Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**BURHANI COLLEGE OF COMMERCE AND ARTS**
Name of the head of the Institution	**Mrs. Naheed Ansari**
Designation	**Director(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**022-23710855**
Mobile no.	**9821665477**
Registered Email	**principal@burhanicollege.edu.in**
Alternate Email	**registrar@burhanicollege.edu.in**
Address	**Nesbit Road, Mazgaon**
City/Town	**Mumbai**
State/UT	**Maharashtra**
Pincode	**400010**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Mrs. Tejal K. Gade**
Phone no/Alternate Phone no.	**02223776560**
Mobile no.	**8169444727**
Registered Email	**iqac@burhanicollege.edu.in**
Alternate Email	**tejal.gade@burhanicollege.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://burhanicollege.edu.in/wp-content/uploads/2021/04/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://burhanicollege.edu.in/wp-content/uploads/2021/04/1.-Academic-Calendar-2019-20-REDESIGNED-1.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**84.30**	**2004**	**16-Feb-2004**	**15-Feb-2009**
2	**B**	**2.14**	**2020**	**08-Jan-2020**	**07-Jan-2025**

6. Date of Establishment of IQAC	**01-Dec-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
SWOC analysis of college	**21-Aug-2019**	**6**

	1	
Suggestions for Website updatation	07-Aug-2019 3	6
Subject wise Result analysis and remedial measures	19-Dec-2020 15	10
Preparations for Assessment and accreditation by NAAC	15-Nov-2019 180	50
Internal AAA	15-Feb-2020 5	50
Feedback from students and teachers	19-Mar-2021 30	190
Preparation of Academic calendar	02-May-2019 5	17
Regular meetings of IQAC	19-Aug-2019 3	6
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N.A.	N.A.	N.A.	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

Preparing for the NAAC assessment and accreditation process Organizing various cocurricular and extracurricular activities · Sensitizing students towards environment and conservation of resources like water, energy, no usage of plastic etc. Encouraging staff for minimum usage of paper and emphasizing electronic medium of communication / record maintenance Collection and analysis of feedback collected from various stakeholders Training the faculty for online teaching Evaluating alternatives of ERP and elearning platforms

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Evaluating alternatives of ERP and e-learning platforms	Edumarshal was selected as a worthy platform
Preparation and dissemination of Academic Planner	Active participation by all the stakeholders of the college
Collection of stakeholders' opinions for further improvements	Students' Satisfaction Survey was conducted and analysed
Preparations for NAAC assessment and accreditation	All required documentation was systematically organised.
Transparency in attendance system	Biometric attendance system for students
To improve surveillance inside the campus	High resolution CCTV cameras that were installed on strategic locations in the college campus were regularly maintained.
All departments / committees will be motivated to organize more competitions, lectures and workshops to provide students a platform for their creativity and also enhance their skill sets	No Plastic Drive, Intercollegiate PPT Competition, Intercollegiate Quiz, Field Trip, Extension Activities.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Board of Trustees	29-Jun-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**

Date of Visit	**27-Nov-2019**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**22-Jan-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**BEMS software was developed to record and explore student data enabling smooth functioning of the institution and development of management information system via various modules. List of Modules • Admission -Preprinted admission forms for inhouse returning students. • Examination -Analysis of examination results, eligibility for grace marks, result preparation, printing of grade sheets • Fee collection All fees are predetermined in the said module leaving no room for error during fee collection by counter staff. • Reports - Various reports required by regulatory authorities / management can be generated as and when needed. Document management system developed in BEMS is functional and used for generating admission forms, railway concession forms and examination forms. Student profiles are accessible to faculty and administrative staff through BEMS software, which is also used for sending periodic alerts and notification to students and parents via SMS and email.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our institution has a mechanism for well-planned curriculum delivery and documentation. Apart from chalk and duster method, our college lays great emphasis on curriculum delivery through practical learning. An academic calendar is prepared well in advance before the start of lectures. The college is affiliated to the University of Mumbai, therefore the curriculum is strictly as per the syllabus designed by the University. The time table committee prepares the time tables like master time table, departmental time table, individual time table, class time table and room time table and shares it with

the concerned authority. Almost every department invites industry experts to deliver guest lectures. Elocution competitions and quizzes are also held which enable the students to get an insight into the subjects. The college has a well-equipped library and subscribes to numerous journals so that students and teachers are at par with changing trends in respective subjects. A record of students and teachers using library facilities is maintained by the Librarian. Teachers prepare teaching plan according to the lectures allotted in the University syllabus for each topic. Teaching plans are maintained to ensure timely completion of the syllabus. Orientation program at the beginning of the year makes the students aware of the exam pattern and the system of curriculum delivery. Class tests and surprise tests are conducted to evaluate the performance of the students. To ensure effective curriculum delivery, every faculty member submits a syllabus teaching plan. Bridge lectures, tutorial classes and practicals are held by some departments. Extra lectures are conducted for satisfactory completion of the syllabus. Classroom activities and interactive sessions are conducted to identify slow learners and special care is taken to address them. Advanced learners are guided and motivated to excel in the area of their interest. The college is in constant touch with the university and tries its best to keep abreast of the guidelines laid down by the university for effective curriculum delivery and documentation. The college is well equipped with smart classrooms, virtual classrooms, audio-visual and other ICT facilities which make lecture delivery interesting to students. Teachers are available after lecture hours for student enquiry. HODs' meetings are held to discuss the action plan for effective curriculum delivery. Every department sets its own action plan in tune with the institutional vision and mission. Besides, various curricular activities like field trips, guest lectures etc. are organized by departments to ensure effective implementation of the prescribed curriculum. Students are encouraged to participate in various classroom activities such as group discussions, quizzes, role play, debates, case studies, reading newspaper articles, etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NA	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nill	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	FINANCE	49
BMS	MARKETING	92
BMS	HRM	20
MCom	ACCOUNTANCY	59
MCom	BUSINESS MANAGEMENT	20
BA	GEOGRAPHY	10
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The IQAC regularly collects feedback from its stakeholders by way of simple surveys, questionnaires, chat, gatherings, the use of Google form, and email. Feedback on the curriculum and teaching-learning process is collected from various stake holders like students, teachers and alumni. The received feedback is then analysed by the IQAC. Both negative and positive feedback are taken into consideration. After the analysis of feedback, IQAC consolidates the result. It is forwarded to the Head of the institution with necessary suggestions. Feedback is also shared with the concerned committees like Anti ragging committee, Discipline committee, Library committee etc. The introduction of the online feedback system and QR code are expected to simplify the feedback process considerably.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	BUSINESS MANAGEMENT	80	40	13
MCom	ACCOUNTANCY	60	80	50

BMS	FINANCE/ MARKETING/ HRM	180	200	189
BA	LITERATURE/ SOCIAL SCIENCE	100	80	62
BCom	COMMERCE	200	190	162
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1208	142	14	Nill	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
14	14	7	8	Nill	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of students is a continuous process throughout the academic year. Guardian teachers have been assigned the responsibility of mentoring the students. Teachers mentor specific number of students at academic and personal levels. The basic idea of mentoring is to identify and address the problems faced by slow learners, to boost advanced learners, to check the student drop-out rates and to equip students for the competitive world, by increasing the teacher-student interaction. The mentor thus becomes aware of the family background, psychological aspects and other details of the students. At the beginning of every academic year, the orientation session is organized in the college for students. Guardian teachers explain the design and implementation of the mentoring system of the college. Guardian teachers are provided with the necessary details of the students like the mobile number of the students and parents, email id of the students and parents etc. through the college database. The students are encouraged to work hard to understand their abilities and strengths and help them to be successful in life. Attendance committee compiles the record and come up with the attendance defaulter list which is shared with the guardian teachers. Teachers conduct various class room activities like surprise tests, debates, interactive sessions, etc. which helps them to identify slow learners and advanced learners. According to his/her strengths, the student is given different assignments which are continuously checked by the mentor and the student is always encouraged to overcome his/her challenges. Guardian teachers counsel students to overcome emotional, behavioural, lingual and other issues. Suggestions for improvement are given by the mentor e.g. for academically weaker students, study material and remedial coaching is given, career guidance is provided, etc. Follow-up- When the teacher concerned feels the need, the students are referred to the Head of the Department to help resolve academic/ personal matters. Time factor is a major constraint of the mentoring system and to overcome this constraint, guardian teachers not only interact with students in the college but also through electronic medium such as telephone call or messages. Follow-up sessions are encouraged by the mentors to successfully meet the goals set. Record of the same is maintained in the department. If the need arises, the students are referred to the Counselling cell of the college. The students are encouraged to work hard to understand their abilities and strengths to succeed in life. Teachers were actively involved in interacting directly with parents to keep them updated regarding the status of the attendance and performance of their respective wards, in an attempt to make the learning system more productive and make the students realise the

importance of good performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1350	14	1:96

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nill	Nill	Nill	Nill	Nill

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NA	Nill	NA
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BMS	2M00152	2	12/03/2020	25/06/2020
BMS	2M00151	1	26/10/2019	04/12/2019
BA	3A00142	2	30/03/2020	29/11/2020
BA	3A00141	1	26/10/2019	04/12/2019
BCom	2C00142	2	31/03/2020	25/06/2020
BCom	2C00141	1	26/10/2019	04/12/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The evaluation of the students on the basis of examinations is an integral part of the teaching- learning process. The college also follows specific criteria for internal college evaluation system. The college displays all the circulars on notice boards from time to time. The faculty informs and elaborates the syllabus, its objectives and paper patterns to students in the beginning of the year. The faculties provide extra guidelines and counselling to students. The college follows the examination pattern set by the University of Mumbai. Continuous Internal Evaluation schedule is planned at the beginning of the year by every department. Continuous evaluation is done in various ways like Elocution competitions, Class tests, Assignments, Presentations, Group discussions, PowerPoint presentations, Quiz, Debate competitions, etc. which are conducted on a regular basis, so that the students remain updated with the syllabus and exhibit improved performance in the exam. Monitoring the attendance of the students for the Examination is strictly observed by Attendance committee regularly. Internal Assessment is to be carried out within

the stipulated time in the form of projects, assignment, class test on regular basis. Result review meetings are conducted with result analysis and remedial actions for improvement are decided upon after discussion with faculty, HoD and Principal. The performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are counselled and encouraged to improve their performance in future. Counselling Sessions are used to sort out personal issues, academic and non-academic problems.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of academic year, the institution plans an Academic Calendar, along with tentative schedules for various curricular, co-curricular and extra-curricular activities, which is uploaded on the college website every year. The college follows a system of centralized internal class tests for programmes like BMS, BMM and MCom. Every department has to submit the compliance of the academic calendar as part of their annual submissions. In addition, the internal audit conducted ensures that the compliance of the academic calendar is verified with documentary evidence. Every teacher is assigned the subjects to be taught during the academic year. The teacher plans the teaching and evaluation schedule of every subject. The methods of internal evaluation are planned in consultation with the head of the department and the CIE schedule is fixed accordingly. The Head of the department compiles the academic plans submitted by the teachers and ensures that there is no overlapping of the activities in general and the CIE in particular at both the internal as well as the University level. The Academic calendar is then forwarded to the IQAC. UG level ATKT exams of old pattern are conducted twice a year as per directives of the University of Mumbai. Students are informed about the dates for collection of ATKT forms and submission of forms along with fees. Exam schedule and results are displayed on the notice board and uploaded on college website. Regular examinations are conducted at the end of every semester as per the rules of the University. Results are declared within 45 days of completion of Semester I, II, III and IV exams. The stakeholders are aware of the CIE of every department in the college. The adjustment in dates is sometimes made subject to the examination schedule of the affiliating University. The students are informed accordingly through notices, announcements in the classroom, departmental blogs, College website and whatsapp messages.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://burhanicollege.edu.in/wp-content/uploads/2020/11/2.6.1-Program-Outcome-1-converted.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00534	MCom	Business Management	19	17	89
2C00534	MCom	Accountancy	60	57	95
4O00156	BA	Journalism	12	11	92

2M00156	BMS	Finance	49	48	98
3A00146	BA	Humanities and Social Science	22	21	95
2C00146	BCom	Commerce	152	150	99
4O00156	BA	Advertising	33	32	97
2M00156	BMS	Marketing	92	91	99
2M00156	BMS	HRM	20	20	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://burhanicollege.edu.in/wp-content/uploads/2021/04/2.7.1-SSS-chart-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Burhani College Incubation Centre	Burhani College Management	Burhani College Incubation Centre	Research oriented	30/08/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ECONOMICS	2	6.3
National	ACCOUNTANCY	1	5.6
National	COMMERCE	2	5.6
National	GEOGRAPHY	1	6.6
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
GEOGRAPHY	1
ECONOMICS	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	Nill	Nill	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	21	5	1
Presented papers	7	7	1	Nill
Resource persons	Nill	1	Nill	Nill
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Career Project	University of Mumbai	3	11
Annapurna Yojana	University of Mumbai	3	15
Status of Women in Society	University of Mumbai	3	251
Student Manager	University of Mumbai	3	8
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Action Plan	Burhani College Community	No Plastic Drive	2	350
EXTENSION ACTIVITY	University of Mumbai	STUDENT MANAGERS	3	8
EXTENSION ACTIVITY	University of Mumbai	CAREER PROJECT	3	11
EXTENSION ACTIVITY	University of Mumbai	ANNAPOORNA YOJANA	3	15
EXTENSION ACTIVITY	University of Mumbai	STATUS OF WOMEN IN SOCIETY	3	251
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nill	Nill	NA

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nill	NA	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
99	90

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5217	542272	540	Nill	5757	542272

	24583	4975108	63	Nill	24646	4975108
Reference Books						
Journals	1	1700	Nill	Nill	1	1700
Others(s pecify)	Nill	Nill	Nill	5900	Nill	5900

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	**NA**	**NA**	**Nill**

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	79	28	78	0	0	18	30	10	3
Added	44	60	45	1	0	0	0	106	0
Total	123	88	123	1	0	18	30	116	3

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

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116 MBPS/ GBPS

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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
You Tube	https://www.youtube.com/channel/UC644d7UGlZdsDj4lSLWqlDw

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
3	3	11	10

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The infrastructure pertaining to physical, academic and support facilities in college are regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and non-teaching staff. Duties and

responsibilities have been assigned to the staff for effective use and maintenance of infrastructure facilities. The physical facilities are maintained by the institution through a maintenance contract. The college regularly monitors and maintains the cleanliness of classrooms, the library, the computer lab, the campus, the canteen and the staffroom. In case of a computer device failure or malfunctioning of any hardware device, it is first reported to the IT in charge. The IT in charge is responsible for replacing any computer hardware and solving all major issues. The college has a well maintained and adequately catalogued library which uses the SOUL software for students and faculty to borrow books and for faculty to recommend new books. Careful maintenance of the rare books collection is a major responsibility and is well executed. All class rooms are well ventilated with adequate seating space. Each floor has a dedicated cleaning staff, responsible for maintaining the cleanliness of every floor. Classrooms with overhead projectors are regularly inspected. Advanced booking system is followed for allotting the auditorium for conducting various events to avoid clash of dates.

https://burhanicollege.edu.in/wp-content/uploads/2020/11/4.4.2-Policies-and-Procedure-converted.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Post Matric Scholarship Schemes minorities CS	1	10000
b)International	NA	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga	10/03/2020	20	Himalayan Yoga
Remedial coaching	26/08/2019	137	Inhouse Faculty
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	NA	Nill	Nill	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual

harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
1. Tech Mahindra BPO 2. Connect Serve 3. INOX PVR 4. Andromeda 5. Duarz Hr Services 6. Integram /Integon Human Capital 7.Te leperformanc e 8. Udaan 505 9. IKYA 10. My Country Mobile 11. Kalpavriksha 12. Reliance HR service 13. Teamlease 14. Paramin adv	430	27	NA	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	36	BCOM	ACCOUNTANCY	BURHANI COLLEGE	MASTER IN COMMERCE (M.COM) ACCOUNTANCY
2019	2	BMS	FINANCE	BURHANI COLLEGE	MASTER IN COMMERCE (M.COM) ACCOUNTANCY
2019	1	BMS	MARKETING	BURHANI COLLEGE	MASTER IN COMMERCE (M.COM)

2019	3	BCOM	ACCOUNTANCY	BURHANI COLLEGE	MASTER IN COMMERCE (M.COM) BUSINESS MANAGEMENT
2019	3	BMS	MARKETING	BURHANI COLLEGE	MASTER IN COMMERCE (M.COM) BUSINESS MANAGEMENT
2019	1	BMM	ADVERTISING	BURHANI COLLEGE	MASTER IN COMMERCE (M.COM) BUSINESS MANAGEMENT

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Day	Institution	121
Elocution Competition- Dept of Economics	Institution	131
Intercollegiate Elocution Competition- Dept of Urdu	Intercollegiate	113
Intercollegiate Elocution Competition- Dept of English	Intercollegiate	65
Book donation drive	Institution	30
No Plastic drive	Institution	350
Independence Day	Institution	130
Republic day	Institution	60
Intercollegiate Quiz- Dept of Maths	Intercollegiate	21

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student

Nill	NA	Nill	Nill	Nill	NA	NA

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Students' Council plays an important intermediary role to convey the students' views and grievances to the authorities for discussion and satisfactory conclusion. The Council helps in collecting the students' feedback regarding curriculum, teaching-learning and evaluation process. The Council provides help of organisational nature in activities conducted by Anti- Ragging Cell, Sports Committee, Library Committee etc. The Council makes the students aware of various extension programmes and persuades them to participate therein. The Council motivates students to participate in student-oriented intra-collegiate as well as intercollegiate programmes and competitions such as guest lectures, quizzes, topical debates, etc. The college annual sports day is one of the occasions where the Council is responsible to coordinate the different sports events and assists the teachers in making the event a success. The Council enlists volunteers for collecting attendance, feedback, and maintaining discipline during the event. The Council also ensures discipline in the college campus by encouraging students to observe the code of conduct of the college and exhibit environmental consciousness and responsibility towards the environment. For the purpose, the Council has created awareness among students pertaining to the need of working towards ensuring a plastic-free world starting with making the college a plastic-free zone. The Council regularly spreads awareness about the importance of maintaining personal health, hygiene and cleanliness in and outside the college. A good platform for students for co-curricular and extra-curricular activities is provided through College Students' Council. Academic merit and willingness to participate are the only two conditions for joining the Students' Council. The active involvement and motivation of the teachers encourages the students to participate in various committees, associations and programmes organised by various departments / committees in the college. Students are free to participate in as many activities as they want. The students take initiative in conducting various surveys, data analysis, helping departments with correspondence work, logistics etc. The students' contribution in Anti Ragging Cell is definitely worth mentioning as no instances of ragging have been reported in the last few years. The student members of the Cell play an important role in organising programmes to create awareness of the harmful effects of ragging and bullying. Leadership quality among students is honed especially during the College annual cultural event - 'Celebration'. Over the years, students have done a wonderful job of organising events like Degree Distribution Ceremony under the guidance of teacher members of Students' Council. Thus, the Council plays an important role in bringing about a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NA

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution promotes the culture of decentralisation and participative management at the strategic level, functional / operational level and implementation / execution / ground level. The Management ensures a proper decentralization of powers among the functional heads (teaching non-teaching) and provides for their participation in formulating, implementing and monitoring short term and long term strategic plans and day to day operations. Action plans are built around the inputs and suggestions received from these stakeholders. This is ensured by: - formulation of action plans for all operations and incorporation of the same into the institutional strategic plan - regular interaction with stakeholders and - creating a culture of excellence and having flexibility for desired organizational changes. The institution has a three tier mechanism of providing operational autonomy to various functionnaries in order to ensure a decentralized governance system. 1. Strategic (Management and Principal) level : Management provides adequate support for Academic operational policy and planning through need analysis, research inputs in consultation with the stakeholders. The Governing body and Principal are involved in defining policies procedures, framing guidelines and rules regulations pertaining to overall functioning of the college by abiding UGC norms, Maharashtra Universities Act, and directives of University of Mumbai and also in line with the vision and mission laid down by the founder of the college. Once the policy is designed, the responsibility to implement it is delegated to the Principal, being the member secretary of the governing council and chairperson of the CDC and IQAC along with the autonomy to constitute various committees for execution of the said policy. 2. Functional (Principal and Teacher) level : Various committees are established by the Principal and given different academic, administrative and student related responsibilities which are to be implemented by the concerned conveners of the committees. The modalities of the functioning of the committees are unanimously decided by the Principal and Committee members. They share their knowledge and expertise among themselves while working for a committee. Teachers are given representation in various committees/cells established for smooth functioning of the college and as per the norms of UGC and University of Mumbai. Teachers are nominated by the Principal on various committees. The composition of committees is revised, if required. The Principal ensures a uniform exposure of duties for academic and professional development of all the teachers The management has empowered the Principal and the IQAC to take decisions related to curricular, co-curricular and extra-curricular activities. This has resulted in the CDC, IQAC, Principal, Heads of Departments and teachers taking autonomous decisions at their level for accomplishing the set goals 3. Execution (Teaching and Non-teaching staff and Student) level : Students and office staff also join hands with the Principal and teachers for the execution of different academic, administrative, extension related, curricular and co- and extracurricular activities. By giving representation on various committees like IQAC, CDC etc., students are empowered. They can perform an important role in college activities as class representatives.

6.1.2 – Does the institution have a Management Information System (MIS)?

	Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	• Teachers are encouraged to be part of relevant Board of Studies. • Teachers actively participate in syllabus revision meeting and share their suggestions. • Various curricular activities like field visits, guest lectures are designed as per the requirements of the curriculum to give practical field exposure to the students. • The college follows the practice of organizing events related to topics of the syllabus to bring real life experience to the syllabus.
Teaching and Learning	• The college has been promoting the idea of out of the box thinking and educating students beyond the books and curriculum to make the students ready for the future in terms of practical exposure to relevant topics. • The college conducts class tests to give students a feel about their exam preparedness and to motivate them to perform better. • Lesson plans are prepared by the Faculty at the beginning of the academic year. • Faculty participate in seminars, workshops, conferences, orientation programmes and refresher courses to upgrade their knowledge. • Active steps are taken to improve the students' learning experience by taking ICT based lectures and remedial lectures. • Students are provided with past question papers and study material in the form of reference books and access to the internet in the College premises. Also, book bank facility is available to students. • Co-curricular and extra-curricular activities are conducted on relevant themes to give students practical exposure to the subject and to train them for the real challenges of life. • Project work, assignments and interactive sessions are held to provide students with practical insight. • Guest lectures by experienced persons are organised to update students with latest knowledge.
Examination and Evaluation	• Recognition of the talents in terms of awards and recognition is given to students over and above the marks

	earned by the students to give boost to their creativity and out of the box thinking. • Examination Committee of the College conducts all UG / PG level class tests and Semester-end exams as per the guidelines of the University of Mumbai. The college conducts internal assessment of students according to the Affiliated university guidelines. • Centralised Assessment Procedures are followed and results are declared in the stipulated time. • Faculty are actively involved in the University examination work which includes paper-setting, assessment, revaluation and moderation at CAP. • Class tests/surprise tests, interactive sessions, practical examinations, viva voce etc. are conducted to evaluate the academic performance of the students. • Photocopy of answer books are provided to students as per University rule. • Result is analysed in detail to investigate movement of academic scale of college, to understand the effect of change in syllabus and corrective measures can be designed if required. • The college follows 100 moderation of papers for all the subjects as a part of its unique practice to assure best evaluation results.
Research and Development	• During the year the college has established a research cell and has started guiding the students for research. • Faculty attend workshops, conferences and seminars to update themselves with the latest trends in research and development. • Faculty are motivated to act as resource persons and experts to disseminate knowledge • Faculty are encouraged to conduct research and publish Research papers in the UGC listed peer reviewed research journals. • Upgradation of library is also under consideration to boost research activities in the college. • Students are trained to undertake research activities such as data collection, data analysis through project work and subject related field-visits.
Library, ICT and Physical Infrastructure / Instrumentation	• Weeding out of outdated books and addition of new books in college library on regular basis. • SOUL software is used for bibliographical records. • All books are barcoded. • Book bank facility is available. • New

	computer lab was set up with 60 students' capacity. • Classrooms are ICT enabled. • Newly renovated college auditorium is equipped with the latest ICT facilities • Massive renovation of physical infrastructure is underway
Human Resource Management	• Human resource planning is done on the basis of workload. • Appointment of energetic, experienced and qualified teaching and non-teaching staff after following due processes. • Faculty are relieved from their duties to attend refresher courses and orientation programmes. • Faculty are encouraged to participate in Faculty Development Programmes for honing their skills. • Faculty are encouraged to participate in various seminars / conferences to update themselves
Industry Interaction / Collaboration	• Appointment of Industry based faculty to teach specialized industry-oriented subjects • Guest lecturers are invited from the industry to share their first-hand experience with students • Business training programme (internship) during vacation is arranged and offered to students
Admission of Students	• Admission is done strictly as per Affiliating University guidelines and government rules. • Being a minority college, seats are reserved for minority students. • In line with the vision and mission of the college, Knowledge for all, specially girls, is aimed at • All information about the institution including rules of admission, courses, etc. is mentioned in the College prospectus and is also available on college website. • Single window system is adopted for admission, verification of documents, payment of fees, issue of receipts etc. • Faculty are involved in the admission process orientation of students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	• College events are planned and communicated to authorities, colleagues, students and other colleges through emails. • Students' feedback is collected on Google forms and is used for future planning.
Administration	• A full time, fully qualified and dedicated staff for smooth functioning. • BEMS software was developed to record

	and explore student data enabling smooth functioning of the institution and development of management information system. • Document management system developed in BEMS is fully functional • Student profile at single click. • SMS to students / parents • ID cards with barcode. • Biometric attendance system for teaching, non-teaching staff and students • Entire campus network is restructured by replacing old cables with CAT6 e-cables improving the data transmission flow and internet speed. • Internet facility and networking is being updated in a phased manner.
Finance and Accounts	• Tally.ERP 9 • Regular upgradation of the tally package • E-payment facility
Student Admission and Support	• In-house developed software BEMS. • A full time fully qualified dedicated staff to attend to students' requirements. • Quick generation 0f admission /railway concession/HSC examination forms.
Examination	• In-house developed software BEMS. • A full time fully qualified and experienced staff for accurate execution. • Generation of Hall tickets for various exams • Preparation of results • Grade cards with photographs • Detailed subject wise, gender wise, class wise result analysis

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	DR. HAIDER E KARRAR	– RAHEJA COLLEGE – WORKSHOP	NA	1500
2019	PIYUSH SHAH	CA SEMINAR ON BLOCK CHAIN TECHNOLOGY	NA	1416
2019	MEERA SURYANARAYANAN –	– NEW SYLLABUS OF FYBAMMC	NA	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NA	NA	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ONE WEEK ONLINE FDP ON DEVELOPING FUTURE GENERATION TEACHERS	1	18/04/2020	23/04/2020	6

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Advance payment against salary. • Need based interest free financial support. • Other measures • Comfortable staff room • RO drinking water • Security in the campus • Sanitation facility • Hygienic canteen	•Need based interest free financial support. • Relaxation in working hours for pursuing higher education. • Advance payment against salary • RO drinking water • Security in the campus • Sanitation facility • Hygienic canteen	• Designated doctor on call in case of emergencies • Other measures • RO drinking water • Security in the campus • Sanitation facility • Hygienic canteen

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit: The College has appointed an internal auditor to detect errors at the earliest and devised an effective control system to prevent their occurrence. Suggestions of the internal auditor to improve the accounting system are incorporated. Internal audit is done periodically. Observations made by the auditor are brought to the notice of the accountant and the Principal of the college. External audit: RMJ and Associates are the external auditors of the college. The Department of Higher Education carries out the audit of salary grants.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	INHOUSE
Administrative	No	NA	Yes	INHOUSE

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

   • Deliberations with parents regarding ensuring attendance as per university norms and participation in events organized by the college • Parent and teachers actively participated in the blood donation drive. • Felicitation of parents of rank holders in the Convocation ceremony.

6.5.3 – Development programmes for support staff (at least three)

   • In house guidance for behavior and etiquettes, job responsibility and work ethics • Disaster/ emergency management • Office letter writing / Written communication skill upgradation.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

   • Vertical garden in campus- an environmental initiative • State of art computer lab- to keep pace with latest developments • Library refurnished- for knowledge updation

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Regular meetings of IQAC	19/08/2019	10/07/2019	19/08/2019	6
2019	Preparation of Academic calendar	02/05/2019	27/04/2019	02/05/2019	17
2019	Internal AAA	15/02/2020	10/02/2020	15/02/2020	50

2019	Preparations for Assessment and accredit ation by NAAC	15/11/2019	05/05/2019	15/11/2019	50
2019	Subject wise Result analysis and remedial measures	19/12/2020	03/12/2020	19/12/2020	10
2019	Suggestions for Website updation	07/08/2019	03/08/2019	07/08/2019	6
2019	SWOC analysis of college	21/08/2019	21/08/2019	21/08/2019	6

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Foundation course project presentation	01/09/2019	01/01/2020	173	224
Orientation Program	27/06/2019	27/06/2019	280	300
Orientation Program	20/08/2019	20/08/2019	290	310
Status of women in society	02/12/2019	31/01/2020	161	124

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
• Vertical garden – This year Burhani College has constructed a vertical garden throughout its campus to purify the environment and act as a shield against pollution along with improved oxygen level and cooling effect. • Energy conservation – To ensure the reduced usage of energy for lighting purpose the college has replaced the traditional bulbs by LED bulbs and the ACs are pre-set for energy conservation. • Various topics are covered by faculty during lectures for generating environmental awareness like environmental pollution, conservation of resources, etc. • Mandatory two sided printing of all documents to save on paper usage. • Using refillable ink for printer in Xerox machine cartridges • Twice daily cleaning of campus for hygiene • Regular maintenance and fertilization of plants. • Hourly cleaning of all toilets for good hygiene.

- No smoking, no tobacco, no alcohol and no drugs policy strictly enforced • Promoting low dust chalk for use in classroom blackboards and use of whiteboards. • Waste management – Along with the regular practice of segregating dry and wet garbage, the college has also taken the initiative to have segregation of e-waste by installing e-waste bin and informing and encouraging students towards segregation of waste. • Paper recycling – As a part of environmental concern along with promoting lesser usage of paper, the college has also taken the initiative to recycle paper by donating thousands of old outdated and discarded books to The Dawoodi Bohra Academic Society for paper recycling.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	Nill	Nill	Nill	NA	NA	Nill
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students	20/06/2019	1. Students are required to attend lectures throughout the academic year. 2. Students must have at least 75 attendance in lectures to qualify for University examinations. 3. Students have to carry their identity cards (duly Authorized by the authority) in the campus. 4. Students are warned that harassment / ragging

		of any sort is strictly prohibited as per the University Rules
Code of conduct for Teachers	20/06/2019	1. Lecture wise teaching plan must be prepared and submitted to the IQAC. 2. Teachers in case of leave should inform the authorities or take prior permission so that the lecture schedule not be hampered and alternative arrangements can be made. 3. Doubts and Queries of students should be attended to properly.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Foundation course project	01/09/2019	01/01/2020	397
Celebration of Independence Day	15/08/2019	15/08/2019	130
Celebration of Republic Day	26/01/2020	26/01/2020	60
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• The College examination committee has replaced plastic bags with cloth bags used for examination purpose • The institution has stopped accepting projects in plastic files. • The Canteen has stopped using plastic cups. • Waste is segregated into dry and wet waste dustbins and delivered to BMC waste collection vehicle. • Minimum Energy Consumption: classrooms, laboratory, library staffrooms and offices are naturally well lit. LED lights and eco friendly air conditioners are used in the college. • Cross Ventilated Classrooms - Wide classrooms with adequate sunlight and shortcuts lead to minimal use of electric lighting, fans and air conditioners. • Promotion of lesser usage of paper - Students and staff are encouraged to adopt e-mail and soft copy exchange for communication

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I. Vertical Gardening A garden wall is a vertical greening typology, where a vertical build structure is intentionally covered with leaves, flowers and vegetation. A vertical garden is a technique used to grow plants on a vertically suspended panel by using hydroponics. This unique structure can either be free standing or attached to a wall. As well as being a beautiful, space saving and a sustainable addition to our cities, vertical gardens are natural air filters that helps to create a cleaner environment. • Objective of the practice With the view to beautify the college campus with the given challenge of limited space and to purify the polluted air, the management has taken the unique step to erect a vertical garden. It does not just look great, but also provides a range of environmental benefits. • Context Studies have shown that the surface of vertical garden can be up to 10 degrees cooler

because it absorbs the heat from the sunrays and slows down air movement. The improved and cooler air benefits the students and staff members. This space saving and a sustainable addition in the college is a natural air filter which even metabolize harmful toxins like carbon monoxide, benzene, formaldehyde and trichloroethylene, creating a healthier environment for all stake holders. • The Practice The plants in the gardens take the carbon dioxide out of the air and replace it with oxygen. Burhani college has built a splendid and beautiful vertical garden with a recycling waterfall in the year 2019-20. South Mumbai is a place where scarcity of land prevails in every corner. And vertical gardening could help in tackling this scarcity. • Evidence of Success The improved and cooler air and a visibly enchanting view have been welcomed and appreciated by everyone who has experienced it. Beautification of the surroundings, water management, optimum use of space and purer air have all been achieved by this one step of vertical gardening. • Problem encountered and resources required The cost of the vertical gardening project and requirement of skilled manpower were challenges that were overcome by the exemplary willpower of the Burhani college management. II. 100 moderation of answer-sheets • Objective of the practice In the academic year 2018-19, Burhani College Management took a vital decision of 100 moderation of answer-sheets for Degree college students. This decision was made in favour of students. • Context: Answer-paper evaluation is one of the huge administrative tasks for any college. After the first round of evaluation by teachers the second round is to moderate all the answer-sheets. If there is any difference in the marks awarded by the in-house teachers and the moderator, the decision of moderator is final. • The Practice: Moderation helps teachers to make dependable evidence based decisions. Moderation is the process of teachers sharing and working on their understandings of students' achievements and success. It supports teachers to compare their own judgment to either confirm or adjust them. • Evidence of success: Moderation improves the decisions teachers make about students' result. Teachers vary in their beliefs, understanding, expectations, experience etc. Moderation leads to consistency of judgment. • Problems encountered and resources required: 100 moderation calls for allocation of resources and time. Results can be delayed if any subject moderation is left incomplete by the moderator. If the moderator is less qualified or less experienced than the in-house teacher, it can distort the result. In case of large difference in marks issued by moderator, higher marks need to be assigned to the student. This criterion varies as per the institutional rules and regulations. III. Drive for economized use of paper • Objective of the practice: As a part of environmental concern, Burhani College promotes lesser usage of paper. • Context: Burhani College believes in "Save Paper, Save Trees, Save Earth" • The Practice: Two sided printing of documents is mandatory at College. Students and staff are motivated for e-communication and exchange of soft copy. • Evidence of success: Noticeable reduction in usage of paper at College. • Problems encountered and resources required: Lack of required infrastructure and technical skills with students. University norms of submission of projects in hard copy form. University norms of conducting examinations involve a lot of paper work. Increased usage of electricity and internet which resulted in increased cost and other environmental issues.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://burhanicollege.edu.in/wp-content/uploads/2021/04/7.2.1-Best-Practices-2019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Knowledge for all Our founding father His Holiness Dr. Syedna Mohammed

Burhanuddin (TUS) had an aspiring vision of "Knowledge for All". He was an educationist who believed in providing traditional and contemporary education encompassing cultural diversity and modernity at its core. Burhani College embraces these principles and has been a ray of light for the middle class and underprivileged coming from various strata of the society. Most of our students are first generation learners. The teachers inspire and motivate students by one on one communication, regular parent teacher interactions. Efforts are made to help the slow learners by conducting tutorials and the achievers are encouraged to share their knowledge with their peers. We at Burhani College encourage our teaching staff to inculcate theoretical learning and practical work in forms of assignments, projects, seminars, debates, film screening and participation in extra-curricular activity. With guardian teacher in every class, the College has developed a home-school partnership which brings about poise and independence in a safe and positive learning environment. We aim to provide the society with individuals who are responsible, sound and confident about their goals, who wish to contribute towards the growth and development of the nation in an all-round manner. These qualities are being inculcated through activities like the cleanliness drive and the blood donation drive which helps the students to interact with the community and contribute in value added form. These healthy practices promoted by the management for the teachers, students and other non-teaching staff make this an institution of choice. The college campus contributes towards holistic and pragmatic development of the staff, students and non-teaching staff. We inculcate the importance of time through our disciplinary practices and monitoring of 75 percent attendance. By providing holistic and contemporary education, the college tries to help the minority community, in particular and the society in general. Burhani College imparts quality education to students, with emphasis on culture and tradition with a rigid blend of modernity and technology. Above all, the college encourages the youth to uphold values of humanity, trust, justice, patriotism, global peace and harmony.

Provide the weblink of the institution
https://burhanicollege.edu.in/wp-content/uploads/2020/12/7.3-Institutional-Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

 In view of the vision, mission and core values, the IQAC has planned for following : To commence working on the recommendations of the NAAC Peer Team To improve ICT enabled infrastructure and make it more user friendly To provide placement facility for students and alumni whenever possible To increase industrial exposure for students To strengthen the support for cocurricular and extra-curricular activities To continue eco-friendly practices and inculcate a strong sense of environmental responsibility in all stakeholders To develop the Incubation Centre and make resources more accessible for students To encourage teachers and students to undertake research To conduct IPR Seminars