



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,
Pune - 411001. (MS), India



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www.poonacollege.edu.in
principal@poonacollege.edu.in

Professor (Dr.) Aftab Anwar Shaikh

M.Com, Ph.D (Busi. Admin.)

PRINCIPAL



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dranwarshaikh@gmail.com

CRITERION- VI

**KEY
INDICATOR**

**6.1 Institutional Vision and
Leadership**

METRIC NO.

6.1.2

- The effective leadership is visible in various institutional practices such as decentralization and participative management.

MINUTES OF COLLEGE DEVELOPMENT COMMITTEE

(FORMERLY LOCAL MANAGEMENT COMMITTEE)



1970 - 2020

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Professor (Dr.) Aftab Anwar Shaikh

M.Com, Ph.D (Busi. Admin.)

PRINCIPAL

Notice

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and commerce is scheduled on 5th February 2020, Wednesday at 11.00 am in the Principal's office. All the members are requested to attend the meeting.

Sr. No	Member Name	Designation	Signature
✓ 1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
4	Dr. Shaikh Mohammed Shakir	Teachers	
5	Dr. Aiyaz Hussain Shaikh	Teachers	
6	Mrs. Mehrunnisa Shaikh	Women Teachers	
7	Mr. Ismail Peerpasha Sayyed	Non-Teaching	
8	Dr. M.D. Lawrence	Local Members	
9	Mr. Amin Ismail Almel	Local Members	
10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 16.07.2019.
2. To conduct Academic and Administrative Audit.
3. To conduct Green Audit and Energy Audit.
4. To discuss status of NAAC Data Collection and preparation of SSR.
5. Approval of Audit Report of previous financial year and annual financial estimates (budget) of the college.
6. To plan activities for the academic session 2020-2021.
7. Any other matter with the permission of the chair.

(Dr. Aftab Anwar Shaikh)

Principal

Date: 26-10-2020





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M.Com, Ph.D (Busi. Admin.)
PRINCIPAL

MINUTES OF MEETING

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and Commerce was held on 5th February 2020, Wednesday at 11.00 am in the Principal's office. The following members were present.

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✓ 1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
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8	Dr. M.D. Lawrence	Local Members	
9	Mr. Amin Ismail Almel	Local Members	
10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	

Hon. Hani Ahmed Farid, presided over the meeting. The following business was transacted.

1. To read and confirm the minutes of the previous meeting dated 16.07.2019.

- The minutes of the previous meeting was read and confirmed.



1970 - 2020

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PRINCIPAL

2. To conduct Academic and Administrative Audit.

- The members were discussed on conduct of Academic and Administrative Audit. It has been suggested to constitute Internal and External Team to conduct this Academic and Administrative Audit and preparation of the report.

3. To conduct Green Audit and Energy Audit.

- All the members advised to conduct green audit and energy audit as per the NAAC Criterion and accordingly Green Audit and Energy audit have done.

4. To discuss the status of NAAC Data Collection and Preparation of SSR.

- All the members were assessed the current status of NAAC data collection and preparation of SSR and they are satisfied with the task completed.

5. Approval of Audit Report of previous financial year and annual financial estimates (budget) of the college.

- The principal presented Audit report of previous financial year and annual financial estimates (budget) of the college. All the members discussed each and every section in detail and approved it.

6. To plan activities for academic session 2020-2021.

- The Principal explained the requirement of planning the departmental and college activities in accordance with NAAC requirement. It has been decided to communicate all the departments to submit their Activity Calendar of 2020-2021.

7. Any other matter with the permission of the chair.

- As there was no matter to discuss, the meeting ended with thanks to the chair.

❦❦❦❦

Y & M Anjuman Khairul Islam's

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Email : principal@akipoonacollege.ac.in Website:www.akipoonacollege.ac.in



Notice

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and commerce is scheduled on 14th February 2019, Thursday at 11.00 am in the Principal's office. All the members are requested to attend the meeting.

Sr. No	Member Name	Designation	Signature
1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
4	Dr. Shaikh Mohammed Shakir	Teachers	
5	Dr. Aiyaz Hussain Shaikh	Teachers	
6	Mrs. Mehrunnisa Shaikh	Women Teachers	
7	Mr. Ismail Peerpasha Sayyed	Non-Teaching	
8	Dr. M.D. Lawrence	Local Members	
9	Mr. Amin Ismail Almel	Local Members	
10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	

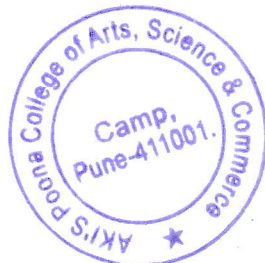
Agenda :-

1. To read and confirm the minutes of the previous meeting dated 06.09.2018
2. Approval of Audit Report of previous financial year and annual financial estimates (budget) of the college.
3. Review of NAAC RAR preparation.
4. Planning of Activities of 2019-2020.
5. To plan activities under "Golden Jubilee Year Celebration".
6. Compliance of Recommendations made on Academic and Administrative Audit report and NAAC 2nd Cycle of recommendations.
7. Any other matter with the permission of the chair.

(Dr. Aftab Anwar Shaikh)

Principal

Date: 04-02-2019



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MINUTES OF MEETING

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10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	

Hon. Mr. Hani Ahmed Farid, Gen. Secretary, Presided over the meeting. The following business was transacted.

- To read and confirm the minutes of the previous meeting dated 06.09.2018.**
 - The minutes of the previous meeting was read and confirmed.
- Approval of Audit Report of previous financial year and annual financial estimates (budget) of the college.**

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- The principal presented Audit report of previous financial year and annual financial estimates (budget) of the college.

3. Review of NAAC RAR preparation.

- The Principal shared current status of NAAC RAR preparation with all the members. The Members reviewed entire preparation and satisfied on the work. They discussed each and every aspect of NAAC criterion and suggested to expediate the NAAC work.

4. Planning of Activities of 2019-2020.

- The Principal explained the requirement of planning the departmental and college activities in accordance with NAAC requirement. It has been decided to communicate all the departments to submit their Activity Calendar of 2019-2020.

5. To plan activities under “Golden Jubilee Year Celebration”

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

6. Compliance of Recommendations made on Academic and Administrative Audit Report and NAAC 2nd Cycle recommendations

- All the members of College Development Committee advised to the Principal to make appropriate compliance on the recommendations made by Academic and Administrative Audit Report. The Principal assured and confirmed that the compliance on recommendations made by different committees have been incorporated and implemented successfully.

7. Any other matter with the permission of the chair.

- As there was no matter to discuss, the meeting ended with thanks to the chair.





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M.Com, Ph.D (Busi. Admin.)

PRINCIPAL

Notice

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and commerce is scheduled on 16th July 2019, Tuesday at 11.30 am in the Principal's office. All the members are requested to attend the meeting.

Sr. No	Member Name	Designation	Signature
✓ 1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
4	Dr. Shaikh Mohammed Shakir	Teachers	
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10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 14.02.2019
2. To confirm Annual Report of 2018-2019



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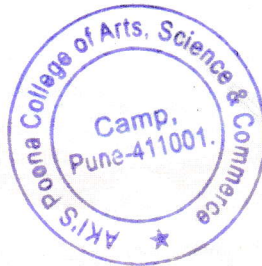
PRINCIPAL

3. Proposal for additional division of B.A, M.Com., M.Sc.(Chem), M.Sc. (Comp. Sci), courses to be sent to affiliating University.
4. Approval for continuation of students' Scholarship and activities.
5. To increase collaboration, linkages and MoU with other institution.
6. To initiate the process for obtaining ISO certification.
7. To apply for financial assistance from affiliating university in respect of conduct of seminar /workshop/conference under Quality Improvement Programme (QIP) grant.
8. Any other matter with the permission of the chair.

(Dr. Aftab Anwar Shaikh)

Principal

Date: 05-07-2019





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MINUTES OF MEETING

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and commerce was held on 16th July 2019, Tuesday at 11.30 am in the Principal's office. The following members were present.

Sr. No	Member Name	Designation	Signature
✓ 1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
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10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator (IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	

Hon. Hani Ahmed Farid, presided over the meeting. The following business was transacted.

1. To read and confirm the minutes of the previous meeting dated 14.02.2019.
 - The minutes of the previous meeting was read and confirmed.
2. To confirm Annual Report of Academic Session 2018-2019.



1970 - 2020

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PRINCIPAL

- Annual Report for the Academic Session 2018-2019 was approved with some minor corrections.
- 3. Proposal for additional division of B.A., M.Com., M.Sc.(Chem)., & M.Sc. (Comp. Sci) courses to be sent to affiliating University.**
 - 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 Principal and IQAC Coordinator.
 - 4. Approval for continuation of student scholarship and activities.**
 - All the members of College Development Committee approved the continuation of Student Scholarship offered by management and it has been decided that all activities must be continue as per NAAC Criterion.
 - 5. To increase collaboration, linkages and MoU with other institution.**
 - It has been decided to increase collaboration, linkages and MoU with other institution to exchange knowledge and expertise for the benefit of Teachers and students as well.
 - 6. To initiate the process for obtaining ISO certification.**
 - It has been decided to initiate the process for obtaining the ISO certification for college.
 - 7. To apply for financial assistance from affiliating university in respect of conduct of seminar/workshop/conference under Quality Improvement Programme (QIP) grant.**
 - It has been 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.

<i>Name of the department</i>	-	<i>Proposal for</i>
i. Commerce Department	-	International Conference
ii. Economics Department	-	National Conference
iii. Urdu, Arabic and Persian	-	State Level Seminar
 - 8. Any other matter with the permission of the chair.**
 - As there was no matter to discuss, the meeting ended with thanks to the chair.

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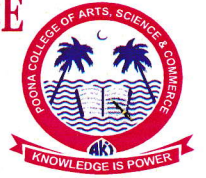
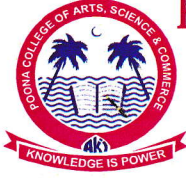
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Notice

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and commerce is scheduled on 06th September 2018, Thursday at 11.00 am in the Principal's office. All the members are requested to attend.

Sr. No	Member Name	Designation	Signature
✓ 1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
4	Dr. Shaikh Mohammed Shakir	Teachers	
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11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 16.04.2018.
2. Approval of draft AQAR compiled by the IQAC.
3. To discuss the preparation of Annual Report for the Academic session 2017-2018.
4. To review the University examination results of last Academic Year.
5. To plan e-content development for teaching learning methodology in the college.
6. Any other matter with the permission of the chair.

(Dr. Aftab Anwar Shaikh)

Principal

Date: 28-08-2018



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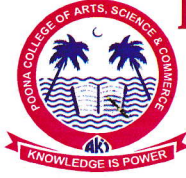
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MINUTES OF MEETING

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and Commerce was held on 6th September 2018, Thursday at 11.00 am in the Principal's office. The following members were present.

Sr. No	Member Name	Designation	Signature
✓ 1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
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11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	

Hon. Hani Ahmed Farid, presided over the meeting. The following business was transacted.

1. To read and confirm the minutes of the previous meeting dated 16.04.2018.

- The minutes of the previous meeting was read and confirmed.

2. Approval of AQAR 2017-2018 compiled by IQAC.

- The principal presented compiled AQAR report for the approval of College Development Committee. The members discussed the report and approved it.

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3. **To discuss the preparation of Annual Report for the Academic Session 2017-2018.**
 - The Principal confirmed the preparation of Annual Report for the Academic Session 2016-2017 have done.
4. **To review the University Examination result of last Academic Year.**
 - The members were discussed and reviewed the university examination result of last Academic year and members were satisfied on the result. Many new innovative suggestions proposed by the members.
5. **To plan e-content development for the teaching learning methodology in the college.**
 - The members were discussed and confirmed the utmost role of e-content in teaching learning process. Hence it has been decided to plan and promote e-content development among teaching faculty. The Principal confirmed that teachers would initiate the e-content development on priority basis.
6. **Any other matter with the permission of the chair.**
 - As there was no matter to discuss, the meeting ended with thanks to the chair.

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**POONA COLLEGE OF ARTS, SCIENCE
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Notice

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and Commerce is scheduled on 9th October, 2017, Monday at 12. noon in the principal's office. All the members are requested to attend the meeting.

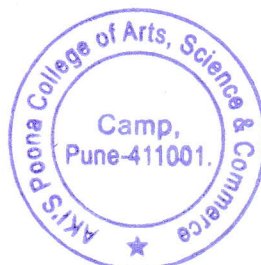
Sr. No	Member Name	Designation	Signature
1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
4	Dr. Shaikh Mohammed Shakir	Teachers	
5	Dr. Aiyaz Hussain Shaikh	Teachers	
6	Mrs. Mehrunnisa Shaikh	Women Teachers	
7	Mr. Ismail Peerpasha Sayyed	Non-Teaching	
8	Dr. M.D. Lawrence	Local Members	
9	Mr. Amin Ismail Almel	Local Members	
10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	
14	Miss. Nimra Momin	President of College Students Council	
15	Miss. Pranoti Kamble	Secretary of College Students Council	

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 10.04.2017
2. Conduct of Internal and External Academic Audit for the Academic Year-2016-2017.
3. To discuss the preparation of Annual Report of 2016-2017.
4. To introduce new certificate and add-on courses.
5. To augment the facilities like toilets, ladies common room and sport facilities.
6. To discuss the seminar and conferences to be organized in the academic 2017-2018.
7. Any other matter with the permission of the chair.

(Dr. Aftab Anwar Shaikh)
Principal

Date: 30-09-2017





Anjuman Khairul Islam's
**POONA COLLEGE OF ARTS, SCIENCE
& COMMERCE, CAMP, PUNE**

(Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970)

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Fax : +91-20-26453707 Email: principal@akipoonacollege.ac.in Website : www.akipoonacollege.ac.in

MINUTES OF MEETING

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and Commerce was held on 9th October, 2017, Monday at 12 noon in the Principal's office. The following members were present.

Sr. No	Member Name	Designation	Signature
1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
4	Dr. Shaikh Mohammed Shakir	Teachers	
5	Dr. Aiyaz Hussain Shaikh	Teachers	
6	Mrs. Mehrunnisa Shaikh	Women Teachers	
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8	Dr. M.D. Lawrence	Local Members	
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10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	
14	Miss. Nimra Momin	President of College Students Council	
15	Miss. Pranoti Kamble	Secretary of College Students Council	

Hon. Hani Ahmed Farid, presided over the meeting. The following business was transacted.

1. To read and confirm the minutes of the previous meeting dated 10.04.2017.

- All the members welcomed new Principal Dr. Aftab Anwar Shaikh. The principal presented the minutes of the previous meeting and was confirmed.



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2. **Conduct of Internal and External Academic Audit for the Academic Year-2016-2017.**
 - The members of College Development Committee discussed on the conduct of Internal and External Account Audit for the year 2016-2017 and advised Principal to constitute the teams for the same.
3. **To discuss the preparation of Annual Report for the Academic Session 2016-2017.**
 - The Principal confirmed that preparation of Annual Report for the Academic Session 2016-2017 have done.
4. **To introduce new Certificate and Add-on Courses.**
 - In order to enhance skills of students and a step towards introduction of skill-based education the college has taken an innovative step by introducing short term skill-based courses.
5. **To augment the facilities like toilets, ladies common room, and sports facilities.**
 - The principal put forth the necessity of expansion of toilets, ladies common room and sports facilities. All the members discussed these points and approved it.
6. **To discuss the seminar and conferences to be organized in the Academic year 2017-2018.**
 - The principal presented list of Seminar and Conference to be organized in the academic year 2017-2018 and same is got approved with delegation of work to respective faculty members.
7. **Any other matter with the permission of the chair.**
 - As there was no matter to discuss, the meeting ended with thanks to the chair.





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Notice

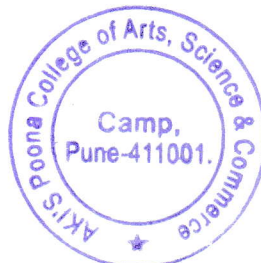
A meeting of College Development Committee (CDC) of A.K.I.'s Poona College of Arts, Science and commerce is scheduled on 16th April, 2018, Monday at 11.00 am in the Principal's office. All the members are requested to attend.

Sr. No	Member Name	Designation	Signature
1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
4	Dr. Shaikh Mohammed Shakir	Teachers	
5	Dr. Aiyaz Hussain Shaikh	Teachers	
6	Mrs. Mehrunnisa Shaikh	Women Teachers	
7	Mr. Ismail Peerpasha Sayyed	Non-Teaching	
8	Dr. M.D. Lawrence	Local Members	
9	Mr. Amin Ismail Almel	Local Members	
10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	
14	Miss. Nimra Momin	President of College Students Council	
15	Miss. Pranoti Kamble	Secretary of College Students Council	

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 09.10.2017
2. To discuss the budget for the next academic year 2017-2018.
3. Formation of different teams to work upon NAAC Criteria.
4. To discuss the expenses to be incurred for maintenance of the college.
5. To compile and finalize AQAR 2016-2017.
6. To form different college committees for the Academic Year 2018-2019.
7. To discuss the establishment and registration of Alumni Association.
8. Any other matter with the permission of the chair.

Date: 06-04-2018



(Dr. Aftab Anwar Shaikh)
Principal



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MINUTES OF MEETING

A meeting of College Development Committee (CDC) of A.K.I's Poona College of Arts, Science and commerce was held on 16th April, 2018, Monday at 11.00 am in the Principal's office. The following members were present.

Sr. No	Member Name	Designation	Signature
1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Khan Moinuddin	Head of Department	
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5	Dr. Aiyaz Hussain Shaikh	Teachers	
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7	Mr. Ismail Peerpasha Sayyed	Non-Teaching	
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10	Dr. Shakeel Ahmed	Local Members	
11	Mr. Vilas Londhe	Local Members	
12	Mr. Iqbal Najiroddin Shaikh	Co-ordinator(IQAC)	
13	Dr. Aftab Anwar Shaikh	Principal, Member-Secretary	
14	Miss. Nimra Momin	President of College Students Council	
15	Miss. Pranoti Kamble	Secretary of College Students Council	

Hon. Hani Ahmed Farid, presided over the meeting. The following business was transacted.

1. To read and confirm the minutes of the previous meeting dated 09.10.2017.

- The minutes of the previous meeting was read and confirmed.

2. To discuss the budget for the next academic year 2018-2019

- The Principal submitted the budget of the College for the next academic year – 2018-2019 and members approved it.



Anjuman Khairul Islam's

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3. **Formation of different teams to work upon NAAC criteria.**
 - All the members were discussed in detailed about upcoming NAAC process and suggested to frame different teams to work upon NAAC Criteria. The Principal confirmed the formation of different teams to work upon NAAC criteria.
4. **To discuss the expenses to be incurred for the College maintenance.**
 - The Principal submitted the detailed list of expenses to be incurred for the maintenance of the college to the Chairman.
5. **To compile and finalize AQAR 2016-2017.**
 - The principal presented the current status of AQAR 2016-2017 and confirmed that it is in final process.
6. **To form different college committees for Academic Year 2018-2019**
 - It has been decided to frame various college committees in the college for the Academic Year 2018-2019. The different committees formulated as per the resolution.
7. **To discuss the establishment and registration of Alumni Association.**
 - It was decided to establish and register Poona College Alumni Association. IQAC Coordinator was assigned the responsibility of the same.
8. **Any other matter with the permission of the chair.**
 - As there was no matter to discuss, the meeting ended with thanks to the chair.

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Y & M Anjuman Khairul Islam's
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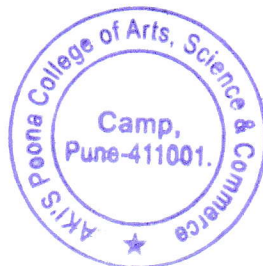
Notice

A meeting of Local Managing Committee of A.K.I.'s Poona College of Arts, Science and Commerce is scheduled on 4th April, 2016, Monday at 12.00 noon in the Principal's office. All the members are requested to attend the meeting.

Sr. No.	Name of the Members	Designation	Signature
1	Mr. Zainuddin Thakur	Chairperson of the Management	Absent
2	Dr. Hanif Lakdawala	Nominee of Secretary	Hanif
3	Mr. Iqbal Najiroddin Shaikh	Teachers Representative	Iqbal
4	Mr. Shaikh Aiyaz Hussain	Teachers Representative	Aiyaz
5	Mrs. Nasreen Almel	Teachers Representative	Nasreen
6	Mr. Sayyed Ismail Peerpasha	Non-Teachers Representative	Ismail
7	Mr. Vilas Londhe	Local Members	Vilas
8	Dr. SajidAlvi	Local Members	Sajid
9	Dr. M.D. Lawrence	Local Members	M.D. Lawrence
10	Dr. M. Rafique Sarkhawas	Principal, Member-Secretary	M. Rafique

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 09.11.2015.
2. To discuss the budget required for the academic session 2016-2017.
3. To discuss admission procedure of all courses for the next academic year 2016-2017.
4. To discuss and resolve the faculty grievances related to staff room.
5. To discuss the maintenance and repairing of UPS and Generator.
6. To approve the major repairing related to electric work.
7. Any other matter with the permission of the chair.




(Dr. Rafique Sarkhawas)
Principal

Date: 22-03-2016



Y & M Anjuman Khairul Islam's
POONA COLLEGE
OF ARTS, SCIENCE AND COMMERCE
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MINUTES OF MEETING

A meeting of Local Managing Committee of A.K.I's Poona College of Arts, Science and Commerce was held on 4th April, 2016, Monday at 12.00 noon in the Principal's office. The following members were present.

Sr. No.	Name of the Members	Designation	Signature
1	Mr. Zainuddin Thakur	Chairperson of the Management	Absent
2	Dr. Hanif Lakdawala	Nominee of Secretary	Hanif
3	Mr. Iqbal Najiroddin Shaikh	Teachers Representative	Iqbal
4	Mr. Shaikh Aiyaz Hussain	Teachers Representative	Aiyaz
5	Mrs. Nasreen Almel	Teachers Representative	Nasreen
6	Mr. Sayyed Ismail Peerpasha	Non-Teachers Representative	Peerpasha
7	Mr. Vilas Londhe	Local Members	Vilas
8	Dr. SajidAlvi	Local Members	Sajid
9	Dr. M.D. Lawrence	Local Members	M.D. Lawrence
10	Dr. M. Rafique Sarkhawas	Principal, Member-Secretary	M. Rafique

Hon. Dr. Hanif Lakdawala, Trustee, Y&M A.K.I. & Chairman LMC, presided over the meeting. The following business was transacted.

1. To read and confirm the minutes of the previous meeting dated 09.11.2015

- The minutes of the previous meeting was read and confirmed.

2. To discuss the required budget for the academic session 2016-2017.

- The principal presented the budget required for the academic session 2016-2017. The members discussed every aspect of the budget and confirmed it.



Y & M Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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3. **To discuss admission procedure of all courses for the next academic year 2016-2017.**
 - The Principal presented the admission procedure and eligibility criteria for the admission of all the courses.
4. **To discuss and resolve the faculty grievances related to staff room.**
 - Faculty grievance for curtains in staffroom was discussed and resolved. Approval was given for the purchase of required curtains.
5. **To discuss the maintenance and repairing of UPS.**
 - UPS required urgent repairing because of the breakdown which was discussed in the meeting. Quotation will be sent to management.
6. **To approve the major repairing work related to electrification.**
 - College was required to go under major electric repairing work such as tube light to be changed, fans not working and major wiring problem. All the points related to same was discussed and approved.
7. **Any other matter with the permission of the chair.**
 - As there was no matter to discuss, the meeting ended with thanks to the chair.

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Anjuman Khairul Islam's
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Notice

A meeting of Local Managing Committee (LMC) of A.K.I's Poona College of Arts, Science and commerce is scheduled on 10th April, 2017, Monday at 11.00 am in the Principal's office. All the members are requested to attend.

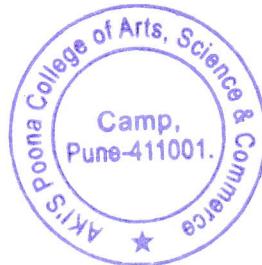
Sr. No.	Name of the Members	Designation	Signature
✓ 1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Iqbal Najiroddin Shaikh	Teachers Representative	
4	Dr. Shaikh Aiyaz Hussain	Teachers Representative	
5	Mrs. Nasreen Almel	Teachers Representative	
6	Mr. Sayyed Ismail Peerpasha	Non-Teachers Representative	
7	Mr. Vilas Londhe	Local Members	
8	Dr. SajidAlvi	Local Members	
9	Dr. M.D. Lawrence	Local Members	
10	Dr. M. Rafique Sarkhawas	Principal, Member-Secretary	

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 10.10.2016
2. To conduct Academic and Administrative Audit.
3. Compilation of AQAR 2015-2016 and 2016-2017.
4. To discuss the budget for the next academic year 2017-2018.
5. Approval of Certificate / Add-on courses to be introduced in A.Y. 2017-2018.
6. Any other matter with the permission of the chair.

(Dr. Rafique Sarkhawas)
Principal

Date: 01-04-2017





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MINUTES OF MEETING

A meeting of Local Managing Committee (LMC) of A.K.I's Poona College of Arts, Science and commerce was held on 10th April, 2017, Monday at 11.00 am in the Principal's office. The following members were present.

Sr. No.	Name of the Members	Designation	Signature
✓ 1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Iqbal Najiroddin Shaikh	Teachers Representative	
4	Dr. Shaikh Aiyaz Hussain	Teachers Representative	
5	Mrs. Nasreen Almel	Teachers Representative	
6	Mr. Sayyed Ismail Peerpasha	Non-Teachers Representative	
7	Mr. Vilas Londhe	Local Members	
8	Dr. SajidAlvi	Local Members	
9	Dr. M.D. Lawrence	Local Members	
10	Dr. M. Rafique Sarkhawas	Principal, Member-Secretary	

Hon. Hani Ahmed Farid, presided over the meeting. The following business was transacted.

1. To read and confirm the minutes of the previous meeting dated 10.10.2016

- The principal welcome all the members and minutes of the previous meeting were read and confirmed.

2. To conduct Academic and Administrative Audit.

- The members were discussed on the conduct of Academic and Administrative Audit. It has been suggested to constitute Internal and External Team to conduct this Academic and Administrative Audit and preparation of the report.



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3. Compilation of AQAR 2015-2016 and 2016-2017.

- The Principal has explained the current status of AQAR 2015-2016 and 2016-2017 reports and it has been decided to collect the data from all the departments.

4. To discuss the budget for the next academic year 2017-2018

- The Principal submitted the budget of the College for the next academic year – 2017-2018. All members discussed each and every point of budget and given approval.

5. Approval of Certificate / Add-on courses to be introduced in A.Y. 2017-2018.

- Approval was given to the various Certificate / Add-on courses to be introduced during the next academic year 2017-18.

6. Any other matter with the permission of the chair.

- The promotional strategy for admission for next year was also discussed with the Chairman permission.





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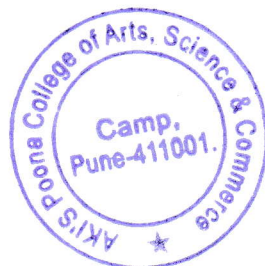
Notice

A meeting of Local Managing Committee of A.K.I's Poona College of Arts, Science and Commerce is scheduled on 9th November, 2015, Monday at 10.30 am in the Principal's office. All the members are requested to attend the meeting.

Sr. No.	Name of the Members	Designation	Signature
1	Mr. Zainuddin Thakur	Chairperson of the Management	Absent
2	Dr. Hanif Lakdawala	Nominee of Secretary	Hanif
3	Mr. Iqbal Najiroddin Shaikh	Teachers Representative	Iqbal
4	Mr. Shaikh Aiyaz Hussain	Teachers Representative	Aiyaz
5	Mrs. Nasreen Almel	Teachers Representative	Nasreen
6	Mr. Sayyed Ismail Peerpasha	Non-Teachers Representative	Ismail
7	Mr. Vilas Londhe	Local Members	Vilas
8	Dr. SajidAlvi	Local Members	Sajid
9	Dr. M.D. Lawrence	Local Members	M.D. Lawrence
10	Dr. M. Rafique Sarkhawas	Principal, Member-Secretary	M. Rafique

Agenda :-

1. To read and confirm the minutes of the previous meeting.
2. Submission of new proposals to funding agencies supporting research and development.
3. To review academic activities of session 2014-15.
4. To approve the required purchase of stationery.
5. To make recommendations to the management for the improvement of the standard of teaching in the college.
6. Any other matter with the permission of the chair.




(Dr. Rafique Sarkhawas)
Principal

Date: 02-11-2015



Y & M Anjuman Khairul Islam's

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MINUTES OF MEETING

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8	Dr. SajidAlvi	Local Members	Sajid
9	Dr. M.D. Lawrence	Local Members	M.D. Lawrence
10	Dr. M. Rafique Sarkhawas	Principal, Member-Secretary	M. Rafique

Hon. Dr. Hanif Lakdawala, Trustee, Y&M A.K.I.&Chairman,LMC, presided over the meeting. The following business was transacted.

1. To read and confirm the minutes of the previous meeting.

- The minutes of the previous meeting was read and confirmed.

2. Submission of new proposals to various funding agencies supporting research and development.

- The college in order to carry out research and development has sent proposals to respective funding agencies –DST, UGC, Institute of Objective studies.

3. To review academic activities of session 2014-2015.

- The Local Management Committee members reviewed the status of academic activities carried out in last academic session and expressed satisfaction over the execution of these activities. Following points were discussed in detail;



Y & M Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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-
- Result of University Examination.
 - Bridge Courses and remedial courses
 - Internal Examination.
- 4. To approve the required purchase of Stationery.**
- The principal presented the list of stationery required for the next semester which was discussed and approved.
- 5. To make recommendations to the management for the improvement of the standard of teaching in the college.**
- The members made several useful suggestions for the improvement of the standard of teaching in the College, including suggestions for improving infrastructural facilities. The same were noted and the Principal was advised to initiate steps to implement the same.
- 6. Any other matter with the permission of the chair.**
- As there was no matter to discuss, the meeting ended with thanks to the chair.



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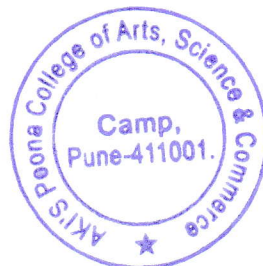
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2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Iqbal Najiroddin Shaikh	Teachers Representative	
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5	Mrs. Nasreen Almel	Teachers Representative	
6	Mr. Sayyed Ismail Peerpasha	Non-Teachers Representative	
7	Mr. Vilas Londhe	Local Members	
8	Dr. SajidAlvi	Local Members	
9	Dr. M.D. Lawrence	Local Members	
10	Dr. M. Rafique Sarkhawas	Principal, Member-Secretary	

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 04.04.2016.
2. To discuss various points regarding Examination.
3. To discuss the expenses to be incurred for maintenance of the college.
4. To discuss the preparation of Annual Report of 2015-2016.
5. To discuss the seminar and conferences to be organized in the academic 2016-2017.
6. Any other matter with the permission of the chair.

Date: 01-10-2016



(Dr. Rafique Sarkhawas)
Principal



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MINUTES OF MEETING

A meeting of Local Managing Committee (LMC) of A.K.I's Poona College of Arts, Science and Commerce was held on 10th October, 2016, Monday at 11.00 am in the Principal's office. The following members were present.

Sr. No.	Name of the Members	Designation	Signature
1	Mr. Hani Ahmed Farid	Secretary of the management	
2	Dr. Hanif Lakdawala	Nominee of Chairperson	
3	Mr. Iqbal Najiroddin Shaikh	Teachers Representative	
4	Dr. Shaikh Aiyaz Hussain	Teachers Representative	
5	Mrs. Nasreen Almel	Teachers Representative	
6	Mr. Sayyed Ismail Peerpasha	Non-Teachers Representative	
7	Mr. Vilas Londhe	Local Members	
8	Dr. SajidAlvi	Local Members	
9	Dr. M.D. Lawrence	Local Members	
10	Dr. M. Rafique Sarkhawas	Principal, Member-Secretary	

Hon. Hani Farid Ahmad, presided over the meeting. The following business was transacted.

- To read and confirm the minutes of the previous meeting dated 04.04.2016**
 - The minutes of the previous meeting was read and confirmed.
- To discuss various points regarding Examination.**
 - Policies regarding Internal / External / Practical Examination was decided and the same was conveyed to College Examination Officer (CEO).
- To discuss the expenses to be incurred for the College maintenance.**
 - The Principal submitted the detailed list of expenses to be incurred for the maintenance of the college to the Chairman.



Anjuman Khairul Islam's
**POONA COLLEGE OF ARTS, SCIENCE
& COMMERCE, CAMP, PUNE**

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4. To discuss the preparation of Annual Report of 2015-2016.

- The Members discussed in detailed on the preparation of Annual Report of 2015-2016 and advised appropriate suggestion to include in the Annual Report.

5. To discuss the Seminar and Conference to be organized in the academic year 2016-2017.

- The principal presented list of Seminar and Conference to be organized in the academic year 2016-2017 and same is got approved with delegation of work to respective faculty members.

6. Any other matter with the permission of the chair.

- The promotional strategy for admission for next year was also discussed with the Chairman permission.

