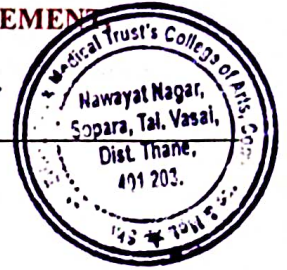


S.E.M.T'S

**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)



SEMT's

**M.B. Harris College of Arts
A. E Kalsekar College of Commerce and Management**

The institution ensures effective and efficient functioning in all aspects, as evident from the policies, administrative setup, appointment and service rules, procedures, etc.

Appointment and Service Rules: All teaching and non-teaching staff are appointed by the Government of Maharashtra. Rules are applicable to all employees. Teachers are promoted to the higher Academic Level under the Career Advancement Scheme (CAS) rules and regulations notified by the Government of Maharashtra.

Administrative Setup: The Principal is the institutional head. The Principal is the DDO (Drawing and Disbursing Officer) of the institution. The institution functions in accordance to the Rules and Regulations of the Department of Higher Education, Government of Maharashtra. Each Department is headed by one faculty member, namely the Head of the Department. The Governing Body of the institution is constituted with proper Government notification. The Internal Quality Assurance Cell (IQAC) acts as the nodal agency to institutionalize the quality initiatives of the institution. The Teachers' Council comprises of all full time teachers of the institution and elects the Secretary for each academic session. The teachers' council nominates sub-committees related to academic matters of the institution, such as admission, examination, student welfare, routine, research etc. The Head of the institution is the Chairperson of the Teachers' Council. Students have representation in the Governing Body, Internal Complaints Committee and Anti-Ragging Committee and Squad of the institution. The institution also has an effective student mentoring system.

Teaching & Learning (Policies adopted)

- Improvement of computer aided methods of teaching and learning
- Effective implementation of the university curriculum in terms of the student learning outcomes
- Enrichment of central library and departmental seminar libraries
- Encouraging field work and organization of educational tours
- Proper evaluation of students in terms of internal assessment
- Providing high speed internet facilities to staff and students
- Improving the undergraduate and postgraduate laboratories to provide more working space and infrastructural facilities.

Research (Policies adopted)

- Encouraging faculty members to undertake major and minor research projects

- Encouraging faculty members to submit manuscripts to national and international journals and publishers
- Teachers are always encouraged and provided duty on leave to participate in seminars, workshops and conferences
- Increasing the subscription of journals in the central library
- Improving the central instrumental facility
- Disbursement of received research funds for purchase of items without delay
- Motivating the departments to organize seminars, conferences and workshops
- Encouraging faculty members to collaborate with national and international researchers
- There is provision for a preparatory day per week as per Government order for research/library work

Community Services (Policies adopted)

- Encouraging participation of students in NSS unit
- Encouraging different NSS activities for the benefit of community
- Observation of important days such as Independence Day, Republic Day, Netaji's Birthday, Swami Vivekananda's Birthday, National Yoga Day, World Aids Day etc in association with the community
- Organizing webinars to promote environmental awareness
- Sensitizing students towards the human values, ethics and duties of a good citizen

Promoting Sports and Cultural activities (Policies adopted)

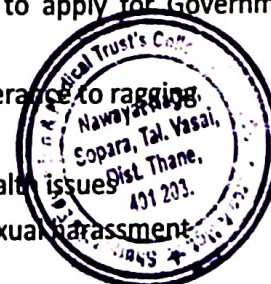
- Encouraging students to participate in sports activities and tournaments
- Sensitizing students towards the significance of Yoga
- Encouraging students and faculty members to participate in various cultural activities throughout the year

Career Counselling (Policies adopted)

- Organization of seminars/webinars followed by interactive sessions on the career prospects in higher education and job opportunities
- Organization of workshops and training programs by the Career Counselling and Placement Cell
- Organizing campus interviews for students
- Providing information to students regarding notification of competitive examinations

Student Support Services (Policies adopted)

- College Office provides each and every assistance to students to apply for Government Scholarships
- Anti Ragging Committee and Anti Ragging Squad ensures zero tolerance to ragging
- Grievance Redressal Cell to lodge complaints
- Health and Hygiene Committee to sensitize students about the health issues
- Internal Complaints Committee to address the issues related to sexual harassment
- Infrastructural facilities for the differently-abled



activities of the institution are reviewed by the Head of the institution by following aspects:

- Consultation with IQAC and reports prepared by IQAC
- Feedback from Teachers' Council meetings
- Feedback from Head of the Departments
- Feedback from Students' Union
- Feedback from Office Staff
- Report from different sub-committees
- Feedback received from different stakeholders
- Performance of faculty members is obtained from self appraisal report obtained during promotion through career advancement scheme.



A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned above the printed name of the Principal.

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.

**BOARD
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DR. ZAHIR I. KAZI
President



MR. NAJEEB CHAWRE
General Secretary &
Managing Trustee



MR. SAGIR DANGE
Vice President



MR. KHALID E. CHINDE
Vice President



MR. ASIM KHAN
Joint Secretary



MR. BURHAN R. HARRIS
Trustee



DR. ASMAT PATEL
Trustee

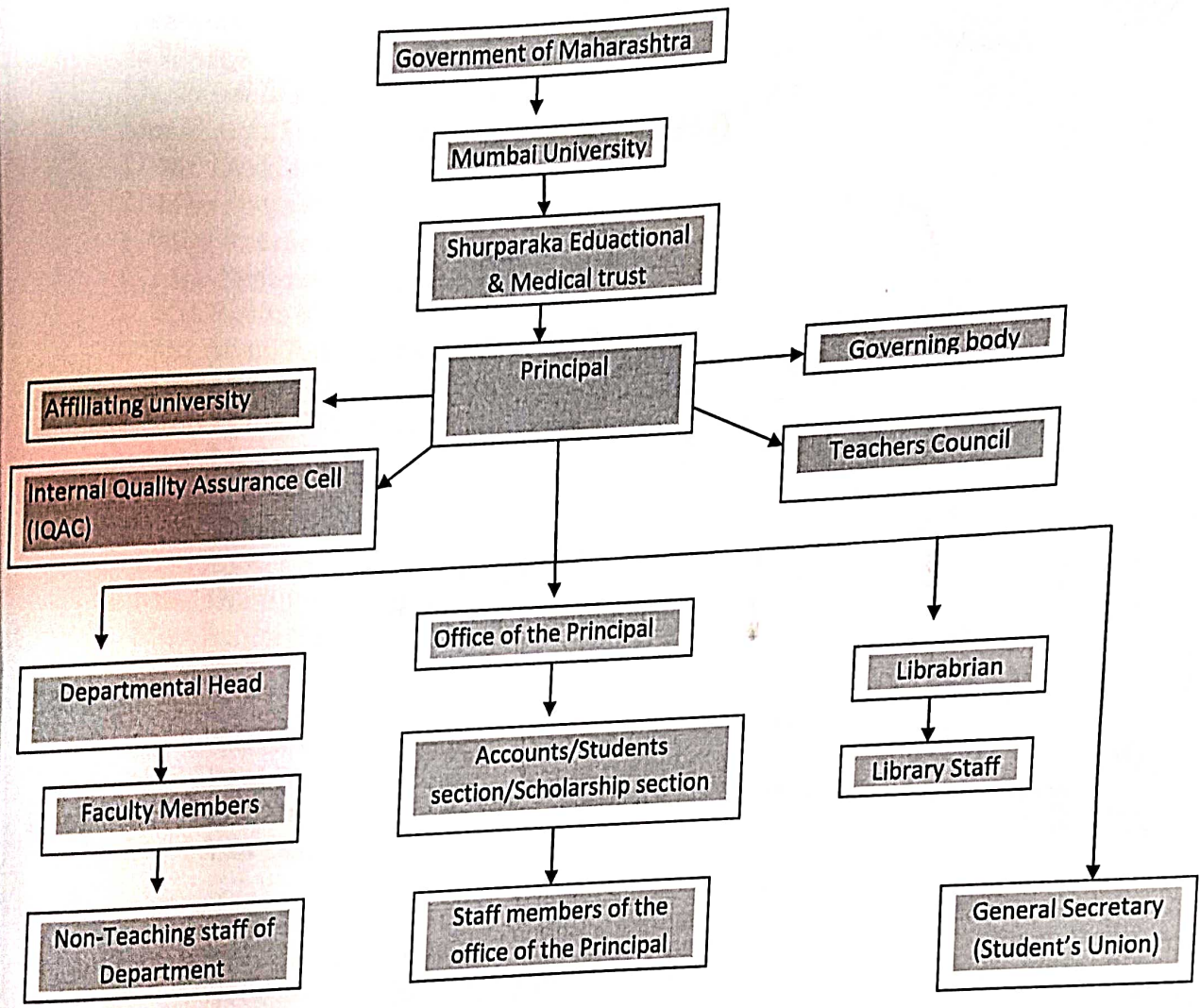


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ADMINISTRATIVE STRUCTURE OF M.B. HARRIS COLLEGE OF ARTS & A.E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT



[Handwritten Signature]
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
 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.

