



YEARLY STATUS REPORT - 2021-2022

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/accréditation/#9ece2ed726abd8aa8>

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/2022/12/Academic-Calendar-2021-22.pdf>

5. Accreditation Details

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

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.,

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 IQAC

[View File](#)

9.No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- 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

- If yes, mention the amount

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

- -Organizing webinar on Intellectual Property Rights -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.

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 skills to ease the transition of students from online to offline learning.	Teachers and the non-teaching staff took steps to make understanding and operating smooth and easy for students
To improve surveillance inside the campus	High resolution CCTV cameras that were installed on strategic locations in the college campus were regularly maintained.
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

- Name of the statutory body

Name	Date of meeting(s)
Board of Trustees	01/12/2022

14. Whether institutional data submitted to AISHE

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/accreditation/#9ece2ed726abd8aa8				
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/2022/12/Academic-Calendar-2021-22.pdf				
5.Accreditation Details					
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
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.,					
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 IQAC			View File		
9.No. of IQAC meetings held during the year			3		

Plan of Action	Achievements/Outcomes
All departments / committees will be motivated to hone their skills to ease the transition of students from online to offline learning.	Teachers and the non-teaching staff took steps to make understanding and operating smooth and easy for students
To improve surveillance inside the campus	High resolution CCTV cameras that were installed on strategic locations in the college campus were regularly maintained.
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	01/12/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	08/12/2022
15.Multidisciplinary / interdisciplinary	

The UGC proposed a uniform new CBCS system for the entire country from 2016-17. Higher education institutions can now provide abundant opportunities in subject combinations to suit the needs of the students. Accordingly, Burhani college has expanded vistas by introducing Science as a stream of choice. As the NEP, 2020 gradually pervades the entire Indian education system, Burhani college shall adapt to it and provide academic opportunities to students according to their needs.

16.Academic bank of credits (ABC):

Academic bank of credits (ABC) is a vital part of the National Education policy, 2020 and Burhani college shall adopt it from the academic year 2023-24. This shall be done with the follow objectives-

- To promote student-centric education
- Focus on learner-friendly teaching approaches
- Implement an inter-disciplinary approach
- Allow students to learn the best courses of their interest
- Enable students to learn at their own pace

17.Skill development:

Skills and knowledge are the driving forces of economic growth and social development for any country. Presently, the country faces a demand - supply mismatch, as the economy needs more 'skilled' workforce than that is available. In the higher education sphere, knowledge and skills are required for diverse forms of employment in the sector of education, health care manufacturing and other services. The curriculum of all the subjects contains the skill enhancement courses with an objective to enhance the subject related skills among the students. These courses are designed to provide value based/ skill-based knowledge and are aimed at providing competencies, skills etc. to increase the employability of students. Burhani college is also a local chapter of NPTEL for SWAYAM to provide skill-based courses to students. In addition, Burhani college participates regularly in the extension activities of the Department of Lifelong Learning and Extension to make students more socially sensitive.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Traditional and ancient Indian knowledge is engrained in the curriculum of various courses in the fields of Arts, Science and

Literature. Urdu language and literature in particular are offered to students to imbibe in them indigenous knowledge and traditional systems. Burhani college believes that the happiness/well-being, cognitive development and cultural identity of individuals are important reasons that Indian arts of all kinds must be offered to students at all levels of education.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome Based Education (OBE) is a student-centric instruction model that focuses on measuring student performances through outcomes. We at Burhani college focus our academic efforts toward-

- Deep discipline knowledge
- Critical thinking and problem solving
- Teamwork and communication skills
- Career and leadership readiness
- Intercultural and ethical competency
- Self-awareness and emotional intelligence

20.Distance education/online education:

At Burhani college, every teacher has what's app groups of students of every course/class to provide online education where ever possible. Teachers provide pre-recorded own video lectures through what's app groups/ google class room. In addition, Burhani college is a local chapter of NPTEL under SWAYAM. Burhani college also has a tie-up with the Maulana Azad National Urdu University for distance education.

Extended Profile

1.Programme

1.1 5

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1228

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

25

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

437

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

14

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

0

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	5
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1228
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	25
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	437
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	14
File Description	Documents
Data Template	View File

3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	25.42
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	88
Total number of computers on campus for academic purposes	

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 college follows the curriculum prescribed by the university through its boards of studies. The college adopts the syllabus which is revised by the University of Mumbai. Academic council prepares the academic calendar of the college and also the concerned departments prepare their departmental academic calendar.

Steps taken for effective implementation of curriculum are:

1. The faculty members are briefed on the academic activities of the college on the first meeting of the commencement of every academic year.
2. Every department prepares teaching plan, allotting term wise topics to be taught.
3. The college encourages faculty members to attend orientation/refresher courses and workshops for effective delivery of the curriculum.

4. Organizing orientation program in the beginning of every year.
5. Extra lectures, if required for satisfactory completion of syllabus.
6. Informing students about various elective options.
7. Classroom activities and Interactive session with students.
8. College has a mentoring system for academic related issues
9. Conducting various classroom activities such as Group discussion, Elocution competitions, Quizzes, role play, Debates, Case studies, reading newspaper activities etc.
10. Providing ICT - enable techniques for quality teaching - learning.
11. Availability of teachers beyond the class hours.
12. All internal examinations and class tests are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum.
13. Arranging various Curricular activities like, Field trip, Guest lecture etc.
14. At the end of every academic year, feedback from teachers, students, non-teaching staff and guardians is collected and analysed.

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. the college has a well-defined standard operating procedure to develop the academic teaching plan and it follows a well-defined academic calendar. This calendar is to update students, faculty and staff of important dates. Generally academic calendar is prepared for two teaching semesters in a year. It covers the entire teaching -learning process with the teaching plan.

The institute prepares the academic calendar at the beginning of academic year so that the activities are planned accordingly. It lays down a very strong foundation of academic delivery.

The academic calendar shows the start and end of each semester stating various activities to be conducted, the internal evaluation schedule and the tentative schedule of external evaluation. It acts as a backbone and helps the smooth conduct of various activities in the college including the conduct of continuous internal evaluation.

The academic calendar provides for conducting extracurricular and social activities such as; celebration of birth and death anniversaries of the national icons, celebration of various national and international days etc. The academic activities, CIE, and all other activities are conducted in adherence to the calendar of events.

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

05

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)**

00

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

00

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

Gender sensitivity is accomplished by theory and project work through foundation course. A counseling and common room has been

put in the premises to ensure that there is space for some personal time for female students. A female security guard is stationed to ensure safety for girl students. A seminar on Women Menstrual health by Dr Ummehaniben was attended by all female students. 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. Visit to JJ Dharmshala was also in same line. A course on human values and environmental management is a compulsory subject for BMS where the students are highlighted about the ethical values. Organization of blood donation drive, health checkup camps, river cleanliness drive whereby students are made aware of 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. Even a small compost plant is set up on the terrace. Tree plantations and no plastic events are in the same line. Guardian teachers do 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

05

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

1083

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**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/file/d/1fy2j60je0oZwZmgf-VEz4nS7ooEVzAwQ/view?usp=share_link https://drive.google.com/file/d/1V54gOizZUtcBV_iQHjNF6_uoj5HSYwTZI/view?usp=share_link
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://drive.google.com/file/d/1fy2j60je0oZwZmgf-VEz4nS7ooEVzAwQ/view?usp=share_link

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

1228

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

25

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

The student body is different not just in terms of regional and linguistic characteristics but also in terms of comprehensibility level and speed. The institution evaluates the learning levels of the students and arranges unique programmes for advanced learners and slow learners because it would be incorrect to divide a class into groups based on students' understanding levels. Through classroom discussions, the question-and-answer approach, considering their topic knowledge and performance from the previous year, slow and advanced learners are recognised. In Undergraduate courses, problem-solving sessions and supplemental tutorials are held for Mathematics, English, Accounting, Costing, and Taxation. Teachers directly mentor the pupils and urge them to talk about their issues. Slow learners are given more time to complete assignments. Slow learners are given more time to finish skills like reading and problem-solving. Slow learners receive more consideration for academic advancement. There are numerous possibilities for advanced learners to advance their knowledge and abilities. The college's several departments hold competitions to encourage healthy competition among advanced students. To encourage and inspire advanced students, the college hosts distinguished speakers for guest lectures.

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
1228	14

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

Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences. The college offers a productive environment for students to grow in knowledge, values, and skills that will help them behave appropriately. Faculty members use student-centric strategies listed below.

Experiential Learning through project-based learning. In addition, students have been involved in composting in a bid to bring students close to nature. Students were also involved in making cloth bags out of waste. These bags were later distributed free to vendors in local markets in an effort to reduce plastic usage.

Academically significant field trips and surveys are carried out by faculty.

The College organizes student events like the "no plastic drive" and holds health awareness events, among other things.

Discussion techniques aid students in developing their critical thinking skills and in formulating their ideas and recommendations.

Students profit from the promotion of research activities.

To enhance the teaching process, guest talks by notable professionals from industry and academia are organized.

In order to increase the students' capacity for issue solving, problem-solving methodologies are used in the teaching and learning process. Along with improving students' confidence and promoting independence, this practice assists in transforming them from being passive recipients to active contributors.

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

In addition to the conventional educational environment, the institution uses ICT-enabled teaching. In order to be prepared for the workplace, students must now acquire and master the newest technology. In order to engage pupils in long-term learning, teachers are fusing technology with conventional modes of instruction. The College supports, improves, and optimizes the way that education is delivered by utilizing information and communication technology.

To encourage autonomous learning, a specialized computer lab with an internet connection has been made available. Users of Wi-Fi are given the appropriate level of security.

Faculty members are urged to prepare successful presentations using internet search engines and websites, LCDs, and projectors, and to employ PowerPoint presentations in their classroom instruction.

Digitally equipped seminar and conference rooms are used for the frequent student competitions, expert talks, and guest lectures.

With the aid of the Zoom and Google Meet programmes, students are counselled.

A variety of information and communication tools are used to plan technical events as well as management events. Information about courses is managed and posted using Google Classroom.

Teachers use a variety of internet resources, such as Google Meet, to take classes online.

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

14

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

14

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

07

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

155.5

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 thorough and open review method for evaluating students internally. Students are informed during orientation programmes to guarantee transparency in internal assessment. Admissions are made solely on the basis of merit at the entry level, and student merit lists are posted on the notice board. The subsequent mechanisms are used:

Internal Examination Committee.

Question Paper Setting.

Conduct of Examination

Result display

Interaction with students regarding internal assessment.

University regulations regarding the format of course-specific exams as well as relevant university circulars are disseminated among the staff and posted on notice boards for students.

The college website provide information about evaluation procedures and exam dates.

If there are any schedule, pattern, or method changes, the teachers of the relevant subjects immediately notify the students through notice boards and classroom briefings.

The notice boards display the internal assessment mark lists.

In the classroom, the subject teacher informs the pupils on their attendance and performance on the internal exams.

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

Concerns regarding internal examinations are being handled in an open, timely, and effective manner. The grading process, including the weighting of internal and external marks assigned in accordance with university laws, is clearly explained to all students. In order to ensure a seamless examination process at the college level, an examination committee is formed and other teaching faculty and non-teaching personnel work together.

Every semester, department-level internal evaluation assessments are administered.

After the final exam in class, there is an internal assessment.

The students are informed of the exam schedule well in advance of the actual test.

The results of the students' internal assessments are used as a parameter to judge the students' academic progress.

As per the university norms-

When the results of the external exams are announced, the university specifies the deadline for students to request reevaluation.

The evaluation of answer booklets may be contested.

The university released the challenge evaluation's findings.

As per University norms and regulations, the entire grievance procedure for exams is time-bound.

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 are what students should know, be able to do, and think upon finishing a particular course.

The final knowledge and skills that each student has acquired are listed in the course outcome. It describes the cognitive functions that a course offers. The goals and objectives of the institution in terms of developing student personalities are clearly stated in Burhani College's vision and mission statements. The foundation for setting the goals of every programme run by the institution has been these aims and objectives. Academic Values, Social Sensibilities, and Moral and Spiritual Values are three categories under which the educational objectives of the institution have been divided. The competences and performance indicators for each of the institution's education objectives are also determined by integrating various system stakeholders, which in turn led to the creation of extensive course-level competencies and performance indicators. All students are informed of the aims and anticipated outcomes of their programmes upon admission during the required Orientation programmes. A programme assessment plan outlining the various assessment kinds is also prepared. Additionally, the complete syllabus, learning objectives, and assessment plan of every course is shared with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://burhanicollege.edu.in/wp-content/uploads/2022/12/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. Under the faculty of Arts and Commerce, we provide undergraduate and graduate programmes and courses. The institution adheres to the university's curriculum for these programmes and courses.

We measure the degree of achievement of the programme outcomes and course outcomes with the utmost care, using both formal and informal methods. The institution seeks to take the required actions in accordance with the feedback it receives from all parties involved in this.

The university's academic calendar is followed by the institute.

The review of the students' progression to higher education and their placement is done by the placement committee.

Students learn about participating in community activities and understanding other cultures, thinking critically and creatively and upholding moral principles.

The syllabus, syllabus completion, ongoing evaluation (internal evaluation), preparation of the exam, evaluation and result are used to gauge the success of the course. Results from university exams are used to gauge course outcome attainment.

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

437

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/2022/12/SSS-2021-22.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)

NIL

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 preincubation 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, the Maulana Azad National Urdu University 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

0

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

7

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

1

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 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, analyzed data and drew conclusion.

-College provides its facilities. assistance to various NGOs/ other institutions for community services & related activities.

- 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.

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

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

0

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	No File Uploaded

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

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
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

73

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

5

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.

In order to implement the plans and achieve desired goals, 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." It has sufficient capacity for ICT enable classrooms, laboratories, computing facilities and adequate infrastructure prescribe by UGC. The entire campus is under CCTV surveillance for safety and security purpose. 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, furniture and other equipments. 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	No File Uploaded
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.

The College has provided a number of facilities for supporting extracurricular activities related to culture, creativity, arts and recreation. Sport is an integral part of the syllabus and requirement for holistic development of the students. Various sports activities conducted within the campus. This not only sharpen and develops the creative skills of the students but also create an awareness about social issues among the students. Cultural activities are essential for all round development of the students and 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 skill. Activity room has been set up to conduct different cultural activities, yoga and indoor sports events. All necessary equipments are provided to students from time to time. Numbers of tournaments & competitions are arranged by the college. Our institution has abroad vision for all round development of our students, for achieving this task different types of indoor and outdoor sports and cultural activities has been arranged by providing a sufficient 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)

15.10

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 EDUMARSHAL
- Natureofautomation(fullyorpartially) PARTIALLY
- Version Edumarshal V2.10.1
- YearofAutomation 2012

File Description	Documents
Upload any additional information	No File Uploaded
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)

0.097

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

2.045

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

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 as per the demand of the latest syllabus and feedback of the students. 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 there to enhanced the teaching and learning process. CCTV cameras and bio metric attendance have been effectively implemented in all the classrooms. IT policy applies to the resources administered by the 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 update is 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	No File Uploaded
List of Computers	No File Uploaded

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)

25.42

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 they are of maximum benefit to the students as well as teaching and non-teaching staff. Duties and responsibilities have been assigned to the staff for effective use and maintenance of infrastructure facilities. The physical facilities are maintained by the institution through a maintenance contract. The college regularly monitors and maintains the cleanliness of classrooms, the library, the computer lab, the campus, the canteen and the staffroom. In case of a computer device failure or malfunctioning of any hardware device, it is first reported to the IT in charge. The IT in charge is responsible for replacing any computer hardware and solving all major issues. The college has a well maintained and adequately catalogued library which uses the SOUL software for students and faculty to borrow books and for faculty to recommend new books. Careful

maintenance of the rare books collection is a major responsibility and is well executed. All class rooms are well ventilated with adequate seating space. Every floor has a dedicated cleaning staff, responsible for maintaining the cleanliness of every floor. Classrooms with overhead projectors are regularly inspected. Advanced booking system is followed for allotting the auditorium for conducting various events to avoid clash of dates. There is regular maintenance of vertical garden in the campus and air conditioning of all the classrooms. There is a proper security system for maintaining the infrastructure of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://burhanicollege.edu.in/wp-content/uploads/2020/11/4.4.2-Policies-and-Procedure-converted.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

5.1.1.1 - Number of students benefited 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 benefited 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 benefited 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

10

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

10

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 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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

1

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

25

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

1

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)

By strictly following COVID-19 guidelines prescribed by the government, the college had organized a good blend of online and offline activities. To boost the students' morale, various interesting and informative activities like National Reading Day, Celebration 2022, Burhani College Cricket League, Blood donation drive, International Ocean Day, Recycling Project - No Plastic Bag Campaign, COVID Vaccinations camp, Financial Literacy Workshop, Awareness programme on Intellectual Property Rights etc. were conducted. Students were enthusiastically involved in all the activities whether online, on field or campus activity. Right from conceptualization of the event, designing flyers, promotion of the event on the social media, collecting sponsorship for the event, registration of participants for the event, participation in the event, maintaining discipline during the event in the auditorium, hospitality etc., at every stage students took up the various responsibilities the under supervision of the teachers and event organizing committee to ensure the successful conduct of the events.

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

10

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 **E. <1Lakhs**
(INR in Lakhs)

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 "Knowledge 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 society without any bias. The college has participative management and gives enough forums for all stake holders to offer suggestions and raise their concerns. This year being the year of recovery from the 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 and not merely a college where bookish knowledge is provided. The students are given exposure to practical problems and their implementation of knowledge which they have gathered is tested in live project-based situations. Practical training sessions over and above the curriculum are held to train the students for the real world.

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 the collective and all-inclusive planning. The management has empowered the IQAC to take decisions related to curricular, cocurricular 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- The Entrepreneurship Development Cell of Burhani college got in touch with Idiya Innovations and a programme on students' Startup ecosystems and Business Idea Development was planned in association with them. The plan was prepared and the proposal for assistance was sent to the management for approval. A committee comprising the students and staff members of various departments of Commerce faculty was formed to organize the conference.

More than 160 students were given practical exposure through experts. The college covered the expenses of the conference through management funding. Students and faculties participated in the webinar enthusiastically. The combined efforts of the Management, Principal, Convener, Committee Members and Student Volunteers were fruitful in the successful organisation of an event.

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

This year was a year of recovery from the pandemic and the strategic plan was to make sure that no student losses out on education. Co-curricular and extra-curricular activities were designed to boost the morale of the students. In addition, teachers and non-teaching staff were motivated to attend different workshops in the vacation period itself so that they are ready to execute their skills and motivate students to be career-oriented. Another important strategy was also implemented to make the entire admission process paperless and contact less with the use of online software 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 changes1. 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 A. All of the above

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

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

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

6

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-

- Organizing webinar on Intellectual Property Rights
- 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.

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 midterm 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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://burhanicollege.edu.in/wp-content/uploads/2022/12/AQAR-2020-21.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 sensitizing them towards the needs of women in contemporary society.

A counseling 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.

The college conducted a Seminar (attended by 200 girls) with Gynaecologist Dr. Ummehani Jagmag in order to create awareness on the subject of Women's Menstrual health.

The student team of Burhani College visited the JJ Dharmshala on the occasion of International Women's Day and spent quality time with the elderly women. This brought a glimmer of happiness and hope amongst them.

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.

The institution has also initiated the process of composting through trial and error methods. A small batch of wet waste was collected by the students and staff and compost making was undertaken on the college premises. The project was undertaken by the students under the guidance of teaching faculty and a successful batch of freshly brewed compost was used to enhance

the college greenery.

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

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

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	No File Uploaded
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 2021. 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 2022, as the government had permitted celebration, a small republic day celebration program was held in the college Auditorium post Flag hoisting. The students came together and performed mono acts giving us a glimpse of our patriotic leaders. Poems, ghazal and speeches in different languages highlighting the importance of Republic Day were performed. All this was conducted in adherence to the COVID-19 rules.

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

Blood Donation Drive: Considering the need for blood during the pandemic times the college initiated a blood donation drive with Saifee Hospital to conduct community service.

No- Plastic Drive: As a part of the Environmental Management

subject the students came up with the use of cloth bags (recycled from t-shirts) instead of plastic bags. 300 bags were later distributed at the Mahatma Jyotiba Phule Market on 2nd October 2021

Byculla Market Clean Up Drive:The student team spread awareness and helped segregate wet waste and dry waste at the Byculla fruit market (in collaboration with the BMC).

Chocolate Drive:The student team initiated a handmade chocolate making and distribution drive in the slums at Byculla on the eve of Diwali, to spread happiness.

A visit to the JJ Dharmshala:The student team of Burhani College visited the JJ Dharmshala on the occasion of International Women's Day: 08th March 2022 and spent quality time with the elderly women.

Seminar on Menstrual Health and Hygiene:The college conducted a Seminar with Gynecologist Dr. Ummehani Jagmag in order to create awareness on the subject of Women's Menstrual health. The seminar was attended by the 200 girl students.

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

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 Annual awareness programmes on Code of Conduct are organized

A. All of the above

4.

File Description	Documents
Code of ethics policy document	No File Uploaded
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

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National Festivals:

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 2021. 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 2022, as the government had permitted celebration, a small republic day celebration program was held in the college Auditorium post Flag hoisting.

A visit to the JJ Dharmshala on International Women's Day :

The student team of Burhani College visited the JJ Dharmshala on the occasion of International Women's Day: 08th March 2022 and spent quality time with the elderly women.

Seminar on Menstrual Health and Hygiene on International Women's Day:

The college conducted a Seminar with Gynecologist Dr. Ummehani Jagmag in order to create awareness on the subject of Women's Menstrual health. The seminar was attended by 200 girl students.

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.

1. Vertical Gardening-

- Objective of the practice- To beautify the college campus within the limited space and to purify the polluted air.
- Context- Studies have shown that the surface of vertical garden can be up to 10 degrees cooler because it absorbs the heat from the sunrays and slows down air movement.
- The Practice- Burhani college has built a vertical garden with a recycling waterfall in the campus. The plants generate oxygen.
- Evidence of Success- The improved and cooler air has been appreciated by everyone who has experienced it.
- Problem encountered and resources required- The cost of the vertical gardening project and requirement of skilled manpower were the challenges.

2. Drive for economized use of paper-

- Objective of the practice- To promote lesser usage of paper.
- Context- Burhani College believes in "Save Paper, Save Trees, Save Earth".
- The Practice-Two-sided printing of documents, e-communication and exchange of soft copy are encouraged by the College.
- Evidence of success- Noticeable reduction in usage of paper at College.
- Problems encountered and resources required- Lack of required infrastructure and technical skills with

students. University norms of submission of projects in hard copy form.

File Description	Documents
Best practices in the Institutional website	https://burhanicollege.edu.in/wp-content/uploads/2022/12/BEST-PRACTICES-2021-22.pdf
Any other relevant information	Nil

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-to-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.

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 college follows the curriculum prescribed by the university through its boards of studies. The college adopts the syllabus which is revised by the University of Mumbai. Academic council prepares the academic calendar of the college and also the concerned departments prepare their departmental academic calendar.

Steps taken for effective implementation of curriculum are:

1. The faculty members are briefed on the academic activities of the college on the first meeting of the commencement of every academic year.
2. Every department prepares teaching plan, allotting term wise topics to be taught.
3. The college encourages faculty members to attend orientation/refresher courses and workshops for effective delivery of the curriculum.
4. Organizing orientation program in the beginning of every year.
5. Extra lectures, if required for satisfactory completion of syllabus.
6. Informing students about various elective options.
7. Classroom activities and Interactive session with students.
8. College has a mentoring system for academic related issues
9. Conducting various classroom activities such as Group discussion, Elocution competitions, Quizzes, role play, Debates, Case studies, reading newspaper activities etc.
10. Providing ICT - enable techniques for quality teaching - learning.
11. Availability of teachers beyond the class hours.
12. All internal examinations and class tests are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum.
13. Arranging various Curricular activities like, Field trip, Guest lecture etc.

14. At the end of every academic year, feedback from teachers, students, non-teaching staff and guardians is collected and analysed.

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. the college has a well-defined standard operating procedure to develop the academic teaching plan and it follows a well-defined academic calendar. This calendar is to update students, faculty and staff of important dates. Generally academic calendar is prepared for two teaching semesters in a year. It covers the entire teaching -learning process with the teaching plan.

The institute prepares the academic calendar at the beginning of academic year so that the activities are planned accordingly. It lays down a very strong foundation of academic delivery.

The academic calendar shows the start and end of each semester stating various activities to be conducted, the internal evaluation schedule and the tentative schedule of external evaluation. It acts as a backbone and helps the smooth conduct of various activities in the college including the conduct of continuous internal evaluation.

The academic calendar provides for conducting extracurricular and social activities such as; celebration of birth and death anniversaries of the national icons, celebration of various national and international days etc. The academic activities, CIE, and all other activities are conducted in adherence to the calendar of events.

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

<p>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</p>	<p>C. Any 2 of the above</p>
--	-------------------------------------

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
05

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)**

00

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

00

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**

Gender sensitivity is accomplished by theory and project work through foundation course. A counseling and common room has been put in the premises to ensure that there is space for some personal time for female students. A female security guard is stationed to ensure safety for girl students. A seminar on Women Menstrual health by Dr Ummehaniben was attended by all female students. 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. Visit to JJ Dharmshala was also in same line. A course on human values and environmental management is a compulsory subject for BMS where the students are highlighted about the ethical values. Organization of blood donation

drive, health checkup camps, river cleanliness drive whereby students are made aware of 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. Even a small compost plant is set up on the terrace. Tree plantations and no plastic events are in the same line. Guardian teachers do 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

05

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

1083

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/file/d/1fy2j60je0oZwZmgf-VEz4nS7ooEVzAwQ/view?usp=share_link https://drive.google.com/file/d/1V54gOiZZUtcbViQHjNF6_uoj5HSYwTZI/view?usp=share_link
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://drive.google.com/file/d/1fy2j60je0oZwZmgf-VEz4nS7ooEVzAwQ/view?usp=share_link

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**

1228

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**

25

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**

The student body is different not just in terms of regional and linguistic characteristics but also in terms of comprehensibility level and speed. The institution evaluates the learning levels of the students and arranges unique programmes for advanced learners and slow learners because it would be incorrect to divide a class into groups based on students' understanding levels. Through classroom discussions, the question-and-answer approach, considering their topic knowledge and performance from the previous year, slow and advanced learners are recognised. In Undergraduate courses, problem-solving sessions and supplemental tutorials are held for Mathematics, English, Accounting, Costing, and

Taxation. Teachers directly mentor the pupils and urge them to talk about their issues. Slow learners are given more time to complete assignments. Slow learners are given more time to finish skills like reading and problem-solving. Slow learners receive more consideration for academic advancement. There are numerous possibilities for advanced learners to advance their knowledge and abilities. The college's several departments hold competitions to encourage healthy competition among advanced students. To encourage and inspire advanced students, the college hosts distinguished speakers for guest lectures.

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
1228	14

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

Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences. The college offers a productive environment for students to grow in knowledge, values, and skills that will help them behave appropriately. Faculty members use student-centric strategies listed below.

Experiential Learning through project-based learning. In addition, students have been involved in composting in a bid to bring students close to nature. Students were also involved in making cloth bags out of waste. These bags were later distributed free to vendors in local markets in an effort to reduce plastic usage.

Academically significant field trips and surveys are carried out by faculty.

The College organizes student events like the "no plastic drive" and holds health awareness events, among other things.

Discussion techniques aid students in developing their critical thinking skills and in formulating their ideas and recommendations.

Students profit from the promotion of research activities.

To enhance the teaching process, guest talks by notable professionals from industry and academia are organized.

In order to increase the students' capacity for issue solving, problem-solving methodologies are used in the teaching and learning process. Along with improving students' confidence and promoting independence, this practice assists in transforming them from being passive recipients to active contributors.

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

In addition to the conventional educational environment, the institution uses ICT-enabled teaching. In order to be prepared for the workplace, students must now acquire and master the newest technology. In order to engage pupils in long-term learning, teachers are fusing technology with conventional modes of instruction. The College supports, improves, and optimizes the way that education is delivered by utilizing information and communication technology.

To encourage autonomous learning, a specialized computer lab with an internet connection has been made available. Users of Wi-Fi are given the appropriate level of security.

Faculty members are urged to prepare successful presentations

using internet search engines and websites, LCDs, and projectors, and to employ PowerPoint presentations in their classroom instruction.

Digitally equipped seminar and conference rooms are used for the frequent student competitions, expert talks, and guest lectures.

With the aid of the Zoom and Google Meet programmes, students are counselled.

A variety of information and communication tools are used to plan technical events as well as management events. Information about courses is managed and posted using Google Classroom.

Teachers use a variety of internet resources, such as Google Meet, to take classes online.

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

14

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

14	
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	
07	
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	
155.5	
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 thorough and open review method for evaluating students internally. Students are informed during orientation programmes to guarantee transparency in internal assessment. Admissions are made solely on the basis of merit at the entry level, and student merit lists are posted on the notice board. The subsequent mechanisms are used:

Internal Examination Committee.

Question Paper Setting.

Conduct of Examination

Result display

Interaction with students regarding internal assessment.

University regulations regarding the format of course-specific exams as well as relevant university circulars are disseminated among the staff and posted on notice boards for students.

The college website provide information about evaluation procedures and exam dates.

If there are any schedule, pattern, or method changes, the teachers of the relevant subjects immediately notify the students through notice boards and classroom briefings.

The notice boards display the internal assessment mark lists.

In the classroom, the subject teacher informs the pupils on their attendance and performance on the internal exams.

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

Concerns regarding internal examinations are being handled in

an open, timely, and effective manner. The grading process, including the weighting of internal and external marks assigned in accordance with university laws, is clearly explained to all students. In order to ensure a seamless examination process at the college level, an examination committee is formed and other teaching faculty and non-teaching personnel work together.

Every semester, department-level internal evaluation assessments are administered.

After the final exam in class, there is an internal assessment.

The students are informed of the exam schedule well in advance of the actual test.

The results of the students' internal assessments are used as a parameter to judge the students' academic progress.

As per the university norms-

When the results of the external exams are announced, the university specifies the deadline for students to request reevaluation.

The evaluation of answer booklets may be contested.

The university released the challenge evaluation's findings.

As per University norms and regulations, the entire grievance procedure for exams is time-bound.

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 are what students should know, be able to do, and think upon finishing a particular course.

The final knowledge and skills that each student has acquired are listed in the course outcome. It describes the cognitive functions that a course offers. The goals and objectives of the institution in terms of developing student personalities are clearly stated in Burhani College's vision and mission statements. The foundation for setting the goals of every programme run by the institution has been these aims and objectives. Academic Values, Social Sensibilities, and Moral and Spiritual Values are three categories under which the educational objectives of the institution have been divided. The competences and performance indicators for each of the institution's education objectives are also determined by integrating various system stakeholders, which in turn led to the creation of extensive course-level competencies and performance indicators. All students are informed of the aims and anticipated outcomes of their programmes upon admission during the required Orientation programmes. A programme assessment plan outlining the various assessment kinds is also prepared. Additionally, the complete syllabus, learning objectives, and assessment plan of every course is shared with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://burhanicollege.edu.in/wp-content/uploads/2022/12/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. Under the faculty of Arts and Commerce, we provide undergraduate and graduate programmes and courses. The institution adheres to the university's curriculum for these programmes and courses.

We measure the degree of achievement of the programme outcomes and course outcomes with the utmost care, using both formal and informal methods. The institution seeks to take

the required actions in accordance with the feedback it receives from all parties involved in this.

The university's academic calendar is followed by the institute.

The review of the students' progression to higher education and their placement is done by the placement committee.

Students learn about participating in community activities and understanding other cultures, thinking critically and creatively and upholding moral principles.

The syllabus, syllabus completion, ongoing evaluation (internal evaluation), preparation of the exam, evaluation and result are used to gauge the success of the course. Results from university exams are used to gauge course outcome attainment.

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

437

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/2022/12/SSS-2021-22.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)

NIL

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 preincubation 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, the Maulana Azad National Urdu University 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

0	
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	
7	
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	
1	
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 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, analyzed data and drew conclusion.

-College provides its facilities. assistance to various NGOs/ other institutions for community services & related activities.

- 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.

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

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

0

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	No File Uploaded

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**

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
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**

73

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

5

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.

In order to implement the plans and achieve desired goals, 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." It has sufficient capacity for ICT enable classrooms, laboratories, computing facilities and adequate infrastructure prescribe by UGC. The entire campus is under CCTV surveillance for safety and security purpose. 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, furniture and other equipments. 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	No File Uploaded
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.

The College has provided a number of facilities for supporting extracurricular activities related to culture, creativity, arts and recreation. Sport is an integral part of the syllabus and requirement for holistic development of the students. Various sports activities conducted within the campus. This not only sharpen and develops the creative skills of the students but also create an awareness about social issues among the students. Cultural activities are essential for all round development of the students and 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 skill. Activity room has been set up to conduct different cultural activities, yoga and indoor sports events. All necessary equipments are provided to students from time to time. Numbers of tournaments & competitions are arranged by the college. Our institution has abroad vision for all round development of our students, for achieving this task different types of indoor and outdoor sports and cultural activities has been arranged by providing a sufficient 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)

15.10

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 EDUMARSHAL
- Natureofautomation(fullyorpartially) PARTIALLY
- Version Edumarshal V2.10.1
- YearofAutomation 2012

File Description	Documents
Upload any additional information	No File Uploaded
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)	
0.097	
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	
2.045	

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

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 as per the demand of the latest syllabus and feedback of the students. 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 there to enhanced the teaching and learning process. CCTV cameras and bio metric attendance have been effectively implemented in all the classrooms. IT policy applies to the resources administered by the 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 update is 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	No File Uploaded
List of Computers	No File Uploaded

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)

25.42

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 they are of maximum benefit to the students as well as teaching and non-teaching staff. Duties and responsibilities have been assigned to the staff for effective use and maintenance of infrastructure facilities. The physical facilities are maintained by the institution through a maintenance contract. The college regularly monitors and maintains the cleanliness of classrooms, the library, the computer lab, the campus, the canteen and the staffroom. In case of a computer device failure or malfunctioning of any hardware device, it is first reported

to the IT in charge. The IT in charge is responsible for replacing any computer hardware and solving all major issues. The college has a well maintained and adequately catalogued library which uses the SOUL software for students and faculty to borrow books and for faculty to recommend new books. Careful maintenance of the rare books collection is a major responsibility and is well executed. All class rooms are well ventilated with adequate seating space. Every floor has a dedicated cleaning staff, responsible for maintaining the cleanliness of every floor. Classrooms with overhead projectors are regularly inspected. Advanced booking system is followed for allotting the auditorium for conducting various events to avoid clash of dates. There is regular maintenance of vertical garden in the campus and air conditioning of all the classrooms. There is a proper security system for maintaining the infrastructure of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://burhanicollege.edu.in/wp-content/uploads/2020/11/4.4.2-Policies-and-Procedure-converted.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

5.1.1.1 - Number of students benefited 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 benefited 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

10

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

10

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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 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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

1

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**

25

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**

1

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)

By strictly following COVID-19 guidelines prescribed by the government, the college had organized a good blend of online and offline activities. To boost the students' morale, various interesting and informative activities like National Reading Day, Celebration 2022, Burhani College Cricket League, Blood donation drive, International Ocean Day, Recycling Project - No Plastic Bag Campaign, COVID Vaccinations camp, Financial Literacy Workshop, Awareness

programme on Intellectual Property Rights etc. were conducted. Students were enthusiastically involved in all the activities whether online, on field or campus activity. Right from conceptualization of the event, designing flyers, promotion of the event on the social media, collecting sponsorship for the event, registration of participants for the event, participation in the event, maintaining discipline during the event in the auditorium, hospitality etc., at every stage students took up the various responsibilities the under supervision of the teachers and event organizing committee to ensure the successful conduct of the events.

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

10

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 "Knowledge 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 society without any bias. The college has participative management and gives enough forums for all stake holders to offer suggestions and raise their concerns. This year being the year of recovery from the 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 and not merely a college where bookish knowledge is provided. The students are given exposure to practical problems and their implementation of knowledge which they have gathered is tested in live project-based situations. Practical training sessions over and above the curriculum are held to train the students for the real world.

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 the collective and all-inclusive planning. The management has empowered the IQAC to take decisions related to curricular, cocurricular 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- The Entrepreneurship Development Cell of Burhani college got in touch with Idiya Innovations and a programme on students' Startup ecosystems and Business Idea Development was planned in association with them. The plan was prepared and the proposal for assistance was sent to the management for approval. A committee comprising the students and staff members of various departments of Commerce faculty was formed to organize the conference.

More than 160 students were given practical exposure through experts. The college covered the expenses of the conference through management funding. Students and faculties participated in the webinar enthusiastically. The combined efforts of the Management, Principal, Convener, Committee Members and Student Volunteers were fruitful in the successful organisation of an event.

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

This year was a year of recovery from the pandemic and the strategic plan was to make sure that no student losses out on education. Co-curricular and extra-curricular activities were designed to boost the morale of the students. In addition, teachers and non-teaching staff were motivated to attend different workshops in the vacation period itself so that they are ready to execute their skills and motivate students to be career-oriented. Another important strategy was also implemented to make the entire admission process paperless and contact less with the use of online software 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 changes¹. 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 interfaces	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

2

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

6

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-

- Organizing webinar on Intellectual Property Rights
- 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.

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 midterm 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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://burhanicollege.edu.in/wp-content/uploads/2022/12/AQAR-2020-21.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 sensitizing them towards the needs of women in contemporary society.

A counseling 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.

The college conducted a Seminar (attended by 200 girls) with Gynaecologist Dr. Ummehani Jagmag in order to create awareness on the subject of Women's Menstrual health.

The student team of Burhani College visited the JJ Dharmshala on the occasion of International Women's Day and spent quality time with the elderly women. This brought a glimmer

of happiness and hope amongst them.

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.

The institution has also initiated the process of composting through trial and error methods. A small batch of wet waste

was collected by the students and staff and compost making was undertaken on the college premises. The project was undertaken by the students under the guidance of teaching faculty and a successful batch of freshly brewed compost was used to enhance the college greenery.

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:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

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

D. Any 1 of the above

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	No File Uploaded
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

B. Any 3 of the above

copies of reading material, screen reading

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 2021. 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 2022, as the government had permitted celebration, a small republic day celebration program was held in the college Auditorium post Flag hoisting. The students came together and performed mono acts giving us a glimpse of our patriotic leaders. Poems, ghazal and speeches in different languages highlighting the importance of Republic Day were performed. All this was conducted in adherence to the COVID-19 rules.

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

Blood Donation Drive: Considering the need for blood during the pandemic times the college initiated a blood donation drive with Saifee Hospital to conduct community service.

No- Plastic Drive: As a part of the Environmental Management subject the students came up with the use of cloth bags (recycled from t-shirts) instead of plastic bags. 300 bags were later distributed at the Mahatma Jyotiba Phule Market on 2nd October 2021

Byculla Market Clean Up Drive:The student team spread awareness and helped segregate wet waste and dry waste at the Byculla fruit market (in collaboration with the BMC).

Chocolate Drive:The student team initiated a handmade chocolate making and distribution drive in the slums at Byculla on the eve of Diwali, to spread happiness.

A visit to the JJ Dharmshala:The student team of Burhani College visited the JJ Dharmshala on the occasion of International Women's Day: 08th March 2022 and spent quality time with the elderly women.

Seminar on Menstrual Health and Hygiene:The college conducted a Seminar with Gynecologist Dr. Ummehani Jagmag in order to create awareness on the subject of Women's Menstrual health. The seminar was attended by the 200 girl students.

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

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,

A. All of the above

teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
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

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National Festivals:

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 2021. 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 2022, as the government had permitted celebration, a small republic day celebration program was held in the college Auditorium post Flag hoisting.

A visit to the JJ Dharmshala on International Women's Day :

The student team of Burhani College visited the JJ Dharmshala on the occasion of International Women's Day: 08th March 2022 and spent quality time with the elderly women.

Seminar on Menstrual Health and Hygiene on International Women's Day:

The college conducted a Seminar with Gynecologist Dr. Ummehani Jagmag in order to create awareness on the subject of Women's Menstrual health. The seminar was attended by 200

girl students.

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.

1. Vertical Gardening-

- Objective of the practice- To beautify the college campus within the limited space and to purify the polluted air.
- Context- Studies have shown that the surface of vertical garden can be up to 10 degrees cooler because it absorbs the heat from the sunrays and slows down air movement.
- The Practice- Burhani college has built a vertical garden with a recycling waterfall in the campus. The plants generate oxygen.
- Evidence of Success- The improved and cooler air has been appreciated by everyone who has experienced it.
- Problem encountered and resources required- The cost of the vertical gardening project and requirement of skilled manpower were the challenges.

2. Drive for economized use of paper-

- Objective of the practice- To promote lesser usage of paper.
- Context- Burhani College believes in "Save Paper, Save Trees, Save Earth".
- The Practice-Two-sided printing of documents, e-communication and exchange of soft copy are encouraged by the College.

- Evidence of success- Noticeable reduction in usage of paper at College.
- Problems encountered and resources required- Lack of required infrastructure and technical skills with students. University norms of submission of projects in hard copy form.

File Description	Documents
Best practices in the Institutional website	https://burhanicollege.edu.in/wp-content/uploads/2022/12/BEST-PRACTICES-2021-22.pdf
Any other relevant information	Nil

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-to-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	View File
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 scholarships to reward the students for various achievements;
- To give thrust to Campus Placements Initiatives;
- To Identify Talent among students for various sports & cultural activities.