer strength of 50. Extension activities and outreach programmes are carried out by students under the guidance of staff members who were assigned these items of work.

Programmes for street children aimed at imparting knowledge while entertaining them were conducted by NSS volunteers. During the 10 day camp, the volunteers undertook literacy programmes, digging a channel for waste water, etc. In addition, AIDS awareness, environment awareness and health and hygiene awareness programmes were conducted.

Participation in extension activities sensitized students to the complex social issues and enabled them to learn the strategies to combat the ills of the community. A Gender Cell, to highlight the problems of girls through street plays and lectures, has been functioning since September 2002.

Criterion IV: Infrastructure and Learning Resources

The College has a 4 storey building consisting of 31 classrooms to accommodate all sections in the courses conducted in the campus, apart from an Auditorium, Library Hall, Seminar Hall, Staff Room, Office, Gymkhana Hall and so on. The library has a collection of around 10000 books and 4000 titles. The library needs to be automated. At present only one book is lent to a student at a time. An audio-visual room with necessary equipment is available for conducting seminars. Common rooms for boys

and girls have been provided. The College has a computer laboratory consisting of 58 computers. It has internet facility. It mainly caters to the needs of B.Sc. (I.T.)/B.M.M./B.M.S. This laboratory can also be made use of to provide computer literacy to staff and students of B.A. and B. Com.

All the classrooms are spacious, bright, well ventilated and adequately furnished. In the last three years, 18 classrooms were added to augment the facilities in the context of the new courses opened. The infrastructure is maintained with funds provided for the purpose by the Government and the Management. The facilities are optimally used. Sister institutions under the same Management make use of the facilities. The College is run on shift basis. The Senior College uses the facilities in the morning session from 7:30-12:30, while the Junior College uses them in the afternoon.

The College has well laid out volley ball, basketball and throw ball courts. The hockey ground located adjacent to the High School run by the same Management is also used by the students of this College.

The College has a state-of-the-art auditorium with a capacity of 800 for conducting cultural, meetings, seminars, etc. This air-conditioned auditorium is also made available for the local community for conferences, functions, etc.

The College has a website for wider consultation.

Criterion V: Student Support and Progression

The College has a number of support services to enable students excel in various spheres. A career cell forum called Andrean Career Edge has been set up recently to create awareness among students on career options, motivate them to take up higher studies, guide them in taking the entrance examinations and give them exposure to participation in group discussions and facing interviews through simulated exercises.

To provide students with a platform to express themselves freely and also to enable them to develop their public speaking skills, the association 'Encounter' has been set up recently.

Over 100 students were in receipt of various forms of financial assistance during 2002-03. In addition, freeships were provided to poor students from other funds. Textbooks were loaned under Book Bank Scheme in a limited way.

The Prospectus of the College is published annually. All information relating to admission procedure, courses offered, fee structure, rules of discipline, refund procedure, etc. is furnished therein.

Teachers of the Department of Psychology have been offering counselling services as and when required. The Andrew Counseling Center, functioning since 2000, has been actively assisting the students through a trained counsellor.

About 140 students got placed in the private sector as a result of the efforts of placement service.

The alumni and parents meet informally. There is a need to institutionalize Alumni Association and Parent-Teacher Association.

Activities like indoor games, student magazine, outdoor games, cultural programmes, debates, etc. enable the students spend their leisure in a relaxed and useful manner. The students of the College have represented the parent University in Hockey and Football. A student has excelled in athletics at State and National Level. The students are assisted by the Physical Director of the Junior College. Outstanding sports persons are given pocket money, concession in attendance and fee concession, apart from prizes and track suit.

Feed back is collected from students on academic activities.

The College lays stress on discipline and regular attendance. Decent dress code has been formulated.

Criterion VI: Organization and Management

The College is a minority institution, run by a registered trust/society called St. Andrew's Society for Education and Research. The College has a Local Executive Body as per the University rules. The Management is progressive in their outlook.

A number of committees, with specific tasks to perform, take the load off the shoulders of the Principal to a considerable extent in the running of the College. The committees report to the Principal. The internal coordination and monitoring is effective and efficient.

The work of the non-teaching staff is monitored by the Principal and the Office Superintendent. All the office staff was exposed to a computer literacy programme.

The College charges the tuition and other fees as approved by the authorities for grant-in-aid courses. During 2002-03, the College incurred a total expenditure of Rs. 106 lakhs. There is a deficit in the budget. A sum of Rs. 50 lakhs was generated through self-financing courses and donations received amounted to Rs. 7.40 lakhs during 2002-03.

The tuition fees have been revised upward steadily from 2001-02 onwards. An internal audit mechanism is in place. There is an informal grievance redressal facility. The College assists the staff to take loans from banks.

Criterion VII: Healthy Practices:

The College has been following certain practices to ensure quality education through an appropriate Academic ambience. They are as follows:

- A clean and neat campus.
- Four self-financing programmes have been started during the last 4 years.
- Comprehensive value education programme is offered during each academic year of the three year UG course.
- Outreach programmes and lectures by specialists to sensitize students about the issues rocking the society.
- Special activities like Inter-religious Dialogues, Encounter, etc. help students speak out and in the process learn.
- Integration of curricular, co-curricular and extra-curricular activities to impart various skills and awaken social consciousness among the students.
- Accessibility of Management to staff and students.
- Decent dress code being observed.
- Prompt payment of salaries and Management share of Provident Fund.

SECTION III: OVERALL ANALYSIS AND SUGGESTIONS


St. Andrew's College catering to the needs of poor and middle class, has the goal of tapping the potential in every person and ensuring a holistic development of the students. The strategies adopted, apart from what is garnered through the curriculum of the University, clearly indicate that value addition can be seen in the products of this College. The atmosphere for all round growth is clearly visible. Notwithstanding the constraints faced by colleges under the affiliating system and the grant-in-aid mode, the College has been alive to market needs and responded to the requirements of the society by opening new career oriented courses and offering additional opportunity programmes.

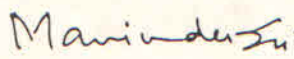
While expressing its appreciation of the multipronged efforts of the College to offer sound and fulfilling education to its students, the Peer Team wishes to place the following suggestions for the growth of the College.

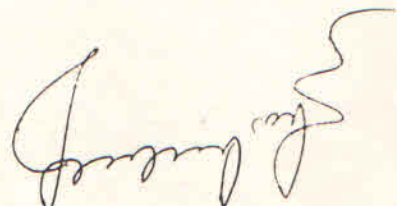
- Preparation of a Master Plan for the next 10 to 15 years keeping in view the Silver Jubilee celebrations due in 2008.
- Availing of assistance of UGC in opening vocational subjects, for infrastructure, library, book bank and research projects, as the College has been recognized under 2 (f) and 12 B of the UGC Act.
- ✓ Automation of library facilities may be undertaken along with inter-library borrowing from the British Council, National Laboratories and research institutions. Each student may be given at least 3 books of library to be retained at least for a week to facilitate students doing project work.
- To seek autonomy in due course.
- Apply for minor research projects from the UGC and other agencies. The teacher may be encouraged to pursue M. Phil. / Ph. D. by granting study leave.
- ✓ Offer remedial courses on a regular footing by availing financial assistance from UGC / Government.
- Utilise the computer facilities to develop teaching packages/software in due course.
- Taking advantage of urban location, explore possibilities of taking up consultancy.
- Welfare measures for staff like mediclaim insurance, group insurance, etc. and insurance of all students covering accidents, etc.
- MOU with industries, research organizations, etc. for the benefit of students and faculty.
- The students of B. A. may be provided with facilities like computer courses, single major system, field trips and seminars.
- Guardian and mentorship may be introduced to attend to the problems of individual students.
- Grievance Redressal mechanism to be formalized.
- Enrichment / value add-on certificate courses along with degree programmes may be started.
- Minimum number of core / regular staff may be appointed to run self-financing courses.
- Commerce, Psychology and English Departments may be provided with Commerce / Psychology / Language Laboratories.

- Placement and Career Guidance Cell be institutionalized.
- Create a central computer facility and encourage all staff and students to become computer savvy using the facility on nominal payment.
- Interdisciplinary approach in project work, research work and extension activities needs to be initiated.
- A Health Centre with regular medical check up may be established.
- Documentation of academic activities may be streamlined.

The Peer Team is happy to commend the meticulous care with which the Self-Study Report has been prepared. The cooperation extended by the Management, the Principal, teachers, non-teaching staff, students, parents and alumni is particularly appreciated.


(Prof. K. Aludiapillai)
7.2.2004
Chair Person


(Prof. Maninder Singh)
Member


(Prof. Y. M. Jayaraj)
Member Coordinator

I have read the report and accept the same.

Date: 7th February, 2004

Place: Bandra, Mumbai.




Prof. A. D. Mascarenhas
Principal

St. Andrew's College
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