



**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. \_\_\_\_\_

Date \_\_\_\_\_

**WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF**

M.B. Harris college of Arts & A.E. Kalsekar college of Commerce & Management believes that the well being of teaching and non-teaching staff is important for effective functioning of the Institute, for this, the college has implemented the following measures:-

**GENERAL MEASURES**

1. Casual leaves are granted annually in accordance with the regulations.
2. The policy grants 6 month of maternity leave.
3. EPF
4. Emergency Medical Centre
5. Incremental adjustments are executed in accordance with established guidelines.
6. Remuneration is promptly deposited in the account.
7. A costless library with electronic resources is accessible.
8. Arranging an annual day trip/outdoor excursion.
9. On notable occasions, employees receive their wages beforehand.
10. Health promotion initiatives such as cancer education, yoga classes, and organ contribution.
11. The college offers a staff ward concession policy for professional courses such as BMS, B.Com, BAF, and BSC-IT if a staff member's child is admitted.
12. A discounted tuition policy is available for exceptional students based on merit and scholarship when enrolling in the college.
13. The campus has a canteen that offers affordable food and snacks.
14. Every year, the college recognises outstanding performance by its faculty and staff through awards.
15. Tea is served to faculty and staff during break time, and they are honoured for their birthdays and accomplishments.
16. Staff Complaints Department

17. International Day of Yoga
18. 15 days paid leave is granted for marriage purpose of employees.
19. Special staff parking is provided.
20. Wifi facility is provided to all teaching & non-teaching staff.

### MEASURES FOR TEACHING AND NON TEACHING STAFF-

1. Orientation day programme for teachers at the beginning of the academic session
2. Incentives for Ph.D and SET / NET qualified staff
3. Workshops and seminars are organized for the development of faculty members
4. One week Duty Leave per year for attending workshop and seminar when no classes are running.
5. Financial Assistance and Duty Leaves are provided for attending national and international conference by the teachers
6. Faculty members pursuing Ph.D, can use the resources of the college like library facility, computers, printer, stationery etc.
7. Common computer system is provided as IT facility for teachers in each staff room
8. If a faculty takes leaves due to examinations, necessary alternate arrangements are made accordingly
9. 'Duty Leave' facility for taking guest lectures in some other institute/university
10. Teachers' day is celebrated by the college
11. Gathering and celebration for teachers and staff at the end of the academic session

### MEASURES FOR IV<sup>th</sup> CLASS EMPLOYEES-

1. Free uniform & shoes are provided to supporting staff of the college
2. To enhance the working excellence, training and personality development programmes are provided to non teaching
3. Financial assistance is provided in case of emergencies.



Principal

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

Name of the employee	QUALIFICATION	TOTAL YEARS OF EXPERIENCE	EXISTING SALARY 2018-19	2019-20 SALARY INCREMENT	2019-20 SALARY	2022-23 SALARY INCREMENT	2022-23 SALARY	2023-24 SALARY INCREMENT
MRS ROHITA K. RAUT	MA, B.Ed, Mphil	11 yrs	14500	1500	16000	1500	17500	1500
MR. SHAIKH IRSHAD	PHD, M.com, M.Ed, MBISET, NET	11 yrs	30000	3000	33000	3000	36000	4000
MISS ELAKSHI TAWADE	M.Com	11 yrs	28000	3000	31000	2250	33250	2000
MISS RUKSAR RAHIM KHAN	M.Com, MBISET	10 yrs	18500	2000	20500	2000	22500	2500
MRS. SUJATA YADAV	PHD, M.Com, B.Ed, M.Phil	11 yrs	19500	1500	21500	1500	23000	2000
MR. SHAIKH SHAHID SULEMAN		L	17500	1500	19000	1500	20500	0
MISS DIKSHA VAJE	M.Com, MBISET	9 yrs	18500	2000	20500	2000	22500	2500
MISS MONA DEDHIYA	MA, B.Ed	10 yrs	16500	2000	18500	1500	20000	2000
MRS. NAMRATA GURJAR	B.com, B.Lib, I.Sc	17 yrs	17488	2250	19738	2500	22238	2000
MRS. SAIIRA RAIS SHAIKH		16 yrs	10050	1125	11175	1000	12175	1000
MRS. SHAIKH FATIMA		10 yrs	8750	1125	9875	1000	10875	1000
MR. SHAKEEL PALOBA	B.E.		9800	1125	10925	1000	11925	0
MRS. ANWARI ABEDUS SHAIKH		10 yrs	7500	1125	8625	1000	9625	1000
MRS. SHAIKH TEHSEEN	M.Com, (Mgt), M.Com(Com)	7 yrs	16000	2000	18000	1500	19500	2000
MRS. SANA PATEL	M.Com	7 yrs	12500	2000	14500	1500	16000	2000
MS. POOJA SIRSHEKHAR	MBA, PGPM, SET	6 yrs	14000	2000	16000	3000	19000	4000
MR ABDUL KEHMAN MULLA		L	10000	1500	11500	1000	12500	0
MR SHAIBAZ SHAIKH	B.Com, B.Lib, MSH (Accounts), MSCIT	7 yrs	5000	2000	7000	2000	9000	2000
MR HASHIM		L	4000	500	4500	500	5000	500
MR. RAJESH	HSC	7 yrs	7000	1125	8125	1000	9125	1000
MR. IBRAHIM CHAUHAN	M.Com	6 yrs	11000	2000	13000	3000	16000	2000
MRS SHAHIDA	M.Com, (Mgt), M.Com(Com)	9 yrs	18000	2000	20000	1500	21500	2000
MRS KANCHAN NAG	MSCIT, B.Ed	7 yrs	0	0	0	0	15000	2000
MR AAFIQUE KHANZADA		3 yrs	0	0	12125	1000	13125	0
MR MOHAMMED CHAWRE	M.Com	4 yrs	0	0	15000	1500	16500	2000
MS MAMTA HATI		L	0	0	15000	1500	16500	0
MS SANA MOHAMMED SIDDIQUI	MSC(Maths), Bed	3 yrs	0	0	12000	3000	15000	2000
MS DANGE AYESHA	MA	3 yrs	0	0	8000	1000	9000	1500
MR GOKUL KUVESKAR	MA, Bed	3 yrs	0	0	12000	1000	13000	1500
MS SUMMAIYA SHAIKH	BA	4 yrs	0	0	5000	2500	7500	1500
MS. SAKINA PARIHAR	HSC	3 yrs	0	0	5000	1000	6000	1500
MR RIYAZ SAYYED		2 yrs	0	0	0	0	8000	1500



MR.FIROZ AHMED	MA, M.LB,NET,SET,PHD	L	0	0	0	0	10000	0
MRS.NIKHAT SAYED	MA, Bed	L	0	0	0	0	10000	0
MR.GOKUL GITE	M.Com,MHSET,NET JRF	L	0	0	0	0	10000	0
MISS HEENA SHAIKH	B.E, MSCIT	2 yrs	0	0	0	0	15000	0
MR.SALMAN KHAN	BSCIT,MSCIT	1 yrs	0	0	0	0	15000	0
MR.SANJAY BULRKHAV	MP.Ed	1 yrs	0	0	0	0	9000	0
MR.B.A KULKARNI	BA, MSCIT	L	0	0	0	0	15000	0
MR.NAVEEN		2 yrs	0	0	0	0	8000	1000
<b>Total</b>			<b>314088</b>	<b>38375</b>	<b>437088</b>	<b>49250</b>	<b>601338</b>	<b>51000</b>



Member Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
1	10106271600	ANFALE ASLAM KHANZADA	AJAFDOR ASLAM KHANZADA	14,375	11,206	11,206	11,206	1,352	908	414	0	0	-	-	-	N.A.
2	10106272963	AMORA A SHARH	ABDUL SALAM SHARH	11,625	8,811	8,811	8,811	1,033	717	318	0	0	-	-	-	N.A.
3	10106272863	ILAKSHI TARRADE	ILAKSHI TARRADE	22,875	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
4	10106272871	SHARH FATMA	FATEMA SHARH	12,675	10,758	10,758	10,758	1,281	895	395	0	0	-	-	-	N.A.
5	10106272742	SHARH IRSHAD	IRSHAD SHARH	43,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
6	10106272713	MONA NIKESH DEHRAYA	MONA NIKESH DEHRAYA	23,500	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
7	10106273537	NAMRATA NAVIN GURJAR	NAMRATA NAVIN GURJAR	25,725	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
8	10106272752	ROHITA KETAN RAUT	ROHITA KETAN RAUT	20,500	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
9	10106273781	KUNWAR RAJESH KUMAR	KUNWAR RAJESH KUMAR	0	0	0	0	0	0	0	30	0	-	-	-	N.A.
10	10106273982	SAPRA RAB SHARH	SAPRA RAB SHARH	14,175	11,868	11,868	11,868	1,428	897	428	0	0	-	-	-	N.A.
11	10106273902	SHARH SHAHELA SHARH	SHARH SHAHELA SHARH	25,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
12	10095707800	TEHSEEN BILAL SHARH	TEHSEEN BILAL SHARH	23,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

Notes:

- 1) UANs are prefixed with Asterisk sign (\*) in case AADHAAR is not seeded /unverified
- 2) EPS Contribution Remitted is prefixed with Hash sign (#) when Member's age is more than 58 years. Please ensure that this is the case of "Deferred Pension".
- 3) UANs are prefixed with Hash sign (#) when EPF wage is greater than 15000 and Para-26 declaration is required.

PMRPY Benefit Not Given Remarks :-

ABRY Benefit Not Given Remarks :-

Reason Code	Reason Name
EC10001	ECR already filed for this member
EC10002	Parallel Employment: ECR already filed for this
EC10003	Benefit already availed for this member
EC10004	Gross/EPF wages greater than 15,000/-
EC10005	Mismatch in EPF and EPS wages
EC10006	Mismatch in Due and Remitted values
EC10007	UAN Deactivated

Reason Code	Reason Name
GK10001	EPF wages are greater than or equal to 15,000/-
GK10002	Mismatch in EPF and EPS wages
GK10003	EPF contribution remitted is greater than due remittance
GK10004	EPS contribution remitted is greater than due remittance
GK10005	(EPF - EPS) difference contribution remitted is greater than due
GK10006	EPS contribution remitted is greater than due remittance
GK10007	Aadhaar not seeded





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: 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. Zahid Khan

Principal

Shurparaka Educational & Medical Trust  
Dr. Mohammad Khalid  
A. E. Kalsekar College of Arts & 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  
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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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
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.



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



05/09/2023

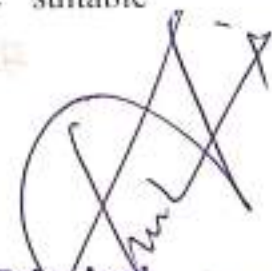
Notice

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  
Dr. Mohan Kumar Anand  
Smt. K. 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. Mohammad Khalid Ahmad*  
Principal  
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)  
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN - 401 203, (MAHARASHTRA)

**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.



2

**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)**

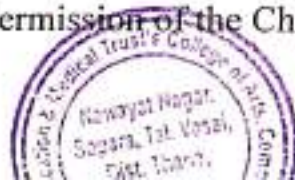
1/12/2023


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

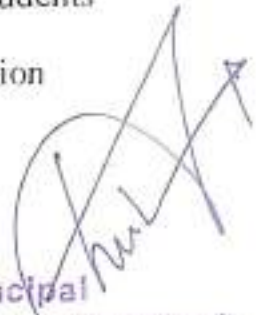
**Business transacted:**

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  
Shri. Education & Medical Trust's  
M. J. Ferris College of Arts &  
A. C. National College of Commerce & Management  
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 263.



S.E.M.T'S  
MOINUDDIN B. HARRIS COLLEGE OF ARTS,  
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.  
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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  
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**A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.**  
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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. Maharashtra 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**

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(Affiliated to the University of Mumbai)  
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

No. Educational & Medical Trust's  
J. Harris College of Arts &  
College of Commerce & Management  
Nawayat Nagar (W), Tal. Vasai, Dist. Palghar - 401 203