# ACADEMIC AND ADMINISTRATIVE AUDIT

**PERIOD : 2021-2023**

**Dr. Prakash R. Dongre (Chairperson)**
Principal,
St. Joseph College of Arts & Commerce , Satpala

**Dr. Dinesh Sanadi (Member)**
Librarian
St. Joseph College of Arts & Commerce , Satpala

# 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**

Ref. No. ————————

## Report of Academic Audit (2021-22 & 2022-23)

Date.: ————————

1. Basic Information:

|  |  |
|---|---|
| Name: | Shurparaka Educational & Medical Trust's<br>M.B.Harris College of Arts & A.E.Kalsekar College of Commerce & Management |
| Address: | Nawayat Nagar, Nallasopara (W), Tal- Vasai, Dist-Palghar |
| City: | Nallasopara    Pin: 401 203    State: Maharashtra |
| Website: | https://www.semtrustcollege.com |

2. For Communication

| Designation | Name | Mobile | Email |
|---|---|---|---|
| Principal | Dr. Mohammad Khalil Ahmad | 99872 02200 | Khalila8@gmail.com |
| Vice Principal | Mr. Irshad Wajid Shaikh | 73872 55652 | Irshadsemt.iqac@gmail.com |
| IQAC Co-ordinator | Mr. Irshad Wajid Shaikh | 73872 55652 | Irshadsemt.iqac@gmail.com |

3. Status of the institution: Affiliated to University of Mumbai.

4. Date of Visit:
5. Name of Team Members:

1. Dr. Prakash Dongre – Convener
Principal, St. Joseph College of Arts &
Commerce, Satpala-Virar

2. Dr. Dinesh Sanadi ,Member
Librarian, St. Joseph College of Arts &
Commerce, Satpala-Virar

6. Type of Institution

   a. By Gender

| i) | For Men | |
|---|---|---|
| ii) | For Women | |
| iii) | Co-education | √ |

   b. By Shift

| i) | Regular | √ |
|---|---|---|
| ii) | Day | |
| iii) | Evening | |

7. It is recognized minority institution

| Yes | √ | No. | |
|---|---|---|---|

Principal
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.
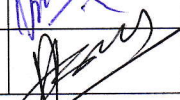
# IQAC CLUSTER INDIA

## INSPECTION COMMITTEE REPORT

### FOR SEMT's M.B.HARRIS COLLEGE OF ARTS & A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT, SOPARA
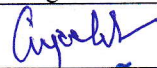
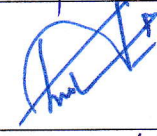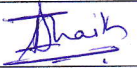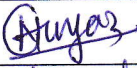The Academic and Administrative Audit Committee visited _____ College on:

| Day Wednesday | Date: 9th March,2023 | Time; 12.00 noon |
|---|---|---|

The External Peer committee members for AAA appointed by Cluster Maharashtra are:

| No | Name | Designation | Address | Signature |
|---|---|---|---|---|
| 1. | Dr. Prakash R.Dongre | Chairman | St. Joseph College of Arts & Commerce , Sapala | |
| 2. | Dr. Dinesh Sanadi | Member | St. Joseph College of Arts & Commerce , Sapala | |

Authorities of the organization who interacted with the AAA team are:

| No | Name | Designation | Address | Signature |
|---|---|---|---|---|
| 1. | Mr. Najeeb Gulam Mustafa Chawre | Management representative | 42,Nawayat Nagar,Opp Municipal Garden ,Sopara | |
| 2. | Dr. Mohammad Khalil Ahmad | Principal | C/401,Pearl Horizon,Chandiwala Complex, Jogeshwari, Mumbai | |
| 3. | Mr.Asim Khan | CDC member | Plot No.19,Flat no.2, Mayur Apt,CLG Ground, Bandra (W) | |
| 4. | Mr. Shaikh Irshad Wajid | IQAC Incharge | Virar (E) | |
| 5. | Mrs. Namrata Gurjar | Registrar or equivalent | Nallasopara (W) | |
| 6. | Ms. Elakshi Tawade | Teacher representative | A/106,Shilpa Apartment,Navghar Rd. Bhayandar (E) | |

Committee Chairman

Principal

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## Section I: Basic Details of the Organization:

| I | Name of the Trust/ Society | Shurparaka Educational & Medical Trust |
|---|---|---|
| | Address | Nawayat Nagar, Sopara Gaon, Nallasopara (W) Tal- Vasai, Dist-Palghar |
| | Phone no: | |
| | E-mail | semtcollege@yahoo.com |
| | Year of Establishment: | 31st March 1984 |
| II | Name of the College/ Institute: | Shurparaka Educational & Medical Trust's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management |
| | Address: | Nawayat Nagar, Nallasopara (W), Tal- Vasai, Dist- Palghar Pin: 401 203State: Maharashtra |
| | Year of Establishment | 20th April 2004 |
| | Contact Details:<br><br>1. Telephone no with STD code<br><br>2. Fax no:<br><br>3. Mobile no of the organization<br><br>4. Organizational email:<br><br>5. Website address: | <br><br><br><br><br><br>**9699274471**<br><br>semtcollege@yahoo.com<br><br>https://www.semtrustcollege.com |
| III. | Institutional Status<br><br>1. Affiliating University:<br><br>2. Affiliation Status:<br><br>3. UGC Approval<br><br>4. Financial Status: | <br><br>University of Mumbai<br><br>Temporary Affiliation<br><br>N.A<br><br>Self-Financing |
| IV. | Type of College: | a) By Gender - Co-Education<br>b) By Shift - Regular |

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| V. | Type of Faculty/Programme | Under Graduate:<br>B.Com<br>B.A.<br>B.M.S.<br>B.A.F.<br>B.Sc.IT<br>Post Graduate :<br>M.Com (Advance accountancy) |
|----|---------------------------|-----------------------------------------------------------------------------------------------------------------------|
| VI. | Special status conferred<br><br><br>UGC-Special Assistance Programme | N.A |

## Section II

### What are the Objectives to Conduct the Academic Audit

- To encourage departments to evaluate their education quality processes
- To assess the academic performance of the department as a whole
- To assess the academic performance of individual faculty in a department.
- To identify strengths and areas of improvement of faculty, departments and Institutes.
- To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

## Section III: Governance Structure and Policies

| No | Metric details | 200 | | |
|----|----------------|-----|---|---|
| 1. | **Vision/ Mission and Goals (10)** <br> The Vision and mission statement is understood by the staff. <br> The aims and objectives are realistic and achievable <br> Assessment Parameters: | | | |
| | | | | |
| 2. | **Principal (Regular. (approved)** | | | ✓ |
| | Name: Dr. Mohammad Khalil Ahmad | | | |
| 3. | **CDC** | | | |
| | a) Meetings held since formation | | | ✓ |
| | b) Agenda, Minutes and Action Taken Report of each meeting. <br> % implementation of decisions | | | |
| | c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc. | | | |
| | | | | |
| 4. | **IQAC** | | | ✓ |
| | a) Is Committee formed according to the IQAC norms? | | | ✓ |
| | b) Number of Meetings held | | | ✓ |
| | c) Agenda, minutes and Action taken report | | | ✓ |
| | d) The working of the organizational IQAC is in tune with its vision and mission statements | | | ✓ |
| | e) Whether a Perspective plan is in place and is working? What is the % of success? | | | ✓ |
| | f) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges) | 3/50 | | ✓ |
| | g) Whether the IQAC has a working committee at college level? Number of meetings by the working committee this year | | | ✓ |
| | h) Number of feedbacks taken? Analysis done? Action taken and Actions implemented? | | | ✓ |
| | i) Audits conducted other than AAA? (Green Audit/ Structural/ Energy /IT Audit/ Gender, etc.) | | | ✓ |
| | | | | |
| 5. | **Student Council committee** | | | |
| | a) Whether the student council has been formed as per the norms? | | | ✓ |
| | b) Whether the student council is active? | | | ✓ |
| | c) Decisions made by student's council? | | | ✓ |
| | d) How active is the student council? | | | ✓ |

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| | | | | |
|---|---|---|---|---|
| | e) Student achievements related to the decisions done by student council | | | ✓ |
| | | | | |
| 6. | **Student Redressal Cell** | | | |
| | a) Redressal Policy of the college. | | | ✓ |
| | b) Number of meetings conducted per year? Decisions taken | | | ✓ |
| | c) Number and nature of complaints received? Action taken on it? | | | ✓ |
| | d) Redressal procedure? | | | ✓ |
| | | | | |
| 7. | **Internal Complaints Committee** | | | ✓ |
| | Is ICC constituted as per the norms? 1) Presiding officer, two faculties, 2) non-teaching, one NGO in related areas, 3) student representatives. With at least 5 women in the committee)?, | | | ✓ |
| | Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website? | | | |
| | Number of complaints received and action taken? | | | |
| | Number of meetings conducted and activities conducted by the Committee? | | | |
| | | | | |
| 8. | **Anti- ragging committee** | | | |
| | a) Whether notifications about anti-ragging are put up on the campus? | | | ✓ |
| | b) Awareness about anti ragging done? | | | ✓ |
| | c) Meetings and report of cases. Action taken? | | | ✓ |
| | | | | |
| 9. | **Student grievance cell and** its timely redressal<br>• Proper committee formation and procedure for grievance filing.<br>• Action taken on grievance. | | | |
| | | | | |
| | | | | |
| 14. | **AISHE** – whether each year certificate is obtained and the organization is registered with AISHE 2021- 22 | 01 | | ✓ |
| | | | | |
| | Departmental filing (department wise)<br>1. Departmental staff details, appointments, etc.<br>2. Workload,<br>3. Timetable,<br>4. Teaching plan and monthly teaching schedule.<br>5. Leaves record and necessary adjustments.<br>6. Departmental meetings,<br>7. Student list,<br>8. Result analysis,<br>9. Examination dates,<br>10. Question bank,<br>11. Question papers,<br>12. Notes,<br>13. Activity planning,<br>14. Practical manuals | | | |

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| | | | | |
|---|---|---|---|---|
| | 15. Remedial course planning and execution methodology<br>16. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis.<br>17. Teaching feedback and feedback analysis and action taken report on curriculum<br>18. Student feedback on curriculum.<br>19. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc.<br>20. Annual Academic calendar | | | |

## Section III: Student Progression (current year data)

| | | | | |
|---|---|---|---|---|
| 1. . | Total number of students in the organization faculty wise/ year wise and number of girls and boys | | | ✓ |
| 2. | Total Enrolment in the current year<br>% enrolment in the present year against total number of seats(more than 80% / 70%/ 60% / less than 60% | | | ✓ |
| 3. | % of category students<br>a) percentage for current year<br>b) efforts taken to fulfil the ratio<br>c) % girl students | | | ✓ |
| 4. | Students from other states | | | |
| 5. | % Divyang students and efforts to attract them. | | | N·A· |
| 6. | Total number of students appeared for final year (find dropout ratio also)<br>% drop out of girls vs. boys | | | |
| 7. | Total number of students passed in final year. | | | ✓ |
| 8. | Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries) | | | ✓ |
| 9. | Welfare schemes for students: its details and beneficiaries | | | ✓ |
| 10. | Awards won by students from cultural events (national/ international/ state/ University/ Local) | | | N·A· |
| 11. | Participation of students in cultural events(number of events and percent participation at college level) | | | ✓ |
| 12. | Student participation in sports at international/ national/ state/ university/ local level) | | | ✓ |
| 13. | Awards won in sports at various levels vs. total number of students | | | ✓ |

| | | | | |
|---|---|---|---|---|
| 16. | Sports events conducted in college and percent participation and total number of games played | | NA | ✓ |
| 17. | Percent participation of students in<br>a) NSS<br>  b) DLLE | | | ✓ |
| 18. | Number of events conducted by NSS/ DLLE/ in one year (previous Year) | | | ✓ |
| 19 | Students completed graduation/ masters and employed by the college placement cell ( give details)<br>- Number of student registered for placement cell<br>- No of trainings conducted by placement cell and students benefitted.<br>- Students directly placed.<br>- Students placed on campus through job fairs<br>- Students placed off campus through job fairs.<br>- Total number of MoU/ tie-ups created by institution in current year for placement.<br>- % students who have gone for entrepreneurship/ family businesses. | | | ✓ |
| 20. | Students who have pursued their education further ( Progression)<br>- % progression of students passed.<br>- Areas (subject)and levels (masters/ M.Phil/ Ph.d/ D.Sc of progression.<br>- % progressed into interdisciplinary areas. | | | ✓ |
| 21 | Capability enhancement schemes conducted. Percent enrolment and agencies involved Competitive exam cell/ career counselling/ remedial coaching/ language lab/ bridge courses/ yoga and meditation/ personal counselling/ any other | | | ✓ |
| 25. | Registered alumni association No<br>Alumni support:<br>1. % of new Alumni registered:<br>New registered/passed out students X 100 ( with all details)<br><br>2. Monetary Support<br>• In terms of funds: up to 1 lakh per year<br>• Up to 5 lakhs per year<br>• Support more than 5 lakhs | | NA | ✓ |

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| | 3. support in services:<br>    • Parenting support to existing students<br>    • Support in kind: library/ Sports/ infrastructure/etc.<br>    • Support in terms of services: guest lecture/ mentoring/ etc.<br>    • Support in placements<br>4. Alumni meetings: | NO | | |
|---|---|---|---|---|

## Section iV Academics:

| | | | | |
|---|---|---|---|---|
| 1. | Number of (Certificate/Diploma) **Programs** included in last five years (for certificate 150 hours for diploma 300 hours)<br>Details with proofs | | | |
| 2. | New , university or programs included in last five years – B.A.F., M.Com, B.scIT | | | ✓ |
| 3. | Programs with choice based credit system | | | ✓ |
| 4. | Number of Add-on programs conducted<br>2 | | | ✓ |
| 5. | students undertaking field projects/ internships students undertaking field projects/ internships (current year) | | | ✓ |
| 6. | Curriculum enrichment provided in class room is prepared and uploaded on website. | yes | | |
| 7. | Number of teaching methodologies used with details. PPT / PDF/Recorded Video Lectures | yes | | |
| 8. | Percentage of teachers using ICT for effective teaching and learning, e – learning resources.( list the tools and resources available | | | ✓ |
| 9. | Number of ICT enabled classrooms and smart class rooms. | | | |
| 10. | Whether<br>- Course outcomes(CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website? | | | |
| 11. | Average passing percentage of the college (only final year be considered)<br>Total number of students present:<br>Total number of students enrolled in first year<br>Total number of students appeared in the final year<br>Total number of students passed in final year<br>Average passing percentage<br>**Passing analysis;**<br>Distinction<br>First Class<br>Second Class<br>Pass Class<br>Failed: | | | ✓ |

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## Section V: Teacher staff related(All Data for 5 years or from time since previous NAAC)

| | | | | |
|---|---|---|---|---|
| 1. | Average percentage of full time teachers, teachers with Ph.D. and their teaching experience. | | | ✓ |
| 2. | Percentage of teachers recognised as research guides | | | ✓ |
| 3. | Number of teachers who have completed their Ph.D. in last five years | N·A | | |
| 4. | Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last five years | N·A | | |
| 5. | Full time teachers from other states, their last degree and the state from which it was obtained. | N·A· | | |
| 6. | Grants received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ in the institution in the last five years). Percentage of teachers who have taken a research project in five years. | | | |
| 7. | Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college. | | | ✓ |
| 8. | Number of books published by teaching community at national and international level | | | ✓ |
| 9. | Number of teachers as research guides | | | ✓ |
| 10. | Innovations done by teachers | | | ✓ |
| 11. | Consultancies provided by teaching staff and amounts generated. | NA· | | ' |
| . | | | | |

## Section VI: Community& environmental services (% participation)

| | | | | |
|---|---|---|---|---|
| 1) | NSS related activities – reports & Camps | | | ✓ |
| 2) | Activities other than NSS | | | ✓ |
| 3) | Environment related activities | | | ✓ |
| 4) | Cleanliness programs | | | ✓ |
| 5) | Gender equity programs | | | ✓ |
| 6) | Gender sensitivity awareness programs | | | ✓ |
| 7) | Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting | | | ✓ |
| 8) | Solar energy put on the grid in last one year | | | ✓ |

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**Section : VII: OFFICE ASPECTS**

**(Restricted to 5 bullet points under each aspect) (office filing)**

| Sr. No. | Observation on Key Aspects ( 10 marks each) | 250 (10 each) | | |
|---|---|---|---|---|
| 1. | General Administration <br><br> • Fees Collection – **Computerized**/ not computerized <br><br> • Roll Call – **Generated from Software**/ not generated <br><br> • **General Register maintained Manually** <br><br> • L.C. - not Computerized <br><br> • Transfer process computerized | | ✓ | |
| 2. | **\*Unaided:** <br><br> First Affiliation, Continuation of Affiliation: <br><br> • Yearly extension and continuation file are sent to the University as per the deadline <br><br> • Yearly affiliation fees are paid to the University <br><br> • Online affiliation for the AYs: 2021-22 ,2022-23 & 2023-24 has been completed on the University affiliation portal. | | ✓ | |
| 3. | Selection, Advertisements & Interview Procedures <br> **\*Unaided:** As per university norms – No interview done for the A.Y.2021-22 &2022-23 | | ✓ | |
| 4. | Teaching Staff Approvals <br> **\*Unaided:** As per university norms <br> [as above procedure] | | ✓ | |
| 5. | Non- Teaching Staff Appointments & Promotions <br> **\*Unaided Course Dept.:** <br><br> • Staff is appointed as when the need arises | | ✓ | |
| 6. | Statistical Information University of Mumbai <br> MIS(DHE, Pune) AISHE(UGC) , Students on Roll <br> **Unaided:** | | ✓ | |

| | | | | |
|---|---|---|:---:|---|
| | • MIS information uploaded to DHE Pune in September [online data] – file ready<br>• All India Survey Higher Education [online data] file ready<br>Uploading done | | ✓ | |
| 7. | Service Books & Leave Records (Teaching & Non – Teaching Staff)<br>• Service Books maintained as per Joint Director Office<br>**\* Unaided dept.:**<br>Leave Record Bio-Metric | | ✓ | |
| 8. | Admissions Procedures<br>**\*Unaided/ Ext. Course dept.:**<br>• Filling up of Pre Admission Form designed by the college<br>• Online Admission Form Filling on the digital portal<br>• Confirmation of Admission on portal & fees collection on customized software<br>• Submission to Registration of the confirmed student | | ✓ | |
| 9. | Enrolment, Eligibility & Migration<br>**\*Unaided:**<br>• Provisional Eligibility applied by students<br>• Provisional Admission is provided on producing Provisional Eligibility Certificate<br>• Migration Certificate required for Confirmation of Admission | | ✓ | |
| 10. | **Unaided:**<br>• College level examination for U.G. Courses & (Sem. V to Sem. VI are conducted by University)<br>• All exam's conducted by University for P.G. course<br>• Uploading Question paper of sem. I & II college exam on college portal selection of set by Principal<br>• Generation of Exam Forms for University exam from University Portal<br>• Exam form Inward Process followed by Generation of Hall Ticket, Attendance Sheet, Supervisor Report, Printing of Blank Mark-list, Uploading Internal Marks on Portal<br>• Uploading of Result Status of First Year students on digital portal for re-registration of Second Year Admissions<br>• 1st Year stamping of Mark sheet& Ledgers from College<br>• 1st Year Ledger submission in binding format at College | | ✓ | |
| 11. | **\*Unaided:**<br>• As and when demanded by students providing them 2 copies of transcript as per University Format<br>• Rs. 1000 is collected towards fees for the same | | ✓ | |

| | | | | |
|---|---|---|---|---|
| | • Bonafide Certificate is issued as and when demanded by students<br>• No amount is charged towards the issue of Bonafide certificate | | ✓ | |
| 12. | Railway/ Bus Concessions<br>**\*Unaided**<br>• Railway/ Bus Concession is issued from1ˢᵗ to 10ᵗʰdate of every month | | ✓ | |
| 13. a | Government Scholarships,<br>**\*Unaided:**<br>• Students and Parent are orientated with procedure and norms.<br>• Display of Notice on Digital Signage &WhatsApp group<br>• Collection of forms filled by students on the scholarship site.<br>• Verification of forms & documents<br>• The form is collected and approved by the authorities of Social Welfare Department<br>• Received Scholarship amount from Department<br>• Payment is disbursed in student's personal A/c<br>• | | ✓ | |
| 13. b | Non-Government scholarships, free ships, concessions: ANGC Scholarships, Zakat Fund & Interest Fund.<br>**Organizational effort to provide help to needy:**<br>Concession in fees list<br>• Cheques received from ANGC and distributed to students<br>• Utilization Certificate submitted to department<br>• Zakat fund given to needy Muslim Students<br><br>Interest fund given to needy Non-Muslim students<br>Other supporting documents. | | ✓ | |
| 14. | Inward &Outward Registers<br>**Unaided :**<br>Non-Digitized<br>Register Maintained | | ✓ | |
| 15. | Dead Stock Registers<br>**\*Aided/Unaided Course dept.:**<br>Register is maintained | | ✓ | |
| 16. | Records of Minutes College Development Committee, Quality Assurance Cells, Governing Body, School Committee & PTA<br>**\*Aided/Unaided/ Ext. Course dept.:**<br>• Records Maintained<br>• CDC-Thrice a year<br>• IQAC – Thrice a year (minimum) | | ✓ | |
| 17. | Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's<br>**Unaided Course dept.:** | | ✓ | |

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| 18. | Accounts & Finance Section:  Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. **Unaided Course dept.:**<br>• Accounts is maintained in Tally ERP9<br>• Reconciliation is maintained in Tally ERP9<br>• Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained<br>• Fees Receipts are printed from the Tally software<br>Fee Register is maintained in the excel format | | ✓ | |
| 19. | College Budgets & Audited Balance Sheet<br>**/Unaided Course dept.:**<br>• Budget is prepared programme wise every year<br>• Audited Balance Sheet is also prepared and submitted to the trust | | ✓ | |
| 20. | Teachers  Workload & Class Time Tables<br>**\*Unaided:**<br>• As per University norms | | ✓ | |
| 21. | Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers<br><br>**Unaided Course dept.:**<br>List Enclosed | | ✓ | |
| 22. | Non- Teaching Staff Welfare<br>**Unaided dept.:**<br>• Medical Assistance on request<br>• Fees / Financial Assistance on request | | | |
| 23. | Workshops attended by non-teaching staff<br>**Unaided Course dept.:**<br>List Enclosed | | ✓ | |
| 24. | **\*Aided/Unaided/ Ext. Course dept.:**<br>• | | ✓ | |
| 25. | \* Overall neatness, presentation & non-teaching staff cooperation. | | ✓ | |

**Section VIII: Best Practices (100) (one each in about 200 words, 10 marks each 10 X 7 =70& one distinctive practice 30 marks)**

| 1. In Curriculum | — |
| 2.Academics | — |
| 3. Extension | — |
| 4. student progression | — |
| 5. management practices | — |
| 6.Environment | — |
| 7.Distinctive practices | — |

Academic and Administrative Audit

Dr. prithuiscit D.