



**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)

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# **IQAC Meeting and Action Taken Report 2017-18**





**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)**

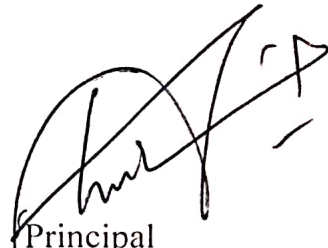
10/7/2017

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 15<sup>th</sup> July, 2017 at 11.00 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To appoint Qualified Staff.
3. To reorganize the IQAC member and Criterion Head.
4. To verify all Committee, Department and Criterion Report & PPT
5. To overview the preparation made in relation to the NAAC PTV dates are 19-20 September/3-4 October/9-10 October.
6. To finalize the Banner, Poster and Tags to be display on important places in College premises.
7. To fix the date of MOCK visit.
8. To invite Experts Faculties to deliver lecture on, how to maintain the Documents, Files and PPT.
9. To approve Academic Calendar and Perspective Plan
10. Any other matter with Permission of the Chair.



  
Principal  
Dr. M.K. Ahmad

Shurpankha Education & Medical Trust's  
A. E. Kalsekar

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

**Business transacted:**

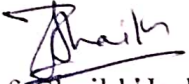
1. Prin. Dr. M.K.Ahmad, Chairman of Internal Quality Assurance Cell (IQAC) welcomed all the members of IQAC.
2. Principal suggested to have interview for Qualified and approved Staff Advertisement approved from University and putting ADD in Newspaper
3. New IQAC member and Criterion Head was formed on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



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

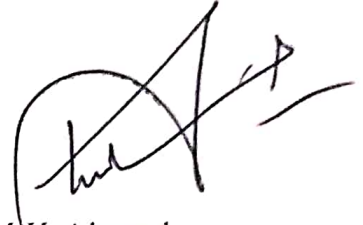
9. All the suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.



Prof. Shaikh' Irshad W.

IQAC Coordinator



Dr. M.K.Ahmad

Principal, Chairperson IQAC



**Principal**

Shurparaka Education & Medical Trust's

M. L. ... &

A. E. Kalsekar ... & Management

Nallasopara (W), Palghar - 401 203.





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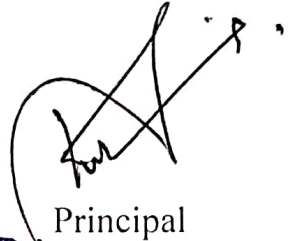
7/9/2017

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 9<sup>th</sup> September, 2017 at 11.00 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To review the work done as per advice given by Expert Faculties and Mock Peer Team member.
3. To arrange Alumni Meeting, Parents Meeting, Students Meeting, Non-Teaching Staff and AMC Member meeting
4. To review the Principal, Criterion and Department PPT as per Documents maintained by Documentation In-charge.
5. Any other matter with Permission of the Chair.



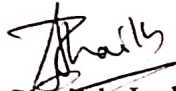
  
Principal  
Dr. M.K. Ahmad  
Shurparaka Education Trust's  
M. B. Harris College  
A. E. Kalsekar College of Commerce & Management

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

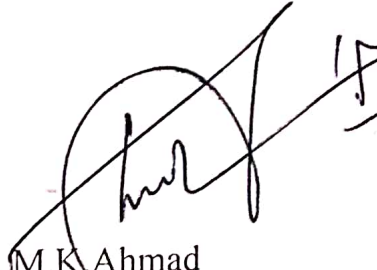
**Business transacted:**

1. Prin. Dr. M.K. Ahmad, Chairman of Internal Quality Assurance Cell (IQAC) welcomed all the members of IQAC.
2. Principal reviewed the work done as per advice given by Expert Faculties and Mock Peer Team member.
3. Principal suggested to fix the date of Alumni Meeting, Parents Meeting, Students Meeting, Non-Teaching Staff and AMC Member meeting and to convey them accordingly.
4. Member also reviewed the Principal, Criterion and Department PPT.
5. All the suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.

  
Prof. Shaikh Irshad W.  
IQAC Coordinator



  
Dr. M.K. Ahmad  
Principal, Chairperson IQAC  
**Principal**  
Shurparaka Education & Medical Trust's  
M. B. Haris College of Arts &  
A. E. Kalskar College of Commerce & Management  
Nallasopara, Tal. Vasai, Dist. Palghar - 401 203.



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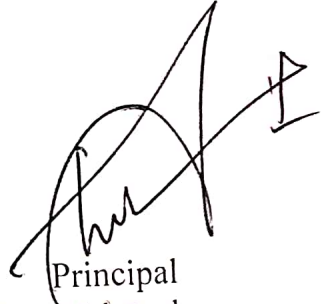
10/11/2017

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 18<sup>th</sup> November, 2017 at 2.00 p.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To review the shortcoming highlighted by the PEER Team during NAAC visit.
3. To take the possible steps in order to comply with the recommendations and observations made by NAAC PEER Team visit.
4. To facilitate the work done by different staff.
5. To set up Language lab
6. To apply for Certificate Course.
7. To apply for membership of On Line research library
8. To organize International Seminar in the month of January 2018
9. Any other matter with Permission of the Chair



  
Principal

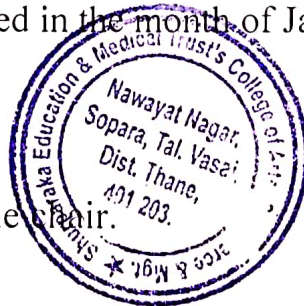
Dr. P. K. Ahad  
Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
Nawayat Nag, Sopara, Tal. Vasai, Dist. Thane, 401 203.

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

**Business transacted:**

1. Prin. Dr. M.K.Ahmad, Chairman of Internal Quality Assurance Cell (IQAC) welcomed all the members of IQAC.
2. Principal reviewed the shortcoming highlighted by the PEER Team during NAAC visit.
3. IQAC coordinator requested to take the possible steps in order to comply with the recommendations and observations made by NAAC PEER Team.
4. Trustees decided to facilitate the staff by Certificate and Memento for their contribution.
5. Principal suggested to set up Language lab for Urdu, Hindi and English Lab in Computer Lab
6. Principal recommended to apply for Certificate Course in German, Persian and Urdu.
7. Management ask to speed up the process of Online Research Software.
8. International Seminar schedule was finalized in the month of January 2018 for different work and Member were appointed for the same
9. Suggestions from the members were noted.

The meeting ended with vote of thanks to the Chair.



*(Handwritten signature)*  
Principal

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

A. E. Kalsekar  
Principal, Chairperson IQAC  
Nailasopara ...

*(Handwritten signature)*  
Prof. Shaikh Irshad W.  
IQAC Coordinator





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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN – 401 203, (MAHARASHTRA)


04/1/2018

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 6<sup>th</sup> January, 2018 at 11.00 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To appoint Convener, Coordinator and Secretary of Seminar
3. To appoint Resource person of Seminar.
4. To arrange Experts meeting in regard of Seminar
5. To review the work done by different Criterion and Department.
6. Any other matter with Permission of the Chair.



  
Principal  
Dr. M.K. Ahmad  
Shurparaka Educational & Medical Trust  
M. B. Nawayat  
A. E. Kalsekar




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

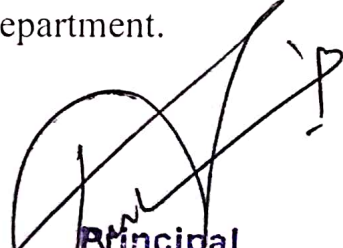
**Business transacted:**

1. Prin. Dr. M.K.Ahmad, Chairman of Internal Quality Assurance Cell (IQAC) welcomed all the members of IQAC.
2. Principal suggested to appoint  
Convenor - Mr.Irshad Shaikh, Coordinator – Mrs Sujata Yadav, and Secretary of Seminar – Miss Elakshi Tawade.
3. Principal appointed Resource person of Seminar. Such as
  - a. Dr M.Z.Farooqui, Principal of Rizvi College, Bandra,
  - b. Dr Vishnu N.Yadav, Principal of S.N.College of Arts & Commerce,
  - c. Dr.Jayshree Mehta, Principal, St.Joseph College of Arts & Commerce,
  - d. Dr. Ajay M.Bhamre, Principal, RDAV College, Bhandup and many more.
4. Principal had appointed Dr M.Z.Farooqui, Dr Vishnu N.Yadav, Dr.Jayshree Mehta, as Experts for Seminar
5. Principal reviewed the work done by different Criterion and Department.
6. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.

  
Prof. Shaikh Irshad W.  
IQAC Coordinator



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



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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN – 401 203, (MAHARASHTRA)


21/3/2018

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 24<sup>th</sup> March, 2018 at 10.00 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Apply to UGC 2f & 12B Recognition Certificate
3. Apply to Post Graduate Course (M.Com, M.A, B.SC I.T)
4. Apply for Additional Subject
5. Apply for Certificate Course
6. To set up New Health Care Unit
7. To Set up Language Lab
8. High Drop Out Ratio Issue
9. To apply for En-List (Online Research Library)
10. To enable WIFI enabled Campus
11. To apply for Academic & Nature Audit
12. To open Alumni Association Bank Account
13. To make Compose Pit
14. To make provision of Solar Panel system
15. Any other matter with Permission of the Chair's College



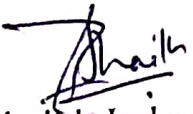
  
Principal  
Shurparak Education & Medical Trust's  
M. B. Harris College of Arts &

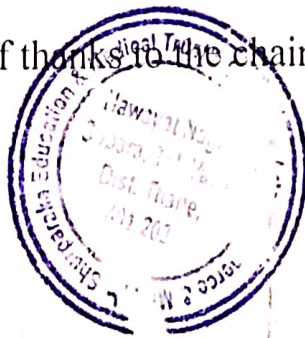
The meeting was started with the Tilawate Quran recited by Mr.Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K.Ahmad welcomed all the members and read the minutes of the previous meeting of IQAC and confirmed unanimously.

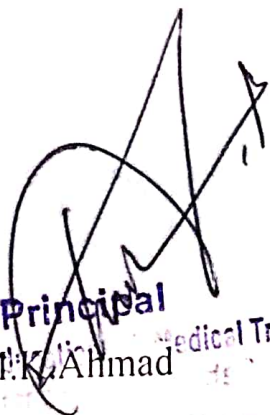
**Business transacted:**

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

The meeting ended with vote of thanks to the chair.

  
Prof. Shaikh Irshad W.  
IQAC Coordinator



  
Principal  
Shurpada M.K. Ahmad  
M. B. ...  
Principal, Chairperson IQAC  
No. Masopara ...



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# **IQAC Meeting and Action Taken Report 2018-19**







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21/6/2018

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 23<sup>rd</sup> June, 2018 at 10.00 a.m in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Appointment of Trained and Qualified Teaching Staff
3. Appointment of Library Assistant.
4. To reconstitute the member of IQAC and Criterion Head.
5. To approve Academic Calendar To approve Academic Calendar and Perspective Plan
6. To review the work of all Committee, Department and Criterion Report
7. Any other matter with Permission of the Chair.

  
Principal  
Dr.M.K. Ahmad





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**Action Taken Report (01)**  
**(For 23<sup>rd</sup> June 2018 Meeting)**

1<sup>st</sup> October 2018

- New Staff appointed through a duly constituted committee approved by the University of Mumbai.
- Library Assistant was appointed.
- New Committee of IQAC Head & Member was formed.
- Principal finalised the Accademic Calendar and Perspective Plan.
- The work of all Committee, Department and Criterion Report were reviewed by the 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.



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**NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR**  
**PIN - 401 203, (MAHARASHTRA)**

6/10/2018

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 8<sup>th</sup> October, 2018 at 10.00 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Apply for Certificate Course (Urdu, German & Persian).
3. To apply for En-List (Online Research Library).
4. To set up Incubation Centre.
5. To apply for Management Information System (Automation).
6. To arrange Seminar on Intellectual Property Rights (IPR).
7. To arrange visit to Orphanage Home under NSS & History Department.
8. To arrange educational visit to Urdu Times Daily Newspaper, Mumbai.
9. To arrange Blood Donation Drive by NSS.
10. To fix the date of NSS Camp.
11. To fix the date and place of Industrial Visit of Self Finance Students.
12. To arrange Inter Collegiate Activity.
13. Any other matter with Permission of the Chair.

Principal  
Dr. M.K. Ahmad



**Action Taken Report (02)**  
**(For 8<sup>th</sup> October 2018 Meeting)**

**27<sup>th</sup> April 2019**

1. Urdu Diploma Course was started for Teachers and Students from 16<sup>th</sup> Feb 2018
2. Incubation Centre was started with Cake Making, Beauty Parlour and Mobile Repair Course
3. Management Information System like Principal 9.0 Fees software, Tally Accounting Software and Time Track Essl were purchased
4. Conducted one day Workshop on “Intellectual Property Rights” in association with Department of Commerce and IQAC Cell 2<sup>nd</sup> March 2019 for Teacher and students from various Colleges
5. Educational Visit to Urdu Times Daily Newspaper on 6<sup>th</sup> October 2018
7. Blood Donation Camp was organised on 18<sup>th</sup> December 18
8. NSS Camp was held on 24<sup>th</sup> December 2018.
9. Industrial Visit for BMS/BFM Students was organized with a visit to Coca Cola Industry, wadapalgha on 14<sup>th</sup> March 2019
10. Cultural and Sports was organised in the month of January and February 2019

**Principal**

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





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PIN – 401 203, (MAHARASHTRA)

26/4/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Tuesday, 30<sup>th</sup> April, 2019 at 10.30 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Apply for Certificate Course (German & Persian).
3. Review the application process of Post Graduate and Graduate courses (M.Com and BAF)
4. To discuss on admission of students for next academic year
5. Preparation of Academic Calendar.
6. To discuss on Semester Exam at College during the month of May
7. To review the work of all Committee, Department and Criterion Report
8. Any other matter with Permission of the Chair.



Principal



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**Action Taken Report (03)**  
**(For 30<sup>th</sup> April 2019 Meeting)**

**13<sup>th</sup> june 2019**

1. Administrative staff completed the process of applying for M.Com and BAF Course.
2. Advertisement work of Banner, Poster and Hand Bill done through Outside Advertising agency
3. IQAC coordinator prepared Academic Calendar.
4. Exam Department prepared Semester wise Exam Time table and given details of requirement of Classroom and Teachers.
5. All work of Committee, Department and Criterion Reports were reviewed

**Principal**

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





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13/6/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 15<sup>th</sup> June, 2019 at 10.00 a.m in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Appointment of Trained and Qualified Teaching Staff
3. To reconstitute the member of IQAC and Criterion Head.
4. To approve Academic Calendar and Perspective Plan
5. To approve Prospectus and Magazine
6. To discuss on requirement of Infrastructure
7. To review the advertisement process for admission of Graduate and Post Graduate Courses
8. Any other matter with Permission of the Chair.

  
Principal



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PIN – 401 203, (MAHARASHTRA)

**Action Taken Report (04)**  
**(For 15<sup>th</sup> June 2019 Meeting)**

**30<sup>th</sup> June 2019**

1. New Staff appointed through Interview for Academic Year 2019-20.
2. IQAC Coordinator reconstitutes the member of IQAC and Criterion Head.
3. Principal finalised the Accademic Calendar and Perspective Plan
4. Prospectus and Magazine were prepared and distributed to the Students
5. All work of Committee, Department and Criterion Report were reviewed
6. Coordinator of Traditional Course and Self Finance Course gave the requirement list of Class. Benches, Board and Projectors to the Principal
7. Advertisement done for admission of Graduate and Post Graduate Courses.

**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.



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# **IQAC Meeting and Action Taken Report 2019-20**





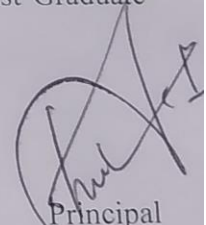
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A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.  
(Affiliated to the University of Mumbai)  
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN – 401 203, (MAHARASHTRA)

13/6/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 15<sup>th</sup> June, 2019 at 10.00 a.m in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. Appointment of Trained and Qualified Teaching Staff
3. To reconstitute the member of IQAC and Criterion Head.
4. To approve Academic Calendar and Perspective Plan
5. To approve Prospectus and Magazine
6. To discuss on requirement of Infrastructure
7. To review the advertisement process for admission of Graduate and Post Graduate Courses
8. Any other matter with Permission of the Chair.

  
Principal  
Dr.M.K. Ahmad





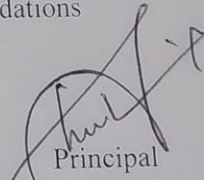
S.E.M.T'S  
MOINUDDIN B. HARRIS COLLEGE OF ARTS,  
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(Affiliated to the University of Mumbai)  
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN - 401 203, (MAHARASHTRA)

18/9/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Monday, 30<sup>th</sup> September, 2019 at 9.30 a.m in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To make specific recommendation for Research Culture, Consultancy and Extension Activity
3. To make specific recommendation for the use of Information and Communication Technology in Teaching and Learning Process
4. To discuss about new pattern of Examination for FY and SY students
5. To discuss and make recommendations regarding the students and employees welfare activities in the college or institution
6. Discuss the reports of the IQAC Committee and make suitable recommendations
7. Any other matter with Permission of the Chair.

  
Principal  
Dr.M.K. Ahmad





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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN - 401 203, (MAHARASHTRA)

28/11/2019

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Monday, 30<sup>th</sup> November, 2019 at 10.00 a.m. in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To arrange Seminar on Intellectual Property Rights (IPR).
3. To arrange Historical visit to Historical place by History Department.
4. To arrange educational visit to Bank and Industry.
5. To arrange Blood Donation Drive by NSS.
6. To fix the date of NSS Camp.
7. To fix the date and place of Industrial Visit of Self Finance Students.
8. To arrange Inter Collegiate Activity.
9. Any other matter with Permission of the Chair.

Principal  
Dr. M.K. Ahmad

Dr. Zahir Kazi



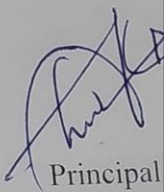
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PIN – 401 203, (MAHARASHTRA)

27/04/2020

Dear Sir/Madam,

An Online Zoom meeting of Internal Quality Assurance Cell (IQAC) will be held on Thursday, 30<sup>th</sup> April, 2020 at 10.00 a.m. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To discuss on Semester End Exam of FY and SY Students
3. To discuss for Online Revision Lecture for all streams of Third Year Students
4. To review the work of all Committee, Department and Criterion Report
5. To organize Online Webinar, Workshop, Faculty Development Program and Conference
6. To make a provision for Online Payment of Fees
7. To discuss on various facilities required for smooth functioning of College Administration during Covid - 19
8. Any other matter with Permission of the Chair.

  
Principal  
Dr. M.K. Ahmad



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**Action Taken Report (04)**  
**(For 15<sup>th</sup> June 2019 Meeting)**

30<sup>th</sup> June 2019

1. New Staff appointed through Interview for Academic Year 2019-20.
2. IQAC Coordinator reconstitutes the member of IQAC and Criterion Head.
3. Principal finalised the Accademic Calendar and Perspective Plan
4. Prospectus and Magazine were prepared and distributed to the Students
5. All work of Committee, Department and Criterion Report were reviewed
6. Coordinator of Traditional Course and Self Finance Course gave the requirement list of Class, Benches, Board and Projectors to the Principal
7. Advertisement done for admission of Graduate and Post Graduate Courses.

**Principal**

Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
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Nallasopara (W); Tal. Vasai, Dist. Paighar - 401 203.



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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN – 401 203, (MAHARASHTRA)

**Action Taken Report (62)**  
**(For 30<sup>th</sup> September 2019 Meeting)**

**30<sup>th</sup> April 2020**

1. Students were motivated and participated for Avishkar Research Convention organized by University of Mumbai for enhancing Research Culture
2. To enhanced ICT in Teaching and Learning Process, Teachers prepared their lesson in PPT, Video Lectures and notes. These notes were given to students on WhatsApp Group and Email Id of Students
3. Orientation for Exam were taken of class-wise for all stream students to update them with New Exam Pattern of the year 2019-20
4. Provident Facility, Staff Picnics and Teachers Day celebration was organized for Welfare of Staff. Oriental Group Insurance and various scholarship were organized for welfare of Students
5. Various report of Criteria of IQAC, Committee Report and Departmental Report was discussed and analyzed

**Principal**  
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**Action Taken Report (03)**  
**(For 30<sup>th</sup> November 2020 Meeting)**

**30<sup>th</sup> April 2020**

1. Conducted one day Workshop on “Intellectual Property Rights” in association with Department of Commerce and IQAC Cell on 5<sup>th</sup> February, 2020 for Teacher and students from various Colleges
2. Historical Visit organized to Shirgaon Fort in Palghar on 29<sup>th</sup> February 2020
3. Blood Donation Camp was organised by NSS Unit on 10<sup>th</sup> January 2020
4. NSS Camp was held in Kalamab Beach, Nallasopara on 24<sup>th</sup> Dec 2019 by NSS unit for 1 week
5. Industrial Visit to Nasik Engineering Cluster, Nashik on 5<sup>th</sup> February 2020
6. Annual Cultural and Sports was organised for 1 week in the month of January 2020



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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN – 401 203, (MAHARASHTRA)

1/6/2020

**Action Taken Report (04)**  
**(For 30<sup>th</sup> April 2020 Meeting)**

1. Principal discussed various pattern and system of Semester End Exam as per guidelines of Mumbai University at College level during the year 2020-21
2. Online Revision Lecture were taken on Zoom app and recorded video for all stream Third-year student and students were regular update with the help of WhatsApp Group
3. All work of Committee, Department and Criterion Report were reviewed
4. College purchased paid version of Zoom app and Laptop and Bank account opened for Online Webinar, Workshop, Faculty Development Program and Conference
5. Students were updated about Online payment procedure for Fees through WhatsApp group and recorded video
6. Various facilities such as Sanitizer, Mask, Hand Glows and Hand Wash were arranged for smooth functioning of College Administration during Covid-19. All Covid-19 Instruction were put on Notice Board and banner were put on various notice board and Gates. Thermal screening was done for Staff, Students and visitor regularly.

**Principal**

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# **IQAC Meeting and Action Taken Report 2020-21**





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**PIN – 401 203, (MAHARASHTRA)**

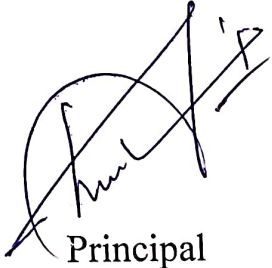
Date: 17<sup>th</sup> June 2020

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 20<sup>th</sup> June 2020 at 11.00 a.m in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To reconstitute the members of IQAC and Criterion Head.
3. To approve Academic Calendar and Perspective Plan
4. To approve Prospectus and Magazine
5. To discuss about various safety measures in regards of COVID - 19
6. To review the advertisement process for admission of Graduate and Post Graduate Courses
7. To discuss about various Online Learning Technique
8. Any other matter with Permission of the Chair.

  
Principal  
Dr.M.K. Ahmad





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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
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**Action Taken Report**  
**(For 20<sup>th</sup> June 2020 Meeting)**

**24<sup>th</sup> October 2020**

1. Principal reconstitutes the member of IQAC and Criterion Head with the help of IQAC Coordinator
2. Principal finalised the Academic Calendar and Perspective Plan
3. Prospectus and Magazine were prepared and distributed to the students .
4. Principal discussed various Covid – 19 safety measures to be followed by Teaching, Non-Teaching Staff and Peon
5. Advertisement done for admission of Graduate and Post Graduate Courses. Teachers called to Ex-students for Graduate and Post Graduate Courses. Admission Information were circulated on Website, WhatsApp group, Instagram and Facebook.
6. Principal suggested to use Zoom App, Google Meet App, Google Class room for Online Teaching Learning. Teachers were motivated to make Video, PPT and PDF. This was update on Website and You-Tube

**Principal**  
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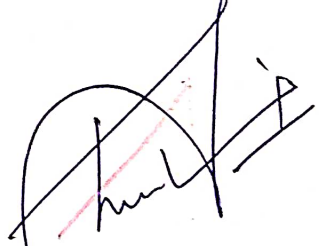
22/10/2020

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 24<sup>th</sup> October, 2020 at 12.00 noon in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To motivate the Teachers to participate in Research Work like Minor Research Project and Avishkar Research Convention
3. To discuss about new pattern (MCQ) of Examination for FY, SY and TY students
4. To discuss about Online Cultural Activity
5. Discuss the reports of the IQAC Committee and make suitable recommendations for preparation of AQAR 2019-20
6. To motivate the student to join NSS and DLLE program
7. Any other matter with Permission of the Chair.

  
Principal  
Dr.M.K. Ahmad




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PIN – 401 203, (MAHARASHTRA)

**Action Taken Report**  
**(For 24<sup>th</sup> October 2020 Meeting)**

17<sup>th</sup> April 2021

1. Students were motivated and participated for Avishkar Research Convention organized by University of Mumbai for enhancing Research Culture. Total Participant were 12 out of which 11 student and 1 Staff. Event held online on 12<sup>th</sup> April 2021 by University of Mumbai
2. Principal discussed MCQ pattern and system of Semester End Exam for FY, SY and TY students as per guidelines of Mumbai University at College Level during the year 2020 – 21.
3. Meeting were held of Cultural Committee with IQAC and Principal. Online Annual Cultural was organized on 12<sup>th</sup> April 2021. Six online events were organized where students participated enthusiastically.
4. Various report of Criteria of IQAC, Committees Report and Departments Report was discussed and analyzed
5. Students were motivated to join in DLLE and NSS Unit of College. They were orientated about this in Orientation Program organized by college

  
Principal  
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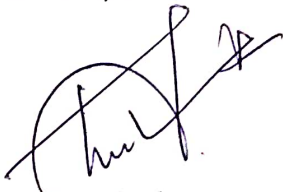
15/04/2021

Notice

Dear Sir/Madam,

An meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 17<sup>th</sup> April, 2021 at 12.00 noon. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To discuss on Semester End Exam of FY, SY and TY Students
3. To review the work of all Committee, Department and Criterion Report
4. To promote Teachers to participate in FDPs, Orientation and Refreshers Course
5. To promote E-Content Development by Teachers
6. To apply for Diploma Course in Functional Arabic and Diploma in Computer Applications, Business Accounting and Multilingual DTP (CABA-MDTP)
7. Any other matter with Permission of the Chair.

  
Principal  
Dr. M.K. Ahmad





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PIN – 401 203, (MAHARASHTRA)

**Action Taken Report**  
**(For 17<sup>th</sup> April 2021 Meeting)**

30<sup>th</sup> April 2021

1. Principal discussed various pattern and system of Semester End Exam as per guidelines of Mumbai University at College Level
2. All work of Committees, Departments and Criterion Report were reviewed
3. Teachers participated in International, National and State Level FDP. Some approved Teachers joined Orientation and Refresher Course in Commerce and Environmental Studies
4. Teachers prepared PPT and recorded lecture of their subject. They had uploaded on YouTube channel and Website
5. College had applied for Diploma Course in Functional Arabic and Diploma in Computer Applications, Business Accounting and Multilingual DTP (CABA-MDTP) to National Council for Promotion of Urdu, New Delhi.

**Principal**  
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M. B. Harris College of Arts &  
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# **IQAC Meeting and Action Taken Report 2021-22**





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

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

**Notice**

**Dear Sir/Madam,**

**A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 26<sup>th</sup> June 2021 at 11.00 a.m in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.**

- 1. To confirm the minutes of previous meeting.**
- 2. To reconstitute the members as per NAAC circular for IQAC Cell**
- 3. To reconstitute the Teachers as Criterion Head and other supporting member**
- 4. To review the advertisement process for admission of Graduate and Post Graduate Courses**
- 5. To approve Prospectus and Magazine**
- 6. To approve Academic Calendar and Perspective Plan**
- 7. To discuss about various safety measures in regards of COVID - 19**
- 8. To discuss about various Online Learning Technique, Seminar, Webinar, FDP, Inter-Collegiate Competition and celebration of National Day**
- 9. To apply for one year Diploma Course in Persian Language Study Centre & BSC-IT**
- 10. Any other matter with Permission of the Chair.**

**Principal**  
**Dr. M.K. Ahmad**

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

**Business transacted:**

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



Prof. Shaikh Irshad W.  
IQAC Coordinator



Dr. Mohammad Khalil Ahmad  
Principal, Chairperson IQAC





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**A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.**  
(Affiliated to the University of Mumbai)  
**NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR**  
**PIN – 401 203, (MAHARASHTRA)**

**Action Taken Report**  
**(For 26<sup>th</sup> June 2021 Meeting)**

**23<sup>rd</sup> October 2021**

1. Principal reconstitutes the member of IQAC and Criterion Head with the help of IQAC Coordinator
2. Advertisement done for admission of Graduate and Post Graduate Courses. Teachers called to Ex-students for Graduate and Post Graduate Courses. Admission Information were circulated on Website, WhatsApp group, Instagram and Facebook.
3. Prospectus and Magazine were prepared and distributed to the students
4. Principal finalized the Academic Calendar and Perspective Plan
4. Principal discussed various Covid – 19 safety measures to be followed by Teaching, Non-Teaching Staff and Peon
5. Principal suggested to use Zoom App, Google Meet App, Google Class room for Online Teaching Learning. Teachers were motivated to make Video, PPT and PDF. This was update on Website and You-Tube. Various National Day were celebrated like Independence Day, Gandhi Jayanti and Republic Day.
6. College had applied for One Year Diploma Course in Persian Language Study Center on 20<sup>th</sup> September 2021 and Regular course of Mumbai University on BSC-It on 30<sup>th</sup> September 2021.

  
**Principal**

**Shurparaka Educational & Medical Trust's**  
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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN - 401 203, (MAHARASHTRA)

20/10/2021

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 23<sup>rd</sup> October, 2021 at 12.00 noon in College Conference Room. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To make arrangement of Regular and Atkt Examination for FY, SY and TY students
3. To motivate the Teachers to participate in Research Work like Avishkar Research Convention
4. Discuss the progress reports of the IQAC Committee and make suitable recommendations for preparation of AQAR 2021-22
5. To motivate the student to join NSS and DLLE program
6. To arrange Vaccination Drive for Staff and Students
7. Any other matter with Permission of the Chair.

Principal  
Dr. M. K. Ahmad

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

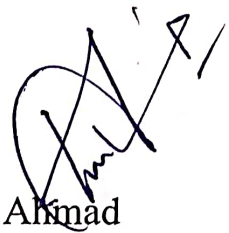
**Business transacted:**

1. Principal directed to make necessary arrangement of Regular and ATKT Examination for FY, SY and TY Students as per University Examination Guidelines.
2. Principal asked the Avishkar Committee to arrange Orientation Program for Teachers and Staff.
3. Principal reviewed the work of all Committee, Department and Criterion and he gave suggestions on the basis of Report for preparation of AQAR 2021-22
4. Principal directed the NSS and DLLE In-charge to arrange NSS and DLLE Orientation program and complete the registration process.
5. Principal instructed to arrange Vaccination Drive Camp for Students and Staff with the help of Vasai Virar Mahanagar palika (VVMC)

The meeting ended with vote of thanks to the chair.



Prof. Shaikh Irshad W.  
IQAC Coordinator



Dr. M.K. Ahmad  
Principal, Chairperson IQAC





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PIN – 401 203, (MAHARASHTRA)

**Action Taken Report**  
**(For 23<sup>rd</sup> October 2021 Meeting)**

**27<sup>th</sup> November 2021**

1. Principal asked to make necessary arrangement for Regular and ATKT Exam for FY, SY and TY students as per guidelines of Mumbai University at College Level during the year 2021 – 22.
2. Students were motivated and participated for Avishkar Research Convention organized by University of Mumbai for enhancing Research Culture. Total Participant were 5 out of which 5 student. Event held online on 18<sup>th</sup> Nov 2021 by University of Mumbai at Sonopant Dandekar Arts, V.S. Apte Commerce & M.H. Mehta Science College, Palghar
3. Various report of Criteria of IQAC, Committees Report and Department Report were discussed and analyzed.
4. Students were motivated to join in DLLE and NSS Unit of College. They were orientated about this in Orientation Program held on 8<sup>th</sup> September 2021 and FY Orientation Program on 27<sup>th</sup> September 2021.
5. Vaccination Drive for General Public, staff and students Organised by College with the help of Vasai Virar Mahanagar palika (VVMC) on 3<sup>rd</sup> July & 20<sup>th</sup> October 2021

**Principal**

**Shurparaka Educational & Medical Trust's  
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(Affiliated to the University of Mumbai)  
**NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR**  
**PIN – 401 203, (MAHARASHTRA)**

25/11/2021

Notice

Dear Sir/Madam,

An meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 27<sup>th</sup> November, 2021 at 12.00 noon. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To organize “Aagaaz”, Annual Cultural Fest and Annual Sports Meet
3. To arrange Green Audit by Environment Committee
4. To organize International Conference with University of Mumbai and Rizvi College of Arts, Commerce and Science
5. To arrange Blood Donation Drive by NSS
6. To organize seminar on Intellectual Property Rights (IPR)
7. Any other matter with Permission of the Chair.

Principal  
Dr. M.K. Ahmad

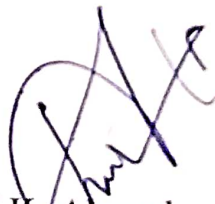
The meeting was started with the Tilawate Quran recited by Mr. Sagir Ahmad Dange, Vice President of the Trust. The Chairman of the IQAC, Dr. M.K. Ahmad read the minutes of the previous meeting of IQAC and confirmed unanimously.

**Business transacted:**

1. Principal directed to have "Aagaaz" Annual Cultural Fest and Annual Sports Meet.
2. Principal instructed to make necessary arrangement for Green Audit by Environment
3. Principal instructed Commerce Association to arrange International Conference in collaboration with University of Mumbai and Rizvi College of Arts, Commerce and Science
4. Principal suggested to have Mega Blood Donation Camp by NSS Unit
5. Principal suggested to have Workshop on Intellectual Property Rights (IPR) by IQAC.
6. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.

  
Prof. Shaikh Irshad W.  
IQAC Coordinator

  
Dr. M.K. Ahmad  
Principal, Chairperson IQAC



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)

**Action Taken Report**  
**(For 27<sup>th</sup> November 2021 Meeting)**

30<sup>th</sup> April 2022

1. Principal discussed various pattern and system of Semester End Exam as per guidelines of Mumbai University at College Level.
2. Meeting were held of Cultural Committee with IQAC and Principal. Annual Cultural Function was held on 10<sup>th</sup> February 2023.
3. Environment Committee organised Green Audit on 16<sup>th</sup> February 2023.
4. Department of Commerce, IQAC of A.E Kalsekar College of Commerce and Management in collaboration with University of Mumbai and Rizvi College of Arts, Commerce and Science.
5. NSS Unit in collaboration with IQAC organised Mega Blood Donation Camp on 15<sup>th</sup> March 2023.
6. Conducted one day Online Workshop on “Intellectual Property Rights” in association with Department of Commerce and IQAC on 19<sup>th</sup> March 2021 for Teachers and Students from various colleges.

Principal

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



S.E.M.T'S  
MOINUDDIN B. HARRIS COLLEGE OF ARTS,  
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NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR  
PIN – 401 203, (MAHARASHTRA)

28/04/2022

Notice

Dear Sir/Madam,

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, 30<sup>th</sup> April, 2022 at 12.00 noon. The following matters will be transacted in the meeting. All IQAC members are requested to remain present and extend co-operation.

1. To confirm the minutes of previous meeting.
2. To discuss on Semester End Exam of FY, SY and TY Students
3. To review the work of all Committee, Department and Criterion Report
4. To arrange Convocation Ceremony for Third Year Students and Annual Prize Distribution
5. Any other matter with Permission of the Chair.

Principal  
Dr. M.K. Ahmad



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

**Business transacted:**

1. Principal discussed about the Semester End Exam of FY, SY and TY Students
2. Principal given suggestion on the report of all Committee, Department and Criterion
3. Principal instructed to Cultural & Alumni Committee to arrange Convocation Ceremony and Annual Prize distribution
4. Suggestions from the members were noted.

The meeting ended with vote of thanks to the chair.



Prof. Shaikh Irshad W.  
IQAC Coordinator



Dr. M.K. Ahmad  
Principal, Chairperson IQAC



**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)**

**Action Taken Report**  
**(For 30<sup>th</sup> April 2022 Meeting)**

**30<sup>th</sup> June 2022**

1. Principal discussed various pattern and system of Semester End Exam as per guidelines of Mumbai University at College Level
2. All work of Committees, Departments and Criterion Report were reviewed
3. Cultural and Alumni Committee organised Annual Convocation ceremony for passed Third year student and Annual Prize distribution for regular students on 7<sup>th</sup> May 2022.

**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.**