

NAAC

For quality and Excellence in Higher Education

# PEER TEAM REPORT

Institutional Accreditation

Of

**P.D. Karkhanis College of**

**Arts and Commerce**

**Ambarnath, Thane, Maharashtra**

January, 31 & February 1, 2004

**NAAC**

National Assessment And Accreditation Council  
An Autonomous Institution of University Grants Commission  
2/4, Dr. Rajkumar Road, P.O. Box No. 1075, Rajajinagar, Bangalore- 560 010

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**Ambarnath, Thane, Maharashtra**

## Section I: Preface

P.D. Karkhanis college, Ambarnath an affiliated college under the University of Mumbai, was established in 1986 to educate both boy and girls in and around Ambarnath Muncipal area. This college is managed by 'The Education Society Ambarnath'

The vision of the college is " To convert challenges into opportunities through dedication " The Mission of the college is " To collectively respond to the need of development of character and leadership, adherence to the culture of the society, to open avenues by way of making available platform to give exposure to the hidden talent and aptitude, to inculcate ability and spirit to swim with the tide and help to adjust with the society's socio-psycho-eco development and overcome linguistic barriers. "

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*J. S. Kulkarni*

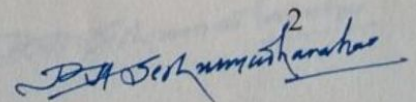
The college volunteered itself to be assessed by the National Assessment and Accreditation Council ( NAAC ) Bangalore and submitted its Self-Study Report on 1<sup>st</sup> December 2003

The society which runs the college was founded in 1936 by Mr. Bhausaheb Paranjape, an eminent social worker and a popular Gandhian Philosopher of Ambarnath area, and college was established in 1986 with 65 students and has now emerged as an institution of learning with B.A. and B.Com, courses in various subjects.

The UGC is yet to accord its recognition under section and 12 (b) to the college. The college is located in a campus of one and a half acre with a built-up area of about 29,000 sq.ft. The campus comprises of classrooms, library, canteen play ground and other facilities.

The peer team constituted by NAAC comprising Dr. P.H. Sethumadhava Rao, former Additional Secretary, University Grants Commission and currently Registrar, Dakshina Bharath Hindi Prachara Sabha, Chennai as Chairman, Dr. S. John de Britto, former Principal, St. Joseph's college ( Autonomous ) Tiruchirappalli as member co-ordinator and Dr. B.C. Neelakanta Professor of Economics, JSS College for Women, Saraswathipuram, Mysore as member visited the college on 31<sup>st</sup> Jan. and 1<sup>st</sup> Feb 2004 to validate the self-study report and to verify the physical and infrastructural facilities available in the college. The peer team carefully perused and analyzed the self-study report submitted by the institution.

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The peer team interacted with the Principal, teaching and non-teaching staff, parents, alumni, students and management of the college and elicited their views on the functioning and facilities available in the college. During the institutional visit, the team also examined all relevant records and visited different departments and computer laboratory library, play ground, canteen, NSS room to collect first hand information. Based on the above exercise and keeping in view the criteria identified by NAAC, the peer team has made the following assessment under the seven criteria given below :

## **Section II : Criterion-wise Analysis**

### **Criterion 1 : Curricular Aspects**

The Institution reflects mission and goals fixed for itself by adhering to its spirit fully. This is reflected in the medium of instruction chosen which is Marathi in Arts and English in Commerce faculties and some papers in Commerce though are taught in English, students are allowed to answer in Marathi . Inclusion of applied component in course pattern and the provision for supportive co-curricular activities very much reflect the mission. Similarly the response of the college to the need and development of character and leadership, adherence to the culture of the society is evident in the programmes offered. Students are nurtured in self-confidence and Foundation Courses which enable them to acquire broader perspective and flexibility.

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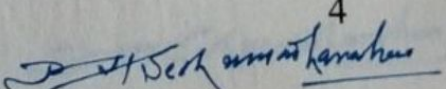
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*D. H. J. Karkhanis*

The range of programmes offered by the college include Marathi, Economics and History from the faculty of Arts and Commerce, Accountancy, Business Economics from the faculty of Commerce. A Certificate course MSCIT is also offered. The curriculum prescribed by the University has the blending of the components of knowledge and skill. Commerce stream, Accountancy, Business Communication and Computer studies have in built skill elements which are also found in Arts stream. The programmes offered to students have horizontal mobility, option for electives, non-core options and also there is a time frame matching the convenience of students.

The University of Mumbai through its Boards of Studies continually reviews the syllabus and updates the same every five years. The college has taken the initiative to start B.Sc. (IT) in August 2001, though the course did not take off that year. Generally, it takes a year to start a new programme of study after it has been conceptualized. The staff members of the college are helping the university in designing the curriculum by their membership in various boards of studies. The Local Inquiry Committee carries on the task of monitoring the progress of new courses started, facilitating the process for permanent affiliation and the overall performance of the college. The college strictly follows the curricula structure designed by the university. There is interdisciplinary approach in course design of the Foundation Courses for B.Com.

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The college deserves appreciation for having introduced a course on personality development organized by GAPSET Consultancy, Pune. This has enabled students to acquire skills on decision making, goal setting, strategic management and above all nurturing self confidence.

### **Criterion II : Teaching, Learning and Evaluation**

Students are admitted to degree course based on their performance in the school examinations. Admission procedure is displayed on the notice board, and the admission committee monitors the admission process. The college aims at providing higher education to the underprivileged sections. After the process of admission is over, various measures are initiated to assess students' knowledge and skills. Measures include class-wise review of students' knowledge, holding group discussions, seminars and tutorials in the class, assignments and project works, and terminal examinations. The college takes care of educationally disadvantaged students by providing remedial coaching in Mathematics, Accountancy and English. Final year students receive special coaching by a perusal of question papers of the past five years. The Backward Class Motivation Book Bank facility offers additional books for home reading. Advanced learners are further motivated by involving them in group discussions, seminars and competitions, lending them extra reference books, and by participation in intercollegiate co-curricular activities.

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*P. D. Karkhanis*

Teachers prepare a teaching plan for every academic year, which has two parts to be covered, in two semesters. Departments review the plan and the implementation at the end of the term. The process is monitored by the Heads of the Departments. The syllabi framed by the University is unitized. Students follow semester pattern for the two years and annual pattern for the final year. Syllabi are divided accordingly and students are told about the topics to be covered both in the semester and non-semester pattern. Extra lectures are engaged to complete the syllabus when needed. The students are informed regarding the examination pattern, periodical tests, and the tutorials through display in notice boards. Along with lecture method, other methods like group discussions, project work, seminars, field visits, home assignments and guest lectures are supplementing the lecture method. OHP VCP and Maps are also available. Transparencies, floppies and charts are prepared by some teachers. Newspaper clippings are also used. Video cassettes and CDs are hired on rental basis for lectures.

Students are made aware of the evaluation methods at the beginning of the year by the Principal. Teachers explain the same in respective class rooms. The overall performance of the students is assessed at the beginning of the academic year. Various competitions such as elocution, quiz, debate, essay writing and others enhance creative writing and communication skills.

Students of Arts faculty are given assignments on current events and developments. Commerce department engages students in the preparation of vouchers, books of accounts, auditing of vouchers and filling up of various returns and forms under Income Tax Act. Visit to the stock market, nationalized or cooperative banks and industries are regularly organised.

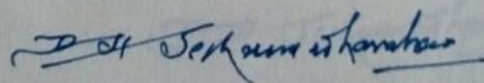
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*J. S. Jethumathkar*<sup>6</sup>

The teachers are recruited by following the guidelines and statutes / directions of the University. The college has provision to appoint temporary staff on an ad hoc basis when there is an increase in workload or while starting a new course or on retirement of a teacher. The college encourages teachers to update their knowledge and teachers are permitted to attend seminars / conferences / workshops as participants or resource persons. The college also has conducted faculty improvement programmes in Commerce and History department. Personality Development Workshop for Teachers was also conducted.

Dr.(Mrs) V. M. Gadgil deserves appreciation for annexing the coveted award Jinsiwala Puraskar for the best thesis of the year. Teachers actively contribute to the development of the college and in promoting excellence by serving as members in various committees.

Faculty evaluation is done by adopting self-appraisal method, covering teaching, research and extension. This is carried out at the end of every year, the report is evaluated by the Heads of the Departments which is reviewed by the Principal. This process enables staff to know their strengths and weaknesses and improve the quality of teaching. Students also evaluate the teachers; likewise there is peer assessment of one teacher by another. While evaluating the campus experience, students have pointed out the need for improvement in campus cleanliness, toning up electrification, bettering canteen facilities and improving office administration. Efforts are being made to improve the above. The college has not established national and international linkages for teaching and or research.



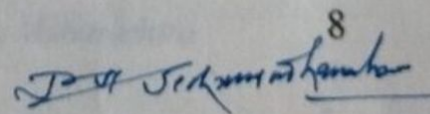


### **Criterion III : Research, Consultancy and Extension**

As acknowledged by the college, research activity is not significant activity. Teachers who are engaged in research are encouraged and there is reduction in work load for them. Dr. Mrs. V.M.Gadgil regularly publishes research papers and she is a recognized examiner to evaluate doctoral dissertations. There are no major research projects granted to teachers.

Extension activities of the college are assigned to a teacher as additional charge. Students and teachers are encouraged to participate in several extension activities. Students are given an incentive of 10 marks to be added to the total marks when they complete 120 hours of social service. Extension activities include community development, health and hygiene, adult education and literacy, AIDS awareness, social work, medical camp, blood donation camp and environmental awareness. NSS volunteers have conducted coaching classes in Mathematics and English for school students, constructed a dam at Deobandh for 125 meters, participated in water conservation programme, Pulse Polio Immunization Campaign, literacy campaign joined the Rally on AIDS awareness and conducted survey on illiteracy, tobacco and liquor addiction.

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Besides activities undertaken by NSS, there are other outreach programmes. Some teachers are collaborating with NGOs for educating Adivasi children, in Pulse Polio Immunization Programme and a few are associated with primary and High School Programmes organized by Zilla Parishad. Prof. S.S.Navgire has set up Bharatwasi Prabodhan Trust for the upliftment of tribal students of Vangani.

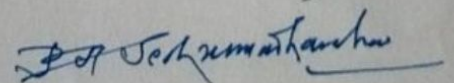
Besides the above laudable activities, the college is engaged in career guidance and counseling and conducts, personality development programme and is involved in women empowerment in association of Akshara (NGO). The college also works in collaboration with NGOs such as Akshara for gender equity and has conducted friendship day, workshop on career guidance, exhibition on dowry and other gender issues, leadership camps, a seminar on SPACE 2003 and sponsored Asian Youth Camp held at Hyderabad.

#### **Criterion IV: infrastructure and Learning Resources**

The college is housed in a campus of One and half acre with a ground floor and two floors on it measuring the total area of 29,060 sq. ft. This college is situated in a semi urban area. This college is an arts and commerce college having fourteen departments in total. It has central library, computer center, sports facilities workshop and canteen.

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The college has a library Advisory committee under the chairmanship of the Principal. It has inter connectivity with the library of the university of Mumbai. The college provides book bank facility to backward class students. The college library is holding 8,241 books. The library facility is made available to ex-students and the students of other colleges near by Ambarnath. There are 10 computers provided to the library, office and computer laboratory.

The college office and library is yet to be computerized. It has a small play ground and canteen, Art circle and women development cell etc. However, The Peer Team feels that the college authorities should visit some well-developed colleges in and around Bombay to find out the facilities available in those colleges to be made available.

#### **CRITERION V: Student Support and Progression**

About 71% of students appear for qualifying examinations after the minimum period of study. The drop out rate is 28.57%. After completing graduation some students are successfully engaged as lecturers in Junior colleges or teachers in Primary and High Schools, or as software consultants and in other avenues.

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*J. S. Mathur*

The Prospectus of the college published annually includes relevant data on course pattern, fee structure, discipline, examination procedures, Library, endowment Prizes and extra curricular activities. The students are made aware of the policies and admission procedures through prospectus. The students avail the usual scholarships offered by the Central and State Governments. Some of the lecturers render financial assistance to needy students.

Teachers participate to some extent in offering Academic and personal counselling. The good rapport which teachers have towards students enables them to deal with personal problems of students. Alumni Association that has been formed recently contributes its share of financial resources for some of the programmes of the college. Some members are engaged in free coaching to students and in guiding students through career counselling.

Recreational facilities that are available in the college include indoor games, outdoor games, debate club and cultural programmes. The Gymkhana provides facilities for indoor games such as Table Tennis, Carom and Chess. Accessories required for Kho Kho, Kabbadi, Cricket, football, Volley Ball, Disc throw and Short Put are provided to students. NSS units, Literary Association, Commerce Association, Planning Forum and History Department organize tours and industrial visits.

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The Annual social Day celebrations give opportunity to students to exercise their skills in fine arts. Associations organize cultural programmes like Sharavan Darshan, Dahi Handi and Patriotic Song Singing competition. Students also observe Guru Pournima day, celebrate Teachers Day, Traditional Day and Friendship days etc.

There are some noteworthy achievements in the area of sports and games. Seema Bhogle won gold in half marathon, mountain climbing, and silver in athletics ( 1500m ) Trupti Lad won gold medal in ( 10,000 m) athletics and silver medal in hill climbing. Suhas Sonavane won gold medal in ( 4000m & 200 m ) athletics. Likewise boys and girls team have won gold medals in team events.

Some of the activities deserve special mention here. Miss. N.J. Behere guides the students of T. Y. History in papers related to Library Science. Some teachers have instituted endowment Prizes for meritorious students. Some students are actively engaged in coaching street children through Mahatma Phule Shikshan Hami Yojana.

## **CRITERION VI: Organisation and Management**

The college has an efficient internal coordinating and monitoring mechanism. Several committees have been constituted to look after curricular, Co-curricular and extra curricular activities. External agencies also have rendered help in this direction. Mr. S.G. Apte as a result of extensive interaction with students, non teaching staff and teachers had proposed several measures to tone up the quality of education, infrastructure, and administration. There are mechanisms to check, the work efficiency of the non teaching staff. Each non-teaching staff maintains a diary which records his daily work transactions. The Office Superintendent checks this every week to ensure regularity and efficiency. Professional development programmes were conducted for non teaching staff in the Society's training center. The Time Table Committee prepares the academic calendar in consultation with the Principal and Chair persons of various committees.

The fee collection from students is based on the fee structure of the State Government. There is an internal audit mechanism. Welfare measures have been introduced in recent years. Women cell looks into gender issues within the campus and extends help in the neighbourhood on areas concerning hygiene, education and careers.

B.C. motivation cell looks after the needs of BC students through personal counseling.

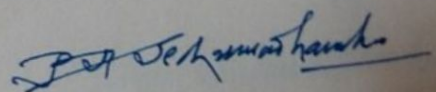
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Programmes on personality development enable students in decision making, goal setting, promotion of self confidence and leadership qualities.

The NSS unit is dynamic and regularly organizes leadership camps, blood donation camp, literacy campaign, eradication of superstition, tree plantation and water conservation. Staff Academy organizes several staff welfare programmes and cultural activities. There is also a special meditation programme called ' Art of Living ' which helps in relieving mental stress and builds up inner strength and promotes harmonious relationship with colleagues.

Grievance redressal cell has been constituted, in which representatives of teaching and non teaching staff are members. The purchase committee takes care of the major purchases made by the college.

Each department has got functional autonomy with necessary supportive power. To enhance the work efficiency of the employees, Certificates of Excellence are awarded on Teachers Day. Assessment of colleagues by colleagues has been introduced recently which has toned up the work culture of the college.



## CRITERION VII: Healthy practices

The college has mechanisms for internal quality checks. There is the basic level of communication between the Principal, HODs, and teachers. Between students and teachers there is an active interaction which enables to improve quality in the teaching –learning process. Problems faced by the students are easily brought to the notice of teachers and the Principal. The quality checks for teachers are in the form of staff self appraisal, assessment by the Heads of the Department, teacher to teacher assesment and student appraisal of teacher.

The college is sensitized to the latest managerial concepts such as strategic planning, team work, decision making and computerization. Strategic planning is seen in the working of the time table committee which prepares the schedule of lectures and academic calendar of various co-curricular and extra curricular activities in the beginning of the academic year in consultation with teachers.

The college strengthens the academic programmes by having courses such as MSCIT, introduced in 2002-2003. The functioning of the Distance Education Centre in the campus is a great service to the people in the neighbourhood

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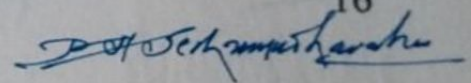
*J. S. Karkhanis*



The college has carried out programmes which inculcate values such as patriotism, secularism, dignity of labour, integrity, tolerance, gender equity punctuality and sensitivity. NSS activities such as construction of small dams, laying on of road and tree plantation have been help in this direction. Programmes conducted by social science Association and Marathi Literary Association nurture value based education. Special lectures by eminent personalities also challenge the students to critical thinking and development of positive attitudes towards life. There have been special lectures on co operative movement, consumer guidance and water conservation. Activities such as Blood Donation, Pulse Polio Immunization, Civil Defence camps and pre-marriage counselling promote community development. Conducting cultural competitions, involvement in sports and various activities of the associations are helpful to develop the all round personality of the students.

These activities are expressions of the college to achieve its special goals and objectives. There have been attempts to promote transferable skills among the students. These include exercises in Drafting skill, mock interview, and special measures taken to impart Mathematical and Statistical techniques to students of commerce and Economics. The college has also introduced computer applications to TY. B.Com students. MSCIT course enables students to get trained in information technology. Involvement of students in organizing seminars result in the development of team spirit and creativity.

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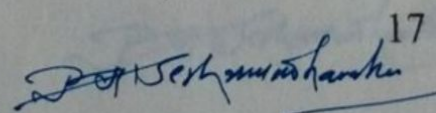
The college has conducted Book exhibition for the past two years. The parents Meeting conducted during the last two years have helped to tone up quality in the education programme of the college.

### **Section 3: Overall Analysis**

P.D. Karkhanis college of Arts and Commerce was started in 1986. The College has been affiliated to the University of Mumbai. It has been granted permanent affiliation by the university of Mumbai in 2002. The college was started with a mission to collectively respond to the need of development of character and leadership, adherence to the culture of the society, to open avenues by way of making available platform to give exposure to the talent and aptitude, to inculcate ability and spirit among the students and also to overcome linguistic barriers. The college has adequate number of classrooms, a Gymkhana, Library room including reading room and a Seminar hall. In view of limited space the college runs in two shifts : Commerce in morning followed by Arts in the afternoon.

- The college has a staff strength of 22 members ( 17 full time, 2 Part timers and 3 on clock hour basis ) Out of these 3 teachers possess Ph.D , 7 M.Phil and the rest have post graduate qualification. Three teachers are registered for Ph.D one teacher has qualified UGC NET and one SET.

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- The teachers have published 11 papers and some of them have participated in seminars at the state and national level. Five teachers are recognized to teach PG classes and two Marathi teachers are teaching PG classes in other colleges. They have undertaken project on Agri Dialect and folk songs in Agriculture. Some teachers have attended orientation and refresher courses.
- The college is receiving grants from the Govt. of Maharashtra since 1992-93, to meet the salary of the teachers.
- While the college is following the admission procedures stipulated by the Govt. of Maharashtra and the University of Mumbai, 15 % of the students are admitted by the Management.
- Currently the college is offering the following courses:
  - i) Three year B.Com.
  - ii) Three year B.A.

The college has a total student strength of 1357 of which 544 are girls. Remedial coaching is undertaken for weaker students in subjects like Mathematics English

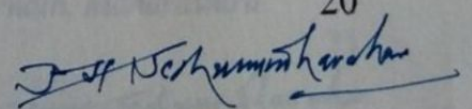
- Teaching aids such as overhead projector, slide projectors are utilized besides computer facilities. The college has ten computers ( Pentium 3 & 4 ) and one PC has internet facility.

- As per the directions of the university, three committees are constituted by the college viz. Examination committee, Unfair means inquiry committee and steering committee for smooth conduct of examinations.
- The teachers submit self appraisal reports which are assessed by the Head of Dept. and reviewed by the Principal. Feed back reports from the students are also obtained which assess the performance of teachers.
- The college has a collection of 8200 books in the Library and subscribes 23 journals.
- A state level History conference was organized where 67 teachers from Maharashtra participated. This activity needs to be appreciated in view of the limited resources available to the college.
- The college has NSS units. At times volunteer is selected for participation in the republic day parade in New Delhi. The NSS activities concentrate on constructive work for villages and are also involved in activities such as pre-marriage counseling, Health camps, AIDS awareness, environmental preservation and guidance etc. In collaboration with a NGO ' Akshara ' the college has organized workshop on sexual harassment, leadership camp and space 2003.

## Suggestions

- Special coaches are appointed for sports activities to train students for participation in Inter university sports. The college has bagged 14 Gold medals in sports activities during the last year.
- Personality development programmes are organized throughout the year for all the students and members of the staff. The Alumni association is organizing as regular feature 'Thalasimia test' for third year students.
- The college has introduced grievance redressal mechanism for the benefit of students.
- The college has welfare programmes for the staff of the college. As a motivational measure 'Gunwant Karmachari Puraskar' ( Excellence award ) is given to the employees. Meditation programmes are also conducted for the benefit of the employees.
- The college imparts value- based education through the curricular and extracurricular activities.
- The management committee of the college is actively involved in the developmental activities of the institution. A computer laboratory is likely to be set up during the next 5-6 months.

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## Suggestions

1. The college may explore the possibility of acquiring more number of computers with internet facility in order to facilitate the students to acquire computer skill and have access to the latest information in their discipline
2. The teachers may be advised to undertake research activity such as publication, M.Phil and P.h.D
3. The teachers may use facilities such as OHP, Slide Projector, LCD etc. by acquiring them in the colleges.
4. The college may take early steps for getting recognition from the UGC under Section 12(B) so as to enable it to receive developmental assistance from the Commission.
5. The college library needs to be strengthened gradually by procuring more number of books and journals.
6. The College could quicken the process of computerization of the College Office and Library

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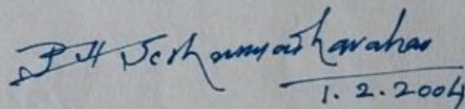
*Dr. Arjun S. Sharma* 21

The Peer team wishes to thank the Principal, Steering Committee Co-ordinator, academic and supporting non teaching staff for extending full co-operation to the team during its visit to the institution, which enabled it to make an assessment exercise a pleasant task.

The peer team is grateful to the NAAC for giving the members this opportunity to visit this institution.

### *Names and signatures of the Peer Team*

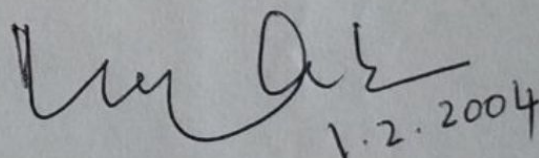
1. Dr. P.H. Sethumadhava Rao (Chairman)

  
1.2.2004

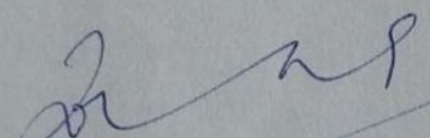
2. Dr. John de Britto (Member co-ordinator)

  
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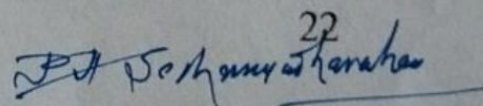
3. Dr. B.C. Neelakanta (Member)

  
1.2.2004

I agree with the observations and recommendations made by the Peer Team in this report.

  
Name and signature of the Head of the institution  
Principal,  
Arts & Commerce College  
Ambarnath.

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