



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	2.3 Teaching- Learning Process
METRIC NO.	2.3.3

- Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

MENTORING RECORD SHEET (SAMPLE FORMS)



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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

MENTORING RECORD SHEET

Mentor Name	Mrs. Atiya Jaweed Khan.		
Details of Students			
Mentee Name	Sayyed Reshma Noormahammad		
Class	S.Y. Bsc	DOB:	3/08/2000
Address	Flat No 5 A wing Nirmal Complex Mithanagar kandhwa		
Contact	8805774507	Email:	Sayyedreshma33@gmail.com
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal		3	
General Discipline		3	
Communicative skills		2	
General Grooming		2	
Behavior with Peers		4	
Behavior with Faculty		4	
Co-curricular Activities		3	
Extra-Curricular activities		3	
Signature	Student Reshma		Mentor Atiya
Action Required :	Tried to enhance her skill and guided her accordingly.		

To,
The Principal.
AKI's Poona College,
Camp Pune-01

SUBJECT: Guidance for upcoming studies.

Respected Sirs

With all due respect, it's requested you that
I'm facing difficulties to choose my career option
for further studies. kindly guide me.

Thanking You.

Reshma
Your obediently.



Zamir Sir

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MENTORING RECORD SHEET

Mentor Name	Dr. Mohammed Zamir Ahmed.		
Details of Students			
Mentee Name	Munira Faisal Shaikh.		
Class	SYBSc.	DOB:	
Address	Kondhwa, Pune - 48.		
Contact	8975612039	Email:	Shaikhmunira27@gmail.com
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year <i>Second year</i>	Second year	Third year
Knowledge about the Career Goal	4		
General Discipline	4		
Communicative skills	5		
General Grooming	4		
Behavior with Peers	4		
Behavior with Faculty	5		
Co-curricular Activities	4		
Extra-Curricular activities	4		
Signature			Mentor <i>Zamir</i>
Action Required	Issues discussed with concerned. Engage Person. of Discipline Committee		

11/09/2019.

To,

The Principal
AKI's Poona College,
Camp 411001

Subject :- Addressing grievances towards
the college.

Respected Sir,

I, Munira Iqbal Shaikh, student of
S.Y. Bsc Div-B writing you this letter to address
my grievances towards Poona College. I have been
a student of Poona college from last 4 years.
During off lectures, we don't find any good
place to sit & do some other work in the campus.
The open area in the campus is always crowded
with boys & the girl's canteen or girl's break room
is mostly reserved for some or the other function
or lunch parties for teachers. The girl's break
room has broken chairs & running ~~is~~ rain
water from the shelter during monsoons.

I hope you'll look after these grievances for
the further betterment of our college.

Your's truly
Munira Shaikh
S.Y. Bsc . Div-B
Roll No :- 5815
Mob. no :- 8975612039
shaikhmunira27@gmail.com

Munira



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MENTORING RECORD SHEET

Mentor Name	Dr. AAFREEN ABRAR AHMED		
Details of Students			
Mentee Name	KAZI Anam Nazim Ali		
Class	S. Y. B. A	DOB:	14/06/2001
Address	Bhavani Peth.		
Contact	7270177908	Email:	Sayyedanam930
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal		03	
General Discipline		04	
Communicative skills		02	
General Grooming		03	
Behavior with Peers		03	
Behavior with Faculty		04	
Co-curricular Activities		03	
Extra-Curricular activities		02	
Signature	Student		Mentor
Action Required	To make the books available either in library or department		

Oct. 1, 2019.

To,
The Principal,
AKI'S POONA COLLEGE
CAMP - PUNE 42.

Subject:- Unable to find the textbook.

Respected Sir,

I'm student of S.Y.B.A. My name is Anam Kazi. Roll no:- 319, I am searching for textbook of S.Y.B.A.

Thanking you.

Anam Kazi

Yours sincerely.

Name. KAZI ANAM NAZIM ALI



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MENTORING RECORD SHEET

Mentor Name	Dr. AAFREEN ABRAR AHMED.		
Details of Students			
Mentee Name	Sayyed Inaaya Wassim		
Class	S.Y.B.A	DOB:	10 th May 1998
Address	364, Nana Peth Sant Kabir Police Chowk Pune-02		
Contact	9673643161	Email:	sayyedinaaya@gmail.com
Strength		Weakness	
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal		02	
General Discipline		03	
Communicative skills		02	
General Grooming		03	
Behavior with Peers		03	
Behavior with Faculty		04	
Co-curricular Activities		02	
Extra-Curricular activities		02	
			Mentor
Signature			
Action Required	See that her basic concepts are cleared with the help of peers & teachers.		

To,
The Principle
AKIS, Poona College
Camp Pune - 01.

7th Sept. 2019.

Subject:- 'Highest study (unable to understand)

I am student of S.Y.B.A my name is
Sayyed Inaara Wassim Roll No 322.

I am having difficult to understand about
highest study.

Thanking You
Inaara

Your obediently

Name :- Sayyed Inaara Wassim

STD :- S.Y.B.A



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MENTORING RECORD SHEET

Mentor Name	Mr. Sayyad Vakeel Ahmad M. Ali		
Details of Students			
Mentee Name	Sayyed Sameer Daulat		
Class	T.Y. B.com	DOB:	17/02/1998.
Address	Dhayari Garmala, Pune 41		
Contact	8149114323	Email:	SayyedSam1998@gmail.com
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal			3
General Discipline			4
Communicative skills			3
General Grooming			3
Behavior with Peers			4
Behavior with Faculty			4
Co-curricular Activities			3
Extra-Curricular activities			2
Signature	Student		Mentor
Action Required	given extra assignments & tests.		

To,
The Principle,
AKI's Poona College,
Camp Pune-01.

Subject :- Problems solving skill.

Respected Sir,

I'm student of TYBcom. Name Sayyed Sameer. Sir I want to learn my Problems Solving skills in my subjects.

Thanking you
Sayyed Sameer.



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MENTORING RECORD SHEET

Mentor Name	Amjad S. Shaikh		
Details of Students			
Mentee Name	Cristan thapa		
Class	S.Y. B.Sc. Div B	DOB:	
Address	Camp, PUNE		
Contact	8999834675	Email:	christyt1028@gmail.com
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal		3	
General Discipline		4	
Communicative skills		2	
General Grooming		3	
Behavior with Peers		3	
Behavior with Faculty		4	
Co-curricular Activities		2	
Extra-Curricular activities		2	
Signature			Mentor Zml
Action Required	Issue communicated to grievance cell and resolved.		

3rd October 2019

To,

Respected Principle,
Poona College, Pune.

Subject: Unclean men's washroom.

Respected Principle,

My name is Christian Robert Thapa from

class 4th BSc division B, Roll no: 5872. I'm writing

this letter as a complaint for unclean & unhygienic

washroom. The men's urinal are damaged & uncleaned,

most of the toilets does not have latch on the

inside, and also to mention that there is no

soap or handwash in the washroom. The floor

is always wet & dirty which makes it slippery.

So, it is my kind request to please look
into this issue.

Yours Sincerely,

Christian Thapa

5th BSc Div B

8999834675





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MENTORING RECORD SHEET

Mentor Name	Akhlaque Ahmed Ab. Khalique Atn		
Details of Students			
Mentee Name	Shaikh Faiza Mohd. Afif		
Class	S.Y.BSc.	DOB:	11/12/2000
Address	Flat 203, Ope1 Arch, Kondhawa Khurd.		
Contact	8551813477	Email:	faizashaikh7001@gmail.com
Strength		Weakness	
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal		03	
General Discipline		05	
Communicative skills		04	
General Grooming		04	
Behavior with Peers		05	
Behavior with Faculty		05	
Co-curricular Activities		04	
Extra-Curricular activities		04	
	Student		Mentor
Signature			
Action Required	Discussed the importance of attending the lectures		

To,
The Principle,
AKI'S Poona College.
Camp Pune - 01.

SUBJECT:- Fail to attend the lectures.

Respected Sirs

I'm student of S.Y.B.S. My name is Sk. Faiza Mohd Arif
Due to my part time work I'm unable to attend
the lectures.

Kindly accept my apology and guide me for
further studies.

Thanking You.

~~Sk.~~
Yours obediently.

Name: Sk. Faiza Mohd Arif
STD: S.Y.B.Sc



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MENTORING RECORD SHEET

Mentor Name	Dr. Shoab Ahmad		
Details of Students			
Mentee Name	Megha Rajesh Bukshetty		
Class	SYBSC	DOB:	24/06/2001
Address	Maruti Nagar Wadgaon Sheri Pune -14		
Contact	9284541518	Email:	Bukshetty.megha@gmail.com
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal		3	
General Discipline		3	
Communicative skills		3	
General Grooming		2	
Behavior with Peers		4	
Behavior with Faculty		4	
Co-curricular Activities		3	
Extra-Curricular activities		2	
	Student		Mentor
Signature	Megha Bukshetty		
Action Required	Discussed the importance of attending the lectures		

To

The principle

AKI's poona college

camp pune - 01

Subject: unable to attend lectures.

Respected sir,

I'm student of S.Y. Bsc My Name is Megha Bukshetty. I am a NCC cadt due to my NCC camps & fall in I am unable to attend lectures. Please kindly guide me.

Thank you

~~Megha Bukshetty~~

Your obediently.



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MENTORING RECORD SHEET

Mentor Name	Mr. M.B. Pathan.		
Details of Students			
Mentee Name	Simran Dastagir Mujawar		
Class	S.Y. BSC	DOB:	08/07/2000
Address	Annabhau Sathe nager upper depo Pune 37		
Contact	9881531445	Email:	mujawarsimran31@gmail.com
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal		2	
General Discipline		4	
Communicative skills		3	
General Grooming		3	
Behavior with Peers		4	
Behavior with Faculty		5	
Co-curricular Activities		3	
Extra-Curricular activities		2	
Signature	Student Simran		Mentor
Action Required	Asked her to do corner in favourable subject		

To,
The Principle,
AKI's Poona College
Camp Pune-01

Subject : Unable to choice the career.

Respected Sir,

I'm Student of S.Y. Bsc. my name is Simran Mujawa
I am unable to choice the carrer option. Please kindly
guide me.

Thank You

Simran

Your obidently.



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MENTORING RECORD SHEET

Mentor Name	Dr. Rafik Usman Shaikh		
Details of Students			
Mentee Name	Salman Muller.		
Class	G.Y. B.COM.	DOB:	23/01/2000
Address	Sinhged Road, Dhoyi phate, Pune-41		
Contact	8237462773	Email:	SalmanMuller2773@gmail.com
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal			03
General Discipline			03
Communicative skills			02
General Grooming			03
Behavior with Peers			03
Behavior with Faculty			03
Co-curricular Activities			02
Extra-Curricular activities			03
Signature	Student		Mentor
Action Required	Will help to find the book in library.		

To,

20/08/2019

The principal.
A.K.T. Poona Gg
Camp. pune-01.

Subject :- unable find to the Book in the library.

Respected sir,

I am student of J.Y. B.COM. my name is
Salman Mulla I am searching for Books
for my study's. kindly guide me.

Thanking you.
Mulla Salman.



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Mentor Name	MR. MUKHTAR SHAIKH		
Details of Students			
Mentee Name	Shaikh Isam Hussain		
Class	S.Y. B.A	DOB: 24-01-2001	
Address	54, HP 75 Jolhiya nagar Oranji peth pune, 42		
Contact	9359148186	Email: shaikhisam241@gmail.com	
Strength		Weakness	
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal		3	
General Discipline		4	
Communicative skills		3	
General Grooming		3	
Behavior with Peers		4	
Behavior with Faculty		4	
Co-curricular Activities		3	
Extra-Curricular activities		3	
Signature			
Action Required	Difficulties in finding career goals are discussed and suggested to clear basic concepts		

TO,

The principle,
AKIS, poona collage.
Camp pure-01.

Subject:- understand career goals,

I am student of S.Y.B.A my name is Shaikh
Iram Hussain Roll NO: 419. I am not understanding
which career I should choose.

Thanking you,
your abediently.

Shaikh Iram

Names:- Shaikh Iram Hussain
STD:- S.Y.B.A



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Mentor Name	SHAIKH ABUL QVAIS.		
Details of Students			
Mentee Name	SHAIKH AMAN HASIM.		
Class	F.Y. B.COM.	DOB:	23/07/2001
Address	R-Type 412 Railway Quarter, Tadivala Road		
Contact	7720917748	Email:	zaman2307@gmail.com
Strength	Weakness		
Rating of Student at the Scale of FIVE			
	First year	Second year	Third year
Knowledge about the Career Goal	3		
General Discipline	3		
Communicative skills	2		
General Grooming	2		
Behavior with Peers	4		
Behavior with Faculty	4		
Co-curricular Activities	2		
Extra-Curricular activities	2		
	Student		Mentor
Signature			
Action Required	Discussed to pursue higher studies		

To
The Principal
AKI's Poora College,
Camp Pune - 09

SUB: Discuss about higher studies.

Respected Sir;

I am Amaan Shaikh student of
F.Y.B.Com, 2125. I want to study higher
education. Kindly guide me.

Thanking You
Bmaas.

