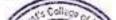


# SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S M.B. HARRIS COLLEGE OF ARTS & A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT

AFFILIATED TO MUMBAI UNIVERSITY ACCREDITED "B+" GRADE BY NAAC

Committee Name	COMMITTEE LIST 2022-2	
Committee Name	Incharge/Convenor/PO	Member
1. Examination:	Mr. Irshad Shaikh - (B.Com, B.A.) Mrs.ElakshiTawade-Khetal - (BMS) Mrs Ruksar khan (BAF)	Mr. Ibrahim Chauhan Mrs. Namrata Gurjar Ms. Mamta Hati Mr. Abdul Rehman Mulla
2.Students' Council:	Mrs. Mona Dedhia	Mrs. Rohita Raut
3.Discipline:	Mr. Ibrahim Chauhan	Mrs. ElakshiTawade-Khetal Mrs. Mona Dedhia
4.Students Counselling Cell	Mrs. Mona Dedhia	Miss Mamta Hati
5. Parent Teachers Association	Mrs Sana Patel	Miss Mamta Hati Mr Shahid Shaikh
<ol> <li>University Grants</li> <li>Communication, Rusa</li> <li>and planning Board:</li> </ol>	Mrs. Namrata Gurjar	Mrs. Diksha Vaje-Parab Mr. Mohammed Chawre
7. Anti – Ragging	Mrs Mona Dedhia	Mrs Sana Patel
8. Environment Awareness Committee:	Mrs Sana Patel	Miss Mamta Hati
9. Gender Audit:	Mrs. Namrata Gurjar	Mrs Sana Siddique
0. Magazine:	Mrs Tehseen Shaikh (English)	Mr. Shahid Shaikh (Urdu) Mrs. Rohita Raut (Hindi)
1. Planning Forum:	Mr. Mohammed Chawre	Mr. Irshad Shaikh Mrs ElakshiTawade-Khetal Mrs. Sujata Yadav Mrs. Ruksar Khan
2. Commerce Association:	Mrs. Diksha Vaje - Parab	Mrs Sana Siddique
3. Staff Grievance Cell:	Mrs. Ruksar Khan	Mrs.Shahida shaikh
4. N.S.S:	Mr. Ibrahim Chauhan	Mrs DIKSHA VAJE PARAB Mrs Sana Patel

#### COMMITTEE LIST 2022-23



		Miss Mamta Hati
15. D.L.L.E.	Mrs.Rohita Raut	Mrs Sana Siddique
16. Women's Development Cell:	Mrs. Mona Dedhia	Mrs. Shahida Shaikh Mr. Shahid Shaikh
17. Mahila Takrar Nirvaran Samiti:	Mrs. Diksha Vaje - Parab	Mrs. Namrata Gurjar
18. Sports	Mr. Shahid Shaikh	Mrs Tehseen Shaikh Mrs Sana Siddhiqui Miss Ayesha Dange
<ol> <li>Avishkar Research Convention;</li> </ol>	Mrs. Sujata Yadav	Mrs. Sana Siddique Mrs. Shahida Shaikh Mr. Ibrahim Chauhan Mrs Rohita Raut
20. Research Cell:	Mr. Shahid Shaikh	Mr. Irshad Shaikh Mrs. Sujata Yadav Mrs Diksha Vaje - Parab
21. Web – site posting	Ms. Mamta Hati	Mr Aafaque Mrs Mona Dedhia
22. Internal Audit	Mrs Namrata Gurjar	Mr. Mohammad Chawre Mr. Moin Chinde
23. Student's Group Insurance	Mrs. Namrata Gurjar	Mrs Sana Patel
24. Maintenance of Stock Register:	Mrs. Namrata Gurjar	Mr. Shaibaz Shaikh
25. Lecture Monitoring Committee:	Mrs Shahida Shaikh	Mrs Tehseen Shaikh Miss Sumaiyya Shaikh
26. Scholarship 🥏 Committee	Mrs. Sana Siddique	Mrs Shahida shaikh Mrs Namrata
27. Cultural Committee:	Mrs. Diksha Vaje- Parab	ElakshiTawade-Khetal Mrs Ruksar Khan Mrs. Mona Dedhia Mrs Sana patel
28. Placement Committee	Mr Irshad Shaikh	Mrs. Sujata Yadav - Advisor Mrs Tehseen Shaikh Mr Shahid Shaikh Mrs. Diksha Vaje - Parab
29. Seminar Committee:	Mrs. Tehseen Shaikh	Mrs. Namrata Gurjar Mrs. Sujata Yadav Mr. Ibrahim Chauhan Mrs. Sana Patel



30. Admission Committee:	Mr. Shaikh Irshad	Mrs. Sujata Yadav - ADVISOR Remaining All Teaching and Non Teaching Staff
31. Library Committee:	Mrs Tehseen Shaikh	Mr. Shaibaz Shaikh Mr. Shahid Shaikh Mrs.Rohita Raut
32. Attendance Committee:	Mrs DikshaVaje-Incharge	Mr. Ibrahim Chauhan Mrs. Mona Dedhia
33. Marathi Wandgmay mandal <u>:</u>	. Mrs. Rohita Raut	. Mrs. Namrata Gurjar 😼 Miss Mamta Hathi
34. Alumni Association <u>:</u>	Mrs Shahida shaikh	Mrs. Ruksar Khan Mrs Mona Dedhia
IQAC	Mr. Irshad Shaikh (COORDINATOR & DOCUMENTATION) Criteria : 1 Mrs Mona Dedhia	Mr Mohammed Chawre
	Criteria: 2. Mrs Elakshi Tawade - Khetal	Miss Mamta Hati Mrs Sujata Yadav Mrs Sana Siddique
5	Criteria 3: Mr. Shahid shaikh	Mr. Ibrahim Chauhan
	Criteria 4: Mrs Tehseen Shaikh Criteria 5: Mrs.Diksha Vaje-	Mr Abdul Rehman Mrs Sana Patel
	Parab Criteria 6: Mrs Shahida Shaikh	Miss Ayesha Dange
	Criteria 7: Mrs Rohita Raut	Mrs Ruksar Khan
Staff Secretary	Mrs. Tehseen Miss	1.
Gymkhana Maintenance	Mr. Ibrahim Chauhan	Mr. Shahid Shaikh



PRINCIPAL DR. MOHAMMAD KHALIL AHMAD

Principal Shurparaka Educational & Medical Trust's M. B. Herris College of Arts & A. E. Kalsekar College of Commerce & Management Nallasepara (W); Tal. Vasai, Dist. Palghar - 401 203.

-21		Moinudd A.E.Kalse N	S.E.M.T's Molnuddin Burhan Harris College of Arts A.E.Kalsekar College of Commerce & Mgt. Nawayat Nagar - Sopara(w) Std:S.Y.B.Com. (A)	S.E.M.T's urhan Harris College College of Commerce yat Nagar - Sopara(w) Std:S.Y.B.Com. (A)	of Arts & Mgt.		
Lecture	Timings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	7.30 am to 8.18 am	Financial A/c (Irshad S)	Mgmt Account (Ruksar M)	Bus. Law (Ruksar M)	Financial A/c (Irshad S)	F.C. III (Diksha M)	Financial A/c (Irshad S)
2	8.18 am to 9.06 am	Bus. Law (Ruksar M)	Financial A/c (Irshad S)	Com-III (Diksha M)	Mgmt Account (Ruksar M)	Advt. (Tehseen M)	Bus. Law (Ruksar M)
m	9.06 am to 9.54 am	Bus.Eco (Mona M)	Com-III (Diksha M)	F.C. III (Diksha M)	F.C. III (Diksha M)	Bus.Eco (Mona M)	Bus.Eco (Mona M)
	9.54 am - 10.15 am	R	ш	C	Е	S	s
4	10.15 am - 11.03 am	Advt. (Tehseen M)	Com-III (Diksha M)	Bus. Law (Ruksar M)	Mgmt Account (Ruksar M)	•	Advt. (Tehseen M)
5	11.03 am - 11.51 am			•	•	•	
	and the second s		•	•	•	•	-
	(12.20))						Clo

		N	Nawayat Nagar - Sopara(w) Std:S.Y.B.A	Nawayat Nagar - Sopara(w) Std:S.Y.B.A			
.ecture	Timings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7.30 am to 8.18 am	Mass Com (Tehseen M)	History (Ayesha M)	Mass Com (Tehseen M)	Eco III (Mona M)	FC II (Diksha M)	History (Ayesha M)
2	8.18 am to 9.06 am	History (Ayesha M)	Eco II (Mona M)	History (Ayesha M)	History (Ayesha M)	Eco III (Mona M)	Mass Com (Tehseen M)
	9.06 am to 9.54 am	H/U (R/S)	Eco II (Mona M)	FC II (Diksha M)	FC II (Diksha M)	HAU (RJS)	H/U (R/S)
	9.54 am - 10.15 am	R	w	v		ŝ	0
4	10.15 am - 11.03 am	History (Ayesha M)	H/U (R/S)	Eco II (Mona M)	Eco III (Mona M)	History (Ayesha M)	HNU (R/S)
9	11.03 am - 11.51 am		•				
9		1.	v			•	•

	Saturday	It. (Main and	IF (Ram slr)		FA VI (Ibrahim FA V (Irshad	sir)	s		IF (Sana miss) FA VI (Ibrahim)	sir)				
	Friday	FM (Pooja miss)	EA V (Sana	miss)	FA VI (Ibrahim	(iii	ø	,	IF (Sana miss					
Arts	Thursday	Cost (Ruksar miss)	A LT Handalan		Manananant		L	IJ	FM (Pooia	miss)				
Moinuddin Burhan Harris College of Arts Nawayat Nagar - Sopara(w) Std: T.Y.BAF	nesday	FA VI (Ibrahim C sir)	1 1 1 1 1 1 1 1	FA V (Irshad PA VI (corecent) sir) sir)		Cost (Nuksar miss)		o	Management	II(Sujata miss)		5		6
ddin Burhan Harris College Nawayat Nagar - Sopara(w) Std: T.Y.BAF	Tuesday			FM (Pooja miss)		FA V (Irshad sir)		ω		Management Management II(Sujata miss)	and the second s			•
Moinuddin Naw	Monday	Cost (Ruksar miss)	111 - 21 - 21	Management II(Sujata miss)		IF (Sana miss)		Я		Cost (Ruksar miss)				
	Timinee	7.45 am to 8.33 am		8.33 am to 9.21 am		9.21 am to 10.09 am		40.10 am to 10.30 am		10.30 am to 11.18 am		11.18 am to 12.06 pm	(	
	1 of 2 and 2 and 2	1		2		e				4		5		9



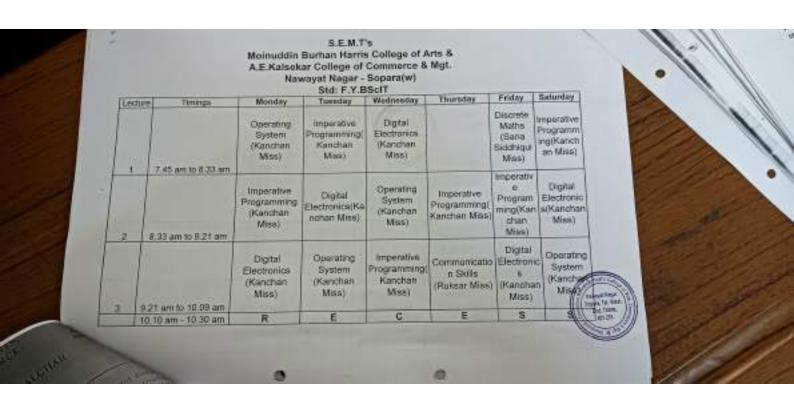


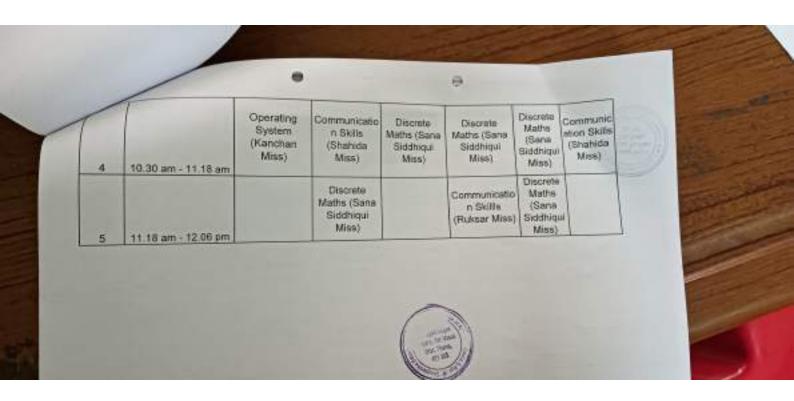
dure :	Terrings	Monday	Std: FY Turnday	Wednestizy	Thursday	Friday	Saturday.
1.	T 45 em tu 8.31 em	-	FM (Sarua Interna)	FM (Sann miss)	FA (Sana (1900)	FM (Rukmar miss)	BE (Shahida miate)
*	8.33 am in £.21 am	FA (Elakati) maxe)	Cost Acc (Elakahi miss)	FA (Elakshi misk)	FA (Sana misx)	FC (Sujata miss)	FM (Sana missi)
3	9.21 am to 10.09 am	FC (Supata miss)	BC (Shahita mist)	Eco (Monty miss)	BC (Shumida miss)	Cost Acc. (Elakahi misa)	FC (Supto miss)
	10.10 am to 10.30 am	R	E	C	E	\$	8
	10.30 am to 11.18 am	BE (Statida miss)	Cost Ace (Elakahi misu)	Cost Acc (Elakolu misik)	Eco (Mona mins)	RC (Shahita miss)	BE (Ruks miss)
	11.18 am to 12.06 pm		27	Eco (Mona misa)	2	-	0
1					-	-	- Commission

Molnuddin Burhan Haris College of Augran Haris College of Augran Haris College of Commerce & Mgr. Tats an to 3.33 an <u>Inno 9.21 an College of College of Augran Burhan Haris College of Commerce &amp; Mgr. 9.21 an to 10.09 an <u>Cost (Elakshi Law (Sana Elo (Mona Elo (Mona Elo (Mona) Elo (M</u></u>		Ø	S	4			ω	2	1	Lacture	-
din Burhan Harris College of Arts ekar College of Commerce & Mgt. Jawayat Nagar - Sopara(w) Std:S.Y.BAF Tuesday Wednesday Thursday Friday Eco (Mona FMO (Pooja ITIA (Kanchan FA (Ibrahim miss)) FA (Ibrahim FMO (Pooja miss)) miss) miss) FA (Ibrahim FMO (Pooja sir)) miss) miss) any fa (Ibrahim miss) fa (Ibrahim miss) miss) budit (Sana FA (Ibrahim miss)) fa (Ibrahim miss) sir) fa (Ibrahim find) (Pooja miss) any fa (Ibrahim miss) fa (Ibrahim miss) sir) fa (Ibrahim find) (Pooja miss) sir) miss) fa (Ibrahim miss) miss) any fa (Ibrahim find) (Pooja miss) miss) fa (Ibrahim find) (Pooja miss) fa (Ibrahim find) (Pooja miss) sir) fa (Ibrahim miss) fa (Ibrahim find) (Pooja miss) sir) fa (Ibrahim miss) fa (Ibrahim find) (Pooja miss) fa (Ibrahim find	A LEASE		11.18 am to 12.06 pm	10.30 am to 11.18 am	10.10 am to 10.30 am	and the form	0 01 and in 40 00	8.33 am to 9.21 am	7.45 am to 8.33 am	Timings	
iday Friday Inchan FA (Ibrahim S) FA (Ibrahim S) Sir) S) Cost (Elakshi S) ITIA (Marnta S) S Tahim S) S S		•		Audit (Sana miss)	R	Cost (Elakshi miss)	miss)	miss)	Law (Sana	Monday	Moinudd A.E.Kalse
iday Friday Inchan FA (Ibrahim S) FA (Ibrahim S) Sir) S) Cost (Elakshi S) ITIA (Marnta S) S Tahim S) S S				Audit (Sana miss)	m	Law (Sana miss)	FA (Ibrahim sir)	miss)	Epo (Money	awayat Nagar Std:S.	lin Burhan Ha kar College r
iday Friday Inchan FA (Ibrahim S) FA (Ibrahim S) Sir) S) Cost (Elakshi S) ITIA (Marnta S) S Tahim S) S S			Audit (Sana miss)	ITIA (Mamta miss)	c	FA (Ibrahim sir)	FMO (Pooja miss)	miss)	wednesday	- Sopara(w) Y.BAF	rris College d
Friday FA (Ibrahim sir) Cost (Elakshi miss) ITIA (Mamta miss) S	areas .		*	FA (Ibrahim sir)	m	FMO (Pooja miss)		ITIA (Kanchan miss)	Thursday	& Mgt.	of Arts
Saturday Cost (Elakshi miss) Law (Sana miss) S					s	ITIA (Marnta miss)	Cost (Elakshi miss)	FA (Ibrahim sir)			
• •	1.	r.			s	Law (Sana miss)	Eco (Mona miss)	Cost (Elakshi miss)	Saturday		
		•			-	-	•		I		13

6	-		4 10.1		3 9.0	2 81		Lecture	
		11.03 am - 11.51 am	10.15 am - 11.03 am	9.54 am - 10.15 am	9.06 am to 9.54 am	8.18 am to 9.06 am	7.30 am to 8.18 am	Timings	
			(RVS)	20	(Ayesha M)	(RVS)	History (Ayesha M)	Monday	A.E.Kalse Moinuddi Na
	1		(Ayesha M)	m	(RVS)	History (Ayesha M)	(RAS) HAD	Tuesday	S.E.M.T's kar College of Cor n Burhan Harris C wayat Nagar - So Std:T.Y.B.A.
Ī	1		(Ayesha M)		(Ayesta M)	(RUS)	(Sral)	Wednesday	A.E.Kalsekar College of Commerce & MgL Moinuddin Burhan Harris College of Arts Nawayat Nagar - Sopara(w) Std:T.Y.B.A.
	1		(Ayesha M)	Linkows	(Ayesta M)	(RVS)	(Ayestra M)	face and t	& Mgt. d Arts
Ī	1		(8/8)	HE	(Ayeshia M)	(PUS)	(Ayesthis M)	Laborer	Friday
Contraction of the second	1111	D.			(Ayesha M)	(R/S) History	(1214)	HU	Seitur day

z







the second se	Time 745 in \$133 ann	Meeday FA	Molnuddin B A.E.Kalseka Nawa Tumun	A.E.Kalsekar College of Arts & Nawayat Nagar - Sopara(w) Timoteble Jundary Methode Tundary Methodary Thurder	ge of Arts & erce & Mgt. s(w) Therefor	Friday	Saturday
	m= 10.9 =) 00.8	FA.	Sens S.Miar	Res State Sara S. Min	FA M063r	FIB Teleration	Res State Sters 5 Min
9.	9131 to 10:09 am	FC	Tchung Miss BC	Teleen Min	Mobal Sit	FC Signa Mina	Bar State Seta S. Mire
1 2	nue 00:31 n1 69:01	Sajata Mina R	Shalofa, prim E	Man Min	BC Staticis Minn R	Law Roon P. Niton a	all raje
100 March 100 Ma	10.20 to 11:18 am		12·24	Law Soca P Miss	Bas Ecs Mores Miss	bC Subtrain	Inn
1000	11:15 to 12.66 pm	Ð		Bur Eco March Marc			



	241011	ALE-MERCEAR CORRECCE & MGL. Nawayat Nagar - Sopara(w) Timetable std: SYBMS (SEM III)	A.E.Kalsekar College of Commerce & Mgt. Nawayat Nagar - Sopara(w) Timetable sed: syaws (stex iii)		
	Tuesday	Wednesday	Thursday	Friday	Saturday
RFS - Proja Mine Adv - Beakins Str Motivation: Manua Mine	Earth Mgt Deablin Str	ITTIMI Martin refer	CA - Balaté Miss Adv - Benhén Sir Recr - Stabila Miss	Mgt Alt Maka Sir	INTEM Discles Minu
	Shathida Mina	Earch Mgt Reathinn Str	BFS - Pooja Misa CB - Tcheen Misa Reer - Shabida Misa	East Mgt Brakim Sir	CA - Elabeth Mine Adv - Beakin Sir Rect - Shahida Mine
BFS - Pooja Mina Cit - Tehnern Mius Motivation: Manta Mias	Mgt Mt Make Ser	CA - Elabels Mins CB - Telasers Mins Motivation: Manual Mins	ITBM Farchan Miss	Mgi Ait Mahá Sir	Shdida Mine
	M	U	62	5	16
	INTERN Dilata Mini	Street Mgr Schelde Miss	Mgr Ale Mohd Sie	ITTIM Marria mias	
_		,	-	•	

	A.E.Kaisekar College of Commorce & Mgt. Nawayat Nagar - Sopara(w) Timetable		
Stdi TYEMIS (SEM V)	Thursday	Potter	Saturday
. 1 1	WM - Pool a Mare FUR - Marries Miss E.Cum - Labores Miss	IVA - IElakoki Mise PUR - Maesia Mise SM - Steriota Mise	Logistion Section Sec
-	-	WM - Proja Mile Secon M - Ditalia Mile SAR4 - Stediale Mile	CCFR Maam Miss
WM - Podp Mint WM - Podp Mint PM - Signa Mint PM - Signa Mint PM - Signa Mint PM - Signa Mint	Logistia Design Sy	(ATM - Theja Maa TM - Sepira Misa (LCasa - Tcherm Miaa	Lugieles Buakies Sit
-	u.	1	11
tarst-rooja Min	RM - Sean P Mile PAL - Sejata Mile SM - Studide Mile	cON Super Min	IATM - Troja Mire RR - Massa Mire CPM - Sajos Mire
			1

Latt

-

-

•

×.

M





# SHURPARAK EDUCATIONAL & MEDICAL TRUST'S MOINUDDIN BURHAN HARRIS COLLEGE OF ARTS A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT



NAAC accredited B+ Grade O Affiliated to University of Mumbai

Nawayat Nagar, Nallasopara (West), Dist. Palghar 401203.

# CODE OF CONDUCT (HANDBOOKS) FOR VARIOUS STAKEHOLDERS



# SHURPARAK EDUCATIONAL & MEDICAL TRUST'S MOINUDDIN BURHAN HARRIS COLLEGE OF ARTS A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT



NAAC accredited B+ Grade 
Affiliated to University of Mumbai

Nawayat Nagar, Nallasopara (West), Dist. Palghar 401203.

#### **Structure of the Committee:**

DESIGNATION	POSITION
Principal	Chairman
HOD	Member

#### Code of Conduct Committee Members:

S. No	Name of the Member	Designation & Department
1.	Dr. Mohammad Khalil Ahmad	Principal
2.	Mr. Shaikh Irshad Wajid	Head of the Department – Commerce and Arts
3.	Mrs Tawade -Khetal Elakshi A	Head of the Department – B.M.S
4.	Mrs. Shirshekar Pooja	Head of the Department- BAF
5.	Mrs. Khan Ruksar	Head of the Department – BSC-IT

# **Code of conduct (handbooks) for various stakeholders**

#### Title : Principal Code of Conduct.2018 - 19

- 1. Academic growth of the college.
- 2. Participation in the teaching, research and training programmes of the college.
- 3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
- 4. Maintenance of disciplines of the Institute.
- 5. The overall administration of the Institute and recognized Institution and their libraries.
- 6. Administration and supervision of curricular, co- curricular/extracurricular or extramural, student's welfare activates of the Institute and Recognized Institution and maintenance of records.
- 7. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 8. Observance of provisions of Accounts code.
- 9. Maintenance of Self-Assessment Reports of teachers.
- 10. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.
- 11. Recommend and forward communication to the authorities.
- 12. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- 13. Listen to the student's ideas and set a supportive tone.
- 14. Be fair in his disciplinary actions for all the members of faculty, non- teaching staff and students.
- 15. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- 16. Execute any other qualitative and quantitative work for the welfare of the institution.
- 17. Empower all his staff and students to reach their maximum potential.
- 18. Carry himself with the highest integrity and he has to exhibit outstanding and strong

leadership skills.

- 19. Never put his interests above the greater good of the college and has to respect the rights of all the committee members of the college.
- 20. Avoid careless decisions that may result in violations of law.
- 21. He/she should never directly lie to anyone, must never withheld vital information that he/she has to make public.
- 22. Refrain from inappropriate conduct and relationships with students and staff
- 23. He/she must not nurture any grudge against any member which may lead to animosity and anxiety in the organization.
- 24. The Principal should always be honest, fair, objective, supportive, protective and law abiding.
- 25. Chalk out a policy and plan to execute the vision and mission.
- 26. Promote industry institution interaction and inculcate research development activities.
- 27. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- 28. Recommend and forward communication to the authorities.
- 29. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- 30. Execute any other qualitative and quantitative work for the welfare of the institution.
- 31. Listen to the student's ideas and set a supportive tone.
- 32. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- 33. Empower all his staff and students to reach their maximum potential.
- 34. Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.
- 35. Never put his interests above the greater good of the college and has to respect the rights of all the committee members of the college.
- 36. Avoid careless decisions that may result in violations of law.
- 37. He/she should never directly lie to anyone, must never withheld vital information that he/she has to make public.
- 38. Refrain from inappropriate conduct and relationships with students and staff
- 39. He/she must not nurture any grudge against any member which may lead to animosity and anxiety in the organization

# Title : Teaching Staff Code of Conduct.2018 - 19

- 1) Teaching, development & writing of books.
- 2) Mentoring of the students.
- 3) Interaction with other institutions, universities at state, national and international level.
- 4) Organizing seminars, workshops, conferences for Teachers & students.
- 5) Publishing papers in national & international journals.
- 6) To display notices of the activities according to the departments and committees.
- 7) To prepare mark sheet of various examinations.
- 8) To maintain discipline in the college.
- 9) To arrange for Parents Teachers meeting (PTA) of the defaulters
- 10) To prepare Blacklist of the students whose attendance is below 75%
- 11) Involvement in Curricular, co-curricular and extra curricular activities.
- 12) Any other duties assigned by the principal from time to time.
- 13) Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/recognized Institution
- 14) Overall supervision of the University Examinations.
- 15) No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
- 16) No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- 17) No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- 18) No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.

# Title : Parents Code of Conduct.2018 - 19

- 1. Respect and model the caring ethos of our college whenever on college premises or when communicating directly with the college.
- 2. Understand that college staff and parents need to work together for the benefit of all
- 3. Seek to clarify a child's version of events with the college's view in order to bring about a peaceful solution to any issue.
- 4. Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- 5. Approach the right member of college staff to help resolve any issues or concern. There are clear guidelines about which staff member to contact about specific issues.
- 6. Using loud/or offensive language, swearing, cursing, using profane language or displaying temper should not take place.
- 7. Damaging or destroying college property will not be entertained.8. Abusive, persistent or threatening e-mails or text/voicemail/phone messages or other written communication be ignored

### Title : Non Teaching Staff Code of Conduct.2018 - 19

- 1) Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- 2) Non-Teaching Staff assigned to Computer Lab should keep the Labs clean.
- 3) Any Loss or damage to any article in the Library or Class Room should be reported to the HOD in writing immediately.
- 4) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- 5) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.



# SHURPARAK EDUCATIONAL & MEDICAL TRUST'S MOINUDDIN BURHAN HARRIS COLLEGE OF ARTS A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT

Nawayat Nagar, Nallasopara (West), Dist. Palghar 401203.



ł,

#### S.E.M.T'S MOINUDDIN B. HARRIS COLLEGE OF ARTS, A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT. (Affiliated to the University of Mumbai) SOPARA GAON, SOPARA (W), Vasai, Dist- Palghar PIN - 401 203, (MAHARASHTRA) NAAC Accreditation : 'B<sup>+</sup>'

# Work load - (2022-23)

FACULTIES OF DEPARTMENT OF COMMERCE & ARTS (22-23)

FYB.Com [Sem 1] Subjects	Faculty Name	Lect. per week
Financial Accounts	Irshad Shaikh	4
Business Statistics & Mathematics	Sana Siddiqui	5
Business Communication- I	Tehseen Shaikh	4
Foundation Course – 1	Diksha Vaje	3
Commerce – I	Diksha Vaje	3
Business Economics-I	Mona Dedhia	3
E.V.S	Ibrahim Chauhan	4
	Total	<u>27</u>
SYB.Com [Sem III]		1
Accounting & Financial Management III	Irshad shaikh	4
Business Law	Ruksar Khan	4
Business Economics	Mona Dedhia	3
Commerce – III	Diksha Vaje	3
Foundation Course - III	Diksha Vaje	3
Advertising	Tehseen Shaikh	3
Introduction to Management Accounting	Ruksar Khan	3
	Total	23
T.Y.B.Com [Sem V] Financial Accounting	Irshad Shaikh	4
Cost Accounting	Ruksar Khan	4
Business Economics	Mona Dedhia	3
		S
Direct Taxation	Irshad Shaikh	3
Commerce	Diksha Vaje	3
Computer	Sana Siddiqui	- 6
0.5200.158	Total	23



Krincipal

Shurparaka Educational & Medical Trust's M. B. Herris College of Arts & A. Calsekar College of Commerce & Management Nailasopara (W): Tal Vasal Diet Palabas, 404 and



#### S.E.M.T'S MOINUDDIN B. HARRIS COLLEGE OF ARTS, A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT. (Affiliated to the University of Mumbai) SOPARA GAON, SOPARA (W), Vasai, Dist- Palghar PIN - 401 203, (MAHARASHTRA) NAAC Accreditation : 'B'

# FACULTIES OF DEPARTMENT OF ARTS (2022-23)

FYBA Sublanta	Faculty Name	Lect. Per week
Subjects	Mr. Shahid Ali Shaikh	6
Urdu Lit. & Comp.	Mrs. Rohita Raut	6
Hindi Lit. & Comp.	Miss Ayesha Dange	6
History Economics	Mona Dedhia	2
Economics	Mamta hati	1
F.C-1	Miss Diksha Vaje	3
CS	Miss. Tehseen Shaikh	3
Total		27
SYBA		
Urdu II & URDU III	Mr. Shahid Ali Shaikh	6
Hindi II & Hindi III	Mrs. Rohita Raut	6
History II & III	Miss Ayesha Dange	6
Economic II & III	Mrs. Mona Dedia	6
F.C – III	Miss Diksha Vaje	3
M.Com	Miss. Tehseen Shaikh	3
Total		30
TYBA		
Urdu IV, URDU V & URDU VI	Mr. Shahid Ali Shaikh	11
Hindi IV, HINDI V & Hindi VI	Mrs. Rohita Raut	11
History IV, History V & History VI	Miss Ayesha Dange	11
Total		33



Principal

Shurparaka Educational & Medical Trust's M. B. Herris College of Arts & A. Selsekar College of Commerce & Management Nailasopara (W); Tal. Vasai, Dist. Palghar - 401 203



#### S.E.M.T'S MOINUDDIN B. HARRIS COLLEGE OF ARTS, A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT. (Affiliated to the University of Mumbai) SOPARA GAON, SOPARA (W), Vasai, Dist-Palghar PIN - 401 203, (MAHARASHTRA) NAAC Accreditation : 'B'

# FACULTIES OF DEPARTMENT OF SELF FINANCE

2022-23

FYBAF SEM I

Subjects	Faculty Name	Leet. per week
Financial Accounting (Special Accounting Areas) - I	Elakshi Tawade	2
Financial Accounting (Special Accounting Areas) - I	Ibrahim Chauhan	2
Cost Accounting (Introduction and Element of cost -I)	Elakshi Tawade	4
Financial Management (Introduction to financial Mgt- I)	Ruksar Khan	1
Financial Management (Introduction to financial Mgt- 1)	Sana Patel	3
Business Communication - 1	Shahida Shaikh	3
Foundation Course - 1	Sujata Yadav	3
Commerce( Business Environment) -I	Pooja Shirsekar	3
Business Economics - I	Mona Dedhia	2
Business Economics - I	Mamta Hati	1
	TOTAL	24
SYBAF		
Financial Accounting (Special Accounting Areas) - III	Ibrahim Chauhan	4
Cost Accounting (Methods of Costing) - II	Elakshi Tawade	4
Auditing (Techniques of Auditing and Audit Procedures) - II	Sana Patel	3
Information Technology in Accountancy - I	Mamta Hati	3
Business Law (Business Regulatory Framework) - II	Sana Patel	3
Business Economics - II	Mona Dedhia	3
Financial Marketing Operations	Pooja Shirsekar	3
	TOTAL	23
TYBAF		
Financial Accounting V	Irshad Shaikh	3



Financial Accounting V	Ibrahim Chauhan	1
Financial Accounting VI	Ibrahim Chauhan	4
Cost Accounting IV	Ruksar Khan	4
Financial Management II	Sana Patel	2
Financial Management II	Pooja Shirsekar	2
International Finance	Pooja Shirsekar	2
International Finance	Ram Maurya	2
Management Applications	Sujata Yadav	4
	TOTAL	24



Principal Shurparaka Educational & Medical Trust's M. B. Herris College of Arts & A. E. Kalsekar College of Commerce & Managemia Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.



#### S.E.M.T'S MOINUDDIN B. HARRIS COLLEGE OF ARTS, A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT. (Affiliated to the University of Mumbai) SOPARA GAON, SOPARA (W), Vasai, Dist- Palghar PIN - 401 203, (MAHARASHTRA) NAAC Accreditation : 'B'

# FACULTIES OF DEPARTMENT OF SELF FINANCE

2022 - 23

100	8.7	12.3	18	æ	67
10	v	- 84	- 14	4	S
- <b>A</b>			4.5		L

Subjects	Faculty Name	Leet. per week
Introduction to Financial Ac	Mohammad Chawre	4
Business Law	Sana Patel	3
Business Statistics	Sana Siddiqui	4
Business Communication - I	Shahida shaikh	3
Foundation Course - I	Sujata Yadav	3
Foundation of Human skills	Tehseen shaikh	3
Business Economics - I	Mona Dedhia	2
Business Economics - I	Mamta Hati	1
	TOTAL	23
SYBMS		
Intro to cost Ac (Finance)	Elakshi Tawade	4
Basics of Financial Services (Finance)	Pooja Shirsekar	3
Consumer Behaviour (Marketing)	Tehseen Shaikh	3
Advertising (Marketing)	Ibrahim Chauhan	3
Motivation and Leadership (HR)	Mamta Hati	3
Recruitment and selection (HR)	Shahida Shaikh	3
Information Technology in Business Management - I	Mamta Hati	3
Environmental Management	Ibrahim Chauhan	3
Business Planning & Entrepreneurial Management	Diksha Vaje	3
Accounting for Managerial Decisions	Mohammad Chawre	4
Strategic Management	Shahida Shaikh	3
TYBMS	TOTAL	<u>35</u>
Logistics & Supply Chain Management	Ibrahim Chauhan	4
Corporate Communication & Public Relations	Mamta Hati	4



Investment Analysis & Portfolio Management (Finance)	Pooja Shirsekar	4
Wealth Management (Finance)	Pooja Shirsekar	1
Wealth Management (Finance)	Sana Patel	3
Financial Accounting (Finance)	Elakshi Tawade	4
Risk Management (Finance)	Sana Patel	4
Services Marketing (Marketing)	Shahida Shaikh	-4
E-Commerce & Digital Marketing (Marketing)	Tehseen shaikh	3
Customer Relationship Management (Marketing)	Sujata Yadav	4
Strategic Marketing Management (Marketing)	Shahida Shaikh	4
Finance for HR (HR)	Mamta Hati	4
Performance management (HR)	Sujata Yadav	4
Industrial Relations (HR)	Mamta Hati	4
Stress management (HR)	Diksha Vaje	3
	TOTAL	54



Principal Shurparaka Educational & Medical Trust's M. B. Harris College of Arts & A. E. Kaisekar College of Commerce & Managemen Nallabopara (W); Tal. Vasal, Dist. Palghar - 401 203



SEMET'S MODINUMBIIN B. HARRIS COLLEGE OF ARTS, A.E.RALSIEKAR COLLEGE OF COMMERCE & MARNA (Affiliated to the University of Munehal) SOPANA GAON, SOPARA (W), Veasi, Rist-Palghar PIN - 481 203, (MARARASUTRA) NAAC Accretization ± 10\*\*

11<sup>th</sup> March , 2024

Z

	1000 C C C C C C C C C C C C C C C C C C	M/BAF (SEM III) S.Y.B.Com	SYBA
DAY & DATE	TIME	5.1.6.000	Hindi/ Urdu II
15/03/2024 Friday	9.00 am to 12.00 noon	Financial Accounting III	There are a
16/03/2024 Saturday	9.00 nm to 12.00 noon	Business Law I	Economics II
18/03/2024 Monday	9.00 am to 11.30 am	Foundation Course III	F.C – III
19/03/2024 Teesday	9.00 am to 12.00 noon	Bus, Economics III	Economics III
20/03/2024 Wednesday	9.00 am to 12.00 noon	Advertising I	History II
21/03/2024 Thursday	9.00 am to 12.00 noon	Management Account I	Hindi/ Urdu III
22/03/2024 Friday	9.00 am to 12.00 noos	Commerce III	History III
23/03/2024 Saturday			Mass Communication

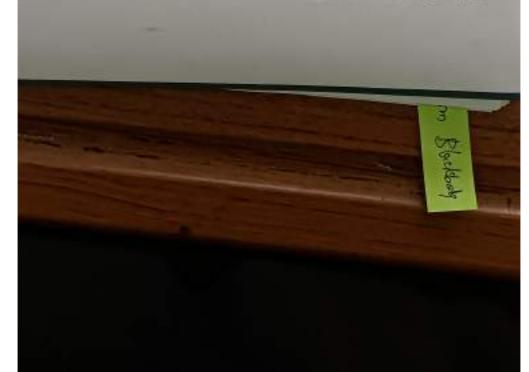
fixam Co-ordinator

(Aest.Prof. Pooja Shirsekar)



Princ

(Dr. Mohamman Kitalii Ahmad) Principal Shurpataka Educational & Mr. Cost Trust's B.L. States and St





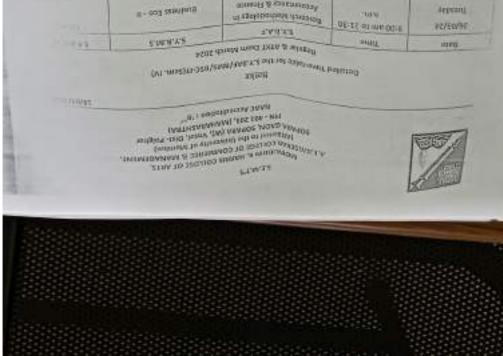












- 1	Q.			1 - 0
	Fin Stree, Cost Mgt Mist Inc, Mist Comm. HR, Change Mgt	M - Britmozok Kolonenia	CEITT ot ma CO-9	Aepsaupa <sub>M</sub> V2/Y0/01
	stnenwood & sylds).	пі вела поітеблют поітабетні ітелезульни 1– (іншерелен ої	mine 00:00 mine 00:00	Aepira p2/p0/511
100	n - 14811	m spirming notismatiol Il voncensori	TUTH. DE-TE OS WE GO S	Аереоцро <sub>м</sub> , #2/ж0/со
20µmma kerne	JWA Here Letter & Auriq	H Papping	netterme 00 %	Ampungy #I/V#0/34
instants (rustants	Briedense mit Mit : Autor Mark Mad & Brinter Tate	1- gritmont, management	900 mm co 11:30	Aspanais PZ/E8/05
Expression of man-	Restricts Research Restricts	(2 - we'l Aueduno)	0017E 0100 0008	Angeany), #2/EU/92
- million	≡- 003 teminu9	ni taelebariale daraved munit & santarreash	0E-15 of min 00511 .00.0	Aepsing 92/50/97
	S'DE'H'A'S	7.6.01.5.2	antif	MIN .

Principal Dr. Mohammad Kisan A nais indianing

R. B. Kernet College of Cam A. Welsen College of Cam A. Vielen Kerl, Tat Viest, C. , a langitable stragues

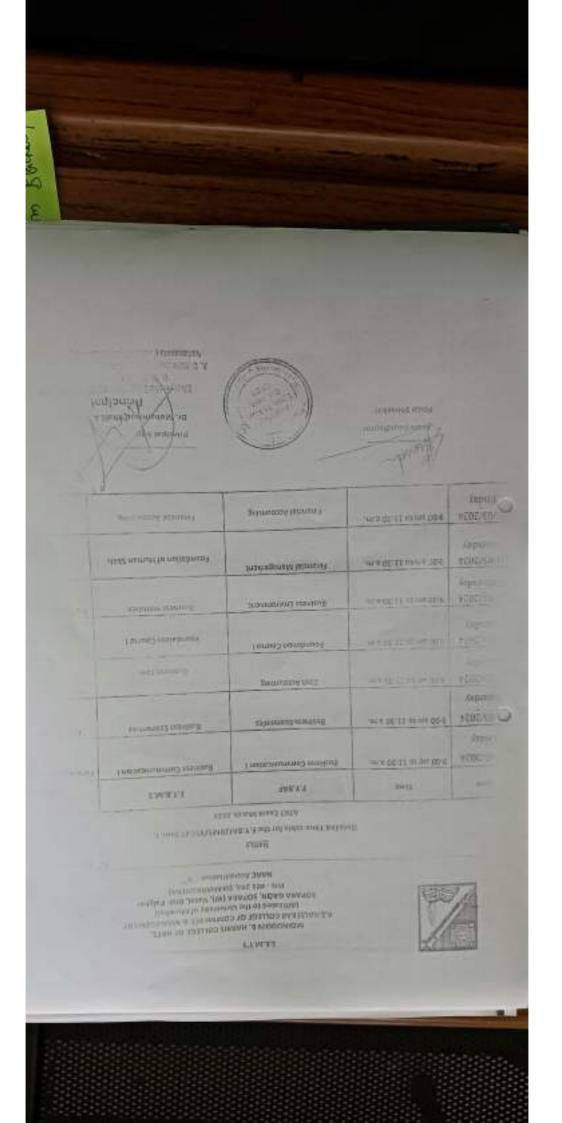
industific good ford Jun

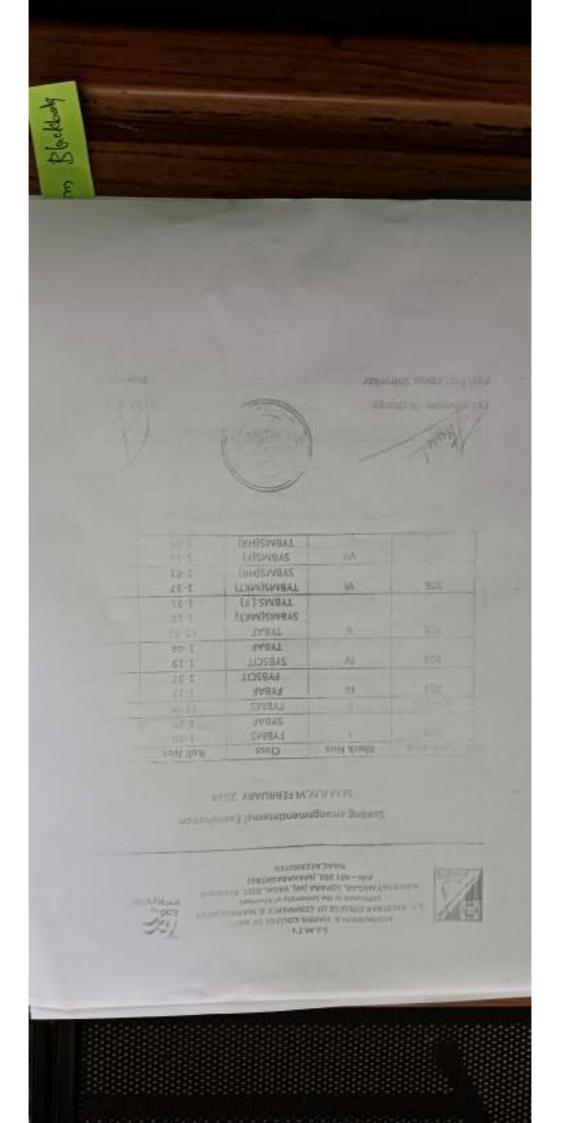
interritoreal must

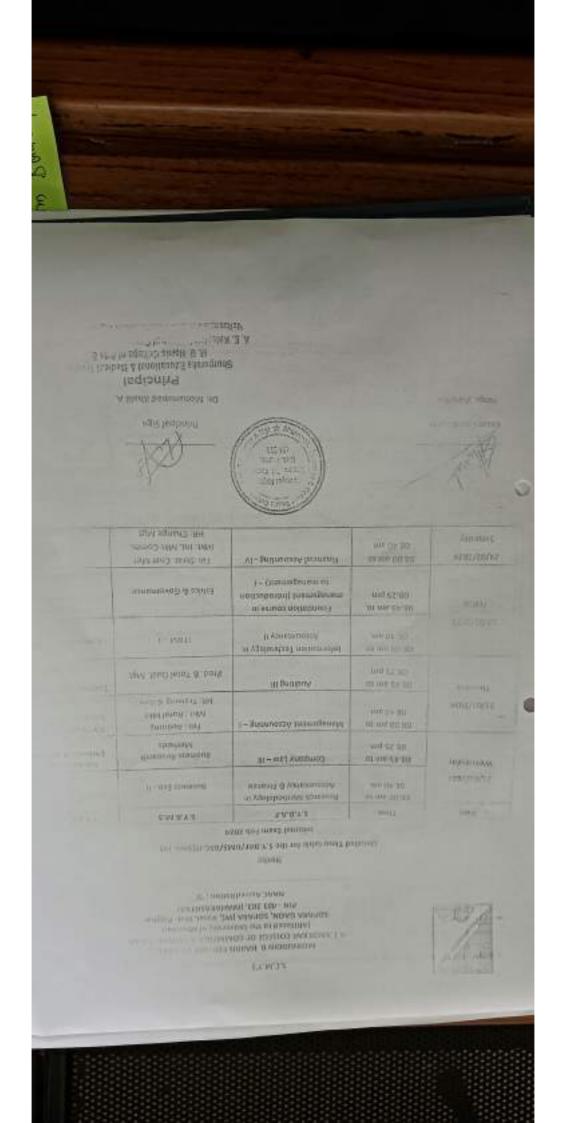
TYTHE

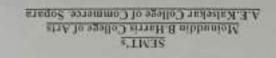


	Hotogra			
- Hotel	and interview and	( man)		Charles and the
Iouit			nondianan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marinanan Marina	tales
1			- To	an fb
1.5103	annua araanno B	amisimb himigram		times.
		A promotion Planning &	-	10120012
	andermited commissed animussedA	memory attenant	DE 11 - ME BOAT	
	ind armitist	1 (golamiceT noisemeihu)	00.11 or mm 00.9	Copient,
	ush hijamurk roohmsq0	Pilongrandad Firebrando	0011.90 - 05 B	1000000 1000000
- 20	Clat Vecouri	gatinovich reil gatinovich galerabrol # notworkeld	ALL NUMERIA	Without Street
		Connect Believen		8
	Tumoul Acc	Invice of financial	DE 13 TH H 00 6	ALL ADDIE
	IVIIAS	SPULAS STAF-JSREEVIDSINU A'S	TIME	Y AVG
		VNINVX3 'IVNI LEXE	UHLV	
II. Mar		THINT HALF		
	CONTRACTOR OF A DAY AND A DAY OF A DAY	A 100 INFORMATION (1990) (19900) (19900) (19900) (19900) (19900) (1990) (1990)		70
and the second second	IN A DESCRIPTION OF TAXABLE AND A	2.11/12 MAD # MURPHON OF LOTLING MATERIALS	A	









22/11/122

#### antion

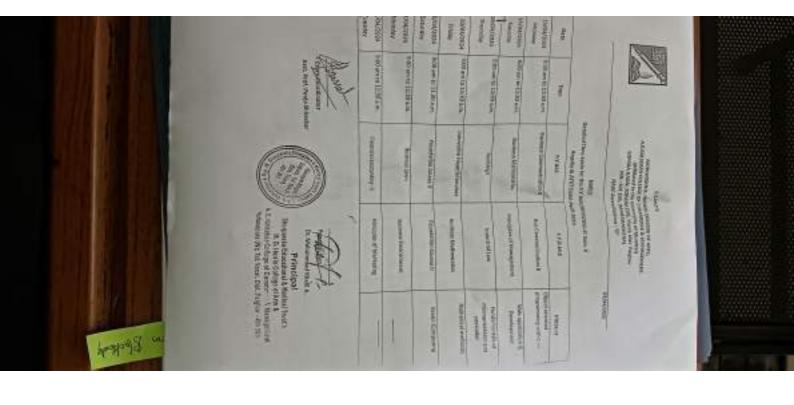
#### (1 mo2) mo2.8 & A.B.Y.Y.antrol aldat-amiT balisted

#### (Commer & ATKT Exam November 2022 (Detember)

A Illiady bernmedd A Illiady bernmedd Maelan fwrai'r Barl ferifola i fwrai'r Barl fer ffrai f	Dr. Mc Manutz	dinator W beriari	Wr. Shalkh
Muthematical & Statiatical		mq 66.51 or me 66.8	ZZ/ZI/01 Kepanany
1- seibor2 Imesmooriva3	1 summaria ubrid vibrilH	mq OCEI of mu OCS	10/15/55
1-noinaitaurnmoO esanitusfi	1 yrossitt	mq 06.51 of ma 06.9	Xubenut Thursday
Boar Economica I	Bun. Economics I	mq 00.51 w un 00.0	ZZ/ZT/20 Kepsaupa
Commetter-1	Complexity	raq 00.51 as nu 00.0	Kebrun T 25151/30
Accountancy & Financial Accountancy & Financial	Commission Skill	mq 00.21 or am 00.9	02/121/50 Monday
E.C1	E.CI	moon 00.51 or ma 01.9	TZ/Z1/E Auguntus
F.Y.B.Com	A.B.Y.T	amiT	sted



TOT LOD - ATHERE THE O HEAL AT A MEDICAL PARTY



SEMT's

Moinuddin B.Harris College of Arts & A.E.Kalsekar College of Commerce & Management, Nallsopara

22/10/2022

#### Notice

# Detailed Time-table for the S.Y.B.Com & SYBA (Sem. III)

Regular & ATKT Exam Nov 2022

	Date	Time	S.Y.B.Com	SYBA	
	Wednesday 09/11/22 9:00 am to 11:30 am		Foundation Course III	F.C - 111	
	Thursday 10/11/22	9.00 am to 12.00 noon	Financial Accounting III	Economics II	
	Fnday 11/11/22	9.00 am to 12.00 poet	Bus. Economics III	Hindi/ Urdu II	
•	Saturday 12/11/22	9.00 am to 12.00 noon	Business Law I	Economics III	
	Monday 14/11/22	9.00 nm to 12.00 noon	Advertising 1	History II	
	Tuesday 15/11/22	9.00 am to 12.00 noon	Management Account I	Hindi/ Urdu III	
	Wednesday 16/11/22	9.00 am to 12.00 noon	Commerce III	History III	
	Thurnday 17/11/22	9.60 am to 12.00 noon		Mass Communication	

Dat

Exam Coordinator

Principal Sign Principal Sherparaka Educational & Merical Trust's N. B. Harris College of Arts & A. E. Halsekar College of Connecce & Marco - and Natizeopara (W): Tat. Vesal, Dist. Paghar -401-03 SEMT'S M.B Harris College of Arts A.E Kalsekar College of Commerce and Management

4

in the second

# Teaching Plan

Initial			La1884	D Plan. Format
Reference			Prinicipal	
Topic Covered				
Month: Topic to be Covered			Coordinator Sign	
Mo Module			And and a second	)
ne: Subject				Teacher Sign
Teacher Name: Class	TT			Te

1

Į.

Ą



Bluebs

S.E.M.T'S MOINUDDIN B. HARRIS COLLEGE OF ARTS, A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT. (Affiliated to the University of Mumbai) SOPARA GAON, SOPARA (W), Vasai, Dist-Palghar PIN - 401 203, (MAHARASHTRA) NAAC Accreditation : 'B++\*'

Date:

Rawayat Sogar, Sopara, Tat, Unio Diai, Thana, Alt 201

1

# UNDERTAKING OFCOMPLETION OF SYLLABUS - 1" TERM (2022-23)

I \_\_\_\_\_\_hereby declare that, I have completed the syllabi in the following classes, I further state that I have discussed the University paper pattern in the class and question bank is also given to students.

Sr.No.	Class	Subject	Date of discussion of paper pattern	Date of completion of syllabus
-				

Signature

Name of the Faculty\_

M.K.Ahmad

Syllabers Completion Tepor

BMS

Principal