



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- V

KEY INDICATOR	5.1 Student Support
METRIC NO.	5.1.5

- The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

MINUTES OF THE MEETINGS OF INTERNAL COMPLAINTS COMMITTEE



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

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Professor (Dr.) Aftab Anwar Shaikh

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

PRINCIPAL

Tel.: +91-20-2645 4240 / 2644 6319.

Email: principal@akipoonacollege.ac.in

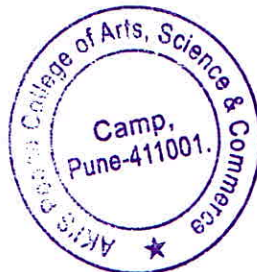
Website : www.akipoonacollege.ac.in

Date :19/07/2019

Internal Complaints Committee (ICC)

The Management of AKI's Poona College of Arts, Science and Commerce, Pune is pleased to constitute Internal Complaints Committee (ICC) of the following members for the college as per section 4 of the Sexual Harassment of Women at Workplace (prevention, prohibition and redressal) Act 2013, for the academic year 2019-20 .

Sr. No.	ICC Designation	Name		Mobile No.	E-mail ID
1	Presiding Officer	Dr.(Mrs.) Bhavana Deshpande	Associate Professor	9881244061	bhavanad40@rediffmail.com
2	Faculty Member 1	Miss. Lubna Shaikh	Assistant professor	9860604577	lubnashaikhmd@gmail.com
3	Faculty Member 2	Mrs. Lubna Khan	Lecturer	9822596207	lubnasuja@gmail.com
4	Non-Teaching 1	Mrs. Rizwana Khot	Senior Clerk	9272127352	
5	Non-Teaching 2	Mr. Sayed Ismail P.	Junior Clerk	9175577959	ismail_syeds@yahoo.com
6	Student Undergraduate	Miss. Aasiya Chivilkar	Student S.Y.B.Sc	7378867558	afifaasiya15@gmail.com
7	Student Postgraduate	Miss. Bushra Ajaz Shaikh	Student M.Sc.II	8793259561	bushrashaiikh01997@gmail.com
8	Student-Ph.D. Faculty Member	Ms. Ana Mateen	Research Student & Assistant Professor	9764944743	anamateenphd@gmail.com
9	External Member (NGO)	Mrs. Ashraf Mulla	Chair-person	9975012213	mspanstha.pune@gmail.com



(Dr. Aftab Anwar Shaikh)
Principal
Principal
Y & M AKI Poona College
of Arts, Science & Commerce, Pune-411001



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Professor (Dr.) Aftab Anwar Shaikh
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dranwarshaikh@gmail.com

Date : 20/07/2019

NOTICE

Internal Complaints Committee

It is here by informed that the first meeting of ICC will be held on 23/07/2019 at 11.00 a.m. in the department of Statistics. All the members of the ICC are hereby requested to attend the same and contribute effectively.

Venue : Department of Statistics

- Agenda : 1) To make aware new members of the committee about the working of the committee.
2) To suggest different activities to be conducted regarding gender awareness.
3) Any other topic with the permission of the chair.

B.P. Deshpande

Presiding officer



[Signature]

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



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PRINCIPAL



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dranwarshaikh@gmail.com

Minutes of the ICC meeting held on 23/07/2019 .

Presiding officer welcomed the members. The following members were present for the meeting :

S.No.	Name
1	Dr.(Mrs.) Bhavana Deshpande
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Aasiya Chivilkar
7	Miss Bushra Ajaz Shaikh
8	Ms. Ana Mateen

- 1] New members were introduced to the working and responsibilities of ICC.
- 2] Ways of increasing awareness regarding gender issues were discussed.
- 3] Responsibilities were given to various committee members for smooth functioning.

B. Deshpande

Presiding officer



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1970 - 2020

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Professor (Dr.) Aftab Anwar Shaikh
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dranwarshaikh@gmail.com

Date :01/03/2020

NOTICE

Internal Complaints Committee

It is here by informed that the meeting of ICC will be held on 05/03/2020 at 11.00 a.m. in the department of Statistics. All the members of the ICC are hereby requested to attend the same and contribute to the annual report of ICC.

Venue : Department of Statistics

- Agenda :
- 1) To read and confirm the minutes of the last meeting.
 - 2) To prepare annual report of ICC.
 - 3) Any other topic with the permission of the chair.

B. P. Deshpande

Presiding officer



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

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dranwarshaikh@gmail.com

Minutes of the ICC meeting held on 05/03/2020.

Presiding officer welcomed the members. The following members were present for the meeting :

S.No.	Name
1	Dr.(Mrs.) Bhavana Deshpande
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Aasiya Chivilkar
7	Miss Bushra Ajaz Shaikh
8	Ms. Ana Mateen

- 1] Minutes of the meeting held on 23/07/2019 were read and confirmed.
- 2] Review of the various activities undertaken by the members.
- 3] Preparation of annual report for the academic year 2019-20. No complaints related to sexual harassment were received by the committee hence nil report was prepared.

B. Deshpande

Dr. Mrs. Bhavana Deshpande
Presiding Officer, ICC
Poona College of Arts, science & Commerce

PRINCIPAL
Poona College of Arts, Science & Commerce
Camp, Pune-411001.
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Professor (Dr.) Aftab Anwar Shaikh

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

PRINCIPAL



+91 98226 21579



dranwarshaikh@gmail.com

To,
The Principal,
Poona College of Arts, science & Commerce
Camp, Pune – 1

Subject : Annual Report of ICC

Respected Sir,

I am herewith submitting the annual report of ICC for the academic year 2019-20. Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 had been constituted in the beginning of the academic year.

Students, faculty members, administrative and non-teaching staff were made aware about Act 2013 and sensitization was done regarding gender awareness.

No complaint was registered with the committee regarding sexual harassment of women and girls in the institution.

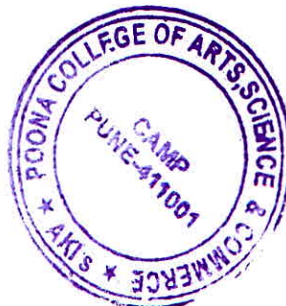
Women's Forum in collaboration with the Department of Economics and Swadhar IDWC (NGO) had organized a two-day workshop on 'Women's Health & Human Development'. It was organized on 29th and 30th of January, 2020 in the college conference hall.

Women's forum celebrated 'International Women's Day' on 9th March 2020. A guidance talk was arranged on 'Awareness of Sexual Harassment' by Advocate Rasika Kulkarni.

The report of various activities conducted and the nil report regarding the complaints of sexual harassment at work place were also sent to Savitribai Phule Pune University as per their circular ICC/408/2020 dated 28/02/2020.

B. P. Deshpande

Presiding officer



PRINCIPAL

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

o/c



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POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

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Professor (Dr.) Aftab Anwar Shaikh
M.Com, Ph.D (Busi. Admin.)
PRINCIPAL

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

Ref: PC/SC/Sexual Harassment/2018-19/179

Date: 05/03/2019

To,
The Honorable District Collector,
Collector office,
Pune - 411001

Subject: Submission of Annual Report of Internal Complaints Committee on Sexual Harassment of Women and Students at Workplace (Prevention, Prohibition & Redressal) of Institution Managed by Anjuman Khairul Islam, Mumbai.

Sir,

This is to inform you that the Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 has been constituted for the below mentioned institute managed by the Anjuman Khairul Islam, Nagpada, Mumbai - 400008.

I am herewith submitting a NIL REPORT of the following institute from January 2018 to December 2018.

1. Y & M, Anjuman Khairul Islam's Poona College of Arts, Science and Commerce, Camp, Pune - 411001.

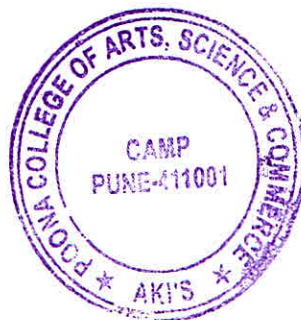
Thanking you,

(Dr. Aftab Anwar Shaikh)

Principal
Principal

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

8/5/19
आयक/जावक लिपीक
जिल्हाधिकारी कार्यालय, पुणे



Yours faithfully

(Mr. Mirza Salat Baig)
Trustee

Y & M, Anjuman Khairul Islam,
Mumbai -08



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

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Professor (Dr.) Aftab Anwar Shaikh

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PRINCIPAL

Tel.: +91-20-2645 4240 / 2644 6319.

Email: principal@akipoonacollege.ac.in

Website : www.akipoonacollege.ac.in

Ref: PC/SC/Sexual Harassment/627/2019-20

Date: 29/02/2020

To,
The Honorable District Collector,
Collector office,
Pune - 411001

Subject: Submission of Annual Report of Internal Complaints Committee on Sexual Harassment of Women and Students at Workplace (Prevention, Prohibition & Redressal) of Institution Managed by Anjuman Khairul Islam, Mumbai.

Sir,

This is to inform you that the Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 has been constituted for the below mentioned institute managed by the Anjuman Khairul Islam, Nagpada, Mumbai - 400008.

I am herewith submitting a **NIL REPORT** of the following institute from January 2019 to December 2019.

1. Y & M, Anjuman Khairul Islam's Poona College of Arts, Science and Commerce,
Camp,
Pune - 411001.

Thanking you,

Yours faithfully,

(Dr. Aftab Anwar Shaikh)
Principal
Principal

Y & M AKI Poona College
of Arts, Science & Commerce, Pune-411001



(Mr. Hani Ahmed Farid)
Gen. Secretary
Y&M, Anjuman Khairul Islam,
Mumbai

04/03/2020
आवक/जावक लिपीक
जिल्हाधिकारी कार्यालय पुणे

Anjuman Khairul Islam's

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Date :17/07/2018

Internal Complaints Committee (ICC)

The Management of AKI's Poona College of Arts, Science and Commerce, Pune is pleased to constitute Internal Complaints Committee (ICC) of the following members for the college as per section 4 of the Sexual Harassment of Women at Workplace (prevention , prohibition and redressal) Act 2013, for the academic year **2018-19** .

Sr. No.	ICC Designation	Name		Mobile No.	E-mail ID
1	Presiding Officer	Dr.(Mrs.) Bhavana Deshpande	Associate Professor	9881244061	Bhavanad40@rediffmail.com
2	Faculty Member 1	Miss. Lubna Shaikh	Assistant professor	9860604577	lubnashaikhmd@gmail.com
3	Faculty Member 2	Mrs. Lubna Khan	Lecturer	9822596207	lubnasuja@gmail.com
4	Non-Teaching 1	Mrs. Rizwana Khot	Senior Clerk	9272127352	
5	Non-Teaching 2	Mr. Sayed Ismail P.	Junior Clerk	9175577959	ismail_syeds@yahoo.com
6	Student Undergraduate	Miss. Nimra Momin	TYBA student	9175059911	Nimramomin3@gmail.com
7	Student Postgraduate	Miss. Sadiya Rizwan Attar	MSc student	8975218117	Attarsadiy9@gmail.com
8	Student-Ph.D. Faculty Member	Ms. Ana Mateen	Research Student & Assistant Professor	9764944743	anamateenphd@gmail.com
9	External Member (NGO)	Mrs. Ashraf Mulla	Chair-person	9975012213	Mspstanstha.pune@gmail.com

Dr.Aftab Anywar Shaikh
Principal

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

Y & M Anjuman Khairul Islam's

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Date :21/07/2018

NOTICE Internal Complaints Committee

It is here by informed that the first meeting of ICC will be held on 24/07/2018 at 10.30 a.m. in the department of Statistics. All the members of the ICC are hereby requested to attend the same and contribute effectively.

Venue : Department of Statistics

- Agenda :
- 1) To make aware new members of the committee about the working of the committee.
 - 2) To suggest different activities to be conducted regarding gender awareness.
 - 3) Any other topic with the permission of the chair.

BP Deshpande

Presiding officer



PRINCIPAL
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Principal Office

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Minutes of the ICC meeting held on 24/07/2018 .

Presiding officer welcomed the members. The following members were present for the meeting :

S.No.	Name
1	Dr.(Mrs.) Bhavana Deshpande
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Aasiya Chivilkar
7	Miss Bushra Ajaz Shaikh
8	Ms. Ana Mateen

- 1] New members were introduced to the working and responsibilities of ICC.
- 2] Ways of increasing awareness regarding gender issues among students as well as staff were discussed.
- 3] Responsibilities were given to various committee members for smooth functioning.

Bdeshpande

Presiding officer



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Date : 05/03/2019

NOTICE Internal Complaints Committee

It is here by informed that the meeting of ICC will be held on 08/03/2019 at 11.00 a.m. in the department of Statistics. All the members of the ICC are hereby requested to attend the same and contribute effectively.

Venue : Department of Statistics

- Agenda : 1] Minutes of the meeting held on 24/07/2018 were read and confirmed.
2] Review of the various activities undertaken by the members.
3] Preparation of annual report for the academic year 2018-19. No complaints related to sexual harassment were received by the committee hence nil report was prepared.

B. Deshpande

Presiding officer



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Minutes of the ICC meeting held on 08/03/2019.

Presiding officer welcomed the members. The following members were present for the meeting :

S.No.	Name
1	Dr.(Mrs.) Bhavana Deshpande
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Aasiya Chivilkar
7	Miss Bushra Ajaz Shaikh
8	Ms. Ana Mateen

- 1] Minutes of the meeting held on 24/07/2018 were read and confirmed.
- 2] Review of the various activities undertaken by the members.
- 3] Preparation of annual report for the academic year 2019-20. No complaints related to sexual harassment were received by the committee hence nil report was prepared.

Bpdeshpande

Dr. Mrs. Bhavana Deshpande
Presiding Officer, ICC
Poona College of Arts, science & Commerce

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To,
The Principal
Poona College of Arts, science & Commerce
Camp, Pune – 1

Subject : Annual Report of ICC

Respected Sir,

I am herewith submitting the annual report of ICC for the academic year 2018-19. Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 had been constituted formally in the beginning of the academic year on 17/07/2018 .

Students , faculty members, administrative and non-teaching staff were made aware about the constitution of committee in the college by putting notices at different notice boards. Then stakeholders including students, teaching and nonteaching staff were made aware of the Act 2013 and sensitization was done regarding gender awareness.

Various women empowerment and awareness programs were organized in the college under different banners like Women's Forum, Board of Student Development etc. The programs are as under :

1] Nirbhay Kanya Abhiyan was undertaken on 18th, 19th and 20th January 2019. 113 girl students were present for this program.

Guest Lecture on 'Women Empowerment' was delivered by Dr.Vrushali R. Associate Professor , wadia College.

Guest Lecture on 'Nutrition & fitness' was delivered by Dr. Suman Pandey, Department of Physical Education, SPPU.

Dr. Jayashri Bukte, MBBS , made aware girl students about 'Health & Hygiene' .

Adv. Sheetal Babar discussed about 'Protection and Safeguard available to women under Law.

Mrs. Jyoti Panhale, PSI, Lashkar Police Station, Pune, talked about 'Crime against women & Protection'.

2] Girl students from our college attended 'women empowerment' program organized by Maharashtra Pradesh Yuvak Congress, to encourage them to take part in politics for healthy and efficient politics.

No complaint was registered with the committee regarding sexual harassment of women and girls in the institution.

Presiding officer

RP diethpanda



[Signature]
PRINCIPAL
Poona College of Arts, Science & Commerce
Camp, Pune-411001.
Principal Office

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



Date :10/07/2017

NOTICE

Internal Complaints Committee

It is here by informed that the first meeting of ICC will be held on 12/07/2017 at 11.30 a.m. in the department of Botany. All the members of the ICC are hereby requested to attend the same.

Venue : Department of Botany

- Agenda :
- 1) To introduce new members and guide them about the working of the committee.
 - 2) To suggest different activities to be conducted regarding gender awareness.
 - 3) Any other topic with the permission of the chair.

Presiding officer



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



Minutes of the ICC meeting held on 12/07/2017 .

Presiding officer welcomed the members. The following members were present for the meeting :

S.No.	Name
1	Mrs. Mehrunisa M. Shaikh
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Mahim Samar Khan
7	Miss. Hanan Eihab Azad Shahab
8	Mrs. Jahanaara Pathan

- 1] New members were introduced to the working and responsibilities of ICC.
- 2] Ways of increasing awareness regarding gender issues among students as well as staff were discussed.
- 3] Responsibilities were given to various committee members for smooth functioning.

Presiding officer



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

Y & M Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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Date : 05/03/2018

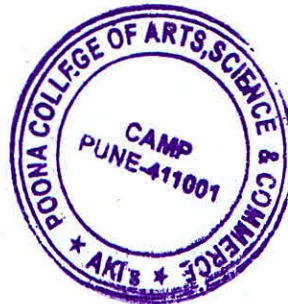
NOTICE Internal Complaints Committee


It is here by informed that the meeting of ICC will be held on 07/03/2018 at 11.30 a.m. in the department of Botany. All the members of the ICC are hereby requested to attend the same and contribute effectively.

Venue : Department of Botany

- Agenda :
- 1] Minutes of the meeting held on 12/07/2017 were read and confirmed.
 - 2] Review of the various activities undertaken by the members.
 - 3] Preparation of annual report for the academic year 2018-19. No complaints related to sexual harassment were received by the committee hence nil report was prepared.


Presiding officer




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

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Minutes of the ICC meeting held on 07/03/2018.

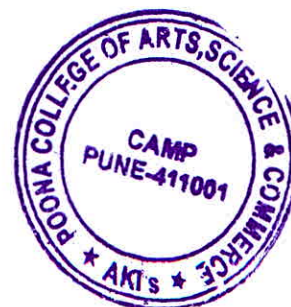
Presiding officer welcomed the members. The following members were present for the meeting :

S.No.	Name
1	Mrs. Mehrunisa M. Shaikh
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Mahim Samar Khan
7	Miss. Hanan Eihab Azad Shahab
8	Mrs. Jahanaara Pathan

- 1] Minutes of the meeting held on 12/07/2017 were read and confirmed.
- 2] Review of the various activities undertaken by the members.
- 3] Preparation of annual report for the academic year 2017-18. No complaints related to sexual harassment were received by the committee hence nil report was prepared.

Mrs. Shaikh Mehrunisa M.
Presiding Officer, ICC
Poona College of Arts, science & Commerce

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



Y & M Anjuman Khairul Islam's

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To,
The Principal,
Poona College of Arts, science & Commerce
Camp, Pune – 1

Subject : Annual Report of ICC

Respected Sir,

I am herewith submitting the annual report of ICC for the academic year 2017-18. Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 had been constituted formally.

Students , faculty members, administrative and non-teaching staff were made aware about the constitution of committee in the college. Then stakeholders including students, teaching and nonteaching staff were made aware of the Act 2013. Various programs were organized in the college under different banners like Board of Student Development etc. The programs are as under :

Nirbhay Kanya Abhiyan was undertaken on 14th, 15th and 18th February 2018. 100 girl students were enrolled for this program.

Adv. Farhat Kagdi, Pune, discussed about ' Crime Against Women & Protection of women in Law'.

Dr. Shaila Bootwala, Principal, Abeda Inamdar Sr. College, Pune, threw light on 'Women Empowerment'.

Prof. Farzana Shaikh, from Abeda Inamdar Sr. College, Pune, highlighted on 'How to Develop oneself for higher post in jobs'.

Dr. Mamta Jain discussed about ' Nirbhay Kanya'.

API, Amit Ghule and ASI R.S. Inamdar, Pune talked about ' Crime against Women & Protection.

'Women Empowerment & Save Girl Child' was highlighted by Dr. Shashikala Rai, Department of Hindi, SPPU , Pune

No complaint was registered with the committee regarding sexual harassment of women and girls in the institution.

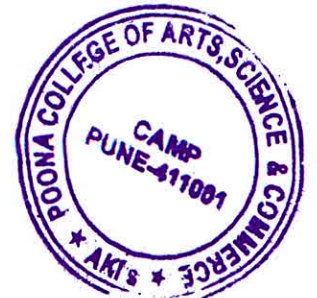
Presiding officer

PRINCIPAL

Poona College of Arts, Science & Commerce

Camp, Pune-411001.

Principal Office



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



Ref : PC/SC/Sexual Harrasment/2017-2018/532

Date : 23/02/18

To,
The Hon'ble District Collector,
Collector Office,
Pune - 411001

Subject : Submission of Annual Report of Internal Complaints Committee on Sexual Harassment of Women and Students at Workplace (Prevention, Prohibition & Redressal) of Institution Managed by Y & M Anjuman Khairul Islam, Mumbai.

Sir,

This is to inform you that the Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 had been constituted for the below mentioned institute managed by the Y&M Anjuman Khairul Islam, Nagpada , Mumbai - 400 008.

I am herewith submitting a **NIL REPORT** of the following institute from January 2017 to December 2017.

1. Y & M Anjuman Khairul Islam's , Poona College of Arts, Science and Commerce, Camp, Pune - 411 001.

Thanking you,

Yours faithfully

(Dr. Aftab Anwar Shaikh)
Principal

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



(Mr. Mirza Salat Baig)
Trustee

Y & M Anjuman Khairul Islam
Mumbai-8

Parade
1/3/18
आदक/जायक लिपीक
जिल्हाधिकारी कार्यालय, पुणे



Ref. No:


Date: 23/02/2017

Constituting of Internal Complaints Committee

The Management of AKI's Poona College of Arts, Science and Commerce, Pune is pleased to constitute Internal Complaints Committee (ICC) of the following members for the college as per section 4 of the Sexual Harassment of women at Workplace (prevention, prohibition and redressal) Act 2013, for the academic year 2016 – 17 and shall be continued till it is reconstituted.

Internal Complaints Committee 2016 - 17

Sr. No	ICC Designation	Name	Desig.	Mobile	Email
1	Presiding Officer	Mrs. Sk. Mehrunisa M.	Associate Professor	9922135393	meherunisa.shaikh@gmail.com
2	Faculty Member 1	Miss Lubna Shaikh	Assistant Professor	9860604577	lubnashaikhmd@gmail.com
3	Faculty Member 2	Mrs. Lubna Khan	Lecturer	9822596207	lubnasuja@gmail.com
4	Non-Teaching Member 1	Mrs. Rizwana Khot	Senior Clerk	9272127352	
5	Non-Teaching Member 1	Mr. Sayed Ismail P.	Junior Clerk	9175577959	ismail_syeds@yahoo.com.in
6	Student Undergraduation	Miss Mahin Samar Khan	S.Y.BSc Student	9028361447	khan.mahin8@gmail.com
7	Student Postgraduate	Miss Hanan Eihab Azad Shahab	MSc Student	7276577404	heihab10@gmail.com
8	Student – Ph.D. Faculty Member	Mrs. Jahanaara Pathan	Research Student & Asst. Prof.	9923019227	ps.jahanaara@gmail.com
9	External Member (NGO)	Mr. Hasan Imam	Editor	9975012213	dainikdayitva@gmail.com


Dr. M. Rafique Sarkhawas
 Principal

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



NOTICE

Internal Complaints Committee

A new committee was constituted on 23/02/2017, having representation of students. It is here by informed the committee members that the meeting of ICC will be held on 08/03/2017 at 11.00 a.m. in the department of Botany. All the members of the ICC are hereby requested to attend the same.

Venue : Department of Botany

- Agenda :
- 1) To introduce new members and guide them about the working of the committee.
 - 2) To suggest different activities to be conducted regarding gender awareness.
 - 3) Any other topic with the permission of the chair.

Prasanna

Presiding officer



[Signature]
PRINCIPAL
Poona College of Arts, Science & Commerce
Camp, Pune-411001.
Principal Office

Y & M Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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Tel.: +91-20-26454240 / 26446319. Fax: +91-20-26453707

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



Minutes of the ICC meeting held on 08/03/2017.

Presiding officer welcomed the members. The following members were present for the meeting :

S.No.	Name
1	Mrs. Mehrunisa M. Shaikh
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Mahim Samar Khan
7	Miss. Hanan Eihab Azad Shahab
8	Mrs. Jahanaara Pathan

- 1] New members were introduced to the working and responsibilities of ICC.
- 2] Ways of increasing awareness regarding gender issues among students as well as staff were discussed.
- 3] Responsibilities were given to various committee members for smooth functioning.
- 4] Preparation of annual report for the academic year 2016-17. No complaints related to sexual harassment were received by the committee hence nil report was prepared.

Mrs. Shaikh Mehrunisa M.

Mrs. Shaikh Mehrunisa M.
Presiding Officer, ICC

Poona College of Arts, science & Commerce

nan

[Signature]
PRINCIPAL
Poona College of Arts, Science & Commerce
Camp, Pune-411001.
Principal Office



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



Ref: PC/sc/Women's Workshop/5085/2016-17

To,
The Chairman,
Y & M, AKI's Trust
Mumbai - 400008

Date: 25/02/2017

Respected sir,

An important workshop was attended on 2nd Feb. 2017 by the principal Dr. M. Rafique Sarkhawas and Mrs. Mehrunisa Shaikh (Dept. of Botany). She has been given responsibility as presiding officer in the Internal Complaints Committee (ICC) – Sexual Harassment of Women and Student at workplace of Poona College. The committee is constituted as per the guidelines of UGC dated 2nd May 2016.

The workshop was organized by Maharashtra State Commission for Woman, Mumbai and ICC of Savitribai Phule Pune University, Pune. As per the instruction given in the workshop, it is mandatory to organize a workshop on 27th Feb. 2017 in the college.

The commission will sponsor Rs. 5000/- as expenses towards the workshop for which the college should submit the original documents, photographs of the programme along with a blank cancelled cheque of the college within 3 days of the function. The documents should be scanned and sent to the email dysec.mscw@gmail.com Phone no. 9967439191 (Dr. Manjushah M.). The original receipts to be posted at,

Maharashtra State Commission for Women
Gruh Nirman Bhavan (MHADA Bldg.), Mezzanine Floor,
Bandra (E.), Mumbai- 400 051 (Maharashtra)

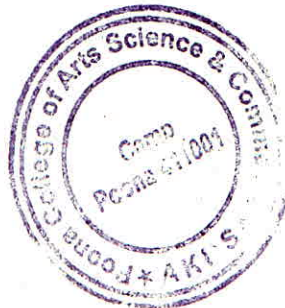
Hence the college will organize this workshop on Monday the 27th Feb. 2017 for which the expenses would be about Rs. 10,000/-

I hope you will consider and look in to the matter for the expenses to be sanctioned before for the workshop.

Thanking you,

Yours truly,

Dr. M. Rafique Sarkhawas
Principal
Poona College of Arts, Science & Commerce
Camp, Pune-411 001
Principal Office



POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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Tel.: +91-20-26454240 / 26446319. Fax: +91-20-26453707

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



Ref: PC/SC/Sexual Harassment/5103/2016-17

Date: 16/03/2017

To,
The Hon'ble District Collector,
Collector office,
Pune- 411001

Subject: - Submission of Annual Report of Internal Complaints Committee on Sexual Harassment of Women and Students at Workplace (Prevention, Prohibition & Redressal) of Institution Managed by Anjuman Khairul Islam's, Mumbai.

Sir,

This is to inform you that the Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 has been constituted for the below mentioned institute managed by the Anjuman Khairul Islam, Nagpada, Mumbai.

I am herewith submitting a NIL report of the following institute from Jan 2016 to Dec 2016

1. AKI's Poona College of Arts, Science and Commerce, Pune.

Thanking you,

R. Baig
9013196
अध्यक्ष/जिल्हा दफतर,
विशेषाधिकारी कार्यालय, पुणे.

Yours faithfully,

SA Baig

**Mr. Salat Baig
Trustee**


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



Dr. Pratiksha S. Patil
Camp, Pune-411 001
Principal Office

Y & M Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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To,
The Principal,
Poona College of Arts, science & Commerce
Camp, Pune – 1

Subject : Annual Report of ICC

Respected Sir,

I am herewith submitting the annual report of ICC for the academic year 2016-17. Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 had been constituted formally.

Various programs were organized in the college under different banners like Board of Student Development etc. The programs are as under :

1] Nirbhay Kanya Abhiyan was undertaken on 13th, 14th and 18th December 2016. 105 girl students benefitted from this program.

These girl students were trained in self defence by Mr. Jitendra Yadav , Karate Master and Trainer.

2] Guest lectures were organized on ' Women Empowerment and Law'.

No complaint was registered with the committee regarding sexual harassment of women and girls in the institution.

Presiding officer



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



Ref No.

Date: 11/11/2015

Constituting of Internal Complaints Committee

The Management of AKI's Poona College of Arts, Science and Commerce Pune is pleased to constitute Internal Complaints Committee (ICC) of the following members for the college as per section 4 of the Sexual Harassment of women at Workplace (prevention, prohibition and redressal) Act 2013, for a period of 3 years from the academic year 2015-16 to 2016-17 and shall be continued till it is reconstituted.

Names of Members of Internal Complaints Committee (ICC)

Sr. No	Name	Designation
1	Mrs. Shaikh Meherunissa M (Associate Professor Dept. of Botany)	Vice Chairperson <i>Meherunissa</i>
2	Dr. (Mrs). Farida Mohd.Gous Shaikh (Associate Professor Dept. of Economics)	Member <i>Farida</i>
3	Mrs. Deepika Kininge (Asst. Professor Dept. of Commerce)	Member <i>Deepika Kininge</i>
4	Dr. Gulab Pathan (Asst. Professor Dept. of Sociology)	Member <i>Gulab Pathan</i>
5	Mrs. Ashraf Adam Mulla President Muslim Samaj Rehmani foundation Urdu High School, Samina Iqbal Ashiyana Orphanage, Handewadi Road, Hadapsar, Pune- 14.	NGO

Dr. M Rafique Sarkhawas
I/C Principal

महाराष्ट्र शासन

सहसंचालक (उच्च शिक्षण)

१७ आंबेडकर रोड, कॅम्प, पुणे - ४११ ००१

Website: www.jdhepune.org E-mail - jdhepune@gmail.com

दूरध्वनी क्रमांक - ०२० - २६१२७८३३, २६६३२

फॅक्स क्र. ०२०- २६०५१६३२

जा.क्र.ससं/उशि/पुवि/महिला तक्रार निवारण समिती/२०१६/२६०२

दिनांक ४.११.२०१६

प्रति,

१. प्राचार्य/प्राचार्या,
सर्व अशासकीय अनुदानित/विनाअनुदानित /कायम विना अनुदानित कला, वाणिज्य,विज्ञान,
विधी, शारीरिक शिक्षण व शिक्षणशास्त्र महाविद्यालये,
पुणे/अहमदनगर व नाशिक जिल्हे.
२. कुलसचिव, डेक्कन कॉलेज व पदव्युत्तर संस्था, येरवडा, पुणे - ६
३. कुलसचिव, गोखले इन्स्टिट्यूट ऑफ पॉलिटिक्स, पुणे.
४. कुलसचिव, यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक
५. कुलसचिव, टिळक महाराष्ट्र विद्यापीठ, पुणे.

विषय - कामाच्या ठिकाणी महिलांचे लैंगिक छळ (प्रतिबंधक, मनाई आणि निवारण) अधिनियम २०१३ अंतर्गत समिती गठीत करून सदस्यांच्या नावाचा फलक लावण्याबाबत..

संदर्भ- १. मा. शिक्षण संचालक, उ.शि. म.रा.पुणे यांचे पत्र क्र.जा.क्र.२०१६/महिला तक्रार निवारण समिती/प्रशा-१/१२४३० दि. २९.१०.२०१६.

२. शासन पत्र क्रमांक, संकीर्ण-२०१६/(प्र.क्र.२६५/१६)/मशि-१ दिनांक २५.१०.२०१६.

उपरोक्त विषया संदर्भात मा. शिक्षण संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे यांचे संदर्भ क्र. १ नुसार महिला व बालविकास विभाग यांचे पत्र दिनांक १९.६.२०१४ व शासन निर्णय दिनांक ११.९.२०१४ अन्वये दिलेल्या निर्देशास अनुसरून व कामाच्या ठिकाणी महिलांचे लैंगिक छळ (प्रतिबंधक, मनाई आणि निवारण), अधिनियम २०१३ अनुलक्षून आपल्या विद्यापीठामध्ये / संस्थेमध्ये / महाविद्यालयामध्ये महिला कर्मचा-यांच्या सुरक्षिततेसाठी महिला तक्रार निवारण समिती गठीत करून, गठीत केलेल्या समितीच्या नावाचा फलक विद्यापीठाच्या / संस्थेच्या / महाविद्यालयाच्या कार्यालयाच्या दर्शनी ठिकाणी लावण्याबाबत सूचना देण्यात आलेल्या आहेत.

सबब प्रस्तुत प्रकरणी सदरील शासन निर्देशास अनुसरून पुनश्च: अपणास कळविण्यात येते की, आपल्या विद्यापीठात / महाविद्यालयात/ संस्थेमध्ये महिला कर्मचा-यांच्या / विद्यार्थिनींच्या लैंगिक छळास प्रतिबंध, मनाई आणि निवारण करण्यासाठी, महिला तक्रार निवारण समित्यांचे गठन करण्यात यावे, तसेच गठीत केलेल्या समिती सदस्यांच्या नावाचा फलक कार्यालयाच्या दर्शनी भागावर लावण्यात यावा.

डॉ. विजय नारखेडे)
सहसंचालक (उच्च शिक्षण)
पुणे विभाग, पुणे १

प्रत - १. मा. शिक्षण संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे यांना माहितीसाठी सविनय सादर.

२. कुलसचिव, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे.

/- यांना कळविण्यात येते की, आपल्या विद्यापीठाच्या अधिनस्त असलेल्या सर्व महाविद्यालये व संस्थांमध्ये महिला तक्रार निवारण समित्यांचे गठन करणे तसेच समितीच्या नावाचे फलक तयार करून महाविद्यालयाच्या / विद्यापीठाच्या दर्शनी भागात लावून आपल्या स्तरावरून योग्य ती कार्यवाही करण्यात यावी व तसा अहवाल विद्यापीठाकडे संकलित करून ठेवावा.

Working Women's Committee



Mrs. Mehruddisa
List of Women Sexual
Violence & Grievances
Committee to be sent to
The Joint Director, Govt. of
Maharashtra.
9.11.2016



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)

Date :08/12/2015

NOTICE Internal Complaints Committee

It is here by informed that the first meeting of ICC will be held on 10/12/2015 at 11.00 a.m. in the department of Botany. All the members of the ICC are hereby requested to attend the same.

Venue : Department of Botany

- Agenda :
- 1) To introduce new members and guide them about the working of the committee.
 - 2) To suggest different activities to be conducted regarding gender awareness.
 - 3) Any other topic with the permission of the chair.



Presiding officer





PRINCIPAL

Poona College of Arts, Science & Commerce

Camp, Pune-411001.

Principal Office



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)

Minutes of the ICC meeting held on 10/12/2015.

Presiding officer welcomed the members. The following members were present for the meeting :

S.No.	Name
1	Mrs. Mehrunisa M. Shaikh
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Mahim Samar Khan
7	Miss. Hanan Eihab Azad Shahab
8	Mrs. Jahanaara Pathan

- 1] New members were introduced to the working and responsibilities of ICC.
- 2] Ways of increasing awareness regarding gender issues among students as well as staff were discussed.
- 3] Responsibilities were given to various committee members for smooth functioning.

Presiding officer



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



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)

Date : 07/03/2016

NOTICE Internal Complaints Committee

It is here by informed that the meeting of ICC will be held on 10/03/2016 at 10.30 a.m. in the department of Botany. All the members of the ICC are hereby requested to attend the same.

Venue : Department of Botany

- Agenda :
- 1] Minutes of the meeting held on 10/12/2015 were read and confirmed.
 - 2] Review of the various activities undertaken by the members.
 - 3] Preparation of annual report for the academic year 2015-16. No complaints related to sexual harassment were received by the committee hence nil report was prepared.

Presiding officer



PRINCIPAL

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



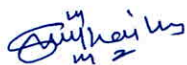
Y & M Anjuman Khairul Islam's
POONA COLLEGE
OF ARTS, SCIENCE AND COMMERCE
(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

Minutes of the ICC meeting held on 10/03/2016.

Presiding officer welcomed the members. The following members were present for the meeting :


S.No.	Name
1	Mrs. Mehrunisa M. Shaikh
2	Miss. Lubna Shaikh
3	Mrs. Lubna Khan
4	Mrs. Rizwana Khot
5	Mr.Sayed Ismail P.
6	Miss. Mahim Samar Khan
7	Miss. Hanan Eihab Azad Shahab
8	Mrs. Jahanaara Pathan

- 1] Minutes of the meeting held on were read and confirmed.
- 2] Review of the various activities undertaken by the members.
- 3] Preparation of annual report for the academic year 2015-16. No complaints related to sexual harassment were received by the committee hence nil report was prepared.



Presiding officer




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

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POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

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



Ref:

Date: 20/10/2016

To,
The Hon'ble District Collector,
Collector office,
Pune- 411001

Subject: - Submission of Annual Report of Internal Complaints Committee on Sexual Harassment of Institution Managed by Anjuman Khairul Islam's, Nagpada, Mumbai.

Sir,

This is to inform you that the Internal Complaints Committee (ICC) on Sexual Harassment as per section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 has been constituted for the below mentioned institute managed by the Anjuman Khairul Islam, Nagpada, Mumbai.

I am herewith submitting a NIL report of the following institute from Jan 2015 to Dec 2015

1. AKI's Poona College of Arts, Science and Commerce, Pune.

Thanking you,

Yours faithfully,


Mr. Salat Baig
Trustee