ACADEMIC AND ADMINISTRATIVE AUDIT

PERIOD : 2021-2023

Dr. Prakash R. Dongre (Chairperson)
Principal,
St. Joseph College of Arts & Commerce , Satpala

Dr. Dinesh Sanadi (Member)
Librarian
St. Joseph College of Arts & Commerce , Satpala

Ref. No. _____

Report of Academic Audit (2021-22 & 2022-23)   Date.: _____

1. Basic Information:

Name:	Shurparaka Educational & Medical Trust's
	M.B.Harris College of Arts & A.E.Kalsekar College of Commerce & Management
Address:	Nawayat Nagar, Nallasopara (W), Tal- Vasai, Dist-Palghar
City:	Nallasopara Pin: 401 203 State: Maharashtra
Website:	https://www.semtrustcollege.com

2. For Communication

Designation	Name	Mobile	Email
Principal	Dr. Mohammad Khalil Ahmad	99872 02200	Khalila8@gmail.com
Vice Principal	Mr. Irshad Wajid Shaikh	73872 55652	Irshadsemt.iqac@gmail.com
IQAC Co-ordinator	Mr. Irshad Wajid Shaikh	73872 55652	Irshadsemt.iqac@gmail.com

3. Status of the institution: Affiliated to University of Mumbai.

4. Date of Visit:

5. Name of Team Members:

9.03.2023

1. Dr. Prakash Dongre – Convener
Principal, St. Joseph College of Arts & Commerce, Satpala-Virar

2. Dr. Dinesh Sanadi ,Member
Librarian, St. Joseph College of Arts & Commerce, Satpala-Virar

6. Type of Institution

a. By Gender

i)	For Men	
ii)	For Women	
iii)	Co-education	√

b. By Shift

i)	Regular	√
ii)	Day	
iii)	Evening	

7. It is recognized minority institution

Yes	√	No.	

IQAC Coordinator
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &

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.

IQAC CLUSTER INDIA

INSPECTION COMMITTEE REPORT

FOR SEMT's M.B.HARRIS COLLEGE OF ARTS & A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT, SOPARA

The Academic and Administrative Audit Committee visited _____ College on:

Day Wednesday	Date: 9th March,2023	Time; 12.00 noon

The External Peer committee members for AAA appointed by Cluster Maharashtra are:

No	Name	Designation	Address	Signature
1.	Dr. Prakash R.Dongre	Chairman	St. Joseph College of Arts & Commerce , Sapala	
2.	Dr. Dinesh Sanadi	Member	St. Joseph College of Arts & Commerce , Sapala	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Mr. Najeeb Gulam Mustafa Chawre	Management representative	42,Nawayat Nagar,Opp Municipal Garden ,Sopara	
2.	Dr. Mohammad Khalil Ahmad	Principal	C/401,Pearl Horizon,Chandiwala Complex, Jogeshwari, Mumbai	
3.	Mr.Asim Khan	CDC member	Plot No.19,Flat no.2, Mayur Apt,CLG Ground, Bandra (W)	
4.	Mr. Shaikh Irshad Wajid	IQAC Incharge	Virar (E)	
5.	Mrs. Namrata Gurjar	Registrar or equivalent	Nallasopara (W)	
6.	Ms. Elakshi Tawade	Teacher representative	A/106,Shilpa Apartment,Navghar Rd. Bhayandar (E)	

Committee Chairman

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.

1 Academic and Administrative Audit

Section I: Basic Details of the Organization:

I	Name of the Trust/ Society	Shurparaka Educational & Medical Trust
	Address	Nawayat Nagar, Sopara Gaon, Nallasopara (W) Tal- Vasai, Dist-Palghar
	Phone no:	
	E-mail	semtcollege@yahoo.com
	Year of Establishment:	**31st March 1984**
II	Name of the College/ Institute:	Shurparaka Educational & Medical Trust's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management
	Address:	Nawayat Nagar, Nallasopara (W), Tal- Vasai, Dist- Palghar Pin: 401 203 State: Maharashtra
	Year of Establishment	20th April 2004
	Contact Details:	
	1. Telephone no with STD code	
	2. Fax no:	
	3. Mobile no of the organization	**9699274471**
	4. Organizational email:	semtcollege@yahoo.com
	5. Website address:	https://www.semtrustcollege.com
III.	**Institutional Status**	
	1. Affiliating University:	University of Mumbai
	2. Affiliation Status:	Temporary Affiliation
	3. UGC Approval	N.A
	4. Financial Status:	Self-Financing
IV.	**Type of College:**	
		a) By Gender - Co-Education
		b) By Shift - Regular

V.	Type of Faculty/Programme	Under Graduate: B.Com B.A. B.M.S. B.A.F. B.Sc.IT Post Graduate : M.Com (Advance accountancy)
VI.	Special status conferred	N.A
	UGC-Special Assistance Programme	

Section II

What are the Objectives to Conduct the Academic Audit

- To encourage departments to evaluate their education quality processes
- To assess the academic performance of the department as a whole
- To assess the academic performance of individual faculty in a department.
- To identify strengths and areas of improvement of faculty, departments and Institutes.
- To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

Section III: Governance Structure and Policies

No	Metric details	200		
1.	**Vision/ Mission and Goals (10)** The Vision and mission statement is understood by the staff. The aims and objectives are realistic and achievable Assessment Parameters:			
2.	**Principal (Regular. (approved)**			✓
	Name: Dr. Mohammad Khalil Ahmad			
3.	**CDC**			✓
	a) Meetings held since formation			
	b) Agenda, Minutes and Action Taken Report of each meeting. % implementation of decisions			
	c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.			
4.	**IQAC**			✓
	a) Is Committee formed according to the IQAC norms?			✓
	b) Number of Meetings held			✓
	c) Agenda, minutes and Action taken report			✓
	d) The working of the organizational IQAC is in tune with its vision and mission statements			✓
	e) Whether a Perspective plan is in place and is working? What is the % of success?			✓
	f) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	3/50		✓
	g) Whether the IQAC has a working committee at college level? Number of meetings by the working committee this year			✓
	h) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?		✓	
	i) Audits conducted other than AAA? (Green Audit/ Structural/ Energy /IT Audit/ Gender, etc.)		✓	
5.	**Student Council committee**			
	a) Whether the student council has been formed as per the norms?			✓
	b) Whether the student council is active?			✓
	c) Decisions made by student's council?			✓
	d) How active is the student council?			✓

4 　 Academic and Administrative Audit

	e) Student achievements related to the decisions done by student council			✓
6.	**Student Redressal Cell**			✓
	a) Redressal Policy of the college.			✓
	b) Number of meetings conducted per year? Decisions taken			✓
	c) Number and nature of complaints received? Action taken on it?			✓
	d) Redressal procedure?			✓
7.	**Internal Complaints Committee**			✓
	Is ICC constituted as per the norms? 1) Presiding officer, two faculties, 2) non-teaching, one NGO in related areas, 3) student representatives. With at least 5 women in the committee)?,			
	Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website?			
	Number of complaints received and action taken?			
	Number of meetings conducted and activities conducted by the Committee?			
8.	**Anti- ragging committee**			
	a) Whether notifications about anti-ragging are put up on the campus?			✓
	b) Awareness about anti ragging done?			✓
	c) Meetings and report of cases. Action taken?			✓
9.	**Student grievance cell and** its timely redressal • Proper committee formation and procedure for grievance filing. • Action taken on grievance.			
14.	AISHE – whether each year certificate is obtained and the organization is registered with AISHE 2021- 22	01		✓
	Departmental filing (department wise) 1. Departmental staff details, appointments, etc. 2. Workload, 3. Timetable, 4. Teaching plan and monthly teaching schedule. 5. Leaves record and necessary adjustments. 6. Departmental meetings, 7. Student list, 8. Result analysis, 9. Examination dates, 10. Question bank, 11. Question papers, 12. Notes, 13. Activity planning, 14. Practical manuals			

5 Academic and Administrative Audit

15. Remedial course planning and execution methodology			
16. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis.			
17. Teaching feedback and feedback analysis and action taken report on curriculum			
18. Student feedback on curriculum.			
19. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc.			
20. Annual Academic calendar			

Section III: Student Progression (current year data)

1.	Total number of students in the organization faculty wise/ year wise and number of girls and boys			✓
2.	Total Enrolment in the current year % enrolment in the present year against total number of seats(more than 80% / 70%/ 60% / less than 60%			✓
3.	% of category students a) percentage for current year b) efforts taken to fulfil the ratio c) % girl students			✓
4.	Students from other states			
5.	% Divyang students and efforts to attract them.			N·A·
6.	Total number of students appeared for final year (find dropout ratio also) % drop out of girls vs. boys			
7.	Total number of students passed in final year.			✓
8.	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)			✓
9.	Welfare schemes for students: its details and beneficiaries			✓
10.	Awards won by students from cultural events (national/ international/ state/ University/ Local)			N·A·
11.	Participation of students in cultural events(number of events and percent participation at college level)			✓
12.	Student participation in sports at international/ national/ state/ university/ local level)			✓
13.	Awards won in sports at various levels vs. total number of students			✓

6 | Academic and Administrative Audit

16.	Sports events conducted in college and percent participation and total number of games played		NA	✓
17.	Percent participation of students in a) NSS b) DLLE			✓
18.	Number of events conducted by NSS/ DLLE/ in one year (previous Year)			✓
19	Students completed graduation/ masters and employed by the college placement cell (give details) - Number of student registered for placement cell - No of trainings conducted by placement cell and students benefitted. - Students directly placed. - Students placed on campus through job fairs - Students placed off campus through job fairs. - Total number of MoU/ tie-ups created by institution in current year for placement. - % students who have gone for entrepreneurship/ family businesses.			✓
20.	Students who have pursued their education further (Progression) - % progression of students passed. - Areas (subject)and levels (masters/ M.Phil/ Ph.d/ D.Sc of progression. - % progressed into interdisciplinary areas.			✓
21	Capability enhancement schemes conducted. Percent enrolment and agencies involved Competitive exam cell/ career counselling/ remedial coaching/ language lab/ bridge courses/ yoga and meditation/ personal counselling/ any other			✓
25.	Registered alumni association No Alumni support: 1. % of new Alumni registered: New registered/passed out students X 100 (with all details) 2. Monetary Support • In terms of funds: up to 1 lakh per year • Up to 5 lakhs per year • Support more than 5 lakhs		NA	✓

7 Academic and Administrative Audit

3. support in services: • Parenting support to existing students • Support in kind: library/ Sports/ infrastructure/etc. • Support in terms of services: guest lecture/ mentoring/ etc. • Support in placements 4. Alumni meetings:	NO			

Section iV Academics:

1.	Number of (Certificate/Diploma) **Programs** included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs			
2.	New , university or programs included in last five years – B.A.F., M.Com, B.scIT			✓
3.	Programs with choice based credit system			✓
4.	Number of Add-on programs conducted 2			✓
5.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)			✓
6.	Curriculum enrichment provided in class room is prepared and uploaded on website.	yes		
7.	Number of teaching methodologies used with details. PPT / PDF/Recorded Video Lectures	yes		
8.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available			✓
9.	Number of ICT enabled classrooms and smart class rooms.			
10.	Whether - Course outcomes(CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?			
11.	Average passing percentage of the college (only final year be considered) Total number of students present: Total number of students enrolled in first year Total number of students appeared in the final year Total number of students passed in final year Average passing percentage **Passing analysis;** Distinction First Class Second Class Pass Class Failed:			✓

8 | Academic and Administrative Audit

	3. support in services: • Parenting support to existing students • Support in kind: library/ Sports/ infrastructure/etc. • Support in terms of services: guest lecture/ mentoring/ etc. • Support in placements 4. Alumni meetings:	NO		

Section iV Academics:

1.	Number of (Certificate/Diploma) **Programs** included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs			
2.	New , university or programs included in last five years – B.A.F., M.Com, B.scIT			✓
3.	Programs with choice based credit system			✓
4.	Number of Add-on programs conducted 2			✓
5.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)			✓
6.	Curriculum enrichment provided in class room is prepared and uploaded on website.	yes		
7.	Number of teaching methodologies used with details. PPT / PDF/Recorded Video Lectures	yes		
8.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available			✓
9.	Number of ICT enabled classrooms and smart class rooms.			
10.	Whether - Course outcomes(CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?			
11.	Average passing percentage of the college (only final year be considered) Total number of students present: Total number of students enrolled in first year Total number of students appeared in the final year Total number of students passed in final year Average passing percentage **Passing analysis;** Distinction First Class Second Class Pass Class Failed:			✓

Section V: Teacher staff related(All Data for 5 years or from time since previous NAAC)

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.			✓
2.	Percentage of teachers recognised as research guides			✓
3.	Number of teachers who have completed their Ph.D. in last five years	N.A		
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last five years	N.A		
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	N.A.		
6.	Grants received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ in the institution in the last five years). Percentage of teachers who have taken a research project in five years.			
7.	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.			✓
8.	Number of books published by teaching community at national and international level			✓
9.	Number of teachers as research guides			✓
10.	Innovations done by teachers			✓
11.	Consultancies provided by teaching staff and amounts generated.	NA.		
.				

Section VI: Community& environmental services (% participation)

1)	NSS related activities – reports & Camps			✓
2)	Activities other than NSS			✓
3)	Environment related activities			✓
4)	Cleanliness programs			✓
5)	Gender equity programs			✓
6)	Gender sensitivity awareness programs			✓
7)	Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting			✓
8)	Solar energy put on the grid in last one year			✓

9 | Academic and Administrative Audit

Section : VII: OFFICE ASPECTS

(Restricted to 5 bullet points under each aspect) (office filing)

Sr. No.	Observation on Key Aspects (10 marks each)	250 (10 each)		
1.	General Administration • Fees Collection – **Computerized**/ not computerized • Roll Call – **Generated from Software**/ not generated • **General Register maintained Manually** • L.C. - not Computerized • Transfer process computerized		✓	
2.	***Unaided:** First Affiliation, Continuation of Affiliation: • Yearly extension and continuation file are sent to the University as per the deadline • Yearly affiliation fees are paid to the University • Online affiliation for the AYs: 2021-22 ,2022-23 & 2023-24 has been completed on the University affiliation portal.		✓	
3.	Selection, Advertisements & Interview Procedures ***Unaided:** As per university norms – No interview done for the A.Y.2021-22 &2022-23		✓	
4.	Teaching Staff Approvals ***Unaided:** As per university norms [as above procedure]		✓	
5.	Non- Teaching Staff Appointments & Promotions ***Unaided Course Dept.:** • Staff is appointed as when the need arises		✓	
6.	Statistical Information University of Mumbai MIS(DHE, Pune) AISHE(UGC) , Students on Roll **Unaided:**		✓	

10 Academic and Administrative Audit

• MIS information uploaded to DHE Pune in September [online data] – file ready • All India Survey Higher Education [online data] file ready Uploading done		✓	
Service Books & Leave Records (Teaching & Non – Teaching Staff) • Service Books maintained as per Joint Director Office * Unaided dept.: Leave Record Bio-Metric		✓	
Admissions Procedures *Unaided/ Ext. Course dept.: • Filling up of Pre Admission Form designed by the college • Online Admission Form Filling on the digital portal • Confirmation of Admission on portal & fees collection on customized software • Submission to Registration of the confirmed student		✓	
Enrolment, Eligibility & Migration *Unaided: • Provisional Eligibility applied by students • Provisional Admission is provided on producing Provisional Eligibility Certificate • Migration Certificate required for Confirmation of Admission		✓	
10. Unaided: • College level examination for U.G. Courses & (Sem. V to Sem. VI are conducted by University) • All exam's conducted by University for P.G. course • Uploading Question paper of sem. I & II college exam on college portal selection of set by Principal • Generation of Exam Forms for University exam from University Portal • Exam form Inward Process followed by Generation of Hall Ticket, Attendance Sheet, Supervisor Report, Printing of Blank Mark-list, Uploading Internal Marks on Portal • Uploading of Result Status of First Year students on digital portal for re-registration of Second Year Admissions • 1st Year stamping of Mark sheet& Ledgers from College • 1st Year Ledger submission in binding format at College		✓	
11. *Unaided: • As and when demanded by students providing them 2 copies of transcript as per University Format • Rs. 1000 is collected towards fees for the same		✓	

	• Bonafide Certificate is issued as and when demanded by students • No amount is charged towards the issue of Bonafide certificate		✓	
12.	Railway/ Bus Concessions ***Unaided** • Railway/ Bus Concession is issued from 1st to 10th date of every month		✓	
13. a	Government Scholarships, ***Unaided:** • Students and Parent are orientated with procedure and norms. • Display of Notice on Digital Signage &WhatsApp group • Collection of forms filled by students on the scholarship site. • Verification of forms & documents • The form is collected and approved by the authorities of Social Welfare Department • Received Scholarship amount from Department • Payment is disbursed in student's personal A/c •		✓	
13. b	Non-Government scholarships, free ships, concessions: ANGC Scholarships, Zakat Fund & Interest Fund. **Organizational effort to provide help to needy:** Concession in fees list • Cheques received from ANGC and distributed to students • Utilization Certificate submitted to department • Zakat fund given to needy Muslim Students Interest fund given to needy Non-Muslim students Other supporting documents.		✓	
14.	Inward &Outward Registers **Unaided :** Non-Digitized Register Maintained		✓	
15.	Dead Stock Registers ***Aided/Unaided Course dept.:** Register is maintained		✓	
16.	Records of Minutes College Development Committee, Quality Assurance Cells, Governing Body, School Committee & PTA ***Aided/Unaided/ Ext. Course dept.:** • Records Maintained • CDC-Thrice a year • IQAC – Thrice a year (minimum)		✓	
17.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's **Unaided Course dept.:**		✓	

Academic and Administrative Audit

18.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. **Unaided Course dept.:** • Accounts is maintained in Tally ERP9 • Reconciliation is maintained in Tally ERP9 • Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained • Fees Receipts are printed from the Tally software Fee Register is maintained in the excel format		✓	
19.	College Budgets & Audited Balance Sheet **/Unaided Course dept.:** • Budget is prepared programme wise every year • Audited Balance Sheet is also prepared and submitted to the trust		✓	
20.	Teachers Workload & Class Time Tables ***Unaided:** • As per University norms		✓	
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers **Unaided Course dept.:** List Enclosed		✓	
22.	Non- Teaching Staff Welfare **Unaided dept.:** • Medical Assistance on request • Fees / Financial Assistance on request			
23.	Workshops attended by non-teaching staff **Unaided Course dept.:** List Enclosed		✓	
24.	***Aided/Unaided/ Ext. Course dept.:** •		.	
25.	* Overall neatness, presentation & non-teaching staff cooperation.		✓	

Section VIII: Best Practices (100) (one each in about 200 words, 10 marks each 10 X 7 =70& on distinctive practice 30 marks)

1. In Curriculum	—
2.Academics	—
3. Extension	—
4. student progression	—
5. management practices	—
6.Environment	—
7.Distinctive practices	✓

17 | Academic and Administrative Audit

IQAC Coordinator
Shurparaka Educational & Medical Trust's
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Principal
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Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.

ADMINISTRATIVE AUDIT REPORT YEAR 2021-22

Sr.No.		Institutional Data
1	Name of the College Address & Tel. No.	Shurparaka Educational & Medical Trust's M.B.Harris College of Arts & A.E.Kalsekar College of Commerce & Management Nawayat Nagar,P.O. Sopara (West),Tal-Vasai, Dist-Paghar - 401203 Tel No: **9699274471**
2	Name of the Principal	Dr. Mohammad Khalil Ahmad Principal
3	Name of the Office Superintendent	Mrs. Namrata Gurjar Office Superintendent
4	Year of Establishment University of Mumbai Letter No. & Date Government of Maharashtra Letter No. & Date	Year of Establishment : 2004 **University of Mumbai Letter No.** 1. Aff./Recog./2078 of 2004 dt.20/4/2004 2. Aff./Recog.II/D-141/3362 of 2011 dt.25/10/2011 3. Aff.II / ICD/2013-14 /1912 Dt.26/9/2013 4. Aff. II/ICD 17-18/1034 Dt.4/8/2017 5. Aff. /ICD 19-20/818 4/7/2019 6. Aff. /ICD 19-20/798 4/7/2019 **Government of Maharashtra Letter Nos:** 1. NGC2003/NMV/(278/03)Mashi-3,dated 6/11/2003 2. 2011 /5/1418 dt-15/10/2011 3. Addl Div.2017-18 dtd.31-7-2017 4. 2013/1211/dtd.07-09-2013 5. 2019/1454 dtd.25-06-2019 6. 2019/1453 dtd.25-06-2019
5	Date of Visit of the Committee Name of the Auditors	**Friday-01-04-2022 ,** Name of the Auditors : 1. Mr. Innus Mulani (Registrar) of Maharashtra College of Arts, Science and Commerce, Mumbai Central 2. Mrs. Rupal Kore (Office Suptd.) of Raheja College of Arts, Commerce, Juhu
6	Number of full time Teachers (Including Principal & Librarian)	23+1=24
7	Number of CHB Teachers	-
8	Number of Non – teaching staff	12

9	Name of the courses, Division and Enrolment	Courses	Division	Courses	Division
		B.A.	01	B.M.S	02
		B.Com.	3	B.A.F	01
		M.Com	01		

1

	Observation on Key Aspects
Admissions Procedures	> The procedures laid down by the University are followed for all admissions of UG & PG. > The demand ratio for seats as about 1:3 > The separate admission Cell consisting few teaching and non-teaching members is appointed to follow the following process of admission. > Process of Admission: • Registration on University Portal by candidates for admission and selection of the college/course as per their liking.(Support is provided to candidate to fill it) • The admissions on merit basis • Once admission is confirmed, registration of candidate on college and to filling personal data on college by him / her, • Generation of roll nos/divisions/fee receipts/ Identity cards etc... through the computers. • Generation of Various admission reports for office use through viz course wise, category wise, male/female etc. **Observations:-** • Relevant supporting documents are checked by the administrative staff. • All records Pertaining to Admissions Procedure verified by Committee and maintained properly by the Institution. – **Criteria 1.1.2. & 1.2.3**:Year-wise List of the students enrolled in the Programs. – **Criteria 1.3.2:** List of students opted value-added courses offered by institution. – **Criteria 2.1.2:** Sanctioned admission strength in each program vs No. of Application received for each program. Document relating to Sanction intake from University – Approved admission list year wise/program wise. • **Criteria 2.1.3:** Average percentage of seats filled against seats reserved. Admission extract submitted to the state OBC, SC, ST cell every year.

Enrolment, E- Suvidha, Eligibility & Migration	Every year For the Classes of First Year Enrolment and Eligibility forms Sent to the Mumbai University through the Portal of MKCL online after Scrutinized University confirmed the admissions of the Student and allotted the PRN No's which is required for the students up to completion of his/her Degree. **Observations:-** • Relevant supporting documents are checked by the administrative staff. • All records Pertaining to Enrolment/Eligibility Procedure verified by Committee and maintained properly by the Institution. The eligibility certificate should be documented class wise and year wise. Since these documents are needed to scan and digitized for security and instant records for NAAC • **In Criteria 2.1.1:**Copy of the domicile certificate/ passport from respective states / countries Previous degree/ Matriculation / HSC certificate from other state or country.
Extension & Continuation of Affiliation	Every year in the month of August, application for Extension or Continuation is done to the University through online process. Annual affiliation fees are also paid before 31st January, every year. The records of all payment made in each academic year is maintained and date/s prescribed are followed. **Observations:-** • All records Pertaining to Continuation of Affiliation verified by Committee and maintained properly by the Institution. • **In Criteria 1.2.1:** Maintain List of new courses introduced by the affiliating University highlighting the courses introduced in the Institution year-wise
Examinations (F.Y., S.Y. & T.Y.)	The procedures laid down by the University is followed for conducting the Examinations of First Year and Second Year on Institution Level and Conducting the Examination of Third Year on University Level. **Observations:-** – All records Pertaining to Examination Properly maintained, constituted the Examination Committee as per the guidelines of the University, and proper CORE system develop for Examination Optimum use of MKCL Portal for easy accessibility of necessary required information by University and NAAC purpose • **In Criteria 2.6.3 :** List of Average pass percentage of students (Current year data) Certified report from the Head of the Institution indicating pass percentage of students program-wise should be maintained

Government Scholarships & Free Ships	All Government as well as private scholarships are made available to the concerned students.
	  • Notice/s are issued to students so that maximum students can avail benefit of it.
	  • For all government scholarship/s student/s has to apply online through MAHA DBT portal, special arrangements and support is made available at Computer Lab/s for form filling in stipulated time.
	  • The records of all government Free ships/Scholarships and private scholarships are maintained on yearly basis.
	  • The notice for newly introduced EBC scholarship is issued and also announced it in the classes.
	
	Observations:-
	All record maintained properly.

Transcripts, Recommendations & Bonafide certificates .	The soft copies of formats for Transcripts/ recommendation letters are available and issued as per the requirements of the students; The process of issuing Transcript through has already been initiated. The Transcript are issued as under:
	  • bonafide certificate is generated though System and issued to the students within 3 days
	  • All other certificates are also issued as per the requirement/s of the student viz. gap certificate, provisional passing certificate etc.
	  Observations:-
	-All certificates Prepared and issuing Manually.
	
	  – Student's information should be generated from the first year of their admission from MKCL portal to avoid duplication of work.
	  - Suggested to use College Management Software for Admissions, Examinations. etc. for generating the various reports.

Railway Concessions	The railway concessions are issued to the students within two working days in the following manner with.
	  • Application by student through his online login is under process.
	  • Generation of the report of concessions issued to the students
	  • The report is generated as per Railway Format, Which facilitate to get new Concession book/s immediately.
	
	  Observations:-
	- Certificates Prepared and issuing Manually.
	
	  - Suggested to use College Management Software for Admissions, Examinations. etc. for better generating the various reports.
	
	  – Should prepare master drive of first year student/s and Second- and third-year student/s information should be generated from the master file.

Selection, Advertisements & Interview Procedures	The procedure prescribed by the University is followed for recruitment of Teaching staff • University Approved advertisement/s are released as per the workload. • As per norms University Selection Committee is appointed for conducting interviews. Observations:- - As the Non Grant Institution procedure for recruitment of Teaching Staff laid down by the University follow.
Teaching Staff Approvals, and all information related to Teachers appointed	• Appointment • Joining report • Seven pages report • Annexure wise proposal to university Observations:- -All Files maintained properly regarding the appointments of Teaching Staff.
Non- Teaching Staff Appointments & Promotions	• Constitute the selection committee • Interview conducted • Appointment letter issued • Management resolution for the appointment Observations:- As the Non Grant Institution procedure for recruitment of Non Teaching Staff, Local selection committee appointment by the management -
Service Books & Leave Records (Teaching & Non – Teaching Staff)	All information about the following aspect of teaching and non-teaching staff is maintained. • Service Book Observations:- - Service Books are maintained only Teaching Staff.
Teachers Workload & Class Time Tables	• The time-tables (Class wise and teacher wise) are prepared before the commencement of the term and displayed on Notice Board as well as it is made available to student's login. • Every day lecture report and attendance of students are maintained Course-wise work (No. of lectures and Practicals) is calculated before the beginning of the term for each faculty. Observations:- - Teachers Workload and Time Table Prepared - Digitized formats need to be maintained with NAAC perspective - Standard format and proper documentation need to be maintained

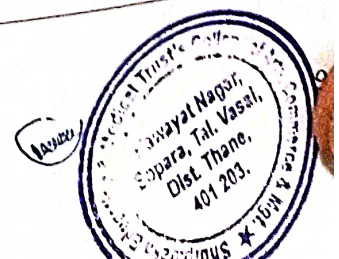|	
Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	➤ All transactions are recorded through Talley the following Books of accounts are maintained online. • Daily Petty Cash Report • Receipts and payments book • Issue of all Receipt • Generation Salary sheets for office as well as Bank ➤ Most of the payments are done with cheque or made online through NEFT. ➤ Entire Accounts is Tally based. **Observations:-** - All records of accounts and Books of Accounts maintained Properly. - Books of Accounts should be system generated and duly signed by the principal and internal auditor/s - All the relevant reports should be computerize generated and should be signed monthly by the authorities
College Budgets & Audited Balance Sheet	• * The College budget is placed before internal meeting of principal with Management as well as before CDC for approval in the month of February every year. • The audit Report and balance sheet/s for each financial year is maintained and kept in the file. • standards for NAAC purpose **Observations:-** - College Budget Prepared and Placed before the CDC for approval and approved by CDC. - In Criteria4.1.4. Prepare the consolidated budget allocation towards infrastructure augmentation facilities. Highlight the relevant items in the balance sheet the document should be certified by Chartered Accountant - As per Criteria 6.2.3.: Institutional budget statements allocation to be made for the heads of E-Governance implementation - As per Criteria 7.1.8.: Provision to be made for waste management in the budget. -As per Criteria 6.3.2.: Provision to be made for the financial support to teachers to attend conferences /workshops and towards membership fee for professional bodies.
Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's	• The records of all PC's, Laptops, printers, scanners, projectors, etc. are maintained in Dead Stock Register . • As well as it is also maintained Lab wise by respective Lab Assistant/s. The Lab Assistant/s calls the service personnel for any break-downs or for regular service/s of the equipment's **Observations:-** - Record maintained as per Dead Stock Register

Dead Stock Registers	*The Dead stock Register . **Observations:-** - Record maintained as per Dead Stock Register - Numbering to be allotted to all Furniture and Fixture.
Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers	• Regular Service/Maintenance Contract/s are signed and the copies of the same are kept in respective files for all the major items viz. Security, House-Keeping, Canteen, Air-conditioners, Water-Coolers, Computers/Printers/Projectors, Pest-Control, Fire-Extinguishers etc. • Every year it is renewed. The concerned persons were called for servicing or for any break-down whenever needed. **Observations:-** - Minimum three quotations, proper register and documentation need to be maintained
Records of Minutes College Development Committee, Quality Assurance Cells, Governing Body, School Committee & PTA	* The meetings are held as prescribed in the Maharashtra Universities Act. The files of Agenda/MOM are maintained separately for each statutory body. Even all the details are kept in soft copies for CDC , AAC and IQAC. **Observations:-** - All Committees Constituted as per University Norms, minutes of all meetings properly maintained.
Assessment / Audit Reports	• The NAAC was done in the year **2017** and awarded **B+** grade (Score **2.60**). • The internal Audit is done regularly. • The Administration or Academic Audit is not done previously, however we are in the process of the same for last three academic years. **Observations:-** - The process is followed properly as per the IQAC and NAAC perspective.

Statistical Information University of Mumbai MIS(DHE, Pune) AISHE(UGC)	*MIS,AISHE, Statistical information filled in portal and submitted to the university and obtained the certificate **Observations:-** - It is observed that the filing system is done properly. - Statistical information sent within the stipulated time to the respective departments.
Inward & Outward Registers	*College maintained inward and outward register manually **Observations:-** - Digital Management System should to implemented to save time, paper cost and maintain Digital Archive which is need of the hour
Workshops attended by non-teaching staff	The various Workshops are attended by Teaching as well as non-teaching staff every year organized by University/Government authorities, other colleges. Even Management/College conducts few of such workshops. • The concerned staff are deputed to attend the same. • Workshop/s / programs conducted at college are displayed on VMIS Dash Board for information of the concerned staff . The record/s are maintained year-wise of staff who attended the Workshops, the report of the same can also be generated **Observations:-** - Feedback should be taken from the beneficiary - Staff benefited should share with the subordinate about what the learned from the workshop/seminar. - List of name and number of Staff benefited should be documented year wise
Training attended by non-teaching staff	There are various Training programs conducted by College every year for teaching as well as for Non-Teaching staff, as well as by various statutory bodies/authorities: • The concerned staff are deputed for the same. • Excel-Training programme/s are conducted for staff. • Soft Skills Training programme are also conducted after regular intervals. • Yoga session is also conducted • Orientation programme is also conducted for every new joinee. The records are also maintained for training programmes attended by the staff. **Observations:-** - As per Criteria 6.3.3.:List of professional development/ administrative training programs organized by the institution and keep following records:- -Brochures - Reports year-wise - List of participants of each program - Photographs with date and caption.

Knowledge of Typing / Computers – non teaching staff	All the staff members are appointed only if they have good knowledge of typing/computer. If required the training in certain areas are given. All the staff are acquainted with computer and qualified in MS - CIT examination **Observations:-** -Reduce duplication of work by organizing and implementing CORE system one time feed data should be utilized for generating multiple information as and when required by University, Joint Director, NAAC etc. - Need to streamline/organize our daily routine work with the knowledge of computer
Library	1) Open access to a wide range of books 2) Readers can use the journals, magazines & newspapers available in the library 3) Free internet access for readers 4) Library orientation for students to accustom students to library services. 5) Activities/ events conducted for students and teachers benefit. 6) Book bank facility 7) Past years question papers are available for xeroxing/ available on library website. 8) Library has Web-opac facility where readers can access library catalog via internet 9) Back volumes of journals are available 10) Information on different careers are compiled for students reference 11) Competitive books for various exams are available for students reference 12) A good collection of informative & pictorial books is kept for the students **Observations:-** -All Registers and record maintained properly.
Computer / I.T. Laboratory	The record of PC available in Department In other Department Number of PC connected with Lan, printers, projectors, screens, scanners and license software is maintained in CS/IT Laboratory. **Observations:-** -All Registers and record maintained properly.

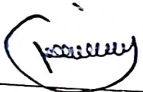| 27.	Feedback Mechanism – Students/Parents	The Feed-back are taken at regular interverals from all the stake holders, presently it is taken manually, however the process for online feedback is in process. The data of all such feed-backs are maintained and can be made available as and when required.
		Observations:-
		– Student's Feed back should be online
		– Students should be properly oriented to fill the online forms

Areas for better improvement to avoid the Major Non-Conformity: -

– Maximum use of computerization for information and data should be done as per today's need and should be online accessible for prompt and accurate information at one click. The other benefits of computerized office are paperless office at a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, which can save money, time, boost productivity, save space, make documentation and information sharing easier and keep personal information more secure. There should be a Standard Operating Procedures lay down and implement for all the respective department/s for their significant procedures and process with step-by-step instructions that will act as guidelines for staff work processes. Whether written up in numbered steps or formatted as flow charts, effective SOPs should be complete, clearly written, and based on inputs given from the staffs who execute the work. When the staff follows the SOP for a particular job, they produce a work in consistently, understandingly and also help them to plan their work schedules to meet their goals with efficiently. Standardized procedures will guide the staff and reduce the possibility of missed steps or other errors that impact the quality of the completed work. Well-written SOP's will make it easier for qualified staff to do their assignment /s continuously.

– It was found that the physical files / documentations need to be organized as per the standards, as a result the easy accessibility and will be easy available when the relevant document/s is required. This can be resolve by naming the folders and files physically and electronically in a consistent manner, logical and predictable way means that information may be located, identified and retrieved by the concerned person, as quickly and easily as possible.

– All the documents and data should be reviewed and approved by the authorized personnel prior to use. Current revisions of appropriate documents should be available at locations where they are used. Obsolete documents should be removed from points of use. Obsolete documents that a retained for reference or legal obligations are marked OBSOLETE and are kept separate from active documents. Obsolete electronic documents are removed from the network and are stored in the system that is only accessible to authorized personnel. Any obsolete documents that need to be reactivated must be reviewed, approved and released in the same manner as newly established documents. At least one copy of all obsolete documents must be archived. Electronic documents are writing protected and controlled by the concern person. By choosing a logical and consistent way to name and organize the files allows to easily locate and use them. This will help the concern person to save the time and will help to find what is needed and when it needed.

27.	Feedback Mechanism – Students/Parents	The Feed-back are taken at regular interverals from all the stake holders, presently it is taken manually, however the process for online feedback is in process. The data of all such feed-backs are maintained and can be made available as and when required.
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There should be a proper CORE system to save time and accuracy for admission procedure from the beginning as per NAAC perspective viz admission form, fees receipt, class wise roll no, confid[...] certificate, transfer certificate or any such information required by the University/NAAC should b[...] generated, the same should be easily available from the system.

- As per the NAAC perspective Students Records/Documentation, should be organized and maintain[...] Criteria wise.

- For inward and outward register the digitization system should be introduce and implemented for[...] quick reference, acknowledgment and easy accessible. This will save time, cost and maintain[...] standards for NAAC purpose, which is the need of the hour

- Quarterly meeting of Administrative department should be held compulsory and every meeting[...] should be minute in the Meeting Log Book.

- For the smooth functioning and to update the staff knowledge, the college should organize training / workshop program for Nonteaching Staff to make them proficient in their given assignment/s. The[...] staff should be given appropriate training as per their daily routing task and should share their knowledge / Information of training to their subordinates and the same should implement in their daily course to streamline and smooth the functions for an better advancement.

- Extra Efforts to be taken for Staff Welfare.

- As per directions contained in the Circular of University of Mumbai dtd.13th May, 2003 **Unclaimed** Library & Laboratory Deposits & Caution Money for Purchase of Library Books (50%), Gymkhana Equipment's (20%) & Furniture Fixture (30%) & Procedure to be follow for the same as per Joint Director Higher Education letter No. 171 dtd.6th February,2014.
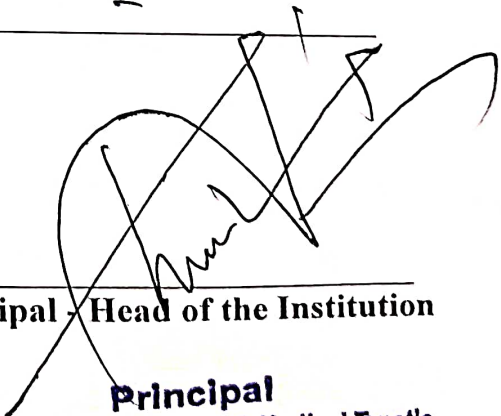
Report No: AOAR/ 02/21-22

Signature of External Auditor and Head of the Institute with Date:

I _____

(Mr. Innus R. Mulani- External Auditor)

Date : ___01-04-2022___

II _____ Absent, _____

(Mrs. Rupal Kore - External Auditor)

Date: _____

_____

Dr. Mohammad Khalil Ahmad – Principal / Head of the Institution

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.

IQAC Coordinator
Shurparaka Educational & Medical Tr[...]
M. B. Harris College of Arts &
A.E. [...] [...]llege of Commerce & Man[...]
Nallasopara (W); Tal. Vasai, Dist. Palghar[...]
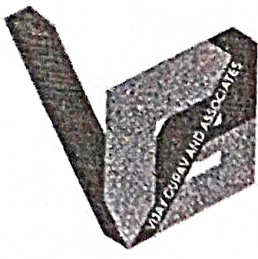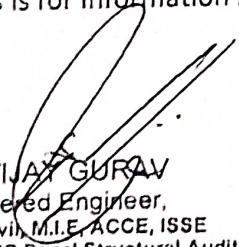
Date: 10th February 2022

TO WHOMSOEVER IT MAY CONCERN

We have visited the premises of "Shrurparaka Educational & Medical Trust" Educational building on Land Bearing S.No. 03, H.No.02 of Village: sopara, Nallasopara (West) Tal: Vasai Dist : Palghar. The building is RCC framed structure with G+5 upper floors.

The site was visited for inspection on the request of our clients. The construction of building is around 2007 & again additional two floors were added around 2017 with reference to the Occupancy Certificate from CIDCO obtained dated 25-01-2007 & revised OC dated 07-09-2017. The building premises in general looks to be in sound condition & safe for its intended use.

This certificate is issued only for inspection done for the building premises & it shall not be considered as a proof of land ownership, or legality of the structure for any disputes in any court of law or as a proof document in front of any Legal Authority, Any Planning Authority, or any Authority questioning the legality of the building.
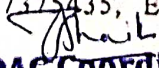
This is for Information Please.

Er. VIJAY GURAV
Chartered Engineer,
B.E Civil M.I.E, ACCE, ISSE
(VVCMC Panel Structural Auditor)

Vijay S. Gurav
[B.E. (Civil)-License No:-STR/G/90]

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.

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

IT AUDIT REPORT - A.Y. 21-2022

Particulars	Remarks	
IT Staff-Names	MR. ABDUL REHMAN MULLA	
Hardware Stock Register	IT hardware often includes assets that move around a lot for replacements and to meet the down time of the machines. This may be laptops and computers that can be moved from office to office depending on the requirements IT hardware inventory is managed in Stock Register and also a soft copy ot the same is maintained.	
Hardware purchase bills	The IT hardware is purchased after following a proper procedure. The IT requirements are identified by the Principal and the IT team procures the quote and after the necessary approval from the Chairman, the hardware is purchased. A separate file is maintained hardware purchase bills by the IT Team.	
Software purchase bills	The IT Team recommends the necessary software to the College depending upon the requirements of the course and the utility. It procures the quote and after the necessary approval from the Chairman, the software is purchased. A separate file is maintained software purchase bills by the IT Team.	
OS purchase bills	The OS is purchased after the approval of the Chairman. The purchase bills are maintained.	
Number of Computer labs & Number of machines	Computer Labs: 03	Total machines in the labs: 130
Number of Computers & Laptops for staff	Computers: 16	Laptops: 02
INUmDCI OI 1C 1 classrooms & smart classrooms	ICT classrooms: 01	Smart classrooms: 12
Number of Tablets	College has purchased tablets to facilitate e-learning in the campus. The knowledge resource centre at our campus has two computers for students and have recently purchased three tablets for students' academic purposes.	
Number of Projectors	Every classroom has a projector since they are smart classrooms. Besides this, 15 Class have projectors for easy understanding and learning for the students. We also have the projectors in conference room	
Number of Scanners	Scanners in campus = 04	
Number of Printer	5	

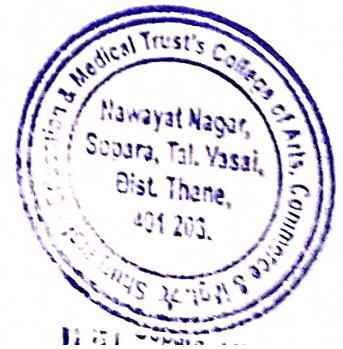|		
14	Number of Printers	The College has five printers for meeting the administrative needs. The printers are properly maintained by the IT Team. No. of printers for the campus usage are **5.**
15	Data Back up	Quick Heal Backup and Restore (In information technology, a backup, or data backup is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event.)
16	Data Recovery	Quick Heal Backup and Restore (In computing, data recovery is a process of salvaging inaccessible, lost, corrupted, damaged, or formatted data from secondary storage, removable media, or files, when the data stored in them cannot be accessed in a usual way)
.g	Security Analysis and Performance	This work is a review of image encryption algorithm using a key image, namely a secure image encryption algorithm based on bit plane principle. Method/Analysis: The analysis of the algorithm is done in terms of the parameters like histogram analysis, Number of Pixels Change Rate (NPCR), Unified Average Changing Intensity (UACI), Mean value analysis and Correlation coefficient. Findings: The results show that the algorithm reviewed offers commendable security against common types of attacks. Conclusion/Application: Most of the image encryption techniques have some security and performance issues. So, there is a need to evaluate and analyze the efficiency of the algorithms used for encryption. These parameters are useful in judging the quality of encryption algorithms and can also be used for checking the level of security, the method actually provides to the actual image. (All Software company's release several patches throughout the month to take care of security flaws or bugs. At the end of the month, they might release a service pack, which would include all of those patches, along with any enhancements to the software.
	Internet Connection -Vendor Internet Speed	The College has installed two leased lines from **Hansa Broad Band** for internet usage in the campus. Campus Wi Fi Routers = 15, and Jio Routers = 1, and network switches = 4 Internet connection speed to 60 MBPS
	Teacher-Computer Ratio	Teacher: Computers: 19 Computer Ratio = 60.88 Teacher: 18 Computers: 112
	Student-Computer Ratio	Students: 1096 Student: Computer Ratio =8.40
	Issue handling mechanism	Troubleshooting is a systematic process used to locate the cause of a fault in a computer system and correct the relevant hardware and software issues. 1) Identify the problem. 2) Establish a theory of probable cause. 3) Test the theory to determine the cause. 4) Establish a plan of Amplify solve the problem and implement the solutic.
		learning for the stu...... room
		Scanners in campus = 04

Number of Printers	The College has five printers for meeting the administrative needs. The printers are properly maintained by the IT Team. No. of printers for the campus usage are **5.**
Data Back up	Quick Heal Backup and Restore (In information technology, a backup, or data backup is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event.)
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Security Analysis and Performance	This work is a review of image encryption algorithm using a key image, namely a secure image encryption algorithm based on bit plane principle. Method/Analysis: The analysis of the algorithm is done in terms of the parameters like histogram analysis, Number of Pixels Change Rate (NPCR), Unified Average Changing Intensity (UACI), Mean value analysis and Correlation coefficient. Findings: The results show that the algorithm reviewed offers commendable security against common types of attacks. Conclusion/Application: Most of the image encryption techniques have some security and performance issues. So, there is a need to evaluate and analyze the efficiency of the algorithms used for encryption. These parameters are useful in judging the quality of encryption algorithms and can also be used for checking the level of security, the method actually provides to the actual image. (All Software company's release several patches throughout the month to take care of security flaws or bugs. At the end of the month, they might release a service pack, which would include all of those patches, along with any enhancements to the software.
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	Teacher: 18	Computers: 112	

dent-**Computer Ratio**	Students: 1096	Student: Computer Ratio = 8.40

Troubleshooting is a systematic process used to locate the cause of a fault in a computer system and correct the relevant hardware and software issues.

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sue handling
nechanism

learning for the students....

32	Computer Labs footfalls	Register is maintained by each computer lab assistants.
33	Timetables at Computer labs	Com students have a course on Computer Applications. Computer practical forms a part of their course delivery. The lectures are allotted by the Time-table Committee and forward to the computer lab assistants for ensuring the availability of the labs.
34	Photo labs	https://semtrustcollege.com/Amenities/Computer-Lab

The **IT** audit was conducted at **SHURPARKA EDUCATIONAL AND MEDICAL TRUST'S M.B. HARRIS & A.E. KALSEKAR COLLEGE OF COMMERCE&MANAGEMENT NALASOPARA (WEST) 401203. PALGHAR.**

Checked on 03RD March 2022. Following are the observations;

Institute has sufficient computer, printers, scanners & Laptops to cater the need **of 1096** students **and 23 faculty** present in the institute.
Adequate software required are installed on the machines available for the students
IT infra is updated and maintained in good condition and ambience look to be conducive.
Internet support is sufficient with two service providers namely, M/s HANSA BROAD BAND with 60 **MBPS** lease ine.
Adequate maintenance is in place and team assured the up-keeping the machines and other infrastructure installed.
Sufficient student to computer ratio
Security measures are observed to be in place and are monitored regularly.
Adequate documentation was maintained regarding infrastructure and procedures are set and schedules are monitored as per schedules.
Enthusiastic team is in place to take care of the infrastructure and documentation in nice way.
Best IT practices are in place and strictly adhere with by the team to deal with the up gradations, maintenance and icensing.

and

e: 02/03/2022

Principal
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IQAC Coordinator
Shurparaka Educational & Medical Trust's
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Green Audit 2021-2022

Introduction:

Green Audit is defined as an official examination of the effects on the environment. It is also widely known as Environmental Audit. Green Audit is better understood as compliance of Environmental Laws, audit of Environmental Cost and Environment Impact Assessment and Carbon Credit.

S.E.M.T.'s M.B. Harris College of Arts & A.E Kalsekar College of Commerce and Management expresses its commitment to sustainability in many ways. It has taken a number of positive steps to reduce its environmental impact. But in many areas remain in which substantial commitments can be made. This report serves to highlight the accomplishments of A.E Kalsekar college of Commerce of Management and to make recommendations for maintaining a sustainable environment in the college. The college conducted the Internal Green Audit in Academic Year 2021-2022 and strives to maintain eco-friendly atmosphere in the campus:

The following activities were conducted during the academic year 2021-2022

- ➢ **World Population Day** was celebrated for creating awareness on the Population issues and to explain and apply demographic concepts to the past, present and future population characteristics
- ➢ **Kitchen gardening** activity was conducted to create awareness among student relating to importance of trees plantation
- ➢ Intercollegiate **quiz competition** on environment was organized to create awareness among students
- ➢ **Webinar was organized on 7R's** i.e Rethink, Reduce, Reuse, Refuse, Recycle, Regulate and Research by Mr Rajashekhar Patil

Following are the recommendations

- ➢ MoU with N.G.O
- ➢ Energy Audit through the students
- ➢ Various cells should to be created for college activities
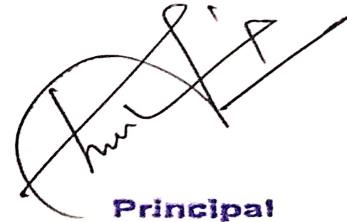- ➢ Wall painting with environmental themes.

Place : Mumbai
Date: 16ᵗʰ Feb, 2022

Dr Rajeshekhar O Patil
M.A, M.A, LL.M, PGDBM, Ph.D

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

Date:- 01/03/2022

ENERGY AUDIT CERTIFICATE

We would like to inform you that we have used all point & power wiring

materials i.e. conduits, wires, switches etc. of 'ISI' marked, in project located

on land bearing Nallasopara (W), Tal. Vasai, Dist. Palghar. for our client of

SEMT'S M.B. HARRIS COLLEGE OF ARTS & A.E. KALSEKAR COLLEGE OF

COMMERCE & MANAGEMENT. Through for Electrical Works has been

completed to our Satisfaction, the workmanship and the whole of the

materials used are good, and no provision of the Act or the Development

control and Promotion regulations or building Bye- Laws and no requisition

made. Conditions prescribed in the order there under, has been

transgressed in the course of the works.

Your faithfully

Principal
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Manag.....
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 2u3.

(Signature of Licensed Electric)

Name : **ZIP ENGINEERS**
Govt. App. Lic. Electrical Contractor
Mahavir Kunj. Nr. Vartak Engg. College,
Address Off. Ambadi Road,Vasai (West),
Dist. Palghar, Pin-401202.
License No: **M.C. 11377**

IQAC Coordinator
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce C. Management
Nallasopara (W); Tal. Vasai, Dis.. Palghar - 401 203.
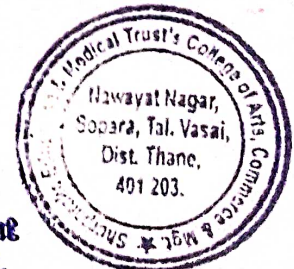
Green Audit 2020-21

Introduction:

Green Audit is all about Corporate responsibility. It covers the truth about statements made by the government and companies with regards to the effects of environment pollution. The aim of Green Audit is to review the measures taken by the company to combat pollution.

Environmental awareness committee of **S.E.M.T.'s M.B. Harris College of Arts & A.E Kalsekar College of Commerce and Management** understand the fragility of our environment and the importance of its protection. Promoting environmental awareness is an easy way to become an environmental steward and participate in creating a brighter future for our students.

The students of A.E Kalsekar stood and played their role very well. These enthusiastic volunteers have fulfilled the cardinal principle of the programme to enhance their sense of social responsibility towards the environment. Both the students and the Professors-In-Charge through their combined participation in creating the environment awarness got a sense of involvement in the tasks of community development.

The following activities were conducted during the academic year 2020-21:

- ➢ Webinar on **Eco- friendly ganpati** by our resource person Mr Ibrahim Chauhan
- ➢ An activity was conducted on **Plastic free** day, where all teaching and non teaching staff and students were not allowed to use plastic material to create awareness among teacher and students
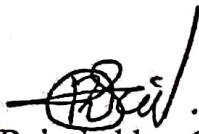- ➢ **World Earth Day** was celebrated was celebrated to create an awareness among students

- Webinar on **Air pollution** during festival of light to create awareness among student community in their respective residential areas
- Quiz on **WORLD WILDLIFE DAY** was organized for creating awareness among students for wild animals

The following activities were conducted during the academic year 2020-2021

- Kitchen Gardening should be encouraged among the students.
- Environmental awareness Webinar should be conducted
- National International days should be observed/ celebrated
- For students community various Quiz ,Activities and competition should be conducted

Place : Mumbai
Date: 23rd Feb, 2021

Dr Rajeshekhar O Patil
M.A, M.A, LL.M,
PGDBM, Ph.D

Principal
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Comm. and Management
Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203.

IQAC Coordinator
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of C. and Management
Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203.

Report of Academic & Administrative Audit (2017-18 to 2019-20)

Ref. No. _____

Date.: _____

1. Basic Information:

Name:	Shurparaka Educational & Medical Trust's M.B.Harris College of Arts & A.E.Kalsekar College of Commerce & Management
Address:	Nawayat Nagar, Nallasopara (W), Tal- Vasai, Dist-Palghar
City:	Nallasopara Pin: 401 203 State: Maharashtra
Website:	https://www.semtrustcollege.com

2. For Communication

Designation	Name	Mobile	Email
Principal	Dr. Mohammad Khalil Ahmad	99872 02200	Khalila8@gmail.com
Vice Principal	Mr. Irshad Wajid Shaikh	73872 55652	Irshadsemt.iqac@gmail.com
IQAC Co-ordinator	Mr. Irshad Wajid Shaikh	73872 55652	Irshadsemt.iqac@gmail.com

3. Status of the institution: Affiliated to University of Mumbai.

4. Date of Visit: 30/01/2020

1. Name of Team Members:

Dr.Anjum Ara Ahmad – Convener
Dr. Jayshree Mehta –Member

2. Type of Institution

a. By Gender

i)	For Men	
ii)	For Women	
iii)	Co-education	V

b. By Shift

i)	Regular	√
ii)	Day	
iii)	Evening	

3. It is recognized minority institution

	Yes	√	No.	

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

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.

4. Sources of funding: **Self-financing**
5. Date of establishment of the College: **20th April 2004**
6. Location of the campus and area in

Sq. mts Location	Urban
Campus area in sq. mts	
Built up area in sq. mts	

7. Details of Programmes offered by the College:

Programme Level	Name of the Programme / Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned approved student strength	No. of students admitted (A.Y. 2019-20)
Under-Graduate	B.Com.	03 Year	H.S.C	ENGLISH	360	341
	B.A				120	27
	B.M.S				120	107
	B.Com.(A &F)				60	50
Post Graduate	M.Com (Advance Accountancy)	2 Years	Graduation	English	60	41

8. . Number of teaching and Non-teaching positions in the Institution (as per current records).

Position	Teaching Faculty						Non-Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC / University / State Government Recruited										
Yet to recruit										
Sanctioned by the Management / Society or other authorized bodies Recruited					04	13	07	06	1	
Yet to recruit										

9. Qualification of the teaching Staff (as per current records)

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Ph.D.							
M.Phil.						2	02
PG					04	11	15

14. Number of Visiting Faculty / Guest Faculty engaged with the College: **00**

15.   Enrolment in the College during the current academic year

(2017-18 F.Y. 462 (TOTAL- 1008)

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	462	NA	NA	NA	462
Students from other states of India	07	NA	NA	NA	07
NRI Students	00	NA	NA	NA	00
Foreign students	00	NA	NA	NA	00

(2018-19 F.Y. 481 (TOTAL- 1070)

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	481	NA	NA	NA	559
Students from other states of India	07	NA	NA	NA	07
NRI Students	00	NA	NA	NA	00
Foreign students	00	NA	NA	NA	00

(2019-20): F.Y : 525 (Total-1254)

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	518	41	NA	NA	559
Students from other states of India	07	NA	NA	NA	07
NRI Students	00	NA	NA	NA	00
Foreign students	00	NA	NA	NA	00

16.   Date of accreditation *

30th October 2017   B+ Grade

17.   Date of establishment of Internal Quality Assurance Cell (IQAC): 20.09.2016

18.   Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

AQAR 2017-18: 27.12.2018
AQAR 2018-19; 31.12.2019

General Observations:

- The College has a very proactive Management, and they are doing their best for the Institution. College falls under self-finance category and have appointed 18 full time faculty, out of which only faculty members are Ph.D. holders. Teachers are encouraged to attend workshop and seminars for creating effective leadership. Teachers research activities are supported by the Trust with the provisions in budget.

- Preparations and monitoring of teaching plans are in place. College has a well-developed mechanism to deal with exam related issues. Interactive teaching methods are adopted by all teachers. College has very supportive faculties who are contributing immensely for the College. Mentoring system is implemented well.

- Effective IQAC and timely submission of AQAR as per NAAC requirements. Adequate infrastructure and student support facilities available in the College.

- The College has significant number of extra-curricular activities. The College provides remedial lectures for slow learners. The College also conducts Performance Improvement meetings for advanced learning.

- The College has its policy documents in place relating to (1) provision of financial support to needy students by way of scholarships and freeships (2) creation of disabled-friendly, barrier free environment in the campus for Divyangjan students (3) optimum utilisation and maintenance of campus facilities.

Recommendations:

- The College needs to focus more on overall results and strengthen the mechanism of remedial coaching for weak learners.
- The College must introduce some advance level skills development courses and training programs.
- There should be proper awareness meetings for improved admission.
- The College must take initiatives for social outreach activities. Library should be equipped with more collections. The College must also take initiative to strengthen financial support to the needy students.
- College being self-financed should make provision for the research.
- Competitive exam guidance should be arranged for students.
- Approval of staff should be considered seriously.
- College should go for permanent affiliation and UGC recognition.

ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2017-18 ,2018-19, 2019-20

Institutional Data

Sr. No.		
1	Name of the College Address Mobile No.	Shurparaka Educational & Medical Trust's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management Nawayat Nagar, Nallasopara (W), Tal- Vasai, Dist- Palghar Pin: 401 203 State: Maharashtra https://www.semtrustcollege.com
2	Name of the Principal	Dr. Mohammad Khalil Ahmad
3	Name of the Office Superintendent /Head Clerk	Mrs. Namrata Gurjar
4	Year of Establishment University of Mumbai Letter No. Date Government of Maharashtra Letter No Date	20th April 2004 Letter No. Aff./Recog./2078 of 2004 dt.20/4/2004 NGC2003/NMV/(278/03)Mashi-3,dated 6/11/2003
5	Date of Visit of the Committee Name of the Auditors	30.01.2020 Dr.Anjum Ara Ahmad-Convener Dr.Jayshree Mehta - Member
6	Number of full time Teachers (Including Principal & Librarian)	19
7	Number of Non - teaching staff	2017-18:16 2018-19: 16 2019-20: 17
8	Name of the Courses, and Strength	2017-18: Course - B.Com., Strength - 690 Course - BMS, Strength - 162 Course – B.Com (FM) , Strength – 88 Course – B.A., Strength -68 2018-19: Course - B.Com., Strength - 745 Course - BMS, Strength - 166 Course – B.Com (FM) , Strength – 81 Course – B.A., Strength -78 2019-20: Course - B.Com., Strength – 830 Course - BMS, Strength - 213 Course - B.Com. (A & F), Strength – 50 Course – B.Com (FM) , Strength – 41 Course – B.A., Strength -79 Course - M.Com, Strength – 41

ADMINISTRATIVE OFFICE AUDIT REPORT

Sr. No.	Particulars	Observation on Key Aspects
1.	General Administration	Fees Register is maintained manually General Register is maintained manually. Fees Receipt are generated from Tally ERP 9 Student G.R., details information of the students is maintained in Tally ERP 9 Student Master Data is available in Tally Aspire module
2.	Extension and Continuation of Affiliation	Yearly extension and continuation file are sent to the University as per the deadline Yearly affiliation fees and other University dues and shares are paid to the University Online affiliation for the AYs: 2017-18, 2018-19 , 2019-20, has been completed on the University affiliation portal. Since the documents are important, they are maintained both in digitized & hard copy format.
3.	Teaching Staff Approvals	After interview, candidate is selected 7-page form along with necessary documents is sent for approval Approval is received of 5 Teaching staff (1) Dr. Shoaib Mohammed (2) Mr. Amit Kaushal Pandey (3) Ms. Ruksar Rahim Khan (4) Ms. Diksha Damodar Vaje (5)Shree Saurabh Ashok Kotal (6) Mrs. Dipanwita Banerjee The same is informed to the staff by providing them with the letter of Appointment
4.	Non- Teaching Staff Appointments and Promotions	Management calls for an interview and appoints admin staff as per the requirement. All the admin staff are either graduates or postgraduates Letter of appointment is provided to the staff at the time of joining
5.	Statistical Information University of Mumbai MIS (DHE, Pune) AISHE(UGC)	Information is provided as per the circular received for student on roll, MIS and AISHE The College has all certificates as on date Proper file in this regard has been maintained
6.	Service Books and Leave Records (Teaching and Non - Teaching Staff)	Service book is maintained as per norms. All the entries are carried out in the Book. Staff fill up Leave Application Form and take the approval from the Principal Bio metric system for attendance is followed Service Book was found complete.
7.	Admission Procedures	Online admission system is adopted Admission for FY is as per the norms set by the University of Mumbai and circulars received from time to time. Admission for SY/TY is done after declaration of results
8.	Enrolment, E- Suvidha, Eligibility and Migration	- Enrolment process is as per the University norms and the College submits the enrolment statement to the University - E-suvidha charges are paid to the University - Eligibility cases are processed with the necessary documents to the University and confirmation is received from the University - Migration formalities are processed after an application received from the student - All the documents in this regard are properly maintained and filed.

9.	Examinations (F.Y., S.Y. & T.Y.)	• The University of Mumbai follows Choice Based Credit System for evaluation.
		• **For the B.Com. & B.A. Programme:**
		  1. The performance of the learners will be evaluated by the Semester End Examination which will be conducted at the end of each semester for all the courses.
		  2. These exams will be conducted by the University of Mumbai. Each course will be assessed for 100 marks exception the Course of Foundation Course. The assessment of the learner for this Course will be carried in two components: Internal Assessment - 25 marks & Semester End Exam - 75 marks
		  3. The duration of these Semester End Examinations shall be of 3 hours. (In case of Foundation Course, it shall be of 2 ½ hours duration.)
		• **For the BMS and B.Com. (A& F) Programmes:**
		  1. The performance of the learners will be evaluated in two components. One component will be the Internal Assessment component carrying 25 marks and the second component will be the Semester End Examination carrying 75 marks.
		  2. The allocation of marks for the Internal Assessment will be -Class test/ Project work (20 marks) and active participation in routine class instructional deliveries (05 marks). The duration of these Semester End Examinations shall be of 2 ½ hours.
		Passing Standard:
		  3. The learners to pass a course shall have to obtain a minimum of 40 percent marks in each of aggregate and/or Internal Assessment and Semester end examination.
		  4. Moderation of the courses are done as per the University norms
		  5. The Examination Committee considers revaluation cases as applied by the students
		  6. All the necessary documents in this regard has been maintained by the Examination Committee
		  7. All unfair means cases during the examination are handled by the Unfair Means Committee of the College.

10.	Transcripts, Recommendations and Bonafide certificates	Applications are received from the students Prescribed fees are collected Transcripts are issued within a week and bonafide certificate 3 days' time and same is generated through the computer
11.	Railway Concessions	Railway concession is issued to the student after taking the application Railway concession is issued on the next day Records are maintained and sent to the concerned authority.
12.	Scholarships and Free Ships	Notice is displayed to the students for applying free ships and scholarships by the Government Students apply for the same along with necessary documents The application is then forwarded to the Social Welfare office. The College provides support to students by way of scholarship through private individuals and associations. All the necessary documentation in this regard and been maintained properly by Scholarship and Freeship Committee
13.	Inward and Outward Registers	Letters received are properly stamped and inward is checked by the Principal The letters are then forwarded to the concerned department

		Outward Register is maintained in computerized format
		Inward Register is maintained in computerized format as well as manually.
14.	Records of Minutes College Development Committee (CDC), IQAC and others	CDC is constituted as per the norms
		The College has IQAC which looks into various aspects
		Administrative staff meeting is conducted twice in each Term
		PTA meetings are conducted regularly
		Minutes of all these meetings are maintained and recorded
15.	Records of Computers, Printers, Laptops, Scanners, Projectors and Licensed Softwares	No. of Computer for Students & Staff = 93+16=109 (16 for office and staff)
		No. of Printer = 04 No. of Laptops = 02 No. of Scanners = 01 No. of Projector = 15, Printer and Scanners= 04
		software (Server / Desktop Laptops): Operating System –Windows 7 &11, MS Office (Microsoft 2019), Quick Heal Total Security, Tally ERP 9 & Aspire Module, E time tracker - Biometric, SOUL - Library Software 3.0,
16.	Accounts and Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, etc.	The College uses Tally ERP 9 for its accounting operations.
		The College is able to generate the following records Cash book.
		Salary bills, Receipts, Pay slip
		The College maintains a salary register, voucher file for cash and cheque payments, file of refundable deposits and admission cancellation, etc.
		All the above records are proper maintained and filed
17.	College Audited Balance Sheet	Every year the accounts of the College are audited
		for the Financial Years 2017-18,2018-19 & 2019-20, signed in the Board meeting

18. Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers and Printers

The AMC Details are as follows:

Sr.No	Perticulars	Vendor
1	Pest control	A TO Z Pest Control
2	water coolers	A to Z Water Cleaning Services
3	CCTV	
4	computer	
5	Printers	Expert Printers
6	Exam Printer	Ricoh India
7	Air conditioner	Gani Service Centre
8	Water Tank Cleaning & Disinfecting Service	
9	RESULT 10 (Exam Software)	MICROSYS , VENGURLA
10	Tally	Antraweb Technologies Pvt. Ltd.
11	Lift	Escon Elevators PVT Ltd.
11	Fire Extinguishers	CEASEX Fire Fighters
12	Website	Elite Technosys
13	Pagarbook Software	Gyankaar Technologies Pvt. Ltd

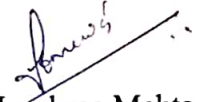| 19.	Staff Welfare	The College provides welfare facilities to staff members, such as Fee concession for wards of the staff, Provident fund, Maternity leave, Medical leave, Study leave, Duty leave, if

		deputed by College to attend workshops, seminars and conferences, Monthly travel allowance. Uniform to support staff, Monetary incentive given during each term, and research incentives for UGC-CARE listed

20.	Workshops attended by non-teaching staff	Non-teaching staff members are encouraged to attend seminars and workshops. The details of the same during the academic year 2018-19 & 2019-20 are:

Sr.NO	Name of the Staff	Theme of the Workshop	Organizing Institute
1	Mrs. Namrata Gurjar		

21.	Computer Proficiency of Non-teaching Staff	All the non-teaching staff members are computer literate and are well versed with MS-Office. The non-teaching staff members also use Accounting software -Tally ERP 9. Regular training is provided to the staff to refresh and upgrade their computer skills.

RECOMMENDATIONS

1. Any service achievement like "probation", "confirmation" etc. should be recorded in the service book as a best practice. Similarly teaching staff Refreshers Course or Orientation Programme can be recorded.
2. Dead stock register can be maintained item-wise.
3. Along with personal follow-ups with various agencies kindly make official correspondence and its acknowledgement be recorded, (eg. personal follow up with COM MK.CL etc. for any pending issues, make official correspondence also and record it.)

Signature of External Auditors :

Dr. Jayshree Mehta
External Member
Principal
St. Joseph College of Arts & Commerce

Dr. Anjum Ara Ahmad
Convener
I/C Principal
Rizvi College of Arts, Science & Commerce, Bandra

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

Principal
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.

Nawayat Nagar,
Sopara, Tal. Vasai,
Dist. Thane,
401 203.

Shurparaka Educational & Medical Trust
M.B Harris College of Arts,
A.E. Kalsekar College of Commerce & Management
Nawayat Nagar, Nallasopara West, 401203

Internal Quality Assurance Cell (IQAC)

GENDER
AUDIT REPORT

2017-18 To 2021-22

Index

Gender Audit: An Introduction

A. Introduction of the Institution

About the Institute

Shurparaka Educational & Medical Trust is well known for its academic excellence in Palghar district. It was created in 1984 by a band of like-minded, dedicated and sincere friends from Sopara village with a motto.

"Service for all with selflessness and dedication"

Under the stewardship and guidance of its founding President (late) Mr. Ridwan B. Harris and the architect of the Trust and its founding General Secretary and Managing Trustee, (late) Mr. Anwar Ahmed Munshi, the Trust made big strides in the field of education in a short span of time and soon started managing institutions form Nursery to Jr. College. From 80 students in 1985, the Trust boasts of around 3000 students now in different institution that it runs.

Now, under the dynamic leadership of its present President, Dr. Zahir I. Kazi, an eminent educationist and Hon. President of Anjuman-I-Islam, Mumbai, the Trust has brought into reality the dreams of its founding members by constructing a new, well equipped Educational Complex at Sopara. It's a matter of pride that it started a Degree College, a First in the town of Nallasopara, catering to the educational needs of students from all communities.

In order to provide continuity in the pursuit of higher education and the immense confidence reposed by the students and their parents in the Junior college, the degree section was established in 2004. The latest total strength of students is 849 at degree level including professional courses students, has already made a mark in the field of academics engraving good result in all the university examination

The Trust is soon going to launch new degree courses in B.Sc. IT, The College is affiliated to University of Mumbai, and accredited by the National Accreditation and Assessment Council (NAAC), Bangalore.

The College offers full-fledged three years Un-aided degree courses namely B.A., B.Com, addition to two years Un-aided Master's program in Commerce (M.Com. in Advance Accountancy).

The college also offers several self-financed professional courses, popular among which are Bachelor of Management Studies (B.M.S.), Bachelor of Commerce (Accounting & Finance) courses The College has expanded steadily over the last 18 years with student enrollment 1000 every year, and has become a favored destination for education seekers from all Indian States particularly the West .

The College is a recognized Centre of the NCPUL (National Council for promotion of Urdu Language) for Urdu and Persian and NIELIT for CABA – MDTP Course. The College prides itself by possessing a rare distinction of having a highly qualified, dedicated and enthusiastic staff In addition to conventional teaching, more stress is laid on imbibing moral and ethical characters, career planning and guidance, sports and co-curricular activities such as DLLE, NSS and Sports.

B.   What is a gender audit?

Gender Audit is an attempt to study whether the college has a good gender balance. It tries to see whether college follows government rules, policies and actions formulated for up-gradation of women in society. The Gender Audit tries to access the impact of its current and proposed policies on gender equality.

Although there is no standard approach for carrying out a gender audit, international organizations use two main approaches: participatory in gender audit and the gender integration framework. A gender audit usually includes two dimensions as follows:

1. An internal audit: This dimension refers to how much an organization fosters gender equality internally within its organizational, managerial structure and internal work and whether these contribute to gender equality in the organization. An internal gender audit monitors and assesses the relative progress made in gender mainstreaming, contributes to capacity building and collective organizational ownership for gender equality initiatives, and sharpens organizational learning on gender.

2. An external audit: This dimension aims to assess to what extent, an organization mainstreams gender in its policies, programmes, projects and services in terms of content, delivery and evaluation. External gender audits evaluate to what extent gender integration fosters the inclusion of, and benefits to women and men involved in or affected by the organization's policies, programs, projects or services provided. When applied to policies, programmes, projects or services, a gender audit starts by exploring to what extent gender equality is mainstreamed in high-level policy objectives and priorities, and further assesses to what extent policy intentions are actually carried out in specific initiatives (e.g. programmes, projects, services). At the planning level, a gender audit analyses whether there are gender-specific objectives or if gender is mainstreamed in the general objectives of the policy in order to guarantee that they contribute to close gender gaps, ensure that women and men benefit equally or in accordance with their gender needs and that inequalities are not perpetuated. Similarly, a gender audit goes on to analyze how gender is main streamed into the implementation phase of the policy, programme or project. Finally, a gender audit of the monitoring and evaluation phase investigates whether targets and indicators include a gender perspective both in terms of sex-disaggregated data and progress towards gender equality.

Constitution of Gender Audit Committee:

Sr. No	Name	Designation	Institution
1.	Dr. Mohammad Khalil Ahmad	Chairman	Principal, SEMT's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management, Nallasopara (W)
2.	Mr. Irshad Wajid Shaikh	Vice-Chairman	IQAC Coordinator , SEMT's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management, Nallasopara (W)
3	Dr. Jayshree Mehta	External Committee Member	Associate Professor Shri M.D. Shah Mahila College Malad, Mumbai
4	Dr. Anjum Ara Ahmad	External Committee Member	Associate Professor Rizvi College Bandra, Mumbai

The Gender Audit undertaken by the IQAC SEMT's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management, Nallasopara (W) along with external and internal Committee Members. External Committee Member, Vice Chairman and Chairman intended to scrutinize the gender balance within the institution and its practices and focused on the following objectives:

D. Objectives of the Gender Audit exercise:

- The institute shall take effective measures for the safety and security of all genders.
- There must be an accessible, active, unbiased and confidential Grievance Redressal Cell
- There shall not be any kind of discrimination on the basis of gender.
- To develop and enhance the self-confidence and self-esteem of girl students, women faculty and staff in the college.
- Overall personality development programs shall be organized, which will develop confidence in the members of the institution.
- To protect girl students from eve teasing and for the same posters to be exhibited at focal places in and around the college.

- A certified consultant to be invited to take care of personal development and confidence building among students.
- Organizing programs to build confidence and instill leadership qualities in the girl students.
- To join hands with IQAC, Anti-ragging Committee, and Discipline Committee and Internal Complaint Committee for creation of gender sensitization.
- To create social awareness about the problems of women and gender discrimination in particular.
- The Audit would enable the organization to identify the impact of gender relations on their agency's culture, processes, programs and organizational performance and vice versa.

The following are the main objectives of the Gender Audit:
  a) To know about the gender balance in the college.
  b) To know about gender perception in the campus.
  c) To reflect and etch out a road map for gender action.

D. Gender Audit Methods:

The gender audit was conducted within the broad framework called the Gender Integration Framework (GIF), which proposes that transformation can only follow when four organizational dimensions are equipped for gender integration. These four elements are political will, technical capacity, accountability and organizational culture.

The Political Will: Means the initiatives in which the leadership within the college at different levels use their branches of the tree and are also required in equal measure to successfully integrate gender, position of power to communicate and demonstrate their support, leadership, enthusiasm for and commitment to working toward gender equality in the college.

Technical Capacity: Level of ability, qualifications and skills individuals in an organization need to carry out the practical aspects of gender integration for enhanced program quality, and level of institutionalization of gender equitable organizational processes.

Accountability: Mechanisms by which a college determines the extent to which it is "walking the talk" in terms of integrating gender equality in its programs and organizational structures.

Organizational Culture: Norms, customs, beliefs and codes of behavior in an organization that support gender equality - how people relate, what are seen as acceptable ideas, how people are expected to behave and what behaviors are rewarded.

1. Gender Wise Distribution of Staff

Gender sensitivity refers to an attempt to encounter and accept people without presumptions. Gender sensitive approach aims at opening, reconstructing and broadening expectations and behavioral models related to gender. Gender sensitive structures respond equally to men and women's specific interests without any presumption based on outdated views.

The institution was established in the year 2004 when the issue of gender was not much of a concern especially in a remote region like ours. When gender became a major parameter for

institutional governance, the institutional leaders stepped forward taking steps to ensure gender equality.

An audit of gender sensitive features in the Institution yielded the following notable points:

- Basic sanitation facility in the form of separate toilets for the students and staff is provided in the common area. Separate toilets for male and female faculty are available.
- There is a Ladies Common Room provided on the 2nd Floor & 4th Floor of the main building.
- There are CCTV monitoring devices installed at different locations within the campus especially within the Library and major gates.
- There is a Women Development Cell that conducts Gender Sensitization programmes regularly for the students.

A. Gender Balance within the Institution:

Gender balance means the existence of a fair ratio of male and female representation within the institution in terms of number of students in the various programmes as well as within the staff structure. The rationale is that traditionally women have lesser access to resources and opportunities due to the social structures which act as inhibitors to access. This results in lesser capability among women which in turn produces a snowball effect on their empowerment and access to development initiatives. Gender Audit Team reviewed and analyzed the operating environment of **SEMT's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management, Nallasopara (W)** From the analysis, the team understood that the college is operating in an environment where everyone has access to a full range of opportunities to achieve the social, psychological and physical benefits that come from participating and leading in sports and physical activity. Gender equity requires that girls and women be provided with a full range of activity and program choices that meet their needs, interests and experiences. Therefore, some activities may be the same as those offered to boys and men, some may be altered, and some may be altogether different. The college always concentrates on students' academic performance along with their overall personality development. Observing gender equality, the girls are provided with various facilities. The NSS unit for boys and girls is meticulously developing their character and qualities like comradeship, discipline, leadership, secular outlook and spirit of adventure. This unit focuses on outstanding achievements of the girls. The lectures of eminent personalities are held on various topics to develop their personality. Workshops are held on Women Week Celebration, Seminar on Domestic Violence , etc. many such programs were

organized in the last 5 years to make the girls aware of their rights and responsibilities. Girls are made aware of laws and by-laws by organizing lectures of eminent judges, lawyers, social workers etc. Anti-ragging Committee and Internal Complaints Committee have been formed in the college. Our girl students have achieved grand success in the field of Cultural Activities and Sports. Their participation in Youth Festival and various competitions has brought laurels and fame to them as well as the College. In the public societal action, the Colleg
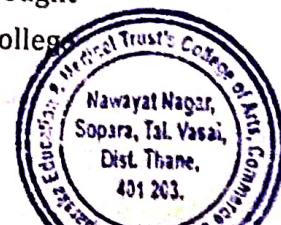
provides classes for parents on parenting issues and also women and Laws. The analysis of the responses of students with regard to programme planning and design in college and its activities revealed that most student members feel that the gender equity in policies, programmes of the college is adequate.

Table 2.1: Gender wise Details of Students in the College

Sr.No.	Year	Total	Male	Female	% M	% F
1	2017-18	1008	576	432	57	43
2	2018-19	1070	583	487	54	46
3	2019-20	1254	700	554	56	44
4	2020-21	1160	644	516	56	44
5	2021-22	1096	580	516	53	47

Chart Title
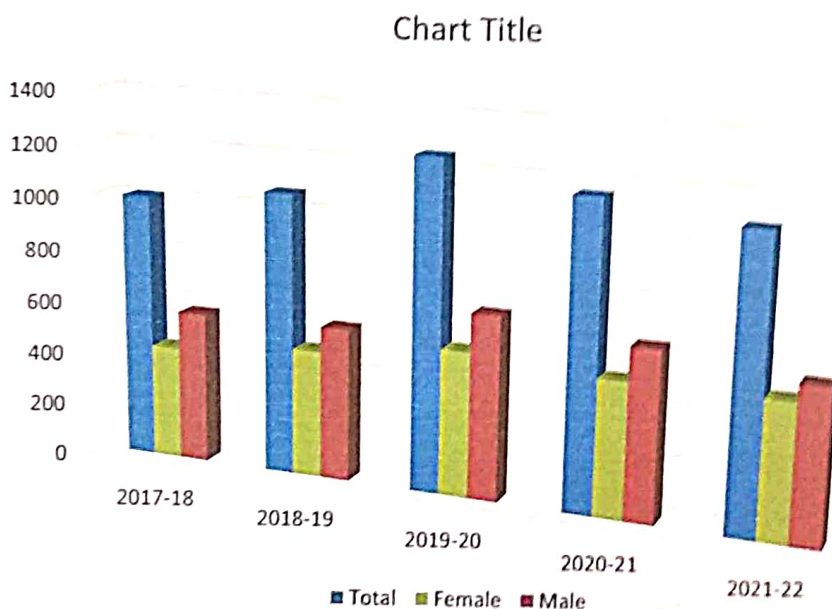
The above table giving gender wise details of students in the College provides the information regarding growth of students' strength in the last five years. In the year 2017-18, out of 1008 total students 43.00 % were female students as compared to 57.00% male students. The further years shows continuous increase in female students like of 47 % in the year 2021-22.

Table 2.2: Gender wise Details of Total Teaching Faculties in the College

Sr.No	Year	Total	Male	Female	%M	%F
1	2017-18	18	6	12	33.33	66.67
2	2018-19	21	9	12	42.86	57.14
3	2019-20	24	8	16	33.33	66.67
4	2020-21	17	6	11	35.29	64.71
5	2021-22	18	05	13	27.78	72.22

Chart Title
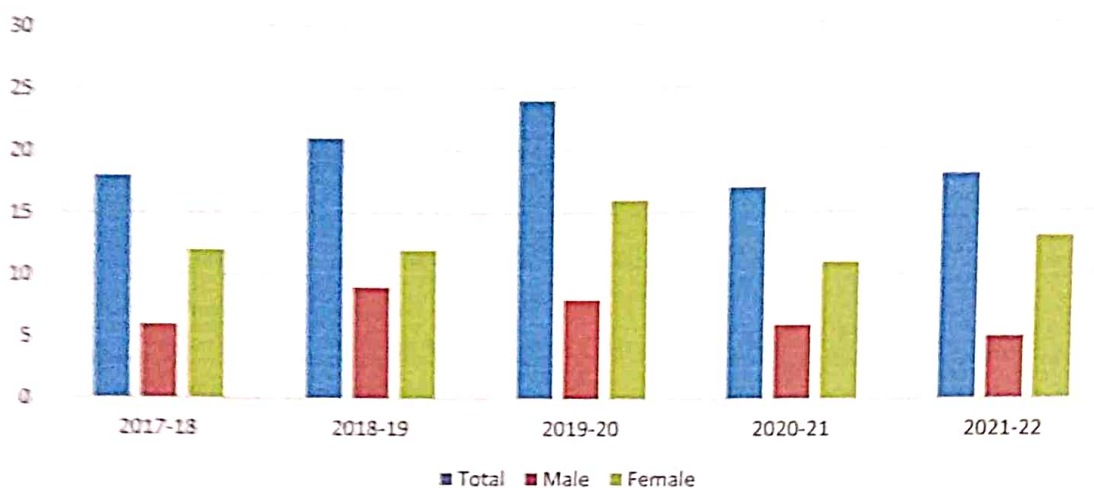
The table on gender wise details of total teaching faculty in the College provides the information and growth of teaching faculty in the last five years. In the year 2017-18, out of 18 staff 6(33.33%) were males and 12 (66.67%) were females. In the year 2021-22, out of 18 total teaching staff 05(27.78%) were males and 13 (72.22%) were females.

Table 2.3: Gender wise Details of Total Non-Teaching Staff in the College

Sr.No.	Year	Total	Male	Female	%M	%F
1	2017-18	13	6	7	46.15	53.85
2	2018-19	16	10	6	62.50	37.50
3	2019-20	17	11	6	64.71	35.29
4	2020-21	13	8	5	57.14	42.86
5	2021-22	11	6	5	54.55	45.45

Chart Title

2017-18 2018-19 2019-20 2020-21 2021-22
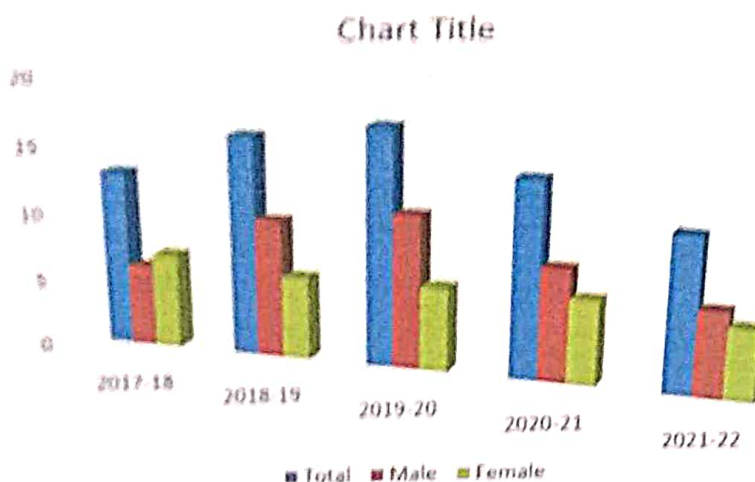
■ Total ■ Male ■ Female

The table on Gender wise Details of Total Non-Teaching staff in the College provides the information and growth of non-teaching staff in last five years. In the year 2017-18, out of 13 staff 6 (46.15%) were males and 7 (53.85%) were females. In the year 2021-22, out of 11 total non-teaching staff 6 (54.55%) were males and 05 (45.45%) were females.

1. Gender Sensitization Initiatives

By forming various committees like Anti-ragging, Internal Complaints, and Sexual Harassment Prevention; at the same time providing adequate facilities to girls, gender equality is kept upright in the college.

The following initiatives have been undertaken by the College for the convenience of girl students:

A.E Kalsekar College of Commerce & Management is always full of students. To avoid rush and other mishaps, separate provisions have been made at various places for girls.

1. **Separate Entrance:** The separate entrance avoids chaotic situations. It is one of the safety measures for girls.
2. **Study Room:** Independent study room in the library provides girl students undistracted study time.
3. **Ladies Common Room:** There is adequate space in the Ladies Common Room and silence is maintained for girls to study. Wash room provision has also been made for girls in the Ladies Room.
4. **Girls Washroom:** Girls' washrooms are situated at two different places in the college with ample water supply and proper maintenance.
5. **Drinking Water:** Water coolers and water purifiers have been provided for boys and girls in the College campus.

6. **Canteen:** There is a separate section in the canteen for girls so that they can comfortably consume their own food or canteen food.

The college has established a number of committees to aid girl students and ladies staff. These committees include:

1. **Anti-Ragging Committee:** As the college forms a constituent part of the University of Mumbai, some of its responsibilities are shared and covered by joint arrangements. The college publishes its regulations in the prospectus. Ragging is a criminal offence and UGC has notified regulations on curbing the menace of ragging in educational institutions. In order to prohibit, prevent and eliminate the scourge of ragging the College has formed an Anti-Ragging Committee. The students in distress owing to ragging related incidents can approach the Committee. The Committee has 2 females, and one Vice Chairperson. the Principal of the College is the Chairperson of the Anti-Ragging Committee.

2. **Discipline Committee:** As the college forms a constituent part of the University of Mumbai, some of its responsibilities are shared and covered by joint arrangements. The college publishes its regulations in the prospectus. The college has formed a Discipline Committee. The students in distress owing to Discipline related incidents can assess the committee. The committee has 3 females, 1 males and one Vice Chairperson. The Principal of the College is the Chairperson of the Discipline Committee.

3. **Women's Forum:** Women Empowerment and Gender Equality are the most important requirements for the upliftment and progress of our nation. In the effort to make A.E Kalsekar College of Commerce & Management, a strong kernel of gender sensitization, the Women's Development Committee was constituted in the year 2016-17. The forum has both the faculty and nonteaching of the College as its members and works with an aim to create a gender sensitized community within campus as well as in the society. It has been organizing various skill enhancement, academic, technical, medical, cultural and social events for the upliftment of women and promotion of the importance of gender equality in society through the College students.

4. **NSS for Girls:** Our institute has NSS to sensitize students towards societal issues and community services, activities of which are mainly carried out by the students. The NSS unit for girls provides a suitable environment for taking up a career in the social services. The girls are trained and motivated for all kinds of social work in the field. They are motivated to serve the society.

5. **Administrative Committees and Girl Students Representative:** Becoming a student representative enables the student to develop and strengthen leadership skills, connect with various internal and external issues and problems, assist fellow students, share experiences and participate in college events for the administrative development.

6. **Internal Complaint Committee:** The College has constituted an Internal Complaint Committee (ICC) as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013. Having raised the bar of responsibility and accountability in the Vishaka Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard, namely-Prohibition, Prevention and Redress. In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. Consistent with the Vishaka judgment, the Act aspires to ensure women's right to work place equality, protection from sexual harassment through compliance with the above mentioned three elements. It is important to note that the Act provides a civil remedy to women in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse of both civil and criminal proceedings.

Constitution of Internal Complaint Committee: For the years 2017-18 ,2018-19, 2019-20

ICC Designation	Name	Post	Phone No
Adviser	Dr. Mohammad Khalil Ahmad	Principal	9987202200
Convenor	Mr. Shaikh Irshad Wajid	IQAC Coordinator	7387255652
Presiding Officer	Mrs.Mona Dedhia	Asst.Professor	8080111091
Faculty Member 1	Mrs. Shahida Shaikh	Asst. Professor	9082427381
Faculty Member-2	Ms. Sana Patel	Asst. Professor	8446829735
Non-teaching	Mrs. Namrata Gurjar	Senior Clerk	9273413570
Non-teaching	Ms. Naseem Shaikh	Jr. Clerk	8983499894
Student UG	Ms.Kazi Arshi	Student B.Com	8329399376
Student PG	Ms. Ritmore Fatima	Student M.Com	8793236616
N.G.O	**Mrs. Soufin Moin Chinde**	Member, SEED Trust, Sopara	8237205965

Since its establishment, no complaints have been reported to the Committee by any of staff members or students

Year-wise Activity 2017-18

SR.No	Date	Name of Event	Female	Male	Nos of Participant
1.	26/08/2017	Guest Lecture on Gender Sensitization			
2.	08/09/2017	Poster making on women empowerment			
3.	8/10/2017	Women empowerment seminar			
4.	20/01/2018	Poster on Save Girl Child			
5.	08/03/2018	Self Defense Workshop			

Year-wise Activity 2018-19

SR.No	Date	Name of Event	Female	Male	Nos of Participant
1.	18/08/2018	Seminar on Anti Ragging	70	0	70
2.	10/09/2018	Slogan lekhan activity on women's status (Beti bachao)	20	0	20
3.	21/09/2018	Poster making Competition on Women Empowerment	10	0	10
4.	06/10/2018	PowerPoint Presentation on Women Empowerment	12	0	12
5.	10/10/2018	Debate Competition on Violence against Women	34	0	34
6.	13/10/2018	Guest Lecture on Self Defense from World Shotokan Federation of India	136	0	136
7.	08/03/2019	World Women's Day Celebration in collaboration with WDC Committee	70	0	70

Year-wise Activity 2019-20

SR.No	Date	Name of Event	Female	Male	Nos of Participant
1.	31/8/19	Poster making Competition (Women Empowerment)	38	0	38
2.	5/10/19	PowerPoint Presentation (Women Empowerment)	67	0	67
3.	21/9/19	Debate Competition	25	0	25
4.	8/2/20	Guest Lecture on Self Defense from World Shotokan Federation of India	117	0	117
5.	27/7/19	Orientation Programme	98	0	98
6.	10/8/19	Seminar on Anti-Ragging	40	0	40
7.	1/3/2020	Women Week celebration	50	0	50
8.	10/12/19	Celebration of Human Right Days	35	0	35
9.	9/3/20	Celebration of International Women Day	57	0	57
10.	25/1/20	Blood Donation Camp with NSS	55	0	55

Year-wise Activity 2020-21

SR.No	Date	Name of Event	Female	Male	Nos of Participant
1.	05/10/20	Orientation Programme	94	0	94
2.	10/10/20	Introduction of WDC	60	0	60
3.	28/11/20	Domestic Violence	70	0	70
4.	07/12/20	Cyber Crime	78	0	78
5.	07/10/20	Anti-Ragging	88	0	88

Year-wise Activity 2021-22

SR.No	Activity	Female	Male	Nos of Participant
1.	Women Week Celebration			
2.	Seminar on Domestic Violence			
3.	Sensitization of Students regarding Sexual harassment			
4.	Save Girl Child Program			
5.	Women Empowerment Program			
6.	Intercollegiate Selfie Competition on Girl Child Day			
7.	Student mental health program			

A number of activities were organized to empower women at SEMT's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management, Nallasopara (W) College, these include engaging, sensitizing and making all female staff and female students of the institution aware of gender equality. Upholding the motto 'Empowered and Skillful', the College organizes seminars, conferences, guest lectures, workshops and awareness programmes on various women related issues to equip them with wide range of skills and knowledge for the betterment of self, institution and society. The College also focuses on empowering and strengthening the confidence of girl students to be the future women leaders, technocrats, entrepreneurs and scientists. Regular sessions are organized at various levels to instill self-confidence, develop ethical values and make the girl students realize their true potential.

1. Summary and Conclusion

A. Progress towards Gender Equity

"Gender equality, equality between men and women...does not mean that women and men have to become the same, but that their rights, responsibilities and opportunities will not depend on whether they were born male or female. Gender equity means fairness of treatment for men and women according to their respective needs. This may include equal treatment or treatment that is different but which is considered equivalent in terms of rights, benefits, obligations, and opportunities." –United Nations Educational, Scientific and Cultural Organization (UNESDOC)

The college constantly endeavors to work for the benefit of female staff and female students. The institution recognizes that women and men have different needs and power and that these

differences should be identified and addressed in a manner that rectifies the imbalances between the sexes. This may include equal treatment, or treatment that is different but considered equivalent in terms of rights, benefits, obligations and opportunities. The college not only tries to organize different activities to make the female students and staff aware about gender sensitization but tries to motivate them to live in a dignified manner and due self-respect.

We find that student's strength particularly girls' strength is increasing in both UG and PG programmes. We can see the differences in their enrolment also. More girls are enrolling for higher studies. Their strength is on the higher side. Further it has been observed that the success rate among girl students is more as compared to boys. They are taking interest in participating in all co-curricular and extra-curricular activities including cultural programmes organized by the institution. Their participation in sports is also commendable. In our institute we found that among regular teaching staff the strength of females is higher than that of males.

B. Conclusion:

The analysis shows that gender equity goals and objectives are included in all the policies, programmes of the college. The staff also reported that they have no problems related to gender criterion. Gender Audit Team analyzed that gender equality and gender sensitivity is encouraged by management and staff of the college and they do have gender sensitive behavior. It is found that the college has a lot of strengths and opportunities to develop good gender balance. The weaknesses can be overcome with gradual changes in value set up. Doubtless, the enrolment of girls from all sections of society is increasing and there are no gender issue complaints. With the strong will power and commitment to gender justice, the College would certainly make a mark in the country.

C. Recommendations:

In the coming years, we aim to –

- Increase the number of female staff to decision making bodies.
- Organize more co-curricular and extra-curricular activities for students and staff including males and females.
- Motivate girl students to actively participate in sports of their own choice.
- Organize awareness programs on Legal Rights of Women.
- Introduce self-employment training in different subjects.
- Improve the marketability of the products made by students.

Mrs. Mona Dedhia
Asst.Professor ,WDC In charge
Internal Member
Gender Audit Committee
SEMT's M.B. Harris College of Arts &
A.E. Kalsekar College of Commerce &
Management, Nallasopara (W)

Mrs. Rohita Raut
Asst.Professor,HOD,Hindi
Internal Member
Gender Audit Committee
SEMT's M.B. Harris College of Arts &
A.E. Kalsekar College of Commerce &
Management, Nallasopara (W)

Dr. Jayshree Mehta
Associate Professor,
HOD , Commerce
External Member
Gender Audit Committee
Shri M D Shah Mahila College of
Arts & Commerce,
SNDT Women's University Malad

Dr. Anjum Ara Ahmad
Professor in the Dept. of
Maths & Stats
External Member
Gender Audit Committee
Rizvi College of Arts, Science &
Commerce, Bandra

Mr. Shaikh Irshad Wajid
Vice-Chairman , Gender Audit Committee
& IQAC Coordinator
SEMT's M.B.Harris College of Arts &
A.E. Kalsekar College of Commerce &
Management, Nallasopara (W)

7/3/22

07/03/2022

Dr. Mohammad Khalil Ahmad
Principal
And Chairman , Gender Audit Committee
SEMT's M. B. Harris College of Arts &
A.E. Kalsekar College of Commerce & Management
Nallasopara (W), Tal. Vasai, Dist. Ratghar - 401 203.

IT AUDIT REPORT - A.Y. 2019-2020

Particulars	Remarks	
IT Staff-Names	MR. ABDUL REHMAN MULLA	
Hardware Stock Register	IT hardware often includes assets that move around a lot for replacements and to meet the down time of the machines. This may be laptops and computers that can be moved from office to office depending on the requirements IT hardware inventory is managed in Stock Register and also a soft copy ot the same is maintained.	
Hardware purchase bills	The IT hardware is purchased after following a proper procedure. The IT requirements are identified by the Principal and the IT team procures the quote and after the necessary approval from the Chairman, the hardware is purchased. A separate file is maintained hardware purchase bills by the IT Team.	
Software purchase bills	The IT Team recommends the necessary software to the College depending upon the requirements of the course and the utility. It procures the quote and after the necessary approval from the Chairman, the software is purchased. A separate file is maintained software purchase bills by the IT Team.	
OS purchase bills	The OS is purchased after the approval of the Chairman. The purchase bills are maintained.	
Number of Computer labs & Number of machines	Computer Labs: 02	Total machines in the labs: 85
Number of Computers & Laptops for staff	Computers: 9	Laptops: 02
INUmDCI OI 1C 1 classrooms & smart classrooms	ICT classrooms: 05	Smart classrooms: 8
Number of Tablets	College has purchased tablets to facilitate e-learning in the campus. The knowledge resource centre at our campus has two computers for students and have recently purchased three tablets for students' academic purposes.	
Number of Projectors	Every classroom has a projector since they are smart classrooms. Besides this, 15 Class have projectors for easy understanding and learning for the students. We also have the projectors in conference room	
Number of Scanners	Scanners in campus = 02	
Number of Printer	5	

Number of Printers	The College has five printers for meeting the administrative needs. The printers are properly maintained by the IT Team. No. of printers for the campus usage are **5**.
Data Back up	Quick Heal Backup and Restore (In information technology, a backup, or data backup is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event.)
Data Recovery	Quick Heal Backup and Restore (In computing, data recovery is a process of salvaging inaccessible, lost, corrupted, damaged, or formatted data from secondary storage, removable media, or files, when the data stored in them cannot be accessed in a usual way)
Security Analysis and Performance	This work is a review of image encryption algorithm using a key image, namely a secure image encryption algorithm based on bit plane principle. Method/Analysis: The analysis of the algorithm is done in terms of the parameters like histogram analysis, Number of Pixels Change Rate (NPCR), Unified Average Changing Intensity (UACI), Mean value analysis and Correlation coefficient. Findings: The results show that the algorithm reviewed offers commendable security against common types of attacks. Conclusion/Application: Most of the image encryption techniques have some security and performance issues. So, there is a need to evaluate and analyze the efficiency of the algorithms used for encryption. These parameters are useful in judging the quality of encryption algorithms and can also be used for checking the level of security, the method actually provides to the actual image. (All Software company's release several patches throughout the month to take care of security flaws or bugs. At the end of the month, they might release a service pack, which would include all of those patches, along with any enhancements to the software.
Internet Connection -**Vendor** Internet Speed	The College has installed two leased lines from **Hansa Broad Band** for internet usage in the campus. Campus Wi Fi Routers = 15, and Jio Routers = 1, and network switches = 4 Internet connection speed to 60 MBPS
Teacher-**Computer Ratio** Student-**Computer Ratio**	Teacher: Computers: 19 Computer Ratio =69.70 Teacher: 18 Computers: 112 Students: 1254 Student: Computer Ratio =1:9 Troubleshooting is a systematic
Issue handling mechanism	process used to locate the cause of a fault in a computer system and correct the relevant hardware and software issues. 1) Identify the problem. 2) Establish a theory of probable cause. 3) Test the theory to determine the cause. 4) Establish a plan of Amplify solve the problem and implement the solutic.

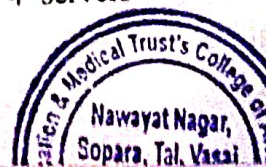|	
Hardware Maintenance	5) Verify full system functionality and, if applicable, implement preventive measures.
	Computer hardware maintenance involves taking care of the computer's physical components, such as its keyboard, hard drive and internal CD or DVD drives. Cleaning the computer, keeping its fans free from dust, and defragmenting its hard drives regularly are all parts of a computer hardware maintenance program. PHYSICAL MAINTENANCE - Keeping computers away from dust and dirt, keeping them clean and avoiding extreme temperature changes all help to maintain hardware _____
Software Maintenance	Software maintenance in software engineering is the modification of a software product after delivery to correct faults, to improve performance or other attributes. Regular updates and patches are installed and updated. _____
E-waste disposal mechanism	E-waste recycling usually involves disassembling the electronics, separating, and categorizing the contents by material and cleaning them. Items are then shredded mechanically for further sorting with advanced separation technologies. Our College has maintained e-waste bin. As soon as the e-waste bin is filled, the IT Team organizes the delivery of this scrap to the dealer, who then issues, an e-waste certificate to us. This emphasizes that we are environmental-friendly in disposing our e-waste from the campus. _____
Safety measures	Computer based systems, generally referred to as Programmable Electronic Systems (PESs), are being used in all application sectors to perform non safety functions and also to perform safety functions. Belare Advisor - is a procedure for safety analysis of computer systems, based on the operability analysis procedure, which finds the Provisions for failure detection , Hardware configuration, Cooling, heating, and ventilation. Powc supply is through UPS: An uninterruptible power supply provides backup power when your regular power source fails, or voltage drops to an unacceptable level. A UPS allows for the safe, orderly shutdown of a computer and connected equipment. Fire Protection is taken care by Clean agent fire suppression systems use chemical-based agents to absorb the heat of a fire. _____
Support Services	The IT Team provides technical and academic support to the staff in the campus like creation of domain ids, support during conduct of lectures, seminars, workshops, etc. Pre maintenance services, website. _____
Server Host	Domains are a hierarchical way of organizing users and computers that work together on the same network. The domain controller keeps all of that data organized and secured. 4 servers host the data of the campus with wifi.

32	Computer Labs footfalls	Register is maintained by each computer lab assistants.
33	Timetables at Computer labs	Com students have a course on Computer Applications. Computer practical forms a part of their course delivery. The lectures are allotted by the Time-table Committee and forward to the computer lab assistants for ensuring the availability of the labs.
34	Photo labs	
		https://semtrustcollege.com/Amenities/Computer-Lab

The IT audit was conducted at SHURPARKA EDUCATIONAL AND MEDICAL TRUST'S M.B. HARRIS & A.E. KALSEKAR COLLEGE OF COMMERCE&MANAGEMENT NALASOPARA (WEST) 401203. PALGHAR.

Checked on 10ᵀᴴ Jan 2020. Following are the observations;

- Institute has sufficient computer, printers, scanners & Laptops to cater the need of 1254 students and 20 faculty present in the institute.
- Adequate software required are installed on the machines available for the students
- IT infra is updated and maintained in good condition and ambience look to be conducive.
- Internet support is sufficient with two service providers namely, M/s HANSA BROAD BAND with 60 MBPS lease line.
- Adequate maintenance is in place and team assured the up-keeping the machines and other infrastructure installed.
- Sufficient student to computer ratio
- Security measures are observed to be in place and are monitored regularly.
- Adequate documentation was maintained regarding infrastructure and procedures are set and schedules are monitored as per schedules.
- Enthusiastic team is in place to take care of the infrastructure and documentation in nice way.
- Best IT practices are in place and strictly adhere with by the team to deal with the up gradations, maintenance and licensing.

Date: 10/01/2020

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

IQAC Coordinator
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Com   Management
Nallasopara (W); Tal. Vasal, Dist. Palghar - 401 203.

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Security Analysis and Performance	This work is a review of image encryption algorithm using a key image, namely a secure image encryption algorithm based on bit plane principle. Method/Analysis: The analysis of the algorithm is done in terms of the parameters like histogram analysis, Number of Pixels Change Rate (NPCR), Unified Average Changing Intensity (UACI), Mean value analysis and Correlation coefficient. Findings: The results show that the algorithm reviewed offers commendable security against common types of attacks. Conclusion/Application: Most of the image encryption techniques have some security and performance issues. So, there is a need to evaluate and analyze the efficiency of the algorithms used for encryption. These parameters are useful in judging the quality of encryption algorithms and can also be used for checking the level of security, the method actually provides to the actual image. (All Software company's release several patches throughout the month to take care of security flaws or bugs. At the end of the month, they might release a service pack, which would include all of those patches, along with any enhancements to the software.
Internet Connection -**Vendor** Internet Speed	The College has installed two leased lines from **Hansa Broad Band** for internet usage in the campus. Campus Wi Fi Routers = 15, and Jio Routers = 1, and network switches = 4 Internet connection speed to 60 MBPS
Teacher-**Computer Ratio**	Teacher: Computer Ratio =**5.14** Teacher: 12
Student-**Computer Ratio**	Students: 1070 Student: Computer Ratio =16:46
Issue handling mechanism	· Troubleshooting is a systematic process used to locate the cause of a fault in a computer system and correct the relevant hardware and software issues. 1) Identify the problem. 2) Establish a theory of probable cause. 3) Test the theory to determine the cause. 4) Establish a plan of Amplify solve the problem and implement the solutic,

Hardware Maintenance	5) Verify full system functionality and, if applicable, implement preventive measures.

Computer hardware maintenance involves taking care of the computer's physical components, such as its keyboard, hard drive and internal CD or DVD drives. Cleaning the computer, keeping its fans free from dust, and defragmenting its hard drives regularly are all parts of a computer hardware maintenance program. PHYSICAL MAINTENANCE - Keeping computers away from dust and dirt, keeping them clean and avoiding extreme temperature changes all help to maintain hardware _____ |
Software Maintenance	Software maintenance in software engineering is the modification of a software product after delivery to correct faults, to improve performance or other attributes. Regular updates and patches are installed and updated. _____
E-waste disposal mechanism	E-waste recycling usually involves disassembling the electronics, separating, and categorizing the contents by material and cleaning them. Items are then shredded mechanically for further sorting with advanced separation technologies. Our College has maintained e-waste bin. As soon as the e-waste bin is filled, the IT Team organizes the delivery of this scrap to the dealer, who then issues, an e-waste certificate to us. This emphasizes that we are environmental-friendly in disposing our e-waste from the campus. _____
Safety measures	Computer based systems, generally referred to as Programmable Electronic Systems (PESs), are being used in all application sectors to perform non safety functions and also to perform safety functions. Belare Advisor - is a procedure for safety analysis of computer systems, based on the operability analysis procedure, which finds the Provisions for failure detection, Hardware configuration, Cooling, heating, and ventilation. Powe supply is through UPS: An uninterruptible power supply provides backup power when your regular power source fails, or voltage drops to an unacceptable level. A UPS allows for the safe, orderly shutdown of a computer and connected equipment. Fire Protection is taken care by Clean agent fire suppression systems use chemical-based agents to absorb the heat of a fire. _____
Support Services	The IT Team provides technical and academic support to the staff in the campus like creation of domain ids, support during conduct of lectures, seminars, workshops, etc. Pre maintenance services, website. _____
Server Host	Domains are a hierarchical way of organizing users and computers that work together on the same network. The domain controller keeps all of that data organized and secured. 4 servers host the data of the campus with wifi.

32	Computer Labs footfalls	Register is maintained by each computer lab assistants.
33	Timetables at Computer labs	Com students have a course on Computer Applications. Computer practical forms a part of their course delivery. The lectures are allotted by the Time-table Committee and forward to the computer lab assistants for ensuring the availability of the labs.
34	Photo labs	https://semtrustcollege.com/Amenities/Computer-Lab

The IT audit was conducted at SHURPARKA EDUCATIONAL AND MEDICAL TRUST'S M.B. HARRIS & A.E. KALSEKAR COLLEGE OF COMMERCE&MANAGEMENT NALASOPARA (WEST) 401203. PALGHAR.

Checked on 04th March 2019. Following are the observations;

- Institute has sufficient computer, printers, scanners & Laptops to cater the need of 1070 students and 14 Faculty present in the institute.
- Adequate software required are installed on the machines available for the students
- IT infra is updated and maintained in good condition and ambience look to be conducive.
- Internet support is sufficient with two service providers namely, M/s HANSA BROAD BAND with 60 MBPS lease line.
- Adequate maintenance is in place and team assured the up-keeping the machines and other infrastructure installed.
- Sufficient student to computer ratio
- Security measures are observed to be in place and are monitored regularly.
- Adequate documentation was maintained regarding infrastructure and procedures are set and schedules are monitored as per schedules.
- Enthusiastic team is in place to take care of the infrastructure and documentation in nice way.
- Best IT practices are in place and strictly adhere with by the team to deal with the up gradations, maintenance and licensing.

Date: 04/03/2019

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.

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

IT AUDIT REPORT - A.Y. 2017-2018

Particulars	Remarks	
IT Staff-Names	MR. ABDUL REHMAN MULLA	
Hardware Stock Register	IT hardware often includes assets that move around a lot for replacements and to meet the down time of the machines. This may be laptops and computers that can be moved from office to office depending on the requirements IT hardware inventory is managed in Stock Register and also a soft copy of the same is maintained.	
Hardware purchase bills	The IT hardware is purchased after following a proper procedure. The IT requirements are identified by the Principal and the IT team procures the quote and after the necessary approval from the Chairman, the hardware is purchased. A separate file is maintained hardware purchase bills by the IT Team.	
Software purchase bills	The IT Team recommends the necessary software to the College depending upon the requirements of the course and the utility. It procures the quote and after the necessary approval from the Chairman, the software is purchased. A separate file is maintained software purchase bills by the IT Team.	
OS purchase bills	The OS is purchased after the approval of the Chairman. The purchase bills are maintained.	
Number of Computer labs & Number of machines	Computer Labs: 01	Total machines in the labs:45
Number of Computers & Laptops for staff	Computers: 9	Laptops: 01
INUmDCI OI 1C 1 classrooms & smart classrooms	ICT classrooms: 02	Smart classrooms: 2
Number of Tablets	College has purchased tablets to facilitate e-learning in the campus. The knowledge resource centre at our campus has two computers for students and have recently purchased three tablets for students' academic purposes.	
Number of Projectors	Every classroom has a projector since they are smart classrooms. Besides this, 4 Class have projectors for easy understanding and learning for the students. We also have the projectors in conference room	
Number of Scanners	Scanners in campus = 01	
Number of Printer	3	

Number of Printers	The College has five printers for meeting the administrative needs. The printers are properly maintained by the IT Team. No. of printers for the campus usage are **3**.
Data Back up	Quick Heal Backup and Restore (In information technology, a backup, or data backup is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event.)
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Teacher-**Computer Ratio**	Computer Ratio = 3:75 Teacher: 12
Student-**Computer Ratio**	Students: 1008 Student: Computer Ratio =22.40
Issue handling mechanism	Troubleshooting is a systematic process used to locate the cause of a fault in a computer system and correct the relevant hardware and software issues. 1) Identify the problem. 2) Establish a theory of probable cause. 3) Test the theory to determine the cause. 4) Establish a plan of Amplify solve the problem and implement the solutic,

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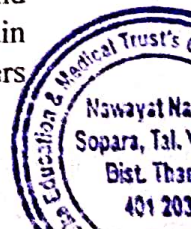|	
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The IT audit was conducted at SHURPARKA EDUCATIONAL AND MEDICAL TRUST'S M.B. HARRIS & A.E. KALSEKAR COLLEGE OF COMMERCE, MANAGEMENT & BSC-IT NALASOPARA (WEST) 401203. PALGHAR.

Checked on 03RD March 2018. Following are the observations;

- Institute has sufficient computer, printers, scanners & Laptops to cater the need of 1008 students and 12 Faculty present in the institute.
- Adequate software required are installed on the machines available for the students
- IT infra is updated and maintained in good condition and ambience look to be conducive.
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Date: 02/03/2018

Principal
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