## Peer Team Report

### On

## Institutional Assessment and Re-Accreditation

### of

## St. Andrew's College of Arts, Science and Commerce,
## St. Dominic Road, Bandra (West), Mumbai - 400 050, Maharashtra
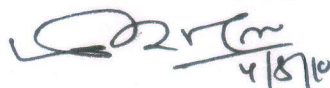
**Date of Visit:  August 2<sup>nd</sup> - 4<sup>th</sup>, 2010**

**NATIONAL ASSESSMENT AND ACCREDITION COUNCIL**
**An Autonomous Institution of the University Grants Commission**
**P.O. Box No. 1075, Nagarbhavi, Bangalore – 560 072, INDIA**

## Section 1 GENERAL INFORMATION

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| **1.1 Name & Address of The Institution** | St. Andrew's College of Arts, Science and Commerce, St. Dominic Road, Bandra (West), Mumbai - 400 050, Maharashtra |
| **1.2 Year of Establishment** | 13 June 1983 |

### 1.3 Current Academic Activity at the Institution (Numbers)

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| • Faculties/ Schools | 3 (Arts, Science and Commerce) |
| • Department/Centres | English      Sociology<br>Economics      Commerce<br>History      Accountancy<br>Psychology      B. Sc. (IT)<br>B.M.S.      B. Com. (A & F)<br>B. Sc. (H. S.)<br>B.M.M. |
| • Programs / Courses Offered | B.A., B.Com., B.M.S., B.M.M., B.Sc.(IT), B. Com.(A&F), B.Sc.(H.S.), B. Com.(B&I) |
| • Permanent Faculty Members | 26 |
| • Permanent Support Staff | 14 |
| • Students | 2009-10; **UG Total** – 2715 (1125 Male and 1590 Female) |

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| **1.4 Three major features in the institutional Context (As Perceived by the Peer Team)** | • Grant-in-Aid affiliated College with self financing courses<br>• Minority Institution (Religious)<br>• Co-education |
| **1.5 Dates of visit of the Peer Team (a detailed visit schedule may be included as Annexure)** | 2nd – 4th August, 2010 |

### 1.6 Composition of the Peer Team which undertook the on-site visit

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| **Chairperson** | **Prof. B. P. Bhatnagar**<br>(Former Vice Chancellor, Rajasthan Vidyapeeth University)<br>73, Vidya Nagar, BSNL Road,<br>Sector-4, Hiran Magri,<br>Udaipur – 313 002, Rajasthan |
| **Member Coordinator** | **Dr. Fr. Davis George**<br>Principal,<br>St. Aloysius' College (Autonomous)<br>Jabalpur – 482 001, Madhya Pradesh |
| **Member** | **Prof. Vinod Kumar**<br>Professor, Department of Computer Science<br>Dean Faculty of Technology<br>Gurukul Kangri Vishwavidyalaya,<br>Haridwar – 249 404, Uttarakhand. |
| **NAAC Coordinator** | **Dr. Sujata P. Shanbhag** |

| Section II CRITERION WISE ANALYSIS | |
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| 2.1.1 Curriculum Design & Development | • The College implements the Curriculum prescribed by the University of Mumbai.<br>• Curriculum design is aligned with the goals & objectives<br>• Some of the faculty members are Members of the Board of Studies. |
| 2.1.2 Academic Flexibility | • There is certain amount of academic flexibility.<br>• The college has 8 Undergraduate Courses and 4 Add-on-Courses.<br>• There could be more Certificate/Diploma Courses. |
| 2.1.3 Feedback on Curriculum | • Feedback on Curriculum is taken in an informal way from the Students.<br>• The same is conveyed to the University.<br>• Mechanism for analysis of data is yet to be evolved. |
| 2.1.4 Curriculum Update | • The Curriculum is updated once in 3 - 5 years by the University.<br>• The institution makes the prescribed curricula relevant by taking into account the emerging national and global trends.<br>• The College has established the Chair for Inter-Religious and Inter-Cultural Dialogue in 2009. |
| 2.1.5 Best Practices in Curricular Aspects | • The college has introduced ACME to widen the horizons beyond the classroom syllabi.<br>• Value Education Programme is undertaken. |
| 2.2 Teaching-Learning and Evaluation | |
| 2.2.1 Admission Process and Student Profile | • Transparent and as per approved University norms.<br>• All Junior College students are admitted being a minority college.<br>• The Admission Process is made known to the Students through the College Prospectus and the college Website. |
| 2.2.2 Catering to diverse needs | • Class tests/Assignments/Informal discussions are held to identify slow learners.<br>• Remedial Classes, Bridge courses and Counseling are provided to disadvantaged students.<br>• Advanced learners are encouraged to read more, make presentations in the class and conduct group discussions on relevant topics. |
| 2.2.3 Teaching – Learning Process | • The college follows the academic calendar prescribed by the University of Mumbai.<br>• Mainly Lecture method, supplemented by OHP, PowerPoint Presentations, Films, Debates, Case Studies, role play, Discussions, Assignments and Seminars.<br>• Access to reference books, limited number of journals and internet. |
| 2.2.4 Teacher Quality | • The Faculty Members are selected as per norms prescribed by the University/ State Government. |

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| | • Teachers to be encouraged to enhance their academic qualification and attend Seminars/Workshops/Conferences by the Principal and Management.<br>• Most of the Faculty Members are familiar with the uses of Computers, Internet and Audio-Visual Aids. |
| 2.2.5 Evaluation process and Reform | • Information is provided in the college prospectus, on the website and during the Orientation Program for the first year students.<br>• Students are examined by Tests, Assignments, Terminal and Semester system of Examination. |
| 2.2.6 Best practices in Teaching – Learning and Evaluation | • Faculty members are trying to adopt ICT enabled course material and make use of OHP, LCD and Films.<br>• Group discussion, Debates, Case Studies, Assignments, Projects and Seminars are encouraged by the faculty.<br>• Remedial Classes, Guest lecturers and Mentoring System. |
| **2.3. Research, consultancy and extension** | |
| 2.3.1 Promotion of Research | • Faculty members are encouraged to participate in research work, conferences, seminars and workshops.<br>• Students work on University prescribed projects which involve certain amount of research.<br>• Collaborative research programme is in process. |
| 2.3.2 Research and publication output | • 4 Students are currently being guided for the M. Phil. and Ph. D. Degrees by the Principal.<br>• Two minor research projects, books and nine research papers<br>• Research and publication to be encouraged and research culture to be evolved. |
| 2.3.3 Consultancy | • Some honorary consultancy is provided. |
| 2.3.4 Extension Activities | • The NSS students of the college are actively engaged serving the society in collaboration with the local NGOs in Health care, Sanitation, Disaster management, Peace Projects, Blood Donation, etc.<br>• The Social Outreach programme is organized by the students of the Second Year.<br>• Students need to have become more aware of neighbourhood problems of the poor and needy. |
| 2.3.5 Collaborations | • The college has collaborative relationship with the American Centre in Mumbai, Memorandum of Understanding with the University College of Frazer Valley Canada has also been signed. Students Exchange Programme can help college students.<br>• Collaboration with NGO AGNI (Action for Good Governance and Networking in India)<br>• MOU with Cardinal Paul Poupard Foundation (Milan, Italy) for inter- religious and inter- cultural |

| | collaboration Dialogue. |
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| 2.3.6 Best Practices in Research, Consultancy and Extension | • Some of the faculty members of the college have attended national and international level conferences, presented and published papers.<br>• Social outreach programme under the guidance of NGOs cater to community development.<br>• Students share their findings and insights with their peers. |
| **2.4 Infrastructure and Learning Resources** | |
| 2.4.1 Physical Facilities for Learning | • The college has 40 spacious class rooms (shared with Junior college) of which 13 are equipped with LCD facilities and 3 have audio-visual facilities. The building is on rent.<br>• The college has a central computer Laboratory with 56 PCs and LAN, an electronic laboratory and a central Library with internet facilities, multimedia and Language Laboratory.<br>• Play grounds for indoor and outdoor games including multi gym; State - of - art 800 seat air-conditioned auditorium. |
| 2.4.2 Maintenance of Infrastructure | • The Management sees to the repair and maintenance of the equipments and the building.<br>• Budget allocation is based upon the requirements.<br>• The infrastructure is well maintained. |
| 2.4.3 Library as a learning resource | • The library has about 20,000 books and reference material and has a reading room with some journals and magazines; 308 CDs/DVDs<br>• Reprography and book bank facilities are available.<br>• The college could work for complete automation of the library. |
| 2.4.4 ICT as learning resources | • The college has in all 103 computers + 03 Lap tops. Staff rooms are equipped with computers with internet.<br>• The teachers make use of power point presentation / CD / DVD / LCD/ Internet/Multimedia.<br>• All systems are upgraded annually. |
| 2.4.5 Other Facilities | • Book bank facility is available.<br>• Canteen is available. |
| 2.4.6 Best Practices in development in Infrastructure and Learning Resources | • There are 13 class rooms fitted with LCD projectors to enhance the teaching and learning process.<br>• Computer and internet facilities are available.<br>• Infrastructure growth matches with the overall requirements. |
| **2.5 Student Support and Progression** | |
| 2.5.1 Student progression | • Students progression is monitored to a limited extent.<br>• The drop out rate is very low.<br>• The number of female students is quite large. |
| 2.5.2 Student Support | • Counselling service is available.<br>• Students welfare measures are taken up. |

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| | • Campus is safe with proper lighting/security arrangements – CCTV in place. |
| 2.5.3 Student Activities | • Students participate in various extra curricular activities – Cultural, Literary and Sports – in both intra and inter college competitions at the local and national levels. <br> • State /National level participation is on record. <br> • The Alumni Association is supportive but it need to be further strengthened. |
| 2.5.4 Best Practices in Student Support and Progression | • The College has feedback system. <br> • Training and Placement Cell is providing assistance for placement. <br> • Mentoring and Counseling. |
| **2.6 Governance and Leadership** | |
| 2.6.1 Institutional vision and Leadership | • Vision and mission are in tune with the objectives of higher education. <br> • Local Management Committee and other committees are constituted. <br> • The Principal provides participatory leadership and maintains a healthy contact with the stakeholders. |
| 2.6.2 Organizational Arrangements | • The College is governed by Board of Trustees and Local management committee <br> • Limited decentralization is visible. <br> • Grievances redressal cell is also there. |
| 2.6.3 Strategy Development and Deployment | • The Institutional plans are developed by the Management together with the Principal and Dean. <br> • Perspective plan is prepared. <br> • IQAC monitors the academic development. |
| 2.6.4 Human Resource Management | • Manpower planning is based on University norms. Staff Welfare Measures (teaching and non-teaching) needs to be undertaken. <br> • A few faculty development programmes have been conducted. <br> • Performance assessment mechanism is in place. |
| 2.6.5 Financial Management and Resources | • The college has adequate budget to cover the day to day expenses. Consolidated budget of the entire college and Annual Accounts should be prepared. <br> • Accounts are audited as per rules. <br> • More resources allocation could be made for Scholarship to poor students. |
| 2.6.6 Best Practices in Governance and Leadership | • Decentralization and transparency in administration. <br> • Limited Teaching and non teaching staff development programmes. |

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| **2.7 Innovative Practices** | |
| 2.7.1 Internal quality Assurance System | • The Annual Academic Audit procedure provides feedback to the institution and individual departments.<br>• Internal Quality Assurance Cell regularly reviews the Academic Calendar, Staff Advancement Programme and quality initiatives.<br>• The IQAC ensures the promotion and internalization of best practices in the College. |
| 2.7.2 Inclusive Practices | • SC/ST Scholarships and Scholarships for weaker sections are provided.<br>• The College also provides freeships and scholarship to a limited number of students.<br>• Gender sensitization through Value Education. |
| 2.7.3 Stakeholder Relationships | • Good relationship exist between college, alumni and parents.<br>• Through Social Outreach and NSS, the College promotes social justice and responsible citizenship. |
| **Section III OVERALL ANALYSIS** | |
| 3.1 Institutional Strengths | • Good Infrastructure, well stocked library.<br>• ICT enabled teaching and learning process, OHP, LCD and Films; Multi Media and Language Laboratory with only 4 PCs.<br>• The Principal and Teachers play pro-active role in building relationships with all the stake holders.<br>• Well planned Value Education Classes and Social Outreach Programmes.<br>• A Chair for Inter-Religious and Inter-Cultural Dialogue has been established in the college. |
| 3.2 Institutional Weaknesses | • Inadequate permanent faculty for self financing courses. More dependence on visiting faculty.<br>• Lack of sufficient number of Add-on-courses, certificate courses.<br>• Less Industry linkage.<br>• Only partial automation of the Library and Office.<br>• College runs in morning shift and building is shared with the Junior college during the afternoon. |
| 3.3 Institutional Challenges | • Introducing more Vocational and add on courses.<br>• Updating the qualification of faculty members.<br>• To make all students and staff computer savvy with effective communication skills.<br>• Going for an autonomous status.<br>• The college should construct more buildings under its control. |
| 3.4 Institutional Opportunities | • Availability of adequate funds, generated through self-financing courses can help a lot to have more competent faculty, develop Psychology Lab, adequate support staff for co-curricular/extra |

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| | curricular activities, etc.<br>• To start job oriented and post graduate courses.<br>• Provide effective coaching for competitive exams.<br>• Staff development programmes to be undertaken.<br>• Involvement of corporate sector for the benefit of the students.<br>• Development of research and consultancy work. |
| **Section IV RECOMMENDATIONS FOR QUALITY ENHANCEMENT** | |
| | • Introduce more vocational and Add-on-courses, other subject combinations and P.G. Courses..<br>• Computer and internet facility to be augmented.<br>• Complete automation process of the library and the whole college. Website to be updated timely.<br>• Strengthen Research and Publication output.<br>• Alumni Association be motivated to play more effective role.<br>• Teachers to be encouraged to improve their Academic qualifications. Provide adequate facilities to them.<br>• In-service training will enhance the quality of Human Resource.<br>• Special coaching for competitive examinations need to be organized.<br>• MOU with Industries and Research Organizations be signed.<br>• Strengthening the placement and career counseling cell with emphasis on entrepreneurship development. |

**I have read the report and agree with its contents.**

Signature of the Peer Team Member with Date          Signature of the Principal with date and seal

**Prof. B. P. Bhatnagar**
**(Chairperson)**

**Dr. Fr. Davis George**
**(Member Coordinator)**

**Prof. Vinod Kumar**
**(Member)**