

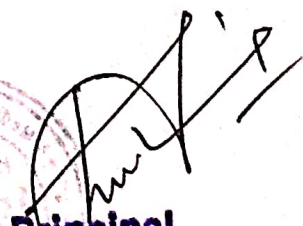


**S.E.M.T'S**  
**MOINUDDIN B. HARRIS COLLEGE OF ARTS,**  
**A.E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.**  
(Affiliated to the University of Mumbai)  
Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
PIN - 401 203, (MAHARASHTRA)

**List of Certificate & Audit (2017-18 to 2021-22)**

Sr. No	Year	Details
1.	2017-18 to 2021-22	NAAC Certificate for 1 <sup>st</sup> Cycle
2.	2021-22 to 2022-23	Academic and Administrative Audit
3.	2021-22	Administrative Audit
4.	2021-22	Structure Audit
5.	2021-22	IT Audit
6.	2021-22	Green Audit
7.	2017-18 to 2021-22	Gender Audit
8.	2021-22	Energy Audit
9.	2020 - 21	Green Audit
10.	2017-18 to 2019-20	Academic and Administrative Audit
11.	2019-20	IT Audit
12.	2018-19	IT Audit
13.	2017-18	IT Audit



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



**S.E.M.T.'S**  
**MOINUDDIN B. HARRIS COLLEGE OF ARTS,**  
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**NAAC**  
**Certificate**  
**1<sup>st</sup> Cycle**





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
National Assessment and Accreditation Council  
An Autonomous Institution of the University Grants Commission

## Certificate of Accreditation

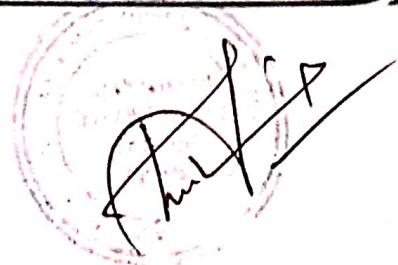
The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Shurparaka Educational and Medical Trust's  
M. B. Harris College of Arts and  
A. E. Nalsekar College of Commerce and Management  
Nallasopara, Dist. Palghar, affiliated to University of Mumbai, Maharashtra as  
Accredited  
with CGPA of 2.60 on seven point scale  
at B<sup>+</sup> grade  
valid up to October 29, 2022

Date : October 30, 2017



*[Signature]*  
Director

EC/SC/28/A&A/531

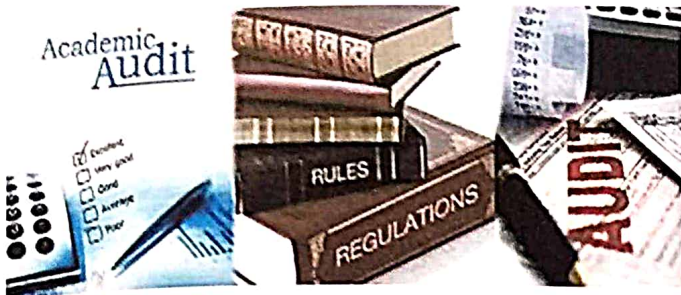




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PIN - 401 203, (MAHARASHTRA)

**Academic and Administrative**  
**(AAA)**  
**(2021-23)**





# ACADEMIC AND ADMINISTRATIVE AUDIT

S.E.M.T's  
M.B.HARRIS COLLEGE OF ARTS &  
A.E.KALSEKAR COLLEGE OF COMMERCE  
& MANAGEMENT,  
Nallasopara (W), Tal- Vasai,  
Dist-Palghar 401203

**PERIOD : 2021-2023**

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

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





**SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S**  
**M.B. HARRIS COLLEGE OF ARTS &**  
**A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT**

AFFILIATED TO MUMBAI UNIVERSITY  
ACCREDITED "B+" GRADE BY NAAC

No. \_\_\_\_\_ Report of Academic Audit (2021-22 & 2022-23) Date.: \_\_\_\_\_

1. Basic Information:

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

2. For Communication

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

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

4. Date of Visit: 9.03.2023

5. Name of Team Members:

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

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

6. Type of Institution

a. By Gender

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

b. By Shift

i)	Regular	√
ii)	Day	
iii)	Evening	

7. It is recognized minority institution

Yes	√	No.
-----	---	-----



*Irshad*  
**IQAC Coordinator**

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

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

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

Nawayat Nagar, P.O. Sopara (West), Tal. Vasai, Dist. Palghar - 401 203. Tel.:7276001694

www.semtrustcolleges.net • E-mail: semtcollege@yahoo.com

18.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. <b>Unaided Course dept.:</b> <ul style="list-style-type: none"> <li>Accounts is maintained in Tally ERP9</li> <li>Reconciliation is maintained in Tally ERP9</li> <li>Salary Register of the Full Time Faculty's &amp; Non-Teaching Staff are maintained</li> <li>Fees Receipts are printed from the Tally software</li> </ul>		✓	
19.	College Budgets & Audited Balance Sheet <b>/Unaided Course dept.:</b> <ul style="list-style-type: none"> <li>Budget is prepared programme wise every year</li> <li>Audited Balance Sheet is also prepared and submitted to the trust</li> </ul>		✓	
20.	Teachers Workload & Class Time Tables <b>*Unaided:</b> <ul style="list-style-type: none"> <li>As per University norms</li> </ul>		✓	
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers  <b>Unaided Course dept.:</b> List Enclosed		✓	
22.	Non- Teaching Staff Welfare <b>Unaided dept.:</b> <ul style="list-style-type: none"> <li>Medical Assistance on request</li> <li>Fees / Financial Assistance on request</li> </ul>			
23.	Workshops attended by non-teaching staff <b>Unaided Course dept.:</b> List Enclosed		✓	
24.	<b>*Aided/Unaided/ Ext. Course dept.:</b>			
25.	<b>* Overall neatness, presentation &amp; non-teaching staff cooperation.</b>		✓	

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

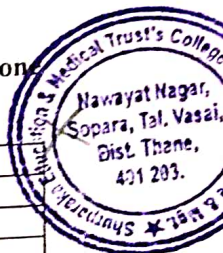
1. In Curriculum	—
2. Academics	—
3. Extension	—
4. student progression	—
5. management practices	—
6. Environment	—
7. Distinctive practices	—

17

Academic and Administrative Audit

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

**Principal**  
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Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
PIN - 401 203, (MAHARASHTRA)

# Administrative Audit (2021-22)





# ADMINISTRATIVE AUDIT REPORT YEAR 2021-22

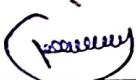
Sr.No.	Institutional Data			
1	Name of the College Address & Tel. No.	Shurparaka Educational & Medical Trust's M.B.Harris College of Arts & A.E.Kalsekar College of Commerce & Management Nawayat Nagar, P.O. Sopara (West), Tal-Vasai, Dist-Paghar - 401203 Tel No: 9699274471		
2	Name of the Principal	Dr. Mohammad Khalil Ahmad Principal		
3	Name of the Office Superintendent	Mrs. Namrata Gurjar Office Superintendent		
4	Year of Establishment University of Mumbai Letter No. & Date Government of Maharashtra Letter No. & Date	Year of Establishment : 2004 University of Mumbai Letter No. 1. Aff./Recog./2078 of 2004 dt.20/4/2004 2. Aff./Recog.II/D-141/3362 of 2011 dt.25/10/2011 3. Aff.II / ICD/2013-14 /1912 Dt.26/9/2013 4. Aff. II/ICD 17-18/1034 Dt.4/8/2017 5. Aff. /ICD 19-20/818 4/7/2019 6. Aff. /ICD 19-20/798 4/7/2019 Government of Maharashtra Letter Nos: 1. NGC2003/NMV/(278/03)Mashi-3, dated 6/11/2003 2. 2011 /5/1418 dt-15/10/2011 3. Addl Div.2017-18 dtd.31-7-2017 4. 2013/1211/dtd.07-09-2013 5. 2019/1454 dtd.25-06-2019 6. 2019/1453 dtd.25-06-2019		
5	Date of Visit of the Committee Name of the Auditors	Friday-01-04-2022 , Name of the Auditors : 1. Mr. Innus Mulani (Registrar) of Maharashtra College of Arts, Science and Commerce, Mumbai Central 2. Mrs. Rupal Kore (Office Suptd.) of Raheja College of Arts, Commerce, Juhu		
6	Number of full time Teachers ( Including Principal & Librarian)	23+1=24		
7	Number of CHB Teachers	-		
8	Number of Non – teaching staff	12		
9	Name of the courses, Division and Enrolment	Courses	Division	Courses
		B.A.	01	B.M.S
		B.Com.	3	B.A.F
		M.Com	01	02
				01



- There should be a proper CORE system to save time and accuracy for admission procedure from the beginning as per NAAC perspective viz admission form, fees receipt, class wise roll no, confide certificate, transfer certificate or any such information required by the University/NAAC should be generated, the same should be easily available from the system.
- As per the NAAC perspective Students Records/Documentation, should be organized and maintain Criteria wise.
- For inward and outward register the digitization system should be introduce and implemented for quick reference, acknowledgment and easy accessible. This will save time, cost and maintain standards for NAAC purpose, which is the need of the hour
- Quarterly meeting of Administrative department should be held compulsory and every meeting should be minute in the Meeting Log Book.
- For the smooth functioning and to update the staff knowledge, the college should organize training / workshop program for Nonteaching Staff to make them proficient in their given assignment/s. The staff should be given appropriate training as per their daily routing task and should share their knowledge / Information of training to their subordinates and the same should implement in their daily course to streamline and smooth the functions for an better advancement.
- Extra Efforts to be taken for Staff Welfare.
- As per directions contained in the Circular of University of Mumbai dtd.13th May, 2003 Unclaimed Library & Laboratory Deposits & Caution Money for Purchase of Library Books (50%), Gymkhana Equipment's (20%) & Furniture Fixture (30%) & Procedure to be follow for the same as per Joint Director Higher Education letter No. 171 dtd.6th February,2014.

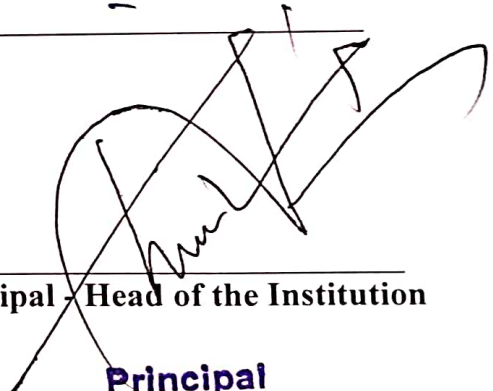
Report No: AOAR/ 02/21-22

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

I   
(Mr. Innus R. Mulani- External Auditor)

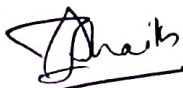
Date : 01-04-2022

II Absent.  
(Mrs. Rupal Kore - External Auditor)

Date: -  


**Dr. Mohammad Khalil Ahmad – Principal - Head of the Institution**

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

  
**IQAC Coordinator**  
Shurparaka Educational & Medical Trust's  
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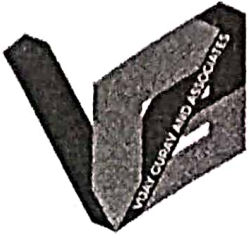




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Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
PIN - 401 203, (MAHARASHTRA)

# Structure Audit (2021-22)





# VIJAY GURAV AND ASSOCIATES

ARCHITECTURAL INTERIOR & STRUCTURAL CONSULTANTS  
STRUCTURAL AUDITORS & VALUERS.

Date: 10<sup>th</sup> February 2022

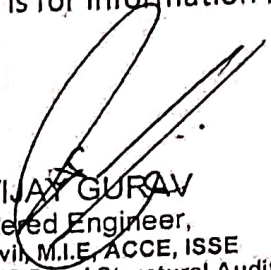
## TO WHOMSOEVER IT MAY CONCERN

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

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

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

This is for Information Please.

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

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

F-11, Cosmos Square, Chikhaldongari Road, Global City, Virar (W). 401 303.  
Contact No. 9923223801/9527375435, Email-vguravassociates@gmail.com





**S.E.M.T.'S**  
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Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
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# IT Audit (2021-22)



# ADMINISTRATIVE AUDIT REPORT YEAR 2021-22

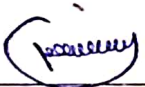
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2	Name of the Principal	Dr. Mohammad Khalil Ahmad Principal		
3	Name of the Office Superintendent	Mrs. Namrata Gurjar Office Superintendent		
4	Year of Establishment University of Mumbai Letter No. & Date Government of Maharashtra Letter No. & Date	<p style="text-align: center;">Year of Establishment : 2004</p> <p style="text-align: center;">University of Mumbai Letter No.</p> <ol style="list-style-type: none"> <li>1. Aff./Recog./2078 of 2004 dt.20/4/2004</li> <li>2. Aff./Recog.II/D-141/3362 of 2011 dt.25/10/2011</li> <li>3. Aff.II / ICD/2013-14 /1912 Dt.26/9/2013</li> <li>4. Aff. II/ICD 17-18/1034 Dt.4/8/2017</li> <li>5. Aff. /ICD 19-20/818 4/7/2019</li> <li>6. Aff. /ICD 19-20/798 4/7/2019</li> </ol> <p style="text-align: center;">Government of Maharashtra Letter Nos:</p> <ol style="list-style-type: none"> <li>1. NGC2003/NMV/(278/03)Mashi-3, dated 6/11/2003</li> <li>2. 2011 /5/1418 dt-15/10/2011</li> <li>3. Addl Div.2017-18 dtd.31-7-2017</li> <li>4. 2013/1211/dtd.07-09-2013</li> <li>5. 2019/1454 dtd.25-06-2019</li> <li>6. 2019/1453 dtd.25-06-2019</li> </ol>		
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				Division
				02
				01



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Report No: AOAR/ 02/21-22

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

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(Mr. Innus R. Mulani- External Auditor)

Date : 01-04-2022


II Absent  
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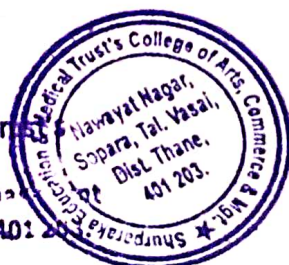
Date: -

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

**Principal**

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PIN - 401 203, (MAHARASHTRA)

# Green Audit (2021-22)





# GREEN AUDIT FROM DR .RAJSHEKHAR PATIL

*Dr. Dr. Rajashekhar Patil*  
M.A.M.A, L.L.M, PGDBM, PHD  
Research Guide,  
Thane Maharashtra

**NATURE CLUB**  
**Every Day for Everybody**



Ref No. \_\_\_\_\_

Date.: 16-02-22

## Green Audit 2021-2022

### Introduction:

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

Shurparaka Educational & Medical Trust's M.B.Harris College of Arts & A. E. Kalsekar College of Commerce & Management expresses its commitment to sustainability in many ways. It has taken a number of positive steps to reduce its environmental impact. But in many areas remain in which substantial commitments can be made. This report serves to highlight the accomplishments of Shurparaka Educational & Medical Trust's M.B.Harris College of Arts & A. E. Kalsekar College of Commerce & Management and to make recommendations for maintaining a sustainable environment in the college. The college conducted the Internal Green Audit in Academic Year 2021-2022 and strives to maintain eco-friendly atmosphere in the campus:

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

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

Add : 04, Kusum Kunj, Shivmandir Chowk, R. P. Road, Ramnagar, Dombivli (E). - 421 201. Dist. Thane, Maharashtra.

Tel.: 0251 - 2862781 Mobile : +91 9869714688 / 9082243677



Following are the recommendations

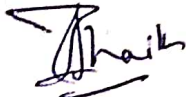
- MoU with N.G.O
- Energy Audit through the students
- Various cells should to be created for college activities
- Wall painting with environmental themes.

Place : Mumbai

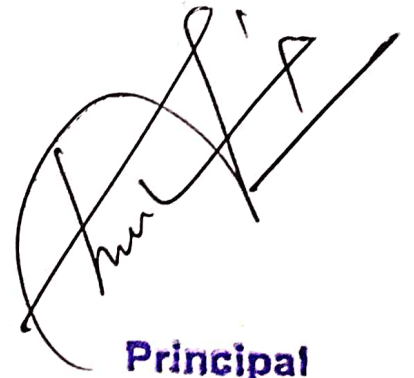
Date: 16<sup>th</sup> Feb, 2022



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



**IQAC Coordinator**  
Shurparaka Educational & Medical Trust's  
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# Gender Audit (2017-18 to 2021-22)





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



Internal Quality Assurance Cell (IQAC)

# GENDER AUDIT REPORT

2017-18 To 2021-22



*Mona*

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

*Rohita*

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

*Jayshree*

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

*Anjum*

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

*Shahid*

Mr. Shahid Irshad Waid  
7/3/22  
IQAC Coordinator  
Vice-Chairman, Gender Audit Committee  
& IQAC Coordinator  
SEMT's M.B. Harris College of Arts &  
Management  
Nallasopara (W), Tal. Nasa, Dist. Raigad - 401 203.  
Management, Nallasopara (W)

*Khalil*  
07/03/2022

Dr. Mohammad Khalil Ahmad  
Principal  
Principal  
And Chairman, Gender Audit Committee  
Shurparaka Educational & Medical Trust's  
SEMT's M.B. Harris College of Arts &  
Management  
A.E. Kalsekar College of Commerce &  
Management  
Nallasopara (W), Tal. Nasa, Dist. Raigad - 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)

# Energy Audit Certificate (2021-22)



# ZIP ENGINEERS

GOVT LICENSED ELECTRICAL CONTRACTORS

2, Mahavir Kunj, Nr. Vartak Engineering College, Ambadi Rd,

Vasai (w) - 401 202

Tele (Fax): +91- 0250 - 2333555, 9326617882

E-mail: [zuzarpatel@hotmail.com](mailto:zuzarpatel@hotmail.com) Web site: [www.zuzar.org/www.zipgroup.net](http://www.zuzar.org/www.zipgroup.net)

Date:- 01/03/2022

## ENERGY AUDIT CERTIFICATE

We would like to inform you that we have used all point & power wiring materials i.e. conduits, wires, switches etc. of 'ISI' marked, in project located on land bearing Nallasopara (W), Tal. Vasai, Dist. Palghar. for our client of SEMT'S M.B. HARRIS COLLEGE OF ARTS & A.E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT. Through for Electrical Works has been completed to our Satisfaction, the workmanship and the whole of the materials used are good, and no provision of the Act or the Development Control and Promotion regulations or building Bye- Laws and no requisition made. Conditions prescribed in the order there under, has been transgressed in the course of the works.

Your faithfully



(Signature of Licensed Electric)

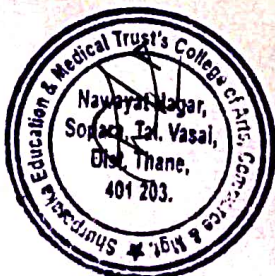
Name : **ZIP ENGINEERS**  
Govt. App. Lic. Electrical Contractor  
Mahavir Kunj, Nr. Vartak Engg. College,  
Address Off. Ambadi Road, Vasai (West),  
Dist. Palghar, Pin-401202.  
License No: **M.C. 11377**





**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)

## Green Audit (2020-21)





Ref No. \_\_\_\_\_

Date.: 23-2-21

**Green Audit 2020-21**

**Introduction:**

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

Environmental awareness committee of **Shurparaka Educational & Medical Trust's M.B.Harris College of Arts & A. E. Kalsekar College of Commerce & Management** understand the fragility of our environment and the importance of its protection. Promoting environmental awareness is an easy way to become an environmental steward and participate in creating a brighter future for our students.

The students of Shurparaka Educational & Medical Trust's M.B.Harris College of Arts & A. E. Kalsekar College of Commerce & Management stood and played their role very well. These enthusiastic volunteers have fulfilled the cardinal principle of the programme to enhance their sense of social responsibility towards the environment. Both the students and the Professors-In-Charge through their combined participation in creating the environment awareness got a sense of involvement in the tasks of community development.

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

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

Add : 04, Kusum Kunj, Shivmandir Chowk, R. P. Road, Ramnagar, Dombivli (E). - 421 201. Dist. Thane, Maharashtra.

Tel.: 0251 - 2862781 Mobile : +91 9869714688 / 9082243677



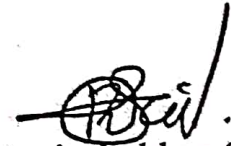
- Webinar on Air pollution during festival of light to create awareness among student community in their respective residential areas
- Quiz on **WORLD WILDLIFE DAY** was organized for creating awareness among students for wild animals

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

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

Place : Mumbai

Date: 23<sup>rd</sup> Feb, 2021



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



**Principal**

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



**IQAC Coordinator**

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





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Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
PIN - 401 203, (MAHARASHTRA)

# Academic and Administrative Audit (2017-18 to 2019-20)





**SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S  
M. B. HARRIS COLLEGE OF ARTS &  
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT**

AFFILIATED TO MUMBAI UNIVERSITY  
ACCREDITED "B+" GRADE BY NAAC

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

Date.: \_\_\_\_\_

Ref. No. \_\_\_\_\_

1. Basic Information:

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

2. For Communication

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

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

4. Date of Visit:

30/01/2020

1. Name of Team Members:

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

2. Type of Institution

a. By Gender

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

b. By Shift

i)	Regular	✓
ii)	Day	
iii)	Evening	

3. It is recognized minority institution

Yes	✓	No.	
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**IQAC Coordinator**  
Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203



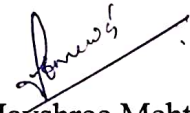
**Principal**  
Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203

	deputed by College to attend workshops, seminars and conferences, Monthly travel allowance. Uniform to support staff, Monetary incentive given during each term, and research incentives for UGC-CARE listed		
Workshops attended by non-teaching staff	Non-teaching staff members are encouraged to attend seminars and workshops. The details of the same during the academic year 2018-19 & 2019-20 are:		
	Sr.NO	Name of the Staff	Theme of the Workshop
	1	Mrs. Namrata Gurjar	
Computer Proficiency of Non-teaching Staff	All the non-teaching staff members are computer literate and are well versed with MS-Office. The non-teaching staff members also use Accounting software -Tally ERP 9. Regular training is provided to the staff to refresh and upgrade their computer skills.		


**RECOMMENDATIONS**

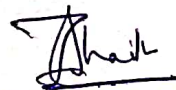
1. Any service achievement like "probation", "confirmation" etc. should be recorded in the service book as a best practice. Similarly teaching staff Refreshers Course or Orientation Programme can be recorded.
2. Dead stock register can be maintained item-wise.
3. Along with personal follow-ups with various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


Signature of External Auditors :

  
**Dr. Jayshree Mehta**  
 External Member  
 Principal

St. Joseph College of Arts & Commerce

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

  
**IQAC Coordinator**  
 Shurparaka Educational & Medical Trust's  
 M. B. Harris College of Arts &  
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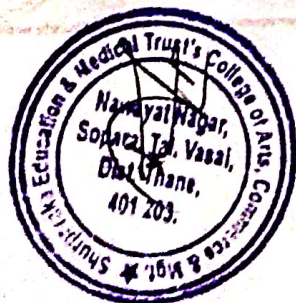
  
**Principal**  
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Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
PIN - 401 203, (MAHARASHTRA)

# IT Audit (2019 - 20)



# IT AUDIT REPORT - A.Y. 2019-2020

Particulars	Remarks	
IT Staff-Names	MR. ABDUL REHMAN MULLA	
Hardware Stock Register	IT hardware often includes assets that move around a lot for replacements and to meet the down time of the machines. This may be laptops and computers that can be moved from office to office depending on the requirements IT hardware inventory is managed in Stock Register and also a soft copy of the same is maintained.	
Hardware purchase bills	The IT hardware is purchased after following a proper procedure. The IT requirements are identified by the Principal and the IT team procures the quote and after the necessary approval from the Chairman, the hardware is purchased. A separate file is maintained hardware purchase bills by the IT Team.	
Software purchase bills	The IT Team recommends the necessary software to the College depending upon the requirements of the course and the utility. It procures the quote and after the necessary approval from the Chairman, the software is purchased. A separate file is maintained software purchase bills by the IT Team.	
OS purchase bills	The OS is purchased after the approval of the Chairman. The purchase bills are maintained.	
Number of Computer labs & Number of machines	Computer Labs: 02	Total machines in the labs: 85
Number of Computers & Laptops for staff	Computers: 9	Laptops: 02
INUmDCI 01 1C 1 classrooms & smart classrooms	ICT classrooms: 05	Smart classrooms: 8
Number of Tablets	College has purchased tablets to facilitate e-learning in the campus. The knowledge resource centre at our campus has two computers for students and have recently purchased three tablets for students' academic purposes.	
Number of Projectors	Every classroom has a projector since they are smart classrooms. Besides this, 15 Class have projectors for easy understanding and learning for the students. We also have the projectors in conference room	
Number of Scanners	Scanners in campus = 02	
Number of Printer	5	



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

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

Checked on 10<sup>TH</sup> Jan 2020. Following are the observations;

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

*Principal*

Date: 10/01/2020

*[Signature]*

**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.**

*[Signature]*

**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.**



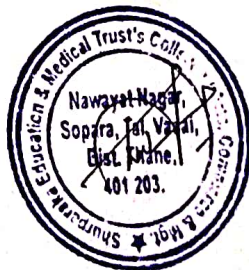
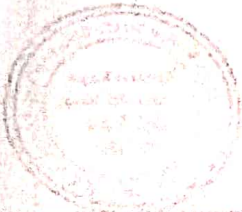




S.E.M.T'S  
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Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
PIN - 401 203, (MAHARASHTRA)



# IT Audit (2018 - 19)



# IT AUDIT REPORT - A.Y. 2018-2019

Particulars	Remarks	
IT Staff-Names	MR. ABDUL REHMAN MULLA	
Hardware Stock Register	IT hardware often includes assets that move around a lot for replacements and to meet the down time of the machines. This may be laptops and computers that can be moved from office to office depending on the requirements IT hardware inventory is managed in Stock Register and also a soft copy of the same is maintained.	
Hardware purchase bills	The IT hardware is purchased after following a proper procedure. The IT requirements are identified by the Principal and the IT team procures the quote and after the necessary approval from the Chairman, the hardware is purchased. A separate file is maintained hardware purchase bills by the IT Team.	
Software purchase bills	The IT Team recommends the necessary software to the College depending upon the requirements of the course and the utility. It procures the quote and after the necessary approval from the Chairman, the software is purchased. A separate file is maintained software purchase bills by the IT Team.	
OS purchase bills	The OS is purchased after the approval of the Chairman. The purchase bills are maintained.	
Number of Computer labs & Number of machines	Computer Labs: 02	Total machines in the labs: 65
Number of Computers & Laptops for staff	Computers: 13	Laptops: 01
Number of ICT classrooms & smart classrooms	ICT classrooms: 01	Smart classrooms: 5
Number of Tablets	College has purchased tablets to facilitate e-learning in the campus. The knowledge resource centre at our campus has two computers for students and have recently purchased three tablets for students' academic purposes.	
Number of Projectors	Every classroom has a projector since they are smart classrooms. Besides this, 15 Class have projectors for easy understanding and learning for the students. We also have the projectors in conference room	
Number of Scanners	Scanners in campus = 01	
Number of Printer	5	




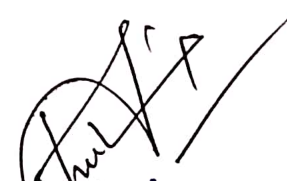
32	Computer Labs footfalls	Register is maintained by each computer lab assistants.
33	Timetables at Computer labs	Com students have a course on Computer Applications. Computer practical forms a part of their course delivery. The lectures are allotted by the Time-table Committee and forward to the computer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

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

Checked on 04<sup>th</sup> March 2019. Following are the observations;

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

  
Date: 04/03/2019

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



  
**IQAC Coordinator**  
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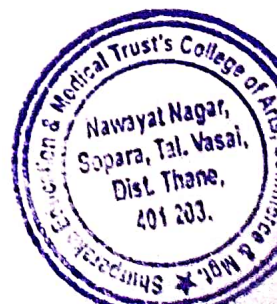
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Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar  
PIN - 401 203, (MAHARASHTRA)

## IT Audit (2017 - 18)



## IT AUDIT REPORT - A.Y. 2017-2018

Sr. No.	Particulars	Remarks	
	IT Staff-Names	MR. ABDUL REHMAN MULLA	
	Hardware Stock Register	IT hardware often includes assets that move around a lot for replacements and to meet the down time of the machines. This may be laptops and computers that can be moved from office to office depending on the requirements IT hardware inventory is managed in Stock Register and also a soft copy of the same is maintained.	
	Hardware purchase bills	The IT hardware is purchased after following a proper procedure. The IT requirements are identified by the Principal and the IT team procures the quote and after the necessary approval from the Chairman, the hardware is purchased. A separate file is maintained hardware purchase bills by the IT Team.	
	Software purchase bills	The IT Team recommends the necessary software to the College depending upon the requirements of the course and the utility. It procures the quote and after the necessary approval from the Chairman, the software is purchased. A separate file is maintained software purchase bills by the IT Team.	
	OS purchase bills	The OS is purchased after the approval of the Chairman. The purchase bills are maintained.	
	Number of Computer labs & Number of machines	Computer Labs: 01	Total machines in the labs:45
	Number of Computers & Laptops for staff	Computers: 9	Laptops: 01
	INUmDCI 01 1C 1 classrooms & smart classrooms	ICT classrooms: 02	Smart classrooms: 2
11	Number of Tablets	College has purchased tablets to facilitate e-learning in the campus. The knowledge resource centre at our campus has two computers for students and have recently purchased three tablets for students' academic purposes.	
12	Number of Projectors	Every classroom has a projector since they are smart classrooms. Besides this, 4 Class have projectors for easy understanding and learning for the students. We also have the projectors in conference room	
13	Number of Scanners	Scanners in campus = 01	
	Number of Printer	3	



32 Computer Labs footfalls Register is maintained by each computer lab assistants.

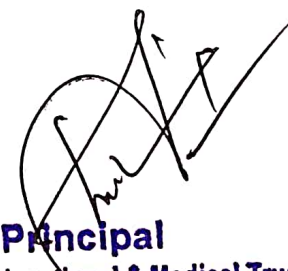
33	Timetables at Computer labs	Com students have a course on Computer Applications. Computer practical forms a part of their course delivery. The lectures are allotted by the Time-table Committee and forward to the computer lab assistants for ensuring the availability of the labs.
34	Photo labs	<a href="https://semtrustcollege.com/Amenities/Computer-Lab">https://semtrustcollege.com/Amenities/Computer-Lab</a>

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

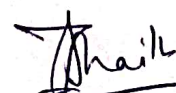
Checked on 03<sup>RD</sup> March 2018. Following are the observations;

Institute has sufficient computer, printers, scanners & Laptops to cater the need of 1008 students and 12 faculty present in the institute.  
Adequate software required are installed on the machines available for the students  
IT infra is updated and maintained in good condition and ambience look to be conducive.  
Internet support is sufficient with two service providers namely, M/s HANSA BROAD BAND with 60 MBPS lease.  
Adequate maintenance is in place and team assured the up-keeping the machines and other infrastructure installed.  
Sufficient student to computer ratio  
Security measures are observed to be in place and are monitored regularly.  
Adequate documentation was maintained regarding infrastructure and procedures are set and schedules are monitored as per schedules.  
Enthusiastic team is in place to take care of the infrastructure and documentation in nice way.  
Best IT practices are in place and strictly adhere with by the team to deal with the up gradations, maintenance and upgrading.

  
Date: 02/03/2018

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



  
**IQAC Coordinator**  
Shurparaka Educational & Medical Trust's  
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