



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)

NOTICE

I am pleased to appoint the convener/ Coordinators/ members of the various committees constituted for the Academic year 2024-25 for effective functioning of the various activities to be conducted and to cooperate the management and administration in the smooth conduct of the college functioning. You all are solicited to cooperate with the administration and all the best.

COMMITTEE LIST 2024-25

Committee Name	In charge/Convenor/PO	Members
1.Examination:	University Exam Dr. Irshad W. Shaikh College Exam Mr. Mehmood Khan	Mrs. Elakshi Khetal-Tawade Mr. Ibrahim Chauhan Mrs. Shahida Shaikh Mrs. Namrata Gurjar
2.Students' Council:	Mr. Ibrahim Chauhan (College Activity) Mona Dedhia (Inter Collegiate & Cultural Committee)	Mrs. Elakshi Khetal-Tawade – (Advisory) Mrs. Shahida Shaikh -DLLE Unit Mr. Sanjay Burkhav -Sports Committee Mrs. Sana Shaikh – NSS Unit
3.Discipline:	Dr. Irshad W. Shaikh	Mrs. Elakshi Tawade-Khetal Mr. Ibrahim Chauhan Mrs. Mona Dedhia
4.Students Mentoring Cell	Dr. Irshad W. Shaikh	FYBCom – Mrs Princia Countinho SYBCom – Mrs. Tehseen Shaikh TYBCom – Mrs. Mona Dedhia FYBA – Mr. Hafiz Khan SYBA – Ms. Ayesha Danghe TYBA - Mrs. Rohita Raut FYBMS – Ms Palak Joshi SYBMS -Mrs. Shahida Shaikh TYBMS -Mrs. Sujata Yadav FYBAF – Mrs. Sana Patel SYBAF – Mrs. Ruksar Khan TYBAF–Mr. Ibrahim Chauhan

		FYBSC-IT – Mr. Vivek Parihar SYBSC-IT, - Mrs. Heena Shaikh TYBSC-IT, – Mrs. Kanchan Nag
5. Parent Teachers Association	Mrs Sana Patel	Mrs. Ruksar Khan Mr. Vivek Parihar
6. University Grants Communication, Rusa and planning Board:	Mrs. Namrata Gurjar	Mr. Mohammed Chawre
7. Anti – Ragging	Mrs. Princia Countinho	Mr. Hafiz Khan Mrs. Sana Patel
8. Environment Awareness Committee/ Nature Club	Mrs. Rohita Raut	Miss Ayesha Danghe Mrs. Ruksar Khan
9. Gender Audit:	Mrs. Namrata Gurjar	Miss Ayesha Danghe
10. Magazine:	Mrs. Tehseen Shaikh (English)	Mr. Hafiz Khan (Urdu) Mrs. Rohita Raut (Hindi)
11. Planning Forum:	Mr. Mohammed Chawre	Dr. Irshad Shaikh Mrs. Elakshi Tawade-Khetal Dr. Sujata R. Yadav
12. Commerce Association:	Dr. Irshad W. Shaikh	Dr. Mehmood Khan Mr. Vivek Parihar
13. Staff Grievance Cell:	Mrs. Elakshi Tawade	Mrs. Ruksar Khan
14. N.S.S:	Mrs. Sana Patel	Mrs. Tehseen Shaikh Dr. Mehmood Khan Mr. Hafiz Khan Mrs. Princia Countinho Mr. Ibrahim Chauhan (Advisory)
15. D.L.L.E.	Mrs. Shahida Shaikh	Mrs. Rohita Raut (Advisory) Miss Palak Joshi
16. Women's Development Cell:	Mrs. Mona Dedhia	Mrs. Princia Countinho Mr. Hafiz Khan
17. Mahila TakrarNirvaran Samiti:	Mrs. Ruksar Khan	Mrs. Namrata Gurjar
18. Sports & Gymkhana Committee	Mr. Sanjay Burkhav	Miss Ayesha Dange Mr. Hafiz Khan Mr. Vivek Parihar
19. Avishkar Research Convention: & Research Cell	Dr. Sujata R. Yadav	Mrs. Shahida Shaikh Ms. Palak Joshi Mrs. Heena Shaikh Mr. Vivek Parihar
20. Web – site posting	Mrs. Kanchan Nag	Mrs. Heena Shaikh

21. Internal Audit	Mrs. Namrata Gurjar	Mr. Mohammed Chawre Mr. Moin Chinde
22. Student's Group Insurance	Mrs. Namrata Gurjar	Mr. Aafaque
23. Maintenance of Stock Register:	Mrs. Namrata Gurjar	Mr. Gokul Kuveshkar
24. Lecture Monitoring Committee:	Mr. Ibrahim Chauhan	Miss Sumaiyya Shaikh Miss Sakina Parihar Mr. Shaibaz Shaikh
25. Scholarship Committee	Mr. Aafaque	Mrs Namrata Gurjar Ms Ayesha Dange Mrs. Princia Countinho
26. Cultural Committee:	Mrs. Mona Dedhia	Mrs. Shahida Shaikh Mrs Ayesha Danghe Ms Palak Joshi Mrs. Princia Countinho
27. Placement Committee	Mrs. Elakshi Tawade-Khetal	Dr. Sujata R. Yadav - Advisor Mrs. Tehseen Shaikh Ms Palak Joshi
28. Seminar Committee:	Mrs. Tehseen Shaikh	Mrs. Namrata Gurjar Mr. Hafiz Khan Ms. Palak Joshi
29. Admission Committee:	Dr. Sujata R. Yadav Dr. Irshad W. Shaikh	Remaining All Teaching and Non-Teaching Staff
30. Library Committee:	Mrs. Tehseen Shaikh	Mr. Hafiz Khan Mrs. Rohita Raut Miss. Sumaiyya Shaikh Miss Sakina Parihar
31. Attendance Committee:	Mr. Ibrahim Chauhan	Ms Ayesha Dange (Advisory) Mrs. Tehseen Shaikh Mr. Salman Khan
32. Marathi Wandgmaymandal	Mrs. Rohita Raut	Mrs. Namrata Gurjar
33. Alumni Association:	Mrs Ruksar Khan	Mrs. Shahida Shaikh – (Advisory) Dr. Mehmood Khan
34. Gymkhana Maintenance	Mr. Sanjay Burkhav	Mr. Gokul Kuveskar
35. ICC Committee	Mrs. Mona Dedhia	Dr. Irshad Wajid Shaikh Mrs. Princia Countinho

36. Value added Course/ Certificate	Mrs Mona Dedhia	Mr. Aafaque Mrs. Rohita Raut Mrs. Kanchan Nag
37. Remedial Lecture	Mrs. Elakshi Tawade-Khetal	Subject Teacher
38. Intellectual Property Right Cell	Dr. Mahmood Khan	Mr. Ibrahim Chauhan Mr. Vivek Parihar Ms Palak Joshi
39. Competitive Examination and Career Counselling	Ms. Ayesha Dange	Mrs Sana Patel Mr. Vivek Parihar
40. Career Katta	Ms. Palak Joshi	Mr. Hafiz Khan Mrs. Princia Countinho
41. Hindi Sahitya Mandal	Mrs. Rohita Raut	
42. FB/ Insta Posting	FB- Mrs. Heena Shaikh	Instagram – Mrs. Kanchan Nag
Staff Secretary	Mrs. Rohita Raut	




PRINCIPAL

DR. Mohammad Khalil Ahmad

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.