



**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



+91-20-2645 4240 / 2644 6319.



[www.poonacollege.edu.in](http://www.poonacollege.edu.in)  
[principal@poonacollege.edu.in](mailto:principal@poonacollege.edu.in)

**Professor (Dr.) Aftab Anwar Shaikh**

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

**PRINCIPAL**



+91 98226 21579



[dranwarshaikh@gmail.com](mailto: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

## **DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT THROUGH VARIOUS COMMITTEES**

(Sample Documents)

**Y&M A.K.I's**  
**POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

**HEAD OF THE DEPARTMENT**

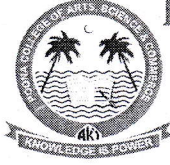
05/12/2018

S. No.	Name	Signature
	<b>DEPARTMENT OF ENGLISH</b>	
1	Ms. Zeenat Merchant Barkat, H.O.D.	
	<b>DEPARTMENT OF URDU/ARABIC/PERSIAN</b>	
2	Mr. Moinuddin Khan, H.O.D. & V.P. Arts	
	<b>DEPARTMENT OF HINDI</b>	
3	Dr. Shaikh Mohd. Shakir Sk. Bashir, H.O.D.	
	<b>DEPARTMENT OF PSYCHOLOGY</b>	
4	Dr. Swaleha Pathan, H.O.D	
	<b>DEPARTMENT OF SOCIOLOGY</b>	
5	Dr. Gulab Pathan, H.O.D.	
	<b>DEPARTMENT OF POLITICS</b>	
6	Dr. Ahmad Shamshad, H.O.D.	
	<b>DEPARTMENT OF HISTORY</b>	
7	Dr. Zoheb Hasan, H.O.D.	
	<b>DEPARTMENT OF ECONOMICS</b>	
8	Dr. (Mrs.) Shaikh Farida Mohd. Gaus, Incharge	
	<b>DEPARTMENT OF PHYSICAL EDUCATION</b>	
9	Dr. Shaikh Ayaz Hussain Jiyaulhussain, H.O.D.	
	<b>DEPARTMENT OF COMMERCE</b>	
10	Dr. Lokhandwala Abbas Hatimbhai, Incharge / <b>DR R R PANSARE</b>	
	<b>DEPARTMENT OF CHEMISTRY</b>	
11	Mr. Iqbal Najiroddin Shaikh, H.O.D. & V.P. Science	
	<b>DEPARTMENT OF PHYSICS</b>	
12	Mr. Nehal Ahmed Mohd. Ali	
	<b>DEPARTMENT OF ELECTRONICS SCIENCE</b>	
13	Dr. Shaikh Arif Vilayat Husen, H.O.D.	
	<b>DEPARTMENT OF BOTANY</b>	
14	Mrs. Shaikh Mehrunnisa Mohd. Mujeeb, Incharge	
	<b>DEPARTMENT OF ZOOLOGY</b>	
15	Dr. Mujeeb Abdul Jaleel Shaikh, Incharge	
	<b>DEPARTMENT OF GEOLOGY</b>	
16	Dr. Sayed Mohammed Rafi Gulabbhai Sayed, H.O.D.	
	<b>DEPARTMENT OF MATHEMATICS</b>	
17	Mrs. Khan Atiya	
	<b>DEPARTMENT OF STATISTICS</b>	
18	Dr. Mohammed Banekhan Pathan, H.O.D.	
	<b>DEPARTMENT OF LIBRARY</b>	
19	Dr. Shaikh Muhammad Zuber Abdul Majeed	
	<b>DEPARTMENT OF COMPUTER SCIENCE</b>	
20	Mr. Mahtab Alam, H.O.D.	

Dr. Jahir A. Ahmad (Physics)

5/12/18

Y & M Anjuman Khairul Islam's



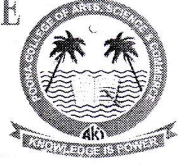
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K.B. Hidayatullah Road, Camp, Pune - 411001, Maharashtra, India

Tel.: +91-20-26454240 / 26446319. Fax: +91-20-26453707

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



## Attendance of Meeting held on Thursday 25.01.2018

Criteria	Name of the staff member	Sign
1. Curricular Aspects	Dr. Abbas Lokhandwala (Incharge)	
	Mrs. Shaikh Mehrunnisa	
	Dr. Tarique Imam	
2. Teaching-Learning and Evaluation	Dr. Arif V. Shaikh (Incharge)	25/1/18
	Mrs. Atiya Khan	25/1/18
	Dr. Arif Tamboli	
	Dr. Farida Shaikh	
3. Research, Innovations and Extension	Dr. M.R.G. Sayyed (Incharge)	
	Mr. I.T. Sherkar	
	Dr. Mujeeb Shaikh	
4. Infrastructure and Learning Resources	Mr. K.F. Karachiwala (Incharge)	25/01/18
	Dr. A.K. Walunj	25/01/2018
	Ms. Zeenat Merchant	
5. Student Support and Progression	Dr. Swaleha Pathan(Incharge)	
	Dr. Sajid Hundekar	
	Dr. Shakir Shaikh	
6. Governance, Leadership and Management	Dr. Bhavana Deshpande	
	Dr. R.R. Pansare (Incharge)	
	Mr. Khan Zulfiquar	
7. Institutional Values and Best Practices	Mr. Irfan J.M. Shaikh	
	Dr. M.B. Pathan (Incharge)	25/1/18
	Mr. Nehal Ahmed	
	Mr. Mahtab Alam	

**Mr. Iqbal N. Shaikh**

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Y & M AKI's Poona College,  
of Arts, Science & Commerce, Pune-1.

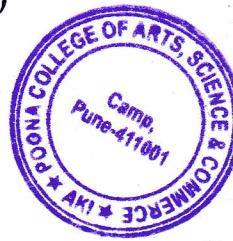
January 23, 2018

(Dr. Aftab Anwar Shaikh)

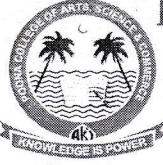
Principal

**Principal**

**AKI'S Poona College of Arts,  
Science & Commerce  
Camp, Pune.**



Y & M Anjuman Khairul Islam's



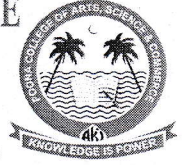
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Date: 23-02-2018

A meeting of Criteria Incharge was held on Saturday, 24<sup>th</sup> February 2018 at 12.15 pm in the office of the Principal.

Following members of the staff attended the meeting:

1. Dr. Aftab Anwar Shaikh

2. Mrs. Mehrunnisa Shaikh

3. Dr. Shaikh Arif V.H.

4. Dr. M.R.G. Sayyed

5. Dr. A.K. Walunj

6. Dr. Swaleha Pathan

7. Mr. Shaikh Irfan Jan Md.

8. Dr. M.B. Pathan

*[Handwritten signatures and dates in blue ink]*  
Aftab Anwar Shaikh  
Mrs. Mehrunnisa Shaikh  
Dr. Shaikh Arif V.H. 24/2/18  
Dr. M.R.G. Sayyed  
Dr. A.K. Walunj  
Dr. Swaleha Pathan - 24/ Feb 2018  
Mr. Shaikh Irfan Jan Md.  
Dr. M.B. Pathan



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**POONA COLLEGE**  
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## NOTICE

Date: 23-02-2018

All the Criteria Incharge are advised to attend a meeting on Saturday 24th February 2018 at 12.15 pm in the office of the undersigned.

### Agenda of the meeting:

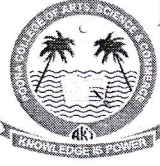
1. Review of the assigned criteria work.
2. Current status of documentation work for the years 2015-16, 2016-17 and 2017-18
3. Activities to be planned and conducted in the month of March and April 2018
4. Any other matter with the permission of chair.

(Dr. Aftab Anvar Shaikh)

Principal

1. Dr. Abbas Lokhandwala *Dr. Mrs. Meherunisa will attend.*
2. Dr. Shaikh Arif V.H. *Arif Shaikh 23/2/18*
3. Dr. M.R.G. Sayyed *M.R.G. Sayyed*
4. Mr. K.F. Karachiwala *On leave Dr A.K. Walunj Sir will attend 23/02/18*
5. Dr. Swaleha Pathan *Swaleha Pathan*
6. Dr. R.R. Pansare *on leave. Prof. Irfan Jannehid (Geology) will attend -*
7. Dr. M.B. Pathan *M.B. Pathan 23/2/18*

Y & M Anjuman Khairul Islam's



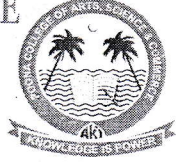
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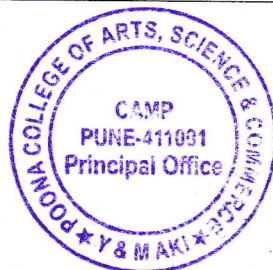
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Following criteria wise committees are formed for smooth functioning of NAAC related work.

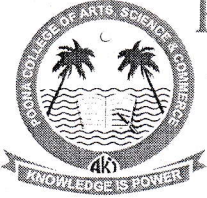
Criteria	Name of the staff member	Sign
1. Curricular Aspects	<b>Dr. R.R. Pansare (Incharge)</b>	
	Mrs. Shaikh Mehruunisa	
	Dr. Tarique Imam	
2. Teaching-Learning and Evaluation	<b>Dr. Abbas Lokhandwala (Incharge)</b>	
	Mr. Khan Zulfiqar	
	Dr. Arif Tamboli	
	Dr. Farida Shaikh	
3. Research, Innovations and Extension	<b>Dr. M.R.G. Sayyed (Incharge)</b>	
	Mr. I.T. Sherkar	
	Dr. Mujeeb Shaikh	
4. Infrastructure and Learning Resources	<b>Mr. K.F. Karachiwala (Incharge)</b>	
	Dr. A.K. Walunj	
	Ms. Zeenat Merchant	
5. Student Support and Progression	<b>Dr. Swaleha Pathan(Incharge)</b>	
	Dr. Sajid Hundekar	
	Dr. Shakir Shaikh	
	Dr. Bhavana Deshpande	
6. Governance, Leadership and Management	<b>Dr. Arif V. Shaikh (Incharge)</b>	
	Mr. Irfan J.M. Shaikh	
	Mrs. Atiya Khan	
7. Institutional Values and Best Practices	<b>Dr. M.B. Pathan (Incharge)</b>	
	Mr. Nehal Ahmed	
	Mr. Mahtab Alam	



(Dr. Aftab Anwar Shaikh)

Principal  
Principal

Poona College of Arts, science & Commerce  
Camp, Pune-411 001  
Principal Office



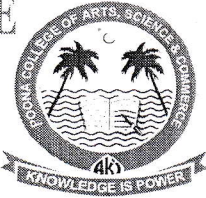
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## Admission Committee for Academic Year 2019-2020

<b>Coordinators of Admission</b>	Arts	Prof. Moinuddin Khan
	Science	Dr. Mujeeb Shaikh
	Commerce	Dr. (Mrs.) Nasrin Khan

FYBA	Mr. Jawed Akhter
	Dr. Zoheb Hasan
	Dr. Ashwini Purude
SYBA	Dr. Baba Shaikh
	Dr. Shahid Jamal Ansari
TYBA	Dr. Ahmad Shamshad
	Mr. Abrar Ahmed

M.A.	Eco.	Dr. Shahid Jamal
	Eng.	Mr. Zameer Sayyed
	Urdu	Dr. Abdul Bari

FYBSc	Mr. Wasim Shaikh
	Dr. Md. Zameer Ahmed
	Dr. Parvez Shaikh
SYBSc	Dr. Zaheer Abbas
	Mr. Amjad Shaikh
	Dr. Rafiqu U. Shaikh
TYBSc	Dr. F.M.D. Attar
	Dr. Avinash Singh
	Dr. Shoaib Ahmed

M.Sc.	Chem.	Dr. Faazil Shaikh
	Elect.	Dr. Arif V. Shaikh
	Zoology	Dr. Kalim Shaikh

Technical Team	Mr. Md. Umer Hasan
	Mr. Md. Abdul Quddus

Non-Teaching	Dr. Abdul Majid Mulla
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FYBCom	Mr. Sayyed Vakeel
	Mr. Akbar Sayyed
	Mr. Fazil Shareef
SYBCom	Dr. Syed Hamed Hashmi
	Mr. Sayed Rizwan
	Mr. Riyasat Peerzade
TYBCom	Ms. Wafiya Wahid
	Dr. Shirin Shaikh
	Dr. Eram Khan

M.Com.	Dr. Syed Tariq Imam
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B.B.A.	Ms. Dipika Kininge (FY)
	Ms. Heena Sayyed (SY)
	Mr. Aqueel Bajawala (TY)

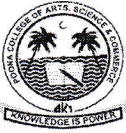
B.B.A. (C.A.)	Ms. Shabana Mulla (FY)
	Ms. Reshma Patil (SY)
	Mr. Faheemuddin Ahmed (TY)

FYBSC (CS)	Dr. Bhavana Deshpande
	Mrs. Swaleha Mulla
SYBSc (CS)	Mrs. Atiya Khan
	Ms. Shaheda Ansari
TYBSc (CS)	Dr. Mahtab Alam
	Mr. Imran Qureshi

M.Sc. (CS)	Ms. Farhat Shaikh
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I - Card	Dr. Muhammed Zubair Shaikh
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(Dr. Aftab Anwar Shaikh)  
Principal



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**POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**  
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**ANNUAL PRIZE DISTRIBUTION FUNCTION (2015 - 2016)**

The following members of the staff are advised to attend the meeting on  
09/02/2016 in the Chemistry Hall at 12.30 P.m.

**Program Co-ordinator: Prof. Aiyaz J. H. Shaikh, Director of Physical Education**

PENDOLE COMMITTEE		STAGE COMMITTEE	
Dr. Mehboob Nagarbawdi (Incharge)		Prof. Iqbal N. Shaikh (Incharge)	
Prof. Mrs. Raisa Faisal		Dr. Gulab Pathan	
Prof. L. V. Gumaste		Prof. Salim Maniyar	
Prof. Rizwan Sayed			
CERTIFICATE & PRIZE COMMITTEE		INVITATIONCARD COMMITTEE	
Prof. Asad Shaikh (Incharge)		Prof. M. B. Pathan (incharge)	
Dr. Mehboob Nagarbawdi		Prof. Mrs. Atiya Khan	
Prof. Meraj-ul-Haq		Prof. Rizwan Sayed	
Prof. Iqbal Shaikh		Prof. Mrs. Lubna Khan	
		Prof. Sameer Rangrez	
ANNOUNCEMENT COMMITTEE		PHOTOGRAPH COMMITTEE	
Prof. Musharraf Hussain (Incharge)		Prof. Imtiyaz Aga (Incharge)	
Prof. Husnuddin		Prof. Salim Maniyar	
		Dr. Sajid Hundekar	
DISCIPLINE COMMITTEE		FOOD COMMITTEE	
Dr. Shakir Shaikh (Incharge)		Prof. Humayun Memon (Incharge)	
Dr. Hamid Hashmi		Prof. Mrs. Lubna Khan	
Prof. Mrs. Raisa Faisal		Prof. Sadique Chanda	
Prof. Mrs. Atiya Khan		Prof. Sameer Rangrez	
Prof. Sameer Rangrez		Mr. Salim A. R. Shaikh	
RECEPTION COMMITTEE		PRESS COMMITTEE	
Vice Principals, Supervisor and Officiating Registrar		Prof. Moinuddin Khan (Incharge)	
		Prof. Salim Maniyar	

Prof. Abdul Aziz  
(V. Principal Jr.)

Prof. Khalid Zaheer  
(V. Chairman Sr. Gym)

Dr. M. Rafique Sarkhawas  
(Principal)





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## NOTICE

०६/१२/२०१९

### कार्यालयीन आदेश

मा. व्यवस्थापनाच्या निर्देशानुसार महाविद्यालयीन साफसफाईच्या कामाच्या जागेची विभागाणी खाली नमुद केल्याप्रमाणे विभागांना दत्तक म्हणून देण्यात येत आहे. तरी नियुक्तीत सुपरवायझर व त्यांच्या विभागातील चतुर्थ श्रेणी कर्मचाऱ्यांनी साफ सफाई केल्यानंतर ही सदरवा परिसर स्वच्छ कसा राहिल यावर लक्षा द्यावे व गरज पडल्यास नियुक्तीत सुपरवायझर यांनी चतुर्थ श्रेणी कर्मचाऱ्यांकडून साफ सफाईचे काम करवून घ्यावे.

प्रत्येक शनीवार १०.०० ते १.०० हा सफाई दिन म्हणून पाळण्यात येईल.

सदर कामी कामगुकारपणाची योग्य ती दखल घेतली जाईल. याची सर्वांनी नोंद घ्यावी.

अ.क्र.	विभागाचे नांव	कामाची विभागणी	स्वाक्षरी
१.	रसायनशास्त्र विभाग	श्री. आरीफ मुल्ला -सुपरवायझर १) रसायनशास्त्र विभागाचा मागील भाग	
२.	पदार्थ विज्ञान विभाग	श्री. शेख नाजिम -सुपरवायझर १) जीना (पहिला मजला कॉमर्स विभागाजवळ) २) व्हरांडा (पदार्थ विज्ञान विभागापर्यंतचा) ३) स्टेशनरी विभागाच्या शेजारील भाग	
३.	कॉमर्स विभाग/स्टाफ रुम	श्री. शेख नाजिम-सुपरवायझर १) जीना दूसरा मजला २) व्हरांडा (प्राणीशास्त्र विभागापर्यंत) ३) स्टाफरुमची अंतर्गत सफाई	
४.	प्राणिशास्त्र विभाग	श्री. इस्माईल गौस-सुपरवायझर टेरेसवरील रुम नं. ४२ च्या शेजारील भाग	
५.	लायब्ररीविभाग	जन्रेटर जवळील भागाची सफाई	
६.	वनस्पतीशास्त्र विभाग	श्री. इस्माईल गौस - सुपरवायझर १) जीना (दुसरा मजला) २) व्हरांडा (वनस्पतीशास्त्र विभागापर्यंत)	



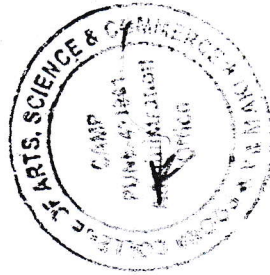
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## NOTICE

७.	सादीक शेख व सीमा चव्हाण	जीना लायबरीपर्यंत व उपप्राचार्यांच्या ऑफीस समोरील भाग	
८.	इलेक्ट्रॉनिक्स विभाग	श्री. नूर मोहम्मद मणियार-सुपरवायझर १०० हॉलच्या बाजूचा व इलेक्ट्रॉनिक्स विभागाजवळील भाग	
९.	संगणकशास्त्र विभाग	संगणकशास्त्र जीना व आतील सर्व भाग	
१०.	परीक्षाविभाग	श्री. अक्बर पठाण-सुपरवायझर जावेद शेख: रुम नं. १०१, १०२ जवळील भाग	
११.	अॅडमीन ऑफीस	वाहिद सय्यद व सलमान मेमन (ऑफीस समोरील भाग)	
१२.	प्राचार्य ऑफीस	सर्व शिपाई प्राचार्यांच्या ऑफीस समोरील भाग	
१३.	भूगर्भ शास्त्र संरचनात्मक विभाग	शेख गफूर-जीना, रुम नं. ४१ जवळीलभाग व व्हरांडा ३६ ते ४१ पर्यंत	
१४.	संख्याशास्त्र (Statistics) विभाग	श्रीमती खान शाहीन-सुपरवायझर रसूल खान व सुतार अंजुम-जीना स्टाफ रुम पर्यंत व रुम नं. ३१ ते ३७ व्हरांडा	
१७.	जीमखाना विभाग	मजहर शेख व अमजद शेख- जीमखाना परिसर, स्टेज व कॅन्टीन समोरील भाग	
१६.	इंग्रजी/उर्दू/हिंदीविभाग व IQAC	शेख जलालुद्दीन- IQAC च्या शेजारील भाग	
१६.	संपूर्ण ३रा मजला	जावेद इनामदार, अस्युब खान	



(डॉ. आफताब अख्तर शेख)  
प्राचार्य

प्रतमाहितीसाठी:

- १) उपप्राचार्य, वरिष्ठ महाविद्यालय
- २) उपप्राचार्य, कनिष्ठ महाविद्यालय
- ३) विभागप्रमुख



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25/01/2017

**ANNUAL PRIZE DISTRIBUTION FUNCTION - 2017**

The Committee In-Charges are advised to plan by conducting their respective meetings and submit the reports to the undersigned.

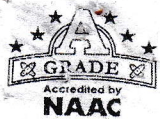
Pendole Committee		Stage Committee	
Dr. Tarique Imam		Mr. Imtiaz Aga	
Dr. Mukhtar Ahmed		Mrs. Eram M Khan	
		Mrs. Naseem Sayyed	
		Dr. Salim Maniyar	
Certificate / Prize Committee		Invitation Card Committee	
Mr. Ashad Shaikh		Dr. Gulab Pathan	
Dr. Mehboob Nagarbawadi		Mr. Md. Umar Hasan	
Mr. Meraj-ul-Haque		Dr. Shaikh Kalim	
		Mr. Sameer Rangrez	
Announcement Committee (Including preparation of prize list)		Photograph Committee	
Mr. Husnuddin Shaikh		Dr. Tarique Imam	
Mrs. Jahanaara Pathan		Mr. Javed Sagri	
Mr. Fazil Shareef			
Discipline Committee		Food Committee	
Dr. Sajid Hundekar		Dr. Gulab Pathan	
Mrs. Raisa Faisal		Mrs. Eram M Khan	
Dr. Mukhtar Ahmed		Mr. Sameer Rangrez	
Mr. Imtiyaz Aga			
Mr. Zameer Sayyed			
Mr. Majeed Mulla			
Reception Committee		Press Committee	
Dr. Shakeel Ahmed		Dr. Salim Maniyar	
Dr. Aftab Anwar Shaikh		Mr. Husnuddin	
Mr. Shaikh Iqbal N		Dr. Abrar Ahmed	
Mr. Shaikh Abdul Aziz		Mr. Zuber Patel	
Mr. Ibrahim Khan			

( Mr. Musharraf Hussain )  
 Vice Chairman

( Dr. M. R. Sarkhawas )  
 Principal



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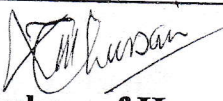



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**ANNUAL PRIZE DISTRIBUTION FUNCTION - 2017**

25/01/2017

Pendole Committee		Stage Committee	
<b>Dr. Tarique Imam</b>		<b>Mr. Imtiaz Aga</b>	
<ul style="list-style-type: none"> <li>To communicate the pendole/stage details (expanse, height, strength, location of P-A system, and others requirements (generator, fans, lights, speakers, decoration, signboards carpets, flower/green pots etc.)</li> <li>Dates to begin installation, completion and dismantlement etc.</li> <li>Constructn. material not dumped and cleared</li> </ul>		<ul style="list-style-type: none"> <li>Stage seating arrangement</li> <li>Banners, podium, decoration of stage</li> <li>Nameplates, batches, water bottles for dignitaries</li> <li>Felicitation shawl, bouquets, mementoes</li> <li>Location Markers for lunch, refreshments, Guests, authorities, students, parents, prizewinners</li> </ul>	
Certificate / Prize Committee		Invitation Card Committee	
<b>Mr. Ashad Shaikh</b>		<b>Dr. Gulab Pathan</b>	
<ul style="list-style-type: none"> <li>Certificate printing, batches for prize winners</li> <li>Trophies, gifts, prizes, certificates and felicitation items to be arranged in order.</li> </ul>		Preparation of updated invitee list Postage of invitation letters to prize winner parents and invitation to invitees.	
Announcement Committee (Including preparation of prize list)		Photograph Committee	
<b>Mr. Husnuddin Sayyed</b>		<b>Dr. Tarique Imam</b>	
To prepare program copy of the event and order of felicitations in consultation with authorities. To prepare list of prize winners. Announcements before, after and during the event to be drafted. To get written script of their actual words approved by the authorities.		To give the summary of photographs to be clicked to the photographer. Coordination of supplying photographs to students receiving prizes. Collection of all photographs in a pen-drive and submit to IQAC. Provide selected photographs in Report.	
Discipline Committee		Food Committee	
<b>Dr. Sajid Hundekar</b>		<b>Dr. Gulab Pathan</b>	
<ul style="list-style-type: none"> <li>Measures to ensure discipline inside and outside the pendole during the function.</li> <li>To ensure that the event is uninterrupted and not disturbed due to any reason.</li> </ul>		To prepare a list of all those who will have lunch. To ensure proper seating and serving arrangement with caterers and authorities.	
Reception Committee		Press Committee	
<b>Dr. Shakeel Ahmed</b>		<b>Dr. Salim Maniyar</b>	
To receive guests, trustees and provide them suitable company till they leave the campus. To escort guests for lunch and refreshments.		Reports (with photographs) in English/Hindi/Marathi to be prepared on the same day before 05.00 pm and dispatched to media houses	

  
 ( Mr. Musharraf Hussain )  
 Vice Chairman

  
 ( Dr. M. R. Sarkhawas )  
 Principal



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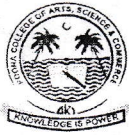
**ANNUAL PRIZE DISTRIBUTION FUNCTION – 2019**

The Committee In-Charges are advised to call meeting/s of their respective committees to plan, implement and conclude their assigned tasks within the prescribed time. To review the work undertaken by all the committees, all the members are advised to attend a meeting on Monday, 28<sup>th</sup> January 2019 at 11.30 a.m in the Conference Hall.

Pendole Committee		Stage Committee	
Dr. Hamed Hashmi		Dr. Salim Manyar	
Mrs. Eram Mehboob Khan		Mrs. Eram M Khan	
Mrs. Nuzhat Kazi		Mrs. Shaikh Zahida	
Mr. Faheemuddin Ahmed		Mr. Imran Pathan	
Certificate / Prize Committee		Invitation Card Committee	
Mr. Ashad Shaikh		Dr. Gulab Pathan	
Mr. Meraj-Ul-Haque		Mr. Md. Umar Hasan	
Dr. Gulab Pathan		Dr. Shaikh Kalim	
Dr. Kalim Shaikh		Mr. Sameer Rangrez	
Announcement Committee (Including preparation of prize list)		Photograph Committee	
Mr. Husnuddin Shaikh		Mr. Sameer Rangrez	
Mrs. Shaheen Qureshi		Mr. Javed Sagri	
Mr. Fazil Shareef		Mr. Zuber Patel	
Discipline Committee		Food Committee	
Dr. Shakir Shaikh		Dr. Gulab Pathan	
Dr. Hamed Hashmi		Mr. Sameer Rangrez	
Dr. Majid Mulla		Mrs. Eram M Khan	
Reception Committee		Press Committee	
Dr. Aftab Anwar Shaikh		Dr Baba Shaikh	
All Authorities		Mr. Husnuddin	
		Mrs. Ashwini Purude	
		Mr. Zuber Patel	
		Dr. Abrar Ahmed	
Annual Report Preparation Committee			
Mr. Fazil Shareef		Mr. M. Abdul Quddus	
Mr. Faheemuddin Ahmed		Mr. Sayyed Nadeem	
Mr. Md. Umar Hassan			

(Mr. Musharraf Hussain)  
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(Dr. Aftab Anwar Shaikh)  
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**ANNUAL PRIZE DISTRIBUTION FUNCTION - 2019**

Pendole Committee		Stage Committee	
<b>Dr. Hamed Hashmi</b>		<b>Dr. Salim Maniyar</b>	
<ul style="list-style-type: none"> <li>To communicate the pendole/stage details (expanse, height, strength, location of P-A system, and others requirements (generator, fans, lights, speakers, decoration, signboards carpets, flower/green pots etc.)</li> <li>Dates to begin installation, completion and dismantlement etc.</li> <li>Constructn. Material to be not dumped midway but in planned way.</li> </ul>		<ul style="list-style-type: none"> <li>Stage seating arrangement</li> <li>Banners, podium, decoration of stage</li> <li>Nameplates, batches, water bottles for dignitaries</li> <li>Felicitation shawl, bouquets, mementoes</li> <li>Location Markers for lunch, refreshments, Guests, authorities, students, parents, prizewinners</li> </ul>	
Certificate / Prize Committee		Invitation Card Committee	
<b>Mr. Ashad Shaikh</b>		<b>Dr. Gulab Pathan</b>	
<ul style="list-style-type: none"> <li>Certificate printing, batches for prize winners</li> <li>Trophies, gifts, prizes, certificates and felicitation items to be arranged in order.</li> </ul>		<ul style="list-style-type: none"> <li>Preparation of Online Invitation drafts</li> <li>Preparation of updated invitee list</li> <li>Postage of invitation letters to prize winner parents and invitation to invitees.</li> </ul>	
Announcement Committee (Including preparation of prize list)		Photograph Committee	
<b>Mr. Shaikh Husnuddin</b>		<b>Mr. Sameer Rangrez</b>	
<ul style="list-style-type: none"> <li>To prepare program copy of the event and order of felicitations in consultation with authorities.</li> <li>To prepare list of prize winners.</li> <li>Announcements before, after and during the event to be drafted.</li> <li>To get written script of their actual words approved by the authorities.</li> </ul>		<ul style="list-style-type: none"> <li>To give the summary of photographs to be clicked to the photographer.</li> <li>Coordination of supplying photographs to students receiving prizes.</li> <li>Collection of all photographs in a pen-drive and submit to IQAC.</li> <li>Provide selected photographs in Report.</li> </ul>	
Discipline Committee		Food Committee	
<b>Dr. Shaikh M. Shakir</b>		<b>Dr. Gulab Pathan</b>	
<ul style="list-style-type: none"> <li>Measures to ensure discipline inside and outside the pendole during the function.</li> <li>To ensure that the event is uninterrupted and not disturbed due to any reason.</li> </ul>		<ul style="list-style-type: none"> <li>To prepare a list of all those who will have lunch.</li> <li>To ensure proper seating and serving arrangement with caterers and authorities.</li> </ul>	
Annual Report Preparation			
<b>Mr. Fazil Shareef</b>			
<ul style="list-style-type: none"> <li>To prepare Annual Report (MS-Word file) and its Powerpoint presentation for display on the LED Wall. The guidelines for preparation are to be obtained from Principal till it is finalized.</li> <li>To coordinate with the Announcement committee for maintaining proper synchronization.</li> </ul>			
Reception Committee		Press Committee	
<b>Dr. Aftab Anwar Shaikh</b>		<b>Dr. Baba Shaikh</b>	
<ul style="list-style-type: none"> <li>To receive guests, trustees and provide them suitable company till they leave the campus.</li> <li>To escort guests for lunch and refreshments.</li> </ul>		<ul style="list-style-type: none"> <li>Reports (with photographs) in English/Hindi/Marathi to be prepared on the same day before 05.00 pm and dispatched to media houses</li> </ul>	



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**ANNUAL PRIZE DISTRIBUTION FUNCTION – 2019**

The Committee In-Charges are advised to call meeting/s of their respective committees to plan, implement and conclude their assigned tasks within the prescribed time. To review the work undertaken by all the committees, all the members are advised to attend a meeting on **Wednesday, 13<sup>th</sup> February 2019 at 2.00 p.m.** in the Conference Hall.

Pendole Committee		Stage Committee	
Dr. Hamed Hashmi		Dr. Salim Manyar	
Mrs. Eram Mehboob Khan		Mrs. Eram M Khan	
Mrs. Nuzhat Kazi		Mrs. Shaikh Zahida	
Mr. Faheemuddin Ahmed		Mr. Imran Pathan	
Certificate / Prize Committee		Invitation Card Committee	
Mr. Ashad Shaikh		Dr. Gulab Pathan	
Mr. Meraj-Ul-Haque		Mr. Md. Umar Hasan	
Dr. Gulab Pathan		Dr. Shaikh Kalim	
Dr. Kalim Shaikh		Mr. Sameer Rangrez	
Announcement Committee (Including preparation of prize list)		Photograph Committee	
Mr. Husnuddin Shaikh		Mr. Sameer Rangrez	
Mrs. Shaheen Qureshi		Mr. Javed Sagri	
Mr. Fazil Shareef		Mr. Zuber Patel	
Discipline Committee		Food Committee	
Dr. Shakir Shaikh		Dr. Gulab Pathan	
Dr. Hamed Hashmi		Mr. Sameer Rangrez	
Dr. Majid Mulla		Mrs. Eram M Khan	
Reception Committee		Press Committee	
Dr. Aftab Anwar Shaikh		Dr Baba Shaikh	
All Authorities		Mr. Husnuddin	
		Mrs. Ashwini Purude	
		Mr. Zuber Patel	
		Dr. Abrar Ahmed	
Annual Report Preparation Committee			
Mr. Fazil Shareef		Mr. M. Abdul Quddus	
Mr. Faheemuddin Ahmed		Mr. Sayyed Nadeem	
Mr. Md. Umar Hassan			

(Mr. Musharraf Hussain)  
Vice Chairman

(Dr. Aftab Anwar Shaikh)  
Principal



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**ANNUAL PRIZE DISTRIBUTION FUNCTION - 2019**

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<b>Dr. Hamed Hashmi</b>		<b>Dr. Salim Maniyar</b>	
<ul style="list-style-type: none"> <li>To communicate the pendole/stage details (expanse, height, strength, location of P-A system, and others requirements (generator, fans, lights, speakers, decoration, signboards carpets, flower/green pots etc.)</li> <li>Dates to begin installation, completion and dismantlement etc.</li> <li>Constructn. Material to be not dumped midway but in planned way.</li> </ul>		<ul style="list-style-type: none"> <li>Stage seating arrangement</li> <li>Banners, podium, decoration of stage</li> <li>Nameplates, batches, water bottles for dignitaries</li> <li>Felicitation shawl, bouquets, mementoes</li> <li>Location Markers for lunch, refreshments, Guests, authorities, students, parents, prizewinners</li> </ul>	
Certificate / Prize Committee		Invitation Card Committee	
<b>Mr. Ashad Shaikh</b>		<b>Dr. Gulab Pathan</b>	
<ul style="list-style-type: none"> <li>Certificate printing, batches for prize winners</li> <li>Trophies, gifts, prizes, certificates and felicitation items to be arranged in order.</li> </ul>		<ul style="list-style-type: none"> <li>Preparation of Online Invitation drafts</li> <li>Preparation of updated invitee list</li> <li>Postage of invitation letters to prize winner parents and invitation to invitees.</li> </ul>	
Announcement Committee (Including preparation of prize list)		Photograph Committee	
<b>Mr. Shaikh Husnuddin</b>		<b>Mr. Sameer Rangrez</b>	
<ul style="list-style-type: none"> <li>To prepare program copy of the event and order of felicitations in consultation with authorities.</li> <li>To prepare list of prize winners.</li> <li>Announcements before, after and during the event to be drafted.</li> <li>To get written script of their actual words approved by the authorities.</li> </ul>		<ul style="list-style-type: none"> <li>To give the summary of photographs to be clicked to the photographer.</li> <li>Coordination of supplying photographs to students receiving prizes.</li> <li>Collection of all photographs in a pen-drive and submit to IQAC.</li> <li>Provide selected photographs in Report.</li> </ul>	
Discipline Committee		Food Committee	
<b>Dr. Shaikh M. Shakir</b>		<b>Dr. Gulab Pathan</b>	
<ul style="list-style-type: none"> <li>Measures to ensure discipline inside and outside the pendole during the function.</li> <li>To ensure that the event is uninterrupted and not disturbed due to any reason.</li> </ul>		<ul style="list-style-type: none"> <li>To prepare a list of all those who will have lunch.</li> <li>To ensure proper seating and serving arrangement with caterers and authorities.</li> </ul>	
Annual Report Preparation			
<b>Mr. Fazil Shareef</b>			
<ul style="list-style-type: none"> <li>To prepare Annual Report (MS-Word file) and its Powerpoint presentation for display on the LED Wall. The guidelines for preparation are to be obtained from Principal till it is finalized.</li> <li>To coordinate with the Announcement committee for maintaining proper synchronization.</li> </ul>			
Reception Committee		Press Committee	
<b>Dr. Aftab Anwar Shaikh</b>		<b>Dr. Baba Shaikh</b>	
<ul style="list-style-type: none"> <li>To receive guests, trustees and provide them suitable company till they leave the campus.</li> <li>To escort guests for lunch and refreshments.</li> </ul>		<ul style="list-style-type: none"> <li>Reports (with photographs) in English/Hindi/Marathi to be prepared on the same day before 05.00 pm and dispatched to media houses</li> </ul>	





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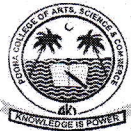
## ANNUAL PRIZE DISTRIBUTION FUNCTION – 2020

Following members of the staff are advised to attend a meeting on Friday, 31<sup>st</sup> January 2020 at 11.30 a.m. in the Chemistry Hall.

Pendole Committee		Stage Committee	
Mr. Imtiyaz Aga	In-Charge	Mr. Moinuddin Khan	In-Charge
Dr. Kalim Shaikh		Dr. Salim Maniyar	
Mr. Abdul Rehman	<i>AR</i>	Mr. Imran Pathan	
Mrs. Shaikh Zahida		Mr. Baba Shaikh	<i>Baba Shaikh</i>
Certificate / Prize Committee		Invitation Card Committee	
Mrs. Khan Lubna	In-Charge	Ms. Sayed Naaz Shabbir	In-Charge
Mr. Meraj-Ul-Haque	<i>Meraj</i>	Dr. Gulab Pathan	
Mr. Ashad Shaikh	<i>Ashad</i>	Mr. Md. Umar Hasan	<i>Umar</i>
Dr. Gulab Pathan		Dr. Shaikh Kalim	
Dr. Kalim Shaikh		Mr. Sameer Rangrez	<i>Sameer</i>
Announcement Committee (Including preparation of prize list)		Photograph Committee	
Mr. Iqbal Shaikh N	In-Charge	Mrs. Khan Naseem	In-Charge
Mr. Husnuddin Shaikh	<i>Husnuddin</i>	Mr. Javed Sagri	<i>Javed</i>
Mrs. Shaheen Qureshi			
Mr. Muqet Patel	<i>Muqet</i>		
Discipline Committee		Food Committee	
Mr. Majeed Mulla	In-Charge	Dr. Sadique Chanda	In-Charge
Dr. Shakir Shaikh	<i>Shakir</i>	Dr. Gulab Pathan	
Dr. Hamed Hashmi		Mr. Sameer Rangrez	<i>Sameer</i>
Mrs. Vasudha Wahval			
Annual Report Preparation Committee		Press Committee	
Dr. Shaikh Arif V	In-Charge	Mr. Musharraf Hussain	In-Charge
Mr. Faheemuddin Ahmed	<i>Faheem</i>	Dr. Baba Shaikh	
Mr. Md. Umar Hassan	<i>Umar</i>	Mr. Husnuddin	<i>Husnuddin</i>
Mr. M. Abdul Quddus	<i>Quddus</i>	Mrs. Ashwini Purude	
Mr. Sayyed Nadeem		Mr. Zuber Patel	<i>Zuber</i>
<i>Mr. FAROOQUE SHAIKH</i>	<i>Farooque Shaikh</i>	Dr. Abrar Ahmed	
Reception Committee All Authorities			

(Mr. Musharraf Hussain)  
Vice Chairman

(Dr. Aftab Anwar Shaikh)  
Principal



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**ANNUAL PRIZE DISTRIBUTION FUNCTION – 2020**

The Committee In-Charges are advised to call meeting/s of their respective committees to plan, implement and conclude their assigned tasks within the prescribed time. To review the work undertaken by all the committees, all the members are advised to attend a meeting on **Tuesday, 4/02/2020 at 3:00 p.m.** in the Conference Hall.

Pendole Committee		Stage Committee	
Mr. Imtiyaz Aga	In-Charge	Mr. Moinuddin Khan	In-Charge
Mr. Faheemuddin Ahmed		Dr. Salim Maniyar	<i>M.S.M.</i>
Mr. Abdul Rehman	<i>AR</i>	Mr. Imran Pathan	<i>IP</i>
Mrs. Shaikh Zahida	<i>Zahida</i>	Mr. Baba Shaikh	<i>B.S.</i>
Certificate / Prize Committee		Invitation Card Committee	
Mrs. Khan Lubna	In-Charge <i>Lubna</i>	Ms. Sayed Naaz Shabbir	In-Charge <i>Naaz</i>
Mr. Meraj-Ul-Haque	<i>Meraj</i>	Dr. Gulab Pathan	<i>Gulab</i>
Mr. Ashad Shaikh	<i>Ashad</i>	Mr. Md. Umar Hasan	
Dr. Gulab Pathan	<i>Gulab</i>	Dr. Shaikh Kalim	
Dr. Kalim Shaikh	<i>Kalim</i>	Mr. Sameer Rangrez	<i>Sameer</i>
Announcement Committee (Including preparation of prize list)		Photograph Committee	
Mr. Iqbal Shaikh N	In-Charge	Mrs. Khan Naseem	In-Charge
Mr. Husnuddin Shaikh	<i>Husnuddin</i>	Mr. Sameer Rangrez	<i>Sameer</i>
Mrs. Shaheen Qureshi	<i>Shaheen</i>	Mr. Javed Sagri	
Mr. Muqet Patel	<i>Muqet</i>		
Discipline Committee		Food Committee	
Mr. Majeed Mulla	In-Charge	Dr. Sadique Chanda	In-Charge <i>Sadique</i>
Dr. Shakir Shaikh		Dr. Gulab Pathan	<i>Gulab</i>
Dr. Hamed Hashmi		Mr. Sameer Rangrez	<i>Sameer</i>
Mrs. Vasudha Wahval	<i>Vasudha</i>		
Annual Report Preparation Committee		Press Committee	
Dr. Shaikh Arif V	In-Charge	Mr. Musharraf Hussain	In-Charge
Mr. Faheemuddin Ahmed	<i>Faheem</i>	Dr. Baba Shaikh	<i>B.S.</i>
Mr. Md. Umar Hassan	<i>Umar</i>	Mr. Husnuddin	<i>Husnuddin</i>
Mr. M. Abdul Quddus	<i>Quddus</i>	Mrs. Ashwini Purude	
Mr. Sayyed Nadeem	<i>Nadeem</i>	Mr. Zuber Patel	<i>Zuber</i>
Mr. Farooque Y Shaikh	<i>Farooque</i>	Dr. Abrar Ahmed	<i>Abrar</i>
Reception Committee All Authorities			

(Mr. Musharraf Hussain)  
Vice Chairman

(Dr. Aftab Anwar Shaikh)  
Principal



# POONA COLLEGE OF ART'S, SCIENCE & COMMERCE

CAMP, PUNE - 411 001.

Affiliated to University of Pune : ID No. PU/PN/ASC/023/1970



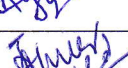
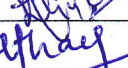
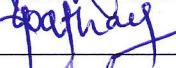
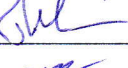
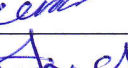
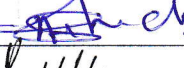
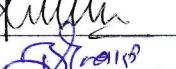
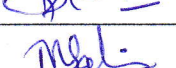
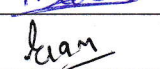

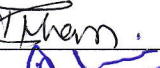
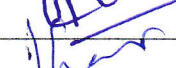
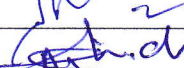
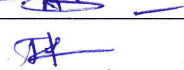
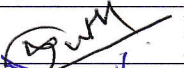
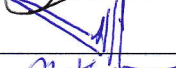

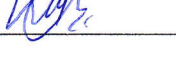

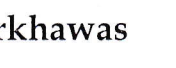
Tel.: 020-26454240, 26446319 Fax: 020-26453707, Website: www.akipoonacollege.com

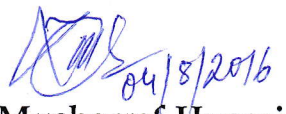
## ANNUAL PRIZE DISTRIBUTION FUNCTION - 2020


Pendole Committee		Stage Committee	
<b>Mr. Imtiyaz Aga</b>	<i>[Signature]</i>	<b>Mr. Moinuddin Khan</b>	<i>[Signature]</i>
<ul style="list-style-type: none"><li>To communicate the pendole/stage details (expanse, height, strength, location of P-A system, and others requirements (generator, fans, lights, speakers, decoration, signboards carpets, flower/green pots etc.)</li><li>Dates to begin installation, completion and dismantlement etc.</li><li>Constructn. Material to be not dumped midway but in planned way.</li></ul>		<ul style="list-style-type: none"><li>Stage seating arrangement</li><li>Banners, podium, decoration of stage</li><li>Nameplates, batches, water bottles for dignitaries</li><li>Felicitation shawl, bouquets, mementoes</li><li>Location Markers for lunch, refreshments, Guests, authorities, students, parents, prizewinners</li></ul>	
Certificate / Prize Committee		Invitation Card Committee	
<b>Mrs. Khan Lubna</b>	<i>[Signature]</i>	<b>Ms. Sayed Naaz</b>	<i>[Signature]</i> 22/01/2020 <i>[Signature]</i> WEIO
<ul style="list-style-type: none"><li>Certificate printing, batches for prize winners</li><li>Trophies, gifts, prizes, certificates and felicitation items to be arranged in order.</li></ul>		<ul style="list-style-type: none"><li>Preparation of Online Invitation drafts</li><li>Preparation of updated invitee list</li><li>Postage of invitation letters to prize winner parents and invitation to invitees.</li></ul>	
Announcement Committee (Including preparation of prize list)		Photograph Committee	
<b>Mr. Iqbal Shaikh</b>	<i>[Signature]</i>	<b>Mrs. Khan Naseem</b>	<i>[Signature]</i> 23/01/20
<ul style="list-style-type: none"><li>To prepare program copy of the event and order of felicitations in consultation with authorities.</li><li>To prepare list of prize winners.</li><li>Announcements before, after and during the event to be drafted.</li><li>To get written script of their actual words approved by the authorities.</li></ul>		<ul style="list-style-type: none"><li>To give the summary of photographs to be clicked to the photographer.</li><li>Coordination of supplying photographs to students receiving prizes.</li><li>Collection of all photographs in a pen-drive and submit to IQAC.</li><li>Provide selected photographs in Report.</li></ul>	
Discipline Committee		Food Committee	
<b>Mr. Majeed Mulla</b>	<i>[Signature]</i>	<b>Dr. Sadique Chanda</b>	<i>[Signature]</i>
<ul style="list-style-type: none"><li>Measures to ensure discipline inside and outside the pendole during the function.</li><li>To ensure that the event is uninterrupted and not disturbed due to any reason.</li></ul>		<ul style="list-style-type: none"><li>To prepare a list of all those who will have lunch.</li><li>To ensure proper seating and serving arrangement with caterers and authorities.</li></ul>	
Annual Report Preparation			
<b>Dr. Shaikh Arif V</b>			
<ul style="list-style-type: none"><li>To prepare Annual Report (MS-Word file) and its Powerpoint presentation for display on the LED Wall. The guidelines for preparation are to be obtained from Principal till it is finalized.</li><li>To coordinate with the Announcement committee for maintaining proper synchronization.</li></ul>			
Reception Committee		Press Committee	
<b>Dr. Aftab Anwar Shaikh</b>		<b>Mr. Musharraf Hussain</b>	<i>[Signature]</i>
<ul style="list-style-type: none"><li>To receive guests, trustees and provide them suitable company till they leave the campus.</li><li>To escort guests for lunch and refreshments.</li></ul>		<ul style="list-style-type: none"><li>Reports (with photographs) in English/Hindi/Marathi to be prepared on the same day before 04.00 pm and dispatched to media houses</li></ul>	

## Independence Day Celebrations 2016

All the members of the Gymkhana Committee are advised to report at 07.30 a.m. on 15<sup>th</sup> August 2016 in the College premises.

Sr.	Particulars	Teacher In Charge	Signature
1	Time of Flag hoisting	08.30 a.m.	
2	Venue	Open Stage	
3	Flag hoisting by	<b>Dr. M. Rafique Sarkhawas</b>	
4	Stage arrangement, Sound, Mike, Bouquet, Generator	Dr. Tarique Imam	
		Mr. Javed Sagri	
5	National Anthem	Mr. Imtiaz Aga	
		Mr. Zameer Salim Sayyed	
6	Photography	Dr. Gulab Pathan	
7	Flag Preparation	<b>Dr. Aiyaz Shaikh</b>	
		Mr. Sameer Rangrez	
8	Lowering of the Flag	Mr. Asad Shaikh	
		Mrs. Raisa Fisal	
9	Refreshment	<b>Mr. Iqbal Shaikh</b>	
		Mr. Md.Salim Maniyar	
		Mrs. Eram Mehboob Khan	
		Mr. Meraj-ul-Haque	
		Mrs. Nassem Sayyed	
10	Ground preparation & discipline	<b>Dr. Sajid Hundekar</b>	
		Mr. Shaikh Salim A.R (I/c Reg.)	
		Mr. Asad Shaikh	
		Mr. Md. Umar Hasan	
		Mr. Mukhtar Ahmed	
11	Convener of function	<b>Mr. Husnuddin</b>	
		Mrs. Jahanaara Pathan	
12	Vote of thanks	<b>Mr. Musharraf Hussain</b>	

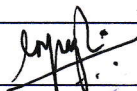

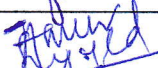
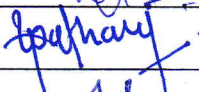
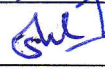
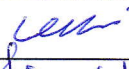

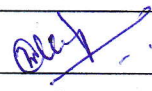
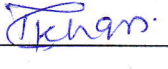





  
04/8/2016  
**Mr. Musharraf Hussain**  
Vice-Chairman

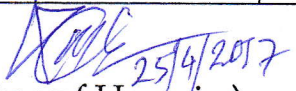
  
**Dr. M. Rafique Sarkhawas**  
Principal

## Flag Hoisting – Maharashtra Day – 01<sup>st</sup> May 2017

All the members of the Gymkhana Committee are advised to report at 07.30 a.m. on 01<sup>st</sup> May 2017 in the College premises.

Time of Flag hoisting	: 08.00 a.m. <b>8:30 am</b>
Venue	: Open Stage
Flag hoisting by	: <b>Dr. M. Rafique Sarkhawas</b>






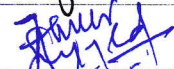

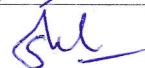
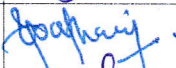




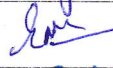





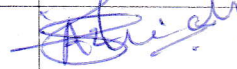




Sr.	Particulars	Teacher In Charge	Signature
10.	Stage arrangement, Sound, Mike, Bouquet, Generator	Dr. Tarique Imam	
		Mr. Javed Sagri	
11.	National Anthem	<b>Mr. Imtiaz Aga</b>	
		Mr. Zameer Sayyed	
12.	Photography	Dr. Gulab Pathan	
13.	Flag Preparation	<b>Dr. Aiyaz Shaikh</b>	
		Mr. Sameer Rangrez	
14.	Lowering of the Flag	<b>Mr. Asad Shaikh</b>	
		Mrs. Raisa Fisal	
15.	Refreshment	<b>Mr. Iqbal N Shaikh</b>	
		Mr. Md. Salim Maniyar	
		Mrs. Eram Mehboob Khan	
		Mr. Meraj-ul-Haque	
		Mrs. Naseem Sayyed	
16.	Ground preparation & discipline	<b>Dr. Sajid Hundekar</b>	
		Mr. Majid Mulla (I/c Reg.)	
		Mr. Ashad Shaikh	
		Mr. Md. Umar Hasan	
		Dr. Mukhtar Ahmed	
17.	Convener of function	<b>Mr. Husnuddin</b>	
		Mrs. Jahanaara Pathan	
18.	Vote of thanks	<b>Mr. Musharraf Hussain</b>	

  
( Mr. Musharraf Hussain )  
Vice-Chairman

( Dr. M. Rafique Sarkhawas )  
Principal

# FLAG HOISTING – REPUBLIC DAY 26<sup>TH</sup> JANUARY 2018

All the committee members are advised to report at 7.30 am in the college campus.

Sr.	Particulars	Teacher In Charge	Signature
1	Time of Flag hoisting	08.30 a.m.	
2	Venue	Open Stage	
3	Flag hoisting by	<b>Dr. Aftab Anwar Shaikh</b>	
4	Stage arrangement, Sound, Mike, Bouquet, Generator	<b>Dr. M. Salim Maniyar</b>	
		Mr. Javed Sagri	
		Mrs. Zahida Shaikh	
5	National Anthem	Mr. Imtiaz Aga	
		<b>Mr. Zameer Salim Sayyed</b>	
6	Photography	Dr. Hamed Hashmi	
7	Flag Preparation	<b>Dr. Aiyaz Shaikh</b>	
		Dr. Gulab Pathan	
8	Lowering of the Flag	<b>Mr. Ashad Shaikh</b>	
		Mr. Sameer Rangrez	
9	Refreshment	<b>Dr. Sadique Chanda</b>	
		Mr. Imtiaz Aga	
		Mrs. Eram Mehboob Khan	
		Mrs. Nuzhat Kazi	
		Mr. Faheemuddin Ahmed	
10	Ground preparation & discipline	<b>Dr. Sajid Hundekar</b>	
		Dr. Hamed Hashmi	
		Dr. Majeed Mulla (I/c Reg.)	
		Mr. Ashad Shaikh	
		Mr. Md. Umar Hasan	
		Dr. Kalim Shaikh	
11	Convener of function	Mrs. JahanAara Pathan	
12	Vote of thanks	<b>Mr. Musharraf Hussain</b>	

**Dr. Aftab Anwar Shaikh**  
Principal