



**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)**

Date: 23<sup>th</sup> June 2021

**Notice**

**Dear Sir/Madam,**

**A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 26<sup>th</sup> June 2021 at 11.00 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. To reconstitute the members as per NAAC circular for IQAC Cell**
- 3. To reconstitute the Teachers as Criterion Head and other supporting member**
- 4. To review the advertisement process for admission of Graduate and Post Graduate Courses**
- 5. To approve Prospectus and Magazine**
- 6. To approve Academic Calendar and Perspective Plan**
- 7. To discuss about various safety measures in regards of COVID - 19**
- 8. To discuss about various Online Learning Technique, Seminar, Webinar, FDP, Inter-Collegiate Competition and celebration of National Day**
- 9. To apply for one year Diploma Course in Persian Language Study Centre & BSC-IT**
- 10. Any other matter with Permission of the Chair.**

**Principal**  
**Dr. M.K. Ahmad**

The meeting was started with the Tilawate Quran recited by Mr. Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K. Ahmad welcomed all the members and read the minutes of the previous meeting of IQAC and confirmed unanimously

**Business transacted:**

1. Principal reconstitutes the member of IQAC and Criterion Head.
  2. Various Publicity and Advertisement process like College & Staff account opening on Facebook, Instagram and Twitter were discussed. Teachers were asked to share Boucher, Prospectus and Pamphlet on various social media like WhatsApp and Telegram
  3. Principal approved the Prospectus and Magazine for this academic year
  4. Academic Calendar and Perspective Plan was approved by Principal
  5. Various safety measures of Covid-19 were discussed based on the Government and University directives
  6. Principal advised all Teachers to put emphasis on Online Teaching Learning Technique like P.P.T, Pdf, recorded lectures on YouTube. Teachers were asked to join the webinar on E-Content Development Learning
  7. Seminar and Webinar committee were asked to organise various Webinar, Research Methodology Workshop, Faculty Development Program Inter-Collegiate Competition and celebration of National Day
  8. Principal instructed Shahid Sir to complete the process of registration of One year Diploma Course in Persian Language Study Centre and necessary arrangement of document required. Principal also instructed to Miss Elakshi to make necessary arrangement of document required for BSC-IT
  8. Suggestions from the members were noted.
- The meeting ended with vote of thanks to the chair.



Prof. Shaikh Irshad W.  
IQAC Coordinator



Dr. Mohammad Khalil Ahmad  
Principal, Chairperson IQAC



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**Action Taken Report**  
**(For 26<sup>th</sup> June 2021 Meeting)**

**23<sup>rd</sup> October 2021**

1. Principal reconstitutes the member of IQAC and Criterion Head with the help of IQAC Coordinator
2. Advertisement done for admission of Graduate and Post Graduate Courses. Teachers called to Ex-students for Graduate and Post Graduate Courses. Admission Information were circulated on Website, WhatsApp group, Instagram and Facebook.
3. Prospectus and Magazine were prepared and distributed to the students
4. Principal finalized the Academic Calendar and Perspective Plan
4. Principal discussed various Covid – 19 safety measures to be followed by Teaching, Non-Teaching Staff and Peon
5. Principal suggested to use Zoom App, Google Meet App, Google Class room for Online Teaching Learning. Teachers were motivated to make Video, PPT and PDF. This was update on Website and You-Tube. Various National Day were celebrated like Independence Day, Gandhi Jayanti and Republic Day.
6. College had applied for One Year Diploma Course in Persian Language Study Center on 20<sup>th</sup> September 2021 and Regular course of Mumbai University on BSC-It on 30<sup>th</sup> September 2021.

  
**Principal**

**Shurparaka Educational & Medical Trust's**  
**M. B. Harris College of Arts &**  
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PIN – 401 203, (MAHARASHTRA)

20/10/2021

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 23<sup>rd</sup> October, 2021 at 12.00 noon 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. To make arrangement of Regular and Atkt Examination for FY, SY and TY students
3. To motivate the Teachers to participate in Research Work like Avishkar Research Convention
4. Discuss the progress reports of the IQAC Committee and make suitable recommendations for preparation of AQAR 2021-22
5. To motivate the student to join NSS and DLLE program
6. To arrange Vaccination Drive for Staff and Students
7. Any other matter with Permission of the Chair.


Principal  
Dr. M. K. Ahmad

The meeting was started with the Tilawate Quran recited by Mr. Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K. Ahmad welcomed all the members and read the minutes of the previous meeting of IQAC and confirmed unanimously

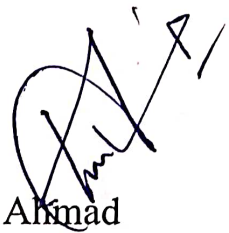
**Business transacted:**

1. Principal directed to make necessary arrangement of Regular and ATKT Examination for FY, SY and TY Students as per University Examination Guidelines.
2. Principal asked the Avishkar Committee to arrange Orientation Program for Teachers and Staff.
3. Principal reviewed the work of all Committee, Department and Criterion and he gave suggestions on the basis of Report for preparation of AQAR 2021-22
4. Principal directed the NSS and DLLE In-charge to arrange NSS and DLLE Orientation program and complete the registration process.
5. Principal instructed to arrange Vaccination Drive Camp for Students and Staff with the help of Vasai Virar Mahanagar palika (VVMC)

The meeting ended with vote of thanks to the chair.



Prof. Shaikh Irshad W.  
IQAC Coordinator



Dr. M.K. Ahmad  
Principal, Chairperson IQAC



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**Action Taken Report**  
**(For 23<sup>rd</sup> October 2021 Meeting)**

**27<sup>th</sup> November 2021**

1. Principal asked to make necessary arrangement for Regular and ATKT Exam for FY, SY and TY students as per guidelines of Mumbai University at College Level during the year 2021 – 22.
2. Students were motivated and participated for Avishkar Research Convention organized by University of Mumbai for enhancing Research Culture. Total Participant were 5 out of which 5 student. Event held online on 18<sup>th</sup> Nov 2021 by University of Mumbai at Sonopant Dandekar Arts, V.S. Apte Commerce & M.H. Mehta Science College, Palghar
3. Various report of Criteria of IQAC, Committees Report and Department Report were discussed and analyzed.
4. Students were motivated to join in DLLE and NSS Unit of College. They were orientated about this in Orientation Program held on 8<sup>th</sup> September 2021 and FY Orientation Program on 27<sup>th</sup> September 2021.
5. Vaccination Drive for General Public, staff and students Organised by College with the help of Vasai Virar Mahanagar palika (VVMC) on 3<sup>rd</sup> July & 20<sup>th</sup> October 2021

**Principal**

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25/11/2021

Notice

Dear Sir/Madam,

An meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 27<sup>th</sup> November, 2021 at 12.00 noon. 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. To organize “Aagaaz”, Annual Cultural Fest and Annual Sports Meet
3. To arrange Green Audit by Environment Committee
4. To organize International Conference with University of Mumbai and Rizvi College of Arts, Commerce and Science
5. To arrange Blood Donation Drive by NSS
6. To organize seminar on Intellectual Property Rights (IPR)
7. Any other matter with Permission of the Chair.

Principal  
Dr. M.K. Ahmad

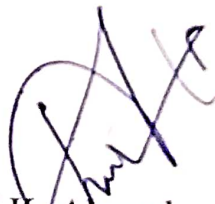
The meeting was started with the Tilawate Quran recited by Mr. Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K. Ahmad read the minutes of the previous meeting of IQAC and confirmed unanimously.

**Business transacted:**

1. Principal directed to have "Aagaaz" Annual Cultural Fest and Annual Sports Meet.
2. Principal instructed to make necessary arrangement for Green Audit by Environment
3. Principal instructed Commerce Association to arrange International Conference in collaboration with University of Mumbai and Rizvi College of Arts, Commerce and Science
4. Principal suggested to have Mega Blood Donation Camp by NSS Unit
5. Principal suggested to have Workshop on Intellectual Property Rights (IPR) by IQAC.
6. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.

  
Prof. Shaikh Irshad W.  
IQAC Coordinator

  
Dr. M.K. Ahmad  
Principal, Chairperson IQAC





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**Action Taken Report**  
**(For 27<sup>th</sup> November 2021 Meeting)**

30<sup>th</sup> April 2022

1. Principal discussed various pattern and system of Semester End Exam as per guidelines of Mumbai University at College Level.
2. Meeting were held of Cultural Committee with IQAC and Principal. Annual Cultural Function was held on 10<sup>th</sup> February 2023.
3. Environment Committee organised Green Audit on 16<sup>th</sup> February 2023.
4. Department of Commerce, IQAC of A.E Kalsekar College of Commerce and Management in collaboration with University of Mumbai and Rizvi College of Arts, Commerce and Science.
5. NSS Unit in collaboration with IQAC organised Mega Blood Donation Camp on 15<sup>th</sup> March 2023.
6. Conducted one day Online Workshop on “Intellectual Property Rights” in association with Department of Commerce and IQAC on 19<sup>th</sup> March 2021 for Teachers and Students from various colleges.

Principal

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PIN – 401 203, (MAHARASHTRA)

28/04/2022

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 30<sup>th</sup> April, 2022 at 12.00 noon. 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. To discuss on Semester End Exam of FY, SY and TY Students
3. To review the work of all Committee, Department and Criterion Report
4. To arrange Convocation Ceremony for Third Year Students and Annual Prize Distribution
5. Any other matter with Permission of the Chair.

Principal  
Dr. M.K. Ahmad

The meeting was started with the Tilawate Quran recited by Mr. Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K. Ahmad read the minutes of the previous meeting of IQAC and confirmed unanimously.

**Business transacted:**

1. Principal discussed about the Semester End Exam of FY, SY and TY Students
2. Principal given suggestion on the report of all Committee, Department and Criterion
3. Principal instructed to Cultural & Alumni Committee to arrange Convocation Ceremony and Annual Prize distribution
4. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.



Prof. Shaikh Irshad W.  
IQAC Coordinator



Dr. M.K. Ahmad  
Principal, Chairperson IQAC





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**Action Taken Report**  
**(For 30<sup>th</sup> April 2022 Meeting)**

**30<sup>th</sup> June 2022**

1. Principal discussed various pattern and system of Semester End Exam as per guidelines of Mumbai University at College Level
2. All work of Committees, Departments and Criterion Report were reviewed
3. Cultural and Alumni Committee organised Annual Convocation ceremony for passed Third year student and Annual Prize distribution for regular students on 7<sup>th</sup> May 2022.

**Principal**

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