

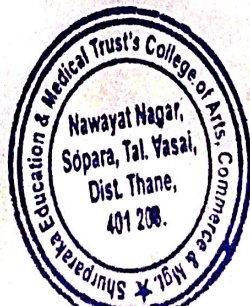


DEPARTMENTAL DOCUMENT VERIFICATION AND VALIDATION

Name of the Department: BAF (Bachelor of Commerce (Accounting & Finance)).

Assessment Year: 20 21 / 20 22

Sr. No.	Particulars		
	Documents to be verified	Data verified & Validated by IQAC	Remarks
1	Department Profile	Verified & validated	Record maintained till date
2	Roll call & Attendance Improvement Policy	Verified & validated	Roll Call maintained
3	Internal Evaluation and University Results	Verified & validated	Two Internal Exam Conducted for Internal
4	Departmental Meeting Proceedings with ATRs	Meeting conducted	Meeting proceeding maintained
5	Time Table (Departmental and Individual)	Record Maintained properly	
6	Teacher's Diary/ TLP Planning	Verified & validated	Lesson plan maintained
7	Slow and Advanced Learners' Batch	Verified & validated	Activity conducted for Slow & Advance learner
8	Research Profile (Faculty and Students)	Verified & validated	Student prepare ^m Black Book for Project viva
9	Extension work & Outreach Programmes	Extension / outreach objective Achieved	Program conducted



10	Course Syllabi and Question Bank (Internal and University)	Verified & validated	Record maintained & referred by student
11	Student-centric/representation activities record	Verified & validated	Seminar, Project record maintained.
12	Library Register	Verified & validated	Register Maintained & student frequently visit library
13	Mentor-Mentee Scheme	Verified & validated	Student personal Issue, Query attend by Mentor
14	Magazine	Verified & validated	Student article are collected for Magazine
15	Students, Projects Seminars / Study Tours	Verified & validated	Project are taken for TYBAF Sem VI student
16	Feedback Record	Verified & validated	feedback sought & action taken
17	Alumni record	Verified & validated	Alumni meeting conducted during the year
18	Skill-based Short-Term Courses	Skill based short term course organised for student.	
19	Students Placement Policy	Student counselled informally & record of placed student maintained	
20	NAAC/ AAA recommendations compliance record	Industrial visit to be organised for students	

(Signature)

HOD

Dept: BAF

(Signature)
IQAC Coordinator

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.

(Signature)

Principal

Principal

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





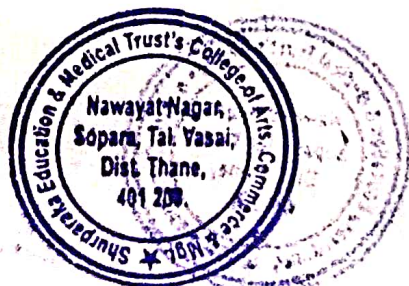
S.E.M.T.'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR
PIN - 401 203, (MAHARASHTRA)

DEPARTMENTAL DOCUMENT VERIFICATION AND VALIDATION

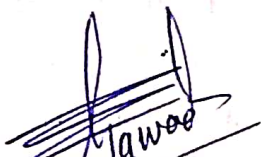
Name of the Department: BMS (Bachelor of Management Studies)

Assessment Year: 2021/2022

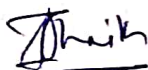
Sr. No.	Particulars		
	Documents to be verified	Data verified & Validated by IQAC	Remarks
1	Department Profile	Data verified & validated	Updated till date
2	Roll call & Attendance Improvement Policy	Data verified & validated	Roll call maintained Defaulter list prepared
3	Internal Evaluation and University Results	Verified & validated	Two Internal Exam conducted for Internal Evaluation
4	Departmental Meeting Proceedings with ATRs	Formal Meeting Conducted	Meeting proceedy maintained
5	Time Table (Departmental and Individual)	Time Table Verified	Time Table maintained Properly
6	Teacher's Diary/ TLP Planning	Verified & validated	Lesson plan maintained
7	Slow and Advanced Learners' Batch	Verified & validated	Activity conducted
8	Research Profile (Faculty and Students)	Verified & validated	Teacher publish Research paper
9	Extension work & Outreach Programmes	Extension / outreach Objective achieved	program conducted



10	Course Syllabi and Question Bank (Internal and University)	Data verified & validated	Record maintained & referred by student.
11	Student-centric/ representation activities record	Seminar, Project	record maintained
12	Library Register	Verified & validated	Register maintained & student visit library
13	Mentor-Mentee Scheme	Verified & validated	Activity conducted student personal Issue attended by mentor
14	Magazine	Verified & validated	student article are collected for Magazine
15	Students, Projects Seminars / Study Tours	Verified & validated	Projects are taken for TYBMS Sem VI student
16	Feedback Record	Verified & validated	feedback sought & action taken
17	Alumni record	Verified & validated	Two Alumni meeting conducted during the year
18	Skill-based Short-Term Courses	Skill based Short term Course to be organised	for student.
19	Students Placement Policy	Placement notice given in whatsapp group & accordingly guided to student.	
20	NAAC/ AAA recommendations compliance record / Remark.	Industrial visit student	to be organised for


HOD

Dept: BMS



IQAC Coordinator

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

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 -





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)

DEPARTMENTAL DOCUMENT VERIFICATION AND VALIDATION

Name of the Department: Arts (Bachelor of Arts)

Assessment Year: 20 21 / 20 22

Sr. No.	Particulars		
	Documents to be verified	Data verified & Validated by IQAC	Remarks
1	Department Profile	Verified and validated	Record maintained till date
2	Roll call & Attendance Improvement Policy	Student name sheet maintained	list & attendance
3	Internal Evaluation and University Results	Seminar, Unit Test, Project & oral Conducted	
4	Departmental Meeting Proceedings with ATRs	Meeting conducted, Action taken on the resolution.	
5	Time Table (Departmental and Individual)	Maintained & accordingly	Session conducted
6	Teacher's Diary/ TLP Planning	Lesson plan maintained by Teacher	
7	Slow and Advanced Learners' Batch	Activity conducted, record maintained & outcome attained.	
8	Research Profile (Faculty and Students)	Each faculty has publication to credit UGC Case recommended	
9	Extension work & Outreach Programmes	Extension Activity in vicinity / Neighbourhood recommended	



10	Course Syllabi and Question Bank (Internal and University)	Data maintained and referred to by student from time to time.
11	Student-centric/representation activities record	Group Discussion, Project, P.P.T Presentation
12	Library Register	Record maintained properly and book referred by students from time to time.
13	Mentor-Mentee Scheme	Student personal, academic & Career problem/Issue attended by Mentor
14	Magazine	Activities planned & Executed
15	Students, Projects Seminars / Study Tours	Seminar, Assignment given & record maintained properly
16	Feedback Record	feedback sought, analysed & action taken in time
17	Alumni record	Alumni Record maintained & rapport with them established
18	Skill-based Short-Term Courses	various course organised during academic year
19	Students Placement Policy	Student counselled, informally & record of placed student maintained
20	NAAC/ AAA recommendations compliance record	PG in Hindi & History will be introduced from 2025-26 onward.

HOD

Dept:

Arts.

Shailk

IQAC Coordinator

IQAC Coordinator

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.

Shailk

Principal

Principal

Shurparaka Educational & Medical

M. B. Harris College of Arts &

A. E. Kalsekar College of Commerce & Management

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



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

DEPARTMENTAL DOCUMENT VERIFICATION AND VALIDATION

Name of the Department: B.Com (Bachelor of Commerce)

Assessment Year: 20 21 / 20 22

Sr. No.	Particulars		
	Documents to be verified	Data verified & Validated by IQAC	Remarks
1	Department Profile	Verified & validated	Updated profile is in place
2	Roll call & Attendance Improvement Policy	Roll call maintained, attendance policy proved helpful	
3	Internal Evaluation and University Results	Unit Test for F.C	
4	Departmental Meeting Proceedings with ATRs	Meeting conducted for each session	
5	Time Table (Departmental and Individual)	Time table maintained & executed	
6	Teacher's Diary/ TLP Planning	Lesson plan maintained by Teacher, Use of ICT Tool in TLP	
7	Slow and Advanced Learners' Batch	Student identified through Internal Test	
8	Research Profile (Faculty and Students)	Faculty were asked to publish to Two research paper in next a year	
9	Extension work & Outreach Programmes	Extension Activities conducted by NSS & DILE	



10	Course Syllabi and Question Bank (Internal and University)	Record maintained by library for student & staff	
11	Student-centric/representation activities record	Group Discussion, P.P.T presentation for Fc project.	
12	Library Register	Record maintained & referred to by student.	
13	Mentor-Mentee Scheme	Mentor-Mentee scheme maintain by Teachers.	
14	Magazine	organise Activity & maintained for Magazine.	
15	Students, Projects Seminars / Study Tours	Project given to student in F-C subject.	
16	Feedback Record	Feedback sought, analysed & Action Taken.	
17	Alumni record	Alumni Record maintained	
18	Skill-based Short-Term Courses	Short Term & skill based course organised for student	
19	Students Placement Policy	placement drive organised for student	
20	NAAC/ AAA recommendations compliance record	Various course to be organised	

HOD



Dept: Commerce


IQAC Coordinator

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

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 -





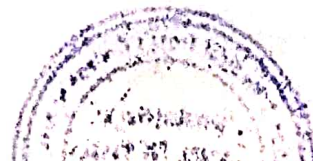
S.E.M.T.'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR
PIN - 401 203, (MAHARASHTRA)

DEPARTMENTAL DOCUMENT VERIFICATION AND VALIDATION

Name of the Department: History (BA) (Bachelor of Arts)

Assessment Year: 20 21 / 20 22

Sr. No.	Particulars		
	Documents to be verified	Data verified & Validated by IQAC	Remarks
1	Department Profile	Data verified & validated	Individual profile maintained
2	Roll call & Attendance Improvement Policy	Roll call maintained, extra session & revision lecture taken for student	
3	Internal Evaluation and University Results	Internal Evaluation done through project in History Paper VI	
4	Departmental Meeting Proceedings with ATRs	Departmental Meeting & Individual Time Table maintained	
5	Time Table (Departmental and Individual)	Departmental & Individual Time Table maintained.	
6	Teacher's Diary/ TLP Planning	Individual lesson plan maintained	
7	Slow and Advanced Learners' Batch	Activity conducted & student provided with notes in English & Hindi	
8	Research Profile (Faculty and Students)	Recommended for better prospect in research	
9	Extension work & Outreach Programmes	Extension work conducted	



10	Course Syllabi and Question Bank (Internal and University)	Course syllabi maintained and	& Question Bank refined by students
11	Student-centric/representation activities record	Group Discussion, Project viva for History Paper VI,	Quiz Competition
12	Library Register	well maintained	library
13	Mentor-Mentee Scheme	Activity Conducted,	Guidance Assistance extended
14	Magazine	Photo of Historical visit & Department	are maintained for Magazine.
15	Students, Projects Seminars / Study Tours	Students project conducted & maintained for	History Paper VI
16	Feedback Record	feedback sought, analysed and	Action Taken.
17	Alumni record	Proper rapport with Alumni maintained	& help sought.
18	Skill-based Short-Term Courses	Skill based short term course to	be conducted
19	Students Placement Policy	Placement Notice given in whatsapp	group & accordingly guided to student
20	NAAC/ AAA recommendations compliance record	Workshop & Seminar organised	

HOD

Dept:

History Dept

[Signature]

IQAC Coordinator

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.

[Signature]

Principal

Principal

Shurparaka Educational & Medical

M. B. Harris College of Arts &

A. E. Kalsekar College of Commerce &

Nallasopara (W); Tal. Vasai, Dist. Palghar





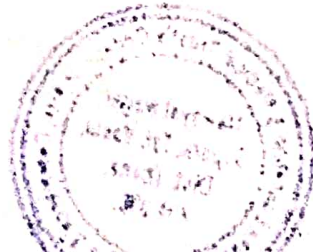
S.E.M.T.'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR
PIN - 401 203, (MAHARASHTRA)

DEPARTMENTAL DOCUMENT VERIFICATION AND VALIDATION

Name of the Department: B.A (Hindi) (Bachelor of Arts)

Assessment Year: 2021 / 20 22

Sr. No.	Particulars		
	Documents to be verified	Data verified & Validated by IQAC	Remarks
1	Department Profile	Verified & validated	Record maintained till date
2	Roll call & Attendance Improvement Policy	Student name list maintained, attendance communicate with Parent in PTA meeting	
3	Internal Evaluation and University Results	Internal Evaluation conducted through Hindi Paper VI project.	
4	Departmental Meeting Proceedings with ATRs	Meeting conducted & Action Taken	
5	Time Table (Departmental and Individual)	Maintained & session conducted accordingly	
6	Teacher's Diary/ TLP Planning	Individual lesson plan maintained	
7	Slow and Advanced Learners' Batch	Activity conducted, record maintained & outcome attained	
8	Research Profile (Faculty and Students)	Faculty was asked to publish research paper in UAC Care listed Journal	
9	Extension work & Outreach Programmes	Extension activity conducted as per NSS & DLE Unit	



10	Course Syllabi and Question Bank (Internal and University)	Question Bank & syllabus copies are maintained by library
11	Student-centric/ representation activities record	
12	Library Register	Record maintained properly & book referred by students from time to time.
13	Mentor-Mentee Scheme	Students personal, academic & career problems are resolved by Mentor
14	Magazine	Activities planned & Executed
15	Students, Projects Seminars / Study Tours	Seminars, Projects maintained properly
16	Feedback Record	feedback sought, analysed & action taken in time
17	Alumni record	Alumni Record maintained by Alumni Committee
18	Skill-based Short-Term Courses	Skill based short term course to be organised for students <u>to</u>
19	Students Placement Policy	Student counselled informally & record of placed student maintained
20	NAAC/ AAA recommendations compliance record	Short term course in language. PG of in Hindi to be introduced.

HOD 

Dept: Hindi


IQAC Coordinator

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

Principal
Shurparaka Educational & Medical
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & M
Nallasopara (W); Tal. Vasai, Dist. Palghar





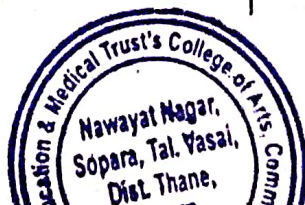
S.E.M.T.'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR
PIN - 401 203, (MAHARASHTRA)

DEPARTMENTAL DOCUMENT VERIFICATION AND VALIDATION

Name of the Department: Urdu (Bachelor of Arts - BA)

Assessment Year: 2021 / 2022

Sr. No.	Particulars		
	Documents to be verified	Data verified & Validated by IQAC	Remarks
1	Department Profile	Verified & Validated	Record maintained till date
2	Roll call & Attendance Improvement Policy	Verified & Validated	Roll Call maintained
3	Internal Evaluation and University Results	Verified & Validated	Internal Evaluation done in TUBA Paper VI
4	Departmental Meeting Proceedings with ATRs	Verified & Validated	Meeting proceeding maintained
5	Time Table (Departmental and Individual)	Verified & Validated	Departmental & Individual Time Table maintained
6	Teacher's Diary/ TLP Planning	Verified & Validated	Individual lesson plan maintained
7	Slow and Advanced Learners' Batch	Verified & Validated	Activity were conducted together
8	Research Profile (Faculty and Students)	Verified & Validated	Research paper published by staff.
9	Extension work & Outreach Programmes	Extension / outreach objective achieved	Program conducted



10	Course Syllabi and Question Bank (Internal and University)	Verified & validated	Course syllabi & Question Bank are maintained by library
11	Student-centric/representation activities record	Verified & validated	Group Discussion, Q&A Session, Project
12	Library Register	Verified & validated	Record maintained properly.
13	Mentor-Mentee Scheme	Verified & validated	Student Issue & Query resolved by Mentor
14	Magazine	Verified & validated	Student & Teacher gave article in Urdu language
15	Students, Projects Seminars / Study Tours	Verified & validated	Student project taken by Urdu Paper VI (TYBA)
16	Feedback Record	Verified & validated	feedback sought, Analyzed & Action Taken in Time.
17	Alumni record	Verified & validated	Alumni record maintained by Alumni Committee
18	Skill-based Short-Term Courses	skill based short term courses organised for student	
19	Students Placement Policy	Students counselled informally & record of placed student maintained	
20	NAAC/AAA recommendations compliance record	Short term course in language to be introduced.	

HOD

Dept: Urdu

[Signature]

IQAC Coordinator

IQAC Coordinator

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.

[Signature]

Principal

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.

