The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution:

1.1 Name of the Institution

> Burhani College of Commerce & Arts

1.2 Address Line 1

> Nesbit Road

Address Line 2

> Mazagaon

City/Town

> Mumbai

State

> Maharashtra

Pin Code

> 400010

Institution e-mail address

> principal@burhanicollege.edu.in

Contact Nos.

> 022 - 23710855

Name of the Head of the Institution:

> Dr. (Mrs) Farrukh Saiyeeda Waris

Tel. No. with STD Code:

> 022 - 23776560

Mobile:

> -

Name of the IQAC Co-ordinator: Mrs. Rajani Jayachandran

Mobile: -

IQAC e-mail address: iqac@burhanicollege.edu.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* -

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/31/269 dated 16-02-2004

1.5 Website address: www.burhanicollege.edu.in

Web-link of the AQAR: www.burhanicollege.edu.in/NAAC/AQAR-2013-14.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	84.30	FEB-2004	5 Years

1.7 Date of Establishment of IQAC: DD/MM/YYYY 01/12/2005

1.8 AQAR for the year *(for example 2010-11)* 2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and

Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)

1.10 Institutional Status:

University   State [-]   Central [-]   Deemed [-]   Private [-]

Affiliated College   Yes [√]   No [-]

Constituent College   Yes [-]   No [√]

Autonomous college of UGC   Yes [-]   No [√]

Regulatory Agency approved Institution   Yes [-]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [-]   Women [-]

               Urban [√]   Rural [-]   Tribal [-]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

     Grant-in-aid + Self Financing [√]   Totally Self-financing [-]

1.11 Type of Faculty/Programme

Arts [√]   Science [-]   Commerce [√]   Law [-]   PEI (Phys Edu) [-]

TEI (Edu) [-]   Engineering [-]   Health Science [-]   Management [√]   Others (Specify) [-]

1.12 Name of the Affiliating University (for the Colleges) | University of Mumbai |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR, etc.

Autonomy by State/Central Govt. / University	No		
University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	No
UGC-Innovative PG programmes	No	Any other (*Specify*)	No
UGC-COP Programmes	No		

2. **IQAC Composition and Activities**

2.1 No. of Teachers	03+01
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and	01
Community representatives	01
2.7 No. of Employers/ Industrialists 2.8 No. of other External Experts	-
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: Faculty | 04 |

Non-Teaching Staff | 04 | Students | 04 | Alumni | - | Others | - |

2.12 Has IQAC received any funding from UGC during the year?   Yes | √ | No | - |

   If yes, mention the amount | 3,00,000/- |

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. | - | International | - | National | - | State | - | Institution Level | - |

   (ii) Themes | - |

2.14 Significant Activities and contributions made by IQAC

> - Guiding faculty and students on issues related to quality enhancement of the institution.
> - Motivating faculty to undertake research work.
> - Encouraging extension activities undertaken by students under the aegis of the Department of Lifelong Learning and Extension.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Research work	Faculty conducted research in various areas & published 24 papers.
Book Writing	Four books were authored during the year by faculty.
Conducting various curricular & co-curricular activities for overall development of the students	Various activities including creating environment awareness, imparting financial literacy, inculcating business acumen, developing leadership skills, generating environmental responsibilities through elocution competition, guest lectures and field trips were conducted & many students participated.
Classroom upgradation	10 projectors with Wi-Fi installed in classrooms.

Annexure I- Academic Calendar of the year.

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- Major focus on research and development.
- Upward mobility of students in terms of better academic performance and better placements.
- Upgradation of class rooms by installing projectors with Wi-Fi.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	01	-
UG	04	-	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	05	-	03	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/~~Core/Elective option / Open options~~
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [-]   Parents [-]   Employers [-]   Students [√]
(On all aspects)

Mode of feedback: Online [-]   Manual [√]   Co-operating schools (for PEI) [-]

* Refer Annexure II for analysis feedback.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The College being affiliated to the University of Mumbai, we follow syllabi designed by the Board of Studies of the University of Mumbai.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	11	07	0	02

2.2 No. of permanent faculty with Ph.D.   09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   01   22   07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	04	08	07
Presented papers	04	07	-
Resource Persons	-	02	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- Study tours and field visits.
- Faculty participation in workshops, symposia & seminars.

2.7 Total No. of actual teaching days during this academic year   186 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As per the University norms in assessment pattern, we conduct: Class tests Viva Voce Assignments Projects

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2	2	2

2.10 Average percentage of attendance of students

55% -75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.COM.	243	-	170	48	00	89.71%
B.A.	31	-	15	07	06	90.32%
B.M.S.	110	-	34	38	21	84.55%
B.M.M.	47	-	07	19	13	82.98%
M.COM.	36	01	16	11	02	83.33%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Regularly co-ordinates efforts with the attendance committee and the exam committee to co-relate the efforts to ensure improved student performance.
- Takes active part in arranging field tours for students so that they get practical experience.
- Co-ordinates with the library committee to ensure that students have access to good reference books.
- Regularly monitors the use of ICT by faculty and encourages participation by students in a bid to make them job ready.
- Arranges for guest lectures for faculty and students to update them with current knowledge, both curricular and extracurricular.
- Encourages faculty participation in conferences, seminars, workshops, etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	07
Others	08

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	31	-	-	-
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Motivated faculty to write books.
- Encouraged faculty to attend workshops, seminars and conferences and to present research papers on various topics.
- Encouraged faculty to conduct & publish their research work.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	03	03	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	3	15	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. | 04 | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | - |

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.11 No. of conferences organized by the Institution [-]

3.12 No. of faculty served as experts, chairpersons or resource persons [02]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University/College [-]

Total [-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	NA
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides [2]

and students registered under them [4]

3.19 No. of Ph.D. awarded by faculty from the Institution [-]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [-]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:

University level [-]   State level [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [-] State level [-]

National level [-] International level [-]

3.23 No. of Awards won in NSS:

University level [-] State level [-]

National level [-] International level [-]

3.24 No. of Awards won in NCC:

University level [-] State level [-]

National level [-] International level [-]

3.25 No. of Extension activities organized

University forum [03] College forum [-]

NCC [-] NSS [-] Any other [01]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Extension activities were conducted under the Department of Lifelong Learning and Extension so that students get a closer view of society.
- Status of Women in Society (SWS) - every student interviewed 50 women of the lower economic status, analysed data and drew conclusions.
- Annapoorna Yojna (APY) - An activity that brings the business acumen in the student by conducting sales aimed at making profit, consequent to which the student prepares an accounting statement which puts his/her recording abilities to test.
- The Career Project (CP) - activity requires the student to obtain detailed information on various career options and present this information to the students in a bid to open up new vistas of career progression.
- College provides its facilities & assistance to various NGOs / other institutions for community services and related activities.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.75 acres	-	-	0.75 acres
Class rooms	18	-	-	18
Laboratories	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	18	-	-	18

4.2 Computerization of administration and library

- Administrative office and library are fully computerised.
- Library records maintained in Software of University Libraries (SOUL).
- Books are barcoded.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1795	1,50,118	1203	1,21,904	2998	2,72,022
Reference Books	26396	50,76,999	42	14,845	26438	50,91,844
e-Books	-	-	-	-	-	-
Journals	13	10,065	10	11,650	23	21,715
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	N-List facility by INFLIBNET centre	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	78	28	8 Mbps	0	0	17	30	3 servers
Added	-	-	-	-	-	-	-	-
Total	78	28	8 Mbps	0	0	17	30	3 servers

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- All computers in the laboratory are provided with internet connections via LAN.
- Entire College office, staff room, library and other departments are Wi-Fi enabled.
- Classrooms are enabled with interactive projectors for teaching.
- UGC sponsored SOUL software installed in the library.

4.6 Amount spent on maintenance in lakhs :

i) ICT | 3.95

ii) Campus Infrastructure and facilities | 0.61

iii) Equipment's | 0.06

iv) Others | 3.44

Total: | 8.06

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC enhances awareness through the formation and promotion of the following committees and regularly monitors their performance:
>
> - NSS & Department of Lifelong Learning and Extension (DLLE)
> - Student Council
> - Library & Book Bank
> - Student Grievance Cell
> - Women Development Cell
> - Economic Forum
> - Unfair Means Committee
> - Statistics & Data Collection
> - Anti-Ragging Committee
> - Board of Sports

5.2 Efforts made by the institution for tracking the progression

> - Students with low attendance and poor performance were counselled for their academic progress.
> - Comprehensive result analysis of all semesters to take remedial steps if necessary.
> - Book-bank facility for financially weak students.
> - SMS to students on various issues to keep students updated.
> - Exam orientation and guidance lectures for students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1730	118	-	-

(b) No. of students outside the state

30

(c) No. of international students

-

	No	%
Men	978	53
Women	870	47

	Last Year					This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1768	04	-	07	03	1782	1839	05	00	03	01	1848

Demand ratio 1:1   Dropout ratio 1:0.07

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Library provides required assistance and resources like magazines, periodicals, etc., for competitive exams.

No. of student's beneficiaries   -

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc.   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

In house counselling facility is available for students. Some of the problems addressed by the counsellors are family conflicts, stress, emotional trauma, phobias, subject choice and behavioural issues.

Procedure: Each student is given a patient hearing which is followed by an interactive session where the counsellor tries to elicit as much information as possible. Certain measures are suggested to be followed by the students. Sometimes parents are also involved in the discussion sessions.

No. of students benefitted   -

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- Faculty create awareness among students by covering various topics during lectures such as gender equality, sexual harassment, National Commission for Women, domestic violence, etc.
- Faculty is guided to regularly speak to students about gender sensitivity and respect for women.
- WDC regularly guides students.

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 51 | National level | - | International level | -

No. of students participated in cultural events: Data not tracked.

State/ University level | - | National level | - | International level | -

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | - | National level | - | International level | -

Cultural: State/ University level | - | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	4	16,700
Financial support from other sources	61	3,65,529
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level [-] National level [-] International level [-]

Exhibition: State/ University level [-] National level [-] International level [-]

5.12 No. of social initiatives undertaken by the students [03]

- Status of Women in Society (SWS) - every student interviewed 50 women of the lower economic status, analysed data and drew conclusions.
- Annapoorna Yojna (APY) - An activity that brings the business acumen in the student by conducting sales aimed at making profit, consequent to which the student prepares an accounting statement which puts his/her recording abilities to test.
- The Career Project (CP) - activity requires the student to obtain detailed information on various career options and present this information to the students in a bid to open up new vistas of career progression.

5.13 Major grievances of students (if any) redressed: [-]

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision – is based on the vision of His Holiness Dr. Syedna Mohammed Burhanuddin (RA), the 52nd Dai-al-Mutlaq and head of the Dawoodi Bohra Community and his noble successor His Holiness Dr. Syedna Mufaddal Saifuddin (TUS), the 53rd Dai al-Mutlaq to "Impart education in all fields and branches of learning and knowledge irrespective of caste, creed or religion."

Our Mission:

- To evolve competent and value oriented leaders from among the focused and striving individuals of the minority community in particular and the society in general, by providing them with holistic and contemporary education.
- To cater to the academic needs of the community with a keen focus on economically marginalised and weaker sections of society, especially girls.
- To impart quality education to students, with emphasis on culture and tradition with a right blend of modernity and technology.
- To empower the youth to uphold values of humanity, truth, justice, nationhood, global peace and harmony.

6.2 Does the Institution has a management Information System

Yes,

- Fully functional CMS software through which various activity reports are generated and discussed with the Principal on a monthly basis.
- Data security feature (students' identity is not revealed to faculty during assessment or marks data entry).
- Student profile at single click.
- SMS to students / parents through our software.
- ID cards with barcode.
- Biometric system for attendance of faculty & non-teaching staff.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Faculty members are encouraged to be a part of the relevant Board of Studies and to attend syllabus change workshops.
- Dr. Haider-E-Karrar-HOD Geography is part of Board of Studies of Geography.
- Dr. Mohd. Qasim Imamuddin-HOD Urdu is part of Board of Studies of Urdu.

6.3.2 Teaching and Learning

- Academic calendar is prepared by the College at the beginning of the year.
- Faculty participate in seminars, workshops and conferences to upgrade their knowledge.
- ICT is used for enhanced learning.
- Students are provided with relevant study material in the form of reference books, as well as access to the internet in the College premises.
- Book bank facility is given to financially weak students.
- Students are motivated to participate in curricular and extracurricular activities to enhance various skills.
- Faculty are sent for orientation and refresher courses.
- 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.

6.3.3 Examination and Evaluation

- Examination Committee of the College conducts all UG / PG level examinations as per the guidelines of the University of Mumbai.
- Internal tests are conducted as part of marking scheme.
- Centralised Assessment Programmes are followed and results are declared in the stipulated time.
- Faculty members are actively involved in the University examination work which includes paper-setting, assessment, revaluation and moderation at CAP.
- Photocopy of answer books are provided to students as per University rule.
- Faculty regularly analyse past question papers to guide students in preparing for examinations.
- Periodic internal evaluation is done on the basis of assignments given to students to supplement the syllabus.

6.3.4 Research and Development

- Faculty are motivated to take up minor and major research projects.
- Faculty are sent for subject-related seminars, workshops and conferences.
- Faculty are encouraged to present research papers and publish books and papers in journals and periodicals.
- Students are trained to undertake research activities such as data collection, data analysis, project work, and subject related field-visits.
- Faculty attend workshops, conferences and seminars to update themselves with the latest trends in research and development. This also helps in interacting with faculty from other institutions which leads to better work culture.
- Faculty are motivated to act as resource persons and experts to disseminate knowledge.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computers and internet facility are provided.
- SOUL software is used for bibliographical records.
- Classrooms are ICT enabled.
- Book bank facility is available.
- All books are barcoded.

6.3.6 Human Resource Management

- Human resource planning is done by assessing the number of faculty required on the basis of workload.
- Faculty and non-teaching staff are appointed after following due process.
- Faculty are encouraged to participate in workshops and conferences.
- Staff are relieved from their duties to attend refresher courses and orientation programmes.

6.3.7 Faculty and Staff recruitment

- Unaided teaching & non-teaching staff are appointed by the Management after following due process.
- Aided staff members are appointed after following due procedure.

6.3.8 Industry Interaction / Collaboration

Industry professionals are invited as visiting faculty / guest lecturers to give industry exposure and industry insight to students.

6.3.9 Admission of Students

- Admission is done strictly as per University guidelines and government rules.
- All information about the institution including rules of admission, courses, etc., is mentioned in the College prospectus.
- 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.

6.4 Welfare schemes for:

Teaching	• Advance payment against salary. • Need based interest free financial support.
Non-teaching	• Need based interest free financial support. • Relaxation in working hours for pursuing higher education. • Advance payment against salary.
Student	• Designated doctor on call in case of emergencies.

6.5 Total corpus fund generated   [-]

6.6 Whether annual financial audit has been done   Yes [√]   No [-]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Principal
Administrative	-	-	Yes	Principal

6.8 Does the University/ Autonomous College declare results within 30 days? NA

For UG Programmes   Yes [-]   No [-]

For PG Programmes   Yes [-]   No [-]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

NA

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

- Non-teaching staff are encouraged to complete their education, pursue further studies, for which flexibility is allowed in their duty timings.
- Management offers financial support to staff in the event of delay in payment of salaries by the authorities.
- Staff are encouraged to participate in various workshops.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Mandatory two sided printing of all documents.
- Using refillable ink for printer in Xerox machine cartridges.
- Twice daily cleaning of campus for hygiene.
- Regular maintenance and fertilisation of plants.
- Hourly cleaning of all toilets for good hygiene.
- Recycling of newspapers and magazine on regular basis.
- No smoking, no tobacco, no alcohol and no drugs policy strictly enforced.
- Promoting low dust chalk for use in classroom blackboards and use of white boards.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the Institution. Give details.

> -

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

PROPOSED	OUTCOME
Academic plan is prepared at the beginning of the year.	Smooth conduct of all curricular & extracurricular activities.
Providing inputs to students on general knowledge and current affairs.	Faculty devoted time during lectures for dissemination of general knowledge, with interaction and contribution from students.
Heightened focus on promotion of sporting activities and participation in sporting events.	Students were encouraged to participate in inter-collegiate/State level sports; also past achievers were called in for guidance.
Participation in extension activities conducted by the Department of Life Long Learning and Extension.	Students were encouraged to bring speakers from candidates they interviewed as part of their SWS activity.
Improvement of campus and the neighbourhood.	Conducted cleanliness drives.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> -

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> - 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.
> - Also refer paragraph 6.14 above, for initiatives taken by the College to make the campus eco-friendly.

7.5 Whether environmental audit was conducted?   Yes -   No √

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

> Regular discourses are held for inculcating spiritual and moral values among staff and students.

8. Plans of Institution for Next Year
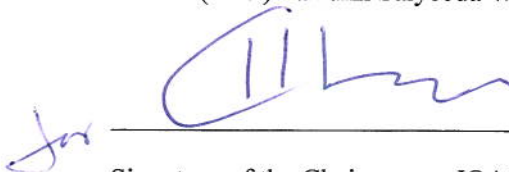
-

Name: Mrs. Rajani Jayachandran

Signature of the Coordinator, IQAC

Name: Dr. (Mrs.) Farrukh Saiyeeda Waris

Signature of the Chairperson, IQAC

Principal,
Burhani College of Comm. & Arts
Mazgaon, Mumbai-400 010

_____ *** _____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
NSS	-	National Service Scheme.
SWS	-	Status of Women in society
WDC	-	Women's Development Cell
NCC	-	National Cadet Corps
UGC	-	University Grants Commission
LAN	-	Local Area Network

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ANNEXURE I

2.15 Academic Calendar

Date	Details
10-06-2013	First term begins
11-06-2013	Orientation for second and third year students
12-06-2013	Regular lectures start
04-07-2013	A seminar on LIS profession: Emerging trends & challenges
04-07-2013	Orientation for first year students
14-07-2013	Clean up drive at Byculla railway station
12-08-2013	Field visit-geography students
12-08-2013	Class test for first and second year students
13-08-2013	Class test for third year students
15-08-2013	Independence day celebration
02-09-2013	ATKT exams
03-10-2013	US media expert's lecture
07-10-2013	Regular exams for first and second year students
31-10-2013	First term ends
19-11-2013	Guest lecture
25-11-2013	Second term begins
28-11-2013	Essay writing competition
21-12-2013	Annual sports day
25-12-2013	Winter break
02-01-2013	College resumes
04-01-2014	Class test for first, second and third year students
23-01-2014	Book display in library
26-01-2014	Republic day celebration
28-01-2014	Visit to Reserve Bank of India-Museum
01-02-2014	ATKT exams
13-02-2014	Environmental day
14-02-2014	Environmental day
15-02-2014	Environmental day
24-02-2014	Investor awareness program by Accountancy Association
01-03-2014	Regular exams for first and second year students
30-04-2014	Second term Ends

1.3 ANALYSIS OF FEEDBACK

ANNEXURE II

(A) LEARNING EXPERIENCE		EXCELLENT	GOOD	SATISFACTORY	NON SATISFACTORY
1	**Teaching Aids**				
i	Use of appropriate teaching aids (black board, presentation, demonstration.)	40.00%	50.00%	10.00%	0.00%
ii	Effectives of teaching aids	40.00%	50.00%	10.00%	0.00%
iii	Interactive sessions	40.00%	50.00%	10.00%	0.00%
iv	Over all learning experience	40.00%	50.00%	10.00%	0.00%
2	**Attendance Monitoring Systems**				
i	Attendance taken in every lecture	0.00%	60.00%	40.00%	0.00%
ii	Electronic or manual	0.00%	60.00%	40.00%	0.00%
iii	Action taken against habitual defaulters	0.00%	60.00%	40.00%	0.00%
3	**Teaching Faculty**				
i	Punctuality	80.00%	20.00%	0.00%	0.00%
ii	Aware of development in the subject	80.00%	20.00%	0.00%	0.00%
iii	Fluency in language	80.00%	10.00%	10.00%	0.00%
iv	Effective communication	80.00%	10.00%	10.00%	0.00%
v	Explanation of concepts	80.00%	20.00%	0.00%	0.00%
vi	Use of black board, audio visual aids	80.00%	20.00%	0.00%	0.00%
vii	Class control / discipline	80.00%	20.00%	0.00%	0.00%
viii	Creates a learning environment	80.00%	20.00%	0.00%	0.00%
ix	Mentoring and counselling	80.00%	20.00%	0.00%	0.00%
x	Student friendly approach	80.00%	20.00%	0.00%	0.00%
(B) INFRASTRUCTURE FACILITY		EXCELLENT	GOOD	SATISFACTORY	NON SATISFACTORY
1	**Computer Lab**				
i	Accessibility to computer lab	20.00%	70.00%	10.00%	0.00%
ii	No. Of computer systems available	20.00%	70.00%	10.00%	0.00%
iii	Required software's & programmes	20.00%	70.00%	10.00%	0.00%
iv	Hardware quality (cpu, mouse, key board)	20.00%	70.00%	10.00%	0.00%
v	Support & assistance provided by the staff	30.00%	60.00%	10.00%	0.00%

2	Library				
i	Availability of the books in the library	50.00%	20.00%	30.00%	0.00%
ii	Book bank facility	50.00%	20.00%	30.00%	0.00%
iii	Seating capacity	50.00%	20.00%	30.00%	0.00%
iv	Availability of e resources in the library	50.00%	20.00%	30.00%	0.00%
v	Support & assistance provided by the lib. Staff	50.00%	20.00%	30.00%	0.00%
(C) OVERALL FACILITY		**EXCELLENT**	**GOOD**	**SATISFACTORY**	**NON SATISFACTORY**
1	**Canteen / Cafeteria**				
i	Number/variety of snacks available	20.00%	30.00%	50.00%	0.00%
ii	Availability of hygienic & nutritious food items	10.00%	30.00%	60.00%	0.00%
iii	Pricing	20.00%	30.00%	50.00%	0.00%
iv	Space available	10.00%	40.00%	50.00%	0.00%
2	**Medical Facilities + Basic Amenities**				
i	Availability of lean drinking water	50.00%	40.00%	10.00%	0.00%
ii	Cleanliness maintained in wash rooms	20.00%	70.00%	10.00%	0.00%
iii	Availability & accessibility to medical facilities	50.00%	40.00%	10.00%	0.00%
iv	Availability of sports and fitness facilities	20.00%	70.00%	10.00%	0.00%
v	Overall cleanliness of the college	20.00%	70.00%	10.00%	0.00%
vi	Separate dustbins (wet & dry garbage)	20.00%	70.00%	10.00%	0.00%
vii	Lift facility for the differently-abled	20.00%	40.00%	40.00%	0.00%
3	**Curricular And Extra Curricular Activities**				
i	Frequency of cultural activities	10.00%	0.00%	70.00%	20.00%
ii	Frequency of co-curricular activities	10.00%	0.00%	70.00%	20.00%
iii	Support and guidance of teaching faculty	30.00%	0.00%	50.00%	20.00%
iv	Enough time given for preparation	30.00%	0.00%	50.00%	20.00%
v	Participation in inter collegiate activities	10.00%	0.00%	70.00%	20.00%
vi	Overall quality of the programmes	10.00%	0.00%	70.00%	20.00%
4	**Disciplines**				
i	Discipline norms explained at the time of orientation	50.00%	50.00%	0.00%	0.00%
ii	Monitoring of discipline by faculty members in class room and campus	50.00%	50.00%	0.00%	0.00%