

## **Report of the Peer Team set up by the NAAC for Assessment and Accreditation of Vinayak Ganesh Vaze College of Arts, Science and Commerce, Mumbai.**

### **Introduction**

Vinayak Ganesh Vaze College was started by Kelkar Education Trust in June 1984 on unaided basis in memory of its founder trustee, the Late Shri Annasaheb Vaze. The college is located in central suburb of Mumbai, 32 kms from Mumbai CST. The degree education came under 100 percent grant in aid in 1990 and the junior section in 1991. The management support to the college for meeting capital and revenue outlay during the decade is estimated to be about Rs.4 crores. The college is affiliated to University of Bombay and has got recognition from the University Grants Commission under section 2 f and 12 B of the UGC Act in August 1994. The student strength has risen from 190 in 1984 to 2335 in the degree courses of which 66% are girls. The degree college has 52 permanent teachers, of which, more than 50% are female teachers. The college has been recognized by the university for post graduate programs M.Sc. by research and by papers in Zoology, Chemistry and Biotechnology. Ph.D. programmes in Economics, Zoology and Biotechnology are offered. Vocational courses in Biotechnology at the B.Sc. degree, Tax Procedures and practices and Foreign trade practices and procedures at the B.Com. degree have been started since 1994-1995 with the approval of the UGC.

The NAAC constituted the peer team consisting of Dr. Mrs. Jaya Kothai Pillai as chairperson, Dr.M.D.Muthamma and Dr.K.Gunasekharan as members for assessing Vinayak Ganesh Vaze College of Arts, Science and Commerce, Mumbai for accreditation. Prof.A.Gnanam, Chairman NAAC and Dr.Latha Pillai, deputy advisor, NAAC accompanied the team. The team visited the college from December 09-12, 1998. On the first day Prof.A.Gnanam briefed the team members on the “Do’s and Don’t’s” of assessment and over the lunch meeting, explained the need for assessment and accreditation to the governing body members. He was present when the peer team met the parents and the alumni members.

The peer team had extensive interactions with the management and governing body members, parents and alumni members, the principal

and the faculty members of all the departments, the students, the administrative staff and the functionaries associated with the various clubs. The team visited the departments, all the facilities like the library, laboratories, computer center, canteen, the audio visual production center etc.

The team also examined all the relevant documents produced by the college.

## **I. Goals and Objectives**

The main objective of the college is to provide total education i.e. an integrated development of critical ability, work ethic and personality development. It is certainly trying to achieve these goals through its curriculum which includes vocational elements, co-curricular activities and extra curricular activities. The college has a number of clubs, societies and subject associations. Some of the unique societies are Hikers Club, Nature Club, Vaze Research Group, Vaze Theatre, Maths Olympiad and cultural events such as Zaporza and Dimensions. The college has been able to inculcate a sense of discipline, sense of personal involvement among students and staff and this was evident when the team had interaction with them. “Discipline” and “Personal Care” attract students to seek admission in this prestigious college. The management, principal, faculty and the staff members are rendering yeoman service in the task of moulding the lives of young men and women.

## **II. Curriculum, Design and Review**

The curriculum is designed as per the University norms but some of the senior faculty members make a significant contribution as members of Board of Studies, Board of Examination and Academic Council of the University. The college conducts workshops to discuss curriculum design at the wake of curriculum changes. The fee back from academic peers and employers has been used objectively for enriching the curriculum.

The college offers B.A./B.Sc./B.Com programmes for under graduate students and M.Sc, by Research / Papers Zoology, Chemistry and Biotechnology courses. They are also offering Ph.D. programme in

Economics, Zoology and Biotechnology. However the admission is based on entry requirements and selection norms of the University.

Since it is an affiliated college, the courses offered have limited scope, career wise. However, this is made more practical and career oriented by providing students optional course in Health Psychology, Journalism and Marketing Research. The college has shown its dynamism in curriculum design by introducing UGC sponsored Job Oriented Vocational Courses – i) Biotechnology ii) Tax Practices and Procedures iii) Foreign Trade Procedures and Practices. These courses include projects, assignments as well as on the job training during vacation. In addition to this the college takes special efforts in preparing its students to enter global market by designing self supporting programmes like English Proficiency course and Certificate Course in Computers and Quantitative techniques which are highly job oriented.

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.

### **III. Teaching, Learning and Evaluation**

Admission to degree course is purely on merit basis since the seats are limited and entry requirements are prescribed by the University. It is commendable that the college arranges orientation programme for students and the feedback from senior students and counseling by teachers help them to identify their interest and choose the proper courses.

The remedial course in English which is designed by the college for the degree level helps the students from rural background. The self supporting course in quantitative methods is open to students of Economics. Scholar cards for merit students is an initiative taken by the college to help the meritorious students. Teaching faculty are confident to carry out their duties because of the proper teaching plan which is done at department level with mutual consultation and interaction. Audio-visual aids like slides, transparencies, posters, cahrts etc., are accessible to all teachers and students. The college auditorium is the hub of audio-visual activities and that it is booked almost throughout the year is a noteworthy feature.

From the academic year 1997-98 the first and second year degree examination is internal and external examination is only at the final year degree. The emphasis is on continuous assessment through innovative techniques such as seminars, assignment on current topics, quiz, project work, in which all students actively participate throughout the year. The creditable achievement of the examination body is that not even a single examination has been cancelled or postponed. Seminars, workshops and non-credit tests enhance the competence of the students. The talents of the students are nurtured through co-curricular activities. There are 27 clubs to motivate and inspire students to develop their talents.

Like any other affiliating college, teachers are recruited through selection committee. Adhoc arrangements are made by the management whenever required to see that teaching does not suffer. Majority of the teachers have participated in national level seminars. The opportunity of having IGNOU center has been utilized properly by the teaching and non-teaching staff. Self-appraisals of the teachers in a systematic way is done for placement of teachers. The location of the college near the industrial belt has helped the college to maintain college-industry interface.

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.

#### **IV. Research and Publication**

The Management and the Principal of the College act as a catalyst for the teachers to engage in active research. As a result, 29 out of 57 teachers have improved their qualifications (M.Phil/Ph.D), while working in the college. At present 5 teachers are engaged in full-time research work leading to Ph.D. degree. This has helped promote a viable research atmosphere.

The Kelkar Education Trust, which is running the college, has set up a Scientific Research Centre (SRC) in Biotechnology. The Peer team

found it to be a very highly sophisticated laboratory to undertake research in areas relating to medicinal, aromatic and cosmetic and environmental biotechnology. This center has undertaken important research work in the above areas and visualizes the patenting of some of its product. The center is recognized as a P.G. Research Centre by the University of Mumbai. The staff in the departments of Chemistry, Botany, Zoology and Economics are also recognized as P.G. teachers.

The staff in the departments of Botany, Zoology, Biotechnology and Economics are guiding research both at P.G. level and at M.Phil/Ph.D. level. Apart from this they are publishing books and popular articles. Research activity is being promoted among the students by having project work both at UG and PG levels. Since the college is a composite college, the emphasis tends to be more on teaching at present but some of the teachers have either undertaken individual research work or started preparing their research proposals.

### **Publications**

The faculty are alert to the latest happenings in their fields and teachers especially from Botany, Zoology, Chemistry and Economics, Biotechnology departments have presented papers at the National/International Seminars. They have also published books, articles at various seminars, popular articles in newspapers etc.

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

### **V. Consultancy and Extension Activities**

The Dept. of Biotechnology and S.R.C. have the potential to offer consultancy services. But the Management follows the principle of “No Business in Charity” and, therefore, has not taken any effort in that direction. So far as the other subjects are concerned they have not grown to the level of offering consultancies. This is due to the fact that this is a U.G. College. The college has undertaken many activities under Extension Programme.

Downstream integration is done through Vaze Centre for Talent Search (VCTS). The VIIIth students are coached to take NCERT’s National Talent Search Examination, SAT and GMAT. The

commendable feature here is that the Alumni students who had done well in those examinations are invited to address the students so that they come to know the “test wiseness” technique in taking those examinations. Forward integration is done to coach the students for taking IIT-JEE examinations and for the competitive examinations conducted by IIT’s for selecting students for M.Sc. Degree Programme. Even here the alumni have helped the present students to get top ranks in the examinations. The NSS unit had undertaken Flood and Cyclone disaster relief in 1989 and also relief work at Latur, when it was struck by an earthquake. The college is alert to happenings and responds spontaneously. The NSS has undertaken many socially relevant programmes. In 1988 the NSS took the Consumer Vigil Programme so as to promote consumer guidance. This is a new area the college has ventured into.

The NSS unit has adopted “Parasik Hills” which is situated near the college. During the last 8 years, the students have planted more than a lakh saplings and Seven Hills around the college have been made greener. Eco-consciousness is thus encouraged. A tobacco de-addiction programme has been undertaken by the NSS unit. In a city like Mumbai where many are tobacco chewers, this is a very socially useful programme.

The NSS unit had undertaken an ‘AIDS’ campaign and also organized a Blood Donation campaign. Since the incidence of ‘AIDS’ is comparatively high in Mumbai sensitizing the young and old regarding the dreadful disease is a commendable feature of extension programme undertaken by the college.

## **VI. Organization and Management**

The organization structure of the college is conducive for the effective functioning of the college. The following are the administrative hierarchy of the college.

The Board of Trustees  
Governing Body  
Local Managing Committee

The day-to-day college administration is done through various committees like Admission Committee, Examination Committee,

Steering Committee, Students Attendance Committee, Library Committee, Purchase Committee, Laboratory co-ordination Committee, UGC Interface Committee, Parent-teacher Interface Committee.

The Principal is ably assisted by the teachers in these Committees. An important observation of the Peer Committee is that it could observe a cohesive approach in the entire management of the college. The Principal plays a vital role in giving the right type of leadership and functions democratically. During the Peer Team visit it could also observe that the teachers also live up to the expectations of the Principal and management. The responsibilities for the Peer team's visit were shared. The organization of an exhibition depicting the achievements of the college during the last 15 years on all fronts specially for the visiting peer team needs to be commended.

The students are also involved in as many as 27 College Societies. This provides better scope for the teachers to identify the innate talents of the students and nurture them as revealed at the cultural programme organized by the students on the evening of the first day programme visit. Even though these college societies have been organized to do certain specific activities, it has helped to achieve the above results.

The Management is very understanding to the needs of the teachers and staff. The major welfare measure introduced by them to reimburse the course fee paid by the teachers and administrative staff in respect of their wards is a major step reflecting their unstinted concern for employees. The committee feels that this measure acts as a motivating factor to give their best.

The high level of performance is also due to the fact that teachers, supporting staff and students are taken purely on merit and not based on any other consideration.

Further, teaching staff are sent for various types of training/higher studies. The financial implications are entirely borne by the Management. The teachers employ informal methods of performance appraisal; alumni meetings provide valuable feedback to the teachers. However, a formal appraisal system needs to be introduced. The

college has also kept pace with the changing technology by having a web page and putting it on the internet.

## **VII. Infrastructure facilities**

The college is located in a total area of 10100 sq. mts. This accommodates a three floor L shaped cement structure with ground and three floors. Thus total useable space is around 100000 sq. mt. The college maintains lawns and greenery around the building with trees and foliage around the building, the college falls in the green belt. The laboratories are spacious and fitted with modular furniture.

The college gymkhana is accommodated only in sheds at present. The college has to procure the neighbouring land and provide suitable structures for the gymkhana and the library complex. The existing infrastructure facilities are being utilized to the maximum. The University centre for M.Sc. in Science subjects, the Indira Gandhi National Open University extension center, the Vaze Vision Centre, Talent Search Cell etc. are all accommodated in the existing buildings.

The college hopes to provide additional space in the next two years when the new building would come up for some of the departments, library and gymkhana.

The college doesn't have a master plan at present but it is in the process of making it.

## **VIII. Support Services**

The college has a central library of about 19000 volumes. Some of the science departments have their own departmental libraries which are managed by the student themselves. There is provision for inter library borrowing, book bank facility and the lending of books, lending of audio visual aids and purchase of books are all computerized. Besides the usual lending card, an innovative scheme where the top student are given scholar cards to enable them to borrow two more books at a time needs special mention. The management spends about 2 to 3 lakhs a year on buying of the books and subscribing for the periodicals. As the college is only 14 years old, it has been able to purchase a limited number of volumes



which does seem rather insufficient for the number of students admitted and the variety of courses offered.

With the UGC grant now available, the college hopes to augment the number of books and journals in the coming years. Special mention must be made about the modular furniture in the library and the racks on rail's arrangement which keeps the books dust free and the floor clean.

There is a centralized computer center and it is open from 10 a.m. to 8 p.m. in the night. The college has subscribed to log-in account with NCST which gives the college an access to the e-mail facility to local and international networks like ERNET and BONET. The college library uses ISIS software packages to access the books.

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 college needs to subscribe to some of the reputed foreign and national journals especially in the disciplines where PG and Ph.D. programmes are offered.

### **IX. Student Feedback and Counselling**

Some of the departments do have structured questionnaires to collect the feedback from the students regarding teaching, learning and testing for their own consumption. An ongoing linkage with the students who have passed out of the college and their visits back to the college frequently to share with the teachers, present students their experience and give suggestions for the improvement of the teaching-learning process. The alumni association has just been started and the faculty hopes this association will be able to contribute much more to the development of the college activities in the future.

The Career Guidance and placement committee organizes lectures and workshops on topics such as entrepreneurship, Interview skills and career in Management. The college feels that a formal counselling cell might be mistaken for a remedial center for students

with problems. Hence informal counselling is done by the Psychology faculty who have been trained in personal counselling. Students Mutual Aid Fund aids various welfare scheme in the College namely providing needy students with study and sports material, paying examination, tuition fees and organizing medical aid to students.

The College is organising an exhibition on Career Dimensions '98 on 15<sup>th</sup> and 16<sup>th</sup> December, 98 where panel discussions on Education-Industry Interface have been organized. The students have collected information on the various up coming careers and compiled them into booklets. Thus the students are actually engaged in not only collecting information about career prospects but also in disseminating the information to the student community.

#### **X. Generation and Management of Financial Resources**

The institute does not collect donations or capitation fees and does not conduct fund raising drives. The whole accounting process is computerized and meticulously maintained. The budgeting and auditing exercise is done regularly. Some of the deficit areas in the budget are those arising from updated facilities of laboratories, cleanliness and campus maintenance, annual day celebration etc. As the shortage in funds is willingly met by the management, no project or activity is suspended due to lack of funds.

#### **General Summing up**

Vinayak Ganesh Vaze College was established in 1984 by the Kelkar Education Trust in the memory of the founder trustee, the late Shri Annasaheb Vaze. As the aim of the trust is total education, the management in addition to the regular academic schedule emphasizes activities which would help individuals in the development of their total personality so as to adjust to the changing socio-economic cultural environment. A conducive environment and excellent infrastructure are provided in the campus. In these days of commercialization, the management motto "NO BUSINESS IN CHARITY" greatly impressed the peer team members. The management is most positive and has given all the support needed for the college in all their activities. With the farsighted vision provided by the management, able democratic leadership of the principal and

the total dedication of all the academic and administrative staff, the institution has made tremendous progress in a short period of 14 years.

Pursuit of excellence is the common goal and there is cohesiveness in the thinking of all concerned. Academic excellence has been demonstrated by the students in attaining awards, prizes and university ranks. 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. Mutual understanding and cordial friendly relation between the faculty members and the students are built up during this process. Students counselling is taken as an integral duty of all faculty and staff of the college. The students have unrestricted access to the management, principal and faculty members.

The socially relevant programmes taken up in extension services and relief work done by the staff and students in Jambulpada and Latur have been well appreciated by the authorities. Remedial programmes, talent search, training for IIT and other competitive examinations, training students for Olympiad in Mathematics etc. are commended by students and parents.

Freeship/Scholarship to the needy deserving students, staff welfare schemes, support for the talented students, sports, education etc. speak well of the benevolent management. One shining example is that of Rupali Repale, the record breaking swimmer.

The neatness of the campus, well designed furniture for the class rooms, library and laboratories, maintenance of all equipment, audio-video aids, greatly impressed the team. Decentralization of administration, participation of teachers and students in curricular and co-curricular activities, discipline maintained by the students and staff, supporting management, appreciative alumni are the highlights of the college.

The constraint faced by the college is space, which the management hopes to solve in the next few years. Being an affiliating college also binds the college to the university requirements in curriculum and

evaluation and the faculty members would do very well if they can gain academic autonomy.

As an undergraduate 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 impressed the peer team members as a high quality institution with high academic reputation and high standard of discipline.

The peer team agrees with the remarks Dr.Suma Chitnis, Former Vice-Chancellor, S.N.D.T. University... *“it was a joy to be here. It renewed my hope for and faith in higher education”* and Dr.Mrs.M.D.Bengalee, Former Vice-Chancellor, University of Mumbai *“a commendable feature I noticed was the excellent discipline in an open air arrangement, something rare in today’s environment”*.

The peer team is thankful to NAAC for making their task easy.

(Dr. J. K. Pillai)  
Chairperson

I agree with the above comments and suggestions.

(Dr. M.R. Kurup)  
Principal

