NA COLLEGE OF ARTS, SCIENCE & COMMERCE

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- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority College • DST - FIST Funded College
- NAAC Re-accreditated College • UGC - 2(f) & 12 (B) Status



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INTERNAL QUALITY ASSURANCE CELL (IQAC) COMMITTEE

(Effective from June 2021)

Chairperson: Head of the Institution	
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson-IQAC
Teachers to represent all levels (Three to Eight)	
Dr. Aiyaz Shaikh (Director, Physical Education)	Member
Dr. Nasrin Khan (HoD, Dept. of Commerce)	Member
Dr. Shireen Shaikh (HoD, Business Communication)	Member
Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member
Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology)	Member
Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce)	Member
One Member of the Management	
Dr. Hanif Lakdawala (Trustee, Y & MAKI Trust)	Member
Few Senior Administrative Officers	
Mr. Khan Moinuddin (Vice-Principal- Arts)	Member
Dr. Md. Zubair Shaikh (Director, K.R.C.)	Member
One nominee each from local society, Students and Alumni	
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member
Ms. Fatima Shaikh (Student of M.Sc., Dept. of Chemistry) (Students'	Member
Dr. Atik Shaikh (Alumni Representative)	Member
One nominee each from Employers/Industrialists/Stakeholders	
Mr. Waseem Sajjad (Broadstairs IT Solutions) (Employers Representative)	Member
Mr. Amin Ismail Almel (CEO, Sunrise Instruments Pvt. Ltd.) (Industrialists Representative)	Member
Mr. Sadik Pathan (Stakeholders Representative)	Member
One of the senior teachers as the Coordinator/Director of the IQAC	
Dr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator-IQAC

Poona Poona

PRINCIPAL Poona College of Arts, Science & Commerce Camp, Pune-411001 **Principal Office**

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Date :- 9th May 2022

IQAC MEETING

A Meeting of IQAC will be held on Friday, 13th May 2022 at 12.30 p.m. in the office of the Principal.

Agenda:-

- 1. To read and confirm the minutes of the previous meeting dated 16th February 2022.
- 2. NAAC related departmental documentation work and updating departmental blog.
- 3. To update faculty profile on BCUD.
- 4. To organize program on Gender Sensitization.
- 5. Any other matter with the permission of the chair.

Dr. Aftab Anwar Shaikh

Chairperson: Head of the Institution		N Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson-IQAC	
Teachers to represent all levels (Three to Eight)		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	Gul
Dr. Nasrin Khan (HoD, Dept. of Commerce)	Member	(Jul
Dr. Shireen Shaikh (HoD, Business Communication)	Member	Sherie
Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member	XIII
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	- Sm
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	ROW

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Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology)	Member	GAT.
Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce)	Member	made
One Member of the Management		
Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust)	Member	
Few Senior Administrative Officers		
Mr. Khan Moinuddin (Vice-principal- Arts)	Member	M
Dr. Md. Zubair Shaikh (Director, KRC)	Member	Antaunash
One nominee each from local society, Students ar	nd Alumni	
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Fatima Shaikh (Student) (M.Sc. Chemistry)	Member	Jations
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/	Stakeholders	
Mr. Waseem Sajjad (Nominee from Employer) (Broadstairs IT Solutions)	Member	
Mr. Amin Ismail Almel (Nominee from Industry) (CEO, Sunrise Instruments Pvt. Ltd.)	Member	
Mr. Sadik Pathan (Nominee from Stakeholders)	Member	Scelcethan
One of the senior teachers as the Coordinator/Dir	ector of the IQAC	
Dr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator-IQAC	Strain.

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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON FRIDAY, 13th MAY 2022 AT 12.30 p.m.

Agenda:-

- 1. To read and confirm the minutes of the previous meeting dated 16th February 2022.
- 2. NAAC related departmental documentation work completion and updating departmental blog.
- 3. To update faculty profile on BCUD.
- 4. To organize program on Gender Sensitization.
- 5. Any other matter with the permission of the chair.

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

1. Reading, Confirmation, and recording of the previous meeting minutes.

The minutes of the previous meeting dated 16th February 2022, were read, confirmed, and recorded. Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note.

2. NAAC related departmental documentation work completion and updating departmental blog.

It was decided complete the NAAC related departmental documentation work and update the departmental blog. Principal instructed to all departments to adhere the guidelines and complete the NAAC related documentation filing work.

3. To update the faculty profile on BCUD.

It was discussed and decided to inform all the faculty to update their profile on BCUD.

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4. To organise program on Gender Sensitization.

It was decided to organise a program on Gender Sensitization. NSS will be instructed to plan and organise the program.

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

The following members attended the IQAC meeting held on Friday, 13th May 2022 at 12.30 p.m.

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Dr. Iqbal N. Shaikh	Stano	Mr. Khan Moinuddin	M-
Dr. Aiyaz Shaikh	Glil	Dr. Md. Zubair Shaikh	Anhamman
Dr. Nasrin Khan	(In	Mr. Vilas Londhe	
Dr. Shireen Shaikh	Shine	Ms. Fatima Shaikh	Jalims_
Mr. Musharraf Hussain	XIIV	Dr. Atik Shaikh	
Dr. Amjad Shaikh	3mg	Mr. Waseem Sajjad	
Dr. Mukhtar Shaikh	Party.	Mr. Amin Ismail Almel	
Mr. Wasim Shaikh	GAM,	Mr. Sadik Pathan	Sufcettal
Mr. Faazil Shareef	Twow		

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Date:- 10th February 2022

IQAC MEETING

A Meeting of IQAC will be scheduled on Wednesday, 16^{th} February 2022 at 11.00 a.m. in the office of the Principal.

Agenda:-

- 1. To read and confirm the minutes of the previous meeting dated 7th December 2021.
- 2. To Commemorate / Celebrate important days.
- 3. To organize Seminars/Conferences/Workshops.
- 4. Any other matter with the permission of the chair.

Dr. Aftab Arwar Shaikh

Chairperson: Head of the Institution		Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson- IQAC	
Teachers to represent all levels (Three to Eight)		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	del
Dr. Nasrin Khan (HoD, Dept. of Commerce)	Member	(July .
Dr. Shireen Shaikh (HoD, Business Communication)	Member	Shine
Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member	X
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	Bins
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	10 mi
Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology)	Member	BAM
Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce)	Member	

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One Member of the Management		
Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust)	Member	
Few Senior Administrative Officers		
Mr. Khan Moinuddin (Vice-principal- Arts)	Member	M
Dr. Md. Zubair Shaikh (Director, KRC)	Member	Anhamman
One nominee each from local society, Students and	Alumni	
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Fatima Shaikh (Student) (M.Sc. Chemistry)	Member	Jatim
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/S	Stakeholders	
Mr. Waseem Sajjad (Nominee from Employer) (Broadstairs IT Solutions)	Member	
Mr. Amin Ismail Almel (Nominee from Industry) (CEO, Sunrise Instruments Pvt. Ltd.)	Member	
Mr. Sadik Pathan (Nominee from Stakeholders)	Member	Superhar
One of the senior teachers as the Coordinator/Dire	ector of the IQAC	
Dr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator- IQAC	Sail

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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON WEDNESDAY, 16th FEBRUARY 2022 AT 11.00 a.m.

Agenda:-

- 1. To read and confirm the minutes of the previous meeting dated 7th December 2021.
- 2. To Commemorate / Celebrate important days.
- 3. To organize Seminars/Conferences/Workshops.
- 4. Any other matter with the permission of the chair.

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

1. Reading, Confirmation, and recording of the previous meeting minutes.

Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. The minutes of the previous meeting dated 7th December 2021, were read, confirmed, and recorded.

2. To Commemorate / Celebrate the important days.

It has been discussed and decided to commemorate / celebrate the important days. The department instructed to plan and organise certain program to celebrate days.

3. To organize Seminars/Conferences/Workshops.

It was discussed and decided to plan and organise various National and International level Seminars and conferences. Principal instructed departments to plan and organise such seminar and conferences.

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

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The following members attended an IQAC meeting held on Saturday, 16th February 2022 at 11.00 am.

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Dr. Iqbal N. Shaikh	32-0110	Mr. Khan Moinuddin	Mu
Dr. Aiyaz Shaikh	Ghl	Dr. Md. Zubair Shaikh	Anhammadn's
Dr. Nasrin Khan	(Not	Mr. Vilas Londhe	
Dr. Shireen Shaikh	Shireien	Ms. Fatima Shaikh	Jotins
Mr. Musharraf Hussain	XII	Dr. Atik Shaikh	
Dr. Amjad Shaikh	3mg	Mr. Waseem Sajjad	
Dr. Mukhtar Shaikh	(Man)	Mr. Amin Ismail Almel	
Mr. Wasim Shaikh	3Am	Mr. Sadik Pathan	Sufathan
Mr. Faazil Shareef	Thorn	IN DOWNER	



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Date: - 3rd December 2021

IQAC MEETING

The Meeting of IQAC will be held on Tuesday, 7^{th} December 2021 at 11.30 a.m. in the office of the Principal.

Agenda:-

- 1. To read and confirm the minutes of the previous meeting dated 8th September 2021.
- 2. To organize Industrial / Field visits.
- 3. Preparation of Departmental Documentation for NAAC.
- 4. To celebrate National Youth Day January 12, 2022.
- 5. Any other matter with the permission of the chair.

Dr. Aftab Anwar Shaikh

Chairperson: Head of the Institution		Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson-IQAC	
Teachers to represent all levels (Three to Eight)		Y
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	Gul
Dr. Nasrin Khan (HoD, Dept. of Commerce)	Member	(New)
Dr. Shireen Shaikh (HoD, Business Communication)	Member	Shereier
Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member	XIII
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	3ml
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	Muly

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Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology)	Member	Sin
Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce)	Member	mon
One Member of the Management		T \
Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust)	Member	
Few Senior Administrative Officers		
Mr. Khan Moinuddin (Vice-principal- Arts)	Member	H-
Dr. Md. Zubair Shaikh (Director, KRC)	Member	Aplanma my
One nominee each from local society, Students and	d Alumni	
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Fatima Shaikh (Student) (M.Sc. Chemistry)	Member	Jatima
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/	Stakeholders	
Mr. Waseem Sajjad (Nominee from Employer) (Broadstairs IT Solutions)	Member	
Mr. Amin Ismail Almel (Nominee from Industry) (CEO, Sunrise Instruments Pvt. Ltd.)	Member	
Mr. Sadik Pathan (Nominee from Stakeholders)	Member	Surcethan
One of the senior teachers as the Coordinator/Direction	ctor of the IQAC	
Mr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator-IQAC	Brain

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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE ČELL (IQAC) HELD ON TUESDAY, 7th DECEMBER 2021 AT 11.30 a.m.

Agenda:-

- 1. To read and confirm the minutes of the previous meeting dated 8th September 2021.
- 2. To organize Industrial / Field visits.
- 3. Preparation of Departmental Documentation for NAAC.
- 4. To celebrate National Youth Day January 12, 2022.
- 5. Any other matter with the permission of the chair.

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

1. Reading, Confirmation, and recording of the previous meeting minutes.

Mr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. The minutes of the previous meeting dated 8th September 2021 were read, confirmed, and recorded.

2. To organize Industrial /Field Visits.

It has been discussed and decided to organize an Industrial Visit and Field Visit for the students to gain practical exposure of the domain. The Principal instructed all the departments to plan and organize such visits.

3. Preparation of Departmental Document files for NAAC

It was discussed and decided that all the departments should prepare Departmental Document files in accordance with NAAC requirements. All the

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documents should be maintained properly at Department Level. The Principal instructed all the department heads to maintain and keep a proper record of all the NAAC-related documents.

4. To celebrate National Youth Day on 12th January 2021.

It was discussed and decided to celebrate National Youth Day on 12th January 2021. The departments have been instructed to plan and organize the said activity.

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

The following members attended an IQAC meeting held on Tuesday, 7th December 2021 at 11.30 a.m.

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh	4184	Dr. Hanif Lakdawala	
Mr. Iqbal N. Shaikh	Bann and a	Mr. Khan Moinuddin	M~
Dr. Aiyaz Shaikh	Ghul	Dr. Md. Zubair Shaikh	Anhaumor
Dr. Nasrin Khan	Right	Mr. Vilas Londhe	
Dr. Shireen Shaikh	Shireien	Ms. Fatima Shaikh	Tation
Mr. Musharraf Hussain	XMS/	Dr. Atik Shaikh	
Dr. Amjad Shaikh	Bul	Mr. Waseem Sajjad	
Dr. Mukhtar Shaikh	1920-	Mr. Amin Ismail Almel	
Mr. Wasim Shaikh	Camp .	Mr. Sadik Pathan	Supcoling
Mr. Faazil Shareef	Thousand	****	

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Date: - 3rd September 2021

IQAC MEETING

A Meeting of IQAC will be scheduled on Wednesday, 8th September 2021 at 11.30 am in the office of the Principal.

Agenda:-

- 1. To read and confirm the minutes of the previous meeting dated 4th March 2021.
- 2. Submission of SSR.
- 3. Submission of DVV
- 4. Implementation of Comprehensive E-Governance System.
- 5. Augmentation of Infrastructural Facilities.
- 6. Organisation of Seminars/Conferences/Workshops.
- 7. To organize Induction Program (Deeksharambh) for newly admitted students
- 8. Any other matter with the permission of the chair.

Dr. Aftab Arwar Shaikh

Chairperson: Head of the Institution		Signature
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson-IQAC	
Teachers to represent all levels (Three to Eight)		The second secon
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	Gul
Dr. Nasrin Khan (HoD, Dept. of Commerce)	Member	(New)
Dr. Shireen Shaikh (HoD, Business Communication)	Member	Shurier
Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member	XW

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Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	Bul
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	Mark
Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology)	Member	SAND
Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce)	Member	Twee
One Member of the Management		
Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust)	Member	
Few Senior Administrative Officers		
Mr. Khan Moinuddin (Vice-principal- Arts)	Member	May
Dr. Md. Zubair Shaikh (Director, KRC)	Member	Mahammaoh
One nominee each from local society, Students and	Alumni	
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Fatima Shaikh (Student) (M.Sc. Chemistry)	Member	Jatima
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/S	takeholders	
Mr. Waseem Sajjad (Nominee from Employer) (Broadstairs IT Solutions)	Member	
Mr. Amin Ismail Almel (Nominee from Industry) (CEO, Sunrise Instruments Pvt. Ltd.)	Member	
Mr. Sadik Pathan (Nominee from Stakeholders)	Member	Sufather
One of the senior teachers as the Coordinator/Direct	tor of the IQAC	Value of the second sec
Mr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator-IQAC	B/-a.12



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Junior College Index No: J-11.15.004

• Government of Maharashtra and Savitribai Phule Pune University Recognized Minority College

• UGC - 2(f) & 12 (B) Status • NAAC Re-accreditated College

• DST - FIST Funded College



K. B. Hidayatullah Road, Camp, Pune - 411001. (MS), India



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON WEDNESDAY, 8th SEPTEMBER 2021 AT 11.30 am.

Agenda:-

- 1. Reading and recording of the previous meeting dated 4th March 2021.
- 2. Submission of SSR.
- 3. Submission of DVV
- 4. Implementation of Comprehensive E-Governance System.
- 5. Augmentation of Infrastructural Facilities.
- 6. Organisation of Seminars/Conferences/Workshops.
- 7. To organize Induction Program (Deeksharambh) for newly admitted students
- 8. Any other matter with the permission of the chair.

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

1. Reading and recording of the previous minutes.

The minutes of the previous meeting dated 4th March 2021 were read, confirmed and recorded. Mr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note.

2. Submission of SSR.

It has been discussed and decided to submit SSR on or before 30th September 2021.

3. Submission of DVV.

It has been discussed and decided to submit DVV on or before November 30, 2021.

4. Implementation of Comprehensive E-Governance System.

It was decided to implement a more comprehensive E-Governance System which will ease the entire college operations like admission, teaching-learning process, library, accounts,



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administration, and examination. The same has been forwarded to CDC for further process.

5. Augmentation of Infrastructural facilities.

It has been decided to augment the college infrastructure and renovate it according to requirements. The same will be communicated to CDC for further course of action.

6. Organisation of Seminars/Conferences/Workshops.

It has been decided to organize Seminars, Conferences, and workshops. Principal Dr. Aftab Anwar Shaikh instructed that departments should submit their plan.

7. To organize Induction Program (Deeksharambh) for newly admitted students.

It has been decided to organize an Induction program for all First Year Students of all streams. Principal instructed to all the department heads to plan and organize the Induction program for all newly admitted students.

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

The following members attended IQAC meeting held on 8th September 2021 at 11.30 am.

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Mr. Iqbal N. Shaikh	Hogu	Mr. Khan Moinuddin	M~
Dr. Aiyaz Shaikh	Che	Dr. Md. Zubair Shaikh	Anhaumartu
Dr. Nasrin Khan	(hin)	Mr. Vilas Londhe	
Dr. Shireen Shaikh	Shumen	Ms. Fatima Shaikh	Jatim
Mr. Musharraf Hussain	XMS	Dr. Atik Shaikh	



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Dr. Amjad Shaikh	Mr. Waseem Sajjad	
Dr. Mukhtar Shaikh	Mr. Amin Ismail Almel	
Mr. Wasim Shaikh	Mr. Sadik Pathan	Supethan
Mr. Faazil Shareef		

