



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		BURHANI COLLEGE
• Name of the Head of the institution		Dr. Talib Yusuf
• Designation		Dean of Academic Affairs
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		02223710855
• Mobile no		9326217252
• Registered e-mail		principal@burhanicollege.edu.in
• Alternate e-mail		registrar@burhanicollege.edu.in
• Address		Nesbit Road, Mazgaon
• City/Town		Mumbai
• State/UT		Maharashtra
• Pin Code		400010
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Urban
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	University of Mumbai																		
• Name of the IQAC Coordinator	Mr. Shailesh Dattatraya Borkar																		
• Phone No.	02223710855																		
• Alternate phone No.	02223776560																		
• Mobile	9960287286																		
• IQAC e-mail address	coordinator.iqac@burhanicollege.edu.in																		
• Alternate Email address	shailesh.borkar@burhanicollege.edu.in																		
3. Website address (Web link of the AQAR (Previous Academic Year))	https://burhanicollege.edu.in/wp-content/uploads/2021/12/AQAR-2019-20.pdf																		
4. Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://burhanicollege.edu.in/wp-content/uploads/2021/12/ACADEMIC-CALENDAR-2020-21.pdf																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B++</td> <td>84.30</td> <td>2004</td> <td>16/02/2004</td> <td>15/02/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.14</td> <td>2020</td> <td>08/01/2020</td> <td>07/01/2025</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B++	84.30	2004	16/02/2004	15/02/2009	Cycle 2	B	2.14	2020	08/01/2020	07/01/2025	
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Cycle 1	B++	84.30	2004	16/02/2004	15/02/2009														
Cycle 2	B	2.14	2020	08/01/2020	07/01/2025														
6. Date of Establishment of IQAC	01/12/2005																		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>NIL</td> </tr> </tbody> </table>	Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	N.A.	N.A.	N.A.	N.A.	NIL									
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount															
N.A.	N.A.	N.A.	N.A.	NIL															
8. Whether composition of IQAC as per latest NAAC guidelines	Yes																		
• Upload latest notification of formation of	View File																		

IQAC		
9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Organizing webinar series on significant issues • 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 online. • Guiding teachers and students for effective teaching and learning online. 		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
All departments / committees will be motivated to hone their online skills to provide the best possible service to stakeholders during the pandemic.	Teachers and the non-teaching staff undertook training to work effectively on Google meet and Edumarshal for effective delivery
To improve surveillance inside the campus	High resolution CCTV cameras that were installed on strategic locations in the college campus were regularly maintained.
Transparency in attendance system	Attendance of students was effectively conducted on the Edumarshal platform
Collection of stakeholders' opinions for further improvements	Students' Satisfaction Survey was conducted and analysed
Preparation and dissemination of Academic Planner	Active participation by all the stakeholders of the college
To customize the Edumarshal platform to suit the requirements of the institution.	Edumarshal was duly moulded and the concerned users were trained accordingly

13. Whether the AQAR was placed before statutory body?	Yes
---------------------------------------------------------------	------------

<ul style="list-style-type: none"> Name of the statutory body

Name	Date of meeting(s)
Board of Trustees	19/11/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	26/02/2021

Extended Profile

1. Programme

1.1	12
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	No File Uploaded
2.Student	
2.1	1240
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
2.2	02
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	No File Uploaded
2.3	429
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1	13
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	14
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	20
4.2 Total expenditure excluding salary during the year (INR in lakhs)	20.57
4.3 Total number of computers on campus for academic purposes	88

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Curriculum is strictly as per the syllabus designed by University Boards. The college adopts the syllabus which is revised by the University of Mumbai, in terms of education policy of State and Central governments demands of the industries in general and changes in society from time to time. Steps taken for effective implementation of curriculum are-

1. Preparation of Master timetable, Department timetable, Individual timetable and Room timetable.
2. Preparation of academic calendar at the beginning of every year.
3. Preparation of teaching plan according to the number of lectures allotted in the University syllabus.
4. Briefing of various elective options to students.
5. Organizing orientation program in the beginning of every year.
6. Extra lectures, if required for satisfactory completion of syllabus.
7. Class tests and surprise tests are conducted periodically.
8. Classroom activities and Interactive session with students.
9. Arranging various Curricular activities like, Field trip, Guest lecture etc.

10. Conducting various classroom activities such as, Group discussion, Elocution competitions
11. Providing ICT - enabled techniques for quality teaching - learning.
12. The library stocks text and reference book and copies of updated syllabi.
13. Availability of teachers beyond the class hours.
14. Preparation of result analysis.
15. Remedial lectures are conducted for slow learners and performance enhance lectures conducted for the advance learners.
16. Bridge courses are conducted for students who lack basics in a subject prior to them joining the course.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NIL

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar which is prepared at the beginning of the year. This calendar is to update students, faculty and staff of important dates throughout the academic calendar of the year. Generally academic calendar is prepared for two teaching semesters in a year. It covers the entire teaching / learning process with the teaching plan.

In the beginning of the academic year, the academic calendar is prepared and uploaded on the college website. It contains the schedule of all examination, the date of completion of syllabus etc. All academic activities are planned and executed as per academic calendar plan. Continuous internal evaluation is also scheduled and conducted as per the plan.

Month wise working days, cumulative number of working days, holidays, scheduled time for class, break, semester wise internals, etc. are followed by the institution as per academic calendar.

Subject allocation for the faculty members is done well in advance, Teaching plan including lecture hours are also a part of academic calendar which is strictly followed and monitor. It also comprises guest lectures, workshops, industrial visits and other co-curricular

and extra-curricular activities.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NIL

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college has different type of courses in the curriculum for holistic development of students. The courses include professional ethics, gender, human values, environment and sustainability. Gender sensitivity and gender sanitization is accomplished by theory and project work through foundation course. The celebration of women's days focuses on women empowerment. POSH/WDC committees take extreme care of girl students. Events such as quiz, role play, elocution, competition on women empowerment are conducted.

A course on human values and environmental management is a compulsory subject for BMS which focusses on ethical values. Organization of blood donation drive, health checkup camps, river cleanliness drive where by students are made aware of a few social issues, public health, general issues. In order to sensitize students about environment and sustainable issues, BCOM, BA, BMS, BMM students are taught foundation course. Organizing webinar on

worlds environment day and ocean day is in the same line. Tree plantations and no plastic events are conducted to spread awareness on environmental issues. Guardian teachers counsel students on the topics of human values and environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

276

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	https://burhanicollege.edu.in/others/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://burhanicollege.edu.in/wp-content/uploads/2021/12/SSS-CHART-2020-21.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1240	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of	

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Student representation is diverse not just in terms of regional and linguistic aspects but also their level and pace of comprehensibility. Since it would be inappropriate to divide a class into groups based on students' level of comprehension, the institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners. Slow and advanced learners are identified through classroom discussion, question and answer method, by considering their subject knowledge and previous year's performance. Problem solving sessions and additional tutorials are conducted for Mathematics, English, Accounting, Costing and Taxation in Under Graduate courses. Faculty members guide the students personally as well as they are encouraged to discuss their problems. Extra time is allotted to slow learners to complete tasks such as reading, problem solving. More attention is given towards slow learners for their academic improvement. Advanced learners are provided several opportunities to develop their knowledge and skills. Many departments in the college conduct events to promote competitive spirit among advanced learners. The college organizes guest lectures of eminent persons to inspire and motivate advanced learners.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1240	13

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution provides an effective platform for students to develop skills, latest knowledge, values to shape their behaviour in the correct manner. Faculty members adopt the undermentioned student-centric methods.

- Experiential Learning by providing project work
- Faculty identifies and conducts academically relevant field visits and surveys.
- Student activities like no plastic drive, etc. are organised by the College, in addition to health awareness camps, etc.
- Discussions methods help provide students with practical thinking and in coming up with their opinions & suggestions.
- Research activities are promoted for the benefit of students.
- Guest lectures by eminent experts from industry and academics are organised to supplement the teaching process.

Problem solving methodology is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability. This methodology helps to transform students from being relegated to the role of passive recipients to active participants apart from boosting their confidence and encouraging independence.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	NIL

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institution follows ICT enabled teaching in addition to the traditional educational atmosphere. Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. The College uses Information and Communication Technology in education to support, enhance, and optimize the delivery of education.

Specialized computer laboratory with an internet connection has been provided to promote independent learning. Appropriate security is provided to Wi-Fi users.

- Faculties are encouraged to use power-point presentations in their teaching by using LCDs and projectors and to use online search engines and websites to prepare effective presentations.
- Seminar and Conference rooms are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
- Students are counselled with the help of Zoom / Google meet applications.
- Various technical events and management events are organized with the help of various Information and Communication Tools.
- Google classroom is used to manage and post course related information
- To teach mathematical subjects in online mode, teachers use various online tools in Google meet, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

170.5

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a transparent and robust evaluation process for internal assessment of students. In order to ensure transparency in internal assessment, students are briefed in orientation programmes. At the entry level, admissions are given purely on merit basis and the merit lists of students are displayed on the Notice board. the following mechanisms are followed

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding internal assessment.
- The university norms relating to course-wise examination pattern and the university circulars in this regard are circulated among the staff and are also displayed on the notice boards for students.
- Evaluation methods and examination schedules are made available on the college websites.
- Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject teachers.
- The internal assessment mark lists are displayed on the notice boards.
- The subject teacher briefs the students in the classroom about their attendance and performance in the internal examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

A transparent, time-bound and efficient method is being followed in terms of dealing with internal examination related grievances. All the students are clearly informed about the evaluation procedure, weightage of internal and external marks allotment as per the regulations provided by the university. At the college level, an examination committee is constituted and other teaching faculty and non-teaching staff cooperate for the smooth conduct of the examination.

- Internal assessment tests are conducted every semester at department level.
- Internal Assessment is done immediately after the class test.
- Time table for test is prepared well in advance and communicated to the students earlier.
- The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal.

As per the university norms.

- Regarding the external examinations, at the time of releasing the results, university mentions the date within which students have to apply for revaluation.
- Right to challenge the evaluation of answer books.
- University declared the result of challenge evaluation.

The entire mechanism of examination related grievances is time bound as per University rules and regulations.

All this is not applicable in 2020-21 as, because of lockdown, all exams have been conducted in online mode.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme Outcomes represent the knowledge, skills and attitudes the students should have on course completion of their respective.

Course Outcomes give the resultant knowledge and skills the student acquires at the end of each course. It defines the cognitive processes a course provides. The Vision and mission statement of Burhani college clearly defines the aims and objectives of the Institution in developing student personality. These aims and objectives have been the foundation for defining the objectives of every program executed in the institution.

- The Program Education Objectives have been categorized into three sections such as Academic Values, Social Sensibilities and Moral and Spiritual Values. Integrating different stakeholders of the systems, the competencies and the performance Indicators for each of the Program Education Objectives are also defined which in turn lead to design of comprehensive course level competencies and performance indicators. Programme Assessment Plan detailing the different Assessment types are also designed. All students are apprised of the objectives and expected outcomes of their programmes on admission during the compulsory Orientation programs. Students are also educated and provided with the detailed syllabus and course outcomes in each course and the assessment strategy for each course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://burhanicollege.edu.in/wp-content/uploads/2021/12/BURHANI-COLLEGE-PROGRAM-OUTCOME.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our Institution is affiliated to the University of Mumbai. We offer Undergraduate and Postgraduate programs and courses under the faculty of Arts and Commerce. For these programs and courses, the institution follows the curriculum designed by the university.

We take utmost care in measuring the level of attainment of Programme Outcomes, and Course Outcomes and follow formal as well as informal mechanism while doing so. The institution takes feedback from all the stakeholders in this respect and tries to take necessary steps accordingly.

- The institute follows the Academic Calendar of the university.

- Placement committee takes the review of the Students' Progression to Higher Studies and their Placement.
- Students are introduced to community engagement and global understanding.
- Critical and creative thinking, ethical values are encouraged.

The course outcomes are measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result. Attainment of Course Outcomes are measured by using university examination results. Attainment levels are finalized at college level and conveyed to IQAC through Internal Examination Committee.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

429

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://burhanicollege.edu.in/wp-content/uploads/2021/12/SSS-CHART-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure. The College has set up an incubation centre and has initiated various activities like pre-incubation support, start-up initiatives & training programs. The faculty & students are encouraged to take up research & developmental activities by utilizing the existing resources. The institute recruits dynamic & highly qualified faculty to mentor and channelize the young minds. The institute has taken an initiative to encourage the faculty members to pursue their Ph.d work. Faculty are also encouraged to participate in various skill enhancement programs under govt. schemes. The College has collaboration with the Harvard Business School and conducts courses which enable students to hone their management skills.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension Activities conducted during the year.-

Cleanliness Drive (Swaccha Bharat Abhiyan)

Tree Plantation and Water and Tree Conservation Programme

Celebration of: Independence Day, Republic Day, Constitution Day, Women's Day, Yoga Day, No Vehicle Day, etc.

Anniversaries of great personalities.

Cashless activities / digital India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

30

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college- "knowledge for all."At the beginning of the academic year need-assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from staff members, Heads of the departments, lab

technicians and system administrator after reviewing course requirements, computer-student ratio, budget constraints, working condition of the existing equipment and also students' grievances. The Time Table committee plans ahead for all requirements regarding classrooms, laboratories and other equipment. Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator. The optimal utilization is ensured through encouraging innovative teaching - learning practices. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extra - curricular activities, parent teacher meetings. Campus Recruitment Training classes, campus recruitments, meetings etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports is an integral part of student development and requirement for the holistic development of students. Various sports activities are conducted within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall development of its students. Various sports competitions among the students help in developing team spirit. Sports and games help the students to improve their interpersonal and intrapersonal skills. Activity room has been set up to conduct different cultural activities, yoga and indoor sports events. All necessary equipments are provided to students time to time. A number of tournaments & competitions are arranged by the college. The College has a broad vision for the all-round development of students and for achieving this end different types of indoor and outdoor sports and cultural activities are arranged for by providing the necessary infrastructure and training facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

•NameofILMSsoftware SOUL2.0 / EDUMARSHAL

•Natureofautomation(fullyorpartially) PARTIALLY

•Version 2.0

•YearofAutomation 2012

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.136

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

61

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT facilities have been updated on a regular basis. Also, new IT equipment has been purchased as per the requirement. All the classrooms have Wi-Fi enabled facilities. Electronic database and digital library are used to enhance the teaching and learning process. CCTV camera and bio metric attendance system are placed in all the classrooms. IT policy applies to the resources administered by different departments such as library, computer lab and administrative office of the college. Maintenance of computer system is done periodically by the system administrator. For system administration we have automatic updates for windows, antivirus and security patches. Browser and Java updates are done on every computer twice a month.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

88

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

20.57

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The infrastructure pertaining to physical, academic and support facilities in college is regularly maintained to ensure that it is of maximum benefit to all stakeholders. 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. Careful maintenance of the rare books collection is done. All class rooms are well ventilated with adequate seating space. Every floor has a dedicated cleaning staff, responsible for maintaining the

cleanliness of that floor. There is regularly maintenance of the vertical garden in the campus and the air conditioners and projectors in all the classrooms. During the pandemic, regular sanitization of the infrastructure facilities was done and continues to be done.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

14

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

As the college strictly adheres to the COVID guidelines issued by the Government, students were not coming to the college. To boost up students' morale, the College had organized a webinar series 'Knowledge for all' on various topics relevant to students like speed reading etc. and students enthusiastically participated in those activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

N.A.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institute. The Institution vision and mission statement is "Education for all". To make sure that we cater to all sections of the society the admission policy of the college aims at spreading knowledge to all sections of the society without any bias.

The college has a participative management and gives enough forums for all stake holders to offer suggestions and raise their concerns. This year being the year of pandemic special arrangements to accommodate the students for fees and late admission were taken care off. The college aims to become a pioneer institution which becomes a breeding ground for future entrepreneurs and giving them an experience of a complete finishing school rather than a merely a college where bookish knowledge is provided. During this year, special arrangements were made to provide instalments in fees and students were accommodated even for late admission due to various genuine problems. Special arrangements were made for online admission and fees payment to ensure zero physical interaction and students could do the admission from the comfort of their home and with utmost safety.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The management of the institution has been very democratic and decentralized form of organizational structure from the very inception the channels of communication are very open allowing all stakeholders to give their inputs for collective and all-inclusive planning. Committees are appointed to cover every aspect of academics, administration and student welfare. Suggestions from the various stakeholders are considered for setting up the overall goal. The management has empowered 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 Faculty taking autonomous decisions at their level for accomplishing the set goals. Case study:

In the general staff meeting of the College on Zoom Call, it was decided by consensus to organize a series of 4 Webinars titled "Knowledge 4 all" The Principal forwarded the proposal to the College Development Committee (CDC) for final approval. A committee comprising staff members was formed to organize the webinar. Committees such as Registration, Online support, Resource mobilizing

committee and Publicity were formed. The Principal was updated about the progress of the webinar from time to time. The webinar series received overwhelming response from students and faculties.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

2020-21 was the year of the pandemic and the strategic plan was to make sure that no student loses out on education and his/ her mental health is kept at its best. Efforts would also be made to train the teaching and non-teaching staff for the online mode of communication. Teachers and Non-teaching staff were motivated to attend different workshops so that they were ready to execute their skills and make students understand the mechanism. During the year, a major step was taken by the institution to introduce a complete online software- EDUMARSHAL- to students and teachers. Various training sessions were held to make the teachers and the non-teaching staff aware about how to operate the software. Another important strategy was to make the entire admission process paperless and contact less with the use of EDUMARSHAL.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution promotes the culture of decentralization and participative management at the strategic level, functional / operational level and implementation / execution / ground level. Action plans are built around the inputs and suggestions received from all the 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-

1. Strategic level: 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. Various committees are formed for execution of the said policy. The modalities of the functioning of the committees are unanimously decided by the Principal and Committee members.

2. Execution 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching and non-teaching staff is motivated to take up career advancement courses and research work is also motivated. Teaching and non-teaching staff are given advances if needed. Liberal leave is granted for medical and family emergencies.

Lunch room with oven and fridge is provided to staff for lunch with proper seating arrangement.

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. Designated doctor on call in case of emergencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There is a regular feedback mechanism for teaching staff which is taken up for review by the teachers with a positive spirit and for further improvement. There is a 360-degree appraisal system in place which always helps the institution to grow to its best. The channels

of communication are kept open for all stakeholders so that there is collective and all-inclusive growth. A meeting with every teacher is held by the Principal to discuss the scope for improvement and regular staff meetings are held to keep track of the syllabus completion and corrective actions, if required, are taken up. The committees are required to give their plan of activity and the same is sent to the managing committee for approval.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution being an aided as well as running self-financed courses does not get any non-salary financial aid/grant from the state or central government. Fee collection is the only major source of revenue/income generation for the institution. The other sources of funds for the college are schemes, grants received from the University for the purchase of sports equipment and conducting workshops, seminars & conferences. Audited income and expenditure statement is available. After estimating the projected income for an academic year, the Director sends it for approval to the Governing Body. Purchases are made with the recommendations of duly constituted purchase committee. The amounts withdrawn from the banks follow a systematic mechanism of obtaining the approval at various levels. If any expenditure is made beyond budget sanctioned, it gets ratified in a special meeting. The following are the overheads of the institute:

- Administrative Expenses: Property Tax, Electricity Bills, Water bills, Maintenance expenditure, technical and other infrastructural expenses.
- Academics Expenses: Printing and Stationery expenses, financial support for attending FDP/ Workshop/ Research Paper in Journals, remuneration for guest speakers, etc.
- Library Expenses: Subscription expenses, purchases of new books.

For every academic year a budget is prepared and approved by the authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Significant contributions made by IQAC during the current year (maximum five bullets)

- Organizing webinar series on significant issues .
- 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 online.
- Guiding teachers and students for effective teaching and learning online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institution and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institution. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. Feedback from students is also taken individually by teachers for their respective courses. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken include the following: • Automation of Admission Processes - Provision for online fee payment • Automation of Examination Processes • Green initiatives in Campus - vertical gardening • MoUs with prestigious Institutes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://burhanicollege.edu.in/wp-content/uploads/2021/12/AQAR-2019-20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Equality on gender representation has been a strong highlight on the institutional practice of the college. On the academic front class based activities on gender sensitisation are conducted which includes poetry writing, essay writing, debates, one minute speech, poster presentation, powerpoint presentation. The emphasis is to focus on sensitising them towards the needs of women in contemporary society. A counselling and common room has been set up in the premises to ensure that there is space for some personal time for both female students and staff. This is to ensure interaction as well allow them free-space to communicate. There is a female

security guard stationed in order to ensure women safety and security. She personally ensures the temperature checking and sanitizing of all female employees in the institution.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NIL

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste management practices include effective segregation of solid waste into dry waste and wet waste. The wet waste is then used for the purpose of creating compost for the vertical garden within the facility. The dry waste is disposed of through the joint efforts made with the BMC clean up system which collects it twice a day from the institution. It has been brought to practice that the papers for printing are used both sides and discarded paper is ensured to undergo recycling so as to help practice the refuse, reuse and recycle within the institution.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows:	A. Any 4 or All of the above
<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	C. Any 2 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

It being a pandemic year most of the events were conducted in the

online mode. There was an online celebration of Independence Day on 15th August 2020. The teachers and students met virtually and sang the national anthem, which was followed by anecdotes, speech and songs by students to celebrate the day. On 26th January 2021, some members of the teaching and non-teaching staff came together and hoisted the flag in the college premises while adhering to all the COVID-19 protocols.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Seminar on Intellectual Property Rights: The institution during the Pandemic period came up with the seminar on Intellectual Property Rights. In the progressive world it is indeed of essence to remain one step ahead and as a country we have been missing out on opportunities due to lack of awareness on the concept of IPR. The program was with a view to help build entrepreneurs who could exclusively participate in developing a mature nation. The concepts covered were the objectives of IPR and how they can help in securing economic benefits for the nation at large.

Celebration of World Environment Day: On 5th June the students of Burhani College celebrated World Environment Day virtually. They fulfilled the moral duty of preserving the environment by creating awareness about climate change, steps to preserve the environment and planted some plants in the college campus taking up the task of self-care for those plants.

Celebration of World Ocean Day: On 8th June 2021, the students at Burhani College conducted an awareness program regarding the deteriorating conditions of the Ocean. They came up with a team based PowerPoint Presentation on aspects of Ocean life and measures to save and preserve Ocean life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	NIL
Any other relevant information	NIL

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4.</p> <p>Annual awareness programmes on Code of Conduct are organized</p>	<p>A. All of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p> <p>It being a pandemic year most of the events were conducted in the online mode. There was an online celebration of Independence Day on 15th August 2020. The teachers and students met virtually and sang the national anthem, which was followed by anecdotes, speech and songs by students to celebrate the day. On 26th January 2021, some members of the teaching and non-teaching staff came together and hoisted the flag in the college premises while adhering to all the COVID-19 protocols.</p> <p>Celebration of World Environment Day</p>

On 5th June the students of Burhani College celebrated World Environment Day virtually. They fulfilled the moral duty of preserving the environment by creating awareness about climate change, steps to preserve the environment and planted some plants in the college campus taking up the task of self-care for those plants.

Celebration of World Ocean Day

On 8th June 2021, the students at Burhani College conducted an awareness program regarding the deteriorating conditions of the Ocean. They came up with a team based PowerPoint Presentation on aspects of Ocean life and spoke at length about why Oceans are important to the natural cycle. Measures to save and preserve Ocean life was also discussed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Adoption of Google LMS

The college adopted the use of Google accounts with the college domain to bring uniqueness to the formal learning system. Google classroom and its features were adopted and training for the same were provided to the teachers. The students were also given orientation for the shift in online training through zoom initially and thereafter Google meetings were used for conducting regular classes.

Adoption of Enterprise Resource Planning- Edumarshal

The Edumarshal ERP provides for holistic smooth running and functioning of the institution. The ERP was adopted in January 2021 which ensured that remote accountability of staff, teachers and students increased, thereby smoothening the running of the institution both on academic and extra- curricular front.

File Description	Documents
Best practices in the Institutional website	https://burhanicollege.edu.in/wp-content/uploads/2021/12/BEST-PRACTICES-2020-21.pdf
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 a 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. 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To Introduce Job-oriented and Skill based courses;
- To give thrust to and create awareness about Cleanliness;
- To initiate more scholarships to reward the students for various achievements;
- To give additional thrust to Campus Placements Initiatives;
- To Identify Talent among students for various sports & cultural activities;