



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. 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  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
Nailasopara (W); Tal. Vasai, Dist. Palghar - 401 203.





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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.



**Principal**

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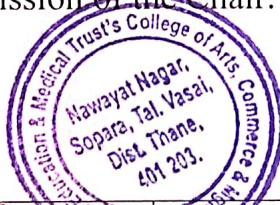
05/09/2023


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  
Shri. 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. M.K. Ahmad*  
Principal  
Dr. Mohammed Khalil Ahmad  
Principal  
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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**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  
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2

**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)**

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**

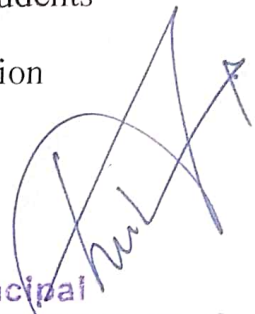
**Business transacted:**

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  
Shubparaka Educational & Medical Trust's  
Dr. Mohammad Khalil Ahmad  
M. A. Harris College of Arts &  
Principal, Chairperson IQAC  
A. L. Kalsekar College of Commerce & Management  
Nallasopara (W); Tal. Vasai, Dist. Paighar - 401 263.





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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  
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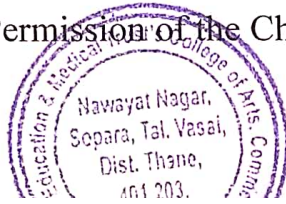
28/04/2024


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



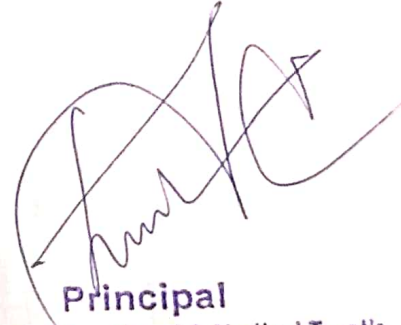
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**Action Taken Report**  
**(For 30<sup>th</sup> April 2024 Meeting)**

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 College of Arts, Commerce & Management  
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203