



**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- V**

<b>KEY INDICATOR</b>	<b>5.3 Student Participation and Activities</b>
<b>METRIC NO.</b>	<b>5.3.2</b>

- Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities

## **STUDENTS' REPRESENTATION IN VARIOUS COMMITTEES**



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

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**ADMINSTRATIVE & ACADEMIC COLLEGE COMMITTEES HAVING STUDENTS'  
 REPRESENTATION 2017-18**

Sr. No	Name of the committee	Name	Designation	Functions of the committee
1	(CDC) College Development Committee	1. Mr. Hani Ahmed Farid 2. Dr. Hanif Lakdawala (Nominee of Chairperson) 3. Dr. Aaftab Anwar Shaikh 4. Dr. Moinuddin Khan 5. Mr. Iqbal N. Shaikh (IQAC coordinator) 6. Dr. Shaikh Mohammed Shakir 7. Dr. Aiyaz Hussain Shaikh 8. Mrs. Mehrunnisa Shaikh 9. Mr. Ismail Peerpasha Sayyed 10. Dr. M.D. Lawrence 11. Mr. Amin Ismail Almel 12. Dr. Shakeel Ahmed 13. Mr. Vilas Londhe <b>14. Miss. Nimra Momin</b> (UR) <b>15. Miss. Pranoti Kamble</b> (Secretary Student Council)	Chairman Member  Principal, Member-Secretary Member Member  Member Member Nonteaching staff member Local member Local member Local member Local member <b>Student Representative</b> <b>Student Representative</b>	<ul style="list-style-type: none"> <li>The Local Managing Committee shall meet at least twice a year.</li> <li>To approve the budgetary provision for the development of College.</li> <li>To endorse the recommendation made by Internal Quality Assurance Cell (IQAC).</li> <li>Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities.</li> </ul>
2	(IQAC) Internal Quality assurance Cell	1. Dr. Aaftab Anwar Shaikh 2. Mr. Iqbal N. Shaikh 3. Dr. Baba Shaikh 4. Dr. Ayaz Shaikh 5. Dr. Shireen Shaikh 6. Dr. Nasrin Parvez Khan 7. Mr. Musharraf Hussain 8. Mr. Amjad Salim Shaikh 9. Mr. Khan Moinuddin	Principal IQAC Co-ordinator Member Member Member Member Member Member Mem-Adm. Officer	<ul style="list-style-type: none"> <li>Development and application of quality benchmarks/parameters for various academic and administrative of information on various quality parameters of higher education</li> <li>Organization of workshops, seminars on quality related themes and promotion of quality circles</li> </ul>



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		<p>10. Mr. Mayuresh Jadhav</p> <p>11. Dr. Atiq Shaikh</p> <p>12. Mr. Vilas Londhe</p> <p>13. Mr. Amin Ismail Almel</p> <p>14. Dr. Abhijeet Kaiwade</p>	<p><b>Student Representative</b></p> <p>Alumni</p> <p>Local society Member</p> <p>Employer</p> <p>External Expert</p>	<ul style="list-style-type: none"> <li>Documentation of the various programmes / activities leading to quality improvement</li> <li>Acting as a nodal agency of the institution for quality-related activities</li> <li>Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.</li> <li>To prepare for the NAAC assessment and accreditation.</li> </ul>
3	International Students Cell	<p>1. Dr. Abbas Lokhandwala</p> <p>2. Dr. Farida M. Shaikh</p> <p>3. Dr. Mohd. Zamir Ahmed</p> <p><b>4. Nazdana Mohammad Allah Rezaie</b></p>	<p>Vice-chairman</p> <p>Member</p> <p>Member</p> <p><b>Student Representative</b></p>	<ul style="list-style-type: none"> <li>To facilitate in admission procedures to foreign students</li> <li>Support these students in all respect.</li> </ul>
4	Academic Calendar Committee	<p>1. Dr. Arif V.H. Shaikh</p> <p>2. Dr. Gulab Pathan</p> <p>3. Dr. Rashid R. Pansare</p> <p><b>4. Uzma Abdul Wahab Inamdar</b></p>	<p>Vice-chairman</p> <p>Member</p> <p>Member</p> <p><b>Student Representative</b></p>	<ul style="list-style-type: none"> <li>Academic Calendar Committee will prepare the annual academic calendar of the college.</li> </ul>
5	Student Council	<p>1. Dr. Sk. Mohammad Shakir</p> <p>2. Dr. Malika B. Mistry</p> <p>3. Mrs. Farida Shaikh</p> <p>4. Dr. Bhavana Deshpande</p> <p>5. Dr. Gulab Pathan</p> <p>6. Mr. Altaf Bagwan</p> <p><b>7. Nimra Momin</b></p> <p><b>8. Wasim Sayyed</b></p> <p><b>9. Jakir Ayyub Shaikh</b></p> <p><b>10. Akram Bepari</b></p> <p><b>11. Asad Shaikh</b></p> <p><b>12. Bushra Ajaz Shaikh</b></p> <p><b>13. Pronita Kamble</b></p>	<p>Vice-chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Non-teaching staff Member</p> <p><b>Secretary (UR)</b></p> <p><b>ICSR</b></p> <p><b>NCC</b></p> <p><b>NSS</b></p> <p><b>Cultural Rep.</b></p> <p><b>Ladies Representative</b></p> <p><b>Ladies Representative</b></p>	<ul style="list-style-type: none"> <li>To constitute Student Council according to the procedure laid down by the university.</li> <li>To enhance participation of students on various bodies in the college.</li> </ul>



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	14. Mahewish Muqtadeer Madki	FYBA CR	
	15. Nimra Zubair Momin	SYBA CR	
	16. Nadiya Nasiruddin Khan	TYBA CR	
	17. Rahul Kumar	MA I CR	
	18. Anam Ashfaque	MA II CR	
	19. Rumman Md. Saiful Haque	FYBSc CR	
	20. Asif Mohammad Shaikh	SYBSc CR	
	21. Sadiya Abdul Kala Zoja	TYBSc CR	
	22. Sadiya Rizwan Attar	MSc I CR Chem	
	23. Rukhsar Salim Shaikh	MSc II CR Chem	
	24. Samiya Abbas Sayyed	MSc I CR Elec	
	25. Kamalbasga Abbasali Shaikh	MSc II CR Elec	
	26. Sandhya Vishwas Indori	MSc I CR Zoo	
	27. Uzma Abdul Wahab Inamdar	MSc II CR Zoo	
	28. Salma Rabbi Pathan	FYBCOM CR	
	29. Sultan Sattar Ansari	SYBCOM CR	
	30. Talha Shahid Raza	TYBCOM CR	
	31. Amenabegum Abdulaleem Shaikh	MCOM I CR	
	32. Irtika Shakeel Beg	MCOM II CR	
	33. Muzammil Mubin Shaikh	FYBBA CR	
	34. Nazdana Mohammad Allah Rezaie	SYBBA CR	
	35. Sanaaslam Memon	TYBBA CR	
	36. Ibtesam Arif Hussain	FYBBA CA CR	
	37. Fazil Abdul Kadar Shaikh	SYBBA CA CR	
	38. Ummehani Mohammed Farooque Khan	TYBBA CA CR	
	39. Arshiya Nazim Attar	FYBSc CS CR	
	40. Firdous Zahoor Shaikh	SYBSc CS CR	
	41. Saqlain Wahid Ansari	TYBSc CS CR	
	42. Rukhsar Afroz Ahmed	MSc I CR CS CR	





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		<b>Ansari</b> <b>43. Zeenat Ridwan Moosa</b>	<b>MSc II CR CS</b> <b>CR</b>	
6	Examination Committee	1. Dr. Mehboob Nagarbawadi 2. Mr. Khuzem F. Karachiwala 3. Dr. Swaleha Pathan 4. Dr. Farida M. Shaikh 5. Dr. Abbas H. Lokhandwala 6. Dr. Rashid R. Pansare 7. Dr. Tarique Imam Syed 8. Dr. Mohammed Rafi. G. Sayyed 9. Ms. Meherunnisa M. Shaikh 10. Dr. Nehal Ahmed M. Ali 11. Mr. Mahtab Alam 12. Ms. Shabana Mulla <b>13. Irtika Shakeel Beg</b>	Vice –chairman  Member  Member Member Member  Member Member Member  Member  Member Member Member  <b>Student Representative</b>	<ul style="list-style-type: none"> <li>To make all essential arrangements to conduct internal and university examinations.</li> <li>To carry out all examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students.</li> <li>To conduct all examination according to rule and regulation lay down by SPPU.</li> <li>To maintain transparency and accountability in examinations.</li> </ul>
7	NSS	1. Mr. Zameer Sayyed 2. Dr. Aafreen Ahmed  3. Dr. Baba Shaikh 4. Mr. Vakeel Sayyed 5. Mr. Mirza Imran Baig 6. Ms. Heena Sayyed <b>7. Mr. Akram Bepari</b>  <b>8. Miss Nimra Momin</b>	NSS Program Officer Lady NSS Program Officer Member Member Member Member <b>Student Representative</b> <b>Student Representative</b>	<ul style="list-style-type: none"> <li>College NSS unit shall function according to the specified Guidelines lay down by the NSS Department of SPPU, Pune.</li> <li>To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.</li> <li>To arrange social service groups and outdoor field activities.</li> <li>To support and involve students in social service activities.</li> </ul>



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8	(ICC) Internal Complaints Committee, Prevention of Sexual Harassment at Work place	1. Dr. Bhavana Deshpande 2. Mrs. Lubna Shaikh 3. Mrs. Lubna Khan 4. Mrs. Rizwana Khot  5. Mr. Sayed Ismail P.  6. Mrs. Ashraf Adam Mulla NGO <b>7. Miss. Nimra Momin</b>  <b>8. Ms. Hanan Eihab Azad Shahab</b>	Presiding officer Faculty Member Faculty Member Nonteaching staff member Nonteaching staff member External Member  <b>Student Representative Student Representative</b>	<ul style="list-style-type: none"> <li>The Committee shall lay down the procedures for tackling of internal complains by staff and students.</li> <li>The Committee shall lay down the college rules and regulations to be followed by the College Community and shall enforce the same.</li> </ul>
9	Anti-ragging Committee	1. Mrs. Shaikh Meherunnisa 2. Mr. Arif Tamboli 3. Dr. Shakir Shaikh 4. Dr. Abdul Bari 5. Dr. Syed Hamed Hashmi 6. Mrs. Shabana Mulla 7. Dr. Shirin Shaikh <b>8. Firdos Shakil Momin</b>  <b>9. Arbaaz Riyaz Shaikh</b>	Chairman Member Member Member Member Member Member <b>Student Representative Student Representative</b>	<ul style="list-style-type: none"> <li>The Committee shall assure that discipline is maintained in the College by the Students.</li> <li>The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college</li> </ul>
10	Cultural Committee	1. Ms. Zeenat Merchant 2. Dr. Syed Tariq Imam 3. Dr. Shireen Shaikh 4. Dr. Nasrin Parvez Khan <b>5. Asad Shaikh</b>	Vice-chairman Member Member Member <b>Student Representative</b>	<ul style="list-style-type: none"> <li>To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks.</li> <li>The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.</li> <li>To do the necessary procedure to organize cultural events.</li> <li>To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</li> </ul>



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11	Student Welfare Committee	1. Dr. Sk Mohammad Shakir 2. Dr. Bhavana Deshpande 3. Dr. Baba Shaikh 4. Dr. Aafreen Ahmad 5. Mr. Akbar Sayyed 6. Mr. Zameer Sayyed  7. Dr. Sajid Hundekar 7. Mr. Majid Mulla, Non-teaching staff 8. Kavita Shahaji Kakde 9. Juned Sajid Shaikh	SDO & Vice-chairman Member Member Member Member NSS PO Member NCC officer Member  Student Representative Student Representative	<ul style="list-style-type: none"><li>To develop a student as a versatile personality with academic excellence and a commitment to a democratic society.</li><li>To apply for various proposals for SPPU for financial assistance.</li><li>To help economically weak students; they are selected and allotted the job in the college campus and paid the honorarium.</li></ul>
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(Prof. Dr. Aftab Anwar Shaikh)  
Principal

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





Y & M Anjuman Khairul Islam's

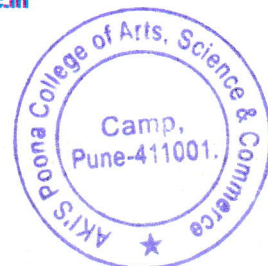
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## ADMINISTRATIVE & ACADEMIC COLLEGE COMMITTEES HAVING STUDENTS' REPRESENTATION 2015-16

Sr. No	Name of the committee	Name	Designation	Functions of the committee
1	(IQAC) Internal Quality assurance Cell	1.Dr.Shakeel Ahmed 2.Dr.Aaftab Anwar Shaikh 3. Mr. Iqbal M. Shaikh 4.Dr. Shireen Shaikh 5.Dr. Nasrin Parvez Khan 6. Mr. Musharraf Hussain 7. Mr. Amjad Salim Shaikh 8.Mr. Khalid Zahir  <b>9.Miss Rukhsar Shaikh</b>  10. Mr. Syed Mudassar 11.Mr. Vilas Londhe  12.Mr. Amin Ismail Almel 13.Dr. Atik Shaikh	IQAC Co-ordinator Member Member Member Member Member Member Member Adm. Office <b>Student Representative</b> Alumni Local society Member Employer External Expert	<ul style="list-style-type: none"><li>• Development and application of quality benchmarks/parameters for various academic and administrative of information on various quality parameters of higher education</li><li>• Organization of workshops, seminars on quality related themes and promotion of quality circles</li><li>• Documentation of the various programmes / activities leading to quality improvement</li><li>• Acting as a nodal agency of the institution for quality-related activities</li><li>• Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.</li><li>• To prepare for the NAAC assessment and accreditation.</li></ul>
2	International Students Cell	1. Dr. Abbas Lokhandwala 2.Dr. Farida M. Shaikh 3. Dr. Mohd. Zamir Ahmed <b>4. Shaikh Noorul Hasan</b>	Vice-chairman Member Member <b>Student Representative</b>	<ul style="list-style-type: none"><li>• To facilitate in admission procedures to foreign students</li><li>• Support these students in all respect.</li></ul>
3	Academic Calendar Committee	1.Dr.Arif V.H. Shaikh 2. Dr. Gulab Pathan 3.Dr. Rashid R. Pansare <b>4. Pathan Anjum M.</b>	Vice-chairman Member Member <b>Student Representative</b>	<ul style="list-style-type: none"><li>• Academic Calendar Committee will prepare the annual academic calendar of the college.</li></ul>

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4	Student Council	<ol style="list-style-type: none"><li>1. Dr. Sk. Mohammad Shakir</li><li>2. Dr. Malika B. Mistry</li><li>3. Mrs. Farida Shaikh</li><li>4. Dr. Bhavana Deshpande</li><li>5. Dr. Gulab Pathan</li><li>6. Mr. Altaf Bagwan</li> <li>7. Khan Mohammed Azhar Sultan</li><li>8. Kamble Akshay</li><li>9. Khan Ikram H.</li><li>10. Pande Priyesh Mohan</li><li>11. Husen Kazi</li><li>12. Jadhav Krutika Shailendra</li><li>13. Kamble Monica Vilas</li> <li>14. Maniyar Sofin Salim</li><li>15. Khan Noorain S.</li><li>16. Patil Tanuja Manik</li><li>17. Syed Lubna Nisar</li><li>18. Padiyar Saba</li><li>19. Khot Huda Shahid</li><li>20. Pandey Shubham</li><li>21. Sayyed Nazmin Akhtar</li><li>22. Shaikh Tabrez Rafiq</li><li>23. Bagban Ayesha</li><li>24. Parker Ilhan</li><li>25. Peerzade Almas</li><li>26. Quadri Shirin</li><li>27. Pathan Anjum M.</li><li>28. Shaikh Najmi Hasan</li><li>29. Hasware Shoaib S.</li><li>30. Jathwala Burhanuddin</li><li>31. Shaikh Fayeza Akeel</li><li>32. Shaikh Noorul Hasan</li><li>33. Memon Sana Aslam</li><li>34. Bagga Kulpreet J.S.</li><li>35. Selvam Mark Mathew</li><li>36. Khan Ayesha Shakir</li><li>37. Bagwan Imtiyaz</li><li>38. Shaikh Rakshanda</li></ol>	<p>Vice-chairman Member Member Member Member Non-teaching staff Member Secretary(UR)</p> <p>ICSR NCC NSS Cultural Rep. Ladies Representative Ladies Representative FYBA CR SYBA CR TYBA CR MA I CR MA II CR FYBSc CR SYBSc CR TYBSc CR MSc I CR Chem MSc II CR Chem MSc I CR Elec MSc II CR Elec MSc I CR Zoo MSc II CR Zoo FYBCOM CR SYBCOM CR TYBCOM CR MCOM I CR MCOM II CR FYBBA CR SYBBA CR TYBBA CR FYBCA CR SYBCA CR TYBCA CR</p>	<ul style="list-style-type: none"><li>• To constitute Student Council according to the procedure laid down by the university.</li><li>• To enhance participation of students on various bodies in the college.</li></ul>
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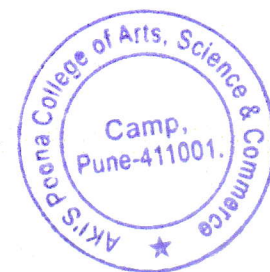
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		<b>39. Mulla Afifa Irshad</b> <b>40. Shaikh Junaid Mahboob</b> <b>41. Moosa Zeenat R</b> <b>42. Mulla Aslam Imamsab</b>	<b>FYBSc CS CR</b> <b>SYBSc CS CR</b>  <b>TYBSc CS CR</b> <b>MSc CS I CR</b>	
5	Examination Committee	1. Dr. Hasinuddin 2. Mr. Khuzem F. Karachiwala 3. Dr. Swaleha Pathan 4. Dr. Farida M. Shaikh 5. Dr. Abbas H. Lokhandwala 6. Dr. Rashid R. Pansare 7. Dr. Tarique Imam Syed 8. Dr. Mohammed Rafi G. Sayyed 9. Ms. Meherunnisa M. Shaikh 10. Dr. Nehal Ahmed M. Ali 11. Mr. Mahtab Alam 12. Ms. Shabana Mulla 13. Shaikh Fayeza Akeel	Vice –chairman Member  Member Member Member  Member  Member Member Member  Member Member Member <b>Student Representative</b>	<ul style="list-style-type: none"><li>• To make all essential arrangements to conduct internal and university examinations.</li><li>• To carry out all examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students.</li><li>• To conduct all examination according to rule and regulation lay down by SPPU.</li><li>• To maintain transparency and accountability in examinations.</li></ul>
6	NSS	1. Dr. Hamed Hashmi 2. Dr. Farida sheikh 3. Dr. Baba sheikh 4. Mr. Vakeel Sayyed 5. Mr. Imran Baig 6. Ms. Heena Sayyed 7. Mr. Priyesh Pandey NSS Unit Leader 8. Ms. Krutika Jadhav NSS Girls' Representative	NSS Program Officer Lady NSS Program Officer Member Member Member Member <b>Student Representative</b> <b>Student Representative</b>	<ul style="list-style-type: none"><li>• College NSS unit shall function according to the specified Guidelines lay down by the NSS Department of SPPU, Pune.</li><li>• To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.</li><li>• To arrange social service groups and outdoor field activities.</li><li>• To support and involve students in social service activities.</li></ul>

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7	(ICC) Internal Complaints Committee, Prevention of Sexual Harassment at Work place	1.Mrs. Mehrunnisa Shaikh 2.Dr.Farida M. Shaikh 3.Mrs. Deepika Kininge 4.Dr.Gulab Pathan 5.Mrs. Ashraf Adam Mulla NGO 6.Miss Mahin Samar Khan (UG student) 7.Miss Hannaneihab Azad shahab (PG student)	Preciding officer Faculty Member Faculty Member Faculty Member External Member  Student Representative Student Representative	<ul style="list-style-type: none"><li>The Committee shall lay down the procedures for tackling of internal complains by staff and students.</li><li>The Committee shall lay down theCollege rules and regulations to be followed by the College Community and shall enforce the same.</li></ul>
8	Anti-ragging Committee	1. Dr. M. Rafique Sarkhawas 2. Mr. Rafik Ahmed Maniyar 3. Ms. Malik Mehrunnisa 4. Mr. ArifTamboli 5. Dr. Abdul Bari 6. Dr. Syed Hashmi 7. Dr.ZamirShaikh 8. Ankita Anil Bendre  9. Bhosale Shivaji Dhanaji	Chairman Vice-chairman  Member Member Member Member Student Representative Student Representative	<ul style="list-style-type: none"><li>The Committee shall assure that discipline is adhered in the College by the Students.</li><li>The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college</li></ul>
9	Cultural Committee	1.Ms. Zeenat Merchant 2. Dr. syed Tariq Imam 3. Dr. Shireen Shaikh 4.Dr. Nasrin Parvez Khan 5. .Padiyar Saba	Vice-chairman Member Member Member Student Representative	<ul style="list-style-type: none"><li>To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks.</li><li>The Cultural Committee shall beresponsible for all intra and inter collegiate cultural events in the College.</li><li>To do the necessary procedure to organize cultural events.</li><li>To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</li></ul>

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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

10	Student Welfare Committee	1. Dr. M. Rafique Sarkhawas 2. Dr. Sk Mohammad Shakir 3. Dr. Bhavana Deshpande 4. Dr. Baba Shaikh 5. Mr. Zameer Shaikh 6. Mr. Jawed Akhter 7. Mr. Altaf Bagwan, Non-teaching staff 8. <b>Maling S Dhangar</b> 9. <b>Shaikh Needa Ahmed</b>	Chairman Vice-chairman Member Member Member Member Member  <b>Student Representative</b> <b>Student Representative</b>	<ul style="list-style-type: none"><li>• To develop a student as a versatile personality with academic excellence and a commitment to a democratic society.</li><li>• To apply for various proposal for SPPU for financial assistance.</li><li>• To help economically weak students; they are selected and allotted the job in the college campus and paid the honorarium.</li></ul>
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