



**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

In the College Development Committee meeting (date and time) a resolution was passed that a new College Development Committee was constituted for the period 2022 to 2027. Date: \_\_\_\_\_  
The following members were appointed for the College Development Committee

Sr.No	Name	Designation
1	Dr. Zahir I. Kazi	Chairperson of the Management
2	Mr. Najib Gulam Mustafa Chawre	Secretary of the Management
3	Dr. Mohammad Khalil Ahmad	Head of the Institution, Member secretary
4	Mr. Sagir A. Dange	Nominee of the Chairperson ex officio chairperson
5	Mr. Burhan R. Harris	Local Member nominated by the management
6	Mr. Asim Mehmud Khan	Nominee of the Secretary of the Management
7	Mr. Irshad Wajid Ali Shaikh	Coordinator IQAC of the College
8	Ms. Pooja Kishor Shirsekar	Head of the Department nominated by the Principal
9	Mrs. Rohita K. Raut	Teacher in the College
10	Mrs. Namrata N. Gurjar	Non-teaching Employee
11	Dr. M. Satyashri	Member, Nominated by the Management (Educationalist)
12	Dr. Anjum Ara Ahmad	Member, Nominated by the Management (Research)
13	Mr. Oais Noori	Member, Nominated by the Management (Industry)
14	Mr. Moin Chinde	Member, Nominated by the Management (Social Service)

**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.

## **INTERNAL QUALITY ASSURANCE CELL-AN IN TRODUCTION (2023-24)**

**Vision:** *"To evolve as a center of excellence for stakeholder's holistic development and roll out the wheels of affordable quality education event the excluded sections of the society."*

### **Mission:**

- 1. To ensure quality education through inclusive and sustainable practices in imparting knowledge.*
- 2. To facilitate the creation of a learner-centric environment for both the students and faculties.*
- 3. To ensure the marginal sections of the society are endowed with equal opportunities.*
- 4. To create an environment suitable for enriching the human mind and bring out the best amongst individuals.*
- 5. To design a sociable environment not only for students and faculties but also to reach out to the community at large.*

### **Goals:**

- 1. To encourage faculties, infuse innovative teaching practices in curriculum implementation.*
- 2. To heighten the bench mark of quality education through constant up gradation and quality sustenance practices*
- 3. To facilitate an environment conducive for underprivileged and women in the institution*
- 4. To encourage maximum participation of stakeholders in various co-curricular and extension activities*
- 5. To encourage adult learning and work in close collaboration with the community.*

## Objectives:

### A) Broad Objectives: (As Adopted from UGC NAAC Guidelines)

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### B) Institute Sub Objectives:

1. To devise an incremental reporting standard evaluating the curriculum delivery and infusion of innovative teaching practices with revisions in every 2 years.
2. To improve the participation of students and faculties in various co-curricular activities.
3. To organize workshops, conferences, extension and outreach programs to ensure fulfillment of mission and vision of the IQAC.
4. To develop and sharpen research inquisitiveness and work towards innovation and lay the foundation towards registration under Intellectual Property Rights.
5. To work in close collaboration with NGO's, Governmental organizations and Extension unit of the Institute to meet societal responsibilities.

## Strategies

### A) Broad Strategies: (As Adopted from UGC NAAC Guidelines)

IQAC shall evolve mechanisms and procedures for

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
2. Relevant and quality academic/ research programmes;
3. Equitable access to and affordability of academic programmes for various sections of society;
4. Optimization and integration of modern method learning;
5. The credibility of assessment and evaluation process;

6. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
7. Sharing of research findings and networking with other institutions in India and abroad.

**B) Institute Strategies**

1. To assess the level of attainment of Vision and Mission, PO's and CO's for all programmes
2. To conduct yearly gender audits
3. To conduct academic audits for all programmes atleast once in 3 years
4. To organize a minimum of two training programmes per year for teaching faculties based on teaching pedagogy and research methodology.
5. To organize atleast one common skill-development programme per year for the supporting staff
6. To sign MoUs or enter into collaborations with a minimum total of 1 institute each year for mutually-beneficial interaction and organise at least 2 joint programmes each year.
7. To conduct certificate courses for effective communication and English language enhancement.
8. To upgrade infrastructural facilities and moves towards digitalization in a phased manner during the period of 5 years.

**Functions: (As Adopted from UGC NAAC Guidelines)**

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the institution;
3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
5. Dissemination of information on various quality parameters to all stakeholders;
6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
7. Documentation of the various programmes/ activities leading to quality improvement;

8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
9. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
10. Periodical conduct of Academic and Administrative Audit and its follow-up
11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

#### **Benefits (As Adopted from UGC NAAC Guidelines)**

IQAC will facilitate/contribute to

1. Ensure clarity and focus in institutional functioning towards quality enhancement;
2. Ensure internalization of the quality culture;
3. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
4. Provide a sound basis for decision-making to improve institutional functioning;
5. Act as a dynamic system for quality changes in HEIs;
6. Build an organized methodology of documentation and internal communication.

#### **Composition (As Adopted from UGC NAAC Guidelines)**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

1. Chairperson: Principal of the college or head of the institution.
2. A few senior administrative officers (at least 2)
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers/Industrialists/ stakeholders
7. One of the senior teachers as the coordinator/ Director of the IQAC

Hierarchal Process-Reporting Mechanism (Bottom-Up Approach)

COLLEGE DEVELOPMENT COMMITTEE



PRINCIPAL OF THE COLLEGE



IQAC CORDINATOR



HEAD OF THE DEPARTMENTS & SECRETARY OF VARIOUS COMMITTEES



INDIVIDUAL FACULTIES



**S.E.M.T.'S**  
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(Affiliated to the University of Mumbai)  
Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
PIN - 401 203, (MAHARASHTRA)  
NAAC Accredited B+ Grade

**NAAC Steering Committee (2023 – 24)**  
**CHAIRPERSON:** Principal Dr. Mohammed Khalil Ahmad  
**IQAC COORDINATOR:** Mr. Shaikh Irshad Wajid

Name	Designation	Designation (Committee)
Dr Zahir Kazi	(President)	Management Representative
Mr. Najeeb Chawre	(Sec. & Managing Trustee)	Management Representative
Dr. Mohammad Khalil Ahmad	Principal	Chairperson
Mr. Shaikh Irshad Wajid	Asst. Professor	Coordinator
Mrs. Mona Dedhia (In-charge)	Asst. Professor	Criterion I
Mr. Mohammed Chawre		
Mrs. Nikhat Syed		
Mrs. Elakshi Tawade (In-charge)	Asst. Professor	Criterion II
Mrs. Sana Patel		
Mr. Gokul Gite		
Mr. Ibrahim Chauhan (In-charge)	Asst. Professor	Criterion III
Mrs. Sujata Yadav		
Mrs. Kanchan Nag		
Mrs. Tehseen Shaikh (In-charge)	Asst. Professor	Criterion IV
Mrs. Sumaya Shaikh		
Mr. Shaibaz Shaikh		
Mr. Salman Khan		
Mrs. Diksha Vaje, (In-charge)	Asst. Professor	Criterion V
Mrs. Sana Patel		
Mrs. Shahida Shaikh (In-charge)	Asst. Professor	Criterion VI
Mrs. Pooja Shirsekar		
Mrs. Rohita Raut.	Asst. Professor	Criterion VII
Mrs. Ruksar Khan (In-charge)		
Miss Ayesha Dange		
Mrs. Namrata Gurjar	Clerk	Administrative Representative
Mr. Sajjad Hussain Muhimutle	Parent	Parent Representative
Mst. Nabeela Hawaii	Student	Student Representative
Mr. Bhavik Chauhan	Student	Alumni Representative
Mr. Sagir Dange	Employer	Employer



		Representative
Mr. Moin Chinde	Employer	Local Representative
Dr. Anjum Ara M.K Ahmad	Principal of Rizvi College, Bandra	Local Representative
Dr Satyasri Madam	Educationist	Local Representative
Mr. Asim Khan	(Nominee of the Secretary of the Management)	Secretary Representative
Mrs. Elakshi Tawade-khetal	<b>Documentation In-charge:</b>	

*Shail*

**IQAC Coordinator**

**IQAC Coordinator**

**Shurparaka Educational & Medical Trust's**

**M. B. Harris College of Arts &**

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**Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203.**



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**Principal Sign  
Principal**

**Shurparaka Educational & Medical Trust's**

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**NOTICE**

I am pleased to appoint the convener/ Coordinators/ members of the various committees constituted for the Academic year 2023-24 for effective functioning of the various activities to be conducted and to cooperate the management and administration in the smooth conduct of the college functioning. You all are solicited to cooperate with the administration and all the best.

**COMMITTEE LIST 2023-24**

<b>Committee Name</b>	<b>In charge/Convener/PO</b>	<b>Members</b>
1.Examination:	<b>University Exam</b> Dr. Irshad W. Shaikh <b>College Exam</b> Mrs. Pooja Shirsekar	Mr. Ibrahim Chauhan Mrs. Shahida Shaikh Mrs. Tehseen Shaikh Mrs. Namrata Gurjar
2.Students' Council:	Mrs. Sana Patel	Mrs. Diksha Vaje-DLLE Unit Mrs. Pooja Shirsekar Mrs. Ruksar Khan -Cultural Committee Mrs. Ibrahim Chauhan-Sports Committee
3.Discipline:	Mrs. Elakshi Tawade-Khetal	Dr. Irshad W. Shaikh Mr. Ibrahim Chauhan Mrs. Mona Dedhia Mrs. Sana Siddiqui
4.Students Mentoring Cell	Dr. Irshad W. Shaikh	FYBCom - Mrs. Tehseen Shaikh SYBCom - Mrs. Ruksar Khan TYBCom - Mrs. Diksha Vaje FYBA - Mrs. Nikhat Sayyed SYBA - Mrs. Rohita Raut TYBA - Ms. Ayesha Danghe FYBMS - Mrs. Sana Siddique SYBMS -Mrs. Shahida Shaikh TYBMS -Mrs. Sujata Yadav/ Mr. Gokul Gite FYBAF - Mrs. Sana Patel SYBAF - Mrs. Mona Dedhia TYBAF-Mr. Ibrahim Chauhan FYBSC-IT Mrs. Heena Shaikh SYBSC-IT. Mrs. Kanchan Nag
5. Parent Teachers	Mrs Sana Patel	Mr Gokul Gite



Association		Mrs Nikhat Sayyed Miss Ayesha Danghe
6. University Grants Communication, Rusa and planning Board:	Mrs. Namrata Gurjar	Mrs. Diksha Vaje-Parab Mr. Mohammed Chawre
7. Anti - Ragging	Mrs. Nikhat Sayyed	Mrs. Sana Patel Miss Ayesha Danghe
8. Environment Awareness Committee:	Mrs. Rohita Raut	Mr. Gokul Gite Miss Ayesha Danghe Mrs. Ruksar Khan
9. Gender Audit:	Mrs. Namrata Gurjar	Miss Ayesha Danghe Mrs. Shahida Shaikh Mrs. Sana Siddique Mrs. Sana Patel
10. Magazine:	Mrs. Tehseen Shaikh (English)	Mrs. Nikhat Sayyed (Urdu) Mrs. Rohita Raut (Hindi)
11. Planning Forum:	Mr. Mohammed Chawre	Dr. Irshad Shaikh Mrs. Elakshi Tawade-Khetal Dr. Sujata R. Yadav Mrs. Pooja Shirsekar
12. Commerce Association:	Mrs. Diksha Vaje - Parab	Mrs. Sana Siddique Mrs. Ruksar Khan
13. Staff Grievance Cell:	Mrs. Ruksar Khan	Mrs. Pooja Shirsekar
14. N.S.S:	Mrs. Sana Patel	Mrs. Ruksar Khan Mr. Gokul Gite Mr. Salman Khan Mrs. Mona Dedhia Mr. Ibrahim Chauhan
15. D.L.L.E.	Mrs. Diksha Vaje	Mrs. Rohita Raut Mrs. Sana Siddique Mrs. Shahida Shaikh
16. Women's Development Cell:	Mrs. Mona Dedhia	Mrs. Shahida Shaikh Mrs. Nikhat Sayyed Mrs. Sana Patel
17. Mahila TakarNirvaran Samiti:	Mrs. Pooja Shirsekar	Mrs. Elakshi Tawade-Khetal Mrs. Namrata Gurjar Mrs. Diksha Vaje Parab
18. Sports & Gymkhana Committee	Mr. Ibrahim Chauhan	Mrs. Tehseen Shaikh Mr. Mohammad Chawre Mr. Gokul Gite Mrs. Sana Siddique Miss Ayesha Dange, Mr. Sanjay Burk
19. Avishkar Research Convention: & Research Cell	Dr. Sujata R. Yadav	Mrs. Sana Siddique Mrs. Shahida Shaikh Mr. Ibrahim Chauhan Mrs. Rohita Raut
20. Web - site posting	Mrs. Sana Siddique	Mrs. Elakshi Tawade-Khetal Mr. Gokul Gite
21. Internal Audit	Mrs. Namrata Gurjar	Mr. Mohammed Chawre Mr. Moin Chinde



22. Student's Group Insurance	Mrs. Namrata Gurjar	Mrs. Sana Patel
23. Maintenance of Stock Register:	Mrs. Namrata Gurjar	Mr. Gokul Kuvshkar
24. Lecture Monitoring Committee:	Mrs. Shahida Shaikh	Mrs. Tehseen Shaikh Miss Sumaiyya Shaikh Mr. Mohammad Chawre
25. Scholarship Committee	Mrs. Sana Siddique	Mrs Shahida shaikh Mrs Namrata
26. Cultural Committee:	Mrs. Ruksar Khan	Mrs. Mona Dedhia Mrs Shahida shaikh Mrs Ayesha Danghe Mrs. Rohita Raut
27. Placement Committee	Mrs. Elakshi Tawade-Khetal	Dr. Sujata R. Yadav - Advisor Mrs. Tehseen Shaikh Mrs. Nikhat Sayyed Mrs. Diksha Vaje - Parab
28. Seminar Committee:	Mrs. Tehseen Shaikh	Mrs. Namrata Gurjar Mrs. Kanchan Nag Mr. Gokul Gite
29. Admission Committee:	Dr. Sujata R. Yadav	Dr. Irshad W. Shaikh Mrs. Mona Dedhia Mrs. Rohita Raut Remaining All Teaching and Non-Teaching Staff
30. Library Committee:	Mrs. Tehseen Shaikh	Mr. Shaibaz Shaikh Mrs. Nikhat Sayyed Mrs. Rohita Raut Miss. Sumaiyya Miss Sakina Parihar
31. Attendance Committee:	Miss Ayesha Dange	Mrs Shahida Shaikh Mrs. Mona Dedhia
32. Marathi Wandmaymanda	Mrs. Pooja Shirsekar	Mrs. Namrata Gurjar Mr. Gokul Gite
33. Alumni Association:	Mrs Shahida shaikh	Mrs. Ruksar Khan Mrs Mona Dedhia Mr. Gokul Gite
34. ICC Committee	Mrs. Mona Dedhia	Dr. Irshad Wajid Shaikh Ms. Rohita Raut Ms. Diksha Parab
35. Value added Course/ Certificate	Mrs. Kanchan Nag	Mrs. Mona Dedhia Mrs. Nikhat Sayyed
36. Remedial Lecture	Mrs. Elakshi Tawade-Khetal	Subject Teacher
37. Intellectual Property Right Cell	Mr. Ibrahim Chauhan	Mrs. Shahida Shaikh Mrs. Kanchan Nag
38. Competitive Examination and Career Counselling	Mrs. Shahida Shaikh	Mrs. Diksha Vaje-Parab Mrs Sana Patel



39. Staff Secretary	Mrs. Tehseen Shaikh	
40. IQAC	Dr. Mohammad Khalil Ahmad (IQAC Chairman) Dr. Irshad Shaikh (Co-Ordinator)	
	Criteria: 1 Mrs Mona Dedhia	Mr Mohammed Chawre Miss Sakina Parihar Mrs. Nikhat Sayyed
	Criteria: 2. Mrs Elakshi Tawade - Khetal	Mr. Gokul Gite Mrs Sana Siddique
	Criteria 3: Mr. Ibrahim Chauhan	Mrs Sujata Yadav Mrs. Kanchan Nag
	Criteria 4: Mrs Tehseen Shaikh	Mr. ShaibazShaikh Miss Sumaiyya
	Criteria 5: Mrs.Diksha Vaje-Parab	Mrs Sana Patel
	Criteria 6: Mrs Shahida Shaikh	Mrs Pooja Shirsekar
	Criteria 7: Mrs Rohita Raut	Mrs Ruksar Khan Miss Ayesha Dange



PRINCIPAL  
(DR. KHALIL AHMAD)

Principal

Shurparaka Educational & Medical Trust's  
M. S. & C. College of Arts &  
A. E. Kalsekar College of Commerce & Management  
Nallasopara (W), Tal. Jambh, Dist. Purgar - 401 203.



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



**List of Administrative officer and HOD**

**Academic Year 2023-24**

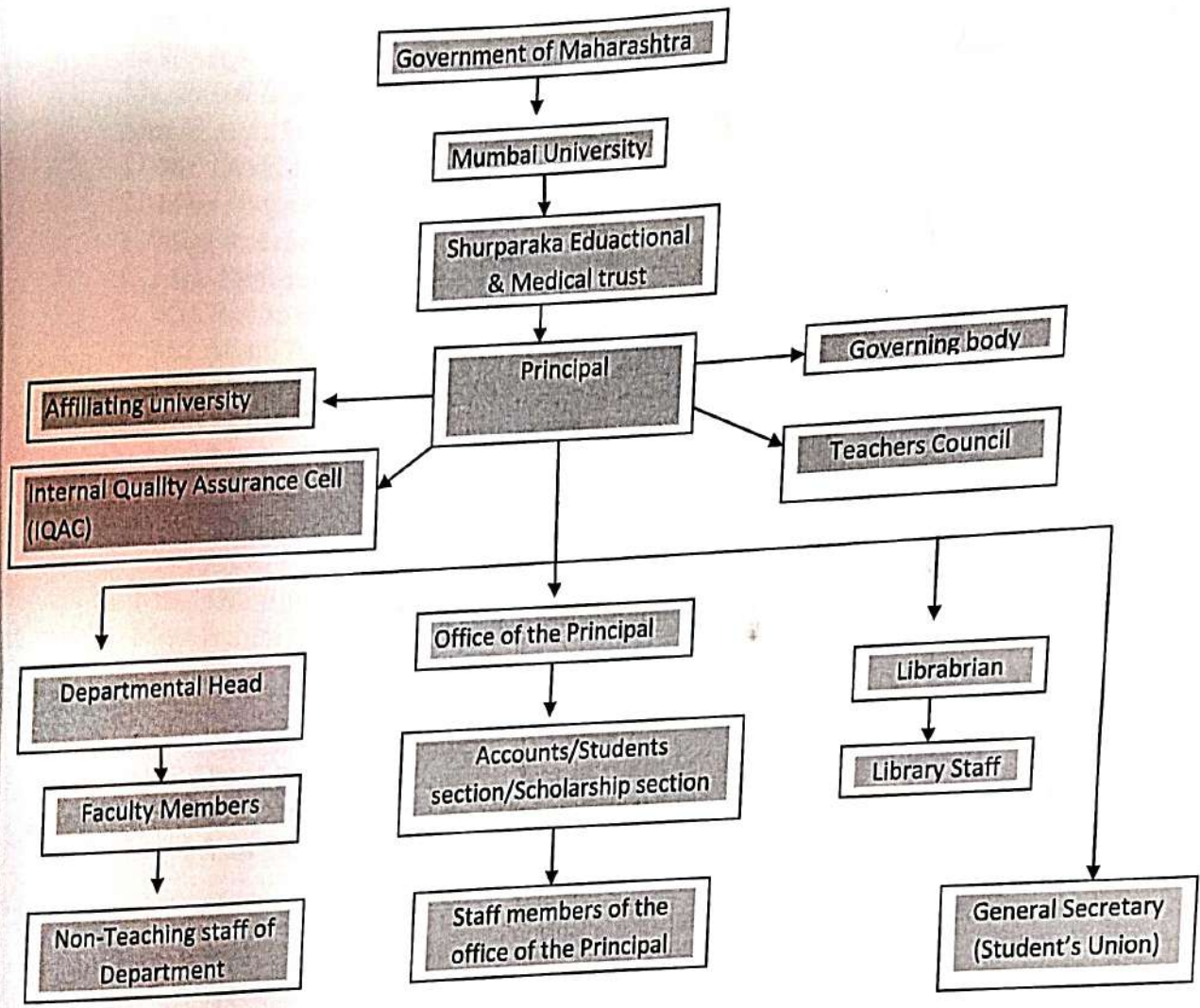
Sr.No	Name of the Employee	Designation	Department
1	Dr.Mohammad Khalil Ahmad	Principal	Commerce
2	Dr.Irshad Shaikh	IQAC Co-ordinator	Accountancy
3	Dr.Irshad Shaikh	Bcom Co-ordinator	Accountancy
4	Dr.Irshad Shaikh	BA Co-ordinator	Accountancy
5	Mrs.Elakshi Tawade	BMS Co-ordinator	Accountancy
6	Mrs.Pooja Shirsekar	BAF & BSC-IT Co-ordinator	Management
7	Mrs. Namrata Gujar	Office Superintendent	Administration
8	Mr.Aafaque Khanzada	Head Clerk	Accounts



PRINCIPAL  
DR.MOHOMMAD KHALIL AHMAD

**Principal**  
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ADMINISTRATIVE STRUCTURE OF M.B. HARRIS COLLEGE OF ARTS & A.E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT

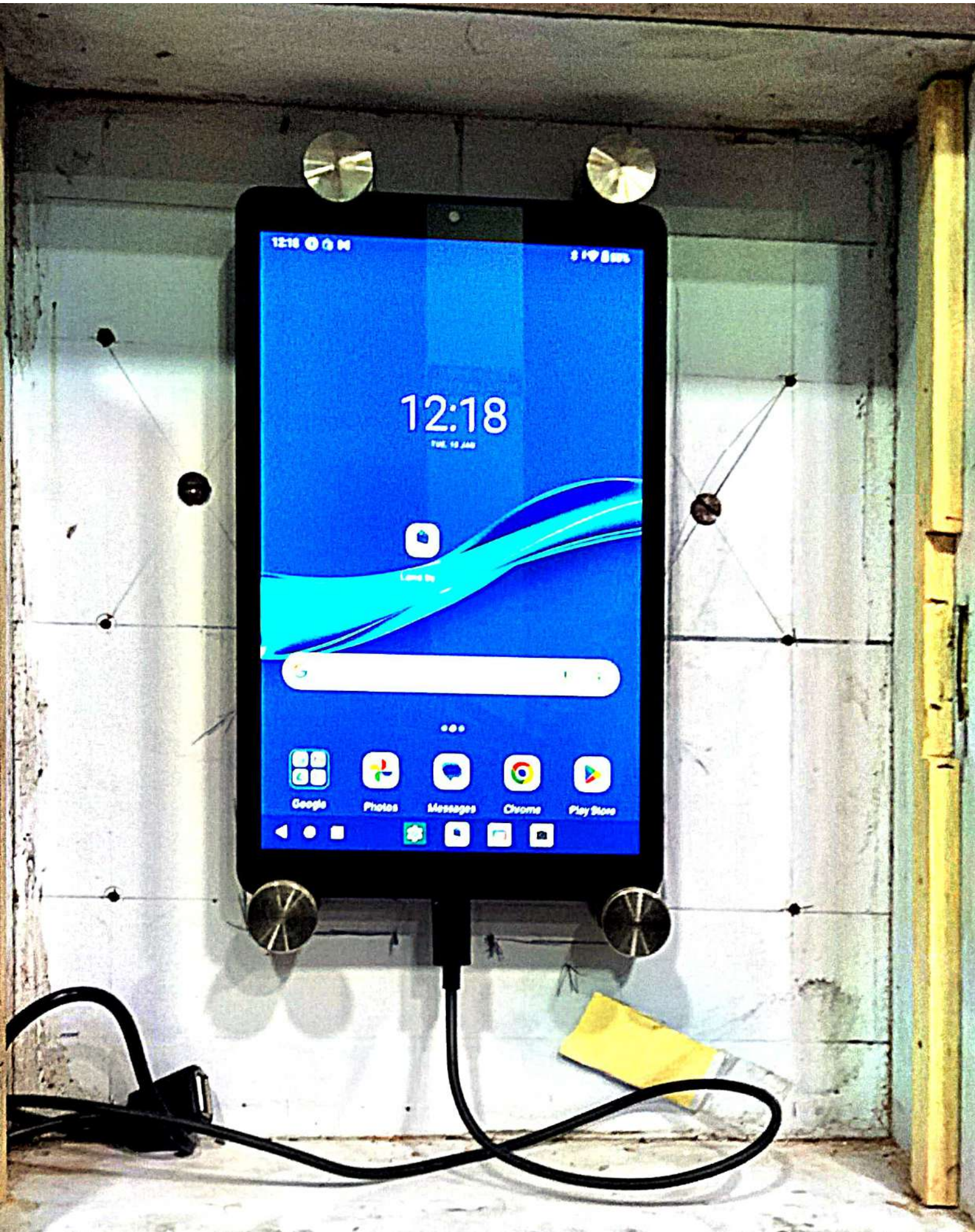


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**TRUE COPY**  
 Principal

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.

*[Handwritten Signature]*  
**Principal**

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PIN – 401 203, (MAHARASHTRA)

Date: 1<sup>st</sup> June 2023

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 5<sup>th</sup> June 2023 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 review the work of IIQA and SSR
  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 MOU, Seminar, Webinar, FDP, Inter-Collegiate Competition and celebration of National Day
- Any other matter with Permission of the Chair.



Dr. Zahir Kani

Principal

Shurparaka Educational & Medical Trust  
Dr. Mohammad Khalil  
A. E. Kalsekar College of Commerce & Management



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. Principal review the work of IIQA and SSR
3. Principal reconstitutes the members of IQAC and Criterion Head for SSR Work
4. Various Publicity and Advertisement process were discussed like to share Boucher, Prospectus and Pamphlet on Facebook, Instagram and Twitter were discussed. Teachers were asked to share Boucher, Prospectus and Pamphlet on various social media like WhatsApp and Telegram
5. Principal approved the Prospectus and Magazine for this academic year
6. Academic Calendar and Perspective Plan was approved by Principal
7. Seminar committee were asked to organise various Seminar, Webinar, Research Methodology Workshop, Faculty Development Program Inter-Collegiate Competition and celebration of National Day. Principal suggested to arrange MOU with different colleges for Faculty and Student Exchange and Collaborative Activity
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

**Principal**  
Shurparaka Educational & Medical Trust's  
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PIN – 401 203, (MAHARASHTRA)

**Action Taken Report**  
**(For 5<sup>th</sup> June 2023 Meeting)**

**9<sup>th</sup> September 2023**

1. Principal reconstitutes the member of IQAC and Criterion Head for AQAR work and SSR work with the help of IQAC Coordinator
2. Advertisement done for admission of Graduate and Post Graduate Courses. Teachers called to Ex-students for Graduate Post Graduate Courses and also visited to Junior College for admission purpose. Admission information was circulated on Website, WhatsApp group, Instagram and Facebook. Reels and Video were prepared on Admission of Students and circulated on various social media.
3. Prospectus and Magazine were prepared and distributed to the students\*
4. Principal finalized the Academic Calendar and Perspective Plan
5. Various National Day were celebrated like World Environment Day, International Day against Drug Abuse & Illicit Trafficking, Kargil Vijay Diwas Celebration, Independence Day, Gandhi Jayanti and International Sports Day.
6. Various Extension activity conducted by NSS and DLLE Unit along with IQAC such as Tree Plantation Drive, Beach Cleaning activity, Organ Donation Program and Fund Donation Drive
7. Various Seminar and Webinar organised by Seminar Committee along with IQAC such as seminar on Career Guidance on Competitive Exam, Career on Airhostess and Hospitality Training, Career Oriented Seminar for BSC-IT students. IQAC organised "A B C Personality Development Program" for free distribution Sanitary Pad for Girls and Gillette Razor for Boys
8. Alumni Committee and Cultural Committee along with IQAC organised Alumni Program and Degree Distribution Program for pass out Third Year Student
9. NSS Unit and DLLE Unit organised orientation program for student registration in NSS and DLLE program.
10. Certificate and Add on Course program were organised for Students to enhance their skills.



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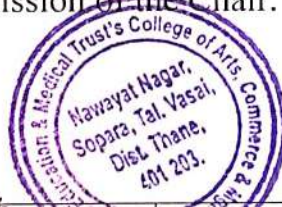
05/09/2023

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 9<sup>th</sup> September, 2023 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 after submission of SSR and DVV Clarification
5. To motivate the student to join NSS and DLLE program
6. Any other matter with Permission of the Chair.



  
Principal  
Shriparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management

✓  
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 read the minutes of previous meeting
2. Principal directed to make necessary arrangement of Regular and ATKT Examination for FY, SY and TY Students as per University Examination Guidelines.
3. Principal asked the Avishkar Committee to arrange Orientation Program for Teachers and Staff.
4. Principal reviewed the work of all Committee, Department and Criterion and he gave suggestions on the basis of submission Report of SSR and DVV Clarification
5. Principal directed the NSS and DLLE In-charge to arrange NSS and DLLE Orientation program and complete the registration process.

The meeting ended with vote of thanks to the chair.

*Shaikh*

Prof. Shaikh Irshad W.  
IQAC Coordinator

*Dr. M.K. Ahmad*  
Principal  
Dr. Mohammad Khalil Ahmad  
Principal  
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**Action Taken Report**  
**(For 9<sup>th</sup> September 2023 Meeting)**

**2<sup>nd</sup> December 2023**

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 2022-23. Examination Committee
2. Students were motivated and participated for Avishkar Research Convention organised by University of Mumbai at St. John College of Humanities and Science, Palghar for enhancing Research Culture. Total Participant were 5 Students.
3. Various report of Committee, Department, Criteria of IQAC, were discussed and analyzed. Principal gave suggestion on Report of SSR and DVV Clarification.
4. NSS and DLLE Incharge organised Orientation program on 2<sup>nd</sup> August 2023



**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.



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**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)**

1/12/2023


Notice

Dear Sir/Madam,

An meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 2<sup>nd</sup> December, 2023 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 Blood Donation Drive by NSS
4. To organise NSS Residential Camp by NSS
5. To organise Industrial Visit for Self-finance Section, Study tour for Commerce Section and Historical Visit for History Department
6. To prepare for NAAC Peer Team Visit for 2nd Cycle Reaccreditation
7. To organise seminar for overall development of Students
8. To arrange Annual Prize Distribution
9. Any other matter with Permission of the Chair.



  
**Principal**  
Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
**Principal**

**Business transacted:**

1. Principal directed to have "Aagaaz" Annual Cultural Fest and Annual Sports Meet.
2. Principal suggested to have Mega Blood Donation Camp by NSS Unit
3. Principal directed to organise NSS Residential Camp by NSS Unit
4. To organise Industrial Visit for Self-finance Section, Study tour for Commerce Section and Historical Visit for History Department
5. Principal suggested to prepare NAAC Peer Team Visit for 2nd Cycle Reaccreditation
6. Principal directed to organise various seminar for overall development of Students
7. Principal instructed to Cultural Committee to arrange Annual Prize distribution
8. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.



Prof. Shaikh Irshad W  
IQAC Coordinator



Principal



Dr. Mohammad Khalil Ahmad  
Principal, Chairperson IQAC  
Shubparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. L. Kalsekar College of Commerce & Management  
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.



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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN – 401 203, (MAHARASHTRA)

**Action Taken Report**  
**(For 2<sup>nd</sup> December 2023 Meeting)**

30<sup>th</sup> April 2024

1. Principal discussed various pattern and system of Semester End Exam as per guidelines of Mumbai University at College Level.
2. WDC department organised on week Women Day celebration on account of International Day.
3. Meeting were held of Cultural Committee with IQAC and Principal. Annual Cultural Function was held from 23<sup>rd</sup> January to 29<sup>th</sup> January 2024. Meeting were held of Sports Committee with IQAC and Principal. Annual Sports was held from 30<sup>th</sup> January to 31<sup>st</sup> January 2024.
4. Blood Donation Camp organised by NSS Unit on 24<sup>th</sup> February 2024
5. Industrial Visit to Khopoli - Parle G Factory and Monteria Resort on 5<sup>th</sup> February 2024. Historical visit to Shirgaon Fort, Palghar on 5<sup>th</sup> February 2024.
6. NSS Unit in collaboration with IQAC organised Mega Blood Donation Camp on 24<sup>th</sup> February 2024.
7. Cultural and Alumni Committee organised Annual Convocation Ceremony for passed Third year student and Annual Prize Distribution for regular students on 12<sup>th</sup> March 2024.



Principal  
Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
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Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.





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**NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR**  
**PIN – 401 203, (MAHARASHTRA)**

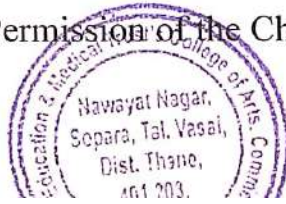
28/04/2024

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 30<sup>th</sup> April, 2024 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
5. Any other matter with Permission of the Chair.



  
**Principal**

Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
Dist. Palghar - 401 203

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.

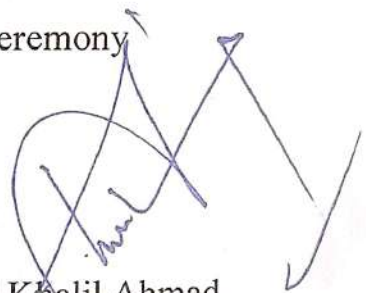
**Business transacted:**

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 Alumni Committee to arrange Convocation Ceremony
4. 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  
**Principal**

**Shurparaka Educational & Medical Trust's**  
M. B. Harris College of Arts &  
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Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.



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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN - 401 203, (MAHARASHTRA)

**Action Taken Report**  
**(For 30<sup>th</sup> April 2024 Meeting)**

8<sup>th</sup> June 2024

1. Principal discussed various pattern and system of Semester End Exam and Results 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.



Principal

Shri. Moinuddin B. Harris Educational & Medical Trust's  
Moinuddin B. Harris College of Arts &  
A.E.Kalsekar College of Commerce & Management  
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203



**S.E.M.T'S**  
**MOINUDDIN B. HARRIS COLLEGE OF ARTS,**  
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**Nawayat Nagar, SOPARA (W), Vasai, Dist- Palghar**  
**PIN - 401 203, (MAHARASHTRA)**

**Perspective Plan (2023-24)**

**June 2023**

Sr.No	Activity	Dept / Committee
1	IQAC Meeting with Trustee, Principal and Staff	IQAC
2	Admission Meeting	Admission Committee
3	ST & TY Lecture	
4	Seminar, Webinar Workshop and FDP	Seminar
5	IIQA Preparation & Query Clarification for NAAC 2 <sup>nd</sup> Cycle	IQAC
6.	Certificate Courses and Add on Courses Certificate	IQAC

**July 2023**

Sr.No	Activity	Dept / Committee
1	Orientation Program for FY Students	
2	FY Lecture	Meeting
3	NSS and DLLE Orientation Program	NSS/ DLLE
4	Scholarship Orientation Program	Scholarship
5	Library Orientation Program	Library
6	Seminar, Webinar Workshop and FDP	Seminar
7	SSR Preparation for NAAC 2 <sup>nd</sup> Cycle	IQAC

**August 2023**

Sr.No	Activity	Dept / Committee
1	Tree Plantation	NSS Unit
2	Independence Day Celebration	NSS Unit
3	Internal Exam for FY/ SY/ TYBCom/ BA/ BMS/ BAF & BSC-IT	Examination Department
4	Seminar, Webinar Workshop and FDP	Seminar
5	SSR Preparation for NAAC 2 <sup>nd</sup> Cycle	IQAC
6.	Certificate Courses and Add on Courses Certificate	IQAC



**September 2023**

Sr.No	Activity	Dept / Committee
1	Teachers Day Celebration	Cultural Committee
2	ATKT Exam BCom/ BA/ BMS/BAF/ BSC-IT Sem II & Sem IV	Examination
3	Seminar, Webinar Workshop and FDP	Seminar
4	SSR Preparation for NAAC 2 <sup>nd</sup> Cycle	IQAC
5	Mid-term Break (Ganpati Vacation)	

**October 2023**

Sr.No	Activity	Dept / Committee
1	Regular and ATKT External Exam BCom/ BA/ BMS/BAF/ BSC-IT Sem I & Sem III	Examination
2	Seminar, Webinar Workshop and FDP	Seminar
3	Preparation for DVV Clarification for NAAC 2 <sup>nd</sup> Cycle	IQAC
4	IQAC Meeting with Trustee, Principal and Staff	IQAC

**Month- November**

Sr.No	Activity	Dept / Committee
1	Certificate Courses and Add on Courses Certificate	IQAC
2	Diwali Vacation	IQAC
3	Preparation for NAAC Peer Team Visit for 2 <sup>nd</sup> Cycle	IQAC
4	Regular and ATKT External Exam BCom/ BA/ BMS/BAF/ BSC-IT Sem I & Sem III	Examination
5	PTA Meeting	PTA

**Month- December**

Sr.No	Activity	Dept / Committee
1	FYBCom, BA, BMS, BSC-IT and FYBAF sem I External Exam	Examination Dept
2	Avishkar Research Convention Meeting at Palghar	Mumbai University
3	CA Examination Dec 2022	Examination Dept
4	NSS Residential Camp	BMS Department
5	Preparation for NAAC Peer Team Visit for 2 <sup>nd</sup> Cycle & NAAC Visit	DLL E Unit
6	Christmas Vacation	
7	AQAR Submission	IQAC



Month- January 2024

Sr.No	Activity	Dept / Committee
1	Beach Cleaning by NSS Unit during NSS Camp	NSS Unit
2	Annual Cultural Fest	Cultural Committee
3	Annual Sports Day	IQAC
4	Industrial Visit of Self Finance	DLE Unit
5	Certificate Courses and Add on Courses Certificate	Self-Finance
6	Republic Day Celebration	NSS Unit
7	International Conference of Commerce and Trade	Seminar
8	Alumni Meeting	Alumni

Month- February

Sr.No	Activity	Dept / Committee
1	Project Guidance Lecture for TYBMS, TYBAF Sem VI	Self-Finance
2	Blood Donation Camp	NSS Unit & IQAC
3	Historical Visit to Shirgaon Fort, Palghar	History Dept
4	Internal Exam of FY, SY & TYBMS, BAF & BSC-IT of Sem II, IV & VI	Examination Dept
5	Certificate Courses and Add on Courses Certificate	IQAC

Month- March

Sr.No	Activity	Dept / Committee
1	Women Week Celebration	Rotary Club & WDC
2	PTA Meeting	PTA Committee
3	FY Sem I & III ATKT Exam March 2024	Examination Committee
4	SY Sem III ATKT Exam March 2024	Examination Committee
5	Workshop on IPR, Research Methodology Workshop, Entrepreneur Workshop	IQAC
6	Study Tour to Bank, Post Office and Industry	IQAC, Dept of Arts, Commerce and Self Finance
7	SY Sem IV Regular and ATKT Exam March 2024	Examination Committee



8	FY Sem II Regular and ATKT Exam March 2024	Examination Committee
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**Month - April**

Sr.No	Date Activity	Dept / Committee
1	TYBCom/ BA/ BMS/BAF/ BSC-IT Sem VI External Exam	Examination Committee
2	IQAC Meeting with Trustee, Principal and Staff	IQAC
3.	Academic & Administrative Audit, IT Audit, Green Audit, Energy Audit, Structure Audit, Gender Audit	IQAC

**Month - May**

Sr.No	Activity	Dept / Committee
1.	Certificate Courses and Add on Courses Certificate	IQAC
2.	Alumni Meeting and Annual Prize Distribution	Cultural



*(Signature)*  
**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.**





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



12/09/2023

## NOTICE (Students Council)

All concerned Students are hereby informed that, our college is inviting applications for the **Student Council 2023-24**. Eligible students have to fill **online application form** (will be provided on whats app groups).

**The selection for the post will be on merit basis, behavior etc.**

**Applications are invited for the following posts:**

1. President
2. General Secretary
3. Lady Representative
4. Reservation Representative
5. Class Representative (CR) (One student from each Division)
6. National Service Scheme (NSS) Representatives
7. D.L.L.E Representatives
8. Sports Representative (Boys)
9. Sports Representative (Girls)
10. Cultural Representative (Boys)
11. Cultural Representative (Girls)
12. Creative Head (Technical)
13. Contingent Leader (CL) Intercollegiate Outside
14. Contingent Leader (CL) Intercollegiate
15. Assistant Contingent Leader (ACL) (Boys)
16. Assistant Contingent Leader (ACL) (Girls)
17. Student Council Members (09)

### **Disqualification:**

A student shall not be entitled to be a member of Students' Council, if he/she, —  
(1) has live KT's or (2) has been punished by the competent authority for indulging in unfair means in any examination or for committing any misconduct; or (3) has been convicted for any offence involving moral turpitude.



Principal  
**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





**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 REAccreditation : 'B<sup>++</sup>'**


**Annual Report Students Council 2023-24**  
**Students Council Committee (2023-24)**

Incharge- Asst. Prof. Elakshi Khetal-Tawade  
Committee Members:

Asst. Prof. Mona Dedhia - Intercollegiate  
Asst. Prof. Sana Shaikh- NSS PO  
Asst. Prof. Ruksar Khan - Cultural Incharge  
Asst. Prof. Ibrahim Chauhan - Sports Incharge  
Asst. Prof. Diksha Vaje - DLLE Incharge

Posts of student's council	Student's name	Class
1. President	Hawai Nabeela Zafar	TYBMS
2. General Secretary	Khan Arshaan Aslam	TYBMS
3. Lady Representative	Padmawati Sharma	TYBAF
4. Reservation Representative	Sankesh prdeep kanojiya	FYBAF
5. National Service Scheme (NSS) Representatives	Faizan khan	SYBMS
6. D.L.L.E Representatives	Khushbu bohat	SYBCOM
7. Sports Representative (Boys)	ALI.NIZAMUDDIN.RAZA	FYBMS
8. Sports Representative (Girls)	Noha Chandiwala	FYBMS
9. Cultural Representative (Boys)	Saad abdul wahab saudagar	SYBSCIT
10. Cultural Representative (Girls)	Reefa Sadiq Basha	TYBMS
11. Creative Head (Technical)	Afaque Ashraf Sayyed	FYBMS
12. Contingent Leader (CL) Intercollegiate	Yash Chhadwa	SYBMS
13. Assistant Contingent Leader (ACL) (Boys)	Muntaj mujibar Mondal	FYBMS
14. Assistant Contingent Leader (ACL) (Girls)	Shruti Sane	FYBMS
15. Student Council Members	Saziya Sagir Shaikh	FYBAF
	Aiman sultana	FYBMS
	Khan Nada Umar	FYBMS
	Shaikh alina abdul aziz	FYBMS
	Ansari Zeeshan Ashfaque	FYBMS
	Rayyan Alim Shaikh	FYBMS
	Chand Mubarak Shaikh	FYBSCIT



  
**Principal**  
Shurparaka Educational & Mercantile Trust's  
M. B. Harris College of Arts  
A. E. Kalsekar College of Commerce & Management  
Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203.

### Orientation Program & Fresher's Party:

The Students council committee has arranged the orientation program on 11th October 2023 in Fresher's party was enjoyed by first year students. Short games and events were organised by students council members



### Farewell Programme for TY

Students council had Organized a Farewell for the final year students on 5th March 2024 in the Seminar Hall from 12:00- 2:00 pm. This event is aimed to celebrate the journey of our talented students and wishes for their bright future. To make the farewell memorable, there were games, performances and other entertainment programs taken care by the students



Students Council Incharge  
Elakshi Khetal Tawade



Principal  
Shurpareke Educational & Medical Trust's  
M. B. Harris College of Arts &  
Commerce & Management  
Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203.

Dr. Mohammad Khalil Ahmad  
Principal