

KELKAR EDUCATION TRUST'S VINAYAK GANESH VAZE COLLEGE OF ARTS,

SCIENCE & COMMERCE, MULUND EAST, MUMBAI 400081

Mithagar Road, Mulund East, Mumbai-400081, India

Phones :022-25671422, 25671423, 25681004 Fax : 022-25914262, e mail : ketvaze@bom3.vsnl.net.in

COLLEGE WITH POTENTIAL FOR EXCELLENCE

First Accredited in 1998 at 5 Star Level

RE-ACCREDITATION REPORT 2004



Executive Summary

Quest for excellence

It is a great feeling for the institution to tread the unknown in the path of quality education, once again. The process of 1998 accreditation gave a strange feeling of exploration and adventure notwithstanding the occasional confusions. The experience gained by the institution while being the first to be accredited in the State helped in pioneering the statewide movement. It is evident that Maharashtra accounts for maximum number of accredited institutions in the country.

When it came to re accreditation, the feeling of exploration and adventure were again fresh. However, the spirit of innovation helped us make way for candid expression in the report. This time the institution is clear because we have been participating in the design of reaccreditation process right from the beginning. It also reminds us about the role we are likely to play in pioneering a quality sustenance movement in the State.

The process

Ever since the reaccreditation has begun the college has turned out several documents form evaluation for UGC and University. Yet we cherish the Re accreditation Report being prepared for NAAC. In this context we wish to quote our own feeling expressed in our Self-study Report 1998:

“The study was a matter of Academic Vigil arising out of introspection appraisal and evaluation. The Report involved differentiating, conventions and rules, motivations and persuasions, accomplishments and deliberate inputs, weakness and justifications. A Report of this nature is a complete task by itself, regardless accreditation.”

Re-accreditation exercise is conducted jointly by the appointed Steering Committee and the IQAC. Heads of Departments, and faculty and non-teaching staff worked to develop the Reaccreditation Report.

The institution has participated in the framing of Reaccreditations policy of NAAC. The college used all possible forums to voice its idea on re accreditation. Several working papers have been written and shared with NAAC in the years past. Formally, the institution joined the consultative meeting during 2004 conducted by NAAC while consolidating the actual procedures.

Interim revisions to the Reaccreditations format by NAAC did cause confusions and reworking. But they were trivial compared with the task to be accomplished.

Spear-headed by the Steering Committee, and IQAC, the sixty strong faculty worked on the Reaccreditation report under the guidance of three in-house Peer Team members.

Contribution to national development

In the niche area of quality education the College has contributed specific inputs, which showed tangible results. Heralding quality movement in India by conducting several Workshops in the State of Maharashtra as well as other states. The concept of Institution-Industry-Agriculture developed by the college will bring in substantial social gain in



times to come. The national level competency programmes to be launched from June 2005 will put the college conspicuously on the National academic map.

Fostering global competencies among students

The college has been working in the direction of building competencies, which will create a characteristic brand of the institution. The institution has been successful in this regard which is evident from the profile of the alumni and the testimonies we receive from the alumni and the distinguished visitors (visit *Visitors Spake..* for details). College alumni Dr Ravindra Kane being rated as among the first 100 significant Scientists in USA is very satisfying; Yukta Mookhey the former Miss World, Rupali Repale, the Guinness record holder and several others belong to the Kelkar- Vaze family.

In times to come the college will contribute more through its PGDCPM course and other international collaborations.

Inculcating value system in students

The college has around forty associations where students participate. These associations take adequate care to develop values among students and to sensitize them to the issues surrounding them. Teacher student forum, National Service Scheme and Vaze Research Group are the pioneering associations in the college. The achievements of students in NSS, the social leadership shown by students and the alumni prove the fact that the college has made a mark in developing social consciousness among students.

Technology

Developing cutting edge technologies in campus and forward integration with farmers and industry has been a cherished ambition and thrust area. The college has built facilities for developing state of the art technologies. In this regard the College is awarded with Center with potential for Excellence by UGC in the X Plan. We believe in developing technologies and also transfer of technologies to industry and agricultures. It is evident from the portfolio developed by the college in the areas of corporate research and agricultural extension activities.

Quality sustenance

NAAC accreditation has qualitatively changed for good the general academic perception and overall environment in the college. The College Quality assurance cell (Quality Circle) was established much before the State Cell in Maharashtra. The College started working for the coveted objective of Quality Education, which it strongly believed in.

The Quality Circle is a lead advisory to the Principal dealing with policy research. It is instrumental in bringing about quality consciousness in the College as well as in the State of Maharashtra. The Cell boasts of three NAAC assessors at a point of time actively engaged in the quality education movement in Maharashtra.

The Quality Circle is the forerunner of internal quality assurance cell as envisaged by NAAC. Quality Circle is responsible for monitoring internal governance and efficiency. The Cell is the sphere head of education policy research and development of quality systems in the college. The research is shared with other institutions in the State. Dr Kurup, former Principal was the member of Maharashtra State Quality Assurance Cell (SQAC).



Quality enhancement

The activities of Quality education at the college will follow-up movement of quality education in the State with Post accreditation issues, reaccreditation and networking. The college intends to publish a book on quality education: Reaccreditation manual- a sequel to earlier Green Book.

In addition there is a need for research on issues of quality education, policies evolving format for Self-financing courses; the future belongs to them. The college will promote a national level agency for certification of Perfumers and Cosmetologists. This is a move towards strengthening vocational stream by running independent courses.

Acting on assessment report

A four-member committee, led by Dr (Mrs.) Jaya K. Pillai, former vice-chancellor of the Mother Theresa Women's University visited the college for four days in December 1998. The Chairman of NAAC, Dr A Gnanam, also paid a visit.

The report noticed the following *shortcomings*.

- (1) In view of the potential of the college, the teachers should be encouraged to take up sponsored research. There is room for improvement in the areas of general research and publications.
- (2) Instead of the informal appraisal, a formal system of appraisal needs to be introduced. The college also offers only informal counseling.
- (3) The college, with 5000 students, has space constraints, particularly in case of various facilities.
- (4) As the college is only 14 years old, it has limited number of volumes in the library and the college needs to subscribe to some reputed foreign/national journal. And
- (5) Being affiliated, the college is bound by the conditions of the University in curriculum design and evaluation, and that the faculty members would do very well if they can gain academic autonomy.

While the college received the highest simple score of 80 percent for Curricular Aspects and Teaching, Learning and Evaluation, the score on the parameter of Infrastructure and Learning Resources was the lowest at 65 percent. Looking at the score for each of the parameters, we could realize the relative strength and weakness of the institution. As the institutional goal was to attain excellence in higher education, every one felt the need for overcoming the weakness at the earliest.

In the succeeding years the college reviewed and revised the direction of efforts towards the issues/ deficiencies highlighted in the Peer Team report 1998. Specific inputs and results can be seen from the following document. The inputs have been intense and the results have been gratifying. It was a great pleasure to document and share the portfolio through this document.

We observe with concern that our 1998 accreditation, evaluation and report were based on erstwhile ten criteria pattern, whereas the present system follows seven criteria pattern. This variation makes it difficult to compare these two evaluation procedures, scores and observations. It is worth respecting these differences while negotiating the document.

We acknowledge

The task of this magnitude demands efforts of faculty, academic staff and students. People have been working beyond the call of the duty. Harnessing the skills to a focused task of visualizing the document called Re accreditation report was a tough job. Fragmenting the task for simultaneous inputs looked impossible yet worked. It was an occasion for the college to prove that teams develop naturally to bring the best.



There is a feeling that the task would have been much better with liberal time allowance. However it is known that no time is adequate for this kind of job. It is natural for the anxiety to cause dissatisfaction.

The Steering committee that worked on the report comprised

1. Dr V.S. Panse, Chairperson
2. Dr B.B. Sharma
3. Mrs. Mrudula Dewasthale
4. Mrs. G.A. Gokhale
5. Dr. (Mrs.) Preeta Nilesh
5. Ms Priti Sharma
6. Mr Adhir Ambavne
7. Dr (Mrs) Susmita Dey
8. Mrs. Alka Kelkar
9. Mrs Shubhangi Bhavne
10. Dr S.S. Barve
11. Mr D.D. Shirsat
12. Mr P.D. Kadam

The committee was helped by the Internal Quality Assurance Cell comprising

1. Prof. K. G. Bhole, Vice Principal
2. Dr. CVS Rangasai - Convener,
3. Dr. P. N. Pabrekar,
4. Mr. Anil Naik,
5. Mrs. N. P. Kulkarni,
6. Mrs. H. J. Uchil,
7. Mrs. M. D. Dewasthale,
8. Dr. B. B. Sharma,
9. Mrs. Sonali Pednekar,
10. Dr. P. S. Parab,
11. Dr. P. G. Karmarkar and
12. Mr. A. B. Chitnis.
13. Mr. B. M. Chaudhary

The Heads of the departments helped in documenting the subunits. The faculty worked in a different capacity to provide non-academic subunits dealing with associations and committees. Special thanks are due to Dr M R Kurup, former Principal, for his guidance and motivation at different stages of Re accreditation. Several faculty members and non-teaching staff worked relentlessly on the Re accreditation report, Steering Committee records its gratitude for their contributions.

5th January 2005
Mumbai

Chairperson
Steering Committee



Visitors Spake ...

"... as long as there are colleges like Vaze College training young men and women to become ideal citizens capable of preserving and protecting our hard earned freedom, the destiny of India , despite present difficulties, is bright and will remain so."

Dr Usha Mehta, Mani Bhavan (6th Dec 1997)

"Vaze College is one, committed for providing quality and value based education to the students."

Dr Naresh Chandra former Pro Vice Chancellor Mumbai University (24th Jan 1998)

"It was a great pleasure to see how a linkage of industry and education can lead to significant outturn of human resources for the benefit of the society."

Dr YS Nerekar, Mahatma Phule Agricultural University, Rahuri, Dist Ahmednagar (23rd June 1998)

"The culture of research and education coexisting with emphasis on youth development is indeed a very nice thing to see and experience."

Shri Anil Kakodkar, Director BARC (5th Oct 1998)

"It is nice feeling that the higher education is in good hands in Vaze College."

Dr A Gnyanam, Chairman, NAAC Bangalore (8th Dec 1998)

"The strength of this institution is decentralized approach by the Principal. The students and teachers are cohesive in their approach to the problem. The management is understanding and helpful."

Dr K Gunasekaran,, SRO UGC Hyderabad (12th Dec 1998)

"I came I saw I was conquered. Very rarely have I seen such excellent house keeping."

Major General (Rtd) E D'Souza PVSM (3rd Aug 1999)

"The wisdom of management must be appreciated in providing a professional backdrop to the activities of the college including meaningful industry interaction so necessary in the days of market oriented activities."

Dr Vijay Khole, Pro Vice Chancellor University of Mumbai (20th Jan 2001)

"In a short period of decade and half the Vaze college has earned itself a well deserved reputation for academic excellence. I was equally impressed by their research activities undertaken by the staff and students- a rare phenomenon in colleges these days."

His Excellency PC Alexander, Governor of Maharashtra (5th Sept 2001)

"This is unique experiment where education and industry can develop and grow together. This institute will be a pioneer in the years to come."

Hon'ble Shri Patangrao Kadam State Minister for Industry and Urban Development (24th Aug 2002)

"Happy to see the fusion of academics, technology and industry in the area of bio technology. The management and teachers are doing very good job in giving good practical training to the students."

Prof AS Kolaskar, Vice Chancellor, University of Pune (23rd Feb 2003)

"The collective endeavor and effort on the part of management, the principal, staff and researchers to impart excellence in such learning is commendable."

Chandra Sen, Chief Commissioner Customs, Mumbai (17th may 2003)



Part II of the Re Accreditation Report: The Evaluative Report Criterion 1: Curricular Aspects

Goal Orientation

1 What are the goals and objectives of the college? How are these made known to its internal constituents and to the society outside?

Mission ‘To contribute to the sustainable development and improvement of society by educating the youth to enable them to become highly qualified, mature men and women, able to meet the needs of all human activities.’

Philosophy: “*No Business in Charity*”. The College / Management does not charge donation / capitation fee against admission.

Goals and Objectives

The management believes that knowledge has three components:

Firstly, theoretical knowledge reflected in the organization of basic courses, applied components and co-curricular activities that aim at the development of knowledge, communication skills and interpersonal relationships.

Secondly, practical knowledge, translating into undergraduate research, interface with society in community work, projects and industry interface.

Finally, ethical knowledge, being dealt with forty associations/activity groups, operational in the college to nurture personalities.

It is mandatory for every student to participate in curricular activities and be a member of at least three co-curricular activities. Every student has been given a choice to select at least three activity groups out of forty listed in the prospectus. Our effort is to motivate the students to do their best in the chosen field.

The Institutional mission, goals and objectives are publicized through the Prospectus, Website and by interface with Parents/students.

2. State clearly how the programmes offered help translate them into practice

The curricular programmes offered have multiple dimensions. They deal with providing in-depth – fundamental as well as general - knowledge in the subject chosen by the student. It helps the student develop comprehension, analytical and communication skills leading to intellectual development. Development of career and job skills take place through applied components, vocational and career oriented components available in general and in some specific courses. Computer literacy is augmented through the Info-tech Center.

Hence the programme offered is deliberately tailor-made to achieve the goals and objectives of the college and minimize waste.



Programme Options

3. What is the extent and variety of the choices available to learners in terms of degrees, certificates and diplomas?

The college offers a wide range of UG/PG Certificate and Diploma programmes.

Under Graduate Degree programmes include BA Degree with seven core specializations, thirteen in combinations, BSc degree is offered with nine core specializations and BCom with seven specializations in addition to two focused degrees in banking and Insurance and Accounting and Finance.

Even students offering conventional degree courses, are exposed to a certain degree of competency through a wide range of Applied Component and Vocational/Add on Courses. There are twenty-one options in applied components, three in vocational field, three add-on courses and four certificate courses.

The range of these programmes help students chooses courses according to their interest. They are consistent with our objectives of developing fundamental knowledge and its application in real life situations (applied and vocational nature and facility).

PG Programmes are offered in Chemistry, Botany, Zoology, and Information Technology.

Doctoral programmes are available in Economics, Botany, and Zoology

Curriculum development

4. How does the college discriminate between slow and advanced learners? Explain how additional help is provided to the former to cope, and challenges to the latter to excel.

After entry, the students are observed and additional courses are offered suitably, depending on their career plan, aptitude and need. Appropriate counseling is also offered for students so that they are well adjusted to the pressures of student life in their teenage years.

There are several certificate courses designed for the purpose. These are certificate courses in English Proficiency, Quantitative Techniques, French, German languages, Computer and Information Technology. Intensive courses in Arts, Science and Commerce for academically weak as well as challenged students are also conducted. The students are involved in assignments, projects, seminars and workshops for academic excellence.

5. Name the value added courses, which develop skills, offer career training or promote involvement in the neighborhood community.

All the Degree courses in general, BA, BSC, BCom, have at least two or three Applied Component papers, which provide skills and competencies to the students.

The vocational courses introduced in 1994, are continued as add on courses, offering career training through contents, assignments and on the job training.



The self-financing Degree and Post Graduate Courses are totally skill and career oriented.

The UGC add on Certificate-Diploma-Advance Diploma courses are career-specific.

In short, every student in the college gets different levels of exposure to career, skill and competence developing opportunities.

The networking with industry, establishment and Government and Non-Government Organizations help the institution integrate with the neighbourhood.

Academic Flexibility

6. What were the new programmes and courses introduced during the past five years? How do they enhance the core values of higher education nationally and globally?

The UGC vocational programmes of 1994-95 have been converted into add-on courses leading to diploma and certificates. In this group there are three programmes starting from 2003-04. Students are awarded a certificate on completion of the first year, a Diploma in the second year and an Advanced Diploma in the third year. Sufficient number of students is enrolled for each certificate course.

- a. Foreign Trade Procedures
- b. Tax Procedures and Practices
- c. Biotechnology

Three programmes are being launched under UGC vocational add-on courses X Plan

- d. International Business
- e. Stock Market operations
- f. Management of Retail Business

Career Oriented Programme

Under Self Financing Courses, four specialized degree programmes and three PG programmes have been started:

1. B.Sc. Information Technology introduced in 2001-02.
2. B.Sc. Biotechnology introduced in 2002-03.
3. B.Com. Accounting and Finance in 2003-04.
4. B.Com. Banking and Insurance in 2003-04.
5. M.Sc. Information Technology 2004-05.
6. M.Sc. Biotechnology will commence from 2005-06.
7. Post Graduate Diploma in Perfumery and Cosmetic Management will begin from 2005-06.

The courses offered are in tune with the nationally and globally emerging scenario. The courses enhance the specialized knowledge of students and enable them to add competencies and skills to conventional knowledge in the subject studied.



7. What are the interdisciplinary courses introduced during the last five years?

All the courses started during the last five years are largely interdisciplinary.

- a) Information Technology: Computer, Mathematics, Entrepreneurship, Statistics
- b) Biotechnology: Botany, Zoology, Life Sciences, Organic Chemistry, Biophysics, Entrepreneurship etc.
- c) Banking and Insurance: Commerce, Economics, Law, Entrepreneurship Management, Accountancy etc.
- d) Accounting and Finance: Economics, Entrepreneurship, Law, Management etc.

Feed back mechanism

8. How does the college obtain feedback from (a) students, (b) peers, (c) employers and (d) others periodically?

Student feedback is obtained in many ways:

- a) Structured questionnaire: Annually, the faculty carries out self-evaluation by students in a structured questionnaire where different aspects of teaching are evaluated on a weighted basis. The evaluation brings out the parameters of teaching such as communication, subject knowledge, methodology used and attitude of the teacher. *Annexure I*
- b) Student Council meetings: Periodic Student council meetings discuss various issues involving student interaction.
- c) Opinion Polls: Vaze Research Group conducts campus surveys on various issues of interest to students and the college. Some of these surveys are published in the college magazine.
- d) Excursions, field visits report etc: Students interact with faculty during field visits and excursions. The reports submitted by the students provide inputs for policy revision and review.
- e) Feedback on industrial/on-the-job training: Students take on-the-job training that is evaluated by the concerned organizations. This process evaluates the students as well as the course.
- f) Unit tests/examinations etc.: Periodic tests help in evaluating the students and also the teaching methodologies. In a class comprising students of different learning abilities, the process of periodic tests are found to be very effective.
- f) Parent-Teacher Annual Get-together: On 15th August every year, the college conducts Parent Teacher Get-together. Parents of entry- level students are invited and suggestions are solicited. These are discussed in the open forum during the meet.
- g) E-mail from parents, students and alumni: The college receives regular inputs from the stake-holders on the web. These are analyzed for review and revision of management policy.
- h) Monthly Heads of the Departments' meetings: HOD meetings act as a nodal unit in top down and bottom up management.



- i) Peers Feedbacks: Seminars, Conferences, Workshops, Subject Teachers' Meetings, Employers' feedback: Campus recruitment are ongoing activities.
- j) Others: Alumni, E-mail, Interactive Website, Letters and Communications from the University, Meetings called by Vice-Chancellors, Reports of the University committees and bodies NAAC: Peer Team Report generate academic discussions and provide valuable feedback.

9. Was the feedback sent to the parent university? What was the outcome?

Feedback is sent to the university only when needed. Feed back on Syllabi is sent to university for further transmission to Board of Studies. University authorities do take cognizance of such feedback.

The feedback received on vocational programmes, helped the administration make final adjustment in the on-the-job training and third party corporate evaluation schemes. This helped in suggesting to the University an exclusive 100 marks project at the final year as an additional paper. It is accepted and is currently in vogue.

10. How are global trends in higher education reflected in the curriculum?

The University of Mumbai has introduced a wide variety of new curriculum programmes on self-financing basis, keeping in tune with the global trends. Our college has introduced some such courses in the recent past. They include Courses in Biotechnology, Information Technology, Banking and Insurance.

The College will be launching the PGDPCM programme, in collaboration with ISIPCA, the Chamber of Commerce of Versailles. The tie up with the ISIPCA is to ensure that the developments in Europe, particularly in France, (which is the home of perfumes and cosmetics in the world) will be available to the Indian students and industry. The Trust has sponsored 5 students, during 2003, for an extensive training at the *Institut Supérieur International du Parfum, de la Cosmétique et de L'Aromatique Alimentaire* (ISIPCA), Versailles, France, and the University of Versailles, France, and the University of Plymouth, England for training.

11. What are the contributions of the college in the curriculum design of the university?

The faculty of the college has been in the University bodies in various capacities all over the years.

Eighteen of the College Faculty held positions as members/ Chairman of boards of studies, Chairman of the University's Curriculum Committee, Syllabus committees, Dean of Science Faculty, Members of College development Council (BCUD), coordinator, MSc Programme at University and University Management Council.

Whenever a new syllabus is framed, the college holds workshops of all subject teachers from all colleges affiliated to the University of Mumbai to evaluate the curriculum. Half a dozen such workshops were held in the college during the last five years.



12. What were the main evaluative observations made in the first assessment report and how have they been acted upon?

With respect to Curriculum Aspects, the NAAC Peer Team observed as under:

“The remarkable feature here is the zeal and enthusiasm with which job oriented courses are introduced and the response to such programmes by the students”

The peer-team has positively commented upon the Curriculum Aspects of the college.

The college has further enhanced the range of curriculum by introducing four competency building self-financing Degree Courses, two MSc programmes and six add-on courses after the NAAC Visit.

13. What other enabling curricular practices are followed in terms of monitoring the academic calendar, unitization of syllabi etc. Any other highlights.

1. Committee formed to prepare annual Academic Calendar. The Calendar is given to each of the department for implementation.
2. The HOD is responsible for distributing the subject workload on the basis of specialization of teachers. The progress of teaching and learning is reviewed every month.
3. The University has prescribed the pattern of teaching and the completion of the term-wise distribution of the curriculum, which the college follows.
4. The programme implementation is recorded in exhaustively designed Teacher's Diary.
5. The Diary ensures accountability of the curriculum implementation.

14. Any other highlights.

On the job training, Third party evaluation (Corporate evaluation) of students, On-line submission of projects and assignments, Web based reading material and e Journal

Criterion II: Teaching, Learning and Evaluation

Admission Process

1. What are the criteria and procedures of admission of students to courses of study? How are the disadvantaged and poor achievers enabled to pursue higher education at the College?

Admission is strictly on merit and is as per norms prescribed by the University/Government as the case may be. The norms are notified in the Prospectus and on the College Notice Board.

There is reservation of seats for disadvantaged groups as per the Government Policy. The reservation policy prescribes 13 percent for SC, 7 percent for ST, 19 percent for OBC and 11 percent for VJNT. In addition there is a quota not exceeding 5 percent for ex service men, handicapped, and employees on transfer. Sportsmen have 2 percent quota.

The students are given a choice of combinations to choose from and are given complete freedom at the First Year level. For the Arts faculty the students have a choice of 45 combinations to choose from. They further can choose from combinations at the Second Year level and can opt from 20 combinations at the Third Year BA level.

A faculty committee gives admission to the Final year B.A. and B.Sc. to different subject specialization. Student's choice and the marks scored in the respective subject at First and Second Year are the parameters for admission.

PG Admission: Admission to PG courses, other than self-financing, is granted on merit, by the University for all Colleges, to the extent of 70 percent of sanctioned seats. This is open to students of all Colleges affiliated to the university. 30% seats reserved for the College are used to admit students of the College on merit.

Admission for self-financing courses is given on merit cum reservation basis. The aggregate marks scored at the qualifying examination in the subject concerned decide the eligibility for admission.

The College does not accept donations and capitation fee on admissions.

2. What is the ratio between vacancies and applications for admission to courses? Which courses are in greater demand?

For all the courses the college receives forms for admissions in excess to the seats available. For the year 2004-05 the ratio of forms to admissions made ranged between 1:43.14 for BSc(IT) and 1:1.25 for Arts. Admission forms are not issued to outside students for FYBA as the in-house students entitled for admission as per university norms are more than the sanctioned strength.

All courses in the College are in great demand. In view of the University policy of first preference to be given to in-house students, we were constrained from issuing forms to outside students, as our passing percentage at Plus 2 is nearly 100%. We issue forms liberally only for F.Y. B.Sc. as 90 to 95 percent of in-house go for professional courses like medical, engineering etc.

Catering to diverse needs



3. How does the College assess student abilities after admission to courses of study? Are they grouped according to their abilities? How is the problem handled? Give details especially with reference to difficult and modern subjects.

Class tests are conducted periodically. Tutorials are also regularly conducted when the class is split into small batches of students. It enables the teacher to have a closer look at the learning skills of the students and accordingly suggest remedial measures.

The students are grouped as slow learners deserving remedial courses, students with normal learning skills who constitute the majority and advanced learners who have better learning abilities and are also ambitious.

The slow learners are offered remedial programmes in English, and Intensive Courses in Arts, Science and Commerce.

This year, we propose to start remedial programme for socially weaker sections of the students, for which sanction from UGC is awaited.

Advanced learners are accommodated in Associations (Activity Groups), which foster growth and skills. For this purpose, the Associations grouped into five categories Language associations, Creative arts associations, Association for Physical activities, Association for Social work, and association for Intellect building.

These associations accommodate students with different skills and aptitudes.

Being a liberal arts College in a metropolitan city, students come with a planned career and accordingly have acquired skills for the courses. Drop out rate on grounds of suitability is negligible.

4. How does the College offer bridge/remedial courses to the educationally disadvantaged? (Specify the processes adopted)

Periodic class tests and tutorials bring out directly the students learning skills. The teachers accordingly refer students to different remedial course.

During the current academic year, the College has applied for starting UGC remedial Courses for socially backward categories of students.

The College has identified the following subjects: Economics, English, Chemistry and Mathematics.

The College has been conducting remedial courses for educationally disadvantaged students, which are different from those run by the UGC. These are:

Certificate Course in English Proficiency, Intensive Courses in Arts, Science and Commerce for academically weak as well as advanced students.

5. How are advanced learners challenged to work ahead of the rest?

The College encourages the students to undertake projects, participate in seminars and conduct workshops. There are language associations, book club/reading circles, and Chemistry club. These associations conduct seminars and provide a



training ground for students to contribute and develop themselves. There are specialized courses designed for the advanced learners.

The Associations provide opportunities for all kinds of students with different aptitudes, learning skills and ambitions.

Advanced learners are also allowed to express their skills in Undergraduate research conducted by Vaze Research Group. They form themselves into associations and provide consultation to other associations. The students have worked in association with ORG-MARG, a leading market research company, to collect data regarding use of water purifiers by the residents of Mumbai.

The students association of INFOTECH has helped in developing ERP solutions within the College and for a neighboring school.

The third year Biotechnology department students are involved in a World Bank project organized by Petroleum India International to study the Environmental impact assessment of Madagascar with reference to a refinery in Toamasina. The students are involved in analyzing and sampling of data throughout Madagascar.

Teaching-Learning process

6. How is learning made learner-centered? Give a list of the participatory learner activities adopted by the College, which contribute to self-management of knowledge development and skill formation. How does the institution improve reading habits of students?

Seminars, projects, undergraduate research, projects and consultancy, field visits, educational excursions are organized and arranged to give onsite explanation and training. Slide shows, OHP presentations, use of computer LCD and other audio-visual methods are used to enhance the quality of the lecture. Role-play and dramatization of text are used to enhance the effectiveness of the literature syllabi.

Certain topics are selected as self –study topics on which groups of students make seminar presentations in the class. They generate reading material for common use. Problem solving sessions and group discussions are also used often in classroom settings.

7. To what extent has the conventional lecture method been modified to make it learner participatory?

Besides Lecture method, the college uses Tutorials, Group Discussion, Role Play, Simulations, Problem Solving – Case Studies, Projects – Library and Field Work, Assignments, Seminars, Debate-Elocution-Quiz, Work Book and Journals

Work Book designed by Departments of Accountancy, Financial Management, English, Physics, and Chemistry is an innovation, which saves lecture time and fatigue. Similarly, supplementary Reader and language journal designed by English Department, Language Journal designed by Marathi Department, Business Economics lecture notes on the Website make teaching learning more effective.

In a learner-centered education, undergraduate research is an important part of it. Academic projects provide avenue for scholastic expertise. Students are also involved in utility research. The College students, through the Students Research



Cell, participate in corporate surveys on a regular consultation fee. The students of InfoTech Association have developed software for a library for the neighborhood charging nominal fees. There are proposals to integrate students' research with Cosmetology testing and consultancy services. Vaze Research Group, an association of the students also conducts periodic campus surveys and also takes up research projects from Governmental and Corporate undertakings. To augment further integration between the College and industry, external consultants are called for training students to handle case studies and group discussion applicable to curriculum and future competencies.

8. What electronic technologies are used in both teacher instruction and student work (search for information on the internet included)? How are these used to facilitate modern information/knowledge flow for students?

The college has and uses several audiovisual teaching aids. Faculty uses these and also the students use it for their classroom presentations. The equipment includes traditional 16 mm projector and OHPs to modern, Laptop, LCD projector, internet and web resources.

The college has access to British Council AV Library, and IGNOU AV Library.

Classrooms, Conference room, Auditorium have plug-point facilities to facilitate use of AV aids.

All teachers are familiar with development of MS Office - Power Point, Transparencies etc for lectures and demonstrations.

9. How is on-the-job training systematically arranged for training in courses, which eventually lead to placement?

The institution-industry interface conducts liaisons for on-the-job training and placements. The College conducted a meeting during the last academic year, for which 13 leading bankers in the region were invited. The participants represented public sector banks, private banks and other financial institutions. The objective was to evaluate, advise and absorb students of the newly introduced course in B.Com. Banking and Insurance. The consortium agreed to participate in curricular revision and accommodate all the students for training and placements.

There are collaborations and agreements with specific industry for the conduct of student on-the-job training. Students of Event Management work on several leading events throughout the year where on the job training is linearly integrated with the curriculum. *Annexure 2*

Several students under vocational courses have secured placement in Banks

10. How is the academic progress of each student monitored by the teacher in charge? Give details of counseling sessions work assigned and executed in tutorial sessions.

The tutorial batches are of 30 students. The University provides for tutorials only in case of subjects of Communication Skills, Business Communication and Mathematics. While dividing the class into small batches each student gets at least



one weekly session to interact with the teacher. During the tutorials, the students are observed with respect to their learning pace and special skills. Accordingly, the students are counseled with additional inputs. In severe cases, the teachers call the parents to discuss the student's progress. There are instances where the teacher has sought the help of the personal counselor visiting the College regularly.

11. What is the quantum of inputs of guest lecturers/experts in each course? How are guest lecturers' chosen?

The participation of guest lecturers varies from programme to programme.

In the course of regular degree programmes the permanent College faculty does the teaching. However, experts from industries are invited for specialized inputs, occasionally. These lectures are open for general participation either. Between the departments faculty are invited for delivering lectures on interdisciplinary topics. For instance, the Economics department for specialized inputs in finance and secondary capital market instruments invites Chartered Accountants from Accounts department.

In case of focused degree programmes and add-on courses, guest faculties do 80 percent of the course work and home faculty do the anchoring of the core. The course coordinator and the Chief coordinator of Self-financing courses plan curriculum.

12. How is the teaching schedule planned through the semester/ year in terms of monitoring, mid-course correction, etc?

On the first day of the new academic year, planning sessions are held. The Faculty meeting is held, where the annual programme is drawn. The academic calendar is prepared and central examination schedule is planned. At the same time, the dates of the major College events and programmes are provided so as to detail academic extracurricular activities. College cultural festivals, intercollegiate fairs, placement programmes are coordinated as per event seasons/conventions.

Thereafter, the departmental meetings plan distribution of subject/topics, evaluation schedules, events and projects. The department of Self-financing courses conducts separate planning sessions in this daylong programme.

In this process the University prescribes the term and vacations/breaks and the College locally plans its programmes. It becomes important to codetermine the academic schedule as per the centralized University Examinations for the Third year degree. *Annexure 3*

Teacher Quality

13. How are members of faculties selected? Does the College have the required number of, qualified and competent teachers to handle all the courses?

The teachers are appointed on the basis of approved workload as prescribed by the University and approved by the State Government.



The draft advertisement for appointment of teaching staff is prepared by the College and sent to the university for approval. The Special Cell and Teaching Approval Cell (CONCOL) of the University scrutinize the advertisement to ensure that reservation, roster and the workload aspects are strictly adhered to. If the advertisement is not in accordance with the norms laid down by the University/Government, the College is directed to redraft the ad. The advertisement so approved is published in one/two National Dailies.

The College follows strictly the norms as laid down by the University, UGC and the State Government while recruiting teaching and non-teaching staff.

It is significant to note that in the eight-member selection committee, there is only one nominee of the Management. Four members are subject experts. The modus operandi of selection is that the Committee recommends candidates in order of merit.

With a view to minimize bias, the university has quantified the selection norms. The total score of 100 is distributed as follows: Qualifications (25), Experience/publications/extra-curricular proficiency (25) and Personal interview, Subject matter, Communication skills and overall impression (50). This is to ensure fair play in selection of faculty.

The recommendations of the selection committee have to be approved first by the Vice-Chancellor before making appointment. This is to verify whether the norms as laid down by the University/Government, including reservation, are followed or not. Thus the recruitment process is transparent and fair.

The College has the required number of qualified and competent teachers. The College faculty comprises fulltime permanent teachers for the regular aided courses, faculty appointed on ad hoc contract basis, and the faculty appointed on lecture hour basis.

When candidates who have cleared NET or SET are not available, the management allows appointment of those who have PG B Plus to be appointed on ad-hoc or lecture basis as prescribed by the State Government.

14. How does the College appoint substitutes/additional faculty to teach existing and new programmes? How many such appointments were made over the last five years?

Substitute appointments are made only when candidates with NET/SET are not available. The Government has permitted appointment of teachers without NET/SET for a temporary period of one year on a consolidated salary. Such appointments are made after due advertisements by a duly constituted selection committee.

A "local selection committee" recommends appointments for a short period up to six months, against medical, maternity, leave without pay, etc.

Substitute appointment, against teachers who have been granted UGC Research Fellowship, etc, is made by following the regular process of advertisement, selection committee as prescribed by the University.



This is also the mechanism followed to appoint teachers from Open Category when reserved category candidates are not suitable for appointment against reserved category posts.

During the last five years four were appointed on Ad hoc basis, four on clock hour basis, four on Temporary basis and two on probation.

Such appointments are terminated at the end of the academic year. Some of the teachers who have been found good are reappointed for another academic year as per the government rules.

Evaluation of Teaching

15. What efforts were made by the Management to promote teacher development? (E.g. research grants, study leaves deputation to national/international conferences/studies, in-service training, holding of national/international conferences, etc.)

Teachers are given study leave for various research pursuits and personal development.

During last five years three teachers had been given study leave under the FDP UGC plan IX, two teachers have gone on leave under FDP UGC plan X, In terms of national conferences there were 80 programmes and eight International programmes where the faculty had been deputed. One of the staff members was deputed for in-service training to National Chemical Laboratory (Pune), and to Cancer Research Institute, Mumbai.

The college sponsored 3 persons, selected as faculty for Cosmetics Course, under MoU for two years training in France and UK at the cost of about Rs.60 lakhs

Normally the College conducts at least one State level Seminar/ workshop each year and one national level Seminar once in two years. The College departments conduct around Six University-level workshops. Seminars and training programmes and workshop are conducted with an average frequency of one every twenty days.

The teachers who are full time and part time research scholars have their fees reimbursed by the management. Students working for specific research projects are paid stipends.

In addition the faculty receives free conveyance as grant for international/national conferences out of Management funds.

The expenses incurred by faculty on continuing education, training for improving the skills or qualifications are reimbursed.

16. What were the teaching innovations made over the last five years? How, and with whom, were they shared? How are innovations rewarded?

Innovations are continuous, some of the important practices are:

Extensive use of participative teaching

Subject material is made available on the Internet.



On Line submission of Projects and Assignments is being practiced since five years

Innovative e-journal titled Journal *Academique* projecting the higher education is published

The College has a novel Audio Visual Library with titles on a wide range of subjects

Extensive use of Audio Visual Aids involving LCD Projector and Computer AV Shows is practiced

The Students are deputed for an extensive On the Job Training involving a third Party Evaluation

The Student Evaluation of the Faculty is done annually.

17. How do students and experts assess teacher performance? What is the formal instrument used to make periodical teacher performance appraisals in order to give the individual teacher an idea of his or her strengths and weaknesses? How many assessments were made over the last five years? (Give comments on the instruments used, the results and the follow up action taken)

The self-assessment by teachers is mandatory for placement on higher grades. The Format has a rating section for the Head of the Department and a remarks section for the principal. *Annexure 4*

This is evaluated by an expert committee, which is formed as per University norms. The recommendations of the expert committee are to be placed on higher grade only if the performance is consistently good/ satisfactory. The recommendations of the committee are to be sent to University for onward transmission to Joint Director of Higher Education for approval.

Right since 1999, the College regularly conducts a formal faculty evaluation by the students. Presently, the faculty evaluation is conducted each year during a specified week in the second term. For this purpose the College has designed an exhaustive structured Questionnaire, soliciting information on two broad aspects of General/Attitude and Subject related aspects.

There is also a provision for suggestions, if any. Writing of the student's name and Roll number are optional.

Each teacher conducts survey and consolidates the observations. These observations are shared within the Department and the Heads of the Department report significant observations, if any.

The Policy indicates clearly, that the objective of evaluations is personal improvement and fine-tuning and not punitive.

Evaluation of learning

18. How is student work continuously assessed?

University has not prescribed continuous assessment of UG general courses. However, the College conducts periodic tests, assignments, projects, tutorial, practical, and preliminary examinations before the year-end examination.



However, wherever not prescribed by the University, the marks of continuous assessment are not counted for declaration of result.

For self-financing courses, the University has prescribed continuous assessment. The components differ from course to course. In case of Commerce Courses, the continuous assessment is made up of (i) three unit tests (best two to be taken) carrying 20 marks, an assignment carrying 10 marks, participation in classroom discussion, presentations, attendance etc 10 marks; total 40 marks per semester. The semester-end examinations carry 60 marks. Separate passing is prescribed. A student should get a minimum of 40 per cent marks separately under internal and external for a Pass.

In case of Science stream, assessments are done in the form of practicals and term end tests. For the info technology courses, the students are evaluated on the basis of 10 assignments per subject, one class test and regular term end tests.

For the Post Graduate student's assessment is on the basis of regular projects and practical in addition to their year-end examinations.

Postgraduate students are evaluated annually by way of theory and practical examination. Project work is compulsory for Chemistry students and is examined at the time of practicum. For Zoology, examiners evaluate seminars for the assigned topics.

There are projects, which the students' work, and the resources generated in this process are displayed as wallpaper in the College library.

19. What is the ratio between methods of summative terminal assessment (including the final examination) and formative continuous internal assessment? Are these reflected on the annual examination mark sheets? (Please do not include terminal tests given under continuous assessment in the latter)

The University conducts examinations only at the end of third year. The College conducts examinations for the first two years on behalf of the University.

Except for Vocational Courses and Self-financing courses, the University has not prescribed any formative continuous internal assessment.

Continuous assessment, wherever prescribed, is done in two ways:

In case of certain programmes under self-financing courses, vocational programmes and Third year degree programmes in applied components, continuous evaluation carries certain credit in their final evaluation. Such evaluation carries twenty to thirty percent weightage and reflects in the mark sheet. Continuous evaluation is done through periodic test and/or student presentations. Some teachers use this system to prepare study material for class circulation and web hosting.

In general programmes, continuous assessment is a part of teaching learning process. Students are put to projects and classroom presentations. These presentations later become part of the wallpaper hosted at the Library. For certain subjects like Communication Skills, Business Communication and Mathematics, the University provides for separate tutorials during which the teacher gets an

opportunity to interact with students in smaller batches to assess and counsel. This process is non credit and does not reflect in the mark sheets

Evaluation Reforms

20. How transparent is the evaluation of student performance? What arrangements exist to meet problems arising out of such transparency?

The College follows centralized evaluation of answer books. Once the assessment is over, an external subject expert visits the College and moderates the papers. There upon the results are put to the departmental meetings. The Heads of the departments study the students' performance and recommend the gracing rules as per the University Ordinance. The Principal approves the gracing of marks and the subject results are accordingly finalized. The results go to the examination department. The examination department then verifies entries, consolidates the results, and declares it to the students.

The examination department made up of faculty is always available to students for counsel. The committee being made-up of teachers helps the students on procedural issues regarding the conduct of examinations, revision of syllabi, restructuring of curriculum and validity of curriculum vis-à-vis examination.

Such transparency has student acceptance, which is evident by fact that there is not even a single case of dispute or redressal on issues relating to assessment or examination. Transparency in student evaluation system has never been a hindrance in the conduct or efficiency of Examination department. Rather it has earned respect, acceptance and credibility among students and society.

The university has provided for Verification Scheme. In case a student feels that he has been awarded lesser marks than expected, he can apply for verification, by paying a university prescribed fee. A Committee of subject teachers then goes through the answer sheets for any calculation errors, omission etc.

The students, who appear for final year university examination, could apply for re-assessment by paying the prescribed fees.

Since the year 2000, a student who dissatisfied with the assessment, may apply for a Xerox copy of the assessed answer paper, by paying the prescribed fee.

Thus, provision for moderation by outside experts, verification, re-assessment, Xerox copy of assessment papers, etc has made the examination system highly transparent.

The transparency has improved the quality of assessment. The teachers have become very conscious of the right of student to examination information. If the quality of assessment is found poor, as per the moderators' report, instructions would be given to the teacher concerned for improvement. Heads of the departments may keep a watch on such teachers. Rash and negligent assessment of papers does not occur as a result of the transparency.



21. How is periodical feedback given to students and other stakeholders of assessments made of student work?

The students are issued Mark Sheets indicating distinctively the marks scored by them in each paper at the end of the term or the year as applicable.

In case of ongoing assessment the results are made known to the students instantly.

In assessment involving the University, the assessment results are communicated to the Controller of examinations University of Mumbai for consolidation with centralized examination results.

The answer papers and assignments submitted by the students are preserved for a period of one year.

22. What are the collaborative programmes the College has with other agencies, inland and overseas? In what way do they enhance the quality of teaching – learning practices followed?

Collaborations within the country:

The College collaborates with the Institute of Management Studies, Mulund Mumbai for training and conduct of workshops on campus for the benefit of Final Year BCom students. The students are trained for MBA entrance examination in written, group discussions and interviews.

The College conducts a course in Event management in collaboration with National School of Events.

The College works with Scientific Research Center and Cosmetology Laboratories of the Kelkar Education Trust for undergraduate student research and consultancy.

A MoU with industry has enabled the College receive Rupees One lakh in funding from Keva Fragrances, for one of its programmes in foreign trade.

The College has entered into a MoU with Bankers in the neighbourhood for monitoring the course and students in the degree BCom in Banking and Insurance.

International Collaborations:

The College will be launching the PGDPCM programme, in collaboration with ISIPCA, the Chamber of Commerce of Versailles. The tie up with the ISIPCA is to ensure that the developments in Europe, particularly in France

23. What were the major evaluative remarks of the first assessment report on teaching, learning and evaluation and how were they acted upon?

“It is remarkable to note that a close knit teacher student relationship and the feeling of belonging to a family of Vaze group have contributed in fulfilling the mission of the institution. The peer team appreciates the efforts of the supportive management, encouraging principal, team spirit of faculty and staff in contributing to the remarkable progress of the institution.”

With respect to the examination system the peer team commented,



“The credible achievement of the examination body is that not even a single examination has been cancelled or postponed”.

This practice still continues and is considered to be a hallmark of the College. The College received the highest simple score of 80 percent for Curricular Aspects and Teaching, Learning and Evaluation, in the first NAAC assessment.

24. What are the plans of the College for quality enhancement in teaching, learning and evaluation during the next five years?

The mission statement of the College is towards Vocationalization. In this direction, College has taken positive steps with add on and vocational courses. In addition to the three career-oriented courses approved by UGC (International Business, Stock Marketing Operations, and Management of Retail Business), the College plans to introduce few other career-oriented courses such as –

- Data Processing and Research Methodology.
- Financial Journalism
- Travel, Tourism, and Heritage Management.
- Computer Hardware and Maintenance.
- Pharmaceutical Chemistry.
- Cosmetology.
- Applied Biotechnology.

Under the scheme of Innovative program of UGC the College also has applied for Postgraduate Diploma in Perfumery and Cosmetic Management.

Through active interface with the private sector, the College also has developed highly focused vocational courses like Event Management. Such MoU, which is one-year six months old, is able to provide certification for sixty students and employment for over three-dozen students.

25. Any other highlights.

- On the job training
- Third part evaluation of students (Corporate evaluation)
- Online submission of projects and assignments
- Web based reading material
- E journal, a College publication
- Corporate experience through under graduate research
- Student consultancy to Government projects and Corporate sector

Criterion III: Research, Consultancy and Extension

Promotion of Research

1. Is research a significant activity of the college? If yes, how is it promoted through, organized effort (viz. periodical debates, seminars, symposiums, writing in the college journals, term papers, publications, etc.)? To what extent are students involved in them?

Research has emerged as a significant activity in the college post-accreditation.

A Research Promotion Committee has been formed to motivate teachers to take up research either leading to Ph.D. Degree or as major/minor projects. The committee has arranged a number of presentations for faculty and has given information about avenues of research funding open to them such as grants from the University of Mumbai, UGC, DBT, DST, ICSSR etc.

Under the IX Plan, three teachers have completed Ph.D. degree as full time scholars of UGC. Under X Plan two teachers have received full-time Fellowship of UGC and, two more teachers have been granted approval by the Governing Body for FDP under X Plan, and the process of application is in progress. In addition there are two Part-time Research Fellows.

The University has recognized Economics, Chemistry, Botany Zoology as the Research Centers. Among them there are eighteen scholars either got their degree or working presently.

In addition the Center for Advanced Research in Natural and Synthetic Chemistry is developing rapidly as a hub of research and consultancy.

This is a highly innovative effort to develop industrial consultancy, besides providing opportunity for research leading to Ph.D. Degree. The college has selected 4 research associates under fellowship to do research largely in areas of industrial applications.

The center has successfully completed the project Estimation of Forskolin from 'Colieus Forskohlii' in collaboration with Arya Business Combine. The center is working on two projects worth six lakhs in collaboration with S.H.Kelkar Company.

1.Development of new coolant : WS. 3 (menthol derivative).

2.Development and Synthesis of Ambrox : Perfumery Chemical.

The Center has four full time research scholars working under Dr.Mrs. S.Bhatt the Adjunct Professor.

Vaze Research Group (VRG)

VRG is an association of students managed under the guidance of a senior faculty. The student group conducts periodic Campus Surveys/Opinion Polls and also takes up research projects from Governmental and corporate undertakings. VRG maintains a wallpaper journal on issues of topical interest involving research and analysis.

Projects Completed by VRG since 1998 are the following:

a) Surveys and Opinion Polls

A Survey on 'Vazeites' non-attendance at lectures'



‘Assessing the impact of the campaign undertaken by various agencies including the government against the use of plastic bags’, a survey of the ‘opinions, views and experiences of our alumni of three UGC vocational courses in science and commerce streams’, ‘survey to study the attitudes of youth towards senior citizens’, to identify the ‘important factors causing stress among the students., the methods of coping with stress and the need for a counseling cell in the college’, to study the ‘usage of internet by students’, on sports and films personalities and events.

VRG students participate in ORG-MARG, on various socio-economic issues of national and international importance.

The findings of the opinion surveys are either published in journals or the in-house magazine Mayur or presented to the Principal.

The VRG has been conducting since 1998 Documentation programme for the students in which the students are encouraged to prepare wallpapers by compiling information from various newspapers and magazines.

Also weekly News Bulletins on Sports, Films, Economics, Social, Political and Cultural events on VRG Notice Board in the Library is a regularly maintained. The topics include ‘Amartya Sen: Nobel Laureate’ ‘Buy-back of Shares Policy’, ‘Euro: A Unique Currency’ and ‘Vazeites’ non-attendance at Lectures’ career profiles of our Arts Alumni.

Field Visits are organized by VRG students to interview the officials of ORG-MARG, a leading market research company, to understand the functioning of their organization and the methodology adopted by them in conducting market research.

VRG organized the six Workshops and Lectures

Corporate Research

Kelkar Education Trust’s Scientific Research Center and Cosmetology Research and Testing Lab:

The state-of-art facilities in the Scientific Research Center provides access to undergraduate students to advanced research in plant bio-technology, cosmetology and phytoformulation, fermentation and bioprocessing. Research in Patchouli oil extraction is being taken up with a view to make inroads into a highly demanding world market.

Extension programme – Five students were sent to the Institut Supérieur International du Parfum, de la Cosmétique et de L’Aromatique Alimentaire (ISIPCA), Versailles, France, and the University of Versailles, France, for technical development program followed by a managerial training in Europe

Proposed Cosmetics and Perfumery Programme – Post Graduate Diploma in Perfumery and Cosmetics Management (PGDPCM) and M.Sc. Biotechnology will begin from June 2005.

2. What is the percentage of faculty who have the Ph.D. degree? What is the percentage of those, who are actively involved in research?

Total full time regular faculty stands at 59, made up of 48 permanent and 11 temporary teachers. Out of that 25 have Ph.D. Degree. = 42.37 %



15 Teachers who have are M.Phil are added: = 67.79%

5 teachers currently engaged in Ph.D.: = 76.27%

Full time permanent teachers who do not have a research degree and are not actively engaged in research works out to only 23.72 %. These are professionals holding qualifications of LLM, CA, CS and others.

Out of those who have MPhil and PhD, 82.22 % have acquired the degree after joining the college, which indicates positive impact of management policy of incentives and support.

3. How are student research/projects executed in order to ensure original inputs and proper documentation? How are these evaluated? Do they orally present and defend them at any stage of this research activity? (Give evidence of such arrangements, if any)

At the under graduate level, research projects and assignments are of different types.

There are campus surveys conducted by Vaze Research Group. VRG also undertakes research projects involving students in corporate projects.

Students work on projects/ consultancy with Govt. and NGOs.

In addition there are academic projects both credit and non-credit which the students are made to defend in classroom presentations.

Credit projects, which are taken up by students, are presented to the class using AV media (Computer and LCD projector). The teacher is the moderator and evaluator.

The non-credit projects are by means of classroom presentations and the reports are displayed as Wallpaper at the library for general consumption.

4. What facilities are made available to students? How frequently do they utilize these?

- The activity room is the hub of event management by students. Students organize themselves into various groups depending on their skill sets and utilize them in the coveted inter collegiate festival: Dimensions.
- Audiovisual material is available from the library for home lending for students use. There are regular users for this facility.
- Reading material is made available on Internet. The college web site carries information. For grater penetration the digital copy of the study material is made available through the College library.
- The College Gymkhana provides facilities for several sports and games
- The College Gymnasium has equipment for the fitness freaks and also for competitive endeavors.
- The College auditorium has functions/ programmes throughout the year. The auditorium time is booked well in advance as per the academic/activity calendar.



- For events such as dance drama, students rehearse in the auditorium, foyer and the III floor open-air auditorium. However the open-air auditorium is not used for three months during monsoons.

Promotion of research

5. What research incentives does the college offer to research scholars and faculty? Give specific details.

- Time table adjustment for part time scholars.
- Study leave granted to all those who are selected under FIP. Since 1998 there have been five cases.
- All those teachers who have completed M.Phil/Ph.D., MBA after joining the College have received reimbursement of the fees paid by them.
- Travel Grant reimbursement: Travel expenses of two of the faculty was reimbursed when they had gone to defend their research proposals at Department of Biotechnology and UGC.
- Management Fellowship to needy and deserving students at PG level.

6. How are ongoing research projects monitored? How are researchers enabled to write and present suitable projects?

Monitoring:

On going research projects are monitored in different ways:

- Presentations are made by the scholars to the staff forum
- The Research Committee collect periodic information about the progress of research
- Periodic Reports are submitted to the funding agencies
- Defense of the progress before designated authorities of funding agencies

Preparation of Projects:

A Research Promotion Committee has been formed with a senior research faculty member to guide teachers regarding the preparation of projects. The guidelines issued by the funding agencies - printed as well as website - are collected and made available to the teachers. The committee then screens the draft project report. Both the present principal and the former principal who are recognized guides and involved in research are also consulted before finalizing the project report to be submitted to funding agencies.

Publication output

7. Give details of the research publications made by teachers over the last five years classifying them under the following categories (a) full research papers in refereed journals and (b) others like abstracts, proceedings, reports, thesis, book reviews and articles in newspapers and magazines.

	Number (Last five years)
Research papers	99 national and 6 international
Thesis	25
Publications in Journals, magazines etc.	102

*Please refer to the respective department reports for further details.

Linkages

8. Give highlights of the collaborative research work done by faculty.

- Dr Deodhar's major project on *Garcinia indica* funded by DBT was jointly carried out by her and Dr M R Heble of the SRC.
- The college faculty Botany/Zoology/Biotechnology collaborate with the Scientific Research Center while conducting research. The Research Guides and Scholars have access to facilities including modern equipments of the Research Center.
- The Department of Biotechnology of the Government of India has extended a grant of rupee one million to do a major research on *Garcinia Indica*, popularly known as "Kokum" a tree specie found in the coastal region of Maharashtra.

The Center also has plans to carry out research, using biological tools, to treat environmental pollution, including degradation of toxic industrial effluents, develop process to help cosmetic and perfumery industry, besides agricultural applications. We also offer consultancy and testing services in certain identified areas.

To facilitate processing and marketing of Patchouli oil, a company, Keva Biotech Pvt. Ltd. has been set up. Exploitation of other plants will also be brought under the scope of the company. The company is exploring export markets as well. At present Indonesia has the monopoly for Patchouli oil in the world market. France alone consume around 200 crore rupee worth of the oil. Our aim is to make an inroad into the European market. A part of the income of the venture will be ploughed back for augmenting the educational resources.

- Under India-EU Asia link programme, the college is actively pursuing a Programme titled *India-EU Biotechnology Programme* in collaboration with European Partners in EU States of Germany, Heinrich-Heine-Universitat



Dusseldorf, Institut für *Entwicklungs and Molekularbiologie der Pflanzen*. Universitätsstr. And Leiden/Amsterdam Center for Drug Research, Gorlaeus Laboratories, and Leiden University. Einsteinweg, Leiden, The Netherlands. The activity deals with Human Resource Development, which also includes the *Curricular Programme* in Aromatic and Medicinal Plants, ultimately leading to *Institutional and Systems Development*

9. What research awards and patents were received by faculty during the past five years? What is the research impact factor?

UGC's recognition of the College as the Center with Potential For Excellence is a great reward for the faculty and the management. So far Vaze College is the only college affiliated to the University of Mumbai to have been so recognized. Except the financial support from funding agencies, no research awards or patents are received by the college faculty. But a Patent has been registered by the sister institution.

The impact factor of research has been tremendous particularly in case of biological sciences. The report in The Times of India dated 6/11/2003 is an indicator.

Thane Municipality's award of a contract for Cleaning of Lakes is a significant recognition of the capabilities of the faculty

Extension activities

10. What outreach programmes in the neighbourhood and elsewhere does the college operate? How are they integrated with the academic curricula and work? Mention the Impact Factor/Citation Index of the best papers published.

Vaze Center for Talent Search is the backward integration project of our College which trains School Children from VIII to X standard are trained for State and National level Talent Search Examination. The main feature of the center is faculty happens to be our alumni. Teaching methodology includes lectures, video shows, practicals, quiz competitions, training for interview.

VCTS has its own website developed by students (www.vctsonline.com)

The classes are held on every Sunday, beginning from 2nd week of June till last week of Feb and including part of Vacation.

Annually, around ten students qualify for NTS/MTS awards

NSS Rural Camps – NSS Unit of the College conducts rural camps regularly. In addition the Unit also conducts regional training programmes and workshops as out reach programme since it is a nodal unit in the University of Mumbai.

CPE Programme as envisaged and approved by UGC is partly an outreach programme as it involve extensive interface with local self-government, agriculture, industry and institutions. This in an interdisciplinary programme involving Chemistry, Biophysics, Botany, Zoology, Biotechnology, Molecular Biology, Microbiology, Information technology etc.



Quality Circle Outreach Programme - NAAC Motivational Programme

Nodal Center and Trainer: Vaze College was the Nodal Center for training programme organized by NAAC at Mumbai for training Assessors. Amount 70 senior academics from colleges and universities were trained as Assessors in 2002.

Organization of Seminar: The College has organized two successful

State Level Seminars for propagating Assessment and Accreditation during 2002-04:

NAAC: Dr MR Kurup has conducted over 140 workshops with in the state and out side during 2002-04. In addition the Peer Team Members Dr CVS Ranga Sai and Dr RS Hande have conducted over 40 workshops in the State of Maharashtra.

The Government and all Colleges have recognized Vaze College's contribution to the progress made in assessment and accreditation by NAAC in Maharashtra. This has been recognized as pioneering efforts, with the result Maharashtra has achieved the highest number of accredited institutions in the country - nearly 800 out of 1800 accredited institutions is almost an unbeatable attainment.

The Trust has sponsored 5 students for an extensive training University of Versailles, France and University of Plymouth, England, or University of Padova, Italy, for managerial training. This is for the PGDPCM programmes starting from June 2005, onwards.

Forward integration aims at super synergies from Industry-Agriculture-Institution. BSc biotechnology initiates students, M.Sc. develops specialization, and Scientific Research Center transforms technology into corporate use. At present, the focus is on the development and mass propagation of medicinal and aromatic plants. The developed technology goes onto a buy-back agreement with farmers in five different states. After processing, the output is exported by a Keva Exports Pvt. Ltd., a firm managed by Trust.

Participation in Extension

11. How does the college promote college-neighbourhood network in which students acquire service learning while they contribute to sustained neighborhood community development?

1. Students on Thane Municipal Corporation project

The college is engaged in consultancy to the Municipal Corporation for bio remediation of lakes in Thane city. The process involves analysis of water quality, in terms of physio-chemical factors and remedial measures to restore the quality. It is done through microbial and phyto-remediation techniques. The College faculty and research students carry out the project. It is acclaimed to be unique in terms of college-Government interface. The total project has a combined value of Rs 1,00,00,000.

This project provides the students an opportunity to participate in conservation of environment and development of social infrastructure. The college leads a team of six other colleges, the leadership role of the College sustains. The College is able to demonstrate that an under graduate academic institution can effectively lead and



interface with Government in providing consultancy. Finally, the college is able to provide most cost effective service to the Municipal Corporation .

2.N.S.S Students conduct the Rural Camps every year The following are some of the activities carried out:

- a) Distribution of books etc to Adivasi Children at Owala
- b) Students work as volunteers for Ganpati and other needs
- c) Students were involved in relief work at the time of Gujarat Earthquake at the time of 2002 and members of non-teaching staff were involved in rescue operations when bomb explosions occurred at Mulund railway station in 2003.

12. How does the college promote the participation of the students and faculty in the service programmes of NGO, NSS and other units of the college? How often, and in what roles, are they involved?

- The NSS conducts programmes like Water Conservation and Water Percolation Titled Jalasamvardhan
- The Environment Enrichment Programme Dealt with the Tree Plantation with collaboration with Hariyali an NGO
- The District AIDS Control Society A Government Organization Collaborates with the unit for the training workshop in AIDS Awareness
- Anti Nuclear Armament Rally is an Annual project The students participate regularly in the Leadership Development Programmes
- The College conducts the 10-Day Rural Camp regularly
- Adivasi Children were distributed Books at Owala
- Regular Blood Donation Camps provide the much needed Blood Supply to Municipal hospitals in the Metropolis, which cater to poor sections of the society.
- A Project was run for the Mentally Retarded Children with the NGO Nirmala Niketan
- Tobacco Awareness programme in Collaboration with Tata Memorial Hospital.
- Assistance to traffic police in Ganpati immersion processions.
- Literacy projects are carried out with volunteers identifying adult illiterates in Mulund and imparting to them functional literacy.
- The College NSS Officer is a *Zonal Coordinator*

Consultancy

13. Give details of the consultancies offered by the college and mention the finances raised for the college through them. Also list other honorary consultations offered. What is the Management's role in the promotion of consultancy work?

The Management is keen to promote consultancy by the faculty of the college as well as the SRC.

The college has carried out the following consultancy services

- a) Padmaja Laboratory and Dept of Zoology carried out analysis



and identification of 'Plankaton'

b) Bhringraj – Botany Laboratory carried out extensive research on utility of shoots for preparation of hair oil.

c) Pitambari- Botany Laboratory carried out preparation of vermi compost which favored the growth of vegetables.

d) Center for Advanced Research in Natural and Synthetic

Chemistry carried out Estimation of Forskolin from '*Coleus forskolii*'

Major Consultancy:

Bioremediation using microorganisms as a Bioproduct is being carried out. The Students and Staff are working on this ambitious consultancy project.

Bioremediation of nine lakes in Thane is undertaken from Jan 2004 onwards

Annexure 5

Research Output

14. What were the main evaluative observations made on research and consultancy in the first assessment report and how were they acted upon?

Two significant observations made in the first assessment report are:

a) "...In view of the potential the peer team feels that the teachers should be encouraged to take up sponsored projects from National level funding agencies like UGC, DST, DBT etc."

b) "As an under graduate college, it has limited scope for consultancy services. This has also limited research activity and publication of the faculty members. The faculty members are now preparing their research proposals to be sent to national and international funding agencies."

The college has taken up the evaluative observations made in the NAAC Report and substantially taken up the suggestions made therein.

Minor Research Projects - Completed

University of Mumbai funded projects :

a) Dr.(Mrs). Lina R. Thatte and Mrs.Linett Dennis of Department of Economics, received the research grant of Rs.25,000.00 for conducting a research project entitled "Competitiveness of Small Scale Enterprise Clusters: A Study of Auto-Components Producing Units in Pune". In the context of globalization, competitiveness of small units is crucial for their survival.

b) Dr. G.G. Pusalkar of Department of Chemistry received the research grant of Rs.34,000.00 for conducting a research project entitled , "Structural Study of V(v), Cr(III), Mn(II), Fe(III), Co(II), Ni(II), Cu(II), Ca(II), and Zn(II) Metal Complexes with the Nitroderivative of N-Phenylbenzohydroxamic Acid". This Study has antibacterial, anti-viral uses.

c) Dr. Neelima Kulkarni, of Department of Zoology received the research grant of Rs.20,000.00 for conducting a research project entitled "Toxicological



Evaluation of Supari-Mix : A Short Term Exposure”_ The present study is to test toxicological effects of arcanut on mammalian system.

d) Dr. Preeta Nilesh, of Department of History and Dr. Uttara Sahasrabuddhe, of Department of Politics received a research grant of Rs.25,000.00 to conduct a research project “Mohalla Committees in Mumbai : Role of Civil Society in Negotiating Communal Harmony”. This study explored in detail the origin and activities of these committees and evaluated their role.

e) Dr. Bhagyashree Hardikar, of Department of Zoology received a research grant of Rs.12,000.00 to conduct a research project entitled “ Study of Proteins and Harmones from the Human Follicular Fluid”. This study will determine exactly the chances of success in In Vitro Fertilization.

f) Dr.Mrs.S.Bhat has completed a minor project entitled ‘Estimation of Forskolin from “Colieus Forskohlii” She received funds of Rs.10,000 by Arya Business Combine ,Nasik

UGC Sponsored research projects completed in last three years

Two Major projects completed (1 UGC, 1 DBT)

1. Dr. Mrs. Lina R.Thatte , Department of Economics has completed Major Research Project funded by UGC entitled, “Estimation of Returns to Recurrent Education”_ The work was carried out during July 2001- July 2003 and Final Report has been submitted to UGC on 31st August, 2003. Fund: Rs.1,40,000.

2. Dr. Mrs. M.A. Deodhar, Department of Botany, completed a Major Research Project of DBT entitled “Biotechnological Approaches for Tissue Culture Propogation of Garcinia Indica”. The work has been carried out during 2001-04 and final report submitted to DBT in 2004. Fund Rs.10,00,000.

Major Consultancy:

Bioremediation using microorganisms as a Bioproduct is being carried out. The Students and Staff are working on this ambitious consultancy project.

Bioremediation of nine lakes in Thane is undertaken from Jan 2004 onwards

Minor Ongoing Project

1 Dr. M.A. Deodhar, has been sanctioned a research grant by UGC to conduct a minor research project entitled “Cosmetic Applications of Different Phytochemicals of Garcinia Indica chois”. This is an extension of the Major Project completed by her for DBT. and explores the industrial application of Garcinia. Fund Rs.99,000.

2. Dr.Preeta Nilesh is working as research associate in a project ‘Listing Present Fabric Status and Conservation Plan for Fountains and Pyaavs in the City of Mumbai’ which has received research grant from MMRDA Heritage Conservation Society.

3. Dr.(Mrs). Lina R. Thatte and Mrs.Linett Dennis of Department of Economics, received the research grant of Rs.3,90,900 from UGC for conducting a research project entitled “Competitiveness of Small Scale Enterprise Clusters in India”.

Sponsored research projects completed in last three years

4. Dr Mrs Bhatt – is conducting the following research projects each of Rs.3,00,000 financed by S.H.Kelkar company:

a. Development of New Coolant :WS 3 (menthol Derivative) project.



Development and Synthesis of Ambrox: perfumery chemical.

- c. Padmaja Laboratory and Dept of Zoology carried out analysis and identification of 'Plankaton'
- d. Bringraj – Botany Laboratory carried out extensive research on utility of shoots for preparation of hair oil.
- d. Pitambari- Botany Laboratory carried out preparation of vermi compost which favored the growth of vegetables.

Center for Advanced Research in Natural and Synthetic Chemistry carried out Estimation of Forskolin from '*Coleus forskolii*

5. Dr G T Paratkar - 'Detection of Trace Elements in Lichens and Mosses' to Board of Research in Nuclear Sciences, BARC, Mumbai, Funds sought Rs. 9,31,600.

Minor projects, awaited

1. UGC: Dr. Mrs. B.P. Hardikar and Dr. Neelima Kulkarni, of Department of Zoology have applied to UGC for conducting a minor research project entitled "Cytotoxic Evaluation of Secondary Metabolites of *Calotropis Gigantia* of its Potential Anti Cancer Activity". The title suggests its vast social usefulness. Fund sought Rs.50,000.

2. UGC: Dr. Lakshmy Ravishankar, of the Department of Chemistry and Mrs. Alka Kelkar, of Department of Accounts have applied to UGC for minor research grant to conduct a research project entitled, "Impact of Undergraduate Curriculum on Career Development" in December 2003. This study will fill the hitch in literature on career development. Fund sought Rs.50,000.

3. Dr S.S. Barve -Under India-EU Asia link programme, the college is actively pursuing a Programme titled *India-EU Biotechnology Programme* in collaboration with European Partners in EU States of Germany, Heinrich-Heine-Universität Dusseldorf, *Institut für Entwicklungs and Molekularbiologie der Pflanzen*. Universitätsstr. and Leiden/Amsterdam Center for Drug Research, Gorlaeus Laboratories, Leiden University. Einsteinweg, Leiden, The Netherlands. The activity deals with Human Resource Development which also includes the *Curricular Programme* in Aromatic and Medicinal Plants, ultimately leading to *Institutional and Systems Development*

4. DST: Principal, Dr. G.T Paratkar, Department of Botany has submitted a research proposal to Department of Science and Technology to conduct a research project entitled, "Mass Cultivation of shoot and Root Cultures of *Eclipta alba* and *Wedelia* Spp for Synthesis of Hepatoprotective Wedelolactone". The study intends to find the medicinal uses of plant and whether it is useful in liver problems. Fund sought Rs.40,000,00.

5. DST. Dr. B.P. Hardikar of Department of Zoology has submitted a research proposal to Department of Science and Technology, Government of India, to conduct a major research project entitled, "Evaluation of Secondary Metabolites of *Poecilocerus Pictus*, the Painted Grasshopper As Antineoplastic Agents". *Fund sought Rs .50,000,00.*



6. UGC: Dr. G. G. Pusalkar of Department of Chemistry has applied to UGC in December 2003 for conducting Major Research Project. The title of his project is "Synthesis and Structural Investigation of Some Rare Earth Metal Complexes with the Nitro Derivative of N-Phenyl Benzohydroxamic Acid". Fund sought Rs.10,000,00.

7. MoU is being signed by the college (Center for Advanced Research in Natural and Synthetic Chemistry) with World Health organization for development of anti-malarial drug. This is a collaborative project with international linkage.

15. What are the plans of the college for quality enhancement in research, consultancy and extension during the next five years?

- Details of CPE programme: The institution has been awarded under the UGC scheme Colleges with Potential for Excellence Under X PLAN. The programme will enable the institution to implement the much awaited institution-industry-agriculture interface-The *golden triangle*.
- The College is proposing to prepare a directory of faculty and departmental skills and facilities for providing information to the neighborhood institutions and corporate sector. It will be supplemented with periodic meeting with the industry for projecting the institutional potential for consultancy. While preparing this report negotiations are on to collaborate with The Board of University and College Development, University of Mumbai to float a formal interface.

16. Any other highlights.

- The college is making conscious efforts to develop core competencies and expertise in the areas of Biotechnology and Information Technology as they are globally emerging areas.
- The training programme envisaged in Perfumery and Cosmetics Management under the X Plan Innovative Programme is meant to develop directly employable middle level managerial and technical personnel. This is being developed in collaboration with ISIPCA, France and local industries.
- The development of biotechnology and perfumery and cosmetics could be seen as establishing linkages with SRC and CRTL
- The appointment of **Dr. Mrs. Sujata Bhatt**, with vast experience in research with IIT Mumbai, UDCT and industry, as Adjunct Professor for dovetailing research in the areas of Synthetic and Natural product chemistry and setting up of the Advanced Center of Research in Chemistry are efforts towards scaling up the quality and relevance of research. This will also provide leverages with biotechnology, perfumery-cosmetics, bioremediation, and consultancy in related areas.
- The effort is to integrate biological and physical sciences for developing products and applications in the real world of work
- Allowing UG/PG students to work on research and consultancy projects in India and abroad is an indication of the thinking of the college management in broadening and sharpening the research base.



▪ **Dr Ravi Kane**, who is one of the 7 persons of Indian origin selected among the top 100 young innovators of the world by MIT, US is an alumni of Vaze College. He is working in Nanotechnology and Biomaterials and has also worked extensively on Anthrax at MIT



Criterion. IV: Infrastructure and learning Resources

Physical facilities

1. How well endowed is the college in terms of physical infrastructure (class rooms, administrative buildings, transport, water and power supply, etc.) to run the present academic programmes?

The college complex has approximately 1.80 lakh sq. ft. built up space. This is 80% more than what it was when the NAAC team visited last time. It means that 80,000 sq. ft. built up space has been added after the first accreditation.

The details of infrastructure are as follows:

Classrooms: 30 Classrooms of various sizes for classes of various strengths

Laboratories

Chemistry five labs

In addition: 1 HOD room, 1 Department Staff room, 1 Store room, 1 Preparation room, 1 Gas Chamber (24 Cylinders capacity outside the main building for safety)

Departmental Library: about 100 books, 21 bound volumes of journals (Chemistry in Britain).

USP: Movable trolleys which can be easily shifted for routine cleaning and in case of leakage problems. Emergency eyewash and safety shower, All labs are with two doors and provided with fire extinguishers.

Center for Advanced Research in Natural and Synthetic Chemistry for corporate research

Equipments – FT-IR, UV-VIS Spectrophotometer, Colorimeter, Potentiometer, Aspirators etc.

Physics: 3 labs

In addition: 1 HOD room, 1 Department Staff room, 1 Store room, 1 Preparation room

Departmental Library: about 100 books managed by students,

USP: Specially designed heavy tables with electrical connections and gas line. All labs are with two doors and provided with fire extinguishers.

Biology (Botany and Zoology) six labs for UG and PG and PhD

In addition: 2 HOD rooms, 1 Department Staff room, 1 Store room

Departmental Library: About 120 books, PhD and MSc thesis and research journals,

USP: Specially designed tiled platforms in laboratory-1. Big laboratories are with two doors and provided with fire extinguishers.

Biotechnology: Two labs for UG and PG

Tissue Lab - 200 sq ft Plant Tissue Culture Facility



Animal Tissue Culture Lab – 200 sq ft Animal Tissue Culture Lab and 1 Store room

Departmental Library: About 120 books, PhD and MSc thesis and research journals,

USP: Specially designed tiled platforms in laboratory-1. Big laboratories are with two doors and provided with fire extinguishers.

The State of the Art Infrastructure of the following laboratories is also made available to Students and Staff

The Scientific Research Center

Cosmetology Research and Testing Laboratory and

Computer

Two laboratories are provided with modern hardware and necessary softwares.

Lab-I: Area :40'x30' Capacity: 80 students, three servers, 40 computers

Lab-II: Area: 25'x30' 30 computers, Capacity: 60 students

UPS: Generator connection is made available for emergency supply.

Psychology

The laboratory is equipped with Tachistoscope, Galtonbar, Depth Perception Equipment; Mental Chronometer, Psychometric Instruments measuring personality.

Auditorium:

It can accommodate 250 persons. It is occupied almost every day with the occupancy rate to almost 90%. Generator is available for emergency electricity supply. TV cable connection and educational channels through satellite receiver have been provided so that students can avail of this facility.

Library: Study Room: Main Library can seat 120 students, Reading Hall-II can seat 140 students, Reference section can seat 20 students + 10 faculty

Administrative Block: There are cubicles each with computer terminal. Phones and intercom connections are provided at vital points. There is provision for Vice Principal's cabin. The office of the Registrar, Accountant, Office superintendent, and other cash counters are accessible to students from outside.

Conference room: The air-conditioned conference room seats 40 persons around a table with desktop public address system.

Teaching/Non-teaching Staff Common rooms, Teaching/Non-teaching Staff Common rooms provide for adequate space for seating and dining. Departmental Cubicles accommodate six per unit, well ventilated.

Student Common rooms/activity room is the hub of student activities management and planning.

Gymkhana

Gymkhana - Gymnasium –The College Ground is adequate for Basketball, Khokho, Kabbadi, Handball and Volleyball. There is Separate Badminton court



and a well-equipped Gymnasium. There are eight coaches appointed by the college to train students for various games.

Canteen of 3500 sq ft. area has a large kitchen maintained hygienically with a seating capacity of 250

Storage rooms Two storage rooms are provided for storing material, files and items listed and non listed in dead stock registers. The examination material is stored in a separate section.

IGNOU: The college has provided one room for IGNOU center free of charge. IGNOU also utilizes classroom and auditorium for counseling and other academic matters during non-college hours. Teleconferencing facility is also available for distant learners.

Vaze Center for Talent Search (VCTS)

There is a separate room provided on the ground floor for VCTS which is a backward linkage center of the college.

NSS and Vaze research group have been provided separate rooms on second floor.

First-aid room A conveniently located small room on the ground floor has been allotted as a first aid room.

Utilities: There are toilets blocks on each floor, separately for boys and girls, ladies staff, gents staff. Total number of toilets- 61, girls (26)/boys (26), staff(9).

Drinking water outlets Water coolers and water purifiers have been utilized to provide safe drinking water. Storage and supply is done through Ground tank and Terrace tanks. Periodically the tanks are cleaned.

Electricity Sub-station: A separate substation is provided to the college by the Maharashtra State Electricity Board. In case of power failure college has its own Generator for emergency supply.

Lift is available for staff, parents, visitors and physically challenged students.

Spacious corridors, staircase at all four corners, emergency exist at rear side of Labs, with plenty of open landing space on each floor provide safe and quick movement during 'peak' hours of the college. Most of the utility rooms are on ground floor to avoid the disturbance during lectures.

2. How has the college augmented the infrastructure to keep pace with academic growth and modernization?

After the first accreditation, the total infrastructure space has increased by 80 percent. In view of the suggestions contained in the NAAC Report, a Master Plan was drawn out. The expansion of the college building was taken up and completed in two years time. Phase- II of the college building measuring about 80,000 sq. ft. of built up space was added in 2001 at the cost of forty million rupees.

Additional space has been provided for library, gymkhana, common rooms, office, conference room, canteen, student activity rooms, and departmental rooms besides classrooms.

Provisions have also been made for future development.



Maintenance of Infrastructure

3. How is the infrastructure maintained?

Building: The Main college building is painted once in four years on rotation basis.

Lab: Chemistry lab tables are painted every year.

Housekeeping: Private Contract is given to a company called Cleansco. They provide a staff of twenty-three for sweeping and cleaning with two supervisors monitoring the work.

Garden: One class IV staff assigned the duty of Mali, besides there are periodic visits by professional gardeners.

Equipments are maintained as and when needed. Help is also sought from Western Regional Instrumentation Center (WRIC) for this. Annual maintenance contract is given for maintenance of air conditioners, periodic monitoring and checking of LPG connection is carried out by representative of Bharat Petroleum company.

Computer Hardware maintenance is carried out through annual maintenance contract given to outside agency. In addition faculty and staff members help in maintaining the systems in order.

The management meets the inadmissible part of the expenditure on maintenance.

4. How is the infrastructure optimally utilized?

- The college has a six-day week and works in 2 shifts from morning 7.00 am to 6.00 pm. However the infrastructure is being utilized even on Sundays and holidays.
- The IGNOU Sub-center work on evenings of Monday to Saturday and on Sundays and Holidays. Currently 811 students are enrolled at the Center. The Sub-center also uses the college facilities of classrooms, computer center, auditorium etc.
- Vaze Center for Talent Search:(VCTS) is a significant extension project of the college working since last 15 years. It works on Sundays and they use laboratories for the demonstrations of experiments. The past and present students of Degree College volunteer as teachers for this activity. Extensive use of audio visual aids is being made to explain the concepts during their lecturing. The Internet facility is also provided to participants. The study material in bound volumes is provided to each learner. About 350 students enroll for this. A number of students have won the NTS scholarship.
- College premises are used for recruitment examinations of Railways, Banks, M.P.S.C etc.
- Several sports associations use the college ground for tournaments.
- Membership to college library is provided to external CA students and past students to prepare for competitive exams. They use the reading facility up to 10 pm everyday.



- The Boards of Studies of University of Mumbai conduct workshops for college teachers jointly with the college.
- Maharashtra College Principals Association conducts meetings in the college.
- The Association of Librarians used the auditorium for their workshop during 2003.
- The college facilities are fully utilized throughout the year, almost 7 days a week.

Library as Learning Resource

5.How does the library ensure access, use and security of materials? Give a brief account of space utilization.

The Library works for 7 days a week.

The College library follows Dewey Decimal Classification System (DDC 19th edition). Cataloguing is done as per standard AACR code. There are four catalogue cards: author, subject, title and the shelf list.

Students use two computer terminals for browsing. The data catalogue is maintained in CDS-ISIS a package developed by UNESCO. In addition there are four more machines in the library where readers can browse. One among them is admin machine. Internet access is provided to students in the library as well. Four machines are exclusively utilized for Internet browsing.

The reference section and audiovisual sections provide open access to students and faculty.

There is a main reading hall, which can accommodate 120 students. In addition there is Reading hall-II providing seating accommodation to 140 students. Reference Section provides seating accommodation for 20 Students and 10 faculty members. Reading hall II provides journals and periodicals as well.

Before and during the examination, the Library makes available two classrooms with attendants. These classrooms are open up to 10 pm.

Discipline and silence are maintained in the reading halls throughout the day.

Stacking of books is done in bookshelves on sliding rails, which retract in to bin when closed. This provides dust free and easier maintenance of books and occupies less space.

As a result it becomes easy to implement routine pest control operations in the library. Fumigation and pest control is done every month.

Give details of use: Home lending, number of students using the library on an average per day

6.How does the library ensure purchase and use of current titles, important journals and other reading materials?

Library has a Library Advisory Committee composes of the Librarian and eight other faculty as members. The committee meets periodically.



The Library has a budget to be spent on books, periodical, Journals and storage facilities. Besides the college fund, part of the Development Grant from UGC is used also for library books.

Every Department and individual teachers suggest titles to be procured from time to time both under regular and UGC grants depending on the needs.

The college has a list of approved suppliers of books. Once the title is recommended, the librarian places orders to any of the listed suppliers, on the basis of their specialization.

The new books received are displayed in the New Arrival Shelves for information of students and teachers.

Relevant information as well as Book Covers are also put up on the Library Notice Boards.

7. If the library has an archives section, to what extent is it used by readers and researchers?

The college has an Archive section. Though not very rich as the college itself is twenty year old, the Archives section stocks curios, photographs dating back to the inception of the college. The back numbers of the important periodicals and academic journals are maintained as bound volumes.

The library provides these resources to the publishers of chronicles as and souvenirs of the college.

8. How are library on-line and Internet services used by students and faculty? Specify the hours and frequency of use.

The Library has four terminals with Internet connection. These are used by students. (In addition one machine is available in the faculty room) The students maintain a register of usage. The facility is available all throughout the library working hours.

The Computer labs have Internet connection, which is used by all general students in addition to those specializing in computers and information technology.

9. How does the library motivate students/teachers to read recent arrivals?

- The Library conducts periodic exhibition of 2-3 days duration of library books which are displayed topically. It attracts large number of students.
- New arrivals are displayed prominently in different showcases.
- The thesis, research volumes are also on display for readers to browse.
- The Scholars' Cards enable the class ranked students to borrow more books.
- The poor students are offered Book Bank facility. Under this scheme sets of books are made available to needy learners.

10. What are the special facilities offered by the library to the visually disabled or physically challenged persons? How are they used?

The physically challenged provided space adjacent to the faculty research cubicles where the wheel chair can be accommodated. The place has been specially designed for the purpose. The usage is highly limited.

There is no demand for Braille version of books.

11. If the library offers INFLIBNET, DELNET or other such services, give details of their use.

- The College has operational CDS/ISIS package operational. The database is also available in windows based WINISIS package.
- In addition a group of College students from InfoTech Association have developed a professional library management system, which is sold and serviced to neighborhood schools.
- The College Physics Department coordinates with IUCAA for science related activities.
- Laptop and LCD facility are available on demand for presentations
- Proposed to set up Digital Library and modern Multimedia facilities under UGC's College with Potential for Excellence – amount earmarked Rs. 5 lakhs for capital and Rs. 2 lakhs for Academic Journals
- Proposed to set up EDUSAT connectivity. With Indian Space Research Organization's (ISRO) educational satellite has become operational, the college is planning to obtain connectivity to share the knowledge revolution. The IGNOU center already has education channels made available to learners. The facility is also made available in auditorium for larger user group.

The college Library has formal linkages with the following Libraries:

- i. British Council Library
- ii. USIS Library - American Information Resource Center Library
- iii. Asiatic Library
- iv. Jawaharlal Nehru Library, University of Mumbai
- v. ICAI – Western Region Library
- vi. IGNOU Library at the Sub-Center
- vii. Scientific Research Center Library
- viii. S H Kelkar and Co. Library.
- ix. Global Library networking through Internet

12. List the infrastructural development of the library over the last five years.

The total built up area of the library has increased by more than 100%

Main Library :3526.38 Sq.ft before 1998

Reading Hall-II :1836.8 Sq.ft. After 1998

Foyer :1178.55 Sq.ft After 1998

Passage :631.4 Sq.ft. After 1998



One reading hall added during 2001, thereby adding 140 to the seating capacity

- Separate section for News Papers, Journals and Periodicals in the library foyer
- Documentation of Thesis and Archives started
- Internet facilities within the library
- Display corner for new books and thesis
- Librarian's cabin
- Additional stacking space and facilities

13. How are the teachers facilitated to prepare computer-aided teaching/learning materials? What are the facilities available in the college for such efforts?

Teachers are trained to handle and use computers. The Infotech center is accessible for various activities and development work undertaken by teachers. A separate computer terminal is provided to the teachers in the faculty room. Teacher use that to access Internet and also for preparing power point presentations.

Since the students give presentations of their seminar and projects through power point, teachers help them to prepare the slides.

The College provides lap-top computer and LCD projector on a trolley. Every classroom and conference/auditorium have enabling facilities for Power-Point presentations.

Recently the UGC has recognized the college under "College with Potential of Excellence". This is the only college affiliated to University of Mumbai selected as on date, the grant will help to setup "Digital Library and Multimedia Center. This will be set up during 2004-05/06, based on the release of grant.

The staff members have access to Internet at the college. Most of the staff members also have Internet access at residence as well. Such an access enables users to collect resources and make AV presentations. 16 mm Film projector, Sony Video-scope, OHP and Slide Projectors are also available in the college for teachers and students to make AV presentations.

14. How is the ready use of the library ensured?

- Students have one reader's ticket for facilitating reading in the library as well as for home lending. 02 books are issued to a student under home lending, which they can retain for 08 days at a time. There is provision for renewal for another 08 days at a time provided others do not demand the book.
- The Library has multiple copies of textbooks, so that demand for the same book by multiple students can be entertained at the same time.
- Scholars are offered additional tickets, known as Scholar's Card. This facility is extended to 20 toppers in each Class and to 5 subject toppers at TY level. The number of card issued during the last 2 years were 80 and 120 each respectively.
- Overnight issue of books is provided.
- Students' requisition slips are processed before lending the books



- Teachers are given a pass book for the record of books transacted
- At least three library staff are present at any given time to help the readers
- Students Mutual Aid Fund library provides BOOK BANK facility. It benefits more than 100 students each year by providing sets of books to each student.

Awareness programme about the richness of library is organized every year by way of 3-day Books Exhibition, when all the reference books are taken out of the shelves and kept on display. Students and parents visit the exhibition.

15. How are the material holdings and infrastructure of the library maintained?

Library infrastructure is maintained effectively under the contract system of the general infrastructure

- Books are stacked partly in shelves on rails – which is totally dust free and unique.
- Periodic binding of books for restoration is done .
- In addition to daily cleaning by the cleaning squad, the books are subject to monthly pest control.
- Journals and Periodicals are displayed in shelves with a provision to keep the current issue on display and back issues inside
- Journals and important periodicals are regularly bound and kept for the use of students and teachers.

Computers as Learning Resources

16. If the college has a central computing facility, how favorable are its timings, access and cost to both students and faculty?

There are two spacious air-conditioned computer laboratories for students and the faculty. The number of computers available in lab-I are 40 and in Lab-II are 30. The LaserJet, dot-matrix printers under LAN environment are available for printouts. The scanner and allied peripherals are also available, The UPS and the generator supply is helpful in emergency. The softwares like MS- office-2000, O.S. like LINUX, Windows-NT and Novel Netware, and other application softwares installed in network environment are easily accessible to users. The Internet through ISDN is accessible on each terminal. The printers, scanners and allied peripherals connected to some of the computers. The science departments are also given the connectivity for better usability.

Working hours of the Computer Labs: 7 am to 6 pm on all six working days of week and Sundays for IGNOU and other learners.

Computer lab is accessible to all students and faculty members

It is also the training center for training the staff and students

During admissions it is utilized for administration, data entry of applications received during admission is made and the merit list is prepared. About 10,000 forms are normally processed every year for admission purpose.



The BSc IT and MSc IT students use this facility for their practical component, they also help to maintain the laboratories.

IGNOU: The distance learners of the IGNOU courses like CIC, BLIS, MLIS and Postgraduate diploma in library automation and networking (PGDLAN) use the computer facility for learning computer skills mainly on Sundays, throughout the year.

The weeklong training programmes for non-teaching staff are organized free of charge to train them for routine software packages. The short term courses, seminars and workshops on recent trends are organized for students and faculty to upgrade their skills.

There are computers in all major departments/ laboratories, office, library, and examination department and faculty room.

Computer fees charged to the students are as prescribed by the University. The following are the fees prescribed by the university and charged to the students:

BA	- Applied components	Rs 500*
BCom	- Applied components	Rs. 750*
BSc	- Applied components	Rs 1000/-* for students of physics
BSc	- IT	Rs. 15000/-*
MSc	- IT etc.	Rs. 25000/-*

*As prescribed by University, annual fee charged for use of Internet from students: Rs. 20/- pa.

For faculty and non-teaching staff, access is free.

17. What has been the quantum of support given by the computer center to students, faculty and non-teaching staff during the past five years? How did its impact enhance academic activity?

The Info tech association has developed a library software package for the neighbouring institution at a cost. (1999-2000). The same group has developed attendance-monitoring software for the college. The college has rewarded these students. (2000-01)

The faculty also maintains the college website and looks after its updating. In addition to this, the college students host and maintain a web site for their intercollegiate fest the Dimension each year. On line entries for various competitions are received.

At the time of admissions, it is utilized for admissions, data entry of applications received during admission is made and the merit list is prepared. About 10,000 forms are normally processed every year for admission purpose. A special merit listing software package has been developed by MSc IT students.

The roll numbers of students are specifically designed for computer sorting and the process is computerized. Payroll and certain accounting parts have been computerized.

In the administration side, library, payroll, accounting, examinations and most science departments are computerized.



18. Does the computer center offer additional part-time courses to students, faculty and non-teaching staff? If yes, explain how and at what cost?

- The computer Center offers self-financing UG and PG courses in Computer Sciences and Information Technology. This is open for admission with general stream. The students having offered mathematics as one of the subject at +2 level can take admission to BSc Information technology courses. The diploma holders in engineering can get admission in second year of BSc IT. The course utilizes continuous evaluation system. Completion of project is an integral component here.
- MSc IT course was started in 2004-05
- In addition the computer center conducts skill up gradation programmes on computer operation to faculty and non-teaching staff. This programmes is offered free of cost. The workshop on windows programming was organized to train staff and M. Sc. students of IT to upgrade their skill for Visual C++. The training program for office staff was organized in May 2003 to train them for networking environment and MS- Office.
- The students of BCom Accountancy and Finance and Banking and Insurance are also given practical training in accounting software and e-commerce and effective presentation skills.
- The training to library science and CIC course students of IGNOU is also imparted in the computer labs on Saturdays and Sundays

19. How are modern laboratory equipment purchased, used and maintained?

Lab equipments are purchased on the basis of recommendations of the respective HOD's depending on the requirements of curriculum, research needs etc. The annual budget is prepared and allotment for recurring purchases are made by HOD through purchase orders. For capital purchases requisitions are sent to the purchase committee and the advisory committee for approval and then the orders are released. Periodic reviews are taken for the budgetary allocations and purchases made.

The following major equipments have been purchased in last five years:

Chemistry Department-Visible Range Spectrophotometer, Vacuum Pump, Colorimeter, Conductometer, pH-meter, Digital balances, Distillation Unit;

Physics department: Three motion microscopes, CROs dual trace, Signal generators, power supplies, digital stop watches, electronic balance, spectrometers, telescopes, mirror galvanometers, multimeters, microprocessor kits, Michelson interferometer, Material science microscope.

Biology Department: Colourimeter, pH meters

They are used by teachers and students

Maintenance: Annual maintenance contracts are given for computers, air conditioners and gas lines. Instrumentation facility made available at WRIC, University of Mumbai is being used for periodic maintenance.



Other facilities

20. What are the health services, free or paid, available to students and to the college community?

The College has an in-house first-aid facility. Two Medical Practitioners are accessible on call. The cases depending on the need are admitted to nearby hospital and college on such cases incurs expenditure. Two students were provided financial help for operation expenses.

During the years 2002-2003 and 2003-2004 a check-up for Thalassemia was carried out for the students.

Bone Densitometry Tests for teaching and non-teaching staff were carried out with the help of Nicholas- Piramal.

Private hospitals in the vicinity provide emergency medical aid and treatment. Generally when the emergency arises, students are admitted in Saidhan Hospital.

Voluntary collections from students and staff on humanitarian grounds for meeting medical expenses have been done during last 3-4 years. A sum of Rs. 55,000/- was collected for a student for heart surgery.

Considering the risk involved in commuting from the residence to college, an accident insurance scheme was launched for the students for which about 50% premium was borne by management

It is done through New India Assurance Company and all the 5510 students are insured for 27 crores and 50 thousands rupees since 2001 . At present one student's family has benefited out of this scheme .

Government medical scheme for staff: Medical benefits are also rendered by government to six teaching and non-teaching staff.

Medical check up for students, staff in collaboration with Rotary Club / NSS was carried out for all the teaching and non-teaching staff in 2001.

21. Give details of the sports infrastructure available to students and to the college community. How well are they used?

- College ground with surrounding area is used for Basket ball, Khokho, Kabbadi, Handball, Volleyball, Cricket practice and tournaments.
- College has an open Badminton court.
- The College has professional coaches for Kho-Kho, Volley ball, Kabaddi, Ball badminton, Cricket, Gymnastics and basketball. Around 250 students benefit from the coaching.
- Vaze students have access to the common grounds of RPF, Mulund Gymkhana, Municipal Kalidas Sports complex, including swimming pool.
- For annual sports day, Mulund gymkhana ground is hired.
- Wamanrao Muranjan high school is used for cricket practice.
- Annually college hosts inter-collegiate sports events like volley ball, badminton, chess etc.



- Average number of students involved in sports activities is 35 on daily basis. The staff also uses the facility frequently.
- The college provides facilities to other agencies like Dr Vaze Club, Sports Association, University, Government etc.

22. If there is an instrumentation center, what services does it offer and to whom? If there is a workshop, what services does it offer and to whom?

There is neither an instrumentation center nor workshop in the college nor are they needed for the courses and programmes offered in the college.

23. State briefly what residential facilities are available to hostellers, faculty and non-teaching staff? What percent of students are residents?

The college has provided residential quarter for the principal.

Other staff members of staff have their own residential accommodation and the college has not made any provision for them. The college also does not have hostel facilities for students. Being a city college students and parents prefer day-college.

However, certain arrangement of paying-guest accommodation will be made with Senior Citizens Association for students who may need accommodation with starting of PGDPCM programme from academic year 2005-06 onwards.

24. What were the major evaluative observations made in the first assessment report on infrastructure and how were they acted upon?

During 1998 the Peer Team expressed in its report that

1. The college, with 5000 students, has space constraints, particularly in case of various facilities.

2. As the college is only 14 years old, it has limited number of volumes in the library and the college needs to subscribe to some reputed foreign/national journal.

Upon receiving the NAAC report, the management reviewed the situation and promptly decided to expand the facilities. An amount of Rs. 4 Crores earmarked for meeting the expansion programme. The proposal for expansion of the building was submitted to the Municipal Corporation and got it approved. Thus adding 80,000 sq. ft. of built up space during 2000-01, which represented about 80 percent increase in the built up space.

Additional space has been provided for all facilities such as library, gymkhana, common rooms, canteen, student activity facilities, conference room, administrative block, departmental rooms and classrooms.

The total space of the college is used by the students in two shifts, therefore at any point of time, 1,80,000 sq ft of constructed space is used by only about 2500 students and not 5000 students. This is the situation in all Mumbai city colleges. Unlike rural colleges which normally work as a single shift between 9.00 am and 4.00 pm, this college works from 7.00 am to 6.00 pm on six days instead of five days a week. The rate of utilization of space is of a high order.



The college library also received a facelift. The library space increased more than 100 percent. It has 36476 volumes and subscribes to 74 journals/magazines. Annual spending by library is around Rs 4,50,000.00.

Apart from college fund, nearly half of the UGC Development grant under IX and X Plans were used to augment library facilities.

25. What are the infrastructure development plans of the college for the next five years? Is there a campus master-plan?

The Master Plan for the next five years envisages:

A) The PGDPCM Programme envisages the following infrastructure facilities:

1. One Instrumentation Room – about 600 sq ft. This will accommodate Equipments worth about Rs. 40 lakhs
2. Two Cosmetics Labs – one for Make-up and another for Emulsion etc areas about 1200 sq ft.
3. One Perfumery Lab – about 600 sq ft
4. One Storeroom with a provision for rest room for non-teaching staff
5. Four sixty-seat Classrooms – about 2400 sq ft
6. Library – about 1200 sq ft
7. Computer facility – 10 to 20 units – about 600 sq ft
8. Faculty room – about 600 sq ft

B) MSc. Biotechnology (from academic year 2005-2006)

The following activities will be undertaken:

- Developing industry oriented courses in relevant fields like Aromatics, Cosmetic herbalism, oriental perfumes, plant biotechnology, bio remediation techniques, skin and body care, herbal cosmetics, micro biology, environmental bio technology, entrepreneurship, management of small scale business, etc.
- Conducting agricultural extension activities in various states where the institution has presence.
- On campus farmers training cell
- Developing green house, model farms and on campus production processes
- Developing in-house national/ international patent registration facilities
- Deploying students of the institution on these projects
- Promoting undergraduate research
- Setting up International collaborations for technology development/ transfer (academic as well as corporate)

Student Hostel accommodation for the high-end courses – arrangements to be made with outside agencies

Application has been made to Municipal Corporation for additional land adjoining the College (copy of letter *Annexure 9*)



C) CPE Programme: UGC has approved the scheme and Sanctioned Rs 60 lacks to be spent during the residual period of the X plan.

- Under the CPE Programme the State of the Art Biotechnology Laboratory will be developed.
- The plan consists of Plant Tissue Culture Laboratory, Animal Tissue Culture Laboratory and Plant Molecular Biology Laboratory and the Bioprocess Technology Laboratory.
- The Laboratory will have the capacity to accommodate 30 students at the Post Graduate Level.

D) Connectivity to EDUSAT, the educational satellite of the country.

26. Any other highlights

- Access to SRC/CRTL/Pilot Plantation/Nursery of SRC
- Linkages with Keva Biotech Co. Pvt Ltd. And others
- Setting up Consultancy Services and Small Business Modules
- Agricultural land for extension and linkage activities – a futuristic vision
- Building Corpus Fund of Rs. 4 cores for development activities



Criterion V: Student Support and Progression

Student Support

1. What is the information support given to those who wish to join the institution? Is it provided by advertisements, brochures, prospectus, personal counseling or by any other?

The College publishes Prospectus separately for (i) General and (ii) Professional, Vocational and Career Oriented Courses. The Prospectus gives all required information needed by an aspiring student/parents

The Prospectus also mentions that the College/Management does not accept any donation/capitation fee for admission, that there is a Professional Counseling Cell, that information is available on the college Website etc.

Prospectus for Professional Courses contains general information and detailed information about Degree Courses, Add-on Courses, Additional Career Oriented Courses etc.

Other sources of information about the college are

- (a) College Website: www.vazecollege.net The Web site gives all details about the college, including about prominent alumni etc.,
- (b) Notice Boards,
- (c) Personal or Telephonic, e-mail contact etc.
- (d) Publications/Handbooks by Private agencies, University and Government.

2. Does the college supply a student handbook on admission? If yes, What information does it provide?

There is no separate Handbook as the Prospectus contains all required information needed by a prospective candidate seeking admission.

3. Does the college organize an orientation programme to freshers and parents soon after admission? What are highlighted at such a programme?

An Orientation Programme is conducted for the fresher on the first two days after the admission is completed

The interface with the parents is an annual feature on 15 August. The USP of the get-together is that the Invitation Card for the parents mentions that SUGGESTIONS for efficient working of the institution are welcome and that the same be forwarded to the Principal..

The parents are further informed that whenever needed, they can contact the Class Teacher, Heads of Departments, Vice-Principal or the Principal. After the meeting, the parents are requested to visit the facilities and departments of the college where the concerned teachers could be interacted with.



4. Do peers assist freshers to get to know the use of different facilities on the campus, chiefly, the use of the computer center and the library? and the use of the gym, the co-curricular and extra-curricular arrangements? If they do not, who else does?

Seniors and peers helping the freshers in acquainting them with college is more of a tradition than an organized activity.

Besides the peers, the freshers get assistance needed from the teaching and non-teaching staff located in the respective departments/facilities.

5. What is the role of the IQAC in information dissemination?

Meetings and Workshops conducted by IQAC is a mechanism of dissemination of information.

IQAC also displays Posters/Wall Papers received from NAAC, University, UGC, etc.

6. How do departments explain to the freshers the academic, examination and other curricular plans? Give details.

The course structure in colleges affiliated to University of Mumbai does not assign the freshers exclusively to any one department.

A student admitted to BSc programme, for instance has to take three science subjects during the first year, two during the second and one or two during the final year.

Usually, it is the subject teacher who is assigned to the class, who gives information about the curricular plans, examination systems and the prospects of the subject for higher studies, careers etc.

In case of science subjects, scheme of practical and other related information are given in the Labs.

Instructions are imparted through the Record Book

7. How does the college provide information about fees, scholarships, regulations of the college regarding paying fees, etc.?

The Prospectus contains all information regarding fees, scholarships, refunds etc. This information is also available on the college website.

Regarding fees the following information is given:

Class-wise Fees = First Year, Second Year, Third Year Arts, Science and
Commerce Faculties

MSc by paper and by research, Ph.D. Science and Arts

Breakup of fees such as Tuition fees, Lab Fees, Library Fees etc.

Deposits

Information is given separately for courses under grant-in-aid and self-financing scheme.



Information is also given about the mode of payment.

Detailed NOTES regarding fee payments are given to clarify issues.

Detailed Notes regarding Refund of Fees and Deposits are also given in the Prospectus.

Detailed information regarding Scholarships/Freeships/Awards is given separately as those from the Government and from the College.

The Prospectus states that students who are in financial difficulty may avail of FREESHIP from the college by applying in writing to the Principal giving the nature of difficulties.

8. How are students appraised of and attuned to the code of conduct and public behaviour?

The Prospectus states categorically that “ **discipline is expected out of every student wishing to seek admission in the college**” (p 2)

The Code of Conduct and public behaviour expected of the students have been clearly and unequivocally stated in the college Prospectus. (p 11-12). They are also put up on the Website.

The Prospectus contains instructions regarding minimum attendance to be maintained by the students for grant of terms. Parents are requested to contact the Professor in Charge of Class, HOD, Vice Principal or the Principal at least once in a term, to keep themselves abreast with their ward’s attendance and progress. (p 13). Enforcing code of conduct has never been a big task. Students’ parents know the college for its discipline and flow of information. The practices and brand ensures smooth conduct and campus discipline.

9. Is there central monitoring of student support services? If yes, give details. If no, describe the functioning of the support services.

Monitoring of the student support services is by the Head of the Institution and the Student Council. The chairpersons of each of the support services have to report to the Principal their activities. He needs such progress report for monitoring the expenditure and also for preparing the Annual Report of the College.

For every support service, there is a faculty committee. Each faculty committee has a well defined task to perform. The meeting of chairpersons called by the principal from time to time review the progress made by the committees.

Student Progression

10. Is academic counselling available? If yes, who is in charge of it? What is the follow up of such counselling (e.g. advice on choice of courses, arrangements to offer communication/remedial/bridge courses, diagnostic/aptitude testing leading to individual attention, etc.)

The combinations of courses available in the college are clearly stated in the Prospectus. For example, there are as many as 45 distinct combinations available in the college for a student seeking admission to the First Year of BA Class.



The College has separate admission committees for BA, BSc and BCom drawn from each of the optional subject offered in the college. The Committee for admission provides counseling to students about the suitability of subjects keeping in view the performance (subject-wise marks obtained at the previous examination.) of the student.

In case a student who has been admitted to certain combination of course wishes to change a certain subject combination after a few days of attending the lectures, he/she is allowed to do so, subject to availability of seats. He/she has to make an application for change of subject to the Principal, who after discussion with the student or parents and after consulting the concerned subject teachers may allow the change of subject on merit.

In case of subjects like Biotechnology, Vocational and Career Oriented Courses, general Counseling is provided to all aspiring students in the college auditorium by the Heads of the concerned courses, general coordinator and the Principal.

Teachers identify students in the class in the early post admission period and recommend remedial coaching if any.

The college is planning to start remedial courses under the UGC scheme for socially backward students. The proposal for financial assistance has been made to the UGC. The outcome is awaited.

11. Is personal counseling available? Mention some of adolescent problems solved or other assistance given (health or psychiatric?) during the past three years?

The College has a Counseling Cell. Professional Counselor visits the college, once or twice a week, depending on the need.

The College teachers are trained as first line counselors with basic skills.

For the year 2003-2004, more than 25 students were involved in the counseling Session. During first term 2004-05, 29 students were taken care of through counseling. Most of cases involved adolescent adjustment problems, anxiety, and adjustment with family and peers.

12. In what ways are the alumni/alumnae involved in student progression?

The College has an Alumni Association.

- Alumni is involved in backward integration through Vaze Center for Talent Search. where our own ex-students prepare school children for Maharashtra Talent Search and National Talent Search exams.
- Inter action between the ex-students from various fields with the current students is organized every year by every department.
- The College alumni, is a coordinator of "NSE" - National School of Events, which conducts self-financing course on Event Management
- 'Vazeites who made it' is an annual event where alumni who have made a mark in careers/profession are invited to interact and counsel students on career and advanced studies.
- Campus Interview and Placement Services are supported by alumni.



Student Support

13. What support system exists to enable brighter students get through national/international entrance examinations in order to pursue higher studies or employment? What is the assistance given and who is in charge?

The college has made a wide range of arrangements to enable brighter students get through national international entrance examinations etc.

Seven students cleared the entrance exam conducted by I.I.T for admission to the two year M.Sc programme in Chemistry between 2002-04.

One student was awarded Kishore Vaigyanik Protsahan Yojana Puraskar Awarded By DST, Government Of India.

Three students have passed the UPSC Exams. Two students selected for Stage II NSEC examination. In 2003-04 fifty students appeared for NSEC examination conducted on 23rd November. In 2004-05 fifty-eight students will appear for the same examination. Eleven students cleared Mathematical Olympiad. .

14. What support is given to slow learners within and outside the curriculum and the regular schedule of work?

Psychologically diagnosed slow learners are taught together with regular students. The teachers take special care to see that the students are able to cope up with curriculum. As per the merit the teachers offer additional input to students.

15. What support system exists to assist learners acquire communicative competence in English and in other languages? How does the college ensure the learners' self-mastery and self-management of their own knowledge advancement? What opportunities are created to make public defenses of their ideas, especially in senior classes?

The English Dept. of the college conducts English Profeciency Course for vernacular medium students at the entry level. The objective of the course is to enhance their language competence and to equip them with better comprehension ability, speaking skills and writing skills. Examinations are conducted at the end of the course and certificates endorsing their skills are awarded to those who successfully complete the course. Remedial grammer, training in skills like elocution debate and discussion is encouraged in a learner-centered interactive classroom environment.

There are classroom presentations of students right from first year of degree.

The college has 40 associations covering, academic, linguistic, public speaking, science, dramatics and fine arts. It is mandatory for students to participate in these activities. In the process the talents and skills are identified and put to use. (Details available in the prospectus.)

16. How does the library support system ensure adequate flow of information and knowledge on the campus? At what cost is computer assistance made available?

- The college Library organizes regular exhibitions of books for students. The exhibition enables the students to freely browse through books topic wise and develop reading habits.



- The new arrivals section displays prominently, new books and the theses of research done by the staff.
- Library is the central point for even collecting and dissemination of information. Mention about the Wall Paper in the Library.
- Results of the opinion polls and campus surveys are displayed on the wall paper in the library.
- The library has been computerized using CDS-ISIS software for the past 15 years.
- Students have been provided with two terminals for search and reference purposes.
- Reading room facility with News Papers and Periodicals is available to the students and teachers
- Internet facility has been provided both in the computer lab and the library
- The computer facilities for students are free of cost.
- The teachers are provided with reference list on any topic whenever asked for.
- A suggestion box has been provided in the library wherein the students can drop their suggestions to improve the functioning of the library or to voice their grievances.

17. What is the computer assistance available? What is its cost to learners?

The College has a central computer facility for students and staff. Two laboratories are provided with modern hardware and necessary softwares.

Additional computers are provided in library and science departments for Internet access and administrative work.

The cost to the learners depends on the programme or course to course. The college charges the students as per fees prescribed by the university.

There are computers available at Faculty Room, Library for Teaching staff and students, Central computing facility - Lab I – 40 for staff and students and Lab II-30 for staff and students, at Administrative office, Vice Principal's office, Principal's office and a Laptop computer is available to teaching staff to facilitate Power Point presentation in the classrooms.

There are no overseas students in the college at present.

18. What recreation/cultural/sports facilities are available? How are the talented encouraged with them?

The following are some of the recreational facilities available to the students:

- Indoor and Outdoor games through the Gymkhana and Gymnasium
- Nature Club, Debate Clubs. (Debate and Elocution Club, English Literary Association, Marathi Vangmaya Mandal, Hindi Sahithya Parishad, Gujarathi Sahithya Parishad)



- Hikers Club
- Student magazines (Library)
- Cultural Programmes (Annual Inter collegiate festival, Theme Day Celebrations, Annual Day)
- Audio-visual Facilities
- Student – Activity Center
- Common Room facility for boys and girls.

Please find details of associations in subunits

19. What is the financial support system available on the campus? How many need-based financial aids are available and what is the percentage of students (economically backward) covered by them? What merit scholarships are given by the institution? What is the percentage of students, covered under different scholarships given by the government and other agencies?

Financial aid is available to all students in need. The prospectus advises all needy students to meet Principal.

Scholarships and Freeships available in the campus are as follows

Collegiate Scholarship, Freeship and Awards (quoted in the prospectus)

Student Freeship and Scholarships : (last year)	No.	Amount in Rs.
Endowments :	153	1,30,700
Endowments Freeship :	15	15,000
Scholarship (Government)	199	3,65,345
Freeship (Government)	228	4,52,395
Scholarship (Institution)	41	35,800
No. of loan facilities :	-	-
Student Mutual Aid Fund	06	5,290

Percentage of students (economically backward) availing financial aid by way of scholarships and freeships : 26.26

Percentage of students availing merit scholarships : 25.24.

20. What financial assistance is given to student project/research work?

Students who are doing projects on behalf of the college are reimbursed the expenses incurred on account of the project, such as traveling etc.

Those who are working on consultancy projects are given financial assistance, depending on the outlay of the project. The amount ranges from Rs.2000/- to Rs.4000/- per annum for Research Assistants.

Needy students are given monthly stipends / fellowship.



21. What is the quantum of residential accommodation available to students who need residence? Are there separate arrangements for men, women, overseas students and the disabled? If not, how are they assisted?

The students admitted to the college are from the neighbourhood – Mumbai/Thane Districts, who commute every day. The college does not have students' accommodation facility at present.

No student has approached the college for accommodation since the inception of the college.

However, with PGDPCM programme, which may attract students from India and abroad, we plan to provide accommodation through the good offices of the Senior Citizens Association.

22. What is the grievance redressal support available? How are student disturbances, discontent in assessment, and other problems solved?

The college has a positive and motivational approach to students. The authorities attend to any student with a grievance.

The mechanism of grievance redressal is the Student Council. Students are free to bring any matter concerning the students to the council for discussion and redressal. The composition of the student council is given below:

Principal – Chairman, One lecturer nominated by the principal, Teacher in charge of NSS, Teacher in charge of Physical Education, One student from each class, who has shown academic merit, One student each representing: Sports, NSS, Cultural Activities, Two lady students nominated by principal, and One of the students is elected by the student representative as General Secretary.

The college has been free of any student disturbances. During the last 21 years of existence, the college has not experienced any student disturbance or strike except just once - a one-day closure of colleges all over the State.

The college has formed a steering committee to look into the examination related grievances of the students

Unfair means inquiry committee looks into suspected unfair practices in exam related issues at First Year and Second Year level.

A direct interaction is organized periodically between the students, the Principal and Vice Principal of the college by the Student Teacher Forum.

Parent teacher get together helps in addressing the grievances or suggestions from the parents

23. Briefly state the college's impression of the impact of information support, infrastructural support and other enabling facilities on student progression over the past five years?

During the past five years the college had made significant contributions to the student support.

- Physical space for students' activities such as conference room, auditorium, common rooms, activity rooms, gymkhana, gymnasium, sports ground etc



- Introduction of Insurance scheme in the college.
- Arrangement of motivational and informative talks/ presentations on various courses, jobs etc
- Inter collegiate vacation workshops for students for acquainting them with information specific to subject.
- Student-Teacher Interface
- Periodic interactive meetings of students with principal
- Career Guidance and Placement Services – publication of brochures, Job mart, networking with alumni
- Student Counseling
- Periodic campus surveys to provide useful feed back to the college

24. How is the problem of dropouts taken care of?

Drop out rate is very negligible in the college.

Those who leave the college after admission do so to join professional courses and therefore, cannot be considered as dropouts.

Students leave the course within a few days only if they opt for professional courses.

The college has a flexible policy to encourage students who take up jobs. It is possible for students who get jobs while doing their degree programme to continue the studies in view of the convenient timing. The Degree College classes begin at 7.00 AM every day, and the main lectures are normally over by 10.30 a.m. Students are allowed to take up job after the college hours, instead of dropping out of the course. Special permission is also given to students in deserving cases to continue the job while studying.

Student Profile

25. What is the output of placement and career counseling services over the past five years?

Campus recruitment started in the year 2002-03. Accordingly campus interviews were conducted by

- Jobs @ Call Center.com for placement in International call centers. Out of the 46 students who registered, 16 students were short listed for the final interview with the client companies.
- Asian Paints for TY BSc and B.Com. Students for placement in their production / Quality Assurance Dept. and HR Dept. respectively. Five students (3 from BSc and 2 from B.Com) were selected and recruited.
- Our ex-student Ms. Sangeeta Rane secured placement in the HR Dept. of P and O Ned Lloyd India Ltd.
- Ms. Kavita Zurke secured placement in the Quality control Dept. of M/s Kelkar Company

Placement activities in the year 2003 – 2004.



- Law Kim Pvt. Ltd. Conducted campus recruitment for the post of customer care associates in call centers. 15 students have been short listed for the final interview after their graduation.
- Godrej Remote Services Pvt. Ltd. 26 students have been given offer letters, which enables them to join the organization.
- Harjai Software Consultants 19 students were short listed for the final interview.
- Patni shortlisted ten students for the final interview. Seven students from the IT Dept. have been given offer letters, which enables them to join the organization after their final exams.
- Introductory letters detailing the profile of the college were sent to about 30 organizations (which include pharmacy, Finance, Advertising, Media etc.) inviting them to participate in the campus recruitment programme.
- Ms. Savita Naik of M.Sc (Chemistry) has secured placement as a Chemist in the Quality Control dept. Of Enem Nostrum Pvt. Ltd.
- Three students of BSc (Chemistry) secured placement in M/s. Kelkar Company as trainee plant operators.
- Mr. Hrishikesh Gujjar of B.Sc (Chemistry) secured placement in the e-commerce dept. Of P and O Ned Lloyd India Ltd.
- Ms. Deepti Khanna of B.A (English) secured placement as a junior reporter in Tricom Media Ltd.

Placement requirements in nearly 20 organizations were received from the Institute of Management Studies (Thane), which were displayed on the notice board for the benefit of the final year students.

"Vazeites Who've Made It "

A novel way of providing information to the present students on various available career options is by facilitating their interaction with their seniors who've gone through the usual grind in the college, and in spite of all the ups and down have been successful in whatever career they opted for. With this objective the series " Vazeites who've made it" was started. This programme provided a platform for an informal interaction of past students with their juniors. The success of the first programme in 1998 provided the motivation to continue with it every year. For the ex-vazeites it is a home-coming and they are more than eager to share their experiences, struggles and successes with others.

Career Dimension 2002 onwards

The exhibition was for the students and by the students. Various careers were identified and subcommittees were formed comprising three to four students. These committees did extensive research on different careers and compiled the information in the form of booklets. These contained information on various courses, eligibility, duration, address for correspondence, mode of admission, job prospects etc.

During the exhibition stalls highlighting the different careers were put up and the booklets were sold at nominal cost. The exhibition was open to visitors and an overwhelming response was received not only from students and staff of our college but also from schools and colleges in the local vicinity.

On display, during the exhibition were posters on various careers by Growth Center- a professional Career Guidance Organization.



Regular Workshops are conducted on Resume Building and Interview Techniques, careers and specific personality development programmes.

Students Activities

26. What outstanding laurels were won in sports, cultural and other social events?

- Sports and Games: (2003-2004) Ms.Neha Ghayal won the Prestigious Shiva Chhatrapati Awards given by Govt. of Maharashtra in the recognition of her excellent performance in Rope Mallakhamb
- Ms.Asmita Chitale was selected for Jr. Asian Gymnastic Competition to be held at Yakutsak, Russia in July 2004.
- Gunjan Parulekar was awarded the National Adventure Award.
- Cultural and Social Events: Details – N.S.S.-
- Ms.Aditi Mainkar, T.Y.B.A. (Pol. Sci.) N.S.S. volunteer is awarded as ‘Best N.S.S. Volunteer’ at Central Suburban District Level and also as Best N.S.S. female volunteer, by University of Mumbai.
- Ms.Aditi Mainkar has also been awarded with ‘Dr.Ushaben Mehta Endowment Scholarship’, as Best N.S.S. volunteer, by University of Mumbai.
- Ms.Kranti Sultane, has been nominated as members of N.S.S. Advisory Committee of University of Mumbai.
- Ms.Sheryl Pingle, Mr.Kailash Bhangare and Mr.Vaibhav Gaikwad attended 10 days National level N.S.S. camps.
- Mr.Kailash Bhangare was selected to represent University of Mumbai, in participating at State Republic Day, on 26th January 2004 at Shivaji Park, Dadar.
- Ms. Yukta Mookhey was crowned Miss. World - 1999

27. What was the significant contribution made by students to national/international debates, symposia, seminars and other knowledge development meets?

- Ms.Sonia D’souza represented the College at the University of Mumbai and State of Maharashtra at the World Youth Peace Summit (WYPS)
- Mr.Nilesh Joshi was awarded the Prestigious ‘Kishore Vaigyanik Protsahan Yojana’ (KVPY) Scholarship by Dept. of Science and Technology, Govt. of India.
- Mr. Omar Mahmud and Ms. Somdatta Karak of SYBSc and Mr. Nilesh Joshi of TYBSc (Chemistry) have been selected for the “National Initiative in Undergraduate Science”; organized by the Homi Bhabha Center for Science Education (HBCSE), Mumbai.
- Dr.Chaitanya Wannere our ex-Vazeite has written a chapter for a book titled “ 100 years of Carbenium Ion Chemistry “ edited by Nobel Laureate Dr. George Olah.
- Dr. Santosh Gharpure has been appointed as Asst. Professor, Dept. of Chemistry, IIT, Chennai.
- Mr.Avin Ramaiya and Mr.Gaurav Soman (Final year biotechnology students) are involved in World Bank Project organize by Petroleum India International to study the Environmental impact assesment on Madagascar with reference to



refinery in Tomasina. The students are involved in analyzing and sampling of data throughout Madagascar.

▪ Our Ex-Vazeite Mr. Ravi Kane

He is an Assist. Prof. with the Rensselaer Polytechnic Institute and has created a highly potent anthrax treatment.

Dr. Ravi Kane has been honoured with niches in the Massachusetts Institute of Technology (MIT) Review magazine's 2004 list of the World Top 100 Young Innovators (TR 100) at Technology Reviews Emerging Technology Conference at (MIT)

28. How many students joined higher studies in the national institutions, of repute?

Many of our students have cleared the entrance exams conducted by IIT and NCL, Pune for admission to the M.Sc programmes in these institutes. Twelve students from Chemistry and one student from Physics cleared the entrance exam for admission to the M.Sc ; Programme in Chemistry conducted by IIT. Two students stood first in the All India entrance test in Chemistry and our student stood first in the entrance test in Physics conducted by IIT for admission to the M.Sc programme in Chemistry and Physics, our student stood second in the entrance exams conducted by IIT and NCL, for admission to the M.Sc programme in Chemistry. Nine other students joined IIT for their Masters in Chemistry. Two students cleared the civil services examination .

29. What were the significant student publications?

Students publish their writing in the College magazine "Mayur". In addition there are periodic wallpaper magazines carrying out campus surveys. VRG (Vaze Research Group) students have published a handbook for T.Y.B.com. Computer Applications.

30. How many students were effectively trained for employment on vocational and part-time programmes? Do not give statistics but highlight cases of actual employment through them.

Four students from FirstYear.B.Com (Banking and Insurance) were given the assignment by The Thane Janata Sahakari Bank Ltd., Thane (West)

Four students from Second Year B.Com. (Banking and Insurance) were given the assignment by ICICI BANK.

Campus recruitment started in the year 2002-03. The campus interviews accommodated 82 students in companies like Asian Paints. Ned Lloyd India Ltd. Lawkim, Godrej Remote Services, Kelkar Company
Placement requirements in nearly 20 organizations were received from the Institute of Management Studies (Thane), which were displayed on the notice board for the benefit of the final year students.

31. What were the main evaluative comments made in the first assessment report on student progression and how were they acted upon?



In the first assessment report the NAAC peer team commented,
“ As there is free and frank interaction between the teachers and the students, the need for a grievance redressal cell has not been felt. When the students need any clarification regarding the internal assessment, they apply to the steering committee.” The committee also mentioned *“ Informal counseling is done by the Psychology faculty who have been trained in personal counseling.”*

Considering these comments the following are some of the changes that the college has brought about:

- The college has developed another wing, and provided extra space for library, staff and for students with respect to curricular and extra curricular activities.
- The college has started providing professional counseling to the students by bringing in a professional counselor, which has been well received by the students.

32. What are the plans of the college to improve student support system for achieving optimal student progression over the next five years? How will they be implemented?

1. Involve senior students in pre-admission and induction process.
2. Involve students in existing decentralization process.
3. Create Student Mentorship in the students community.
4. Develop Students News Bulletin.
5. Develop Systems for Student Participation in Performance Audit.
6. Establish Student Co-operative Society.
7. Develop Corpus Fund for students for meeting emergencies.

This contingency is presently being met by contributions from students and teachers as and when need arises.

33. Any other highlights.

The students of Vaze College have a choice of 195-subject combination to develop on their academic abilities. For the development of their extra curricular activities they have a choice of membership of various college associations. They are allowed to participate freely in college matters through the students' council. The students are motivated to actively participate in the inter- collegiate youth festivals.

Giving fellowships through college funds encourages research Scholars. The college has been a pioneer in starting a Group Insurance Scheme for students for Rs.50, 000/-(per student) in collaboration with New India Assurance Company Ltd. Mumbai.

- The Students' Mutual Aid Fund provides help to the needy students in the form of books and free ships.
- The inter-collegiate festival DIMENSIONS provides a training ground for future event managers.
- Student Teacher Forum organizes discussions on major social and economic issues and mobilizes public opinion in campus.
- Vaze Research Group trains the students in undergraduate research.
- NSS encourages students to participate in social work, thus developing leadership skills.

Criterion VI : Organization And Management

Goal Orientation and Decision Making

1. Does the institution follow a principle of governance? If yes, is it top-down or bottom-up governance? If it is any other specify.

The institution follows the principle of participative – decentralized – governance. It is interactive; both top-down and bottom up. When it comes to implementation of university/government directives, it is top-down. When it is extra curricular, co-curricular and extra mural activities, it is bottom up.

2. If it is bottom-up governance, how are the needs of different constituents- students, departments, neighbourhood, Management, etc. - assessed before plans are made? Is there a mechanism to so assess?

- a. There is a Parent Teacher Get-together on 15th August each year wherein invitations are sent to parents and suggestion slips are provided so as to collect inputs and feedback from society/ parents.
- b. Student Teacher Forum provides feedback and policy review
- c. Suggestion box provides valuable inputs for management review and action
- d. QAC provides quality inputs for design of systems
- e. Heads of Departments Forum acts as an advisory as well as an executive body
- f. Staff meetings: A general body of faculty provides wider interaction base
- g. Management - Staff Get-Together on the reopening day of the college brings all the functionaries on a single platform for exchange of ideas.

3. What strategies are followed to rely on the principles of transparency and participation, in administration? (Ex. admission, appointments, examinations, allocation of perks, privileges, grants, etc.)

With respect to transparency, it can be stated that the mode of functioning of the college in terms of rules regarding admission, reservation of seats for different categories, fees prescribed for different courses, refund of fees, examinations, code of conduct of students, library, course structure, student council and other students societies, scholarship-freeship, academic calendar etc are published in the Prospectus.

Most of the information needed by the students is put up Notice Boards. Additional information is put up on the College Website.

Every student has been advised to participate in at least three extracurricular societies, which are managed by staff-students teams.

The HOD's meet the Principal on the first working day of every month. This Forum discusses issues like the academic calendar, admissions, and introduction of new courses, examinations, discipline, attendance, allocation of Department budgets, which are communicated to the other members of the staff through departmental meetings.

The staff common room meetings provide a forum for the announcement of policy decisions and performance review.



Minutes of the meetings are maintained and all the stakeholders are notified.

Before taking any disciplinary action, the students are given a chance to explain their position. Guardians are also taken into confidence in such cases.

4. Give specific details of de-centralization of decision-making powers and the reasons for such de-centralization.

Almost all activities are carried out by Staff Committees. Decentralization ensures wider deliberations of the issues and maximizes acceptance or minimizes resentment.

The Principal holds regular meetings with the teaching and non-teaching staff where there is open discussion on issues before taking a decision. This ensures total participation of all concerned.

Communication channels are open from both levels. Whether it is the Principal wishing to meet the members of the staff or members of the staff, collectively or at an individual level wanting to meet the Principal in connection with decisions that are of importance to the institution, there is openness and participation.

The office administration of the college is headed by the College Registrar who, in consultation with the Principal, co-ordinates the administrative functions.

The de-centralization of administration has improved the participation and commitment of faculty and students. The NAAC Report mentions the following in this context:

“The day-to-day college administration is done through various committees like Admission Committee...” p-6

“The committee system has been made good use of; right people have been identified for the proper jobs. All activities are well defined and the highly motivated faculty and students take their duties and responsibilities seriously and decisions are taken only after discussion with all the functionaries. ...” p11

5. What is the extent of departmental autonomy in determining the budget according to academic needs? How free is a department to make (a) developmental plans; (b) admissions and appointments; and (c) raise and administer its own resources of course, all subject to regulation by the authority in which powers are vested?

The decentralized Local Managing Committee (LMC) as per Maharashtra Universities Act 1994 determines the overall budget of the college.

Each department is given autonomy to determine the items to be procured during the academic year. In case of Science Departments, purchases of consumables are affected through the Purchase Committee comprising of teachers.

The Departments after getting approval of the Governing Body, procure capital items, as the Management provides the fund.

The Library Advisory Committee prepares the departments' budget for library and the Librarian through the enlisted suppliers procures books.

However, the departments do not have any control over admissions and appointment as they are to be carried out strictly as per the norms and procedures laid down by the University and the State Government. However, a representative of the Department, mostly the Head of Department is a member of the Admission and Appointment Committees.

Academic Departments are recognized as functional nodes integrating executive, advisory and evaluatory functions. Heads of the departments form members of an important decision making body at an executive level. The same Heads of the department Forum functions as an advisory body to the Principal. These Departments are independent in terms of their activities, functions and plans. However on issues relating to finances the Principal is consulted.

These departments prepare annual plans including academic administration, workshops, seminars, FIP preferences, Refresher course preferences, library, laboratory equipments and other enhancement schemes.

In case of appointments, the departments evaluate workload and report vacancies for appointment and participate in interviews and select. For *ad hoc* guest faculties, the departments use their own resources to draw guests to handle curriculum.

During admissions, these departments coordinate among themselves for making admission policy for various specializations. In areas of self-financing programmes the departments suggest fee structures and develop cash flow planning.

Organizational Structure, Powers and Functions of the Functionaries

6. What is the structure of governance? How does it promote democratic principles in serving the interests of learners, teachers and other stakeholders including employers?

The Structure of Governance of the College:

1. Board of Trustees with Shri G D Kelkar as Chairman, four Trustees and DR M R Kurup as Secretary.

2. College Advisory Committee (Governing Body) with Shri G D Kelkar as Chairman, six members and the Principal as Secretary.

The College Advisory Committee (CAC) meets every alternate Tuesdays to transact and review the working of the college. The Principal, who is the secretary of the governing body, prepares the Agenda of the meeting. Minutes of the management decisions are maintained by the College and Trust Office and communicated to different stakeholders.

The Management policy and expectations are communicated to the Faculty and Non-teaching Staff at the Management-Staff Get-together held on the reopening day of college each academic year. The progress made by the college during the previous year is reviewed and suggested/expectations are stated. The Principal responds to the suggestions, which are subsequently addressed to during the year.



3. Local Managing Committee with Shri GD Kelkar as Chairman, Principal as Secretary, four nominees from Management, three elected Teacher representatives and one elected Non teaching staff

The LMC is a Statutory Body, formed as per Section 85 of the Maharashtra Universities Act, 1994. This reflects on participative management, where the Committee takes certain crucial decisions. The powers and duties of LMC as stated in Section 85 of the MU Act. LMC, which is a representative body, and has a significant management role in the college.

4. Principal and Vice Principal:

The day-to-day administration is by the Principal, who is the head of the Institution – academic and administrative. He is responsible to the rest of the stakeholders such as management, university, government, students and parents. Duties and responsibilities have been stipulated in the Statutes. Vice Principal is to assist the principal in the discharge of his duties. Quite often the Heads of Departments and Chairpersons/Conveners of Activity Groups, besides the Registrar and Superintendent are consulted before taking final decisions.

5. Committee of Head of Departments – As Managers

The body of the Heads of the Departments constitutes an important position in the general governance and administration of academic and extracurricular activities. The Heads of the Departments meet on the first Monday of each month.

The Forum is made up of the Principal, Vice Principal, Librarian and all Heads of the Departments. Depending on the agenda the Forum may invite persons who are directly connected with an issue.

The business of the Forum include discussion on:

Academic Calendar, Admissions, Introduction of new courses or methods of curriculum administration, Examinations, Discipline, Attendance, Allocation of Departmental budgets and utilization, Coordinating upward and downward line of communication in the management hierarchy, Advisory functions, Executive functions, and Review performance and suggest remedies.

The body has been successful in implementing several of its objectives. Over the years the Forum has developed into an activity center, which can mobilize respectability and responsibility.

6. Co-Curricular Committees: There are forty cultural associations in different field. Refer prospectus for details.

7. Administrative Committees:

These are the committees comprising faculty, which assist the College administration in carrying out various routines like attendance, examinations, scholarships, purchases, general discipline etc.. The powers are delegated to the Chairpersons of these committees. These committees directly report to the Principal.

These committees can be statutory as prescribed by the MU Act or Committees formed by the College at local level. LMC and Examination Committee are



some of the statutory committees. Gymkhana, admissions, and other activities committees come under the locally formed committees.

8. Staff Common Room (General Body)

Keeping faith in the democratic values of governance, great emphasis is given in the free participation of the entire faculty in the matters of the College.

The Staff Common Room Meeting is held periodically almost six to eight times during a year. The Common Room is a body of all the teachers.

The Staff Common Room has wider area of operation than the Forum of Heads of the Departments. The Staff Common Room can even revoke the decisions of the Forum.

The Staff Common Room has initiated certain good practices, which include

1. Felicitating teachers on their academic achievements : Doctorate / M.Phil / Additional qualification or honors received.
2. Attending occasions like marriages etc.
3. Contributing to emergency causes, taking up relief activities etc.

9. Student Council

The Student Council is an apex body comprising nominated students representing all divisions and student activities. The Council coordinates various activities and associations working in the college. The Chairperson, a faculty member, the Secretary, the student member and other nominated student members, governs the Council.

The feedback obtained at the open get-together with parents help the institution in formulating and implementing policy matters.

Thus, in the governance of the college all the functionaries have a role to play. Principal, faculty, students, staff, parents, management all participate in the governance with equal opportunity. It can be seen that each has an opportunity to contribute and also review. This is the College legacy of governance based on decentralization and transparency.

7. How is the functioning of the grievance redressal monitored? What is the enabling strategy followed?

There is a Grievance Redressal Cell for the Staff and a separate cell for the Students.

The Committee is accessible in person or the grievances can be officially recorded. The Committee specially designated for the purpose deals with the case and advises the Principal.

The University Act provides for the Local Managing Committee (LMC) for participation in internal administration. LMC is a body of elected teachers and non-teaching staff where the College management is also represented. LMC is an important statutory body highly effective in internal organization and advice to the Principal. The Committee participates in preparing the College budget. The Committee meets at least two times a year and minutes are maintained.



Structurally, the LMC can be an agency of grievance redressal for faculty and non-teaching staff.

There also is an Unfair Means Enquiry Committee, constituted as per the University Norms, which looks after the cases of suspected unfair means in the examinations.

Since the management follows the principle of “good governance” any stakeholder having a grievance is allowed free access to the college authorities. Grievances can also be sent to authorities by e-mail, the id is published in the College Prospectus and the Website.

The University also has a Grievance Redressal Cell for Staff and Students of affiliating colleges. However, not a single staff member – teaching and non teaching – of the college has approached the University Cell with a grievance since the inception of the college.

So far only once a student had approached the Cell. Inquiry by the University authorities revealed that the complaint was not factually correct.

8. What efforts were made to improve organization and management along the principles mentioned above during the past five years?

Right from its inception, the college has been following sound principles of management. The founder principal was sent to Administrative Staff College of India (Hyderabad) for training in ‘Management of Education System’ and further at National Institute of Education Planning and Administration (NIEPA), New Delhi. These training have helped in conceptualization of decision-making procession. The style of administration has been “Participative Management”.

9. What is the grievance redressal structure? How many student and faculty problems did it solve over the past five years? Is it empowered to act in consultation with authorities?

The Grievance Redressal Cell of the college for the Staff is made up of the Vice Principal as Convener, 3 Teachers, who are members of the LMC, and one Non-teaching Staff, who is member of the LMC

Any member of the staff having any grievance may approach the Committee and the committee may sort out the problems at their level or refer them to the Principal or Management as the case may be.

Since the members of the committee are also members of the Statutory LMC, sometimes the issues are raised under the Agenda Item: Any Other Matter, since the management representatives, including chairman, are present in the LMC meeting.

No such situation has arisen in the college so far, as problems if any are sorted out at the departmental level, or informally referred to vice-principal or principal, who have been successful in sorting out the issues.



There also is an Unfair Means Enquiry Committee, constituted as per the University Rules, which looks after representations of students relating to Examinations.

The Student Council takes up general grievances of students, since the Principal and faculty representatives are present at the meetings. Decisions are taken to redress the grievances largely at the meeting itself.

Human Power Planning and Recruitment

10. How are recruitments made on merit with transparency and fairness? (both faculty and non-teaching staff)

For recruitment procedures and norms, please refer to Teacher Quality under Teaching Learning and Evaluation

In case of non-teaching staff of the College, the selection committee as prescribed by the Government Standard Code is made up of the following:

- a. Principal as the Chairman
- b. Two members of LMC nominated by Management
- c. Registrar / Superintendent / Head Clerk, as Secretary

The recommendations are sent to the Joint Director of Higher Education for approval and salary grant.

11. How does the administration ensure human resource development? What is its contribution to the providing of training in order to upgrade skills and knowledge?

The college is keen that every teacher updates knowledge and skills. They are encouraged and deputed to participate in programmes aimed at enhancing the skills.

Teachers have participated in thirty two Orientation Courses or refresher courses during post accreditation period.

Similarly, teachers who have participated in Refresher courses post accreditation is described in the subunits/ annexures.

Non-teaching staff members attend up-gradation programmes such as Orientation on Reservation/Roster, Workshops in University/Joint Director's Office etc.

Computer literacy and other programmes are taken up in the college: The college Computer department has conducted a one-week computer literacy programme for the non-teaching staff during 2003-04

Staff Development Programmes

12. What supportive welfare measures were taken to ensure meeting basic living needs of faculty and non-teaching staff such as residential accommodation, medical needs and emergencies, emergent financial help, children's education, etc.? How were they improved over the past 5 years?

The Management has made provision for residential accommodation for the Principal.



Medical needs: Since the teaching and non-teaching staff are under the Salary Grant Scheme of the State Government, they are eligible to receive the benefit of Government Health Scheme. The state government has reimbursed the expenditure incurred by some of the staff in notified hospitals.

The Management also extends financial help whenever the member of staff requests for such assistance. In the recent past financial assistance was needed in seven cases. Out of which Rs.50, 000 was from management, Rs 50,000 from Staff and 1,52,000 from the Government.

The management has been permitting the staff to avail the facility of deduction of loan installments at source from the salary.

Reimbursement of fees of children of staff members: This facility is available to all teaching and non-teaching staff. During the last five years an amount of Rs 25,89,744 (as on 1st November 2004) was reimbursed toward the fees paid by the staff for their wards.

An amount of Rs 73,760 was reimbursed to staff towards the fees paid by them for their own higher studies.

Students Insurance:

There was no students insurance in the past. It was introduced during the academic year 2000-01. The personal accident insurance policy covers all students since 2001 on wards. The policy covers 5510 students for an aggregate amount of Rs 27,55,00,000

13. Does the Management provide seed money, grants or any other form of assistance for promoting research? Give details.

The management provides infrastructural facilities, including equipments, for any teacher interested in specific research. If an application is made for seed money, it would be considered on merit. No faculty member has so far made any such request.

The management reimburses the fees paid by the teachers engaged in research

Travel grant is extended to teachers for presentation of papers at Conferences

The members of the staff who make a mark in the field of research/ publication are formally appreciated with a token award. In the past it was only an informal appreciation.

Performance Appraisal

14. What formal methods were adopted, and how frequently were they used, to make performance appraisals of (a) faculty; (b) non-teaching staff; (c) administration and (d) the institution as a whole? Submit copies of the formats used and briefly present the follow-up work and results.

- a. Self-appraisal by teaching staff is mandatory. This is carried out in a prescribed form. They are used at the time of placement to higher grades. Format Enclosed. *Annexures .4*



- b. Annual faculty evaluation by students: There is regular faculty evaluation by students with the help of a structured questionnaire. During a specified period of time, faculty members conduct the evaluation test. Format enclosed. *Annexure 1*
- c. Non-teaching staff: Staff are governed by evaluation as given in the government statutes.
- d. Administration: Courses are evaluated after a year of launching to assess curricular administration and inputs for future planning.
- e. The Institution: The University appoints Local Inquiry Committees for inspection and evaluation for continuation and extension of affiliation. One such format is enclosed. Annexure 6
- f. Media is an important agency of evaluation for the institution. Reports by visiting committees also provide valuable evaluation.

Resource Mobilization

15. What measures were taken to augment financial resources of the college and the departments? What is the role of consultancy in the augmentation?

The management of the college is resourceful enough to meet the financial needs of the college from time to time. The Kelkar Education Trust receives an amount of Rupees 1 Crore annually from the Kelkar Group of Companies as donation for meeting the educational needs of the institution. This fund is used to meet the non-recurring and recurring expenditures of the institution, which are not covered under grant-in-aid scheme of the college.

The basic principle of financial governance is that “No activity should suffer for want of finance”. The Management meets the deficit of the College if any. The Management meets the capital outlay of the College. The Government meets approved revenue expenditures.

Corpus Funds: With a view to meet the future needs of the institution in a self-sustaining manner the college has a Master Plan of creating a CORPUS FUND to the tune of Rs. 3 Crores in the next five years. Already a Development Fund and a Welfare Fund have been created to the tune of Rs. 1 Crore. It is made up of Rs 75 lakhs development fund and Rs25 lakhs welfare fund.

The financial resources of the College are augmented in many ways.

- 21. Development and Welfare Funds as mentioned above.
- 22. Endowments by Alumni, Parents and Well-wishers: The management does not accept any donation or capital fee from students or parents. However those who are keen on giving donation as a charity are requested to contribute to (a) Students Welfare Fund by way of Endowment, which is kept as term-deposit. The interest is used for providing freeship and scholarship to meritorious and needy/deserving students. The List of Endowments is given in the Prospectus for information of students and parents. (Refer Criterion V)
- 23. Students Mutual Aid Fund: A nominal contribution is collected from the fee-paying students. This amount is used for meeting the financial needs of the needy and deserving students. A Faculty Committee administers this.



24. The Management has set up a Staff Welfare Fund from which the teaching and non-teaching are reimbursed educational expenditure of their wards.
25. The surplus from self-financing courses is used for augmenting the resources
26. Minor-major research grant received by the faculty augment departmental resources.
27. Donations from well-wishers
28. Consultancy is also emerging as another important resource base.

Financial Management

16. How is financial accountability ensured? Submit copies of budgets and audit statements for the last two years.

Financial accountability is ensured in multiple ways.

The Budget is prepared by the LMC usually in February/March every year after extensive discussion with Management representatives, faculty and non-teaching staff. At the end of the financial year, audited statements of accounts - income and expenditure and balance sheets- are placed before the LMC for consideration and approval. The statements are also sent to different authorities such as Charity Commissioner, Income Tax Department and Government.

The College Purchase Committee scrutinizes the proposals for purchases. The committee is made up of teachers.

Every payment amounting to Rs.1000/- and above have to be effected by way of bank Cheque, which has two signatories, the Principal and a nominee of the Management, to ensure accountability.

There is an internal audit mechanism in place. The internal auditor who is a Chartered Accountant verifies the vouchers.

There is a Statutory Audit of accounts which is as prescribed by the Bombay Public Trust Act.

(Copy of financial statements are enclosed- *Annexure 7*)

17. How is financial administration streamlined in order to expedite right and responsible spending at the right time and for the right purpose? Did funds allotted by different bodies go unutilized? Give details.

Financial administration is streamlined to ensure prompt payments. The Cheque by Principal one of the Management representatives, mostly the Chairman or the Secretary for signature.

The College has an approved list of regular suppliers, who have been selected on the basis of quality and reliability. Annual requirements of consumables are purchased from Wholesale Dealers/Markets to ensure competitive prices.

Spending is decentralized to the extent that the HOD/chairpersons have been authorized spent up to 75 percent of the allocation, without prior sanction in case of revenue expenditure. Prior sanction of the Principal needs to be obtained if the expenditure exceeds 75%. Similarly, if any department or activity groups

would need more fund than allocated, the will be considered by the principal on merit.

Very rarely is there any substantial unutilized balance.

Perspective planning

18. What are the plans of the college to expand its services in specific areas over the next five years? What financial arrangements are made to fund such expansion?

Plans on the anvil are the following:

- a. Developing specialization for enhancing competencies in the areas of Biotechnology and Bioremediation for facilitating Consultancy
- b. Setting of Digital Library
- c. Networking of institutions of higher learning and establishing linkages with user sector – agriculture, industry, research establishments - for mutual benefit
- d. Innovative social and community development programmes.
- e. Autonomy to the College (as and when Statute 612 regarding Composition of Management is amended- Representation made to Governor)
- f. Most of the programmes are self-financing or project financing. Interest from deposits and endowments will also be available to meet financial requirements. More and more teachers will be motivated to apply for minor/major research projects. An important source of funds is the Development and Welfare Funds set up to support activities in the college. The Management has promised to provide financial support whenever needed. No programme will suffer for want of fund.

19. What is the disciplinary mechanism of the college? How often did it perform, and in what contexts, during the past five years?

Disciplinary mechanism for students:

The Rules regarding Discipline and Code of Conduct are published in the Prospectus for information of students and parents.

Discipline Committee: The college has a discipline committee headed by a senior teacher. The committee looks into cases referred to it and advises the principal on likely action. Generally, the campus discipline is very good. The cases handled by the committee are less and trivial.

Attendance Committee: the Attendance Committee deals with issues relating to students who fail to maintain minimum attendance as per the University Statutes. The names of the students are notified on the Notice Board periodically. Their parents are also informed of the deficiencies. If there is no improvement despite repeated warning, the matter is reported to the principal with recommendations that they be not allowed to appear for the Examinations. The decision of the principal is final and binding in such matters.

During 2002-03 around 70 students have been detained from appearing for examinations on grounds of deficient attendance.



Staff Discipline: Discipline issues of teaching and non-teaching staff members are dealt with in accordance with the provisions contained in the University Statutes and Standard Code respectively.

During the last five years there have been two major cases involving termination services of two non-teaching staff.

20. What were the important observations made in the first assessment report on the institution's organization structure and principles of management? How were they improved?

The Peer Team Report has been highly appreciative of the organization structure and principles of management. The relevant observations are as under:

*“...The management follows a policy of "no business in charity" and is most positive.
...With the far sighted vision of the management, able and democratic leadership of the principal and the total dedication of the academic and administrative staff, the institution has made tremendous progress in a short period of 14 years
... The committee system has been made good use of and the right people had been identified for the proper jobs

...All activities are well defined and the students have unrestricted access to the management, principal and the faculty members
....**The administration is largely decentralized**
... Overall the college impressed the peer team as a high quality institution with high academic reputation and high standard of discipline...”*

21. What are the plans of the college to improve its organization and management during the next five years?

The Principal has been advised to get trained in Management concepts as and when any Management Institute announces such a programme relating to educational institutions.

In view of the introduction of self-financing courses, a dual system of organization and management is emerging in colleges affiliated to University of Mumbai. The non-grant in aid section is likely to grow as a response to meet the challenges offered by GATS. We will be exposed to competition from autonomous colleges, deemed universities, private universities, foreign universities, and corporate bodies among others. Since the grant-in-aid rules of the State Government are highly rigid, no new courses are allowed under government subsidy. University has opened the self-financing avenue with great success.

With a view to avoid accounting and auditing problem and also to ensure efficiency in administration, a parallel organizational mechanism is planned in the college. As a first step, we have appointed a General Coordinator and subject coordinators for self-financing courses. A separate administrative set up is planned in view of the proposed PGDPCM programme from June 2005.



Due to increasing scope and activities of self-financing course, the college developed another admin center for these programmes. A Chief coordinator, programme coordinator/s and core faculty run the self-financing courses.

The command and control models emerging in the institution will be need based to meet the Institutional Mission and Goals and Objectives. They will be developed in a decentralized manner so as to ease administration and provide greater autonomy, accountability and transparency.

22. Any other highlights

- Management by committees, decentralized decision-making and autonomy of work
- Quality Circle for Internal Quality Assurance
- Flexibility in functioning
- Free flow of information
- Students> Faculty>Heads of Departments>Principal>Management
- Adequate welfare measures and recognition for staff and faculty
- Counseling and consultancy between students and faculty and also among faculty



Criterion VII: Healthy Practices

Overall development

1. What unique healthy values are evident in the performance of the institution, given its context, heritage and history? How have they made the institution distinct from others?

Academic leadership is cherished as a singular institutional attribute that has guided the development plans all these years and will continue in years to come. Vaze College a 20-year-old institution, has played the role of a leader in the field of higher education in the State of Maharashtra.

1. This is the first affiliated college to seek and get permanent affiliation in 1990, within 6 years of inception. This was at a time when majority of established affiliated colleges were seeking permanent affiliation.
2. Ours is the youngest college affiliated to any University in Maharashtra to start UGC's Vocational Courses in 1994, the first year of its introduction. It is also one of the few colleges affiliated to University of Mumbai which has got approval from UGC to start Career Oriented Courses in 2004.
3. Vaze College is the first affiliated Arts-Commerce-Science-College in Maharashtra to volunteer for NAAC Assessment and Accreditation in 1998, and to get accredited at the then TOP Grade (later converted at 5 Star Level).
4. The college is the only institution affiliated to the University of Mumbai to be recognized by UGC as the College with Potential for Excellence in 2004.
5. The college took lead in spreading NAAC- the message of quality and relevance in Higher Education and the then Principal delivered over 125 lectures in different parts of Maharashtra to motivate the academic community to volunteer for NAAC Accreditation. (This is in addition to over 20 lectures outside Maharashtra. A few other faculty also contributed similarly.
6. The college took the initiative of sharing of knowledge and reaching out to the peers by organizing State and National Level Conferences on different aspects of Quality and Relevance of Education during the last 4 years:
7. Four of the faculty members are Peer Team Members of NAAC.
8. The College has contributed leadership in the University, as members of the highest bodies like Management Council (Syndicate), Senate, Academic Council, Faculties of Arts, Science, Commerce, Board of Studies, Board of Examinations, Unfair Means Committee etc. and also has had one of the ex-Vice Principal's as the Dean of Science Faculty.
9. The College has contributed to a number of quality initiatives including the membership of State Advisory Committee on Assessment and Accreditation, Working Group of Quality Assurance Cell, etc.
10. The College has contributed leadership to Principals' Organization at the University and State levels as Joint Secretary, Secretary, Vice President, and President of Maharashtra State College Principals' Federation.



Innovations And Leadership: The College has earned the unique reputation of being a pioneer in the field of quality education.

NAAC accreditation has improved the general academic perception and overall environment in the College. The College Quality Assurance Cell (Quality Circle) was established much before the State Cell in Maharashtra. The College started working for the coveted objective of Quality Education long before it became mandatory for colleges to do so.

Forerunner of the present Internal Quality Assurance Cell, the Quality Circle was formed in the year 2000, another landmark. It was a lead advisory to the Principal dealing with policy research. It is instrumental in bringing about quality copiousness in the College as well as in the State of Maharashtra.

In terms of forward integration of higher education into research, corporate research, commercial application, the institution has already proved its mettle. Given the kind of Institutional perspective the college has, it is poised to continue its leadership role for the coming decade.

2. What best practices translate these values into beneficial activity for the personality development of students, harmony of working relationships among faculty and for the creative co-ordination and co-operation of different constituents of the college?

The institution is twenty years old. Most faculties were hand picked from various institutions in Mumbai University and inducted initially by invitation. Such a core team is thus, older than the college and was instrumental in molding academic character and administrative culture in to the system. The cohesive team that developed twenty years back is strengthened by each passing year. The team derives its dynamism from its leader. In absence of any rigid hierarchy in team, the involvement is more than the call of duty and professional accountability and discipline.

The policy of high cut-off marks at admission invites quality students. The campus discipline attracts children of families with concern for academic excellence. The curricular and extracurricular performance of the students (as a consequence) is outstanding. Over time, the College has emerged as a 'first-choice' institution for admission in the region. There is a tremendous amount of community support for the institution. During the first decades, there has never been a 'strike or closure' by students of the College on an issue emerging out of the College. In short, the student population has developed a sense of belonging to the College.

The Goals and Objectives of the College and the Philosophy of the Management have also contributed substantially to the vibrant relationship.

Value based education

3. How will you describe the ethos of your institution?

Erstwhile NAAC Peer Team during 1998 observed the management dictum 'No Business in Charity and No Charity in Business'.

This is made known to the stakeholders through the Prospectus.



“The College and the Management do not accept any donation or capitation fees for admission and the admission is given as per standard and transparent norms. People are requested not to fall a victim to those who promise admission against donation. Any rumor regarding donations being accepted against admission is false and needs to be instantly reported to the Principal/Chairman”.

Transparent and proactive management policies, clean student admissions devoid of any donations and capitation fee, relentless resistance to undeserving admissions recommended by anyone, inscribe the unwritten institutional code of conduct. It is freedom to think, liberty to innovate, spirit of adventure, unanimity in thrust and zeal to excel that makes the college tick.

Appointment of teaching and non-teaching staff has been totally on merit as prescribed by the University and the State Government. The Management does not take any donation or any form of gratification for appointment of staff.

The management of the college has made necessary arrangements to ensure that no activity in the college suffers for want of funds.

Innovations

4. What innovations did the institution make to relate itself to life and work in the neighbourhood? How significant are they to the community?

1. Out reach programme of spreading the message of NAAC Assessment and Accreditation among all colleges affiliated to the University of Mumbai and in the State of Maharashtra - The faculty was instrumental in advising and scrutinizing the SSRs of a number of colleges. This activity was done free of charge.

2. The college supports and encourages sports and other achievements of highly talented students to achieve their life's ambition like Miss World 1999, Shiv Chatrapati Award, National Adventure Award, National Championships, and state championships.

3. Vaze Center for Talent Search an innovation – VCTS is a social activity to encourage backward integration. By collecting nominal fees, it trains students by stimulating their naturally inquisitive nature thereby helping them acquire knowledge about the past, present and future.

4. Students volunteer for public activities such as Hariali, Ganpati immersion, Navratri, NSS Work. The college allows the use of premises to the neighbouring housing society for meetings, gymkhana for children's sports events are a few in case. The Dr. Vaze Chess Tournaments are conducted on the premises on an ongoing basis. The College auditorium also hosts the cultural activities of the Mulund Center of Performing Arts.

5. Premises given for workshop – The CA Chapter regularly conduct Cooperative Workshops in our auditorium, which is equipped with state-of-art technology including educational television channels. Other academic and semi-academic workshops such as public speaking, compering, theatre dynamics, group discussion, public speaking, resume building, personality development, music,



theatre, poetry, rangoli making, origami, flower arrangement etc are conducted as on going activities by the faculty in conjunction with professionals.

6. Botany- Biotechnology – research and extension – The departments have done extensive research on “Kokum trees” which grow in abundance in the Western Ghats of India

7. TMC Consultancy – The College is engaged in Consultancy to the Municipal Corporation of Thane, for bioremediation of the city’s lakes using multiple techniques. This project is a unique example of College – Government interface and is valued at about Rs.1,00,000/- and sponsored by Ministry of Environment and Forestry, Government of India.

8. Two students of BSc biotechnology class were part of a team sponsored by the World Bank for the project “Environmental Impact Assessment on Madagascar with reference to refinery in Tosmania.”

9. Scholarship/freeship to sports/games achievers: The Institution nurtures students pursuing sports with great care. Students are awarded the Sunil Deodhar Memorial Sports Scholarship of Rs.1000/- for their outstanding performance in Sports

10. Sharing the activities and achievements through publications. The College has brought out twelve publications since first Accreditation for the benefit of neighbourhood and the academic community :

Institutional ambience and initiatives

5. How did the healthy practices of the college promote outstanding achievements in teaching, learning, research, extension and interpersonal harmony?

1. The management has given a free-hand to the academic leadership in the college to motivate and encourage achievers among students and teachers.

2. The College students have been **high achievers** at the examinations conducted by the University, and other examining bodies. The percentage of pass at the university examinations has been 20 to 30 percent points above the University average.

3. Extra-curricular achievers – sports/games etc given scholarship and freeship to motivate them to scale further heights

4. Teachers have been high achievers. Several teachers have successfully completed higher studies like Diplomas, LLB, MBA, M.Phil, Ph.D., etc. after joining the college.

5. Many teachers are involved in research, including MSc by research, M.Phil, Ph.D., minor and major research projects etc.

6. Almost all teachers have undergone Orientation and Refresher Courses and attended Workshops, Conferences, Seminar at different levels.

7. Wide range of extension activities have been conducted as a result of teacher-student-management co-operation.



- a) *Transparency in decision-making* and bottoms-up management feed back and review and revision inculcates the feeling of oneness and accountability in the building of the institution.
- b) *Cohesion* among faculty and staff is developed in this twenty year old institution.
- c) *The management* has been pro- active, participative and inspiring.
- d) *Effective Leadership* in harnessing the full potential of manpower with decentralized decision-making has led to swift action when required.

6. What are the unique contributions made by the college to national development and to international programmes?

- Nearly ten percent of college alumni are working abroad. The feed back received acknowledges the skill set, attitude and out look of Vazeites.
- Quality movement – over 20 presentations on NAAC motivation and training including one in Kashmir.
- The faculty of the college as Member of NAAC Peer team visited states like Kerala, Tamil Nadu, Goa, Rajasthan, Haryana, Jammu and Kashmir, Tamil Nadu, Madhya Pradesh, and Assam..
- The College has recently been awarded the Coveted Center with Potential for Excellence Award by UGC under their X Plan. Vaze College is the only institution affiliated to University of Mumbai, to have received this award in its inception year.
- In coordination with TMC (Thane Municipal Corporation) and World Bank, the College has undertaken an ambitious project to cleanse the lakes of Thane by multiple techniques.
- The state-of-art facilities in the Scientific Research Center provide access to undergraduate students to advanced research in plant bio-technology, cosmetology and phytoformulation, fermentation and bio-processing. Research in Patchouli oil extraction is being taken up with a view to make inroads into the highly demanding world market.
- Proposed Cosmetics and Perfumery Programme – Post Graduate Diploma in Perfumery and Cosmetics Management (PGDPCM) and M.Sc. Biotechnology will begin from June 2005.

Social responsibility ad citizenship role

7. What is the leadership training that the college attempts to impart to potential leaders in the student community? How many of them are in decision-making positions in society during the last five or ten years?

Students Workshops are conducted for Students Council, Training in theatre, presentation and communication skills, are held every year to develop skills in students.



Student editors are given in-house training every year in editing and creating a magazine. From time to time, professionals are invited to provide industry perspective and expertise to the training programmes.

NSS leadership and orientation programmes – The NSS conducts leadership-training camps to instill positive qualities among students.

‘Dimensions’ the inter college fest is the round ground for future event managers. Throughout the year, the core team of Dimensions trains student volunteers from all associations to competently handle the annual mega show.

The Alumni include Corporator, Scientists in India and abroad, Journalists, IT professionals. Film personalities, TV media, Academia and fashion designers.

Dr Ravindra Kane, the college alumnus, is rated among top 100 innovators/scientists in USA in 2004.

The college student has received the Best NSS volunteer Award at State level in 2004.

Total Quality management

8.How does the IQAC plan to augment the healthy principles of the institution through performance over the next five years?

Internal Quality Assurance Cell has been operational since 1997 under the title Quality Circle. As such the IQAC has been instrumental in designing quality management systems in the college, providing feedback for management review and revision of decision, if any, Spear heading quality movement in Mumbai and as well as in the State, overseeing accreditation procedures in the College and proposals for UGC for grants under various schemes.

- Take issues identified by NAAC
- Take up issues that may arise post-GATS
- Strengthen feedback mechanism – in curricular aspects
- Motivate faculty for advanced research
- Motivate faculty for publication
- Prepare Re-Accreditation Manual to help neighbourhood institution – as we did for Accreditation
- Identify and promote suitable self-financing courses
- Certification Agency particularly in the areas of Perfumery and Cosmetology.
- Strengthening vocational stream by running independent courses
- Work for autonomy of institution
- Networking/linkages
- Twinning/Collaboration/Faculty/Student exchange
- Consultancy
- Help identify areas which need strengthening
- Extensive Extension activities



9. Any other institutional-context specific highlights.

- Five-Point faculty evaluation scale for in-house faculty evaluation
- Financial assistance to staff for pursuing academic activities
- Health checkup for staff members organized in conjunction with Rotary Club of Mulund, Nicholas Piramal etc.
- Earthquake rehabilitation, traffic management are taken up on an as is required basis.
- Job Mart- organized every winter for placement and dissemination of information.
- Emphasis on Undergraduate research- Students work with faculty through the Vaze research Group throughout the year and put up posters on various issues.
- Gender sensitization by organizing lectures from socio-economic and feminist perspectives, by the staff from the NGO 'Majlis'. Documentaries and serials on these issues such as 'Paul Khuna' and films on Sati have been screened to generate awareness.
- Universal insurance cover to all students to take care of unfortunate eventualities
- E journal- hosted on the college web-site on academic and general issues.
- Adjunct Professor- to take up projects in Chemistry under the leadership of Prof. Sujata Bhatt.
- Up stream commercial integration and agriculture-industry-institution interface-through path breaking activities in plant bio-technology.
- Developing EDPs- for Vikas educational complex, Bhandup, St. Pious School, Mulund
- Developing laboratory practices- The College faculty has been instrumental in setting up the laboratory of the Smt. Sulochana Devi Singhanian School in Thane.



Sub Units (Academic Departments)

Botany

Faculty

Dr. G. T. Paratkar, MSc, PhD, Principal

Dr. S. S. Barve, MSc, PhD, Head

Dr. M. A. Deodhar, MSc, PhD,

Mr S. L. Dhuri, MSc

Ms. Darshana Bhosle, MSc

Ms. Purvi Patel, MSc

The department offers one ancillary paper at first year BSc, two papers at second year degree and six-paper core specialization at third year degree.

Botany department started the UGC vocational programme in Biotechnology in 1994. Later it was converted into Add on Course in Biotechnology leading to Certificate, Diploma and Advanced Diploma after successful completion of 1st, 2nd and 3rd year respectively. The department started in Biotechnology Vocational Course Biotechnology Degree Course during 2002.

The department produced 100 percent result at the University examinations since last five years. The department conducts around three excursions for students each year.

The faculty is liberally represented at the Board of Studies, Syllabus restructuring committees at UG and PG courses, Coordinator, Biotechnology, Biotechnology Advisory Committee,

The department has two laboratories for under graduate courses and a fully equipped Research laboratory. At the research laboratory thirteen research scientist's work under a renowned retired scientist from BARC. Their work has been patented by the Trust and its associate organizations and their findings have been acclaimed worldwide.

The department has developed Plant Tissue Culture and Molecular Biology as the thrust areas.

The faculty participated / presented papers at 38 national and university level conferences since last five years. These include four international conferences. The department organized National level Conference on Role of Biotechnology in the National Development of India in 2002.

The department has 28-research publication and eight textbooks

In future the department plans to start courses in Bioinformatics, DMLT, and Preparatory course for various entrance examinations for postgraduates. Also, the department will be taking a project for consultancy in environment biotechnology and biodiversity conservation.

The previous Peer Team report observed that the department was good in research activity but was pointed out that there were no projects with the department.

Since then 2 projects have been completed, 2 are under completion and 2 have been applied for.

Research projects

Principal, Dr. G.T Paratkar, Department of Botany has submitted a research proposal to Department of Science and Technology to conduct a research project entitled, "Mass Cultivation of shoot and Root Cultures of Eclipta alba and Wedelia Spp for Synthesis of Hepatoprotective Wedelolactone" The study intends to find the medicinal uses of plant and whether it is useful in liver problems. Fund sought Rs.40,000,00.



Dr G T Paratkar - submitted project entitled 'Detection of Trace Elements in Lichens and Mosses' to Board of Research in Nuclear Sciences, BARC, Mumbai, Funds sought Rs. 10,00,000/-.

Dr. Mrs. M.A. Deodhar, Department of Botany, completed a Major Research Project of DBT entitled "Biotechnological Approaches for Tissue Culture Propagation of *Garcinia Indica*". The work has been carried out during 2001-04 and final report submitted to DBT in 2004. Fund Rs.10,00,000/-.

Chemistry

Faculty

1. Dr. Vandana Panse, MSc, DHE, PhD, Head
2. Dr. P.N.Pabrekar MSc, DHE, PhD
3. Dr. Swati Jukar MSc, PhD
4. Dr. G.G.Pusalkar MSc, DHE, PhD
5. Dr. Lakshmy Ravishankar MSc, PhD
6. Dr. Alka Kolhatkar MSc, PhD
7. Mr. Ashok Awale MSc SET
8. Mr. Rupesh Gaikwad MSc

In addition to the faculty the department has two laboratory assistants and 13 lab attendants. The department offers at UG level, one ancillary paper at first year BSc, two papers at second year degree and six-paper core specialization at third year degree.

The university approved the department laboratories for MSc by research and has students. The thrust area is Structural Investigations of Transition Metal Complexes.

Since the year 2002 the department has initiated several activities under the aegis of the Chem Club to promote interest in the subject of chemistry.

The faculty is represented in the Board of Studies, Syllabus Restructuring Committees of the university.

The department has two main laboratories, Physical chemistry laboratory, M.Sc laboratory and M.Sc. research laboratory

The faculty participated and presented papers in 30 workshops/seminars since last five years. The non-teaching technical staff was sent on a workshop in laboratory safety.

Twelve students joined IIT for PG programme after graduating from the department. One of the students was awarded the Prestigious 'Kishore Vaigyanik Protsahan Yojana' scholarship by the Department Of Science and Technology. The department conducts periodic industrial visits for the students.

The department plans to start under UGC X Plan Diploma in Cosmetology and Aromatics and Diploma in Pharmaceutical Chemistry.

Large number of department alumni is placed in postdoctoral research at Universities in US, as executives in Indian Industries.

Research projects

ongoing projects and the projects completed :

Dr.G.G.Pusalkar had applied for research grant to Mumbai University for his project titled ' Structural studies of V(V) , Cr(III), Mn(II), Fe(III), Co(II), Ni(II), Cu(II), Zn(II) and Cd(II) metal complexes with one of the nitroderivative of N-Phenyl benzohydroxamic acid and was sanctioned a grant of Rs.34,000/-by the University. Using various physico-chemical techniques such as elemental analysis, IR, UV-Visible, NMR, TGA, DTA, ESR and magnetic susceptibility measurements, carried out the structural analysis. The project was successfully completed in the year 2004 and report of



the project was submitted to the University of Mumbai on 31st July 2004 and it has been approved.

Dr.G.G.Pusalkar has also applied for a project to UGC titled 'Structural studies of rare earth metal complexes with a nitroderivative of N-phenyl benzohydroxamic acid for a grant of Rs.10.5 lakhs and the sanction is awaited.

Dr. Lakshmy Ravishankar, of the Department of Chemistry and Mrs. Alka Kelkar, of Department of Accounts have applied to UGC for minor research grant to conduct a research project entitled , “ Impact of Undergraduate Curriculum on Career Development” in December 2003. This study will fill the niche in literature on career development. Fund sought Rs.50,000.

Physics

Faculty

1. Mr. K.G.Bhole, MSc, DHE, Head
2. Mrs. S P Bhave, MSc, MPhil, DCST
3. Mr E G Ghatpande, MSc
4. Dr. Mrs. S. Jain, MSc, PhD
5. Mr. S N Kadam, MSc
6. Dr. M.R. Nair, MSc, DHE, PhD (resigned in 2002 and joined as Principal)

The department offers at UG level, one ancillary paper at first year BSc, two papers at second year degree and six-paper core specialization at third year degree. In addition the department offers Certificate level courses in computers

The faculty participates in syllabus restructuring committees, at UG and PG courses at both Physics and Computer Sciences/ Information technology at University level. Mr. K.G.Bhole is pursuing PhD.

The faculty have attended 32 workshops/ seminars in the recent years. These programmes range from NAAC to Subject related specializations.

The department has published six textbooks and several research papers.

Zoology

Faculty

1. Dr. B. B. Sharma, MSc, PhD
2. Dr. (Mrs.) B. P. Hardikar, MSc, MPhil, PhD
3. Dr. (Mrs.) N. S. Kulkarni, MSc, MSc(research),DHE, PhD
4. Dr. V. A. Koli, MSc, PhD
5. Ms. Jyothi Nair, MSc, PhD
6. Mr. Pratik Kulkarni, MSc
7. Ms. Harshada Divadkar, MSc

The department offers one ancillary paper at first year BSc, two papers at second year degree and six-paper core specialization at third year degree. The department offers course at BSc, MSc levels and research. Biotechnology add-on course and degree course is conducted along with the department of Botany and Chemistry.

Three of the faculty members are recognized PG teachers and two are PhD guides. The faculty has representation at Syllabus restructuring committees at UG and PG levels at University.

The department offers at UG level, one ancillary paper at first year BSc, two papers at second year degree and six-paper core specialization at third year degree. The department has two laboratories for BSc, MSc laboratory and Research Laboratory

The faculty participated and presented papers in 28 workshops/seminars at National and University level.



Annually the department conducts three excursions for students.

The faculty has 28 research papers published in journals and 33 articles published in magazines

In the Peer team report of 1998, the department was observed good and pointed out that there were no research projects with the department. Since then 2 projects have been completed, 2 are under completion and 2 have been applied for.

Ongoing Research projects

Dr. (Mrs) B. P. Hardikar: Sanctioning authority, University of Mumbai, Jan 2004

Study of proteins and hormones from the human follicular fluid

Dr. (Mrs) N. S. Kulkarni: Sanctioning authority, University of Mumbai, Jan 2004

Toxicological evaluation of Supari mix - a report

Research Projects applied for

Dr. (Mrs) B. P. Hardikar: Major research project submitted to DST SERC-July 2003.

Evaluation of secondary metabolites of Poecilocerus pictus, the pointed grasshopper as antineoplastic agent.

Minor research project submitted to UGC-December 2003. Cytotoxic evaluation of secondary metabolites of Calotropis gigantea for its potential anti-cancer activity.

Research Projects completed

Dr. (Mrs) B. P. Hardikar: Sanctioning authority -- University of Mumbai, March

1999. "Cytotoxic evaluation of six common OTC (Over The Counter) drugs on human lymphocyte cultures." Sanctioning authority -- University of Mumbai, March 2001.

"Evaluation of cytotoxicity of three terrestrial organisms.

Dr. B.P. Hardikar of Department of Zoology has submitted a research proposal to Department of Science and Technology, Government of India, to conduct a major research project entitled , " Evaluation of Secondary Metabolites of Poecilocerus Pictus, the Painted Grasshopper As Antineoplastic Agents". *Fund sought Rs .50,000,00.*

Mathematics

Faculty

1. Mrs G.A.Gokhale MA, MPhil, Head

2. Mr. J.S.Sutar, MSc

3. Mrs.M.R.Bhalerao, MSc, DHE

4. Dr.A.S.Vaidya, MSc, PhD

5. Mrs.Vaishali Ambade, MSc

The department offers at UG level, one ancillary paper at first year BSc, two papers at second year BSc degree and six-paper core specialization at third year BSc degree. AT BCom first year it has a compulsory ancillary paper and at third year BCom, it offers paper in Computer systems and applications.

The department student secured Fifth rank at University Examinations.

The faculty has participated in over fifteen workshops/seminars in the recent years.

The department has developed a computer package for conduct of college examinations.

In the past years system never failed or caused problems in the conduct of examinations.

English Department

Faculty

1. Dr Mrs. Susmita Dey MA MPhil PhD, Head

2. Mrs Subhangi Karnik MA MPhil

3. Mrs Nilakshi Roy MA MPhil



4. Mr Dinesh Kumar MA SET under FIP

The department offers one optional ancillary subject at First and Second year and Core specialization at Third year BA, and interdisciplinary course called Communication skills at First Year BCom. and BA degree. In addition the department organizes English proficiency Course for students from vernacular medium. The department frequently screen films in the college for supporting the curriculum for this the Department has linkages with local and international agencies.

Among four of its faculty, Dr SB Dey has done PhD under FIP Dinesh Kumar is pursuing under the same scheme and Mrs Nilaxi Roy has registered for PhD. The department has participated in four International seminars, and five national level conferences. The faculty has published seven textbooks.

The department organizes periodic field trips to various places of curricular interest.

Hindi

Faculty

Dr Ashok Mishra MA BEd PhD

The department offers courses at core specialization at Third year BA and ancillary at first and second year BA degree. The department organizes the activities of Hindi Sahitya Parishad.

Marathi

Faculty

1. Mrs Vijaya Panditrao MA, DHE, MPhil Head

2. Dr Prakash Parab MA, MA (Linguistics) PhD

The department offers courses at core specialization at Third year BA and ancillary at first and second year BA degree.

The department organized two seminars during last two years. The department organizes the activities of Marathi Vangmaya Mandal. The department has two text books and five articles published.

Economics and Business Economics

Faculty

1. Mrs HJ Uchil, MA, MPhil DHE, Head, Economics Department

2. Dr CVS Ranga Sai, MA, MPhil, PhD, DEM, Head Business Economics Department

3. Dr (Mrs) LR Thatte, MA MPhil PhD

4. Dr V Kurusu, MA MPhil, Bed, DPS, PhD

5. Dr MR Kurup MA DHE PhD (Rtd 2003)

Economics department comes under Arts faculty and Business department falls under Commerce faculty. These are technically two departments yet operationally single. Among the faculty three are recognized PG teachers and two are recognized PhD guides. The faculty represented University bodies as Board of Studies members, University Unfair means Committee, College development Council, University Management Council, State Quality Assurance Cell of Maharashtra. The department had two Assessors of NAAC involved in the Accreditation of Colleges.

The department offers optional Ancillary at first year BA, Optional Ancillary at Second year BA, Applied component at Second year BA, Two Applied components at Third year BA major, four core components at Third year BA major.

In addition the department has designed an add-on programme called Management of Retail Business under X Plan UGC career oriented programmes. The college has received grants and the University has approved the curriculum.



The department runs a course on Quantitative Techniques, which is looked upon a bridge course to PG. The department conducts undergraduate research through Vaze Research Group.

Business Economics conducted the UGC vocational programme in Foreign Trade since 1994.

The department uses ICT for providing reading material and reference work on Web through college and personal web sites.

The department has completed two major UGC projects and has two projects on hand. The department has turned out more than sixty publications since last three years. Together, there are six PhD students and two have received their degrees.

Dr.Mrs.L.R.Thatte received a research grant of Rs.1, 40,000 (One lakh forty thousand) from UGC for conducting a Major Research Project on 'The Estimation of the Returns to Recurrent Education' during July 2001 to August 2003.

Dr M.R. Kurup and Dr.Mrs.L.R.Thatte took up Research Project with financial assistance from the Indian Council of Social Science Research.

Dr.Mrs.L.R.Thatte completed a UGC major research project and working on the other presently.

The faculty received the Best Teacher Award from the State of Maharashtra and there are several Best teachers Awards over the years.

Dr.Mrs.L.R.Thatte received a research grant of Rs.1, 40,000 (One lakh forty thousand) from UGC for conducting a Major Research Project on 'The Estimation of the Returns to Recurrent Education'

Dr M.R. Kurup: ICSSR Research Project: Being involved in educational administration, a research project on "*Pricing Higher Education: A Case Study in Maharashtra*" was formulated. This received financial assistance from the Indian Council of Social Science Research (ICSSR). This work was undertaken jointly with Dr.Mrs. L R Thatte.

Dr.Mrs.L.R.Thatte received a research grant of Rs.25, 000 (Twenty-five thousand) from University of Mumbai for conducting a Research Project on 'Competitiveness of Small Enterprise Clusters: A Study of Auto-components Producing Units in Pune', during July 2003 to August 2004.

Two Major projects completed (1 UGC, 1 DBT)

Dr. Mrs. Lina R.Thatte, Department of Economics has completed Major Research Project funded by UGC entitled, "Estimation of Returns to Recurrent Education". The work was carried out during July 2001- July 2003 and Final Report has been submitted to UGC on 31st August, 2003. Fund: Rs.1,40,000.

Minor Research Projects - Completed

University of Mumbai funded the following projects :

aDr.(Mrs). Lina R. Thatte and Mrs.Linett Dennis of Department of Economics, received the research grant of Rs.25,000.00 for conducting a research project entitled "Competitiveness of Small Scale Enterprise Clusters: A Study of Auto-Components Producing Units in Pune". In the context of globalization, competitiveness of small units is crucial for their survival.

Environment Studies

Faculty

Mrs. Shirsha Narendra Gupte, MA SET

The faculty offers ancillary at BCom and one paper at BCom Accounting and Finance



History

Faculty

1. Sonali Pednekar MA MPhil, Head
2. Dr (Mrs) Preeta Nilesh MA, MPhil, PhD
3. Mrs Satwant Balse, MA MPhil

The department offers one optional ancillary subject at First and Second year BA and core specialization at Third year BA. The department also is actively involved in the design and implementation of an interdisciplinary course taught to all BA, BCom and BSc students.

Dr Mrs Preeta Nilesh availed the faculty Development Programme for her PhD. The faculty worked on several syllabus-restructuring committees of the University.

The faculty attended and presented papers in over thirty seminars/workshops. Mrs. Sonali Pednekar specializes in *Modi lipi*. She has received awards for this specialization. She also has applied for FDP Leave under X plan.

The department presently is working on a university project. The faculty has published eight papers and three textbooks.

The department organizes periodic field trips to various places of curricular interest.

Dr. Preeta Nilesh, of Department of History and Dr. Uttara Sahasrabuddhe, of Department of Politics received a research grant of Rs.25,000.00 to conduct a research project "Mohalla Committees in Mumbai : Role of Civil Society in Negotiating Communal Harmony"

Dr. Preeta Nilesh is working as research associate in a project 'Listing Present Fabric Status and Conservation Plan for Fountains and Pyaavs in the City of Mumbai' which has received research grant from MMRDA Heritage Conservation Society.

Political Science

Faculty

1. Ms. Mrudula Dewasthale, M.A, M.Phil, LIB., Head
2. Dr. (Ms.) Uttara Sahasrabuddhe (on Deputation), MA, PhD
3. Mrs. Manasi Kedari (substitute appointment), MA, SET

The department offers optional Ancillary at first year BA, Optional Ancillary at Second year BA, Applied component at Second year BA, Two Applied components at Third year BA major, Four core components at Third year BA major.

The faculty represented the University in Board of studies, and Board of Examinations of the University.

Two of the faculty are recognized PG teachers. The faculty presented eleven research papers in various conferences, eight articles in journals and ten articles in magazines.

The department conducts workshops in the College in collaboration with University and BoS.

Psychology

1. Mrs. Neeta Kulkarni, MA, MPhil, Head
2. Mrs. Neeta Mehta (On FIP leave) MA, MPhil
3. Ms Preeti Sharma MA, pursuing PhD
4. Ms Manjiri Joshi MA, (substitute appointment)

The department offers optional Ancillary at first year BA, Optional Ancillary at Second year BA, Applied component at Second year BA, Two Applied components at Third year BA major, Four core components at Third year BA major. In addition the department offers applied component at third year BCom.



The faculty represented the University in Board of studies. Mrs. Neeta Mehta is doing doctoral research under faculty development programme.

The department claims cent percent student success rate at University examinations since last five years. The department organizes periodic field trips to various places of curricular interest.

The department is the hub of counseling activities and other personality development programmes in the college.

The faculty attended 27 workshops/ seminars in the past few years The department has four research publications

The department conducts regular lectures by guest speakers and conducts programmes.

Sociology

Faculty

1. Mrs Kanak lata Samal, MA, MPhil, Head

2. Mrs M.K.Shanta, MA, MPhil

The department offers optional Ancillary at first year BA, Optional Ancillary at Second year BA, Applied component at Second year BA, Two Applied components at Third year BA major, four core components at Third year BA major.

The department has produced 100 percent results at the university examinations since last five years.

The faculty is represented the University in the Syllabus restructuring committees

The faculty participated in 15 workshops/seminars in the recent past.

Accountancy

Faculty

1. Mr. Anil P. Naik, B.Com, F.C.A

2. Mr. Niteen M. Kane, B.Com (Hon.), F.C.A. A.C.S.

3. Ms. Alka Kelkar, M.Com

4. Mr.J.B.Vaishampayan, B.Com L.L.B(Gen), FCA.

5. Mr. Yogesh M. Sant, B.Com FCA

Chartered accountants teach the subject Accountancy.

The department offers one each compulsory ancillary papers at first and second year BCom and two core and two applied components at third year BCom. The department started the UGC vocational course in Tax procedures in 1994 which got subsequently converted into add-on course leading to certificate, diploma and advanced diploma during three years of study. The department also participates in the teaching of BCom, Banking and insurance and BCom Accounting and Finance.

The department has published workbooks at each paper to facilitate learning of Accountancy.

The faculty participated in around 30 workshops and seminars in recent years. The faculty has delivered several lectures in the corporate sector and public. The department conducts in-house training workshops on topics of technical value like tax, portfolio management, budget etc.

The department submitted Minor Research proposal submitted to UGC titled 'Impact of Undergraduate Curriculum on Career development'

The department has designed an add-on programme called Stock market Operations under X Plan UGC career oriented programmes. The college has received grants and the University has approved the curriculum.

Business Law

Mrs.Madhangi Iyer, BCom LIM, SET in law

The department offers a compulsory ancillary paper at second year BCom. It is also involved in the conduct of lectures at BCom (banking and Insurance) and BCom (accounting and finance)

Commerce

Faculty

1. Mr.A.B.Chitnis, MCom, LIB, DHE, Head
2. Mrs.Chitra S. MCom
3. Mr.Adhir V.Ambavane, MCom, MPhil, MBA

The department offers one paper compulsory ancillary at first and second year BCom, one applied component at second year BCom and one core and one applied component at third year BCom. In addition the department has designed an add-on programme called International business under X Plan UGC career oriented programmes. The college has received grants and the University has approved the curriculum.

Information Technology

Faculty

1. Bhole K G, MSc, DHE, Coordinator
2. Ms Vandana Narawade, MSc
3. Ms Renuka Sardeshpande, MCA
4. Ms Pournima Bhangale, MCA
5. Mr. Rajesh Patil, MCA

It is a young department started in 2001.

The department offers papers at first year, second year, third years of BSc information technology, and MSc information technology first year.

The department participated in university bodies in the design of curriculum at UG and PG levels.

The department produced University Rank during its first year. The department has two computer laboratories InfoTech lab-I and InfoTech lab-II with over 80 PCs

Biotechnology

Dr. S S Barve, M.Sc. Ph.D Coordinator
Dr. Mrs. Deepali Karkhanis, M.Sc. Ph.D
Dr. Mrs.Meenakshi Rajesh, M.Sc. Ph.D
Miss. Rupali R. Wadekar, M.Sc.

The department was established in 1994.

The UGC vocational programme in Biotechnology was launched in 1994. The pioneering efforts of the department saw the development of curriculum into degree programme, PG programmes, academic research and corporate research.

The department participated in all committees dealing with Biotechnology curriculum at the University.

The department has laboratories for first year, second and third year students plus fully equipped research laboratory.

The department launched Biotechnology Degree programme in 2002, and Add on Course in Biotechnology leading to Certificate, Diploma and Advanced Diploma after successful completion of I, II and III years, respectively.



Subunits: Non academic

Examinations

The examination committee is a statutory body constituted as per the University rules. The committee has five members.

The examination committee conducts examination for First Year and Second Year Degree students on behalf of the University of Mumbai. In the current academic year, there are about 2250 students enrolled for examinations of various First Year and Second Year Degree courses. These examinations span over a period of 25 days per term. During a particular term, examinations are conducted for nearly 75 subjects and about 140 question paper sets are used. The committee coordinates the centralized assessment and moderation work. The processing and declaration of results takes about a month's time.

Under the semester system examination is conducted at the end of each term for 50 marks per subject.

Results are declared on the combined total of first term and second term marks, wherein a student must secure an aggregate 35% in each paper for passing. As per the University circular, additional Examination is conducted for students who do not appear for the first/second term examination on medical /sports /cultural grounds.

Questions papers are set for the examination as per the University rules and on the pattern as set by Board of studies for the concerned subjects. Examination Committee calls for 2 set of question papers per subject. One set is randomly chosen and the other is used for additional examination.

Supervision for the exam is assigned to the teaching staff. Senior supervision is given to Heads of the Department and senior teachers.

Practical Exams for science subjects are conducted only at the annual exam, either before or after theory papers (depending on the availability of laboratories, adjusting with the University and Board examination.)

Assessment of answer books is done on a centralized assessment programme. Teachers assess the papers in the college between 8 a.m and 5 p.m. in the staff room. For subjects with more than 100 students a system of random moderation of 10% of the assessed answer paper is followed at both the terminal examination. Moderators from other colleges are invited to moderate the papers after the assessment work is completed.

The examination system has been so immaculate that in the past never there was a grievance on the conduct, evaluation or procedures of the examinations.

Internal Quality assurance Cell

Internal Quality Assurance Cell was officially constituted out of erstwhile Quality Circle. Quality Circle, which was established in 1999, was responsible in the review of Peer Team Report of 1998 and the subsequent plan of action. The Quality Circle was instrumental in guiding quality movement in the College and also in the State of Maharashtra. The Quality Circle comprised senior faculty directly reporting to the Principal. The Circle had jurisdiction of quality enhancement though development of quality systems, together with periodic review and revision.

The IQAC at the college level has twin functions. It acts as the advisory as well as executive. Important functions involve:

The task of periodic review of activities and policies start from the pre admission planning, and span up to examinations. While launching a new academic programme, IQAC does the fieldwork in designing the orientation and pre launch formalities.



IQAC helps the Research Committee and Planning Board in preparation of proposals for various projects and schemes. The members participated in the preparation of proposals for X Plan development grant, UGC programme for career oriented courses, UGC programme for Stating remedial Courses, UGC innovative programmes, College with Potential for Excellence.

IQAC participates in the preparing for Re accreditation exercise. As an advisory as well as executive, the members participate in the design and preparation of Re accreditation Report. During the academic year 2004-05, IQAC was fully involved in the procedures of Re accreditation. The task involved identification of data needs, formatting collection of data, consolidation of data, adapting data for reporting and drafting of RAR. IQAC conducts orientation programmes for faculty. The members conducted an audiovisual programme regarding needs of quality education and the working of IQAC. Annually, the Cell identifies major thrust area, important issues and critical policy components.

IQAC maintains liaison with other agencies to coordinate on various issues concerning internal quality. Importantly, it involves University of Mumbai and NAAC, Bangalore. IQAC participates in documentation of various quality procedures

In times to come the activities of IQAC needs to align with the procedural requirement of University of Mumbai and/or NAAC Bangalore. Being in the period of transition from task oriented group to statutory Committee, IQAC needs to adapt it self to procedural requirements.

Students' Council

Students' Council is a statutory body constituted in affiliated colleges under Maharashtra University's Act to look after the welfare of the students and to promote and co-ordinate the extra curricular activities of different associations for better corporate life.

The council comprises student nominated from all classes based on academic record. In addition the committee has, NSS Officer, Director of Sports, Senior faculty, students prominent in sports and cultural activities, two girl students. The Principal is the Chairman.

Formation of the students council and election of the General Secretary of the council takes place as per schedule prescribed by the Department of students' Welfare, University of Mumbai.

The important activities of Students' council are to felicitate teachers in the college as a token of gratitude, on Teacher's Day, to organize the college Annual Days, to be associated in organizing Annual Prize Distribution Function, to interact with and represent students in terms of their grievances and demands, to assist respective committees in maintaining discipline and to co-ordinate and monitor extra curricular activities in the college.

Counseling cell

Counseling cell of the college was established with a view to help the students not only in their career choices, but also helping them in their personal / adjustment problems. Counseling cell functions along with the Psychology department. Four teachers of the department are available during the college hours for counseling the students. Besides them, a professional counselor who visits college thrice a week has been appointed.

At the beginning of the academic year, during the orientation programme, students are formally introduced to the counselor as well as functioning of the counseling cell. Then once the lectures start, department teachers along with the counselor go to each of the



classes and students are made aware of the concept of counseling. Students are encouraged to seek the help of the counselor on their own. The teachers, Vice-Principal, Principal also play a role in identifying the students in need of help and recommend them to the counseling cell.

Besides this, counseling cell also carries out activities for the student-body in general.

Gymkhana

The college Gymkhana offers all facilities to college students. The College has teams which represent in various competitions at district / state , national , international . Intercollegiate / interuniversity and open competitions in games like basket ball, volley ball, soft ball, hand ball, foot ball, ball badminton, kho –kho, kabaddi, gymnastics, rope mallakhamb, swimming , carom, chess , table tennis , badminton, body building , power lifting, , rifle shooting and athletics.

The college also has a well –equipped gymnasium which is used by the students , as well as the teaching and non –teaching staff of the college under the able guidance of a gym instructor.

The Gymkhana Secretary, coaches of various games, gymnasium instructor and the gymkhana peon ably assist the in-charges in the conduct of the various activities of the gymkhana and the gymnasium.

The gymkhana is housed in two big halls one for the indoor games and the other as Gymnasium. A multi station gym provides different kinds of athletic work out in addition to general gym equipment.

The student achievers include three Shiva Chhatrapati award winners (an award by the by the Government. of Maharashtra in recognition of excellent performance in the field of sports) They are Sukhbinder Singh (1996 –97) for swimming, Rupali Repale (1998 –99) for swimming She is also a Guinness book record Holder, Neha Ghayal (2003 –04) for rope Mallakhamb. In addition the college swimmer Gunjan Parulekar has been awarded the National Adventure Award for the year 1998 –99 by the Government.

Mayur Mehta is the Youngest swimmer in Dharamtar return 70 Kms., Dharamtar Triple 105 Kms. And Around Mumbai, 185 Kms. Swimming. In 1999, he became The Fastest Indian and Asian swimmer and the Third Fastest among 71 swimmers of the World who crossed the Strait of Gibraltar (one way) since 1928 till date.

Career Guidance And Placement Cell

The career guidance and placement cell of the college aims at providing an insight into the various career options available to the students. The objective is to expose the students to a plethora of information in the college itself by way of talks by eminent speakers, conducting career exhibitions, holding career related workshops to enable the students to benefit from the same. Annually several students are put before the campus selection and are selected by companies.

The Student-Teacher Forum

The objectives are to provide a bridge between students and teachers, so that students can benefit more from their tenure in college and to increase social awareness and inculcate a sense of social responsibility.

There are regular programmes where the students participate in various issues. Ann open house brings together Teachers/ College and students for discussing issues mutually relevant. Theses programmes have been very useful in providing feedback and a forum



for students' expression. Workshops are conducted on various facets of students' personality.

Students' Mutual Aid Fund

Student's Mutual Aid Fund (SMAF) was constituted as a charitable trust in the Year 1990-91. It is registered with Charity Commissioner, Mumbai under Bombay Public Trust Act, 1948.

SMAF carried out various activities for the benefit of students such as giving concession in tuition fees, providing book sets to deserving and needy students. The fund can provide feeships to the students and has regular revenues.

National Service Scheme

The College NSS unit was established in the year 1986. During these years the Unit has produced two Best NSS programme officers, One university level Best NSS volunteer and one State level Best NSS volunteer.

In past the College NSS unit has always risen to the occasion may it be Floods or earthquakes or any other natural calamity. The unit sends a pilot team for on the spot assessment and in the mean time the college gears up for relief assistance and personally manages the project. The Unit has done great service during Floods in Maharashtra and earthquake in Latur.

The NSS unit regularly conducts Rural camps. Other projects include, Environment Enrichment Programme, Literacy Programme, Road Safety Programme, Blood Donation, Maintenance of Discipline and security during dimensions, Exhibitions, and Eye- Check up, helping civic authorities, Anti-Dowry Movement

N.S.S. Programme Officer has been selected as N.S.S. Zonal Coordinator of colleges

- On behalf of N.S.S. Cell, University of Mumbai, the N.S.S. Unit organized a 3 days Special Training Camp (27th –29th Oct.2003) for Pre-State & National Republic Day Camp.
- On behalf of N.S.S. Regional Centre, Pune & in association with N.S.S. Cell, University of Mumbai, the N.S.S. Unit of Vaze College organized a 3 days Special Training Camp (28th Dec. to 30th Dec. 2003)
- The N.S.S. Cell, Govt. of Maharashtra & Save The Children India gave the responsibility to conduct the 3 days Camp for N.S.S. volunteers from Central Suburban Colleges Zone on AIDS Awareness & Anti-trafficking of Children.
- The Leadership Training Programme (LTP) was organized in association with N.S.S. Cell, University of Mumbai,

The NSS unit receive several citations and Awards.

- Ms. Aditi Mainkar, T is awarded as 'Best N.S.S. Volunteer' at Central Suburban District Level & also as Best N.S.S. female volunteer, by University of Mumbai.
- Ms. Aditi Mainkar has also been awarded with 'Dr. Ushaben Mehta Endowment Scholarship', as Best N.S.S. volunteer, by University of Mumbai.
- The Programme officer has been nominated as members of N.S.S. Advisory Committee of University of Mumbai.

Participation at State & National Level:

- One student was selected to represent University of Mumbai, in participating at State Republic Day Parade, on 26th Jan. 2004 at Shivaji Park, Dadar.
- College NSS volunteer was the Only N.S.S. volunteer who represented Mumbai University to participate in National Youth Festival, held at Zarkhand, Tata Nagar.



- College N.S.S. Volunteer was selected to participate in National Integration Camp held at Patiala, Punjab for 10 days duration in January 2004.

Debate Elocution And Quiz Circle

Every year the circle conducts intra - collegiate debates, and elocutions on current topics of popular interest. The quiz theme varies from year to year and is sometimes general while at others related to particular areas of student interest such as music, sports etc. These activities hone the skills of public speaking and generate awareness of current events among students, thereby preparing them for their future beyond the college. Dumb charade— a popular game that combines acting and emoting skills with general awareness in a lighter vein is another popular annual event in the college. These activities are conducted at inter-collegiate level during the college festival—DIMENSIONS- and they are always very popular, drawing huge and lively crowds. Since all our events both intra and inter-collegiate are organized by students with the faculty only acting as facilitators the organizers are also groomed in event management and organization for their future, beyond the umbrella of their alma mater.

Training programmes for bettering the skills of our students are also organized from time to time. In 1999-00 and 2000-01 two one-day workshops on the Art of compering were conducted to train our students.

Veethi, Vaze Theatre Group

'Veethee' functions as a forum for identifying, nurturing and developing the skills of students who have an aptitude for theatre.

Every year 'Veethee' organises the event 'Aavishkar' in which various entertaining programmes are conceptualized by the students themselves.

Over the years Vithee has emerged as a platform for nurturing artists for Marathi./Hindi drama and TV.

VCTS

VCTS has completed 14 years and is proud to have 57 NTS scholars up to date.

VCTS represents backward integration of education, i.e. present and past students of our college teach the school students, for the scholarship exam, which is the special & unique feature of this organization . VCTS provides job opportunities to the college students in Teaching as well as Administration. Every year VCTS recruits new teachers and administrators for this purpose .

VCTS has its own web site [www.vctsonline.com] which is another unique feature in this organization. The website is fully interactive and not only gives information about the organization but also provides the information of all the exams and competitions conducted by the center, the students and parents can post queries and prompt replies are ensured to solve their difficulties. The Email ids for VCTS is enquiry@vctsonline.com and suggestion@vctsonline.com.

The center is equipped with Computer, Educational CDs and VCDs, Charts and Maps, and Library, which are used, by both Teachers as well as Students. The center acquires new Educational CDs and Books every year. The Students are provided with Printed notes, which are updated every year to incorporate the latest information and syllabus content.



Dimensions

Currently the college celebrated 10th successful year of the intercollegiate competition 'DIMENSIONS'. Day by Day, the popularity is increasing,. Student involvement is great. Most of the activities are conducted by students. About 50 colleges participate every year. Around 8000 students visit the venues. Big sponsors willingly contribute. Some 100 celebrities from various fields of entertainment have graced the event till now. Being a programme totally, planned managed and executed by the students, the event has become an in-house training ground in event management.

* * * *

