



S.E.M.T'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)
Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar
PIN - 401 203, (MAHARASHTRA)

IQAC Plan of Action

(2021-22)





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PIN - 401 203, (MAHARASHTRA)

Internal Quality Assurance Cell
2nd Cycle Assessment
Action Plan- 2021-22

Month	Particulars
June 2021	<ul style="list-style-type: none">• IQAC Meeting for Annual Planning• Preparation of Academic Calendar• Distribution of Workload and Formation of Committees• Planning Meetings with various Committees• Meeting with CDC• Proposals for new UG Programmes like BSC-IT• Proposal for One-year Diploma Course in Persian Language study center• Arranging Certificate Course for Students during the academic year
July/ August 2022	<ul style="list-style-type: none">• Organizing Vaccine Drive• Organization of Semmar/ Webinar/Competition• Alumni meet and Convocation Ceremony• PTA Meeting• Independence Day Celebration
Sept./ Oct. 2022	<ul style="list-style-type: none">• Organization of Seminar/ Webinar/Competition• Celebration of Days Like Hindi Diwas and NSS Day• Orientation Program for FY Students• Organizing Vaccination Drive• IQAC Meeting• Review of Syllabus Completion• Meeting with CDC
Nov./ Dec. 2022	<ul style="list-style-type: none">• Organization of Seminar/ Webinar/Competition• Celebration of Days Like Hindi Diwas and NSS Day• IQAC Meeting• Discussion of Criteria Work, Committee Report and Work• Meeting with CDC
Jan./ Feb. 2022	<ul style="list-style-type: none">• Organization of Aaghaaz- Annual Cultural Festival• Organization of Annual Sport• Organization of International Conference



<p>March/ April 2022</p>	<ul style="list-style-type: none"> • IQAC meeting and review the work of Committee • Preparation of Academic and Administrative Audit (AAA) • Meeting with CDC • Review of Feedback Mechanism and Analysis • Organization of Online Intellectual Property Rights workshop • Organisation of Blood Donation Drive • Participation in Avishkar Research Convention
<p>May 2022</p>	<ul style="list-style-type: none"> • Convocation Ceremony & Prize Distribution

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IQAC Coordinator
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IQAC Plan of Action
with ATRs
(2021-22)

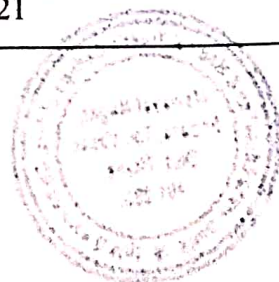




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Internal Quality Assurance Cell
2nd Cycle Assessment
Action Plan with Action Taken Report- 2021-22

Sr. No.	Plan of Action	Achievement
2021-22		
1	To Prepare Academic Calendar	Academic calendar was prepared.
2	To prepare annual Teaching Plan	Prepared and executed.
3	To prepare Work load and Formation of Committee	Prepared and executed.
4	To Make proposals for new UG Programmes like BSC-IT	College had applied for regular course of Mumbai University on BSC-It on 30 th September 2021
5	Proposal for One year Diploma Course in Persian Language study center	College had applied for one year diploma in Persian Language Study Center 20 th September 2021 to NCPUL, Delhi
6	To organize a webinar	1. Webinar On World Environment Day on 5.6.21 2. Webinar Tobacco Consumption & Its health implication on 8.6.21 3. Webinar on Munshi Premchand: Samajik Yatartat ke Topic on 31.7.21 4. Webinar on Crime against Girl Child/ 5. Women, Domestic Violence & Legal Remedies on 14.8.21



7.	Orientation Programme for first year students	Orientation Programme for first year students was held on 27th September 2021. Students were introduced to the various committees of the college and the made aware all rules and regulations of the college including examinations
8.	To organised Covid – 19 Vaccine Drive	Organised Covid Vacation Drive with the help Vasai Virar Mahanagar Palika, Nallasopara for Public, College Staff and Student on 3rd July 2021 & 20th October 2021
9.	To organize international conference	Organised a International Conference on “Emerging Trends, Policy and Issues In Field of Commerce, Management, Economics & Social Sciences” on 19 th Feb 2022
10	To hold our Online Annual College Cultural Festival and Annual Sports Meet	The Online Annual College Cultural Festival (Aagaaz) was organized on 10th February 2022 received a very good response. The Annual Sports Meet organised on 25th February 2022
11.	To organises a Mega Blood Donation Drive	Organised Mega Blood Donation Camp by NSS Unit on 15th March 2022
12.	To organises Workshop on Intellectual Property Rights	Organised a One-day National Workshop on “Intellectual Property Rights (IPR) on 19th March 2022
13.	To conduct a Green Audit, Academic audit, administrative audit, Fire audit, Energy audit, Gender audit, Structural audit	College conducted all audits as per the plan in the year.



14.	To organises a Convocation Ceremony and Annual Prize Distribution	Organised a Convocation Ceremony for Pass out TY Students on 7th August 2021 & 7th May 2022. Annual Prize distribution on 7th May 2022
15.	Planning of extension/ outreach programmes	Various extension activities conducted by NSS Unit and DLLE Unit
16.	To organises a Certificate Course for students	19 Certificate course arrange for students during the academic year including online courses from Swayam



IQAC Coordinator Sign

IQAC Coordinator

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IQAC Plan of Action

(2020-21)

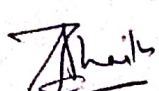




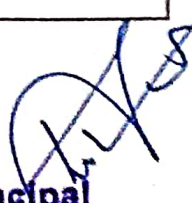
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Internal Quality Assurance Cell
2nd Cycle Assessment
Action Plan- 2020-21

Month	Particulars
June 2020	<ul style="list-style-type: none">• IQAC Meeting for Annual Planning• Preparation of Academic Calendar• Distribution of Workload and Formation of Committees• Planning Meetings with various Committees• Meeting with CDC• Review the advertisement process for admission of Graduate and Post Graduate.• Organization of Seminar/ Webinar/ FDP/ Conference• Arranging Certificate Course for Students during the academic year
July/ August 2020	<ul style="list-style-type: none">• Organization of Seminar/ Webinar/Competition• Alumni meet• Independence Day Celebration
Sept./ Oct. 2020	<ul style="list-style-type: none">• Organization of Seminar/ Webinar/Competition• Celebration of Days Like Teachers Day Celebration• Orientation Program for FY Students• IQAC Meeting• Meeting with CDC
Nov./ Dec. 2020	<ul style="list-style-type: none">• Organization of Seminar/ Webinar/Competition• Celebration of Days Like Constitution Day, Hindi Diwas and NSS Day• Discussion of Criteria Work, Committee Report and Work• Organization of Blood Donation Drive
Jan./ Feb. 2021	<ul style="list-style-type: none">• Meeting with CDC• Celebration of Days like Marathi Bahasa Diwas
March/ April 2021	<ul style="list-style-type: none">• Review of Feedback Mechanism and Analysis• Organization of Seminar/ Webinar/Competition• Participation in Avishkar Research Convention• Meeting with CDC• Meeting with IQAC• Apply for Diploma Course in Functional Arabic and Diploma in Computer Applications, Business Accounting and Multilingual (CABA-MDTP)• Organization of Aaghaaz- Annual Cultural Festival


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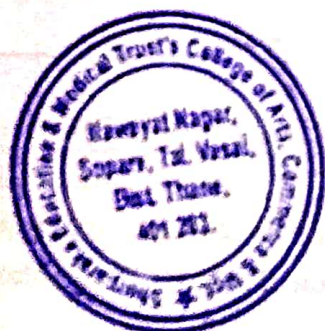



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IQAC Plan of Action with ATRs (2020-21)





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Internal Quality Assurance Cell
2nd Cycle Assessment
Action Plan with Action Taken Report- 2020-21

Sr. No.	Plan of Action	Achievement
2020-21		
1	To Prepare Academic Calendar	Academic calendar was prepared.
2	To prepare annual Teaching Plan	Prepared and executed.
3	To prepare Work load and Formation of Committee	Prepared and executed.
4	To Promote Urdu Literature among teachers and students	Urdu Diploma Courses 3rd batch was started for Teachers and Students. Lecture started from 1st July 2020. Total students are 50.
5	To organise a Faculty Development Program	Arranged Seven-day Faculty Development Program on "Research Methodology and Analytical Techniques" on 17.6.20 to 23.6.20
6	To organise an Urdu International Conference	Organised a International Urdu Conference on "Allama Iqbal: Sheri Usloob" on 8.6.20.
7	To organise an International Conference	7. Organised an International Conference on "Current Trend, Policy and Issues in Field of Commerce, Management, Economics & Social Sciences" on 14.6.20.
8	To organise a Workshop	Organised a Four-day National Workshop on "Using Structural Equation Modelling



		(SEM) as a Research Tool” on 2.7.20
9.	Orientation Programme for first year students	Orientation Programme for first year students was held on 4 th October 2020. Students were introduced to the various committees of the college and the made aware all rules and regulations of the college including examinations
10.	To pursue Students to present Research projects at various competitions at College and University level.	Students took part in college level, 'Avishkar Research Convention' on 12th April 2021
11.	To hold our Online Annual College Cultural Festival and Annual Sports Meet	The Online Annual College Cultural Festival (Aagaaz) was organized on 12th April 2021 received a very good response.
12.	Planning of extension/ outreach programmes	Various extension activities conducted by NSS Unit and DLLE Unit
13	To organises a Certificate Course for students	19 Certificate course arrange for students during the academic year including online courses from Swayam



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IQAC Plan of Action

(2019-20)





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2nd Cycle Assessment
Action Plan- 2019-20

Month	Particulars
June 2019	<ul style="list-style-type: none">• IQAC Meeting for Annual Planning• Preparation of Academic Calendar• Distribution of Workload and Formation of Committees• Planning Meetings with various Committees• Meeting with CDC• Review the advertisement process for admission of Graduate and Post Graduate.• Organise Certificate Course for Students during the academic year
July/ August 2019	<ul style="list-style-type: none">• Alumni meet and Convocation Ceremony• Independence Day Celebration
Sept./ Oct. 2019	<ul style="list-style-type: none">• Celebration of Days Like Teachers Day Celebration• Orientation Program for FY Students• IQAC Meeting• Review of Syllabus Completion• Meeting with CDC
Nov./ Dec. 2019	<ul style="list-style-type: none">• IQAC meeting• Meeting with CDC• Organization of Aaghaaz- Annual Cultural Festival• Organization of Annual Sport
Jan./ Feb. 2020	<ul style="list-style-type: none">• Organization of Blood Donation Drive• Arrangement of Historical Visit• Arrangement of Industrial Visit• Arrangement of Intellectual Property Rights Workshop (IPR)• Arrangement of Annual Prize Distribution for Culture and Sports
March/ April 2020	<ul style="list-style-type: none">• Review of Feedback Mechanism and Analysis• Arrangement of Educational Visit to Bank• Participation in Avishkar Research Convention• Meeting with CDC• Meeting with IQAC and review the work of committee
May 2020	<ul style="list-style-type: none">• Convocation Ceremony & Prize Distribution• Organization of Seminar/ Webinar/ Workshop

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IQAC Plan of Action
with ATRs
(2019-20)





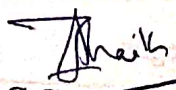
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Action Plan with Action Taken Report- 2019-20

Sr. No.	Plan of Action	Achievement
2019-20		
1	To Prepare Academic Calendar	Academic calendar was prepared.
2	To prepare annual Teaching Plan	Prepared and executed.
3	To prepare Work load and Formation of Committee	Prepared and executed.
4	To Promote Urdu Literature among teachers and students	Urdu Diploma Courses 2nd batch was started for Teachers and Students. Lecture started from 1st April 2020. Total students are 50
5	To organises a Faculty Development Program	Arranged Four-day Faculty Development Program on "Data Analysis using Jamovi – An alternative" on 27.5.20
6.	To organises a Workshop	Conducted one day Workshop on "Intellectual Property Rights" in association with Department of Commerce and IQAC Cell 15th February 2020 for Teacher and students from various Colleges
7.	Orientation Programme for first year students	Orientation Programme for first year students was held on 4 th October 2020. Students were introduced to the various committees of the college and the made aware all rules and regulations of the college



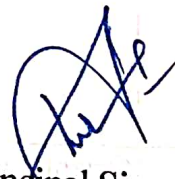
		including examinations
8.	To pursue Students to present Research projects at various competitions at College and University level.	Students took part in College level, 'Avishkar Research Convention' on 7th December 2019
9.	To hold our Annual College Cultural Festival and Annual Sports Meet	The Annual College Cultural Festival was organized on 18th, 19th and 21st of December 2019 received a very good response The Annual College Sports was organized on 23rd and 24th December 2019 received a very good response
10.	Planning of extension/ outreach programmes	Various extension activities conducted by NSS Unit and DLLE Unit
11.	To award the academic achievers by organizing Prize Distribution	The Prize Distribution Ceremony was organised by the College to felicitate toppers in academics and Sports on 8th February 2020. Students received prizes and certificates from Eminent Personalities who were invited as Guests of Honour for this function
12	To organises a Certificate Course for students	15 Certificate course arrange for students during the academic year



IQAC Coordinator Sign

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IQAC Plan of Action

(2018-19)






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Internal Quality Assurance Cell
2nd Cycle Assessment
Action Plan- 2018-19

Month	Particulars
June 2018	<ul style="list-style-type: none">• IQAC Meeting for Annual Planning• Preparation of Academic Calendar• Distribution of Workload and Formation of Committees• Planning Meetings with various Committees• Meeting with CDC.• Organise Certificate Course for Students during the academic year
July/ August 2018	<ul style="list-style-type: none">• Orientation Program for FY Students• Independence Day Celebration• Various Activities and Orientation program by NSS and DLLE Unit• Organization of Seminar and Workshop
Sept./ Oct. 2018	<ul style="list-style-type: none">• Celebration of Days Like Teachers Day Celebration• IQAC Meeting• Review of Syllabus Completion• Meeting with CDC
Nov./ Dec. 2018	<ul style="list-style-type: none">• Organisation of seven-day residential NSS camp• Arrangement of Blood Donation Camp
Jan./ Feb. 2019	<ul style="list-style-type: none">• Organization of Aaghaaz- Annual Cultural Festival• Organization of Annual Sport• Arrangement of Historical Visit• Arrangement of Annual Prize Distribution for Culture and Sports
March/ April 2019	<ul style="list-style-type: none">• Review of Feedback Mechanism and Analysis• Arrangement of Educational tour to Urdu Times Daily Newspaper Office• Arrangement of Industrial Visit• Meeting with CDC• Meeting with IQAC and review the work of committee• Organization of Seminar and Workshop• Arrangement of Intellectual Property Rights Workshop (IPR)• Applying the Post Graduate (M.Com) and Graduate Courses (BAF)
May 2019	<ul style="list-style-type: none">• Organization of Seminar/ Webinar/ Workshop


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***IQAC Plan of Action
with ATRs
(2018-19)***



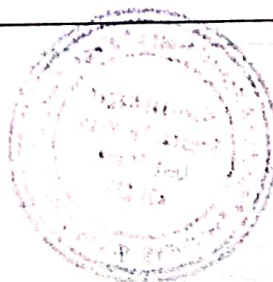


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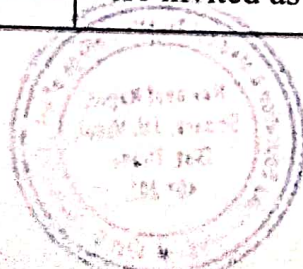
Internal Quality Assurance Cell
2nd Cycle Assessment

Action Plan with Action Taken Report- 2018-19

Sr. No.	Plan of Action	Achievement
2018-19		
1	To Prepare Academic Calendar	Academic calendar was prepared.
2	To prepare annual Teaching Plan	Prepared and executed.
3	To prepare Work load and Formation of Committee	Prepared and executed.
4	To Promote Urdu Literature among teachers and students	Urdu Diploma Courses 2nd batch was started for Teachers and Students. Lecture started from 16 th Feb 2019. Total students are 45
5.	To organises a Workshop	1. Conducted one day syllabus Revision Workshop of TYBCom, TYBMS and TYBFM in association with Board of Studies of University of Mumbai on 5th July 2018 2. Conducted one day syllabus Revision Workshop of TYBA on 21st August 2018 3. Conducted One day workshop on MS-Office for Teaching & Non-Teaching Staff on 5th Nov 2018 4. Conducted one day Workshop on "Intellectual Property Rights" in association with Department of Commerce and IQAC Cell on 2 nd March 2019 for Teacher and



		students from various Colleges. 5. Conducted one day Workshop on "GST Syllabus Examination, Assessment, Evaluation and Revaluation" in association with Department of Commerce and IQAC Cell 11th March 2019 for students from various Colleges. The fee charged for students was free of Cost
6.	Orientation Programme for first year students	Orientation Programme for first year students was held on 13 th July 2018. Students were introduced to the various committees of the college and the made aware all rules and regulations of the college including examinations
7.	To pursue Students to present Research projects at various competitions at College and University level.	Students took part in College level, 'Avishkar Research Convention'
9.	To hold our Annual College Cultural Festival and Annual Sports Meet	The Annual College Cultural Festival was organized on 23rd, 24th, 25th and 28th of January 2019 received a very good response. The Annual College Sports was organized on 1st and 2nd of February 2019 received a very good response
10.	Planning of extension/ outreach programmes	Various extension activities conducted by NSS Unit and DLLE Unit
11.	To award the academic achievers by organizing Prize Distribution	The Prize Distribution Ceremony was organised by the College to felicitate toppers in academics and Sports on 16th February 2019. Students received prizes and certificates from Eminent Personalities who were invited as Guests of Honour for this



		function
12.	Educational Visit	Educational Visit- "Journalism and its Impact on Society" at Urdu Times Daily Newspaper on 6.10.18
13.	To organise a Certificate Course for students	14 Certificate course arrange for students during the academic year

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IQAC Plan of Action

(2017-18)

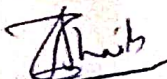





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Internal Quality Assurance Cell
2nd Cycle Assessment
Action Plan- 2017-18

Month	Particulars
June to August 2017	<ul style="list-style-type: none">• IQAC Meeting for Annual Planning• Meeting with CDC.• Preparation of Academic Calendar• Distribution of Workload and Formation of Committees• Planning Meetings with various Committees• Independence Day Celebration• Various Activities and Orientation program by NSS and DLLE Unit• Organization of Seminar and Workshop• Organization Certificate Course for Students during the academic year
Sept./ Oct. 2017	<ul style="list-style-type: none">• Celebration of Days Like Teachers Day Celebration• Orientation Program for FY Students• IQAC Meeting• Review of Syllabus Completion
Nov./ Dec. 2017	<ul style="list-style-type: none">• Celebration of Days Like Hindi/ Urdu Day• Organisation of seven-day residential NSS camp• IQAC Meeting• Meeting with CDC.• Organization of Aaghaaz- Annual Cultural Festival• Organization of Annual Sport
Jan./ Feb. 2018	<ul style="list-style-type: none">• IQAC Meeting• MOU with Institute with professional course like Accounting & Tally• Organization of International Conference• Organisation of Blood Donation Camp
March/ April 2018	<ul style="list-style-type: none">• Review of Feedback Mechanism and Analysis• Arrangement of Annual Prize Distribution for Culture and Sports• Organization of Alumni and Convocation Ceremony• Arrangement of Industrial Visit• Meeting with CDC• Meeting with IQAC and review the work of committee• Organization of Seminar and Workshop• Organization of Industrial Visit & Historical Visit


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




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



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IQAC Plan of Action
with ATRs
(2017-18)



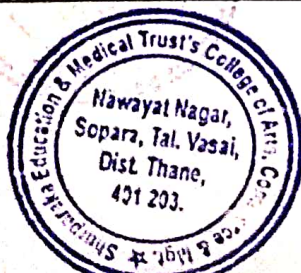


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Internal Quality Assurance Cell
2nd Cycle Assessment

Action Plan with Action Taken Report- 2017-18

Sr. No.	Plan of Action	Achievement
2017-18		
1	To Prepare Academic Calendar	Academic calendar was prepared.
2	To prepare annual Teaching Plan	Prepared and executed.
3	To prepare Work load and Formation of Committee	Prepared and executed.
4	To Promote Urdu Literature among teachers and students	An Inter-College Workshop was organised on "Daure Hazir Me Novel Nigari" by Dept of Urdu on 10 th March 2018.
5.	To organise a Workshop	Conducted one day Workshop on "Tally ERP 9" in association with Department of Commerce and IQAC Cell on 10 th March 2018 for students from various Colleges. The workshop was conducted free of cost for the Students.
6.	Orientation Programme for first year students	Orientation Programme for first year students was held on 1 st September 2017 students were introduced to various committees of the college for awareness of all rules and regulations of the college including examinations
7.	Keeping in mind, the thrust for research work in academic institutions	A one-day International Conference on Commerce, Banking Economics, Management, Law, Social Science and

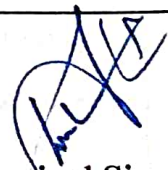


		Environmental Concerns was organized in collaboration with Indo Global Chamber of Commerce, Industries & Agriculture in Association with IQAC of SEMT's, M.B. Harris College of Arts & A.E. Kalsekar College of Commerce & Management. This conference was organized in our College on 27 th January 2018.
8.	To Tie-up with International/National Institutes for Career Oriented Programmes.	The college signed an MOU with Master Skill Hub, Mumbai. The Accountancy & Finance courses are recognised all over Mumbai. It was done on 17 th Feb 2018
9.	To hold our Annual College Cultural Festival and Annual Sports Meet	The Annual College Cultural Festival was organized on 18 th , 19 th and 20 th of December 2017 received a very good response. The Annual College Sports was organized on 21 st and 22 nd of December 2017 received a very good response
10.	Planning of extension/ outreach programmes	Various extension activities conducted by NSS Unit and DLLE Unit
11.	To award the academic achievers by organizing Prize Distribution	The Prize Distribution Ceremony was organised by the College to felicitate toppers in Academics, Cultural and Sports on 24 th March 2018. Students received prizes and certificates from Eminent Personalities who were invited as Guests of Honour for this function.
12.	Organization of Industrial and Historical Visit	Industrial Visit organise at Silvasa on 8 th March 2018
13.	To organise a Certificate Course for students	9 Certificate course arrange for students during the academic year



IQAC Coordinator Sign
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