



1970 - 2020

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
principal@poonacollege.edu.in

Professor (Dr.) Aftab Anwar Shaikh

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

PRINCIPAL



+91 98226 21579



dranwarshaikh@gmail.com

CRITERION- II

KEY INDICATOR	2.5 Evaluation Process and Reforms
METRIC NO.	2.5.2

- Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient
- **GRIEVANCES FROM STUDENTS TO EXAMINATION OFFICE**
- **GRIEVANCES COMMUNICATED TO SAVITRIBAI PHULE PUNE UNIVERSITY**

(SAMPLE DOCUMENTS)

2015-2016

To,
The principal,
AKI Poona college of Arts, Science & commerce
Pune - 411001

Sub: An application for issue of duplicate Marksheet
of F.Y.B.Com 2014.

Respected Sir / madam

I here by inform you that
I, miss Samita Shabir Ranawatwala student
of S.Y. B.Com, seeking admission for P.Y. B.Com
request you to issue my first year duplicate
Marksheet. As I have lost my original marksheet
due to shifting of house.

My first year seat no. was 3265.

Kindly grant my mark sheet as soon as
possible.

Thanking you

Date: 30/06/2015

Yours obediently

Ranawatwala Samita S.
Samita

Center Prateep
Rs 100/- for issue
duplicate marksheet
30/6/15

Mob No' - 9156247786
9156247786

To,

The Principal of Poona College.

Sub: Name correction (BA 1st and 2nd)

Sir,

With due respect I humbly request you to kindly allow me to change my name, which is written incorrectly in my certificates, The Initial which has to come after my name. is placed ahead of it, Sir, if you would kindly allow me to change from. Kamei Luxmi Ganxim to Luxmi Kamei, I would be grateful to you.

Incorrect name.

Kamei Luxmi Ganxim.

Correct name.

Luxmi Kamei

9503041503

Mr. Akbar
To rectify the name of
the applicant.

Cashier

Pl: accept

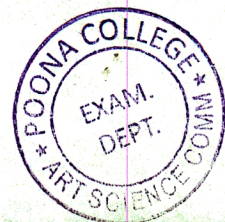
Rs. 200/-

Akbar
04/03/2016

Akbar
4.3.2016

Your faithfully

Luxmi Kamei





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दिनांक: २८.०८.२०१५

प्रति,
मा. परीक्षा नियंत्रक,
सा.फु.पुणे विद्यापीठ,
पुणे - ४११ ००७.

विषय :- निकालपत्रकात दुरुस्ती करून मिळणेबाबत...

महोदया,

आमच्या महाविद्यालयातील विद्यार्थी शेख फैसल गौस (बैठक क्र. 01158/1201508225) या विद्यार्थ्याने Elements of Company Law (2153) ह्या विषयाची परीक्षा दिली असताना सुध्दा त्याच्या निकालपत्रकात ॲबसेन्ट (AA) आले आहे. सोबत त्या विषयाचा कनिष्ठ पर्यवेक्षक अहवाल पाठवित आहोत ज्यामध्ये सदर विद्यार्थ्याने सही केलेली आहे.

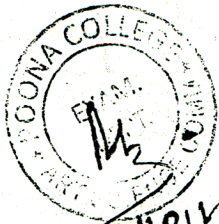
तरी सदर विद्यार्थ्यांच्या निकालपत्रकात दुरुस्ती करून मिळावी ही नम्र विनंती.

आपला विश्वासू,

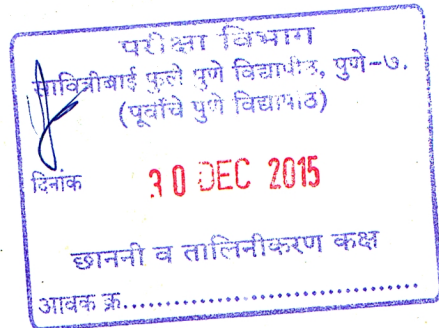

प्राचार्य
PRINCIPAL

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

सोबत :- कनिष्ठ पर्यवेक्षक अहवाल



28/11/2014





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PC/EXAMINATION/2015-16

DATED: 01-02-2016

To
The Controller of Exam.,
S.P. Pune University,
Ganeshkhind, Pune.

**Sub: Submission of University share in exam. fees of F.Y.
students appearing for Mar. 2016 exam. (without late fees)**

Sir,

I am submitting herewith the 20% University share in exam. fees of F.Y. students who have filled examination form for **Mar.-2016 exam (without late fees)** for the following courses.

No. of Form(s).

	Regular	Backlog
FYBA -	211 forms	45 forms
FYBCOM -	461 forms	232 forms
FYBSC -	210 forms	67 forms
FYBSC (CS) -	119 forms	54 forms

Kindly acknowledge the receipt.
Thanking You,

Yours Faithfully,


PRINCIPAL

Encl: 1) D.D. No. _____ dt. _____

Amounting Rs. _____

2) List of students _____

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

मुख्य वित्त विभाग

आवक क्र. : F/2534

दिनांक : 03.02.2016





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PC/EXAMINATION/2014-15

DATED: 08-02-2016

To
The Controller of Exam.,
S.P. Pune University,
Ganeshkhind, Pune.

OIC

Sub: Submission of Manual Examination form for Mar 2016 exam.

Sir,

I am submitting herewith the manual examination form for Mar 2016 examination for following course.

No. of Form(s).

B.Sc. to B.Sc. - 2 form
BA to BA 1 form

Kindly acknowledge the receipt.
Thanking You

Yours Faithfully

[Signature]

PRINCIPAL
PRINCIPAL

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

Demand Draft No: 633213

Amount: 1935/-

Date: 9/2/16



संक्षेप खराब दिनांक 9/2/16 (188)

परीक्षा विभाग
सावित्रीबाई फुले पुणे विद्यापीठ, पुणे-७.
(पूर्वीचे पुणे विद्यापीठ)

दिनांक - 9 FEB 2016

छात्रांनी व तालिमीकरण कक्ष
आपला कक्ष

मुख्य वित्त विभाग
आयकर क्र.: F/2825
दिनांक: 09.02.2016