

DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION
OF

Dayananda College of Commerce
M.I.D.C Road, Latur Maharashtra

February 25-26, 2004

National Assessment and Accreditation Council
Bangalore

**REPORT OF THE PEER TEAM ON INSTITUTIONAL
ACCREDITATION OF
DAYANAND COLLEGE OF COMMERCE
LATUR-413531
MAHARASHTRA.**

Section-1: Preface

Dayanand Education Society's Dayanand College of Commerce, Latur, was established in 1971 (it was earlier a part of the composite Dayanand College established in 1961). The college is located in an urban area. Besides this college, the society also runs other educational institutions. The college is a single faculty (Commerce) grant-in-aid institution affiliated to University of Nanded. One course is under the vocational and self-financing category. It is recognized by UGC under 2f. and is affiliated to Swami Ramanand Teerth Marathwada University, Nanded.

The support services are central library, computer centre, health centre, canteen, sports facilities, Hostel, Business lab, Audio Visual Center, Research center, Grievance redressal cell, and Banking experience center.

The College offers four UG programmes; B.Com., B.Com. (Foreign trade), B.C.A. and a vocational course B.Com. (Computer application) and one P.G. Course; M.Com. There are 10 grant-in-aid permanent teachers of which four are Ph.D., and eight are M.Phil. supported by 16 teachers (7male and 9 female) on C.H.B. and a librarian. The non-teaching staff strength is 15 including 14 administrative and 1 technical personnel. The student strength in the current academic year is 543 for U.G. and 183 for P.G..

The College volunteered for institutional accreditation by the National Assessment and Accreditation Council (NAAC), Bangalore and submitted the Self Study Report (SSR) in September, 2003. NAAC constituted the Peer team consisting of Dr. M. D. Muthamma, Director of Collegiate Education in Karnataka, Bangalore) as the Chairperson and Prof. M. Raghavendra Prabhu, former Principal, College for Leadership and Human Resources

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Development, Mangalore, Karnataka as Member and Dr. Anne Mary Fernandez, Prof. and Head, Department of Economics, Holy Cross College, (Autonomous) Tiruchirappalli, Tamilnadu as Member-Convener. Prof. Banadarangaiah, Academic Consultant, NAAC ably provided the pre-visit assistance. The Peer team visited the college on 25th and 26th February, 2004.

As a part of pre-visit exercise, the members had independently scrutinised the SSR and during the visit, the Peer team held discussions with the Principal, members of the Steering Committee, Local Managing Committee (LMC), teaching and non-teaching staff. The Peer team visited different departments and offices besides interacting with representative groups of students, parents and alumni. Based on pre-visit analysis and verification of SSR, detailed examination of the systems, policies, procedures, infrastructure facilities, the team makes the following criterion-wise analysis and overall observations and recommendations for a holistic development of the college.

Section-2: Criterion –Wise Analysis

Criterion-1: Curricular Aspects

“We build excellent careers” is the mission of the college. It offers four UG programmes; General B.Com., B.Com. (Foreign trade), a vocational course B.Com. (Computer application) and one P.G. Course: M.Com. Recently it has commenced offering doctorate level courses in Commerce. The programmes equip the students for higher studies in the related disciplines and also for self-employment. Short term courses in the area of Information Technology, Consumer Awareness, Personality Development etc. are provided. The academic work is undertaken with a view to accomplish the goals and objectives of offering commerce education to the aspiring students.

The College, taking into consideration the present employment scenario, has set entrepreneurship as its goal for the creation of self-employment opportunities for its

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students. Towards achieving this objective the former Principal who has been the Dean of the University has made use of his office to introduce six papers on entrepreneurship at the B.Com level. Four senior faculty who are members of the Board of Studies of the University have worked for retaining the project work paper which helps the students to develop business ideas for self-employment. Further to promote its objective the college has worked out MoU's with the Maharashtra Center for Entrepreneurship Development (MCED) TINA Oil Mills (a Multi National Corporation) and a few local industries. The College has constituted an Academic Peer Committee that has representatives from the college management, faculty members and other local academicians as members. This committee has reviewed the courses of study offered by the college and suggested the commencement of the Business Lab, networking of Computer Lab and computerization of the Library which the College authorities are in the process of carrying out.

Criterion II – Teaching, Learning and Evaluation

The College admits students to various programs based on their academic record and the prevailing university and State Government norms for reservation of seats to various categories. After completing the admission process the students are allocated to various course options such as B.Com Foreign Trade and Computer Application based on merit and aptitude. Students are continually monitored through test and those scoring below 50% are classified as slow learners. These students are provided with extra coaching classes in subjects where they experience difficulty. The advance learners are identified and provided with Gold Cards through a function to honour them. These students are also provided with intensive coaching to help them excel and in addition they are given free access to the library and permitted to borrow extra books.

The College ensures that teaching plans are drawn up at the commencement of the academic year. From the current academic year onwards the teachers are provided with Teaching Plan and Academic Diary (TPAD) and the same is maintained by each of the faculty. The Principal, Vice-Principal and Heads of Departments check the TPAD

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periodically. The faculty supplements the lecture method of teaching with student-centered methods like question answer sessions, class discussion, Seminar for P.G students and practical banking (through Dhananubav). Eminent academicians of the region and industrialists are invited to give guest lectures. Audio –visuals are used as teaching Aids for the vocational group of undergraduates and the postgraduate students. The college works for 233 days annually of which 199 are teaching contact days; it functions in the annual mode for the undergraduates and the semester mode for the postgraduates.

The faculty is recruited by the college management keeping in mind the requirements of the UGC, University and the State Government. Many of the permanent faculty have attended seminars, conference and workshops at various levels (viz. International, National, regional and local) and a few have also been resource persons. Faculty have also been beneficiaries of the UGC's Faculty Improvement Programme (FIP). Self-appraisal and student evaluation of teachers is undertaken annually and the Principal, Vice-Principal analyze the feedback and counsel the teachers accordingly. All the teachers are part of different committees set up to take care of different aspects of academic management in the college. There is a Staff Academy which works for improving faculty proficiency and building of better interpersonal relationships. The College management has instituted special awards for talented and good teachers and it confers this award annually.

Criterion III – Research, Consultancy and Extension

The college promotes research activities amidst the student and the faculty through project work for the students and granting of study leave, adjustment in teaching schedules and setting up of a facilitating research committee for the faculty. Around 32 percent of the faculty are engaged in guiding scholars, operating projects and regular publishing activities. Currently one minor project is being undertaken with financial assistance from the UGC to the tune of Rs.50,000. The faculty provide consultancy on Income tax and other matters of personal finance and accounting on an honorary basis.

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A committee consisting of three members carries out extension programs of the college. The range of extension activities include community development, social work, health and hygiene awareness, medical camps, adult education and literacy, blood donation camps, AIDS awareness, Environment awareness etc. In order to encourage students and teachers to participate in extension activities lectures by social activists and formal and informal discussions are undertaken in the classroom. The college has participated in earthquake relief by contributing 7 days salary of teaching and non-teaching staff. Funds have also been mobilized for deaf and dumb girls and tribals. Several rallies, campaigns and special day celebrations were held in collaboration with voluntary organizations and government agencies.

Criterion IV – Infrastructure and Learning Resources

The college is situated in a spacious 22 acre campus which is shared with three other sister institutions. The designated area for the college is around 4 acres. The commerce college is one storeyed building housing classrooms, three departments, library, audio visual room, seminar hall, ladies room, business lab, examination centre and computer lab. At present there is a dearth of classrooms, which is overcome by the college working in shifts with the arts college. Plans are afoot to construct a new building to overcome the shortage of classrooms. As an environmentally friendly gesture the College Management has constructed a structure behind the library for rainwater harvesting. Infrastructure of the college is also used by the Maharashtra Center for Entrepreneur Development, District Collector's Office, District Deputy Registrar of Cooperatives and banks for conducting recruitment examinations.

A designated library committee manages the affairs of the college library, which has 37,009 books and subscribes to 18 journals and 31 periodicals. The library functions on all working days between 9:30 am and 5:00 pm and during periods of examination, the reading room is kept open up to 11:00 pm. Facilities of the library are shared with the other sister institutions on campus. It is also left open to local aspirants appearing for competitive examinations like NET, SET and Ph.D scholars. There is a book bank facility

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through which students are given a set of books for one academic year. Around 95% of the students benefit from this scheme. The computerization of the library is currently in progress. Facilities for audio-visual cassettes and internet access are available. The library has a designated 'Creative Corner' to encourage freelance write-ups by students. Gold Card Holders are given open access to the library and provided with more books. P.G students have access both to the Gold Card and two ordinary borrowed cards. The reprography facility is available in the Commerce College block.

The College has a central computer center in which 50 computers are interconnected through a network. The center is adequately equipped with necessary hardware and software to meet the requirements of the Bachelor of Computer Application Course. The center functions from 7:30 am to 6:00 pm on all working days and during examinations it is kept open till 9:30 pm. The library and the administrative office of the College have computers. A hardware engineer working on the staff of the computer department is in charge of maintenance and repair of computers and accessories.

The health needs of the students and faculty are taken care of through medical check up camps arranged by the College management periodically. A first aid box, group insurance for employees and students are other measures that ensure that the health needs of the students and staff are taken care of. The College provides spacious hostel accommodation for 123 students in the boy's hostel, which is financed from UGC.

The College promotes sports and games through maintenance of playground, indoor games stadium and gymnasium. Facilities are available for playing cricket, football, volleyball, kho-kho, ball badminton, track and field events, table tennis, carom and chess. Participation in sports is encouraged through provision of blazers, tracksuits, uniforms, and kits to players along with concession facilities for traveling, remission of attendance, an additional 5 marks allocated to players by the University on the recommendation of the Principal. Sports persons are also given preference during admissions. A few students of the college have participated in state level and regional level tournaments. The college has been selected by the University to be an organizer of different games for the

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particular zone. The College has several associations and forum like the Yuvathi Kalyan Mandal, Planning Forum, Library Association, Magazine Committee etc. which provide scope for creativity of the students and the development of their personalities.

Criterion V – Student Support and Progression

Almost all the students admitted to the different courses of study appear for the qualifying examination after the minimum period of study. The success rate at the UG level is around 72% and at the PG level it is 60%. In recent years three students have been successful in the UGC NET and SET examinations. Five students have been successful in getting enrolled in State services through competitive examinations and some have qualified as Chartered Accountants.

The prospectus of the college contains details pertaining to syllabus, admission rules, educational and co-curricular schemes, freeships and scholarships, library and hostel rules, code of conduct for teachers, rules pertaining to discipline and details about the fee structure. Financial assistance to the students is made available from Central government, State government and other institutional sources. It is heartening to note that more than 80% of the students benefit from the various financial assistance schemes. The College management has instituted a number of prizes and awards for meritorious students. The faculty also sponsor prizes for high achievers.

The College has a placement committee, constituted as an extra curricular activity, with two faculty members designated to the task. This committee displays employment advertisements on notice board and informs the students about employment opportunities and training facilities. The biodata of students studying in BCA III year are forwarded for placement in software and hardware companies. Job counseling, academic counseling and personal counseling are also provided to the students. The College specially motivates students to take up self-employment activity. The communication skills of the students are developed through the Amateur Orators Club. There is a special stage constructed for amateur orators to display their oratorical skills.

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The all-round development of the students personality is taken care of through several extracurricular activities undertaken by the planning forum, creative corner for students in the library and special guest lectures by eminent personalities like Shri Shivraj Patel, the former Speaker of the Lok Sabha. All students are given computer literacy program and training in practical banking. The business lab enables the students to have practical exposure to business environments.

The College has an alumni association, which has currently been rejuvenated with the election of new office bearers and a resolution to establish a permanent status for it.

Criterion VI – Organization and Management

The Dayanand Education Society is in charge of the overall management of the College. The day-to-day functioning of the college is managed by an internal coordinating and monitoring cell chaired by the Principal. The Vice Principal, Staff Secretary and nominated faculty from the Junior College and Senior College are members of this committee. The College has recently appointed a committee of elite local members for improving its organization and management. This committee has suggested the drawing up of quality benchmarks to encourage constant quality improvement in all spheres of academic and non-academic activity of the college. The non-teaching staff have been exposed to a brief course on computer applications. The efficiency of the staff is monitored by a committee constituted to carry out this task. The academic calendar of the institution is an annual feature, which lists out in detail the various academic and extra curricular activities planned out for the year. A Students Discipline Committee takes care of discipline on the campus.

The finances of the College are managed judiciously. The statement of accounts is subject to external audit. In the last two years the College has had a surplus budget. The fee structure is in line with guidelines suggested by the University and State government. The annual cost of education per student is around Rs. 7,200, which is a very nominal sum.

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The welfare of the staff is taken care of by the Dayanand Employees Credit Cooperative Society through which every employee can avail of a loan of Rs. 2,00,000. Further the management facilitates the employees to avail loans from LIC, HDFC and ICICI bank through salary reduction schemes. In case of illness of family members, loans can be availed from a special fund set up for this purpose. The Management of the College makes prompt payment of salaries even in the absence of receipt of salary grants from the Government. All employees are covered by a group insurance scheme. The college has constituted a grievance redressal cell to take care of complaints if any.

Criterion VII – Healthy Practices

The following is a list of healthy practices followed by the College:

- The College has set up an Internal Quality Awareness and Improvement Council to monitor and address its quality concerns. This is indeed a good beginning for initiating qualitative enhancement of the institution.
- The Management of the institution is democratic and all the faculty members are allocated some managerial responsibility or the other. The quality circle approach to initiating efforts through willing personnel and completing the same without anticipation of support from all is a healthy trend, which can take the institution forward.
- The College on a self-financing basis, offers certificate courses in job-oriented disciplines such as Computer Applications, Functional English etc. to enhance students employability.
- The emphasis on building student skills by exposing them to practical situations through the Business lab and Practical banking sessions complements the theoretical exposure gained through the classroom teaching.
- The initiation of peer group review for curriculum, management and organizational aspects is a healthy practice as it enables the institution to gain fresh insights, and learn from the experience of external experts.

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- The MoU with Maharashtra Centre for Entrepreneurship Development and Natural Sugars helps the College to provide practical exposure to students thus furthering the cause of their self-employability.
- The provision of Gold Cards to meritorious students provides them with extra privileges that help them to excel in their studies.

Section 3: Overall Analysis

✓ The Management, faculty and non-teaching staff are committed, which is reflected in their achievements. The teaching and learning programmes are consistent with the goals and objectives of the institution. Healthy co-ordination of academic, co-curricular and extracurricular activities play a vital role in the total personality development of the students.

✓ Commendable aspects of the institution are:

- Adequate physical facilities in spite of the constraints to run educational programmes and administrative functions effectively.
- The growth of the infrastructure keeps pace with the academic growth.
- There is effective mechanism for maintenance and optimal use of infrastructure.
- Getting feedback from students and passing on the suggestions to the concerned teachers after scrutiny.
- Encouragement given to research and publications.
- Establishment of career planning and development centre that is functioning effectively.
- Community development programmes, which make the College interact with the local community, thus bringing the two closer to one another.

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- A very well equipped and well maintained library with valuable collection of books and back issues of research journals.
- The introduction of vocational and self-financing courses in tune with the current trend in higher education in the country.
- The efforts made by the College Management to make the College financially self-sustaining through the construction of shopping complex on the periphery of the campus.
- The examination results of the M.Com students are excellent.

Suggestions:

Peer Team also wishes to offer the following suggestions for further growth and development of the institution.

- To cope with the current developments in the field of business and commerce, the faculty and staff need to be trained in the use of computers and automation procedures.
- In the light of the above recommendation the Management of the college may consider providing every department of the College with computers.
- The College library though well equipped, lacks reprography facilities, which are needed on its premises to maximize its use by students, faculty and research scholars.
- The newly established research centre needs to be strengthened by adding more facilities for scholars.
- Faculty needs to be encouraged to obtain research degrees, undertake research projects and publication so as to strengthen the research focus of the college.
- The College may consider providing more exposure for P.G. students to guest lectures by eminent academic personalities, businessmen, entrepreneurs and industrialists.

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- The College may provide space and make arrangements for the functioning of a Bank Extension Centre on the campus.
- The College may consider the starting of new Post-graduate courses such as Masters in Financial Administration (MFA) on a self-financing basis.
- The Parent Teacher Association needs to be strengthened to help harness more resources for the College and its development.
- The Alumni Association needs to be given a fresh focus to help the institution to take up new projects by way of introduction of short-term vocational certificate courses.
- The College may take a clue from the new initiatives in the area of micro finance and micro enterprise development to initiate local Self- Help Groups to further its goal being focus on self-employment.
- Special incentives and privileges may be extended to lady students to attract them to the courses offered by the College in larger numbers. More facilities in the ladies room and the construction of more toilets for ladies may be considered.
- A full fledged counseling centre may be set up to cater to the emotional and psychological needs of adolescent students.
- ✓ ➤ The Grievance Redressal Cell now functioning in an informal way may be strengthened and made more formal through setting up of more suggestion boxes on the campus and devising regular mechanism for analyzing grievances and rectifying the same.
- The perspective plan for greening the campus may be expedited to enable the students to enjoy the benefits of greener campus.
- The College may consider the appointment of a full time 'Employment Officer' to liaison with industries and business establishments and arrange for campus interviews and campus placement.

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The Peer team wishes to place on record the cooperation extended by the Management, Principal, Teaching and non-teaching for completing accreditation process in time. The team also appreciates the hospitality extended to it during the stay.

Name and signatures of the members of the Peer team

Dr. M.D.Muthamma

Chairperson

M. D. Muthamma
26/2/04

Prof. M. Raghavendra Prabhu

Member Peer Team

M R Raghavendra Prabhu
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Dr. Anne Mary Fernandez

Member- Convener. Peer Team

Anne Mary Fernandez
26/2/04

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I read the report and agree with it.

Name and signature of the Head of Institution

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25 - 26 - 2004

PRINCIPAL
Dayanand College Of Commerce
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