

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 VARIOUSCOMMITTEES



INDIVIDUAL FACULTIES



S.E.M.T'S
MOINUDDIN BURHAN 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)
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	Documentation In-charge:	



IQAC Coordinator

IQAC Coordinator

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.




**Principal Sign
Principal**

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

Committee Name	In charge/Convener/PO	Members
1.Examination:	University Exam Dr. Irshad W. Shaikh College Exam 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

Shurparva Educational & Medical Trust's
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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.

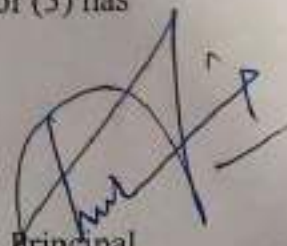
Applications are invited for the following posts:

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.




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NAAC REAccreditation : 'B⁺⁺'

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
Shurpanka Education & Research Trust
A. E. Kalsekar College of Commerce & Management
S. K. Kalsekar College of Dist. Palghar, Vasai
Santakshara (W), Tal. Vasai, Dist. Palghar - 401 203

Orientation Programm & 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
Shri. B. K. Kulkarni College of Arts, Commerce & Science
Solapur, Maharashtra
Dr. Mohammad Khalil Ahmad
Principal