

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



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

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

Ref. No. _____

Report of Academic Audit (2021-22 & 2022-23) Date.: _____

1. Basic Information:

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

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:

5. Name of Team Members:

9.03.2023

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.



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

AAA report file.

Will have the complete report

IQAC CLUSTER INDIA

INSPECTION COMMITTEE REPORT

FOR SEMT's M.B.HARRIS COLLEGE OF ARTS & A.E.KALSEKAR COLLEGE OF
COMMERCE & MANAGEMENT, SOPARA

The Academic and Administrative Audit Committee visited _____ College on:

Day Wednesday	Date: 9 th March, 2023	Time: 12.00 noon
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The External Peer committee members for AAA appointed by Cluster Maharashtra are:

No	Name	Designation	Address	Signature
1.	Dr. Prakash R. Dongre	Chairman	St. Joseph College of Arts & Commerce, Sapala	
2.	Dr. Dinesh Sanadi	Member	St. Joseph College of Arts & Commerce, Sapala	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Mr. Najeeb Gulam Mustafa Chawre	Management representative	42, Nawayat Nagar, Opp Municipal Garden, Sopara	
2.	Dr. Mohammad Khalil Ahmad	Principal	C/401, Pearl Horizon, Chandiwalla Complex, Jogeshwari, Mumbai	
3.	Mr. Asim Khan	CDC member	Plot No. 19, Flat no. 2, Mayur Apt, CLG Ground, Bandra (W)	
4.	Mr. Shaikh Irshad Wajid	IQAC Incharge	Virar (E)	
5.	Mrs. Namrata Gurjar	Registrar or equivalent	Nallasopara (W)	
6.	Ms. Elakshi Tawade	Teacher representative	A/106, Shilpa Apartment, Navghar Rd. Bhayandar (E)	

Committee Chairman

Principal

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



Section I: Basic Details of the Organization:

I	Name of the Trust/ Society Address Phone no: E-mail Year of Establishment:	Shurparaka Educational & Medical Trust Nawayat Nagar, Sopara Gaon, Nallasopara (W) Tal- Vasai, Dist-Palghar <u>semtcollege@yahoo.com</u> 31st March 1984
II	Name of the College/ Institute:	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 Pin: 401 203 State: Maharashtra
	Year of Establishment	20 th April 2004
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	9699274471 semtcollege@yahoo.com https://www.semtrustcollege.com
III.	Institutional Status 1. Affiliating University: 2. Affiliation Status: 3. UGC Approval 4. Financial Status:	University of Mumbai Temporary Affiliation N.A Self-Financing
IV.	Type of College:	a) By Gender - Co-Education b) By Shift - Regular



V.	Type of Faculty/Programme	Under Graduate: B.Com B.A. B.M.S. B.A.F. B.Sc.IT Post Graduate : M.Com (Advance accountancy)
VI.	Special status conferred UGC-Special Assistance Programme	N.A

Section II

What are the Objectives to Conduct the Academic Audit

- To encourage departments to evaluate their education quality processes
- To assess the academic performance of the department as a whole
- To assess the academic performance of individual faculty in a department.
- To identify strengths and areas of improvement of faculty, departments and Institutes.
- To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.



Section III: Governance Structure and Policies

No	Metric details	200		
1.	Vision/ Mission and Goals (10) The Vision and mission statement is understood by the staff. The aims and objectives are realistic and achievable Assessment Parameters:			
2.	Principal (Regular. (approved) Name: Dr. Mohammad Khalil Ahmad			✓
3.	CDC			✓
	a) Meetings held since formation			
	b) Agenda, Minutes and Action Taken Report of each meeting. % implementation of decisions			
	c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.			
4.	IQAC			✓
	a) Is Committee formed according to the IQAC norms?			✓
	b) Number of Meetings held			✓
	c) Agenda, minutes and Action taken report			✓
	d) The working of the organizational IQAC is in tune with its vision and mission statements			✓
	e) Whether a Perspective plan is in place and is working? What is the % of success?			✓
	f) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	3/50		✓
	g) Whether the IQAC has a working committee at college level? Number of meetings by the working committee this year			✓
	h) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?			✓
	i) Audits conducted other than AAA? (Green Audit/ Structural/ Energy /IT Audit/ Gender, etc.)			✓
5.	Student Council committee			
	a) Whether the student council has been formed as per the norms?			✓
	b) Whether the student council is active?			✓
	c) Decisions made by student's council?			✓
	d) How active is the student council?			✓



	e) Student achievements related to the decisions done by student council			✓
6.	Student Redressal Cell			
	a) Redressal Policy of the college.			✓
	b) Number of meetings conducted per year? Decisions taken			✓
	c) Number and nature of complaints received? Action taken on it?			✓
	d) Redressal procedure?			✓
7.	Internal Complaints Committee			✓
	Is ICC constituted as per the norms? 1) Presiding officer, two faculties, 2) non-teaching, one NGO in related areas, 3) student representatives. With at least 5 women in the committee)?,			✓
	Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website?			
	Number of complaints received and action taken?			
	Number of meetings conducted and activities conducted by the Committee?			
8.	Anti- ragging committee			
	a) Whether notifications about anti-ragging are put up on the campus?			✓
	b) Awareness about anti ragging done?			✓
	c) Meetings and report of cases. Action taken?			✓
9.	Student grievance cell and its timely redressal - Proper committee formation and procedure for grievance filing. - Action taken on grievance.			
14.	AISHE – whether each year certificate is obtained and the organization is registered with AISHE 2021- 22	01		✓
	Departmental filing (department wise) 1. Departmental staff details, appointments, etc. 2. Workload, 3. Timetable, 4. Teaching plan and monthly teaching schedule. 5. Leaves record and necessary adjustments. 6. Departmental meetings, 7. Student list, 8. Result analysis, 9. Examination dates, 10. Question bank, 11. Question papers, 12. Notes, 13. Activity planning, 14. Practical manuals			



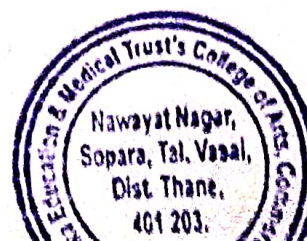
15. Remedial course planning and execution methodology			
16. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis.			
17. Teaching feedback and feedback analysis and action taken report on curriculum			
18. Student feedback on curriculum.			
19. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc.			
20. Annual Academic calendar			

Section III: Student Progression (current year data)

1.	Total number of students in the organization faculty wise/ year wise and number of girls and boys			✓
2.	Total Enrolment in the current year % enrolment in the present year against total number of seats (more than 80% / 70% / 60% / less than 60%)			✓
3.	% of category students a) percentage for current year b) efforts taken to fulfil the ratio c) % girl students			✓
4.	Students from other states			
5.	% Divyang students and efforts to attract them.			N.A.
6.	Total number of students appeared for final year (find dropout ratio also) % drop out of girls vs. boys			
7.	Total number of students passed in final year.			✓
8.	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)			✓
9.	Welfare schemes for students: its details and beneficiaries			✓
10.	Awards won by students from cultural events (national/ international/ state/ University/ Local)			N.A.
11.	Participation of students in cultural events (number of events and percent participation at college level)			✓
12.	Student participation in sports at international/ national/ state/ university/ local level)			✓
13.	Awards won in sports at various levels vs. total number of students			✓



16.	Sports events conducted in college and percent participation and total number of games played		NA	✓
17.	Percent participation of students in a) NSS b) DLLE			✓
18.	Number of events conducted by NSS/ DLLE/ in one year (previous Year)			✓
19	Students completed graduation/ masters and employed by the college placement cell (give details) - Number of student registered for placement cell - No of trainings conducted by placement cell and students benefitted. - Students directly placed. - Students placed on campus through job fairs - Students placed off campus through job fairs. - Total number of MoU/ tie-ups created by institution in current year for placement. - % students who have gone for entrepreneurship/ family businesses.			✓
20.	Students who have pursued their education further (Progression) - % progression of students passed. - Areas (subject)and levels (masters/ M.Phil/ Ph.d/ D.Sc of progression. - % progressed into interdisciplinary areas.			✓
21	Capability enhancement schemes conducted. Percent enrolment and agencies involved Competitive exam cell/ career counselling/ remedial coaching/ language lab/ bridge courses/ yoga and meditation/ personal counselling/ any other			✓
25.	Registered alumni association No Alumni support: 1. % of new Alumni registered: New registered/passed out students X 100 (with all details) 2. Monetary Support • In terms of funds: up to 1 lakh per year • Up to 5 lakhs per year • Support more than 5 lakhs		NA	✓



3. support in services:			
- Parenting support to existing students - Support in kind: library/ Sports/ infrastructure/etc. - Support in terms of services: guest lecture/ mentoring/ etc. - Support in placements	NO		
4. Alumni meetings:			

Section IV Academics:

1.	Number of (Certificate/Diploma) Programs included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs			
2.	New , university or programs included in last five years – B.A.F., M.Com, B.scIT			✓
3.	Programs with choice based credit system			✓
4.	Number of Add-on programs conducted 2			✓
5.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)			✓
6.	Curriculum enrichment provided in class room is prepared and uploaded on website.	yes		
7.	Number of teaching methodologies used with details. PPT / PDF/Recorded Video Lectures	yes		
8.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available			✓
9.	Number of ICT enabled classrooms and smart class rooms.			
10.	Whether - Course outcomes(CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?			
11.	Average passing percentage of the college (only final year be considered) Total number of students present: Total number of students enrolled in first year Total number of students appeared in the final year Total number of students passed in final year Average passing percentage Passing analysis; Distinction First Class Second Class Pass Class Failed:			✓



3. support in services: - Parenting support to existing students - Support in kind: library/ Sports/ infrastructure/etc. - Support in terms of services: guest lecture/ mentoring/ etc. - Support in placements 4. Alumni meetings:	NO		
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Section IV Academics:

1.	Number of (Certificate/Diploma) Programs included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs			
2.	New , university or programs included in last five years – B.A.F., M.Com, B.scIT			✓
3.	Programs with choice based credit system			✓
4.	Number of Add-on programs conducted 2			✓
5.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)			✓
6.	Curriculum enrichment provided in class room is prepared and uploaded on website.	yes		
7.	Number of teaching methodologies used with details. PPT / PDF/Recorded Video Lectures	yes		
8.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available			✓
9.	Number of ICT enabled classrooms and smart class rooms.			
10.	Whether - Course outcomes(CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?			
11.	Average passing percentage of the college (only final year be considered) Total number of students present: Total number of students enrolled in first year Total number of students appeared in the final year Total number of students passed in final year Average passing percentage Passing analysis; Distinction First Class Second Class Pass Class Failed:			✓



Section V: Teacher staff related (All Data for 5 years or from time since previous NAAC)

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.			✓
2.	Percentage of teachers recognised as research guides			✓
3.	Number of teachers who have completed their Ph.D. in last five years	N.A.		
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last five years	N.A.		
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	N.A.		
6.	Grants received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ in the institution in the last five years). Percentage of teachers who have taken a research project in five years.			
7.	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.			✓
8.	Number of books published by teaching community at national and international level			✓
9.	Number of teachers as research guides			✓
10.	Innovations done by teachers			✓
11.	Consultancies provided by teaching staff and amounts generated.	N.A.		

Section VI: Community & environmental services (% participation)

1)	NSS related activities – reports & Camps			✓
2)	Activities other than NSS			✓
3)	Environment related activities			✓
4)	Cleanliness programs			✓
5)	Gender equity programs			✓
6)	Gender sensitivity awareness programs			✓
7)	Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting			✓
8)	Solar energy put on the grid in last one year			✓



Section : VII: OFFICE ASPECTS

(Restricted to 5 bullet points under each aspect) (office filing)

Sr. No.	Observation on Key Aspects (10 marks each)	250 (10 each)		
1.	General Administration - Fees Collection – Computerized/ not computerized - Roll Call – Generated from Software/ not generated - General Register maintained Manually - L.C. - not Computerized - Transfer process computerized		✓	
2.	*Unaided: First Affiliation, Continuation of Affiliation: - Yearly extension and continuation file are sent to the University as per the deadline - Yearly affiliation fees are paid to the University - Online affiliation for the AYs: 2021-22 ,2022-23 & 2023-24 has been completed on the University affiliation portal.		✓	
3.	Selection, Advertisements & Interview Procedures *Unaided: As per university norms – No interview done for the A.Y.2021-22 &2022-23		✓	
4.	Teaching Staff Approvals *Unaided: As per university norms [as above procedure]		✓	
5.	Non- Teaching Staff Appointments & Promotions *Unaided Course Dept.: Staff is appointed as when the need arises		✓	
6.	Statistical Information University of Mumbai MIS(DHE, Pune) AISHE(UGC) , Students on Roll Unaided:		✓	



	- MIS information uploaded to DHE Pune in September [online data] – file ready - All India Survey Higher Education [online data] file ready Uploading done		✓	
	Service Books & Leave Records (Teaching & Non – Teaching Staff) Service Books maintained as per Joint Director Office * Unaided dept.: Leave Record Bio-Metric		✓	
	Admissions Procedures *Unaided/ Ext. Course dept.: - Filling up of Pre Admission Form designed by the college - Online Admission Form Filling on the digital portal - Confirmation of Admission on portal & fees collection on customized software - Submission to Registration of the confirmed student		✓	
9.	Enrolment, Eligibility & Migration *Unaided: - Provisional Eligibility applied by students - Provisional Admission is provided on producing Provisional Eligibility Certificate - Migration Certificate required for Confirmation of Admission		✓	
10.	Unaided: - College level examination for U.G. Courses & (Sem. V to Sem. VI are conducted by University) - All exam's conducted by University for P.G. course - Uploading Question paper of sem. I & II college exam on college portal selection of set by Principal - Generation of Exam Forms for University exam from University Portal - Exam form Inward Process followed by Generation of Hall Ticket, Attendance Sheet, Supervisor Report, Printing of Blank Mark-list, Uploading Internal Marks on Portal - Uploading of Result Status of First Year students on digital portal for re-registration of Second Year Admissions 1st Year stamping of Mark sheet & Ledgers from College 1st Year Ledger submission in binding format at College		✓	
11.	*Unaided: - As and when demanded by students providing them 2 copies of transcript as per University Format - Rs. 1000 is collected towards fees for the same		✓	



	- Bonafide Certificate is issued as and when demanded by students - No amount is charged towards the issue of Bonafide certificate		✓	
12.	Railway/ Bus Concessions *Unaided Railway/ Bus Concession is issued from 1st to 10th date of every month		✓	
13. a	Government Scholarships, *Unaided: - Students and Parent are orientated with procedure and norms. - Display of Notice on Digital Signage & WhatsApp group - Collection of forms filled by students on the scholarship site. - Verification of forms & documents - The form is collected and approved by the authorities of Social Welfare Department - Received Scholarship amount from Department - Payment is disbursed in student's personal A/c		✓	
13. b	Non-Government scholarships, free ships, concessions: ANGK Scholarships, Zakat Fund & Interest Fund. Organizational effort to provide help to needy: Concession in fees list - Cheques received from ANGK and distributed to students - Utilization Certificate submitted to department - Zakat fund given to needy Muslim Students Interest fund given to needy Non-Muslim students Other supporting documents.		✓	
14.	Inward & Outward Registers Unaided : Non-Digitized Register Maintained		✓	
15.	Dead Stock Registers *Aided/Unaided Course dept.: Register is maintained		✓	
16.	Records of Minutes College Development Committee, Quality Assurance Cells, Governing Body, School Committee & PTA *Aided/Unaided/ Ext. Course dept.: - Records Maintained - CDC-Thrice a year - IQAC – Thrice a year (minimum)		✓	
17.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's Unaided Course dept.:		✓	



18.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. Unaided Course dept.: - Accounts is maintained in Tally ERP9 - Reconciliation is maintained in Tally ERP9 - Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained - Fees Receipts are printed from the Tally software		✓	
19.	College Budgets & Audited Balance Sheet /Unaided Course dept.: - Budget is prepared programme wise every year - Audited Balance Sheet is also prepared and submitted to the trust		✓	
20.	Teachers Workload & Class Time Tables *Unaided: As per University norms		✓	
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers Unaided Course dept.: List Enclosed		✓	
22.	Non- Teaching Staff Welfare Unaided dept.: - Medical Assistance on request - Fees / Financial Assistance on request			
23.	Workshops attended by non-teaching staff Unaided Course dept.: List Enclosed		✓	
24.	*Aided/Unaided/ Ext. Course dept.:			
25.	* Overall neatness, presentation & non-teaching staff cooperation.		✓	

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

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



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