

**SHETH T.J. EDUCATION SOCIETY'S
SHETH N.K.T. THANAWALA COLLEGE OF COMMERCE &
SHETH J.T. THANAWALA COLLEGE OF ARTS, THANE.**

***PEER TEAM REPORT ON
THE INSTITUTIONAL
ASSESSMENT AND
ACCREDITATION***

Visit Dates : 28th to 30th March, 2004

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SECTION – I : INTRODUCTION

Sheth Nanjibhai Khimjibhai Thakkar Thanawala (N.K.T.T.) College of Commerce was established in 1990. Sheth Jayantilal Tribhovandas Thanawala (J.T.T.) College of Arts was established in 1993-94. Both the colleges are run by Sheth T.J. Education Society. Although it appears that there are two different colleges but in reality, they are run as a single institution with a single Principal Incharge, Ms. A. S. Patki, and a single Local Advisory Committee. The Society also runs 6 other educational institutions in the same premises. There had been difference between the teachers of the College and the Management for nearly two years over the issue of the implementation of the UGC (5th Pay Commission) pay scales. The management was unwilling to implement the UGC pay scales for the teachers, on one pretext or the other. The teachers had represented the case to the University of Mumbai regarding the implementation of the revised pay scales. On the recommendation made by the University to the Government of Maharashtra, the latter had appointed an Administrator, *w.e.f.* 21st May, 2002 as per the provisions of the Act. The present Administrator is Principal Sharad S. Nikalje.

The College seeks to encourage, spread and to facilitate higher education among all sections of the society, in general, and among the Gujarati-speaking community, in particular.

The College is temporarily affiliated to the University of Mumbai on a year to year basis; but it has applied for permanent affiliation since 1999-2000. It is on grant-in-aid from the State Government of Maharashtra. It has been granted


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temporary affiliation by the UGC under 12 B of the UGC Act, and it has applied to the UGC for permanent affiliation under 2 (f).

The College is housed in a seven-storied building located in the city of Thane. Its campus area is less than one acre. The College has 15 lecture rooms, computer laboratory, library, common rooms for boys and girls and canteen facility. Each section of the class has 120 students appears to be rather large. However, the Principal Incharge produced before us a circular from the University of Mumbai permitting the College to admit upto 120 students in B.Com. / B.A. classes.

The College has the Students' Council which helps it in carrying out certain students related activities, such as N.S.S., Gymkhana, Cultural programmes and Women's Development Cell. The Alumni Association has been formed in November, 2003. The ex-students of the College formed Kalakriti Youth Association in 1998, meant to encourage social and cultural activities among the students and citizens. The College used to publish a magazine called '*Dnyansagar*', but during the last two years it has not been published. The College is planning to publish the magazine this year.

The College offers undergraduate programmes in Commerce and Arts. The subjects in the faculty of Commerce are: Commerce (including Foundation Course), Accountancy, Mathematics and Statistics, Business Law and Environmental Studies. In the faculty of Arts, there are two subjects; Sociology and Marathi. The three subjects are common to both the Faculties - Economics, Psychology and English. The College does not offer any self-financing course.

The College has 5 permanent teachers, including the Principal In-charge – 2 male and 3 female. One of the teachers has a M.Phil. degree, four have PG degree as the highest qualification, and no one has a Ph.D. degree. The total number of temporary teachers is 16 – 7 male and 9 female. Out of these 16, three have M.Phil. degree and three have C.A. qualifications. The regularization of these temporary teachers is under process. At present, there are 21 administrative / non-teaching employees.

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The total number of students in the College (in Arts and Commerce both) are 1694 – 845 female and 849 male. The ratio is nearly 50:50. The students from other States are only three.

In the years 1999-2000 and 2000-2001, the students admitted to the B.A. and B.Com. courses at the entry year were 128 (Arts) and 790 (Commerce); and 112 (Arts) and 799 (Commerce), respectively.

The College has annual system of examinations. However, the University conducts the examination only once at the end of the 3 year period. The unit cost (excluding salary component) in 2002-03 was Rs.748.81(actual) and in 2003-04 it is Rs.1,799.25 (budgeted). The sources of funding are the grants received from the State Government and the fees received from the students.

The support services available in the College include: the Library (area 1736 Sq.ft.); Computer Centre (with 17 computers) and the Gymkhana for indoor games; the outdoor games are held on the nearby grounds which are taken on rent; and a canteen on the ground floor (shared by all the institutions run in the campus).

During the year 2002-03, the working days in the College were 287, and teaching days were 189. There is no ongoing research project in the College.

Although the College has no complete data, but we were told that about 33 students have qualified in the last five years in various examinations, such as C.A., C.S., M.B.A., ICWA, LL.B. and Hotel Management course.

The College volunteered for institutional accreditation by the National Assessment and Accreditation Council (NAAC), Bangalore, in July 2003. It prepared and submitted a self-study report to the NAAC. The Peer Team constituted by the NAAC visited the College on 28th, 29th and 30th March, 2004, to assess the Institution. The Peer Team consisted of: **Professor L. S. Rathore**, former Vice-Chancellor, J. N. Vyas University, Jodhpur, **as Chairman**; **Professor D.P.S. Verma**, Professor of Commerce, Delhi School of Economics, University of Delhi, **as Member – Convener**; and **Dr. Kirti Saxena**, Principal, M.L.B. P.G. Girls (Autonomous) College, Bhopal, **as Member**. At the NAAC level the Peer Team




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visit was coordinated by Dr. Antony Stella, Adviser, NAAC. The Team made an in-depth study of the functioning and performance, after visiting different departments and examining the documentary evidence relating the administration and academic governance. The College has been assessed on the basis of seven point criteria of NAAC. The criterion-wise evaluation remarks are given below:

SECTION – II : Criterion-wise Analysis

Criterion - I : Curricular Aspects

The College has three years' B.A. and B.Com. courses. In B.A., the College has only Economics and Sociology as a combination. In B.Com., the compulsory subjects are Accounting and Auditing, Commerce, Business Economics, Business Communication, Environmental Studies, Mathematics and Statistical Techniques and Business Law; with optional subjects in two groups : Export Marketing or Computer System and Applications; and Industrial Psychology or Direct and Indirect Taxes. The inter-disciplinary approach is adopted in subjects like Economics, Mathematics, Commerce, English, Environmental Studies and Psychology, and internal exchange of faculty is encouraged to enhance the teaching-learning process. Majority of faculty members are computer-literate. Besides class-room lectures, the other devices, such as guest lectures, quiz competitions, field visits, wall papers, and career guidance lectures, are also arranged.

The University has not undertaken an academic audit.

The Gujarati-speaking students are admitted to the College as per the quota decided by the University norms for linguistic-minority institution.

Criterion - II : Teaching and Learning Evaluation

The College is an aided institution and is regulated by the University of Mumbai. The teachers are required to be recruited as per the provisions laid down by the University of Mumbai, U.G.C., and State Government guidelines. During the last two years, no new appointment has been made. The College has freedom to appoint part-time teachers, as per the existing norms. The workload of

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each teacher is 20 lectures of 48 minutes duration per week. There is no part-time teacher at present. The ratio of teaching staff to non-teaching staff is 21:19. The teachers who have participated in seminars, workshops or conferences, on behalf of the College, are 3 at State Level and 2 at National Level.

Twelve teachers have participated in Orientation and Refresher courses. Three teachers have participated in National Level Seminars, 14 in workshops, and 6 in Computer Training Programmes. Apart from this, the Library organized an orientation programme for the library staff, and the Department of Mathematics and Statistics conducted the training programmes in Computer for the members of teaching and non-teaching staff of the College. One faculty member has also received a Best teacher award. Some of the teachers are members of professional bodies'. The teachers have actively participate in various college committees.

The College works for six days in a week from 7.30 a.m. to 12.30 p.m. Tutorials and practicals are also held. Apart from the University examination, class tests, question-answer session, students' presentation and home assignments are also arranged. Each subject teacher maintains a diary containing records of each working day, including the teaching plan. The students are also taken to field visits and are encouraged through quiz competitions, exhibition, audio-visual film show, collection of newspaper cuttings, drawing of mental maps, and preparation of the company balance sheet, display of wall papers, and book exhibition.

The students participate in various co-curricular and curricular activities. They participate in N.S.S. There is no NCC programme in the College. The students are motivated by the awarding of prizes, like the best student, best organizer, best lady student, best sportsperson, the best NSS volunteer.

Criterion - III : Research, Consultancy and Extension

This being an undergraduate College, there is almost no research work. The College is not a recognized center for Ph.D. Only four faculty members have completed their M.Phil. Neither there is any registered research scholar in the College, nor anybody has been awarded Ph.D. during the last five years. Since there is no teacher holding a Ph.D. degree, neither there is any ongoing research project, nor the necessary expertise available for consultancy services. The College has no provision for research funds.

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The College has actively participated in the field of extension activities, through the NSS wing, which operates under the guidance of a faculty member. In collaboration with certain NGO's, the NSS wing of the College had done some good work in the fields of community development, social work, health and hygiene awareness, medical camp, blood donation camp, AIDS awareness and environmental awareness particularly in Khardi, Phadkepada, Padlegaon, Desaiwadi, Khidkali and Daighar.

The College also donated to the Gujarat Relief Fund (Rs.10,202/-); Orissa Relief Fund (Rs.10,379/-); and for the families of the Kargil Heroes (Rs.31,000/).

Apart from the NSS, the College has no other out-reach programmes, such as NCC, population education club, adult education, National Literacy Mission.

Criterion - IV : Infrastructure and Learning Resources

The College is having a seven-storied building with 15 lecture halls. Each floor has lavatories for ladies and gents. The spread of the College building is vertical and is connected by intercom facility and elevators which have been made operational a few weeks back. The College does not have any well chalked-out expansion plan. The College does not have playground of its own. Similarly, the Girls Common Room, which is on the sixth floor can be used only if the lift is in working order. As far as playgrounds are concerned, the college hires out nearby playgrounds as and when required. The College building is put to multiple uses for running various educational institutions. Probably the biggest constraints before the college are its limited building, absence of playgrounds and the uncertainty of the management.

There is an advisory committee for the library. The library works for six days per week. Its working hours are from 7.30 a.m. to 3.30 p.m. though the College gets closed at 12.30 noon. The library has 7088 books; 21 journals / periodicals; and 10 dailies. The library has recently set up Internet facility. In the year 2002-03, the library has a collection of 364 books. The book bank facility is available for students belonging to backward classes.

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Computer facility is available to the students and teachers of Mathematics and Statistics. There are at present no computer-aided learning packages in various subjects. The accounts department of the College is using Tally package for B.Com. course.

In the field of health services, the College has provision only for the First Aid.

The College has a Gymkhana which is equipped with various indoor sports articles and facilities, including chess, caroms, table-tennis and certain other health maintaining equipments. The outdoor games and athletics meet are held in nearby police ground. One coach is made available by the College. The outdoor games provided to the students include cricket, dodge ball, volley ball, badminton, kabbadi, kho-kho and athletics. A few students have participated in chess, cricket, volleyball and carom at the University Level; and 2 won the shooting ball competition at the State level.

The Hostel facilities are not available to the students.

Criterion - V : Student Support and Progression

In the three year course of B.A. (2002-2003 admission), the students admitted at first year level were 112 out of these 106 had appeared in the annual examination. Similarly, in the three year course of B.Com. (2002-2003), the students admitted to first year were 799, while 757 had appeared in the annual examination. Thus, the drop-out percentage are 5.35 percent in B.A. and 5.25 percent in B.Com.

Many ex-students have engaged themselves in varied walks of life.

The College publishes its prospectus annually which contains relevant information, regarding admissions, fee structure and the relevant rules.

The State Government offers scholarships and freeships for students belonging to backward class, SC, ST, PTW, SBS and Ex-servicemen children and Physically Handicapped. Such scholarships number 60 in the year 2003-2004.

A placement cell has been recently set up. The College has also adopted the practice of providing information through notices and career guidance

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lectures. In the year 2003-04, campus interview was arranged by the ICICI Bank and 25 students were selected for summer training.

The College has organized workshops, guest lectures, seminars, awareness rallies, exhibitions and camps for the students to create awareness about the business world. The teachers also participated in academic and personal counseling of the students.

There is no alumni association in the College, but the ex-students have formed an association, named as '*Kalakriti Youth Association*' in 1998. It organizes cultural and social activities for the students. The College has recently set up an adhoc committee, called '*Anvay*' which is working towards the registration of Alumni Association.

The College has a women development cell, which was formed in 2003-04. The College organizes cultural activities and sports competitions, where prizes are awarded to meritorious students. The students' achievements outside the College, in the fields of cultural activities and games and sports, is reported to be good.

Criterion - VI : Organization and Management

The College checks the work efficiency of the non-teaching staff through confidential reports and periodical reviews.

No professional development programme has been conducted for non-teaching staff during the last two years.

The fee structure is governed by the directives issued by the University of Mumbai, from time to time. There has been no change in the tuition and other fees during the last three years. This year (2003-04), the fee was increased by the College in accordance with the University guidelines. In undergraduate class, the tuition fee is Rs.800/-, library fee Rs.175/- and other fee Rs.125/-. The institution is Government-supported. There are no self-financing courses. During the last two years, the College had a deficit budget. In the year 2002-03, against non-salary account, the budget provision was only Rs.7,56,047.72, whereas the actual expenditure incurred was Rs.16,23,743.50.

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The College is having a Group Insurance Scheme for all the undergraduate students. The Employees' Provident Fund (Pension Plan) is in existence. The College Local Advisory Committee has accepted a proposal for setting up of the '*Staff Welfare Fund*', in its meeting held on 31st October, 2003, and the work is in process.

The major items are purchased through the Purchase Committee, currently headed by Mr. S. S. Nikalje, Administrator of the College.

The teachers whose salary is being received from the Government as grant-in-aid are being paid as per the UGC pay scales. At present, 13 teachers are being paid salary in the revised UGC pay scale and for that the grant is provided by the State Government. For the remaining 7 teachers, the UGC pay scales have not been implemented as yet, and what they are currently getting is 50% less amount as compared to the UGC pay scales; the remaining other 50% amount is to be paid to them as and when the arrears / grant is made available by the Government.

After the appointment of the Administrator, the accounts of the College are being operated jointly by the Principal In-charge and the Administrator.

Criterion - VII : Healthy Practices

- (i) The results of the examinations are reviewed by the College. The weak students are identified and remedial measures are taken to improve their performance.
- (ii) Informal feed-back is obtained from the students regarding the performance of both the institution and the teachers.
- (iii) The College puts a great emphasis on discipline and has an active Discipline Committee consisting of teaching staff.
- (iv) The tutorials are held for the subjects of English and Mathematics & Statistics.
- (v) The College is having wall paper 'Comview', through which the students are made aware of the latest developments in the areas of business and economics.
- (vi) Through a notice board put on in the Library titled '*Path Finder*', information regarding career opportunities are provided to the students.
- (vii) Inter-disciplinary papers are presented from time to time.

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- (viii) The students arrange suitable programmes on the occasions of 'Guru Poornima' and 'Teacher's Day'.
- (ix) The College library facilitates the book donation scheme launched by the teachers of the College.
- (x) The parents of the students have formed an association recently. They have already held two meetings. The parents have appreciated the teaching done and discipline maintained in the College.

SECTION – III : Overall Analysis

The total number of students in Arts and Commerce both are 1692 – 848 female and 844 male. The total number of teaching days in 2002-03 was 189. The fee structure is governed by the directives of the University of Mumbai. There are no self-financing course in the College. The recruitment of teachers is made as per guidelines issued by the University of Mumbai, UGC and the State Government. For the last two years, no recruitment has been made.

The main support services available in the College include Library, Computer Centre, Gymkhana, Student' Council, NSS, Cultural Committee, and Women Development Cell. The NSS has been doing a fairly good work. The canteen is being shared by several institutions run in this building.

The Gujarati-speaking students are admitted in the College as per the quota decided by the University norms for linguistic minority institution which at present is 50 percent. The over-all performance of students is assessed through formal and informal methods. The work load of each teacher is 20 lectures per week of 48 minutes duration. The College does not provide any funds for research.

Many graduates of the College are occupying prominent positions in various fields, such as business, entrepreneurship, business executives, social activists, journalism, theatre artists and teaching.

Presently, the College has no regular Principal. Principal-in-Charge has about 10 years length of service. Steps are being taken to appoint a regular Principal. Members of the teaching and non-teaching staff of the College are

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young and enthusiastic. The College lags behind in the infrastructure facilities. The space for the library is inadequate. The teaching faculty is less involved in research and consultancy work.

With the growing challenges and rising aspirations of the society, the higher education is itself undergoing vast changes. The College has to respond to these changes and should strive to develop further for the benefit of the youth.

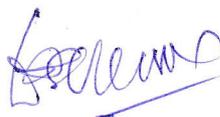
There is a clear indication that preparation for assessment by the NAAC has already given rise to new ideas and initiatives among staff as well as the administration of the College. The College would be highly benefited if the spurt of growth and development is maintained even after the process of assessment is over.

The College has a minority (linguistic - Gujarati) status. Though it is defined as a distinctive character in the goals of the institution, College should also address the needs of the society it serves. It should reflect the tradition of the society and its vision for future as well.

The Peer Team, while appreciating the approach of the College to quality assurance and standards, would like to express its concern and place its suggestions for further development of the institution for the consideration of the College authorities.

SUGGESTIONS

- (a) After surveying the societal needs and relevance of the subjects, some PG courses in the fields of Commerce and Arts and some job-oriented courses may be introduced by the College.
- (b) The College may explore the possibility of starting a few self-financing courses as well.
- (c) The College may constitute a Research Development Committee and teachers may be encouraged to apply to the UGC for minor and major research projects.
- (d) The College should further enrich the Library. More books and periodicals be procured. The Book Bank should further be strengthened. In order to provide better and effective services the Library may be computerized.







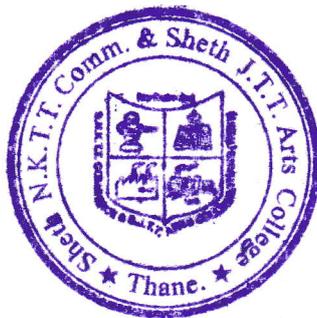
- (e) The Central Computer Lab with internet facility be attached to the Library.
- (f) The reprographic facility be provided in the library.
- (g) Since the building is vertical spread, having seven floors, it is essential to keep the lift services in order throughout the year. The College has recently (March, 2004) entered into a maintenance contract of the lift.
- (h) The College should go for academic audit by the University of Mumbai in order to get permanent affiliation.
- (i) The College should take steps to establish NCC programme.
- (j) The College has meagre health services. It may think of having one or two part-time medical doctors (male and female both).
- (k) The College should maintain a record of those students who qualify in various competitive and professional examinations.
- (l) The process of formal setting up the Alumni Association may be expedited.
- (m) The College may consider further extending its out-reach programmes.

The members of Peer Team would like to record their appreciation to all sections of the College for their whole-hearted support, co-operation and cordiality extended during the visit. They also wish the College success in the years ahead.


30.3.04
Dr. Kirti Saxena
Member


Prof. D.P.S. Verma
Member-Convener


3.7.04
Prof. L.S. RATHORE
Chairman




Prof. (Ms.) A. S. Patki
Principal In charge,
Sheth N.K.T.T. College of Commerce &
Sheth J.T.T. College of Arts,
Kharkar Ali, THANE – 400 601
(Mumbai – Maharashtra).

Profile of the Institution visited by the Peer Team

Name of the College	:	Sheth T.J. Education Society's Sheth Nanjibhai KhimjiBhai Thakkar Thanawala College of Commerce & Sheth Jayantilal Tribhovandas Thanawala College of Arts, Thane, Maharashtra.
University to which affiliated	:	University of Mumbai, Mumbai.
Status of the College	:	Affiliated College
Financial Category	:	Grant-in-aid
No. of Department(s)	:	1
No. of Programmes offered	:	UG – 02 (B.A. and B.Com.)
Year of Establishment	:	1990
Recognition under Sections 2(f) & 12 B of the UGC Act	:	25/8/1998
Location of the college	:	Urban
Area of the campus	:	Less than one acre
Number of teachers	:	21 (Permanent – 5, Temporary – 16)
Number of Ph.D. degree holders	:	Nil
Number of Non-teaching employees	:	21
Number of students	:	1692
Dropout rate	:	B.Com. – 5.25% } B.A. – 5.35% } (2002-03)
Pass percentage	:	B.Com. – 52% } B.A. – 73% } (2002-03)
Unit cost of education	:	<u>B.A. & B.Com. combined</u> 2002-03 (Actual) – Rs.3,356.77