



Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College

K. B. Hidayatullah Road, Camp,
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+91-20-2645 4240 / 2644 6319.

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Professor (Dr.) Aftab Anwar Shaikh
M.Com, Ph.D (Busi. Admin.)
PRINCIPAL

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Date: 25/06/2019


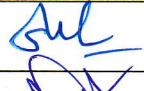
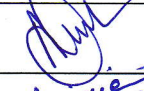
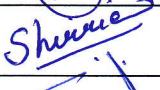

IQAC MEETING

A meeting of IQAC will be held on Monday, 1st July 2019 at 12.30 p.m. in the office of the Principal.

Agenda :

- 1) Compilation of data for Annual Report 2018-19.
- 2) Planning of activities under "Golden Jubilee Year Celebration".
- 3) To continue the Youth Red Cross (YRC) membership.
- 4) Any other matter with permission of the chair.


Dr. Aftab Anwar Shaikh
Principal

Chairperson: Head of the Institution		Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson- IQAC	
Teachers to represent all level(Three to eight)		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	
Dr. Nasrin Khan (HoD Commerce)	Member	
Dr. Shireen Shaikh (HoD Business Communication)	Member	
Dr. Iliyas Sayyed (Asso. Prof., Dept. of Botany)	Member	



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Mr. Musharraf Hussain (Asst. Prof. Dept of Electronic Science)	Member	
Dr. Baba Shaikh (Asst. Prof., Dept. of Hindi)	Member	
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	
Mr. Faazil Shareef, (Asst. Prof., Dept. of Commerce)	Member	
One member from the Management		
Dr. Hanif Lakdawala (Trustee, Y&M A.K.I. Trust)	Member	
Few Senior Administrative Officers		
Mr. Khan Moinuddin (Vice-Principal – Arts)	Member	
Dr. Md. Zubair Shaikh (Director, K.R.C.)	Member	
One nominee each from local society, Students and Alumni		
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Bushra Shaikh (Student MSc II year, Dept. of Chemistry)(Students' Representative)	Member	
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (Broadstairs IT Solutions) (Employers Representative)	Member	
Mr. Amin Ismail Almel (CEO, Sunrise Instruments Pvt. Ltd.) (Industrialists Representative)	Member	
Mr. Ismail Sayyed (Stakeholders Representative)	Member	
One of the senior teachers as the coordinator/Director of the IQAC		
Mr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator - IQAC	



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD AT THE OFFICE OF PRINCIPAL ON MONDAY, 1st JULY 2019 AT 12.30 P.M.

Agenda:

- 1) Compilation of data for Annual Report 2018-19.
- 2) Planning of activities under “Golden Jubilee Year Celebration”.
- 3) To continue the Youth Red Cross (YRC) membership.
- 4) Any other matter with permission of the chair.

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading and recording of the previous minutes.

The minutes of the previous meeting dated 14th February 2019 was read, confirmed and recorded.

Mr. Iqbal Shaikh, IQAC Coordinator began the session with welcome note. He explained the requirement of planning the departmental and college activities in accordance with NAAC requirement.



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2. Compilation of data for Annual Report 2018-19.

It was decided to circulate the notice amongst the staff members regarding updation of their profile on the BOD portal of affiliating university. The said data will be used for the submission of online Annual Report 2018-19 after mapping.

3. Planning of activities under “Golden Jubilee Year Celebration”.

To celebrate the ‘Golden Jubilee Year’ of the college, it was decided that all departments will conduct special activities in their department. In this regard department may submit tentative budget to the Principal for obtaining approval from management.

4. To continue the Youth Red Cross (YRC) membership.

It was decided to continue the Youth Red Cross (YRC) membership for A.Y. 2019-20.

As there was no other matter, the meeting ended with final summarization by Principal followed by vote of thanks by IQAC Coordinator.



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Following members attended IQAC meeting dated 01/07/2019

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Mr. Iqbal N. Shaikh		Mr. Khan Moinuddin	
Dr. Aiyaz Shaikh		Dr. Md. Zubair Shaikh	
Dr. Nasrin Khan		Mr. Vilas Londhe	
Dr. Shireen Shaikh		Ms. Bushra Shaikh	
Dr. Iliyas Sayyed		Dr. Atik Shaikh	
Mr. Musharraf Hussain		Mr. Waseem Sajjad	
Dr. Baba Shaikh		Mr. Amin Ismail Almel	
Dr. Amjad Shaikh		Mr. Ismail Sayyed	
Mr. Faazil Shareef			



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Date: 29/07/2019




IQAC MEETING

A meeting of IQAC will be held on Monday, 5th August 2019 at 01.00 p.m. in the office of the Principal.

Agenda :

- 1) Finalization and submission of Annual Report 2018-19 to the affiliating University.
- 2) Proposal for additional division of B.A., M.Com., M.Sc. (Chem) & M.Sc. (Comp. Sci.) courses to be sent to affiliating University under Fasttrack division approval.
- 3) To conduct Induction programme for entry level students.
- 4) To organize Faculty Development Programme (FDP) in association with CESS-Nuffield-Flame University.
- 5) Any other matter with permission of the chair.


Dr. Aftab Anwar Shaikh
Principal

Chairperson: Head of the Institution		Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson- IQAC	
Teachers to represent all level(Three to eight)		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	
Dr. Nasrin Khan (HoD Commerce)	Member	



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Dr. Shireen Shaikh (<i>HoD Business Communication</i>)	Member	<i>Shireen</i>
Dr. Iliyas Sayyed (<i>Asso. Prof., Dept. of Botany</i>)	Member	<i>Iliyas</i>
Mr. Musharraf Hussain (<i>Asst. Prof. Dept of Electronic Science</i>)	Member	<i>Musharraf</i>
Dr. Baba Shaikh (<i>Asst. Prof., Dept. of Hindi</i>)	Member	<i>Baba Shaikh</i>
Dr. Amjad Shaikh (<i>Asst. Prof., Dept. of Mathematics</i>)	Member	<i>Amjad</i>
Mr. Faazil Shareef , (<i>Asst. Prof., Dept. of Commerce</i>)	Member	<i>Faazil Shareef</i>
One member from the Management		
Dr. Hanif Lakdawala (<i>Trustee, Y&M A.K.I. Trust</i>)	Member	<i>Hanif</i>
Few Senior Administrative Officers		
Mr. Khan Moinuddin (<i>Vice-Principal – Arts</i>)	Member	<i>Moinuddin</i>
Dr. Md. Zubair Shaikh (<i>Director, K.R.C.</i>)	Member	<i>Zubair</i>
One nominee each from local society, Students and Alumni		
Mr. Vilas Londhe (<i>Social Activist</i>) (Local Society Representative)	Member	<i>Vilas</i>
Ms. Bushra Shaikh (<i>Student MSc II year, Dept. of Chemistry</i>)(Students' Representative)	Member	<i>Bushra</i>
Dr. Atik Shaikh (Alumni Representative)	Member	<i>Atik</i>
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (<i>Broadstairs IT Solutions</i>) (Employers Representative)	Member	<i>Waseem</i>
Mr. Amin Ismail Almél (<i>CEO, Sunrise Instruments Pvt. Ltd.</i>) (Industrialists Representative)	Member	<i>Amin</i>
Mr. Ismail Sayyed (Stakeholders Representative)	Member	<i>Ismail</i>
One of the senior teachers as the coordinator/Director of the IQAC		
Mr. Iqbal N. Shaikh (<i>Vice-Principal & Head, Dept. of Chemistry</i>)	Coordinator - IQAC	<i>Iqbal</i>



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD AT THE OFFICE OF PRINCIPAL ON MONDAY, 5th AUGUST 2019 AT 01.00 P.M.

Agenda:

1. Finalization and submission of Annual Report 2018-19 to the affiliating University.
2. Proposal for additional division of B.A., M.Com., M.Sc. (Chem) & M.Sc. (Comp. Sci.) courses to be sent to affiliating University under Fasttrack division approval.
3. To conduct Induction programme for entry level students.
4. To organize Faculty Development Programme (FDP) in association with CESS-Nuffield-Flame University.
5. Any other matter with permission of the chair.

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading and recording of the previous minutes.

The minutes of the previous meeting dated 1st July 2019 was read, confirmed and recorded.



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2. Finalization and submission of Annual Report 2018-19 to the affiliating University.

It was decided to verify and submit the data pertaining to Annual Report 2018-19 to the affiliating university through online mode.

3. Proposal for additional division of B.A., M.Com., M.Sc. (Chem) & M.Sc. (Comp. Sci.) courses to be sent to affiliating University under Fasttrack division approval.

It was decided to prepare and submit proposal for additional division of B.A., M.Com., M.Sc. (Chem) & M.Sc. (Comp. Sci.) courses to the affiliating university under the supervision of IQAC Coordinator.

4. To conduct Induction programme for entry level students.

It was decided to organize facultywise / divisionwise Induction programme for entry level students in the last week of August 2019.

5. To organize Faculty Development Programme (FDP) in association with CESS-Nuffield-Flame University.

It has been also decided to organize a Faculty Development Programme (FDP) on 24th August 2019 at Flame University.



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As there was no other matter, the meeting ended with final summarization by Principal followed by vote of thanks by IQAC Coordinator.

Following members attended IQAC meeting dated 01/07/2019

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Mr. Iqbal N. Shaikh		Mr. Khan Moinuddin	
Dr. Aiyaz Shaikh		Dr. Md. Zubair Shaikh	
Dr. Nasrin Khan		Mr. Vilas Londhe	
Dr. Shireen Shaikh		Ms. Bushra Shaikh	
Dr. Ilyas Sayyed		Dr. Atik Shaikh	
Mr. Musharraf Hussain		Mr. Waseem Sajjad	
Dr. Baba Shaikh		Mr. Amin Ismail Almel	
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Mr. Faazil Shareef			



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Date: 27/08/2019


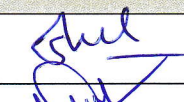


IQAC MEETING

A meeting of IQAC will be held on Tuesday, 3rd September 2019 at 11.45 a.m. in the office of the Principal.

Agenda :

- 1) To organize a Management Development Programme (MDP).
- 2) To collect data for AQAR 2018-19.
- 3) To apply for financial assistance from affiliating university in respect of conduct of seminar / workshop / conference under QIP grant.
- 4) To organize Annual Sports Meet.
- 5) Any other matter with permission of the chair.


Dr. Aftab Anwar Shaikh
Principal

Chairperson: Head of the Institution		Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson- IQAC	
Teachers to represent all level(Three to eight)		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	
Dr. Nasrin Khan (HoD Commerce)	Member	
Dr. Shireen Shaikh (HoD Business Communication)	Member	



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Dr. Iliyas Sayyed (<i>Asso. Prof., Dept. of Botany</i>)	Member	
Mr. Musharraf Hussain (<i>Asst. Prof. Dept of Electronic Science</i>)	Member	
Dr. Baba Shaikh (<i>Asst. Prof., Dept. of Hindi</i>)	Member	
Dr. Amjad Shaikh (<i>Asst. Prof., Dept. of Mathematics</i>)	Member	
Mr. Faazil Shareef, (<i>Asst. Prof., Dept. of Commerce</i>)	Member	
One member from the Management		
Dr. Hanif Lakdawala (<i>Trustee, Y&M A.K.I. Trust</i>)	Member	
Few Senior Administrative Officers		
Mr. Khan Moinuddin (<i>Vice-Principal – Arts</i>)	Member	
Dr. Md. Zubair Shaikh (<i>Director, K.R.C.</i>)	Member	
One nominee each from local society, Students and Alumni		
Mr. Vilas Londhe (<i>Social Activist</i>) (Local Society Representative)	Member	
Ms. Bushra Shaikh (<i>Student MSc II year, Dept. of Chemistry</i>)(Students' Representative)	Member	
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (<i>Broadstairs IT Solutions</i>) (Employers Representative)	Member	
Mr. Amin Ismail Almel (<i>CEO, Sunrise Instruments Pvt. Ltd.</i>) (Industrialists Representative)	Member	
Mr. Ismail Sayyed (Stakeholders Representative)	Member	
One of the senior teachers as the coordinator/Director of the IQAC		
Mr. Iqbal N. Shaikh (<i>Vice-Principal & Head, Dept. of Chemistry</i>)	Coordinator - IQAC	



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD AT THE OFFICE OF PRINCIPAL ON MONDAY, 3rd SEPTEMBER 2019 AT 01.00 P.M.

Agenda:

1. To organize a Management Development Programme (MDP).
2. To collect data for AQAR 2018-19.
3. To apply for financial assistance from affiliating university in respect of conduct of seminar / workshop / conference under QIP grant.
4. To organize Annual Sports Meet.
5. Any other matter with permission of the chair.

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading and recording of the previous minutes.

The minutes of the previous meeting dated 5th August 2019 was read, confirmed and recorded.



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2. To organize a Management Development Programme (MDP).

It was decided to organize Management Development Programme (MDP) on the theme 'Workplace Etiquettes and Grooming' on 26th September 2019 at Crystal County Resort, Lonavala. Ms. Shobha Venkatesh will be invited as resource person. The main objective of this MDP will be Instill Intrapersonal and Interpersonal skills, Time management, Communication, Grooming, Team work, Presentation leadership skills through interactions etc.

3. To collect data for AQAR 2018-19.

All departments should submit their AQAR 2018-2019 to IQAC on or before 20th September 2019. All activities of year 2018-2019 must be included in AQAR 2018-19. In this regard it has been decided that documents will be collected criteria wise.



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4. To apply for financial assistance from affiliating university in respect of conduct of seminar / workshop / conference under QIP grant.

It was decided that following departments will submit the proposal to affiliating university under quality improvement programme (QIP) for getting financial assistance for conduct of seminar / workshop / conference.

<u>Name of the department</u>	<u>Proposal for</u>
a) Commerce Department	- International Conference
b) Economics Department	- National Conference
c) Urdu, Arabic & Persian Dept.	- State level seminar

5. To organize Annual Sports Meet.

In view of the golden jubilee celebration 'Annual Sports Meet' will be organized in the month of December 2020. All the staff members and students will be encouraged to participate in the 'Annual Sports Meet'.

As there was no other matter, the meeting ended with final summarization by Principal followed by vote of thanks by IQAC Coordinator.



Anjuman Khairul Islam's

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Following members attended IQAC meeting dated 03/09/2019

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Mr. Iqbal N. Shaikh		Mr. Khan Moinuddin	
Dr. Aiyaz Shaikh		Dr. Md. Zubair Shaikh	
Dr. Nasrin Khan		Mr. Vilas Londhe	
Dr. Shireen Shaikh		Ms. Bushra Shaikh	
Dr. Ilyas Sayyed		Dr. Atik Shaikh	
Mr. Musharraf Hussain		Mr. Waseem Sajjad	
Dr. Baba Shaikh		Mr. Amin Ismail Almel	
Dr. Amjad Shaikh		Mr. Ismail Sayyed	
Mr. Faazil Shareef			



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Date: 30/11/2019


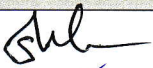


IQAC MEETING

A meeting of IQAC will be held on Wednesday, 4th December 2019 at 12.00 noon in the office of the Principal.

Agenda :

- 1) Compilation and submission of AQAR 18-19.
- 2) Planning for organization of Seminar / Conference / Workshop / co-curricular activities.
- 3) Organization of Annual Prize Distribution Function.
- 4) Organization of Graduation Day (convocation) Ceremony.
- 5) Any other matter with permission of the chair


Dr. Aftab Anwar Shaikh
Principal

Chairperson: Head of the Institution		Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson- IQAC	
Teachers to represent all level(Three to eight)		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	
Dr. Nasrin Khan (HoD Commerce)	Member	
Dr. Shireen Shaikh (HoD Business Communication)	Member	



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Dr. Iliyas Sayyed (<i>Asso. Prof., Dept. of Botany</i>)	Member	
Mr. Musharraf Hussain (<i>Asst. Prof. Dept of Electronic Science</i>)	Member	
Dr. Baba Shaikh (<i>Asst. Prof., Dept. of Hindi</i>)	Member	
Dr. Amjad Shaikh (<i>Asst. Prof., Dept. of Mathematics</i>)	Member	
Mr. Faazil Shareef, (<i>Asst. Prof., Dept. of Commerce</i>)	Member	
One member from the Management		
Dr. Hanif Lakdawala (<i>Trustee, Y&M A.K.I. Trust</i>)	Member	
Few Senior Administrative Officers		
Mr. Khan Moinuddin (<i>Vice-Principal – Arts</i>)	Member	
Dr. Md. Zubair Shaikh (<i>Director, K.R.C.</i>)	Member	
One nominee each from local society, Students and Alumni		
Mr. Vilas Londhe (<i>Social Activist</i>) (Local Society Representative)	Member	
Ms. Bushra Shaikh (<i>Student MSc II year, Dept. of Chemistry</i>)(Students' Representative)	Member	
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (<i>Broadstairs IT Solutions</i>) (Employers Representative)	Member	
Mr. Amin Ismail Almel (<i>CEO, Sunrise Instruments Pvt. Ltd.</i>) (Industrialists Representative)	Member	
Mr. Ismail Sayyed (Stakeholders Representative)	Member	
One of the senior teachers as the coordinator/Director of the IQAC		
Mr. Iqbal N. Shaikh (<i>Vice-Principal & Head, Dept. of Chemistry</i>)	Coordinator - IQAC	



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD AT THE OFFICE OF PRINCIPAL ON WEDNESDAY, 4th DEC. 2019 AT 12.00 noon

Agenda:

1. Compilation and submission of AQAR 18-19.
2. Planning for organization of Seminar / Conference / Workshop / co-curricular activity.
3. Organization of Annual Prize Distribution Function.
4. Organization of Graduation Day (convocation) Ceremony.
5. Any other matter with permission of the chair

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading and recording of the previous minutes.

The minutes of the previous meeting dated 3rd September 2019 was read, confirmed and recorded.

2. Compilation and submission of AQAR 18-19.


Mr. Iqbal Shaikh, Coordinator-IQAC has explained the current status of AQAR 2018-19 reports and it has been decided to submit it online on or before 31st Dec. 2019.





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3. Planning for organization of Seminar / Conference / Workshop / co-curricular activity.

It was decided that following events will be organized in next two months.

Department	Event	Tentative date
Library	One week national level professional development programme on 'Development of real time e-content for virtual teaching	Second week of Jan. 2020
Urdu, Arabic & Persian	State level seminar	Last week of Dec. 2019
Computer Science	National level IT fest – 'Idolish 2020'	Last week of Jan. 2020
Commerce	Intercollegiate fest – 'MAGNUM 2K20'	Last week of Jan. 2020
---	Mega Job Fair	First week of Feb. 2020
IQAC	Workshop on 'Preparation for NAAC Accreditation As per the latest guidelines'	First week of Jan. 2020

4. Organization of Annual Prize Distribution Function.

It was decided that Annual Prize Distribution Function (APDF) will be organized on 5th Feb. 2020. Renowned personalities of the education field will be invited as chief guest / guest of honour.



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5. Organization of Graduation Day (convocation) Ceremony.

It was decided that Graduation Day (Convocation) ceremony will be organized on 5th Feb. 2020.

As there was no other matter, the meeting ended with final summarization by Principal followed by vote of thanks by IQAC Coordinator.

Following members attended IQAC meeting dated 04/12/2019

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Mr. Iqbal N. Shaikh		Mr. Khan Moinuddin	
Dr. Aiyaz Shaikh		Dr. Md. Zubair Shaikh	
Dr. Nasrin Khan		Mr. Vilas Londhe	
Dr. Shireen Shaikh		Ms. Bushra Shaikh	
Dr. Iliyas Sayyed		Dr. Atik Shaikh	
Mr. Musharraf Hussain		Mr. Waseem Sajjad	
Dr. Baba Shaikh		Mr. Amin Ismail Almel	
Dr. Amjad Shaikh		Mr. Ismail Sayyed	
Mr. Faazil Shareef			



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Date: 04/01/2020

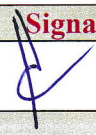
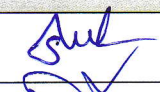
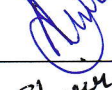

IQAC MEETING

A meeting of IQAC will be held on Friday, 10th January 2020 at 2.30 p.m. in the office of the Principal.

Agenda :

- 1) Organization of events / seminars / conferences / co-curricular activities
- 2) Celebration of 'Science Day'.
- 3) To collect and analyse feedback from various stakeholders.
- 4) Any other matter with permission of the Chair.


Dr. Aftab Anwar Shaikh
Principal

Chairperson: Head of the Institution		Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson- IQAC	
Teachers to represent all level(Three to eight)		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	
Dr. Nasrin Khan (HoD Commerce)	Member	
Dr. Shireen Shaikh (HoD Business Communication)	Member	



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Dr. Iliyas Sayyed (Asso. Prof., Dept. of Botany)	Member	
Mr. Musharraf Hussain (Asst. Prof. Dept of Electronic Science)	Member	
Dr. Baba Shaikh (Asst. Prof., Dept. of Hindi)	Member	
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	
Mr. Faazil Shareef, (Asst. Prof., Dept. of Commerce)	Member	
One member from the Management		
Dr. Hanif Lakdawala (Trustee, Y&M A.K.I. Trust)	Member	
Few Senior Administrative Officers		
Mr. Khan Moinuddin (Vice-Principal – Arts)	Member	
Dr. Md. Zubair Shaikh (Director, K.R.C.)	Member	
One nominee each from local society, Students and Alumni		
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Bushra Shaikh (Student MSc II year, Dept. of Chemistry)(Students' Representative)	Member	
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (Broadstairs IT Solutions) (Employers Representative)	Member	
Mr. Amin Ismail Almel (CEO, Sunrise Instruments Pvt. Ltd.) (Industrialists Representative)	Member	
Mr. Ismail Sayyed (Stakeholders Representative)	Member	
One of the senior teachers as the coordinator/Director of the IQAC		
Mr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator - IQAC	



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD AT THE OFFICE OF PRINCIPAL ON FRIDAY, 10th JANUARY 2020 AT 2.30 P.M.

Agenda:

1. Organization of events / seminars / conferences / co-curricular activities
2. Celebration of 'Science Day'.
3. To collect and analyse feedback from various stakeholders.
4. Any other matter with permission of the Chair.

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading and recording of the previous minutes.

The minutes of the previous meeting dated 4th December 2019 was read, confirmed and recorded.

2. Organization of events / seminars / conferences / co-curricular activities

It was decided to organize following events / seminars / conferences / co-curricular activities in the month of February 2020.



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Department	Event	Tentative date
Commerce	International Conference on Innovative Development in Commerce, Mgmt, Economics, Banking, Humanities, IT and Environment	2 nd week of Feb. 2020
Sociology	International workshop on work, organizations and markets in global current concern	Last week of Feb. 2020
Hindi	International seminar on Role of Media and Literature in 21 st century	Last week of Feb. 2020
Economics	National seminar	Second week of Feb. 2020
Hindi	National seminar on 'Nagri Lipi'	Second week of Feb. 2020
English	State Level competition – EngWing 2020	Second week of Feb. 2020
Staff Welfare – Muskaan	Get-together programme for Non-Teaching staff	Last week of Feb. 2020

3. Celebration of 'Science Day'.

It was decided to celebrate the 'National Science Day' on 02.03.2020 on the theme Women in Science. Department of Chemistry will organize the programme.

4. To collect and analyse feedback from various stakeholders.

Feedback from various stakeholders viz. Students, Teachers, Employers and Alumni will be collected, IQAC will carry out its analysis and results will be displayed on our college website.

As there was no other matter, the meeting ended with final summarization by Principal followed by vote of thanks by IQAC Coordinator.



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Following members attended IQAC meeting dated 04/12/2019

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Mr. Iqbal N. Shaikh		Mr. Khan Moinuddin	
Dr. Aiyaz Shaikh		Dr. Md. Zubair Shaikh	
Dr. Nasrin Khan		Mr. Vilas Londhe	
Dr. Shireen Shaikh		Ms. Bushra Shaikh	
Dr. Ilyas Sayyed		Dr. Atik Shaikh	
Mr. Musharraf Hussain		Mr. Waseem Sajjad	
Dr. Baba Shaikh		Mr. Amin Ismail Almel	
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Mr. Faazil Shareef			