



S.E.M.T'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR
PIN – 401 203, (MAHARASHTRA)

21/6/2018

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 23rd June, 2018 at 10.00 a.m in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Appointment of Trained and Qualified Teaching Staff
3. Appointment of Library Assistant.
4. To reconstitute the member of IQAC and Criterion Head.
5. To approve Academic Calendar To approve Academic Calendar and Perspective Plan
6. To review the work of all Committee, Department and Criterion Report
7. Any other matter with Permission of the Chair.


Principal
Dr.M.K. Ahmad



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Action Taken Report (01)
(For 23rd June 2018 Meeting)

1st October 2018

- New Staff appointed through a duly constituted committee approved by the University of Mumbai.
- Library Assistant was appointed.
- New Committee of IQAC Head & Member was formed.
- Principal finalised the Accademic Calendar and Perspective Plan.
- The work of all Committee, Department and Criterion Report were reviewed by the Principal.

Principal

Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
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6/10/2018

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 8th October, 2018 at 10.00 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Apply for Certificate Course (Urdu, German & Persian).
3. To apply for En-List (Online Research Library).
4. To set up Incubation Centre.
5. To apply for Management Information System (Automation).
6. To arrange Seminar on Intellectual Property Rights (IPR).
7. To arrange visit to Orphanage Home under NSS & History Department.
8. To arrange educational visit to Urdu Times Daily Newspaper, Mumbai.
9. To arrange Blood Donation Drive by NSS.
10. To fix the date of NSS Camp.
11. To fix the date and place of Industrial Visit of Self Finance Students.
12. To arrange Inter Collegiate Activity.
13. Any other matter with Permission of the Chair.

Principal
Dr. M.K. Ahmad



Action Taken Report (02)
(For 8th October 2018 Meeting)

27th April 2019

1. Urdu Diploma Course was started for Teachers and Students from 16th Feb 2018
2. Incubation Centre was started with Cake Making, Beauty Parlour and Mobile Repair Course
3. Management Information System like Principal 9.0 Fees software, Tally Accounting Software and Time Track Essl were purchased
4. Conducted one day Workshop on “Intellectual Property Rights” in association with Department of Commerce and IQAC Cell 2nd March 2019 for Teacher and students from various Colleges
5. Educational Visit to Urdu Times Daily Newspaper on 6th October 2018
7. Blood Donation Camp was organised on 18th December 18
8. NSS Camp was held on 24th December 2018.
9. Industrial Visit for BMS/BFM Students was organized with a visit to Coca Cola Industry, wadapalgha on 14th March 2019
10. Cultural and Sports was organised in the month of January and February 2019

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26/4/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Tuesday, 30th April, 2019 at 10.30 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Apply for Certificate Course (German & Persian).
3. Review the application process of Post Graduate and Graduate courses (M.Com and BAF)
4. To discuss on admission of students for next academic year
5. Preparation of Academic Calendar.
6. To discuss on Semester Exam at College during the month of May
7. To review the work of all Committee, Department and Criterion Report
8. Any other matter with Permission of the Chair.

Principal



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Action Taken Report (03)
(For 30th April 2019 Meeting)

13th june 2019

1. Administrative staff completed the process of applying for M.Com and BAF Course.
2. Advertisement work of Banner, Poster and Hand Bill done through Outside Advertising agency
3. IQAC coordinator prepared Academic Calendar.
4. Exam Department prepared Semester wise Exam Time table and given details of requirement of Classroom and Teachers.
5. All work of Committee, Department and Criterion Reports were reviewed

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13/6/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 15th June, 2019 at 10.00 a.m in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Appointment of Trained and Qualified Teaching Staff
3. To reconstitute the member of IQAC and Criterion Head.
4. To approve Academic Calendar and Perspective Plan
5. To approve Prospectus and Magazine
6. To discuss on requirement of Infrastructure
7. To review the advertisement process for admission of Graduate and Post Graduate Courses
8. Any other matter with Permission of the Chair.


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Action Taken Report (04)
(For 15th June 2019 Meeting)

30th June 2019

1. New Staff appointed through Interview for Academic Year 2019-20.
2. IQAC Coordinator reconstitutes the member of IQAC and Criterion Head.
3. Principal finalised the Accademic Calendar and Perspective Plan
4. Prospectus and Magazine were prepared and distributed to the Students
5. All work of Committee, Department and Criterion Report were reviewed
6. Coordinator of Traditional Course and Self Finance Course gave the requirement list of Class. Benches, Board and Projectors to the Principal
7. Advertisement done for admission of Graduate and Post Graduate Courses.

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