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for quality and Excellence in Higher Education

Daft Report on Institutional Accreditation

of

Shri Vile Parle Kelavani Mandal's

**Narsee Monjee College of Commerce and
Economics**

Vile Parle (W), Mumbai - 400 056, Maharashtra

10th January 2004

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

2/4, Dr. Rajkumar Road, P.O. Box. No.1075, Rajajinagar,

Bangalore – 560 010

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Section I : Preamble

Narsee Monjee College of Commerce and Economics, Mumbai, volunteered to be assessed by the National Assessment and Accreditation Council (NAAC), Bangalore and submitted a Self-Study Report in November 2003. The Council Constituted a Peer Team to visit the institution and validate the Self-Study Report. The Peer Team comprised Prof.M. Madaiah, Former Vice-Chancellor of the University of Mysore, Mysore (Chairman), Dr.Stephen, A, Principal, St. Stephen's College, Uzhavoor, P.O., District Kottayam, Kerala (Member) and Prof.S. Selvaraj (Former Principal), Advisor, Annammal College of Education for Women, Tuticorn, Tamil Nadu (Member-Co-ordinator). The Peer Team visited the College on 9th and 10th January 2004. Prof. Selvaraj Co-ordinated the work of the Peer Team throughout the visit.

Narsee Monjee College of Commerce and Economics was established in June 1964 by the Shri Vile Parle Kelavani Mandal (SVKM), Mumbai. It is a professionally managed Trust and is running many academic institutions under its Umbrella. The Self-Study Report States, "although the College started by focusing on education to make students self-reliant and to prepare them for careers in the Commerce field, it gradually extended the scope of its activities to include the

moulding of the overall personality of the students.” The College is a co-educational institution and is affiliated to University of Mumbai. The institution receives grants-in-aid of the State Government. The College is recognized by the University Grants Commission under Section 2(f) of the U.G.C. Act of 1956.

The College is located in the Urban setting North West region of Mumbai. It is housed in a well-planned and well-maintained spacious building with an impressive infrastructure. The College offers two undergraduate programmes - one leading to Bachelor’s degree in Commerce and other leading to Bachelor of Management Studies. BMS is completely a self-financing course. The institution has a well-qualified and experienced teaching faculty strength of 28 members including 3 Ph.D. holders and 4 teachers with M.Phil degree. There are 8 part-time teachers in the College. In addition, there are quite a few professionally qualified teachers and visiting faculty to handle special courses. The College has a student population of 2678 for B.Com. and 416 for B.M.S. Course. The College aims at providing quality education to its students. Out of the total student population 3094, there are 1721 girls.

The Peer Team meticulously analysed the Self-Study Report submitted by the College. During the two-day visit to the institution, the team went through all the relevant documents as well as visited the departments and facilities - academic, co-curricular, sports and extension of the institution. The members of the Peer Team also interacted with the Management, Principal, faculty, non-teaching staff, students, parents and the Alumni of the College. Based on the above exercise and keeping in view the seven criteria identified by the National

Assessment and Accreditation Council, the Peer Team was able to assess the quality of higher education offered by this institution. The objective assessment of the institution under various criteria, the commendable features of the Institution as well as the issues of concern and suggestions of the Peer Team are given in the ensuing pages.

Section II : Criterion-wise Analysis

Criterion 1 : Curricular Aspects

N.M. College of Commerce and Economics, being an affiliated institution, follows the curricula and regulations prescribed by the University of Mumbai. Academic bodies like the Boards of Studies and faculties of the parent university design the Curricula for various courses. The University makes periodic revision of the syllabi and the College automatically implements the changes. The course structure prescribed by the University for B.Com. and B.M.S., provides for interdisciplinary/multi-disciplinary approach in teaching programmes and there is some degree of flexibility to the students in choosing optionals/electives. Within the framework of the University, the institution offers a varieties of optionals at the B.Com. and B.M.S. level for the benefit of students. At the B.Com. level, the college offers a number of career oriented optionals/electives like Financial Accounting and Auditing, Business Management, Advertising, Computer Systems and Application, Tourism and Travel Management and Tax Procedure and Practice in addition to many other new and useful core courses. However, the University of Mumbai has discontinued UGC Vocational subjects from the academic year 2003-2004.

The institution started Bachelor of Management studies from the academic year 1999-2000 as a self-financing course. As far as the B.M.S. Course is concerned, it is largely career oriented. The course aims at providing trained managers to industry and other business establishments. There are 15 clubs/associations which conduct various co-curricular activities in the College.

The institution needs to explore the possibility of introducing more electives/optionals at B.Com. as well as BMS level in order to provide wider choice to the students. The performance of students in the examinations is quite impressive.

The College offers quality education in the Commerce & Management streams. Curricular aspects are given priority.

Criterion II : Teaching, Learning and Evaluation

Teaching - learning and evaluation are carried out in a satisfactory manner in this institution. Admission to B.Com. and B.M.S. is transparent. Students are selected for B.Com. course on basis of merit and also observing the reservation rules. However, B.M.S. students are selected on the basis of the centralized Common Entrance Examination conducted by Mumbai University. The institution claims that it has one of the highest cut-off percentages while admitting students in both the B.Com. and B.M.S courses. The college follows annual system for B.Com. course and semester system for B.M.S. course.

The institution encourages teachers to make their teaching plans well in advance. Teachers are also encouraged to participate in various professional

development programmes. The college provides bridge/remedial courses for slow learners and motivate the advanced learners to read good books and articles and also to take competitive examinations. Lecture method of teaching is supplemented by other learner-oriented methods like home assignments, websites for gathering information, guest lectures, project work, case study and group discussion. Modern teaching aids are also used by the teachers. The College communicates to the students regarding the evaluation method at the beginning of the academic year. The over-all performance of the student is assessed through a combination of continuous and annual examination. The College is very strict regarding the students' attendance.

The recruitment of the teachers is as per norms prescribed by the University and Maharashtra Government. In addition to Self-Appraisal of faculty, the students also evaluate the teachers. Interaction with the students reveal that the students are happy with teaching and evaluation in the college.

Criterion III : Research, Consultancy and Extension

Teaching and Research are complimentary to each other. N.M. College of Commerce and Economics seems to have understood the concept very well. The college has potential to initiate research activities. There are three teachers with Ph.D. and 4 teachers with M.Phil out of the total teaching staff 28. One teacher has registered as a full-time research scholar and 8 percent of the faculty are actively involved in research. Faculty members do guide the students in their project work. However, the focus in the college is primarily on teaching. The management needs to initiate to finance some socially relevant research projects

at least with partial assistance or to encourage them to approach industry/business/institutional agencies for funding of the research project. A couple of teachers have also published their research work.

There is no consultancy in the college in the real sense. However, teachers do provide counseling to students which would help them in shaping their career. Turning the focus on socially relevant problems and also local problems may help to initiate consultancy.

Narsee Monjee College has been doing appreciable extension through its NSS volunteers and also associating teachers closely in this area. Various awareness programmes like blood donation, Aids Awareness, Literacy Drive, Anti-drug Addiction Campaign, Tree Plantation, Anti-Dowry Campaign and collecting donations for helping families of Kargil war victims, Gujrat Earthquake, Orissa Cyclone Relief etc., are commendable extension activities. The extension activities are also conducted with NGOs. The College conducted some workshops/seminars on behalf of the University. The college has scope for involving teachers in research and consultancy and expansion of outreach programmes through NSS unit of the College.

Criterion IV : Infrastructure and Learning Resources

N.M. College is strategically located in Vile Parle (West), Mumbai and is housed in a three-storied building accommodating 30 Lecture halls, 3 computer laboratories with 50 computers, Administrative Office, Staff Room, etc. There is a good canteen also for catering to the needs of students and staff. There is a

Health-cum-Counseling Center, which provides free counseling and treatment to staff and students. Hostel facilities are available to the students.

Sports facilities are also available to students both for outdoor and indoor games. The gymkhana is well-equipped with table tennis tables, carom boards, chess boards and sports equipment for outdoor games such as Cricket, badminton, volleyball, hand ball, etc., The college hires the grounds at various locations in nearby suburbs for outdoor games.

Ishwarbhai Patel Library of the College has around 35,850 books catering to the needs of students and the teachers. In addition to books, the college also subscribes to 72 journals out of which 7 are international journals. The library has a TV Set, VCR, LCD educational video and audio cassettes, OHP, maps, reprographic machine etc.,

The Peer Team is happy to witness the impressive infrastructure available in the college. However, the renovation work of the college be completed at the earliest. In view of the increased and diversified needs of students, more books and periodicals be added to the library. Library needs to be computerized at the earliest.

Criterion V : Student Support and Progression

There are a number of student support programmes in N.M. College of Commerce and Economics. There are freeships and scholarships for meritorious needy students (Raman Brother Freeships and Ajit Datar Memorial Scholarship). During 2002-2003, as many 68 students in TY B.Com. were receiving state

government merit scholarship. The college also provides financial aid to needy students from Students' Aid Fund.

The College does not publish the college prospectus. It just distributes the information sheet to students at the beginning of the academic year. However, the BMS Section of the College publishes updated prospectus regularly.

Teachers of the College provide counseling to students about the various career options and help them in preparation of competitive and professional examinations. There is no formal 'Placement Cell' as such in the college. Talks are also arranged by the college regarding career option/job opportunities etc.,

The College has maintained high pass percentage and the dropout rate is very low. The performance of the students in the qualifying examination is highly commendable and quite often few students get University Ranks. The college encourages students to participate in co-curricular and cultural activities. Many students of this College have won laurels for their outstanding performance in Sports and Cultural activities. Outstanding students in sports and cultural activities get due recognition in the college. The institution has an Alumni association called NaaM. Many of the graduates of this college are placed in good positions in different walks of life, especially in accounting profession. Student progression to higher studies is quite encouraging. However, the peer team feels that the college should make use of the Alumni Association effectively for the development of the college.

Criterion VI : Organisation and Management

Narsee Monjee College of Commerce and Economics is an aided private educational institution. The overall management of the college rests with the Shri Vile-Parle Kelavani Mandal, Mumbai. The Management Council comprises of many well-known personalities as members and is headed by an eminent educationist and currently Hon'ble Minister for Primary Education in Maharashtra - Shri Amrish R. Patel. There is a Local Managing Committee to look after the general management and finance. The LMC holds regular meetings and take major policy decisions. The Principal of the College looks after the day-to-day administration, educational activities and discipline. He is assisted by 2 Vice-Principals and General Committees.

The Management of the College is democratic, transparent and efficient. This participatory approach helps the College in planning and implementing various activities of the institution. There is a prudent management of finances and accounts are audited by competent authorities. The college has an inbuilt mechanism to check the efficiency of the non-teaching staff. Likewise, there are appraisal methods to assess the performance of teachers in the college. There are hostel facilities for students. The management is quite receptive to the welfare of its employees as well as students.

The Peer Team noticed that the College has mobilized substantial amount through self-financing BMS Course, Philanthropists and other sources. During the discussion with the management, it was given to understand to the Peer Team,

that the management (SVKM) is in a position to generate the required finance for future development of the institution.

Criterion VII : Healthy Practices

The Peer Team has noticed the following unique features which enhance the academic environment of the institution. They are:

- * Good leadership, along with excellent interpersonal relationships among the teaching and non-teaching staff, and students which helps in the smooth functioning of the institution.
- * Prevalence of discipline and academic environment in the college.
- * The Personal attention given by teachers for the all-round personality development of the students is commendable.
- * Counselling and assisting students by faculty members in the preparation for various types of competitive examinations and for finding good job-opportunities.
- * Sustained efforts of the college in maintaining high standards and moving towards excellence is another healthy feature.
- * The College has been imparting value based education to students since its inception.
- * The institution offers a Six Semester Bachelor of Management Studies (BMS) as a self-financing course. This course is not only career-oriented but also augments the resources of the College.

- * Civic responsibilities are inculcated among the students through NSS and NCC activities.
- * Another healthy feature is that the college organizes two intercollegiate festivals, viz., 'Umang' and 'Drishti' every year.
- * Collection of funds for helping the families of Kargil war victims and earthquake in Gujrat and Orissa Cyclone affected area.
- * Maintenance of high percentage of passes and University ranks is another commendable healthy feature.
- * The College has got a commendable internal security system which ensures the security of the students and staff.

Section III : Overall Analysis

The Peer Team, after perusing the Self-Study Report and assessing the various academic and infrastructural facilities of Shri Vile Parle Kelavani Mandal's Narsee College of Commerce and Economics is very much impressed by the vision and goals of the institution in the cause of promoting higher education in the surrounding area. The College has made considerable progress in enlarging its academic activities by offering a variety of electives/optionals at the B.Com level. A career oriented Bachelor of Management Studies (BMS) is offered in this institution for the benefit of students. Teachers of the institution shoulder responsibilities of providing appropriate teaching-learning experiences. The evaluation methodology adopted is quite satisfactory. One can also discern the research and publication culture to some extent. Extension activities carried out

by the institution through NSS and NCC units are appreciable. The College has impressive infrastructure facilities. Organization and management of the college is efficient and transparent. The institution has earned a good reputation for imparting quality education.

While appreciating the accomplishments of the College, the Peer Team would like to suggest the following for the future development of institution.

- * Infrastructural facilities, both academic and physical, need to be expanded for further progress of the institution. The renovation and repair work of the college needs to be completed at the earliest.
- * The management may think of introducing Master's degree course in Commerce.
- * The institution may think of introducing few more new self-financing courses.
- * Only seven out of 28 faculty members hold research degrees. Teachers need to be encouraged to improve their academic qualifications under FIP or through institutional logistic support.
- * Critical research and publication need to be encouraged in the institution.
- * Teachers may be encouraged to participate and present papers in seminars/conferences. The college may also think of conducting few seminars/workshops every year.

- * The per capita availability of books in the library needs to be strengthened by adding more books in different branches of commerce and management studies. A few more good periodical may be added to the library. Library should be computerized fully.
- * Greater use of modern teaching aids in the classroom is recommended for effective teaching - learning process.
- * Computer labs need to be expanded with more terminals and networking to cater the increasing demand for the use of computers in higher education. More internet facilities need to be provided for the benefit of students and staff. Few more latest computers may be added.
- * Formal linkage with industry and financial institutions would help the college in its progress and academic ambience.

Shri Vile Parle Kelavani Mandal's Narsee Monjee College of Commerce and Economics has earned a very good reputation in Mumbai for imparting quality education and a sense of discipline to younger generation since its establishment nearly 40 years ago. The Peer Team appreciates the dedicated services of Hon'ble Shri. Amrish R. Patel and the members of the management council in promoting the cause of higher education. The Principal Shri.M.K. Desai has the necessary traits of good leadership and is enthusiastic in the all-round progress of the institution. This premier institution may continue to strive hard to sustain the reputation earned through the collective efforts of the Principal, faculty, non-teaching staff and student community, and of course, the active involvement of

the management. The Peer Team wishes all the best to this premier N.M. College to reach new academic heights in quality and excellence in the years ahead.

Chairperson **Prof. M.Madaih**

Member **Dr. Stephen A.**

Member Co-ordinator **Prof. S. Selvaraj**

I have gone through the report and agree with the contents.

Prof. M K Desai

Principal

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