



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



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Pune - 411001. (MS), India



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www.poonacollege.edu.in
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Professor (Dr.) Aftab Anwar Shaikh

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

PRINCIPAL



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dranwarshaikh@gmail.com

CRITERION- II

KEY INDICATOR	2.5 Evaluation Process and Reforms
METRIC NO.	2.5.1

- Mechanism of internal assessment is transparent and robust in terms of frequency and mode

NOTICES OF INTERNAL EXAMINATION

(SAMPLE DOCUMENTS)



Y & M Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

NOTICE

Ref. No.:/PC/Exam/NTC/2019-20/061

Date: 29-06-2020

Internal Marks Submission

All the concerned teachers are advised to submit the softcopy (.pdf) file of all the marks entry done online at Savitribai Phule Pune University website for the respective subject(s) assigned to them under internal examiner for Mar./Apr./May 2020 examination to the CEO. at the following email address: ceo@poonacollege.edu.in and also preserve it and maintain proper documentation for future references till the course pattern is applicable.

They are also advised to submit the original hardcopy of internal marks to the college examination department.

KINDLY MAKE A NOTE OF IT.

Dr. M. Nagarbawdi
CEO.

Prof. (Dr.) Aftab Anwar Shaikh

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



Y & M Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

NOTICE

Ref. No.:/PC/Exam/NTC/2019-20/050

Date: 20-01-2020

INTERNAL THEORY EXAMINATION (REGULAR STUDENTS) (B.A./B.COM./B.SC./B.SC.(C.S.)/BBA./BBA.(C.A.) 2019 Pattern)

As per the discussion with Honourable Principal and Exam Committee Members, it is decided that the detailed time-table of 2019 Pattern internal theory examinations (Regular Students) should be prepared by the concerned HOD's as per the examination schedule mentioned below and it should be submitted to the C.E.O. for approval and then notify it to the students at least 15 days before the commencement of examination.

Class	First Year	Tentative Internal Exam Schedule
F.Y.B.A.	2nd SEMESTER C.B.C.S. 2019 Credit Pattern	08 Feb. 2020 To 18 Feb. 2020
F.Y.B.Com.		
F.Y.B.Sc.		
F.Y.BBA.		
F.Y.BBA.(C.A.)		13 Feb. 2020 To 25 Feb. 2020
F.Y.B.Sc. (C.S.)		

Dr. M. Nagarbawdi
CEO.

Prof. (Dr.) Aftab Anwar Shaikh
PRINCIPAL



NOTICE

Ref. No.:/PC/Exam/NTC/2019-20/051

Date: 20-01-2020

MANUSCRIPT SUBMISSION
INTERNAL EXAMINATION
(REGULAR STUDENTS)

All the Head of Department and concerned staff are hereby requested to submit the internal examination manuscripts of **2013 pattern** for second year & third year internal examination of each subject without fail before **31st Jan. 2020** as mentioned below:

No.	Class	2 nd Year	3 rd Year
1	B.Sc.	SEM-II	SEM-IV
2	B.Sc.(C.S.)	SEM-II	SEM-IV
3	BBA.	SEM-IV	SEM-VI
4	BBA.(C.A.)	SEM-IV	SEM-VI

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Dr. M. Nagarbawdi
C.E.O

[Signature]
Prof. (Dr.) Aftab Anwar Shaikh
PRINCIPAL



Y & M Anjuman Khairat Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

NOTICE

Ref. No.: PC/Exam/NTC/2019-20/049

Date: 20-01-2020

INTERNAL THEORY EXAMINATION (REGULAR STUDENTS) (B.SC. / B.SC.(C.S.) / BBA. / BBA. (C.A.)) (2013 Pattern)

As per the discussion with Honourable Principal and Exam Committee Members, it is decided that the detailed time-table of 2013 Pattern internal theory examinations (Regular Students) should be prepared by the concerned HOD's as per the examination schedule mentioned below and it should be submitted to the C.E.O. for approval and then notify it to the students at least 15 days before the commencement of examination.

Class	Second Year	Third Year	Tentative Internal Exam Schedule
B.Sc.	SEM-II	SEM-IV	08 Feb. 2020
BBA.	SEM-IV	SEM-VI	To
BBA. (CA.)	SEM-IV	SEM-VI	18 Feb. 2020
B.Sc. (CS.)	SEM-II	SEM-IV	13 Feb. 2020 To 25 Feb. 2020


Dr. M. Nagarbawdi
CEO.


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POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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NOTICE

Ref. No.:/PC/Exam/NTC/2019-20/040

DATE: 02-Dec.-2019

All the Head of Department are advised to submit a print-out copy of all the marks entry done online at Savitribai Phule Pune University website for subjects assigned to internal/external examiner under their respective department for Oct./Nov./Dec. 2019 examination with duly stamped, subject teacher hand written undertaken and signed to the CEO. OFFICE and also email the attachment of soft-copy(.pdf) file at the following email address: ceo@poonacollege.edu.in and also preserve it and maintain proper documentation for future references till the course pattern is applicable as listed below:

Checklist:

- [] Covering letter.
- [] Mark-list print-out (internal, external, practical, add-on, etc.)
- [] Handwritten undertaken.
- [] Assigned subject teacher signature.
- [] HOD. stamp.
- [] HOD. signature.
- [] Date of submission to CEO.
- [] Soft-copy emailed.
- [] O/c. for department references.
- [] Time-table of exam conducted (internal / practical)
- [] Question paper set (internal / practical)
- [] Student attendance (Jr. supervisor report) for internal / practical test.
- [] Result analysis - subject wise performance.

KINDLY MAKE A NOTE OF IT.

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Dr. M. Nagarbawdi
C.E.O

Prof. Dr. Aftab Anwar Shaikh
PRINCIPAL



NOTICE

Date: 22-08-2019

INTERNAL THEORY EXAMINATION (REGULAR STUDENTS)

As per the discussion with Honourable Principal and Exam Committee members, it is decided that the detailed Time-Table of Internal Theory Examinations (Regular Students) should be prepared by the concerned HOD's as per the examination schedule mentioned below and it should be submitted to the C.E.O. for approval and then notify it to the students at least 15 days before the commencement of examination.

Class	Schedule of Internal Examination
B.Com.	16-Sep-2019 to 25-Sep-2019
B.Sc.	16-Sep-2019 to 25-Sep-2019
B.Sc. (CS.)	16-Sep-2019 to 25-Sep-2019
B.A.	26-Sep-2019 to 05-Oct-2019
BBA.	23-Sep-2019 to 05-Oct-2019
BBA. (CA.)	23-Sep-2019 to 05-Oct-2019



Dr. M. Nagarbawdi
CEO.



Dr. Aftab Anwar Shaikh
✓ PRINCIPAL



NOTICE

Date: 17-Aug.-2019

MEETING FOR INTERNAL ASSESSMENT ACTIVITIES

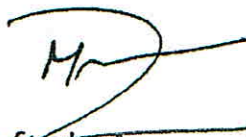
It is hereby informed that the meeting to decide various activities for Internal assessment under Choice Based Credit System (CBCS.) Pattern.
(Arts Stream)

The meeting will be held on Tue. 20th Aug. 2019 in the Principal Office at 11:30 AM.

All the Members mentioned below are advised to attend the same.

- ❖ Principal
- ❖ Vice Principal (Arts)
- ❖ CEO.
- ❖ HOD. (Arts Subjects)
- ❖ Co-Ordinator / In-Charge


Dr. M. Nagarbawdi
C.E.O


Prof. Dr. Aftab Anwar Shaikh
✓ PRINCIPAL



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NOTICE

EXAM DEPT.

FIRST YEAR B.A. / B.Com.

INTERNAL / PRACTICAL MARKS ENTRY

Notification Dated: 25.02.2019

All the heads of the department are hereby informed that they have to enter the internal / practical marks of First Year students in Vriddhi software as per following schedule.

HODs are advised to depute the concerned teacher for marks entry.

B.A.			B.Com.		
Date	Subject	Time	Date	Subject	Time
08.03.2019	English	10 – 10.30	09.03.2019	English	10 – 10.30
	Politics	10.30 – 11		Fin. Acct.	10.30 – 11
	Economics	11 – 11.30		Economics	11 – 11.30
	Psychology	11.30 – 12		Math & Stat	11.30 – 12
	Opt. English	12 – 12.30		Comp. fund.	12 – 12.30
	Sociology	12.30 – 1		B.E.E.	12.30 – 1
	History	2 – 2.30		C.P.B.E.	2 – 2.30
	Urdu	2.30 – 3		E-Comm.	2.30 – 3
	Hindi	3 – 3.30		Marketing	3 – 3.30
	Arabic/Pers.	3.30 – 4		O.S.D.	3.30 – 4
Maths/Stats	4 – 4.30	Banking	4 – 4.30		
			Hindi	4.30 – 5	
			Marathi	5 – 5.15	
			Urdu	5.15 – 5.30	
			Arabic/Pers.	5.30 – 5.45	

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NOTICE

EXAM DEPT.

FIRST YEAR B.A. / B.Com.

INTERNAL / PRACTICAL MARKS ENTRY

Notification Dated: 31.03.2018

All the heads of the department are hereby informed that they have to enter the internal / practical marks of First Year students in Vriddhi software as per following schedule.

HODs are advised to depute the concerned teacher for marks entry.

B.A.			B.Com.		
Date	Subject	Time	Date	Subject	Time
09.04.2018	English	10 – 10.30	10.04.2018	English	10 – 10.30
	Politics	10.30 – 11		Fin. Acct.	10.30 – 11
	Economics	11 – 11.30		Economics	11 – 11.30
	Psychology	11.30 – 12		Math & Stat	11.30 – 12
	Opt. English	12 – 12.30		Comp. fund.	12 – 12.30
	Sociology	12.30 – 1		B.E.E.	12.30 – 1
	History	2 – 2.30		C.P.B.E.	2 – 2.30
	Urdu	2.30 – 3		E-Comm.	2.30 – 3
	Hindi	3 – 3.30		Marketing	3 – 3.30
	Arabic/Pers.	3.30 – 4		O.S.D.	3.30 – 4
	Maths/Stats	4 – 4.30		Banking	4 – 4.30
		Hindi	4.30 – 5		
		Marathi	5 – 5.15		
		Urdu	5.15 – 5.30		
		Arabic/Pers.	5.30 – 5.45		

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Camp Pune - 11001



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POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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NOTICE

EXAM DEPARTMENT

INTERNAL MARKS ENTRY

(SCIENCE FACULTY)

Dated: 13.03.2018

It is hereby informed that the process of entering internal marks for **B.SC.** and **B.S.C.(Comp.Sci.)** has been started. The website will be opened up to 28th March 2018. All the concerned are advised to enter the internal/practical marks on or before 28th March 2018 and submit one hard copy to examination department.

The arrangement to enter the marks is done at B.C.S. lab from 11 am to 1 pm and 2 to 5 pm.



(PRINCIPAL)

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

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



15.01.2018

FIRST YEAR B.Sc. / B.Sc.(C.S.)/B.B.A/B.B.A.(CA)

INTERNAL / PRACTICAL EXAMS

ALL THE HEAD OF THE DEPARTMENTS ARE ADVISED TO CONDUCT INTERNAL EXAMINATION BETWEEN 1st FEB. TO 10th FEB. 2018. FURTHER THEY ARE ADVISED TO NOTE THAT THE PRACTICAL EXAMINATION WILL BE CONDUCTED BETWEEN 20th FEB TO 28th FEB 2018.

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**DR.M.NAGARBAWDI
(C.E.O.)**

**DR. SHAIKH AFTAB ANWAR
(PRINCIPAL)**

PRINCIPAL

Poona College of Arts, Science & Commerce
Camp Pune - 411001

Anjuman Khairul Islam's

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



EXAM DEPARTMENT

INTERNAL MARKS ENTRY

(ARTS FACULTY)

Dated: 04.10.2017

It is hereby informed that the process of entering internal marks for **B.A.** has been started. The website will be opened up to 16th October 2017. All the concerned are advised to enter the internal/practical marks on or before 16th October 2017 and submit one hard copy to examination department.

The arrangement to enter the marks is done at B.C.S. lab from 11 am to 1 pm and 2 to 5 pm.



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Camp, Pune - 411001



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EXAM DEPT.
FIRST YEAR B.Sc. / B.Sc. (C.S.)
INTERNAL / PRACTICAL MARKS ENTRY

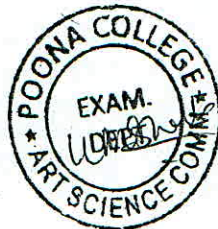
Notification dated: 31.03.2017

All the heads of the department are hereby informed that they have to enter the internal / practical marks of First Year students in Vriddhi software at Examination department as per following schedule.

HODs are advised to depute the concerned teacher for marks entry.

B.Sc.			B.Sc. (Comp. Science)		
Date	Subject	Time	Date	Subject	Time
04.04.2017	Chemistry	10 to 11	05.04.2017	Computer Science	10 to 11.30
	Physics	11 to 12		Mathematics (Comp. Sci.)	11.30 to 1
	Botany	12 to 1		Statistics (Comp. Sci.)	2 to 3.30
	Zoology	2 to 3		Electronics (Comp. Sci.)	3.30 to 5
	Geology	3 to 3.45			
	Electronics	3.45 to 4.30			
	Statistics	4.30 to 5			
	Mathematics	5 to 5.30			

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31.3.2017
C.E.O.



[Signature]
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EXAM DEPT.
FIRST YEAR B.A. / B.Com.
INTERNAL / PRACTICAL MARKS ENTRY

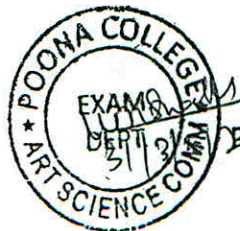
Notification dated: 31.03.2017

All the heads of the department are hereby informed that they have to enter the internal / practical marks of First Year students in Vriddhi software as per following schedule.

HODs are advised to depute the concerned teacher for marks entry.

B.A.			B.Com.		
Date	Subject	Time	Date	Subject	Time
06.04.2017	English	10 – 10.30	07.04.2017	English	10 – 10.30
	Politics	10.30 – 11		Fin. Acct.	10.30 – 11
	Economics	11 – 11.30		Economics	11 – 11.30
	Psychology	11.30 – 12		Math & Stat	11.30 – 12
	Opt. English	12 – 12.30		Comp. fund.	12 – 12.30
	Sociology	12.30 – 1		B.E.E.	12.30 – 1
	History	2 – 2.30		C.P.B.E.	2 – 2.30
	Urdu	2.30 – 3		E-Comm.	2.30 – 3
	Hindi	3 – 3.30		Marketing	3 – 3.30
	Arabic/Pers.	3.30 – 4		O.S.D.	3.30 – 4
Maths/Stats	4 – 4.30	Banking	4 – 4.30		
			Hindi	4.30 – 5	
			Marathi	5 – 5.15	
			Urdu	5.15 – 5.30	
			Arabic/Pers.	5.30 – 5.45	

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31.3.2017
C.E.O.



PRINCIPAL

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



Anjuman Khairul Islam's
POONA COLLEGE
OF ARTS, SCIENCE & COMMERCE
(Affiliated to University of Pune)



NOTICE

To be put on:

EXAM DEPT.

To be remove on:

INTERNAL MARKS ENTRY
SCIENCE FACULTY

Notification dated: 26.09.2016

It is hereby informed that the process of entering internal / practical marks for **B.Sc. & B.Sc. (C.S.)** has been started. Last date for filling internal marks is **30.09.2016**. All the concerned H.O.Ds are advised to enter the internal/practical marks on or before the last date mentioned above and submit one hard copy to examination department.

Further, heads are advised to fill the online marks very carefully at the Comp. Sci. dept. as per following schedule.

Sr.No	Subject	Date	Time
1	Chemistry	28.09.2016	10 am to 12 pm
2	Physics	28.09.2016	12 pm to 2 pm
3	Botany	28.09.2016	2 pm to 4 pm
4	Zoology	28.09.2016	4 pm to 6 pm
5	Geology	29.09.2016	10 am to 12 pm
6	Electronics	29.09.2016	12 pm to 2 pm
7	Statistics	29.09.2016	2 pm to 4 pm
8	Comp. Sci.	29.09.2016	4 pm to 6 pm

9. MATHEMATICS 30.09.2016 10 am to 12 p.m.

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[Signature]
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Anjuman Khairul Islam's
POONA COLLEGE
OF ARTS, SCIENCE & COMMERCE

(Affiliated to University of Pune)



NOTICE

To be put on:

To be remove on:

Date: 24-08-2016

All the Sr. college teaching staff who have to set the question paper for term-end, regular as well as supplementary examinations, are advised to send a softcopy of the same to the College Examination Officer (CEO) on the e-mail id ceo@akipoonacollege.ac.in on or before 29th Aug. 2016.

M. G. B. S. S.
C.E.O.

[Signature]
PRINCIPAL



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

(Affiliated to University of Pune)



NOTICE

To be put on:

To be remove on:

EXAM DEPT.
INTERNAL MARKS ENTRY
SCIENCE FACULTY

Notification dated: 08.03.2016

It is hereby informed that the process of entering internal / practical marks for **B.Sc. & B.Sc. (C.S.)** has ~~been~~ started. Last date for filling internal marks is **28.03.2016**. All the concerned H.O.Ds are advised to enter the internal/practical marks on or before the last date mentioned above and submit one hard copy to examination department.

Further, heads are advised to fill the online marks very carefully in their respective department and maintain the confidentiality of the user id & password.
(which will be provided by Registrar office)

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08/03/2016

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