



Maulana Azad College of Arts, Science & Commerce Dr. Rafiq Zakaria Campus

Post Box No. 27, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad -431 001 Maharashtra.
Tel: 0240-2381102 • Web: <http://maca.ac.in> • Email: macprincipal@gmail.com

- * Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- * Recognized Minority Institute * UGC – 2(f) & 12 (B) Status * NAAC Re-accredited College
- * UGC'S status of "College with Potential for Excellence"

Internal Committee (formerly ICC)

Sr. no	Name	Position held
1	Dr. Mrs. Aparna Saraf	Presiding Officer, ICC Associate Professor, Maulana Azad College of Arts, Science & Commerce, Aurangabad.
2	Dr. Mrs. Ummul Khair Asema-	Faculty Member 1, ICC Assistant Professor, Maulana Azad College of Arts, Science & Commerce, Aurangabad.
3	Dr. Anis Ahmed	Faculty Member 2, ICC Assistant Professor, Maulana Azad College of Arts, Science & Commerce, Aurangabad.
4	Mrs. Sultana Bee	Non-Teaching Member 1
5	Mr. Mohd. Muqtadeer	Non-Teaching Member 2
6	Mr. Saeed Siddiqui	Student (Undergraduate)
7	Ms. Shaikh Shirin Anjum	Student (Postgraduate)
8	Adv. Reena Mandhani	External Member

(Dr. Mazhar Ahmed Farooqui)
Principal

PRINCIPAL
Maulana Azad College
AURANGABAD.

Dr. Rafiq Zakaria Campus-I

Maulana Azad College of Arts, Science & Commerce

Rauza Bagh, Aurangabad.

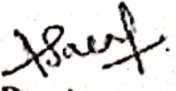
All members of Internal Complaints Committee

e-Notice/ Notice / date:- 22/06/2020

All the Committee members of ICC are requested
attend the meeting on 22/06/2020 at 12:30 pm
in department of Commerce.

Agenda:- To design Annual plan

Minutes of the meeting:- It is decided to draft the annual
plan and to organise webinar and essay competition.
2. The installation of complaint box will be done.


Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I

Maulana Azad College Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Complaints Committee

e-notice/ Notice / date:- 22/6/2020

Name and Signature:-

- | | |
|--------------------------|--------------------|
| 1. Dr. Afaena Saraf | <u>Saraf</u> |
| 2. Dr. Syed. U. K. Akame | <u>Akame</u> |
| 3. Dr. Anis Ahmed | <u>Anis</u> |
| 4. Raheenuddin | <u>Raheenuddin</u> |
| 5. Ms. Shrutika Puse | <u>Puse</u> |
| 6. _____ | _____ |
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Maulana Azad College of Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Complaints Committee

e-Notice/ Notice / date:- 20-08-2020

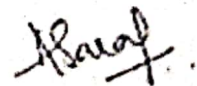
All the committee members of ICC are requested to attend the meeting regarding NCW sponsored webinar on 20th August 2020 at 11:30 am in department of Commerce.

Agenda:- Regarding NCW sponsored Webinar

Minutes of the meeting:- 1. To arrange NCW sponsored Webinar via online mode.

2. The speaker for the webinar to be finalised.

3. The committee for the webinar to be build. be finalised. Complaint box checked and no complaint received.



Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I

Maulana Azad College Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Complaints Committee

e-notice/ Notice / date:- 20/08/2020

Name and Signature:-

- | | |
|--------------------------|-----------------------------|
| 1. Dr. Afaena Saraf | <u>Afaena Saraf</u> |
| 2. Dr. Syed. U.K. Akseer | <u>Syed. U.K. Akseer</u> |
| 3. Dr. Anis Ahmed | <u>Anis Ahmed</u> |
| 4. Raheemuddin | <u>Raheemuddin</u> |
| 5. Sh. Utkarsh Rahemann | <u>Sh. Utkarsh Rahemann</u> |
| 6. _____ | _____ |
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Maulana Azad College of Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Complaints Committee

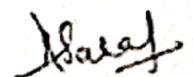
e-Notice/ Notice / date:- 07/07/2020

All the committee members of ICC are requested to attend the meeting on 07/09/2020 at 11:30 am in department of commerce in concerned with NCW Webinar.

Agenda:- Regarding NCW sponsored Webinar to be held on
27/10/2020

Minutes of the meeting:-

1. To design the flyer of NCW sponsored webinar.
2. To finalise the date and time of webinar.
3. To generate the link for registration of webinar.
4. Complaint box checked and no complaint received.



Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I

Maulana Azad College Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Complaints Committee

e-notice/ Notice / date:- 7/9/2020

Name and Signature:-

- | | |
|---------------------------------|-----------------------|
| 1. <u>Dr. Aparna Sraf</u> | <u>Asraf</u> |
| 2. <u>Dr. Syed. U.K. Asenra</u> | <u>U.K. Asenra</u> |
| 3. <u>Dr. Anis Ahmed</u> | <u>Anis Ahmed</u> |
| 4. <u>Raheemuddin</u> | <u>Raheemuddin</u> |
| 5. <u>Ms. Shrutika Puse</u> | <u>Puse</u> |
| 6. <u>Sk. Adik ur Rahman</u> | <u>Adik ur Rahman</u> |
| 7. _____ | _____ |
| 8. _____ | _____ |

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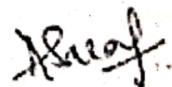
All members of Internal Complaints Committee

e-Notice/ Notice / date:- 26/10/2020

All the members of ICC are requested to attend the meeting on 26th Oct. 2020 at 11:00 am in department of Commerce in concerned with NCW sponsored Webinar.

Agenda:- Final meeting for NCW sponsored Webinar

- Minutes of the meeting:-
1. To finalise anchor of Webinar
 2. To analyse total registration of Webinar.
 3. To do mock webinar.
 4. To arrange set up for Webinar.
 5. Complaint box checked and no complaint received.



Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I

Maulana Azad College Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Complaints Committee

e-notice/ Notice / date:- 26/10/2020

Name and Signature:-

- | | |
|-------------------------|-------------------|
| 1. Dr. Aparna Saraf | <u>Asaraf.</u> |
| 2. Dr. Syed. V.K. Shenu | <u>Ushenu</u> |
| 3. Dr. Anis Ahmed | <u>Anis Ahmed</u> |
| 4. Rehnumuddin | <u>Rehnum</u> |
| 5. Ek. Akbar Rahman | <u>Atiq</u> |
| 6. _____ | _____ |
| 7. _____ | _____ |
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Dr. Rafiq Zakaria Campus-I

Maulana Azad College of Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Committee

e-Notice/ Notice / date:- 25/02/2021

All Members of Internal Committee are requested to attend a meeting on 25th Feb-2021 at 1:30 p.m. in dept. of Commerce & Mgt. Sci.

Agenda:- Preparation for International Women's Day - 2021.

Minutes of the meeting:-

- ① Discussion about the manner of celebration of Int'l. Women's Day carried out.
 - ② It was finalised to organise an Essay Competition on 'COVID-19 Pandemic & Women' for students.
 - ③ It was decided to organise the competition virtually.
 - ④ Dr. Asema with student representatives to design and float the flyer.
 - ⑤ Essays to be collected on icmqa@gmail.com.
 - ⑥ Complaint boxes checked No complaint received.
- Meeting ended with thanks to the chair

Dr. Aparna Saraf
Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I
Maulana Azad College Arts, Science & Commerce
Rauza Bagh, Aurangabad.

All members of Internal Committee

e-notice/ Notice / date:- 25/02/2021

Name and Signature:-

- | | |
|--------------------------|--------------------------|
| 1. Dr. Afaena Saraf | <u>Afaena Saraf</u> |
| 2. Dr. Syed. V. K. Akmal | <u>Syed. V. K. Akmal</u> |
| 3. Dr. Anis Ahmed | <u>Anis Ahmed</u> |
| 4. _____ | _____ |
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Dr. Rafiq Zakaria Campus-I

Maulana Azad College of Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Committee

e-Notice/ Notice / date:- 15/3/2021

Meeting on 16th March 2021 at 12.30 p.m
Venue: Dept. of Commerce & Mgt. Sci

Agenda:- ① Finalisation of results of Essay Competition
② Preparation of Annual Report

Minutes of the meeting:-

- ① Essays were checked by Dr. Kalimoddin and result sheet was prepared.
 - ② Certificates were given to top 3 entries.
 - ③ Annual report preparation was discussed and it was decided that Dr. Aparna Saraf shall prepare the report with Dr. Asena and Dr. Anis and submit the same to Principal & IQAC.
 - ④ Complaint boxes checked, no complaint received.
- Meeting ended with thanks to the chair.

ASarf..

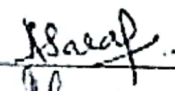
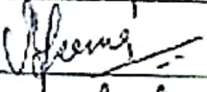
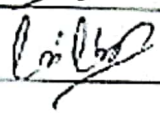
Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I
Maulana Azad College Arts, Science & Commerce
Rauza Bagh, Aurangabad.

All members of Internal Committee

e-notice/ Notice / date:- 15/03/2021

Name and Signature:-

- | | |
|-------------------------|--|
| 1. Dr. Afaen. Sonaf |  |
| 2. Dr. Syed. V.K. Ahmed |  |
| 3. Dr. Anis Ahmed |  |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
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INTERNAL COMPLAINT COMMITTEE

REPORT
(AY: 2020-21)

Date	Particulars	Description
22/06/2020	Meeting of members	Designed Annual plan
14/07/2020	Information about Webinar (15/07/2020) on Gender Equality, Lets Rise from Shadows organized by AISSMS College of Engineering shared with members of ICC.	Dr.Asema deputed to attend the webinar.
20/08/2020	Meeting of members regarding NCW sponsored webinar planning	Organisation of webinar sponsored by NCW
07/09/2020	Meeting of members regarding NCW sponsored webinar planning	Organisation of webinar sponsored by NCW
26/10/2020	Meeting of members	Finalisation of conduct of webinar
27/10/2020	One day National level Webinar on 'Mental Health & Wellbeing of Women at Workplace: Challenges & Solutions'	NCW, New Delhi sponsored
25/12/2020	Meeting at Police Commissioner office	Dr.Anis Ahmed deputed to attend
21/01/2021	Digital Literacy & Online Safety Programme in collaboration with Cyber Peace Foundation, Facebook & National Commission for Women	Ms.Janice Varghese conducted the session
08/02/2021	Review Meeting with Principal & IQAC Coordinator.	Activities undertaken were reviewed
26/02/2021	Complaint box checked.	No complaints received.
08/03/2021	Essay Competition on Covid-19 Pandemic & Women	7 students participated of which 3 were declared winners.
25/03/2021	Complaint box checked.	No complaints received.

Asaraf

Dr.Aparna Saraf

Presiding Officer, ICC

Dr. Rafiq Zakaria Campus
Maulana Azad College of Arts, Science & Commerce,
Rauza Bagh, Aurangabad 431001

INTERNAL
COMMITTEE CELL

2021-22



Maulana Azad College of Arts, Science & Commerce Dr. Rafiq Zakaria Campus

Post Box No. 27, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad -431 001 Maharashtra.
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2	Dr. Mrs. Ummul Khair Asema-	Faculty Member 1, ICC Assistant Professor, Maulana Azad College of Arts, Science & Commerce, Aurangabad.
3	Dr. Anis Ahmed	Faculty Member 2, ICC Assistant Professor, Maulana Azad College of Arts, Science & Commerce, Aurangabad.
4	Mrs. Sultana Bee	Non-Teaching Member 1
5	Mr. Mohd. Muqtadeer	Non-Teaching Member 2
6	Mr. Saeed Siddiqui	Student (Undergraduate)
7	Ms. Shaikh Shirin Anjum	Student (Postgraduate)
8	Adv. Reena Mandhani	External Member

(Dr. Mazhar Ahmed Farooqui)

Principal

PRINCIPAL
Maulana Azad College
AURANGABAD.

Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce, Aurangabad
Rauza Bagh, Aurangabad.

INTERNAL COMPLAINTS COMMITTEE

Date: 18/09/2021

NOTICE

All members of Internal Complaints Committee (A.Y: 2021-22) are hereby informed that, there is a meeting in Conference hall, Administrative building, on Tuesday, 21st September 2021 at 11:00 am sharp on the following agenda-

AGENDA

- ❖ Finalization of Activity report for A.Y 2020-21
- ❖ Annual plan for the A.Y 2021-22
- ❖ Any other with the permission of chair.

All members should attend the same.


Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce, Aurangabad
Rauza Bagh, Aurangabad.

INTERNAL COMPLAINTS COMMITTEE

Date: 01/10/2021

NOTICE

All members of Internal Complaints Committee (A.Y: 2021-22) are hereby informed that, there is a meeting in Commerce building, on 5th October 2021 at 2.30 p.m sharp on the following agenda-

AGENDA

- ❖ Finalization of Annual plan for A.Y 2020-21
- ❖ Any other with the permission of chair.

All members should attend the same.


Dr. Aparna Saraf

Presiding Officer

Maulana Azad College Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Committee

e-notice/ Notice / date:- 21/9/22

Name and Signature:-

- | | |
|----------------------------|--------------------|
| 1. <u>Dr. Aparna Senaf</u> | <u>[Signature]</u> |
| 2. <u>Dr. Asma V.K</u> | <u>[Signature]</u> |
| 3. <u>Dr. Mohd. Anis</u> | <u>[Signature]</u> |
| 4. <u>Mr. Mugtadar</u> | <u>[Signature]</u> |
| 5. <u>Saeed Siddiqui</u> | <u>[Signature]</u> |
| 6. <u>Mrs. Sultana Bee</u> | <u>SH</u> |
| 7. _____ | _____ |
| 8. _____ | _____ |

Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce
Rauza Bagh, Aurangabad.

All members of Internal Committee

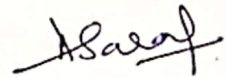
e-Notice/ Notice / date:- 28/9/21

Meeting scheduled at 12.30 p.m for 28/9/21
induction of student-members from
UG & PG Courses at IC.

Agenda:- Nomination of student-members

Minutes of the meeting:-

- (1) It was decided to continue Mr. Shabbir Dagar as member from Res. Student.
- (2) It was decided to nominate a boy student from B.com-T.Y & a girl student from B.Sc-T.Y.
- (3) Teachers to call students and take consent.
- (4) Fol. students nominated: Mr. Saeed Siddiqui
Ms. Akshita Anjum Syas
- (5) Report for 20-21 finalised



Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce
Rauza Bagh, Aurangabad.

All members of Internal Committee

e-Notice/ Notice / date:- 01/10/21

Meeting scheduled on 5th October, 2021 at-
2:30 p.m.

Agenda:- Finalisation of Annual Plan for
2021-22

Minutes of the meeting:-

- Discussion on various activities to be undertaken for 21-22 was undertaken.
- Sensitising the students and staff would be the priority.
- Month-wise annual plan was decided.
- Complaint boxes checked. No complaints were received.

Aparna

Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I

Maulana Azad College Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Committee

e-notice/ Notice / date:- 01/10/21

Name and Signature:-

1. Dr. Afaena Saraf _____
2. Dr. Syed Usmanul Khair Usmani Officer _____
3. Dr. Anis Ahmed in-charge _____
4. Mr. Mughlaiz Mustaf _____
5. Saeed Siddiqui SH _____
6. Mrs. Sultan Beg SH _____
7. _____
8. _____

Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce, Aurangabad
Rauza Bagh, Aurangabad.

INTERNAL COMPLAINTS COMMITTEE

Date: 16/12/2021

NOTICE

All members of Internal Complaints Committee (A.Y: 2021-22) are hereby informed that, there is a meeting in Commerce building, on 21st December 2021 at 12.30 p.m sharp on the following agenda-

AGENDA

- ❖ Essay competition to be organized for students
- ❖ Any other with the permission of chair.

All members should attend the same.


Dr. Aparna Saraf

Presiding Officer

Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce, Aurangabad
Rauza Bagh, Aurangabad.

INTERNAL COMPLAINTS COMMITTEE

Date: 18/01/2022

NOTICE

All members of Internal Complaints Committee (A.Y: 2021-22) are hereby informed that, there is a meeting in Commerce building, on 20th January 2022 at 12.30 p.m sharp on the following agenda-

AGENDA

- ❖ Webinar to be organized for students and staff on Gender Sensitisation
- ❖ Any other with the permission of chair.

All members should attend the same.


Dr. Aparna Saraf

Presiding Officer

Dr. Rafiq Zakaria Campus-I

Maulana Azad College Arts, Science & Commerce

Rauza Bagh, Aurangabad.

All members of Internal Committee

e-notice/ Notice / date:- 16/12/21

Name and Signature:-

- | | |
|-------------------------------|------------------|
| 1. Dr. Saraf Afaena | <u>Saraf..</u> |
| 2. Dr. Syed Munir Khair Khema | <u>Khema..</u> |
| 3. Dr. Anis Ahmed | <u>Anis</u> |
| 4. Mr. Muftakhir | <u>Muftakhir</u> |
| 5. Saeed Siddiqui | <u>Saeed</u> |
| 6. Mrs. Sultan Bee | <u>SH</u> |
| 7. _____ | _____ |
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Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce
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All members of Internal Committee

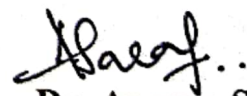
e-Notice/ Notice / date:- 16/12/21

Meeting scheduled on 21st Dec, 2021 at
12-30 p.m in Dept. of Commerce.

Agenda:- Essay Competition

Minutes of the meeting:-

- Rule of competition decided.
- Topics finalized
- Date, Venue & Judges finalised.
- Registration form finalised


Dr. Aparna Saraf
Presiding Officer

Dr. Rafiq Zakaria Campus-I
Maulana Azad College Arts, Science & Commerce
Rauza Bagh, Aurangabad.

All members of Internal Committee

e-notice/ Notice / date:- 18/01/22

Name and Signature:-

- | | |
|--------------------------------------|-------------------|
| 1. <u>Dr. Saraf A.S.</u> | <u>Saraf..</u> |
| 2. <u>Dr. Syed Umair Khair Khane</u> | <u>Syed Umair</u> |
| 3. <u>Dr. Anis Ahmed</u> | <u>Anis</u> |
| 4. <u>Mr. Mustafiz</u> | <u>Mustafiz</u> |
| 5. <u>Saeed Siddiqui</u> | <u>Saeed</u> |
| 6. <u>MRS. Sultana Bee</u> | <u>SH</u> |
| 7. _____ | _____ |
| 8. _____ | _____ |

Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce, Aurangabad
Rauza Bagh, Aurangabad.

INTERNAL COMPLAINTS COMMITTEE

Date: 28/02/2022

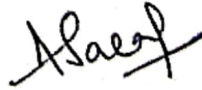
NOTICE

All members of Internal Complaints Committee (A.Y: 2021-22) are hereby informed that, there is a meeting in Commerce building, on 1st March 2022 at 2.30 p.m sharp on the following agenda-

AGENDA

- ❖ Celebration of Women's Day
- ❖ Any other with the permission of chair.

All members should attend the same.


Dr. Aparna Saraf

Presiding Officer

Dr. Rafiq Zakaria Campus-I
Maulana Azad College of Arts, Science & Commerce
Rauza Bagh, Aurangabad.

All members of Internal Committee

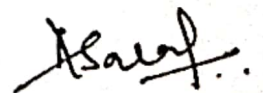
e-Notice/ Notice / date:- 18/01/22

Meeting scheduled on 20th Jan, 2022 at-
12:30 p.m.

Agenda:- Webinar on Gender Sensitisation.

Minutes of the meeting:-

- Title finalised.
- Consent of Resource person taken.
- Date and time finalised
- Work allotted



Dr. Aparna Saraf
Presiding Officer