



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

10/7/2017

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 15<sup>th</sup> July, 2017 at 11.00 a.m. 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 appoint Qualified Staff.
3. To reorganize the IQAC member and Criterion Head.
4. To verify all Committee, Department and Criterion Report & PPT
5. To overview the preparation made in relation to the NAAC PTV dates are 19-20 September/3-4 October/9-10 October.
6. To finalize the Banner, Poster and Tags to be display on important places in College premises.
7. To fix the date of MOCK visit.
8. To invite Experts Faculties to deliver lecture on, how to maintain the Documents, Files and PPT.
9. To approve Academic Calendar and Perspective Plan
10. Any other matter with Permission of the Chair.



Principal  
 Dr.M.K. Ahmad

Shurpan...  
 A. E. Kalsek...

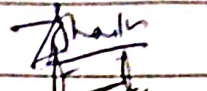
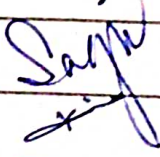


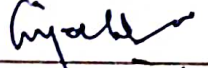

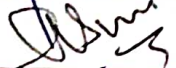

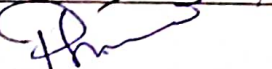
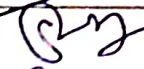

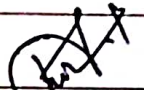

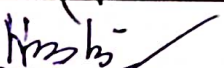


Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagir Dange	<i>Sagir</i>	Ms. Elakshi Tawde	<i>Elakshi</i>
Mr. Khalid Chinde	<i>Khalid</i>	Miss. Mona Dedhia	<i>Mona</i>
Mr. Najib Chawre	<i>Najib</i>	Mr. Shahid Shaikh	<i>Shahid</i>
Mr. Asim Khan	<i>Asim</i>	Miss Diksha Vaje	<i>Diksha</i>
Dr. Asmat Patel	<i>Asmat</i>	Mrs Shahida Shaikh	<i>Shahida</i>
Mr Burhan R. Harris		Miss. Ruksar Khan	<i>Ruksar</i>
Dr. M.K Ahmad	<i>M.K Ahmad</i>	Mr. Akash Bhan	<i>Akash</i>
Mr. Hanif Munshi	<i>Hanif</i>	Mr. Tahir Khatib	<i>Tahir</i>
Mr. Moin Chinde	<i>Moin</i>		

Nallasopara (VI) ... Management  
 Pin - 401 203.

The Minutes of the IQAC Meeting held on Saturday, 15<sup>th</sup> July, 2017

The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B.Harris College of Arts, A.E.Kalsekar College of Commerce and Management was held on Saturday, 15<sup>th</sup> July, 2017 in the Conference Room at 11.00 am.

Following members were present:

Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R.Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr. Akash Bhan	
Mr. Hanif Munshi		Mr. Tahir Khatib	
Mr. Moin Chinde			

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:**

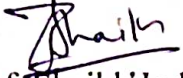
1. Prin. Dr. M.K. Ahmad, Chairman of Internal Quality Assurance Cell (IQAC) welcomed all the members of IQAC.
2. Principal suggested to have interview for Qualified and approved Staff Advertisement approved from University and putting ADD in Newspaper
3. New IQAC member and Criterion Head was formed on advice of Principal and IQAC Coordinator.
4. Principal verified all Committee, Department and Criterion Report & PPT.
5. Principal review the preparation made in relation to the NAAC PTV dates are 19-20 September/3-4 October/9-10 October.
6. Members finalize the Banner, Poster and Tags to be display on important places in College premises. Such as Tag like "Save Water, Switch off Fan and Light when not required"
7. Trustee and Principal Finanlize the dates of MOCK visit on 4<sup>th</sup> & 5<sup>th</sup> August 2017.
8. Experts Faculties like Dr. Khurade, (Principal of DTTS College, Malad), Dr. V.N. Yadav, (Principal of S.N. College, Bhayendar), Dr M.Z. Farooqui (Former, Principal of Rizvi College), Dr. Annjum Ara Ahmad (In-charge Principal, Rizvi College) and Dr. Carolin Disouza (Asst. Prof. DTTS College, Malad), to deliver lecture on, how to maintain the



Documents, Files and PPT. Experts also given suggestion about the functioning of Alumni, P.T.A and Cultural Committee.

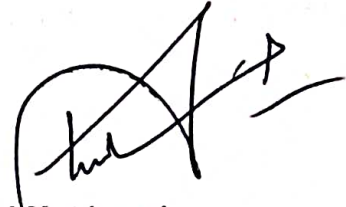
9. All the suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.



Prof. Shaikh' Irshad W.

IQAC Coordinator



Dr. M.K.Ahmad

Principal, Chairperson IQAC



**Principal**

Shurparaka Education & Medical Trust's

M. I. ...

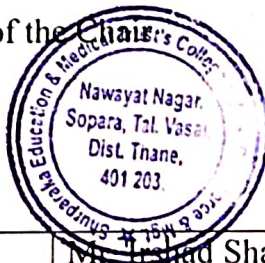
A. E. Kalsekar ... & Management  
Nallasopara (W), Tal. Palghar, Dist. Palghar - 401 203.

21/3/2018

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 24<sup>th</sup> March, 2018 at 10.00 a.m. 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. Apply to UGC 2f & 12B Recognition Certificate
3. Apply to Post Graduate Course (M.Com, M.A, B.SC I.T)
4. Apply for Additional Subject
5. Apply for Certificate Course
6. To set up New Health Care Unit
7. To Set up Language Lab
8. High Drop Out Ratio Issue
9. To apply for En-List (Online Research Library)
10. To enable WIFI enabled Campus
11. To apply for Academic & Nature Audit
12. To open Alumini Association Bank Account
13. To make Compose Pit
14. To make provision of Solar Panel system
15. Any other matter with Permission of the



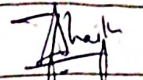
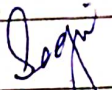

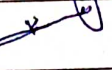

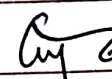
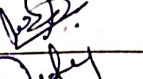


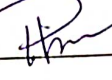

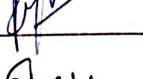

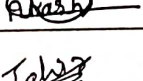
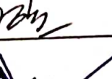

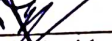
Principal  
Shurparak Education & Medical Trust's  
M. B. Harris College of Arts &

A. E. Kalsekar College of Commerce & Management  
Nallasopara (W), Dist. Palghar - 401 203.

Dr. Zahir Kazi		Mr. Insaf Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R. Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr. Akash Bhan	
Mr. Hanif Munshi		Mr. Tahir Khatib	
Mr. Moin Chinde			

**The Minutes of the IQAC Meeting held on Saturday, 24<sup>th</sup> March, 2018**  
 The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B.Harris College of Arts, A.E.Kalsekar College of Commerce and Management was held Saturday, Saturday, 24<sup>th</sup> March, 2018 at 10.00 a.m. in the Conference Room.

**Following members were present:**


Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R.Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr. Akash Bhan	
Mr. Hanif Munshi		Mr. Tahir Khatib	
Mr. Moin Chinde			

The meeting was started with the Tilavate 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.

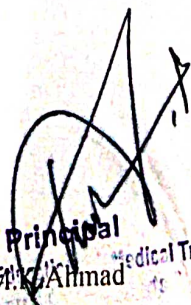
**Business transacted:**

1. Principal instructed to Miss Elakshi Tawade to look after UGC 2f & 12B Recognition procedure
2. Principal directed Mrs. Namrata to apply for Post Graduate Course (M.Com, M.A, and B.SC I.T) and additional Subject
3. Principal suggested to apply for Certificate Course like Urdu, Persian and German
4. It was decided to set up New Health Care Unit in Room No 202.
6. Principal suggested to have Language Lab in Computer Lab.
7. Principal directed both Coordinators to look after High Drop out Ratio Issue
8. Principal instructed to Mr. Firoz to apply for En-List (Online Search Library)
9. For the benefit of student, Management will give WIFI Tender to professional people.
10. Principal also suggested to have Academic & Nature Audit
11. Alumni Association Bank Account should be opened in Bassein Catholic Bank.
12. It was decided to have Compose Pit near Canteen
13. Solar Panel system work was assigned to
14. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.

  
 Prof. Shaikh Irshad W.  
 IQAC Coordinator



  
 Principal  
 Dr. M.K. Ahmad  
 Chairman IQAC



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)

21/6/2018

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 23<sup>rd</sup> June, 2018 at 10.00 a.m 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. Appointment of Trained and Qualified Teaching Staff
3. Appointment of Library Assistant.
4. To reconstitute the member of IQAC and Criterion Head.
5. To approve Academic Calendar To approve Academic Calendar and Perspective Plan
6. To review the work of all Committee, Department and Criterion Report
7. Any other matter with Permission of the Chair.



A. E. Kalsekar  
Nallasopara

Principal  
Dr. M.K. Ahmad  
Shurparaka Education & Medical Trust's  
M.P.

Principal  
Dr. M.K. Ahmad

Shurparaka Education & Medical Trust's

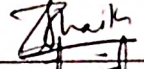
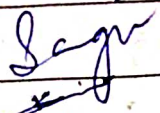
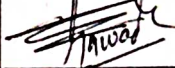
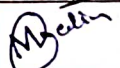
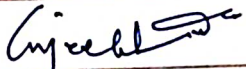

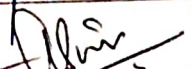
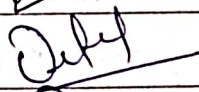
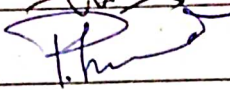

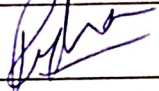
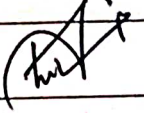
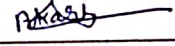

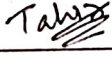
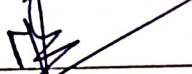
Management  
- 401 203.

Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R. Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr. Akash Bhan	
Mr. Hanif Munshi		Mr. Tahir Khatib	
Mr. Moin Chinde			

**The Minutes of the IQAC Meeting held on Saturday, 23<sup>rd</sup> June, 2018 at 10.00 a.m.**

The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B.Harris College of Arts, A.E.Kalsekar College of Commerce and Management was held on Saturday, 23<sup>rd</sup> June 2018 at 10.00 a.m. in the Conference Room.

**Following members were present:**

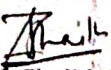
Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R.Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr. Akash Bhan	
Mr. Hanif Munshi		Mr. Tahir Khatib	
Mr. Moin Chinde			

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.

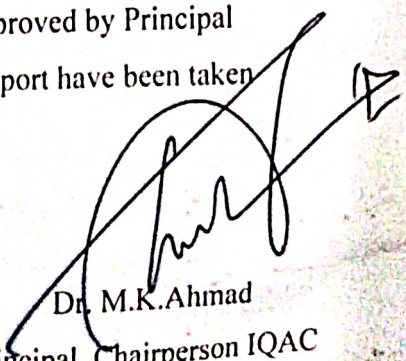
**Business transacted:**

1. Principal suggested to appointment Trained and Qualified Teaching Staff
2. Principal recommended appointment of Library Assistant.
3. IQAC Coordinator reconstitutes the member of IQAC and Criterion Head.
4. Academic Calendar and Perspective Plan have been approved by Principal
5. Review of all Committee, Department and Criterion Report have been taken
6. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.

  
Prof. Shaikh Irshad W.  
IQAC Coordinator



  
Dr. M.K. 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. Thane, 401 203.



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

26/4/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Tuesday, 30<sup>th</sup> April, 2019 at 10.30 a.m. 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. Apply for Certificate Course (German & Persian).
3. Review the application process of Post Graduate and Graduate courses (M.Com and BAF)
4. To discuss on admission of students for next academic year
5. Preparation of Academic Calendar.
6. To discuss on Semester Exam at College during the month of May
7. To review the work of all Committee, Department and Criterion Report
8. Any other matter with Permission of the Chair



Principal  
Dr. Rinku Shah

Shurparaka Education & Medical Trust's  
A. E. Kalsekar  
Nallasopara  
gen  
-401 203


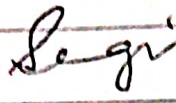

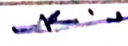
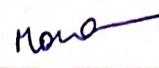
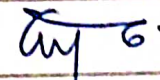



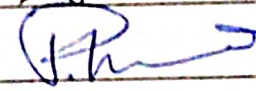


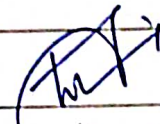

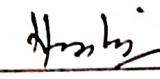
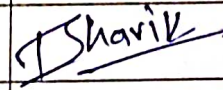
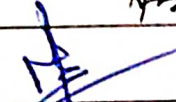
Dr. Zahir Kazi		Mr. Burhan Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R. Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr. Akash Bhan	
Mr. Hanif Munshi		Mr. Bhavik Chauhan	
Mr. Moin Chinde			



The Minutes of the IQAC Meeting held on Tuesday, 30<sup>th</sup> April, 2019 at 10.30 a.m.

The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B.Harris College of Arts, A.E.Kalsekar College of Commerce and Management was held Tuesday, 30<sup>th</sup> April, 2019 at 10.30 a.m. in the Conference Room.

Following members were present:

Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagirdange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R.Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr. Akash Bhan	
Mr. Hanif Munshi		Mr. Bhavik Chauhan	
Mr. Moin Chinde			

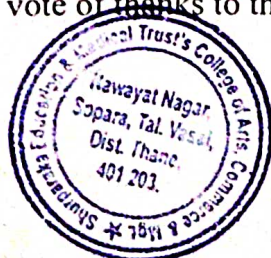
The meeting was started with the Tilawate Quran recited by Mr. Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K.Ahmad read the minutes of the previous meeting of IQAC and confirmed unanimously.

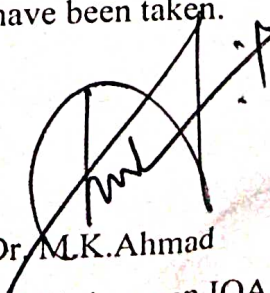
**Business transacted:**

1. Principal taken review of Certificate Course (Urdu and Persian) procedure
2. Principal direct the administrative staff to look after the process of M.Com and BAF Course
3. Administrative staff was instructed to look after the advertisement work with the help of Banner, Poster and Hand Bill.
4. Principal directs the IQAC coordinator to prepare Academic Calendar.
5. Exam Department was instructed to look after Semester wise Exam and give details of Classroom and Teachers required.
6. Review of all Committee, Department and Criterion Report have been taken.
7. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.

  
Prof. Shaikh Irshad W.  
IQAC Coordinator



  
Dr. M.K. 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. Vasal, Dist. Thane - 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)

13/6/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 15<sup>th</sup> June, 2019 at 10.00 a.m 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. Appointment of Trained and Qualified Teaching Staff
3. To reconstitute the member of IQAC and Criterion Head.
4. To approve Academic Calendar and Perspective Plan
5. To approve Prospectus and Magazine
6. To discuss on requirement of Infrastructure
7. To review the advertisement process for admission of Graduate and Post Graduate Courses
8. Any other matter with Permission of the Chair.




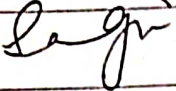


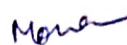
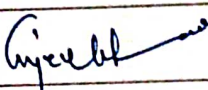
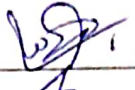
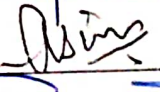
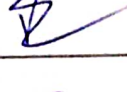
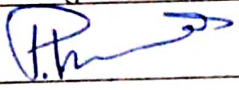

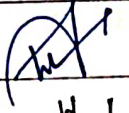
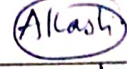
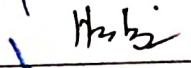


Principal  
Dr. M.K. Ahmad  
Shurparaka Education & Medical Trust's  
M. B. ...  
A. E. Kalsekar  
Nallasopara

Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R. Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr. Akash Bhan	
Mr. Hanif Munshi		Mr. Bhavik Chauhan	
Mr. Moin Chinde			

**The Minutes of the IQAC Meeting held on Saturday, 15<sup>th</sup> June, 2019 at 10.00 a.m.**

The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B.Harris College of Arts, A.E.Kalsekar College of Commerce and Management was held on Saturday, 15<sup>th</sup> June 2019 at 10.00 a.m. in the Conference Room.

**Following members were present:**

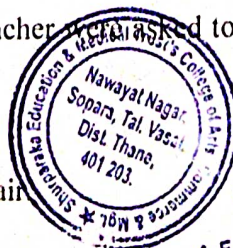
Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R.Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr.Akash Bhan	
Mr. Hanif Munshi		Mr. Bhavik Chauhan	
Mr. Moin Chinde			

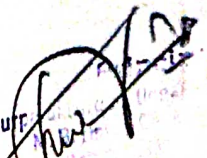
The meeting was started with the Tilawate Quran recited by Mr.Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K.Ahmad welcomed all the members and read the minutes of the previous meeting of IQAC and confirmed unanimously

**Business transacted:**

1. Principal suggested to appointment Trained and Qualified Teaching Staff
2. IQAC Coordinator reconstitutes the member of IQAC and Criterion Head.
4. Academic Calendar and Perspective Plan have been approved by Principal
5. Principal approved the Prospectus and Magazine for this academic year
5. Review of all Committee, Department and Criterion Report have been taken
6. Department of Traditional Course and Self Finance Course were asked to give requirement of Class, Benches, Board and Projectors
7. Advertisement process were reviewed for admission of Graduate and Post Graduate Courses. Teachers were asked to give a call to Ex students for M.Com Courses and to those students who had not taken admission. Arts Teacher were asked to go to different Schools, College and conduct seminar for Arts Courses
8. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair



Shri   
A. E. Kalsekar

Trusts  
&  
Management  
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)

27/04/2020

Dear Sir/Madam,

An Online Zoom meeting of Internal Quality Assurance Cell (IQAC) will be held on Thursday, 30<sup>th</sup> April, 2020 at 10.00 a.m. 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 and SY Students
3. To discuss for Online Revision Lecture for all streams of Third Year Students
4. To review the work of all Committee, Department and Criterion Report
5. To organize Online Webinar, Workshop, Faculty Development Program and Conference
6. To make a provision for Online Payment of Fees
7. To discuss on various facilities required for smooth functioning of College Administration during Covid - 19
8. Any other matter with Permission of the Chair.



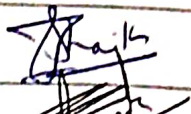
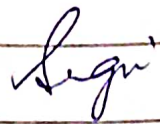
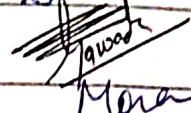
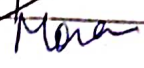
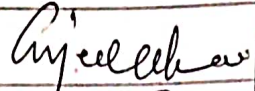
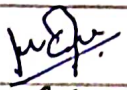
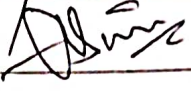

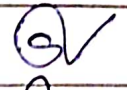

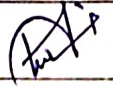
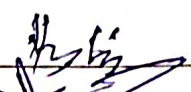
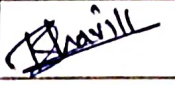

Principal  
Shurparaka Education & Medical Trust's  
M. B. Harris College of Arts, Commerce & Mgt.

Dr. Zahir Kazi	Mr. Irshad Shaikh	Principal
Mr. Sagir Dange	Ms. Elakshi Tawde	Principal
Mr. Khalid Chinde	Miss. Mona Dedhia	Principal
Mr. Najib Chawre	Mr. Shahid Shaikh	Principal
Mr. Asim Khan	Miss Diksha Vaje	Principal
Dr. Asmat Patel	Mrs Shahida Shaikh	Principal
Mr Burhan R. Harris	Miss. Ruksar Khan	Principal
Dr. M.K Ahmad	Mr. Akash Bhan	Principal
Mr. Hanif Munshi	Mr. Bhavik Chauhan	Principal
Mr. Moin Chinde		

**The Minutes of the IQAC Meeting held on Thursday, 30<sup>th</sup> April, 2020 at 10.00 a.m.**

The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B.Harris College of Arts, A.E.Kalsekar College of Commerce and Management was held Online Zoom Meeting on Thursday, 30<sup>th</sup> April, 2020 at 10.00 a.m. in the Conference Room.

**Following members were present:**

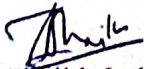
Dr. Zahir Kazi		Mr. Irshad Shaikh	
Mr. Sagir Dange		Ms. Elakshi Tawde	
Mr. Khalid Chinde		Miss. Mona Dedhia	
Mr. Najib Chawre		Mr. Shahid Shaikh	
Mr. Asim Khan		Miss Diksha Vaje	
Dr. Asmat Patel		Mrs Shahida Shaikh	
Mr Burhan R.Harris		Miss. Ruksar Khan	
Dr. M.K Ahmad		Mr.Akash Bhan	
Mr. Hanif Munshi		Mr. Bhavik Chauhan	
Mr. Moin Chinde			

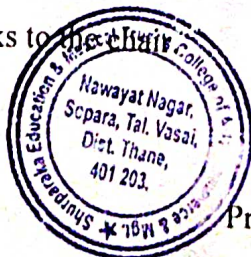
The meeting was started with the Tilawat Quran recited by Mr. Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K. Ahmad read the minutes of the previous meeting of IQAC and confirmed unanimously.


**Business transacted:**

1. Principal discussed about the Semester End Exam of FY and SY Students
2. Principal suggested to take Online Revision lectures for all the stream of Third year students through Zoom App
3. Principal given suggestion on the presentation of all Committee, Department and Criterion Report
4. Principal made a committee for organising Online Webinar, Workshop, Faculty Development Program and Conference
5. Principal suggested to open a new Bank Account for accepting online fees from students.
6. Principal discussed on various facilities as per Covid -19 Norms given by Government from time to time for smooth functioning of College Administration
8. Suggestions from the members were noted.

The meeting ended with vote of thanks to

  
Prof. Shaikh Irshad W.  
IQAC Coordinator



  
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)

Date: 17<sup>th</sup> June 2020

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 20<sup>th</sup> June 2020 at 11.00 a.m 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 reconstitute the members of IQAC and Criterion Head.
3. To approve Academic Calendar and Perspective Plan
4. To approve Prospectus and Magazine
5. To discuss about various safety measures in regards of COVID - 19
6. To review the advertisement process for admission of Graduate and Post Graduate Courses
7. To discuss about various Online Learning Technique
8. Any other matter with Permission of the Chair.



Principal  
Dr. M.K. Ahmad  
Shurparaka Education Trust's

Dr. Zahir Kazi		Shahid Shaikh A. E. Kalsekar Nallasopara (W), Tal. Vasai, Dist. Thane, 401 203.	
Mr. Sagir Dange	Sagir	Mr. Ibrahim Chauhan	
Mr. Khalid Chinde		Miss Fatima Sayyed	
Mr. Najib Chawre		Mrs Tehseen Shaikh	
Mr. Asim Khan	Asim	Mrs Nagma Shaikh	
Dr. Asmat Patel		Mr Shaibaz Shaikh	
Mr Burhan R. Harris		Mr Abdul Rehman Mullah	
Dr. M.K Ahmad	M.K. Ahmad	Mrs. Diksha Vaje-Parab	
Mr. Hanif Munshi	Hanif Munshi	Mr. Suresh Rokkadekatti	
Mr. Moin Chinde		Mrs Sana Patel	
Mr. Irshad Shaikh	Irshad Shaikh	Mrs Shaikh Shahida	
Ms. Elakshi Tawde	Elakshi Tawde	Mrs Pooja Shirsekar	
Miss. Mona Dedhia	Mona	Mrs Rohita Raut	
Miss Murel Rodrigues	Rodrigues	Ms Ruksar Khan	
Miss Mamta Hati	Mamta Hati	Mrs Kanchan Nag	
Mrs Sujata Yadav	Sujata Yadav	Mr. Akash Bhan	
Mr Atul Narkhede		Mr. Bhavik Chauhan	

**The Minutes of the IQAC Meeting held on Saturday, 20<sup>th</sup> June 2020 at 10.00 a.m.**

The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B. Harris College of Arts, A.E. Kalsekar College of Commerce and Management was held on Saturday 20th June 2020 at 11.00 a.m. in the Conference Room.

Following members were present:

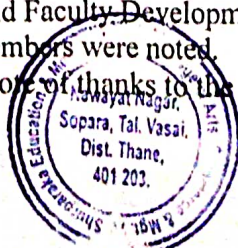
Dr. Zahir Kazi		Mr. Shahid shaikh	
Mr. Sagir Dange	Sagir	Mr. Ibrahim Chauhan	
Mr. Khalid Chinde		Miss Fatima Suyyed	
Mr. Najib Chawre		Mrs Tehseen Shaikh	
Mr. Asim Khan	Asim	Mrs Nagma Shaikh	
Dr. Asmat Patel		Mr Shaibaz Shaikh	
Mr Burhan R. Harris		Mr Abdul Rehman Mullah	
Dr. M.K Ahmad	M.K Ahmad	Mrs. Diksha Vaje-Parab	
Mr. Hanif Munshi	Hanif	Mr. Suresh Rokkadvatti	
Mr. Moin Chinde	Moin	Mrs Sana Patel	
Mr. Irshad Shaikh	Irshad	Mrs Shaikh Shahida	
Ms. Elakshi Tawde	Elakshi	Mrs Pooja Shirsekar	
Miss. Mona Dedhia	Mona	Mrs Rohita Raut	
Miss Murel Rodrigues	Rodrigues	Ms Ruksar Khan	
Miss Mamta Hati	Mamta	Mrs Kanchan Nag	
Mrs Sujata Yadav	Sujata	Mr. Akash Bhan	
Mr Atul Narkhede	Atul	Mr. Bhavik Chauhan	

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. Academic Calendar and Perspective Plan was approved by Principal
  3. Principal approved the Prospectus and Magazine for this academic year
  4. Various safety measures of Covid-19 were discussed based on the Government and University directives
  6. Various Publicity and Advertisement process like College & Staff account opening on Facebook, Instagram and Twitter were discussed. Teachers were asked to share Boucher, Prospectus and Pamphlet on various social media like WhatsApp and Telegram
  7. Principal advised all Teachers to put emphasis on Online Teaching Learning Technique like P.P.T, Pdf, recorded lectures on YouTube. Teachers were asked to join the webinar on E-Content Development Learning
  8. Seminar and Webinar committee were asked to organise various Webinar, Research Methodology Workshop and Faculty Development Program
  9. Suggestions from the members were noted.
- The meeting ended with vote of thanks to the chair.

Prof. Shaikh Irshad W.  
IQAC Coordinator



Principal  
Shurparak  
A. E. K. M. B. Harris College of Arts, A. E. K. Kalsekar College of Commerce and Management  
Dr. M. K. Ahmad  
Principal, Chairperson IQAC



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)

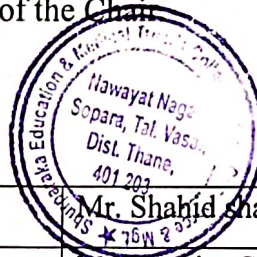
15/04/2021

Notice

Dear Sir/Madam,

An meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 17<sup>th</sup> April, 2021 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 promote Teachers to participate in FDPs, Orientation and Refreshers Course
5. To promote E-Content Development by Teachers
6. To apply for Diploma Course in Functional Arabic and Diploma in Computer Applications, Business Accounting and Multilingual DTP (CABA-MDTP)
7. Any other matter with Permission of the Chair



Principal  
Shurparaka Education Trust's  
M. B. Harris College of Arts & Management  
D. M. K. Ahmad  
Nallasopara, Vasai, Dist. Palghar - 401 203

Dr. Zahir Kazi		Mr. Shahid Shaikh	
Mr. Sagir Dange		Mr. Ibrahim Chauhan	
Mr. Khalid Chinde		Miss Fatima Sayyed	
Mr. Najib Chawre		Mrs Tehseen Shaikh	
Mr. Asim Khan		Mrs Nagma Shaikh	
Dr. Asmat Patel		Mr Shaibaz Shaikh	
Mr Burhan R. Harris		Mr Abdul Rehman Mullah	
Dr. M.K Ahmad		Mrs. Diksha Vaje-Parab	
Mr. Hanif Munshi		Mrs Sana Patel	
Mr. Moin Chinde		Mrs Shaikh Shahida	
Mr. Irshad Shaikh		Mrs Pooja Shirsekar	
Ms. Elakshi Tawde		Mrs Rohita Raut	
Miss. Mona Dedhia		Ms Ruksar Khan	
Miss Murel Rodrigues		Mrs Kanchan Nag	
Miss Mamta Hati		Mr. Akash Bhan	
Mrs Sujata Yadav		Mr. Bhavik Chauhan	



**The Minutes of the IQAC Meeting held on Saturday, 17<sup>th</sup> April, 2021 at 12.00 noon**

The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B. Harris College of Arts, A.E.Kalsekar College of Commerce and Management was held on Saturday, 15<sup>th</sup> April 2021 at 12.00 noon in the Conference Room.

**Following members were present:**

Dr. Zahir Kazi		Mr. Shahid shaikh	
Mr. Sagir Dange	<i>Sagir Dange</i>	Mr. Ibrahim Chauhan	
Mr. Khalid Chinde		Miss Fatima Sayyed	
Mr. Najib Chawre		Mrs Tehseen Shaikh	
Mr. Asim Khan	<i>Asim</i>	Mrs Nagma Shaikh	
Dr. Asmat Patel		Mr Shaibaz Shaikh	
Mr Burhan R. Harris		Mr Abdul Rehman Mullah	
Dr. M.K Ahmad		Mrs. Diksha Vaje-Parab	
Mr. Hanif Munshi		Mrs Sana Patel	
Mr. Moin Chinde		Mrs Shaikh Shahida	
Mr. Irshad Shaikh		Mrs Pooja Shirsekar	
Ms. Elakshi Tawde		Mrs Rohita Raut	
Miss. Mona Dedhia	<i>mona</i>	Ms Ruksar Khan	
Miss Murel Rodrigues	<i>Rodrigues</i>	Mrs Kanchan Nag	
Miss Mamta Hati		Mr. Akash Bhan	
Mrs Sujata Yadav		Mr. Bhavik Chauhan	

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
4. Principal asked all the Teachers to participate in Online FDP, Orientation, Short Term Course and Refresher Courses
5. Principal suggested to teachers to developed E-Content in the form of PPT, recorded YouTube Lecture
6. Principal directed to Shahid Sir to complete the process of application of Two year Functional Arabic Course and Persian Course and also review the process of already applied One year Diploma in Computer Applications, Business Accounting and Multilingual DTP (CABA-MDTP)
7. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.

*Irshad*  
Prof. Shaikh Irshad W.  
IQAC Coordinator



*Principal*  
Shurparaka Educational & Medical Trust's  
Dr. M.K. Ahmad  
Principal Chairperson IQAC



**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: 23<sup>th</sup> June 2021

**Notice**

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 26<sup>th</sup> June 2021 at 11.00 a.m 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 reconstitute the members as per NAAC circular for IQAC Cell
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 safety measures in regards of COVID - 19
8. To discuss about various Online Learning Technique, Seminar, Webinar, FDP, Inter-Collegiate Competition and celebration of National Day
9. To apply for one year Diploma Course in Persian Language Study Centre & BSC-IT
10. Any other matter with Permission of the Chair.



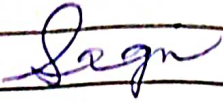
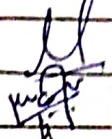
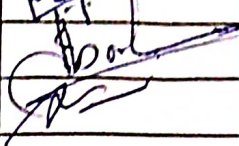

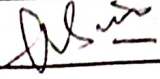
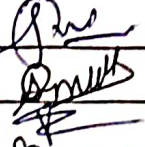
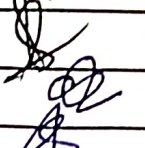
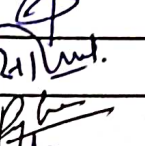
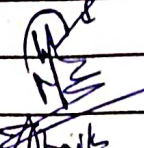
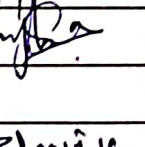
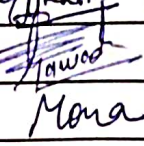
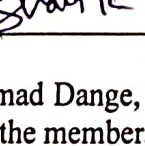
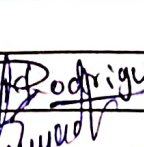

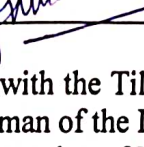
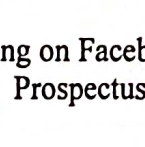
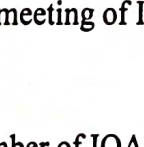
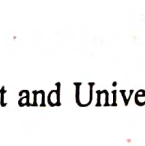
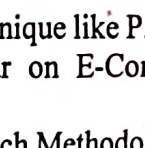
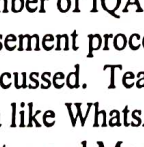
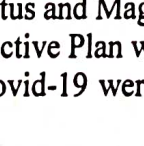
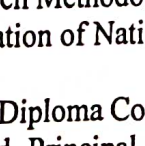
*(Signature)*  
**Principal**  
**Dr. M.K. Ahmad**  
 Shurparaka Road, Nawayat Nagar, Sopara (W), Tal. Vasai, Dist. Palghar - 401 203  
 A. E. Kalsekar College of Commerce & Management  
 Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203

Dr. Zahir Kazi		Miss Manita Flati	
Mr. Sagir Dange	<i>Sagir</i>	Mr. Shahid shaikh	<i>(Signature)</i>
Mr. Khalid Chinde		Mr. Ibrahim Chauhan	<i>(Signature)</i>
Mr. Najib Chawre		Mrs. Tehseen Shaikh	<i>(Signature)</i>
Mr. Asim Khan	<i>Asim</i>	Mr Shaibaz Shaikh	<i>(Signature)</i>
Dr. Asmat Patel		Mr. Abdul Rehman Mullah	<i>(Signature)</i>
Mr. Burhan R. Harris		Mrs. Diksha Vaje-Parab	<i>(Signature)</i>
Dr. M.K Ahmad		Mrs. Sana Patel	<i>(Signature)</i>
Mr. Moin Chinde		Mrs. Shaikh Shahida	<i>(Signature)</i>
Mr. Irshad Shaikh		Mrs. Pooja Shirsekar	<i>(Signature)</i>
Ms. Elakshi Tawde	<i>Elakshi</i>	Mrs. Rohita Raut	<i>(Signature)</i>
Miss. Mona Dedhia	<i>Mona</i>	Ms. Ruksar Khan	<i>(Signature)</i>
Mr. Mohammad Chawre		Ms. Ayesha Danghe	<i>(Signature)</i>
Miss Murel Rodrigues	<i>Murel Rodrigues</i>	Mr. Qais Sajjad Hussain	
Mrs. Sujata Yadav	<i>Sujata</i>	Mr. Bhavik Chauhan	<i>(Signature)</i>

The Minutes of the IQAC Meeting held on Saturday, 26<sup>th</sup> June 2021 at 10.00 a.m.

The meeting of Internal Quality Assurance Cell (IQAC) of SEMT's, M.B. Harris College of Arts, A.E. Kalsekar College of Commerce and Management was held on Saturday 26th June 2021 at 11.00 a.m. in the Conference Room.

**Following members were present:**

Dr. Zahir Kazi		Miss Mamta Hati	
Mr. Sagir Dange		Mr. Shahid shaikh	
Mr. Khalid Chinde		Mr. Ibrahim Chauhan	
Mr. Najib Chawre		Mrs. Tehseen Shaikh	
Mr. Asim Khan		Mr Shaibaz Shaikh	
Dr. Asmat Patel		Mr. Abdul Rehman Mullah	
Mr. Burhan R. Harris		Mrs. Diksha Vaje-Parab	
Dr. M.K Ahmad		Mrs. Sana Patel	
Mr. Moin Chinde		Mrs. Shaikh Shahida	
Mr. Irshad Shaikh		Mrs. Pooja Shirsekar	
Ms. Elakshi Tawde		Mrs. Rohita Raut	
Miss. Mona Dedhia		Ms. Ruksar Khan	
Mr. Mohammad Chawre		Ms. Ayesha Danghe	
Miss Murel Rodrigues		Mr. Qais Sajjad Hussain	
Mrs. Sujata Yadav		Mr. Bhavik Chauhan	

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. Various Publicity and Advertisement process like College & Staff account opening on Facebook, Instagram and Twitter were discussed. Teachers were asked to share Boucher, Prospectus and Pamphlet on various social media like WhatsApp and Telegram
3. Principal approved the Prospectus and Magazine for this academic year
4. Academic Calendar and Perspective Plan was approved by Principal
5. Various safety measures of Covid-19 were discussed based on the Government and University directives
6. Principal advised all Teachers to put emphasis on Online Teaching Learning Technique like P.P.T, Pdf, recorded lectures on YouTube. Teachers were asked to join the webinar on E-Content Development Learning
7. Seminar and Webinar committee were asked to organise various Webinar, Research Methodology Workshop, Faculty Development Program Inter-Collegiate Competition and celebration of National Day
8. Principal instructed Shahid Sir to complete the process of registration of One year Diploma Course in Persian Language Study Centre and necessary arrangement of document required. Principal also instructed to Miss Elakshi to make necessary arrangement of document required for BSC-IT
8. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair



**S.E.M.T'S**  
**MOINUDDIN B. HARRIS COLLEGE OF ARTS,**  
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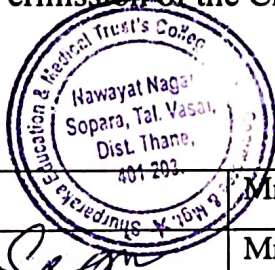
28/04/2022

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 30<sup>th</sup> April, 2022 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 and Annual Prize Distribution
5. Any other matter with Permission of the Chair.



Principal  
M.K. Ahmad  
Shurparaka Education & Medical Trust's  
College of Arts & Management  
Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203.

Dr. Zahir Kazi		Mr. Shahid shaikh	A. E. Kalsekar
Mr. Sagir Dange		Mr. Ibrahim Chauhan	
Mr. Khalid Chinde		Mrs. Tehseen Shaikh	
Mr. Najib Chawre		Mr Shaibaz Shaikh	
Mr. Asim Khan		Mr. Abdul Rehman Mullah	
Dr. Asmat Patel		Ms. Sumaiya Shaikh	
Mr. Burhan R. Harris		Mrs. Diksha Vaje-Parab	
Dr. M.K Ahmad		Mrs. Sana Patel	
Mr. Moin Chinde		Mrs. Shaikh Shahida	
Mr. Irshad Shaikh		Mrs. Pooja Shirsekar	
Ms. Elakshi Tawde		Mrs. Rohita Raut	
Miss. Mona Dedhia		Ms. Ruksar Khan	
Mr. Mohammad Chawre		Ms. Ayesha Dange	
Mrs. Sujata Yadav		Mr. Qais Sajjad Hussain	
Mrs. Sana Siddique		Mr. Bhavik Chauhan	
Miss Mamta Hati			