



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

K. B. Hidayatullah Road, Camp, Pune - 411001.

**CAPACITY BUILDING  
AND  
SKILL ENHANCEMENT  
INITIATIVES**



# LANGUAGE AND COMMUNICATION SKILLS



Communication is an essential skill for every modern student to master. In today's changing scenario of advanced technology and the rapidly changing career landscapes, there is greater competition in college and workplaces. To improve the communication skills of students, the following initiatives have been taken by the college:

**Certificate Course in Personality Development:** Personality Development is an important tool for developing overall skills within a person that help one to develop professionally as well as personally. The Personality Development course polishes the students' physical appearance as well as their presentation and communication skills.

**Language Laboratory:** A Language laboratory has been set up in college to help students master the English language, in a more effective way. The computers in our language laboratory are with the necessary software. Each computer is connected to a microphone, headphones and recorder. A Lab assistant and the service of technical staff is made available. The language lab is also furnished with a digital interactive smart board. This amazing technology not only enhances the way the teachers teach but also enhances the way the students learn English. It provides students with an enriched learning experience by projecting visual elements. In the language lab, the student's learning experience is enhanced by technology.

• **The main objective of the language lab is :** • to improve the students listening and speaking skills • to listen to model pronunciation, repeat and record the same • to learn English and practice at one's own pace • to teach them rules of grammar and its application • to advance in English communication skills in a systematic way



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# 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](http://www.poonacollege.edu.in)  
[principal@poonacollege.edu.in](mailto:principal@poonacollege.edu.in)

**Professor (Dr.) Aftab Anwar Shaikh**

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

PRINCIPAL



+91 98226 21579



[dranwarshaikh@gmail.com](mailto:dranwarshaikh@gmail.com)

## CRITERION- V

<b>KEY INDICATOR</b>	<b>5.1 Student Support</b>
<b>METRIC NO.</b>	<b>5.1.3</b>

- Capacity building and skills enhancement initiatives taken by the institution include the following
1. Soft skills
  2. Language and communication skills
  3. Life skills (Yoga, physical fitness, health and hygiene)
  4. ICT/computing skills.

## 2. LANGUAGE AND COMMUNICATION SKILLS

INITIATIVES DURING THE ACADEMIC YEAR

**2019-2020**



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)

## DEPARTMENT OF URDU, ARABIC & PERSIAN

### ACTIVITY REPORT

(2019 – 2020)

#### I. Basic Details:

<b>Name of The Activity</b> <i>Inter-Collegiate Holy Quran and Poetry Recitation (Qirat and Naat) Competition</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
02/01/2020	Arts	Urdu, Arabic and Persian	Dr. Abrar Ahmad (8554008637)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Academic/ co-curricular / extracurricular/ Environmental/ social/ other</b>
10.00	Conference Hall	Poona College UG & PG students (31) Other students (39+09) Staff (05)	Extra-Curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Inter-Collegiate Holy Quran and Poetry Recitation (Qirat and Naat) Competition</i>
<b>Objective for conducting the activity</b>	<ul style="list-style-type: none"><li>✚ To make the Participants aware of basic rules of reciting The Holy Quran and how to recite it in an attractive and effective manner</li><li>✚ To create interest in the Holy Quran</li><li>✚ To Create interest about Poetry Recitation and to learn the skills required.</li></ul>
<b>Methodology</b>	Recitation & evaluation
<b>Outcome</b>	The students learnt how to recite the Holy Quran and Poetries properly and they also got aware of their mistakes while reciting the Quran.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets	5. Sample Certificate	6.



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**POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

K. B. Hidayatullah Road, Camp, Pune - 411001. (MS), India

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- UGC - 2(f) & 12 (B) Status
- NAAC Re-accredited College
- Junior College Index No: J-11.15.004
- DST - FIST Sponsored Institute

**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

To,

Date: 11/12/2019

The Principal,

## CIRCULAR

انٹر کالجیٹ مسابقہ قرأت اور حمد و نعت خوانی

**Sub: Invitation for Inter Collegiate Quran & Poetry Recitation Competition.**

It gives us immense pleasure to inform you that the Department of Urdu, Arabic & Persian is organizing an Inter-collegiate Holy Quran & Poetry Recitation Competition on 02/01/2020 at 10.00 A.M. in Conference Hall of our College.

### Cash Prizes for Qerarat:

- 1<sup>st</sup> Prize: 1000/-
- 2<sup>nd</sup> Prize: 700/-
- 3<sup>rd</sup> Prize: 500/-
- Consolation Prize (3) each Rs.200/-

### Cash Prizes for Poetry:


- 1<sup>st</sup> Prize: 1000/-
- 2<sup>nd</sup> Prize: 700/-
- 3<sup>rd</sup> Prize: 500/-
- Consolation Prize (3) each Rs.200/-

Hence you are requested to send the names of the students with concerned teacher from your institution on or before 28/12/2019 to our college address for the Competition.

Thank you.

Note: The copy of Rules & Regulation is enclosed.

  
Dr. Aftab Anwar Shaikh  
Principal

  
Prof. Khan Moinuddin  
Vice Principal & HoD

  
Dr. Abrar Ahmad  
Co-ordinator

  
Gulam Ahmed  
Co-coordinator



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DESCRIPTIVE REPORT ON

### INTERCOLLEGIATE HOLY QURAN AND POETRY RECITATION COMPETITION

(Qirat and Hamd-o- Naat Khwani)

An inter-collegiate Holy Quran and Poetry Recitation (Qirat and Naat Khwani) Competition was organized by the department Department of Urdu, Arabic & Persian on January 2, 2020, in the Conference hall of the college. The participants recited the Holy Quran and Poetries before the audience and two judges. The judges gave marks on the basis of their performance.

At last, the winners were given prizes and the Chief Guest made comments on their performance and told some basic rules of Holy Quran recitation. A total 84 students were present in this program. **Mr. Qari Mudassir Naqshbandi** was the Chief Guest of this Event and the Judges for this program were Mufti Tahir Husain qasmi and Qari Ahmad Husain Qasmi. Winners were given cash prize and certificates.

The details of prizes are as under:

#### Holy Quran:

- 1<sup>st</sup> Prize Siddiqui Rahmatullah
- 2<sup>nd</sup> Prize Mohammad Izhar Alam
- 3<sup>rd</sup> Prize Mohammad Adnan Shah

#### Poetry:

- 1<sup>st</sup> Prize Somayya Khan
- 2<sup>nd</sup> Prize Shahana Afzal
- 3<sup>rd</sup> Prize Dhansay Afeef

# Photographs with date and captions



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## POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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*Mr. Imtiyaz Aga Supervisor Jr. College, Chief Guest of the Program, Prof. Aftab Anwar Shaikh (Principal) Mr. Khan Moinuddin (Vice Principal) and Hafiz Ghulam Ahmad Lecturer Jr. College on the stage on January 2, 2020*



*Dr. Aftab Anwar Shaikh (Principal) delivering his Presidential Speech in the Programme (02/01/2020)*



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DEPARTMENT OF ECONOMICS (PG & RESEARCH CENTER)

### ACTIVITY REPORT

(2019-2020)

#### I. Basic Details:

**Name of The Activity:** *Poster Presentation on Features of Indian Economy*

Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
27 <sup>th</sup> December 2019	Arts	Economics	Dr. Gulnawaz Usmani (9358171745)
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
11:00am to 01:00 pm	Library Hall	UG Students (29)	Co-curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

Topic/ Subject of the activity	<i>Poster Presentation on Features of Indian Economy</i>
Objective for conducting the activity	To build presentation skills among student.
Methodology	Student prepared posters on their selected feature of Indian economy and they present the same to the judges.
Outcome	The students gain knowledge about features of Indian Economy and they come to know about the basics of presentation.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets		



# NOTICE

Department of Economics

**CIRCULAR**

Poona College of Arts, Science & Commerce

Organizes

# POSTER PRESENTATION

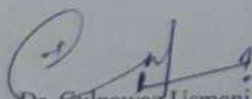
For FYBA (Economics) Students

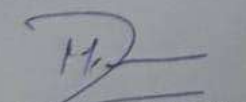
On

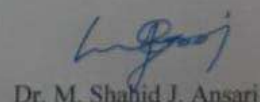
## Features of Indian Economy


Date: 27/12/2019 Time: 10 AM

Venue – Library Hall, Poona College of Arts, Science & Commerce

  
Dr. Gulnawaz Usmani  
Co-ordinator

  
Prof. Khan Moinuddin  
Vice – Principal

  
Dr. M. Shahid J. Ansari  
I/c HoD, Economics

  
Prof. (Dr.) Aftab Anwar Shaikh  
Principal



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## Report on Poster Presentation on Features of Indian Economy

The Department of Economics organized the *Poster Presentation Competition on Features of Indian Economy* for FYBA students on 27/12/2019, in library hall of the college. We received 21 posters on different topic like poverty, food security, digitalization, agriculture, unemployment, etc. Dr. Zoheb Hasan, Head, Department of History, Poona College of Arts, Science and Commerce, was the judge of the occasion.

On the basis of performance, we have selected 3 winners.

FIRST – Ruman Khokar

SECOND – Azimna Alfani Batti

THIRD – Atiqua Aslam

There were 29 students who had attended the program. **Dr. Gulnawaz Usmani** was the Co-Coordinator of the Program.

## Photographs with date and captions



Poster Presentation on Features of Indian Economy. Dr. Zoheb Hasan, Head dept. of History analyzing the posters (27-12-2019)



Dr. Gulnawaz Usmani was the Co-coordinator of the Program it was organized on 27<sup>th</sup> December 2019.



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER

### ACTIVITY REPORT

(2019 – 2020)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>An Expert Talk on Building of Vocabulary</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
04 <sup>th</sup> July, 2019	Arts	English	Mr. Asif Khan (9420732741)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature:</b> Academic/ co-curricular / extracurricular/ Environmental/ social/ other
7.30 am to 8.30am	Room No. 26	S Y B Sc (71)	Academic

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>An Expert Talk on Building of Vocabulary</i>
<b>Objective for conducting the activity</b>	1. To enhance the linguistic competence of the students 2. To generate interest among the students for different word formation processes
<b>Methodology</b>	Ms. Khurshind Zadei, Research Scholar, Bharti Vidyapeeth, used Lecture-cum-Discussion method.
<b>Outcome</b>	The students learnt to make different words through different vocabulary building exercises and leading to enhance linguistic skills

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets		5.

Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CAMP, PUNE – 411 001

## DEPARTMENT OF ENGLISH

Date: 25/06/2019

# NOTICE

## CIRCULAR

### EXPERT TALK ON BUILDING OF VOCABULARY

The Department of English & Post-graduate Center has conducted an activity “Expert Talk on Building of Vocabulary” on 4<sup>th</sup> of July 2019 in the Room No. 26 at 07:30 am.

The students are advised to be seated in the hall by 7:15am.



Mr. Asif Khan  
Activity Coordinator



Ms. Zeenat Merchant  
Head  
Department of English



Mr. Moinuddin Khan  
Vice-Principal



Dr. Aftab Anwar Shaikh  
Principal



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## **DESCRIPTIVE REPORT OF AN EXPERT TALK ON BUILDING OF VOCABULARY**

An Expert Talk on Building of Vocabulary was organized on 4<sup>th</sup> July, 2019. The talk enhanced the linguistic competence of the students. It generated interest among the students for different word formation processes.

**Ms. Khurshind Zadei**, Research Scholar, Bharti Vidyapeeth, used Lecture-cum-Discussion method.

The students learnt to make different words through different vocabulary building exercises and leading to enhance linguistic skills.



**Students' participation in Cue Cards activity on 4 July 2019**

# Photographs with date and captions



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Resource person, **Ms. Khurshind Zadei** interacting with the audience on 4 July 201



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER

### ACTIVITY REPORT

(2019 – 2020)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>Learning Vocabulary through Cue Cards</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
07 <sup>th</sup> August, 2019	Arts	English	Mr. Asif Khan (9420732741)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/ co-curricular / extracurricular/ Environmental/ social/ other</b>
7.30 to 8.30	Room No. 26	UG Students (38)	Co-curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Learning Vocabulary through Cue Cards</i>
<b>Objective for conducting the activity</b>	To enhance the linguistic competence of the students To generate the interest among the students for different word formation processes
<b>Methodology</b>	Cue cards were given to the students bearing antonyms and synonyms. One used to read the card in his/her hand, and the student carrying the antonym or synonym of that word used to rise up and display his card.
<b>Outcome</b>	The students were able to make different words through different vocabulary building exercises.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photo with Date
4. Attendance Sheets		



Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CAMP, PUNE – 411 001

DEPARTMENT OF ENGLISH  
**CIRCULAR**

Date: 30/07/2019

# NOTICE

## LEARNING VOCABULARY THROUGH CUE CARDS

The Department of English & Post-graduate Center has conducted an activity *Learning Vocabulary through Cue Cards* on **07<sup>th</sup> of August 2019** in the **Room No. 26** at **07:30 am**.

The students are advised to be seated in the hall by **7:15am**.



Mr. Asif Khan  
Activity Coordinators



Ms. Zeenat Merchant  
Head  
Department of English



Mr. Moinuddin Khan  
Vice- Principal



Dr. Aftab Anwar Shaikh  
Principal



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## DESCRIPTIVE REPORT OF LEARNING VOCABULARY THROUGH CUE CARDS

The activity of *Learning Vocabulary through Cue Cards* was conducted on 7<sup>th</sup> August, 2019. The objective of the programme was to enhance the linguistic competence of the students and to generate the interest among the students for different word formation processes.

Cue cards were given to the students bearing antonyms and synonyms. One used to read the card in his/her hand, and the student carrying the antonym or synonym of that word used to rise up and display his card.

The students were able to make different words through different vocabulary building exercises.



Students involved in the activity (07/08/2019)



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER

### ACTIVITY REPORT

(2019 – 2020)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on Mind Mapping</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
20 <sup>th</sup> December, 2019	Arts	English	Dr. Ashwini Purude (9763493979)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/ co-curricular / extracurricular/ Environmental/ social/ other</b>
07:30am	Hall No. 11	UG students (72)	Co-curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Workshop on Mind Mapping</i>
<b>Objective for conducting the activity</b>	The objective of this workshop was to acquaint students to Mind Maps to aid their studies, retain their memory and how it can add on to their memory skills.
<b>Methodology</b>	The Workshop on 'Mind Mapping' was held for the Undergraduate and Postgraduate students were shown Mind Maps on various topics. After that they were given an activity of drawing Mind Maps on the topic of their choice. With the help of colors students drew amazing maps. The best maps were also given prizes to motivate students.
<b>Outcome</b>	Overall, the activity was of utility and pleasure for the students.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets		

Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CAMP, PUNE – 411 001

DEPARTMENT OF ENGLISH

**CIRCULAR**

Date: 11/12/2019


# NOTICE

The Department of English invites the **UNDERGRADUATE (INCLUDING BBA AND BCA) AND POSTGRADUATE STUDENTS** of Arts, Science, Commerce and Computer Science to participate in the Workshop on **Mind Mapping** in Room no. 11 on Friday, 20<sup>th</sup> of December, 2019 at 7:30 am.

The participants of the Workshop are advised to be seated in the classroom by 7.15 am.

  
Dr. Ashwini Purude  
Programme Coordinator

  
Ms. Zeenat Merchant  
Head  
Department of English

  
Mr. Moinuddin Khan  
Vice-Principal  
Faculty of Arts

  
Dr. Aftab Anwar Shaikh  
Principal



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## **DETAILED REPORT OF MIND MAPPING**

The *Workshop on Mind Mapping* was conducted on 20<sup>th</sup> December, 2019 for undergraduate students at 7.30 am. The resource person for this activity was **Dr. Ashwini Purude**. The students were acquainted to the concept of mind mapping. They were shown demos of various maps on varied topics. Students were told about the importance and relevance of mind maps in the present scenario.

Students were also made to have a practical session of drawing mind maps on the topic of their choice. With the help of colors, students had drawn beautiful maps. The best maps were also given prizes to motivate students. The activity was learning with pleasure for the students.



**Resource person, Dr Ashwini Purude explaining the concept of Mind Mapping  
(20/12/2019)**

# Photographs with date and captions



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**Resource person interacting with the students (20/12/2019)**



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER

### ACTIVITY REPORT

(2019 – 2020)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>Lecture Series: How to Make Sense of A Literary Text</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
27 <sup>th</sup> and 28 <sup>th</sup> of January 2020	Arts	English	Mr. Asif Khan 9420732741 Mr. Zameer Sayyed 9764544334
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
7.30 am to 8.30am	Conference Hall	UG 62 students	Academic

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>How to Make Sense of a Literary Text</i>
<b>Objective for conducting the activity</b>	The workshop was conducted to acquaint the students with different techniques of analyzing the prescribed texts. <i>Hands on training</i> of how to appreciate poems.
<b>Methodology</b>	Workshop-cum-lecture
<b>Outcome</b>	The students were immensely benefitted from the training they received during the workshop. They learnt different techniques of analyzing the prescribed texts through practical application as they analyzed the chapters and indulge in poetry appreciation.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets		

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POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CAMP, PUNE - 411 001

DEPARTMENT OF ENGLISH

Date: 15/12/2019

**CIRCULAR**

**NOTICE**

**LECTURE SERIES: HOW TO MAKE SENSE OF A  
LITERARY TEXT?**

The Department of English has conducted a "Lecture Series: How to make sense of literary text?" for FYBA students on 27th and 28th of January 2020 in the Conference Hall at 07:30 am.

The students are advised to be seated in the hall by 7:15am. All are requested to carry Compulsory English text book.



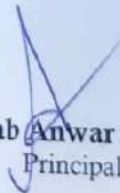
Mr. Asif Khan  
Mr. Zameer Sayyed  
Activity Coordinator



Ms. Zeenat Merchant  
Head  
Department of English



Mr. Moinuddin Khan  
Vice-Principal



Dr. Aftab Anwar Shaikh  
Principal





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## DESCRIPTIVE REPORT OF LECTURE SERIES: HOW TO MAKE SENSE OF A LITERARY TEXT

Lecture Series was conducted on *How to Make Sense of a Literary Text* on 27<sup>th</sup> and 28<sup>th</sup> of January, 2020. The lecture series was conducted to acquaint the students with different techniques of analyzing the prescribed texts. In the workshop 'Hands on training' of how to appreciate poems. The methodology used was Workshop-cum-lecture. The students were immensely benefitted from the training they received during the workshop. They learnt different techniques of analyzing the prescribed texts through practical application as they analyzed the chapters and indulge in poetry appreciation.



**Mr Asif Khan** addressing the audience (27/01/2020)



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## Photographs with date and captions



**Mr Zameer Sayyed** interacting with the audience (28/01/2020)



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)

## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

<b>Name of the Activity: GROUP DISCUSSION FOR T.Y.B.COM STUDENTS</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
06-12-2019	Commerce	Commerce	Dr. Eram Khan 8888505759
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
10:00am	Hall No.40	T.Y.B.COM 10 Students	Academic

### II. Brief Information about the Activity (Criterion No. -5.1.3.)

<b>Topic/ Subject of the activity</b>	GROUP DISCUSSION FOR T.Y.B.COM STUDENTS
<b>Objective for conducting the activity</b>	The objective was to improve the Communication and Interpersonal Skills of the students and help them in getting a deep understanding of the topic
<b>Methodology</b>	Group Discussion
<b>Outcome</b>	The activity helped the students in acquiring leadership ability, Inspiring ability, flexibility, creativity out-of-the-box thinking, social skills, listening and articulation skills, situational handling ability, interpersonal ability to function as a team player

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report with Captioned Photos	3. Attendance Sheet
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AKI,S

POONA COLLEGE OF ARTS,SCIENCE & COMMERCE

DEPARTMENT OF COMMERCE & PG RESEARCH CENTRE

**CIRCULAR**

**NOTICE**

**Dt- 01/12/2019**

Group Discussion has been organized for the **T.Y.B.COM (MARKETING)** students on **6<sup>th</sup> DECEMBER,2019** in hall no **40** at **10.00 am.**

**It is Compulsory for all the T.Y.B.COM (Marketing) students to attend the same.**

For further details please contact Subject teacher in charge

**Mrs. Eram M Khan .**



A handwritten signature in blue ink, appearing to read "Dr. Nasrin Khan".

Dr Nasrin khan

Head, Department of Commerce



Y & M Anjuman Khairul Islam's

# **POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**

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## **A REPORT ON**

### **GROUP DISCUSSION FOR T.Y.B.COM STUDENTS**

As part of practical assignment Group Discussion was conducted for the T.YB.COM Marketing students on 6<sup>th</sup> December, 2019 in Hall No.40.

The objective was to improve the Communication and Interpersonal Skills of the students and help them in getting a deep understanding of the topic. They were 4 groups that had participated in the activity. Students were given different topics related to marketing and were asked to discuss on them for 10 minutes. Students actively participated in the discussions and came out with various issues related to the subject. The topic that was given for discussion was Consumers are never satisfied, Consumers are the king of the market, Advertising is all ornamental in nature, punch line in advertising ,Marketing or cheating etc.

The objective of the activity was achieved as Group Discussions are a very important tool to asses certain group skills.These include reasoning ability, leadership ability, Inspiring ability, flexibility, creativity/out-of-the-box thinking, social skills, listening and articulation skills, situational handling ability, interpersonal ability to function as a team player, body language and attitude. The activity was coordinated by **Mrs. Eram Khan**.

# Photographs with date and captions

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)



**STUDENTS OF T.Y.B.COM DIV C DISCUSSING ON THE MARKETING TOPIC (06-12-2019)**



**STUDENTS ACTIVELY PARTICIPATING IN THE GROUP DISCUSSION (06-12-2019)**



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.



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[principal@poonacollege.edu.in](mailto:principal@poonacollege.edu.in)

**Professor (Dr.) Aftab Anwar Shaikh**

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

**PRINCIPAL**



+91 98226 21579



[dranwarshaikh@gmail.com](mailto:dranwarshaikh@gmail.com)

## **CRITERION- V**

<b>KEY INDICATOR</b>	<b>5.1 Student Support</b>
<b>METRIC NO.</b>	<b>5.1.3</b>

- Capacity building and skills enhancement initiatives taken by the institution include the following
1. Soft skills,
  2. Language and communication skills,
  3. Life skills (Yoga, physical fitness, health and hygiene)
  4. ICT/computing skills

## **2. LANGUAGE AND COMMUNICATION SKILLS**

**INITIATIVES DURING THE ACADEMIC YEAR**

# **2018-2019**



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)

## DEPARTMENT OF URDU, ARABIC & PERSIAN

### ACTIVITY REPORT

(2018 - 2019)

#### I. Basic Details:

<b>Name of The Activity: Guidance Talk on 'Message of Urdu Literature for Youth'</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
29/08/2018	Arts	Urdu, Arabic & Persian	Mr. Jawed Akhtar (9011623278)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
10.00 to 12.00	Room No.27	U.G. and P.G. Students (49)	Co- curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	Guidance Talk on 'Message of Urdu Literature for Youth'
<b>Objective for conducting the activity</b>	For the students to Know what is for them in Urdu Literature.
<b>Methodology</b>	Lecture method followed by question-answer session between the expert and the audience
<b>Outcome</b>	Students got familiar with the different aspects and message of Urdu, literature.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets	5. Invitation Letter	6. Thanking Letter





Yateemkhana & Madrasa, 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



## NOTICE

Date: 22/08/2018

DEPARTMENT OF URDU, ARABIC & PERSIAN

**CIRCULAR**

All the U. G. & P. G students of the Department are hereby informed that **Guidance Talk on Message of Urdu Literature for Youth** will be held on 29<sup>th</sup> August 2018 in Hall No 27 of the College at 10.00 am

All are advised to attend the same.

**Mr. Khan Moinuddin**

Vice Principal & Head

Department of Urdu, Arabic & Persian



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)

## DESCRIPTIVE REPORT ON GUIDANCE TALK ON

### 'MESSAGE OF URDU LITERATURE FOR YOUTH'

The Department of Urdu Arabic and Persian organized this Program under *Bazm e Adab* on 29/08/2018 in Hall No. 27 of the college. Dr. Abdul Aziz Ambekar, was the Chief Guest and main speaker for the event. More than 49 students from various departments attended the program.

Dr. Abdul Aziz Ambekar dwelled on the history and importance of literature, how it has delighted millions across the ages. Literature is a reflection of creativity of the person he said. While talking about Urdu literature he threw light on social and ethical message of Urdu literature and motioned a number of couplets of different Urdu poets in support of his views. Students were curious and asked many questions also. Overall, the program was a great success.



## Photographs with date and captions



*Dr. Abdul Aziz Ambekar interacting with the students and Mr. Khan Moinuddin, vice Principal and Head Department of Urdu, Arabic and Persian sitting on the stage on 29/08/2018*



*Mr. Khan Moinuddin vice Principal and Head Department of Urdu, Arabic and Persian delivering welcome speech on 29/08/2018*



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DEPARTMENT OF URDU, ARABIC & PERSIAN

### ACTIVITY REPORT

(2018 - 2019)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>Guidance Talk on 'Urdu Poetry'</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
15/09/2018	Arts	Urdu, Arabic & Persian	Dr. Abrar Ahmad
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature:</b> Academic/ co- curricular / extracurricular/ Environmental/ social/ other
10.00 to 12.00	Room No.27	U.G. and P.G. Students (57)	Co- curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Guidance Talk on 'Urdu Poetry'</i>
<b>Objective for conducting the activity</b>	For the students to understand the beauty of poetries in Urdu and a new way of career to look upon.
<b>Methodology</b>	Lecture Method followed by Question-Answer Session
<b>Outcome</b>	Students learnt the art of writing poetry and understanding them on a deeper level.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photo with Date
4. Attendance Sheets	5. Invitation Letter	6. Thanking Letter

Yateemkhana & Madrasa, Anjuman Khairul Islam's

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### NOTICE

Date: 10/09/2018

DEPARTMENT OF URDU, ARABIC & PERSIAN

**CIRCULAR**

All the U. G. & P. G students of the Department are hereby informed that **Guidance Talk on Urdu Poetry** will be held on 15<sup>th</sup> September 2018 in Hall No 27 of the College at 10.00 am

All are advised to attend the same.

**Mr. Khan Moinuddin**

Vice Principal & Head

Department of Urdu, Arabic & Persian



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## **DESCRIPTIVE REPORT ON GUIDANCE TALK ON 'URDU POETRY'**

The Department of Urdu Arabic and Persian organized a Guidance talk on Urdu Poetry on 15/09/2018 in Room No. 27 of the college. The expert **Mr. Nazir Fatehpuri** highlighted the beauty and power of poetry and what it takes to become a good poet or *shaayar*. Students learnt the art of writing poetry and understanding it on a deeper level.



*Principal Dr. Aftab Anwar Shaikh introducing the guest and guiding the students on  
15/09/2018*



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DEPARTMENT OF URDU, ARABIC & PERSIAN

### ACTIVITY REPORT

(2018 - 2019)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>Guidance Talk on 'Urdu Journalism'</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
08/12/2018	Arts	Urdu, Arabic & Persian	Dr. Abdul Bari
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/ co- curricular / extracurricular/ Environmental/ social/ other</b>
10.00 to 12.00	Room No.27	U.G. and P.G. Students (56)	Co- curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Guidance Talk on 'Urdu Journalism'</i>
<b>Objective for conducting the activity</b>	To make students aware of the available opportunities in the field of Urdu Journalism and Mass Media.
<b>Methodology</b>	Lecture method followed by question-answer session between the expert and the audience
<b>Outcome</b>	Students were exposed to new career options in Journalism and Mass Media. Many of them showed their interest in this field.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photo with Date
4. Attendance Sheets	5. Invitation Letter	6. Thanking Letter

Yateemkhana & Madrasa, Anjuman Khairul Islam's



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### NOTICE

Date: 03/10/2018

DEPARTMENT OF URDU, ARABIC & PERSIAN

**CIRCULAR**

All the U. G. & P. G students of the Department are hereby informed that **Guidance Talk on Urdu Journalism** will be held on 08<sup>th</sup> December 2018 in Hall No 27 of the College at 10.00 am

All are advised to attend the same.

**Mr. Khan Moinuddin**

Vice Principal & Head

Department of Urdu, Arabic & Persian





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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## **DESCRIPTIVE REPORT ON GUIDANCE TALK ON 'URDU JOURNALISM'**

The Department of Urdu Arabic and Persian organized a *Guidance Talk on Urdu Journalism* on 08/12/2018 in **Room No. 27** of the college. This program was especially for the students of languages. Mrs. Shah Taj made students aware of the opportunities in the field of Urdu Journalism and Mass Media. More than seventy students benefited from the program. The program was well attended and was of immense benefit to students. Students were exposed to new career options in Journalism and Mass Media. Many of them showed their interest in this field.



**Mrs. Shah Taj, T.V. Journalist addressing the students on 08/12/2018**



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)

## DEPARTMENT OF URDU, ARABIC & PERSIAN

### ACTIVITY REPORT

(2018 - 2019)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on Mass Media &amp; Journalism</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
15/12/2018	Arts	Urdu, Arabic & Persian	Dr. Abrar Ahmad (8554008637)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
10.30am to 2.00pm	Conference Hall	U.G. and P.G. Students (68)	Academic

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Workshop on Mass Media &amp; Journalism</i>
<b>Objective for conducting the activity</b>	To make the students aware of the practical knowledge of Mass Media and journalism and explore the opportunities for carrier in this field.
<b>Methodology</b>	Lecture method followed by question-answer session between the expert and the audience
<b>Outcome</b>	The students learnt about the challenging job of a Journalist and got aware of power of mass media and carrier options in this filed.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photo with Date
4. Attendance Sheets	5.	6.



## NOTICE

Date: 11Dec 2018

## CIRCULAR

All the students of **B.A.** and **M.A. Urdu** are hereby informed that workshop on Mass Media is going to be organized by Department of Urdu, Arabic & Persian and Department of Hindi on Saturday, 15 December 2018 at **10.00 a.m. in Conference Hall** of the College.

Note:

It is compulsory to attend the programme for each and every student. It's a part of M.A. Urdu students syllabus.



Khan Moimuddin

Vice Principal and Head

Department of Urdu, Arabic and Persian



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## **DESCRIPTIVE REPORT ON WORKSHOP ON 'MASS MEDIA AND JOURNALISM'**

The Department of Urdu Arabic and Persian organized a Workshop entitled *Mass Media and Journalism* on 15/12/2018 in Conference Hall of the college. In this workshop the experts delivered a detailed speech on the topic and then made the students to prepare reports and news items practically. The purpose of organizing this workshop was to acquaint students about career in journalism and how media has become a powerful tool in the dissemination of ideas. It is a lucrative career today plus offers many opportunities.



**Mr. Saeed Hameed (Journalist) is delivering is guiding the audience on media and mass Communication**



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF ECONOMICS (PG & RESEARCH CENTER)

### ACTIVITY REPORT

(2018 – 2019)

#### I. Basic Details:

**Name of The Activity:** *Poster Presentation on Features of Indian Economy*

Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
19/09/2018	Arts	Economics	Dr. Gulnawaz Usmani (9358171745)
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
11:00am to 1:00pm	Library	FY B Com & FYBA (63)	Co- curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Poster Presentation on Features of Indian Economy</i>
<b>Objective for conducting the activity</b>	To Build Presentation Skills among Students
<b>Methodology</b>	Students prepare posters on their selected features on Indian Economy and they the present the same.
<b>Outcome</b>	The students gained Knowledge about features of Indian Economy and they learn the basic of presentation skills.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheet		



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## NOTICE

# CIRCULAR

Date: 17-09-2018

This is to inform all the students of F.Y.B.A (Economics) that the Department of Economics (Post Graduate & Research Centre) is organizing a Poster Presentation on "Features of Indian Economy" on 19<sup>th</sup> September, 2018 at 11:00 to 01:00 pm, at ladies canteen. So all the Participants are requested to present with their poster.

It is compulsory for all the F.Y.B.A. students to attend the same.

Dr. Gulnawaz Usmani  
Co-ordinator

Dr. Farida Shaikh  
HoD Economics

Dr. Aftab Anwar Shaikh  
Principal



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)

## Report of Poster Presentation on “Features of Indian Economy”

A Poster Presentation on “Features of Indian Economy” was organised by the Department of Economics for students of F.Y.B.A at the Central Library of the College on 19<sup>th</sup> September, 2018 at 11:00am. The Programme was inaugurated by Dr. Farida Shaikh, HoD, Department of Economics, Poona College.

Over all 60 students participated in the event. The students prepared the Posters on various features of Indian economy like Agriculture, Poverty, Unemployment, Per Capita Income, Over Population etc. Dr. Md. Aftab Alam, Assistant Professor, Abeda Inamdaar College, was the Judge of the occasion along with Dr. R. R. Pansare, Associate Professor, Commerce Department, Poona College. He reviewed all the posters and appreciated the work of the students. Shabnam was the winner, Ruqaiyan and Kalpana Yadav secured the second and third positions respectively.

The programme was coordinated by **Dr. Gulnawaz Usmani** and he was assisted by other colleagues of the Department namely Mrs. Rifat Memon and Mrs. Ana Mateen.



**Students of FYBA presenting on the topic Features of Indian Economy (19/09/2018)**



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## Photographs with date and captions



**Dr. Aftab Alam from Abeda Inamadar and Dr. Pansare was the judge for this event.  
(19/09/2018)**





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)

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER

### ACTIVITY REPORT

(2018 – 2019)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on Phonetics</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
31 <sup>st</sup> August 2018	Arts	English	Ms. Zeenat Merchant (8806320719)
Time	Venue	Activity for class/group & student number	Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other
10:00am	Room No. 11	UG & PG students (60)	Co-curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Workshop on Phonetics</i>
<b>Objective for conducting the activity</b>	To enable students to improve their pronunciation and gain competence in English language.
<b>Methodology</b>	The Department of English organized a one day workshop on <i>Phonetics</i> . The workshop was conducted for the undergraduate as well as postgraduate students. Mr. Asif Khan, Assistant Professor, Department of English, Poona College, was the Resource Person of the workshop, introduced all the English vowel sounds and the way they are pronounced in isolation and in sentences. He exemplified how incorrect pronunciation can cause barriers to communication.
<b>Outcome</b>	Sixty delegates who participated in the workshop benefitted from the ICT-based power point presentations and apt audio-visual illustrations.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photo with Date
4. Attendance Sheets	5. Sample Certificate of Participation	6.

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POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CAMP, PUNE - 411 001

DEPARTMENT OF ENGLISH

**CIRCULAR**

Date: 21/08/2018

# NOTICE

WORKSHOP ON  
*PHONETICS*

The Department of English invites **undergraduates and postgraduate** students of English to participate in a **workshop** on **Phonetics** which will enable students to improve their pronunciation and gain competence in English language.

**Date:** 31 August 2018

**Venue:** Room No. 11

**Time:** 10:00am



Ms. Zeenat Merchant  
Head Department of English  
& the Programme Coordinator



Mr. Moinuddin Khan  
Vice Principal



Dr. Aftab Anwar Shaikh  
Principal



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)

## DESCRIPTIVE REPORT ON WORKSHOP ON PHONETICS

The Department of English organized a one-day workshop on *Phonetics*. The workshop was conducted for the undergraduate as well as postgraduate students. **Mr. Asif Khan**, Assistant Professor, Department of English, Poona College, was the Resource Person of the workshop, introduced all the English vowel sounds and the way they are pronounced in isolation and in sentences. He exemplified how incorrect pronunciation can cause barriers to communication.

The workshop enabled students to improve their pronunciation and gain competence in English language.

Sixty delegates who participated in the workshop benefitted from the ICT-based power point presentations and apt audio-visual illustrations.



Resource person addressing the audience (31/08/2018)



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)

## DEPARTMENT OF HINDI

### ACTIVITY REPORT

(2018 – 2019)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>District level speech competition "Rashtra Bhakti evam Rashtra Nirmaan"</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
27 September 2018	Arts	Hindi In Association with Nehru Yuwa Kendra, Pune	Dr. Sk Mohammad Shakir (9423017017)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
10am to 01pm	Hall No. 31	Poona College student (01) UG & PG Students (17)	Co-curricular

#### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>District level speech competition "Rashtra Bhakti evam Rashtra Nirmaan"</i>
<b>Objective for conducting the activity</b>	To Motivate the students for express their views on Rashtra Bhakti evam rashtra nirman.
<b>Methodology</b>	--
<b>Outcome</b>	Students express their views.

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheet	5. Judgment Sheet	



नेहरू युवा केंद्र संगठन

नेहरू युवा केंद्र संगठन पुणे

युवा कार्य एवं खेल मंत्रालय, भारत सरकार एवं

पूना कॉलेज ऑफ आर्ट्स साइन्स व कॉमर्स

के संयुक्त तत्वावधान में आयोजित

(Notice)



जिलास्तरीय वक्तृत्व प्रतियोगिता  
राष्ट्रभक्ति और राष्ट्रनिर्माण  
Patriotism & Nation building

दि. 27 सितंबर 2018 सुबह 10 बजे. स्थान - पूना कॉलेज, हॉल नं. 31.

प्रति,  
मा. प्राचार्य,

पुणे.

दि. 20 सितंबर 2018

**CIRCULAR**

विषय - जिलास्तरीय वक्तृत्व प्रतियोगिता

महोदय,

नेहरू युवा केंद्र संगठन पुणे एवं पूना कॉलेज के संयुक्त तत्वावधान में जिला स्तरीय वक्तृत्व प्रतियोगिता का आयोजन किया गया है। इस प्रतियोगिता में सहभागी छात्र को राष्ट्रभक्ति और राष्ट्रनिर्माण इस विषय पर 8 से 10 मिनट तक वक्तृत्व करना है। वक्तृत्व प्रतियोगिता के लिए भाषा माध्यम हिंदी या अंग्रेजी होगा।

पुरस्कार एवं राशि	जिला स्तर	राज्य स्तर	राष्ट्रीय स्तर
प्रथम	रु. 5,000/-	रु. 25,000/-	रु. 2 लाख
द्वितीय	रु. 2,000/-	रु. 10,000/-	रु. 1 लाख
तृतीय	रु. 1,000/-	रु. 5,000/-	रु. पचास हजार

अपने महाविद्यालय से एक छात्र इस प्रतियोगिता में अवश्य भेजे। इस प्रतियोगिता में चयनित छात्र को राज्यस्तरीय तथा राष्ट्रस्तरीय प्रतियोगिता में सहभागी किया जाएगा।

भवदीय

डॉ. शेख मोहम्मद शाकिर  
डॉ. बाबा शेख  
संयोजक (9423017017)

डॉ. आफताब अन्वर शेख  
प्राचार्य

श्री यशवंत मानखेडकर  
जिला समन्वयक, ने.यु.कें.



जिलास्तरीय वक्तृत्व प्रतियोगिता में प्रियांका पालकर प्रथम

## DETAILED REPORT

दि. 27 सितम्बर 2018

नेहरू युवा केंद्र संगठन पुणे, युवा कार्य एवं खेल मंत्रालय, भारत सरकार एवं पूना कॉलेज ऑफ आर्ट्स साइन्स व कॉमर्स, हिंदी विभाग के संयुक्त तत्वावधान में दि. 12 से 27 सितंबर 2018 तक **हिंदी पखवाड़ा** संपन्न हुआ। इस पखवाड़े के अंतर्गत **हिंदी हस्ताक्षर प्रतियोगिता, हिंदी शुद्धलेखन प्रतियोगिता, हिंदी निबंध लेखन प्रतियोगिता, हिंदी अध्ययन यात्रा तथा वक्तृत्व प्रतियोगिता** संपन्न हुई।

दि. 27 सितम्बर 2018 को जिलास्तरीय वक्तृत्व प्रतियोगिता संपन्न हुई। नेहरू युवा केंद्र के समन्वयक **श्री यशवंत मानखेडकर** एवं पूना कॉलेज के प्राचार्य डॉ. आफताब अन्वर शेख तथा उपप्राचार्य प्रा. मोईनुद्दीन खान के मार्गदर्शन में आयोजित प्रतियोगिता का विषय था "राष्ट्रभक्ति और राष्ट्रनिर्माण"।

प्रा. मोईनुद्दीन खान, उपप्राचार्य पूना कॉलेज ने इस प्रतियोगिता का उद्घाटन किया। हिंदी विभागाध्यक्ष डॉ. शेख मोहम्मद शाकिर ने प्रास्ताविक किया। प्रा. इरम खान तथा डॉ. ज़ोहेब हसन ने परीक्षक की भूमिका निभाई। इस प्रतियोगिता में **प्रियांका पालकर, सेंट मीरा कॉलेज ने प्रथम, चित्रगंधा निकंबे, सावित्रीबाई फुले पुणे विश्वविद्यालय ने द्वितीय तथा संयोजिता शिंदे, आबासाहेब गरवारे कॉलेज, पुणे ने तृतीय पुरस्कार प्राप्त किया।** इनके साथ कु.श्वेता बोलद्रा, आबासाहेब गरवारे कॉलेज पुणे, चिखले अमर, सावित्रीबाई फुले पुणे विश्वविद्यालय, तमनर प्राजक्ता, सावित्रीबाई फुले पुणे विश्वविद्यालय, अमान सैयद, पूना कॉलेज, मुलाणी फिरोज, वाघिरे कॉलेज, सासवड, कुंभारकर अक्षय, वाघिरे कॉलेज, सासवड, रोसलिन, सेंट मिरा कॉलेज आदि ने वक्तव्य किया। डॉ. शाकिर शेख ने प्रतियोगिता का सूत्रसंचालन तथा डॉ. बाबा शेख ने आभार व्यक्त किया।

# Photographs with date and captions

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)



जिलास्तरीय वक्तृत्व प्रतियोगिता में विजेता छात्र को पुरस्कार वितरण करे हुए उपप्राचार्य मोइनूद्दीन खान तथा परीक्षक एवं आयोजक-27 September 2018



जिलास्तरीय वक्तृत्व प्रतियोगिता में वक्तृत्व करते हुए छात्र- दि. 27 सितम्बर 2018



**ACTIVITY REPORT**  
**(2018 - 2019)**

**I. Basic Details:**

<b>Name of The Activity:</b> Guest Lecture on Writing Skills and Study Techniques by Dr. Ilyaz Sayyed			
"			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
06 <sup>th</sup> Oct. 2018	BBA	Department of Commerce and PG Research Centre	Prof. Deepika Kininge 9405555695
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
9 am to 11 am	PIMSE Conference Hall	BBA No of Participants-89	Extracurricular

**II. Brief Information about the Activity - (Criterion No:-5.1.3.)**

<b>Topic/ Subject of the activity</b>	Guest Lecture on Writing Skills and Study Techniques by Dr. Ilyaz Sayyed
<b>Objective for conducting the activity</b>	1. To enables students on writing skills and study techniques. 2. Enable students to highlight their talent, creativity, decision making skills.
<b>Methodology</b>	Participative Learning
<b>Outcome</b>	BBA student learned how to face upcoming exams also how to write and answers in innovative way to achieve targets and percentage in their exam.

**III. Proofs attached: letters/ student list of participation/ certificate/ document/photo**

1 Notice	2 Descriptive Report with Captioned Photos	3 Attendance Sheets
4	5	6



Y & M AKI'S POONA COLLEGE OF ARTS, SCEINCE AND  
COMMERCE

**BBA**

**Department of Commerce**

**CIRCULAR**

4/10/2018

**NOTICE**

All the students of BBA are hereby instructed to attend the Guest Lecture on 'Writing Skills and Study Techniques' by Dr.Iliyaz Sayyed on Saturday, 6th October 2018 at 9.00 a.m. in M-4 class.

Attendance is compulsory.



**DR.ABBAS LOKHANDAWALA**

**HOD, Department of Commerce**



**A Report on**

**“GUEST LECTURE ON WRITING SKILLS AND STUDY TECHNIQUES BY DR.  
ILYAZ SAYYED”**

A Seminar on “**Writing Skills and Study Techniques** ” by Dr. Ilyaz Sayyed ”for Fy and SY BBA students was organized by Mrs. Deepika Kininge on 6<sup>th</sup> October 2018 in PIMSE Building, Conference Hall at 09:00 am.

Dr. Abbas Lokhandwala graced the occasion and felicitated the guest.



**Figure 1 Dr. Abbas Lokhandwala felicitating the guest Dr. Ilyaz Sayed 06/10/2018**

Dr. Ilyaz Sayyed ,Associate Professor Dept. of Botany and Gold Medalist SPPU, Pune was invited as the guest Speaker to improve the writing skills of deserving and dedicated students with grooming training .He shared his own experiences and also presented different intersecting videos and PPTs for successful completion of the forthcoming BBA



exams. He also share smart tips and effective study techniques with various practical examples in different approaches.

Dr. Ilyaz Sayyed explained the entire process very smoothly, beginning with the need of groomed and polished soft skills in business field. He also guided students about use of writing skills in future perspective as content development and language translation skills which helps students to make their future career in BBA stream. Session was very useful and knowledgeable or BBA students. BBA student learned how to face upcoming exams also how to write and answers in innovative way to achieve targets and percentage in their exam



**Figure 2 BBA students listening the address of guest speaker (06/10/2018)**

# Photographs with date and captions

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**POONA COLLEGE**  
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**Figure 3 Dr. Ilyaz Sayed addressing BBA students (06/10/2018)**

Total 89 students were present. Prof. Shabana Mulla, Prof. Heena Sayyed were also present for the same. The guest went on interactive and as expected was a grand success. Students asked their queries and got satisfied by answers received for the same by Dr. Ilyaz Sayed.



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



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[principal@poonacollege.edu.in](mailto:principal@poonacollege.edu.in)

**Professor (Dr.) Aftab Anwar Shaikh**

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

**PRINCIPAL**



+91 98226 21579



[dranwarshaikh@gmail.com](mailto:dranwarshaikh@gmail.com)

## **CRITERION- V**

<b>KEY INDICATOR</b>	<b>5.1 Student Support</b>
<b>METRIC NO.</b>	<b>5.1.3</b>

- Capacity building and skills enhancement initiatives taken by the institution include the following
1. Soft skills,
  2. Language and communication skills,
  3. Life skills (Yoga, physical fitness, health and hygiene)
  4. ICT/computing skills

## **2. LANGUAGE AND COMMUNICATION SKILLS**

**INITIATIVES DURING THE ACADEMIC YEAR**

# **2017-2018**



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)

## DEPARTMENT OF URDU, ARABIC & PERSIAN ACTIVITY REPORT (2017 – 2018)

### I. Basic Details:

Name of The Activity: <i>Workshop on 'Poetic Skills'</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
14/12/2017	Arts	Urdu, Arabic and Persian	Jawed Akhtar (9011623278)
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10.00	Conference Hall	U.G. & P.G. Students (60)	Co-Curricular

### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Workshop on 'Poetic Skills'</i>
<b>Objective for conducting the activity</b>	To make the students aware of some necessary poetic skills to write and appreciate Poetry
<b>Methodology</b>	Mr. Sayyed Asif, an expert and a very good scholar of Poetics made the audience understand the basic and the prerequisite skills in a very participative manner
<b>Outcome</b>	The students got the knowledge of the basic poetic skills

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photo with Date
4. Attendance Sheets	5. Invitation Letter	6. Thanking Letter

# Poona College of Arts, Science and Commerce

DEPARTMENT OF URDU, ARABIC AND PERSIAN

## NOTICE

All the U.G. & P.G. students of the Department are hereby informed that a *Workshop on Poetic Skills* will be held on 14/12/2017 in Conference Hall of the College at 10.00 a.m. sharp. Eminent Urdu scholar and poet Mr. Sayyed Asif will be the resource person.

All are advised to attend.



**Khan Moinuddin**

**Vice Principal & Head**

**Department of Urdu, Arabic & Persian**



### DESCRIPTIVE REPORT ON *WORKSHOP ON POETIC SKILLS'*

The Department of Urdu Arabic and Persian organized a Workshop entitled “Poetic Skills” on 14/12/2017 in Conference Hall of the college. **Mr. Sayyed Asif** was the main trainer invited of this workshop. The expert Mr. Sayyed Asif, a good scholar of Poetics made the audience understand basic and necessary skills in a very cogent manner. He highlighted the beauty and power of poetry and what it takes to become a good poet or *shaayar*. Students thoroughly enjoyed and gave a keen hearing to the speaker.



*Mr. Sayyed Mohad. Asif, explaining the techniques of Poetic Skills in front of the audience on 14/12/2017*





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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF URDU, ARABIC & PERSIAN ACTIVITY REPORT (2017 – 2018)

### I. Basic Details:

Name of The Activity: <i>Workshop on 'Mass Media'</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
30/12/2017	Arts	Urdu, Arabic and Persian	Jawed Akhtar (9011623278)
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10.00am	Conference Hall	U.G. & P.G. Students (51)	Co- Curricular

### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Workshop on 'Mass Media'</i>
<b>Objective for conducting the activity</b>	To make the Participants aware of importance of Mass Media at present and to explore opportunities in this field for the students of languages and literature.
<b>Methodology</b>	In this workshop the expert Mr. Danish Reyaz from Mumbai delivered a detailed speech on the topic and then made the students to prepare reports and news items practically.
<b>Outcome</b>	The students learnt how to write a report, what can be a news and what are the opportunities in this field for them.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets	5. Invitation Letter	6. Thanking Letter

Yateemkhana & Madrasa, Anjuman Khairul Islam's

## POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

K.B. Hidayatullah Road, Camp, Pune - 411001. Maharashtra, India

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

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



### NOTICE

Date: 23/11/2017

#### DEPARTMENT OF URDU, ARABIC & PERSIAN

All the U. G. & P. G students of the Department are hereby informed that A Workshop on Mass Media will be held on 30<sup>th</sup> December 2017 in Conference Hall of the College at 10.00 am

All are advised to attend the same.

Mr. Khan Moinuddin  
Vice Principal & Head  
Department of Urdu, Arabic & Persian



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**POONA COLLEGE  
OF ARTS, SCIENCE AND COMMERCE**

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

**DESCRIPTIVE REPORT ON  
*WORKSHOP ON 'MASS MEDIA'***

The Department of Urdu Arabic and Persian organized a Workshop entitled *Mass Media* on 30/12/2017 in Conference Hall of the college. In this workshop the expert **Mr. Danish Reyaz** from Mumbai delivered a detailed speech on the topic and then made the students to prepare reports and news items practically. The purpose of organizing this workshop was to acquaint students about career in journalism and how media has become a powerful tool in the dissemination of ideas. It is a lucrative career today plus offers many opportunities.



**Mr. Danish Riyaz**, Director Maeshat Media Pvt. Ltd. Mumbai, explaining the techniques of news writing in front of the audience on 30/12/2017



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*Mr. Khan Moinuddin (Head, Department of Urdu, Arabic & Persian) is delivering welcome speech on audience (30/12/2017)*



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2017 – 2018)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on How to Speak without Fear</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
23 <sup>rd</sup> September 2017	Arts	English	Mr. Asif Khan (9420732741)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
07:30am	Room No. 26	UG & PG students (91)	Co-curricular

### II. Brief Information about the Activity (Criterion no – 5. 1.3.)

<b>Topic/ Subject of the activity</b>	The Department of English organized a one-day workshop on <i>How to Speak Without Fear</i> on 29 <sup>th</sup> of September 2017 under the guidance of Ms. Zeenat Merchant. The workshop was conducted for the undergraduate as well as postgraduate students.
<b>Objective for conducting the activity</b>	Elucidating verbal, non-verbal, formal and informal communication through audio-visual aids Mr. Khan demonstrated how one can speak without fear.
<b>Methodology</b>	Mr. Asif Khan, Assistant Professor, Department of English, Poona College who was the Resource Person for the workshop, acquainted students with different forms of communication. The second Resource Person, Al-Tameemi Ahmed Abdullah, bilingual teacher, used the Role Play method and audio- visual aids to train students in exuberating confidence and thereby removing stage fear.
<b>Outcome</b>	Ninety-one students who participated in the workshop benefitted from the ICT-based power point presentations and apt audio-visual illustrations. It helped students to develop confidence.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets	5. Certificate Specimen	6.

Y & M Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CAMP, PUNE - 411 001

DEPARTMENT OF ENGLISH  
NOTICE

FOR SENIOR & POSTGRADUATE STUDENTS

**WORKSHOP ON HOW TO SPEAK WITHOUT FEAR**

Date: 18/09/2017

The Department of English invites the **UNDERGRADUATE & POSTGRADUATE STUDENTS of English** to participate in a workshop on **How to Speak Without Fear** which will enable students to improve their pronunciation and gain competence in English language.

**Date:** 23<sup>rd</sup> September 2017

**Venue:** Room no. 26

**Time:** 07:30 am



Ms. Zeenat Merchant  
Head, Dept. of English



Mr. Moinuddin Khan  
Vice Principal, Arts Faculty



Dr. Aftab Anwar Shaikh  
Principal



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)

## DESCRIPTIVE REPORT OF WORKSHOP ON HOW TO SPEAK WITHOUT FEAR

The Department of English organized a one-day workshop on *How to Speak Without Fear* on 23<sup>rd</sup> of September 2017 under the guidance of Ms. Zeenat Merchant. The workshop was conducted for the undergraduate as well as postgraduate students.

Elucidating verbal, non-verbal, formal and informal communication through audio-visual aids Mr. Khan demonstrated how one can speak without fear.

Mr. Asif Khan, Assistant Professor, Department of English, Poona College who was the Resource Person for the workshop, acquainted students with different forms of communication. The second Resource Person, Al-Tameemi Ahmed Abdullah, bilingual teacher, used the Role Play method and audio-visual aids to train students in exuberating confidence and thereby removing stage fear.

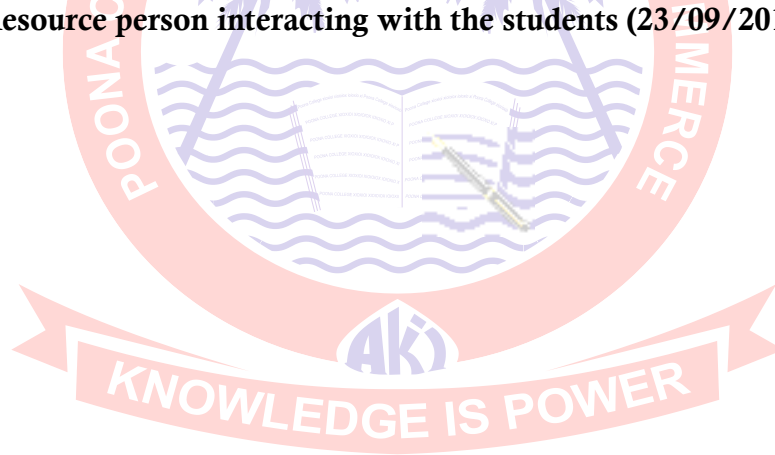
Ninety-one students who participated in the workshop benefitted from the ICT-based power point presentations and apt audio-visual illustrations. It helped students to develop confidence.



**Resource person addressing the audience (23/09/2017)**



**Resource person interacting with the students (23/09/2017)**







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)

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2017 – 2018)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on Phonetics</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
29 <sup>th</sup> September 2017	Arts	English	Ms. Zeenat Merchant (8806320719)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
10:00am	Conference Hall	UG & PG students (97)	Co-curricular

### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Workshop on Phonetics</i>
<b>Objective for conducting the activity</b>	To enable students to improve their pronunciation and gain competence in English language.
<b>Methodology</b>	“The faculty of speech separates human being from animals and effective and correct English separates one from the rest of the individuals. Therefore correct English is a must,” said Dr. S. S. Chopra, Senior academician and Linguist, University of Pune, who was one of the Resource Persons during the Workshop.
<b>Outcome</b>	Seventy delegates who participated in the workshop benefitted from the ICT-based power point presentations and apt audio-visual illustrations.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets	5. Certificate Specimen	6.

Y & M Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CAMP, PUNE - 411 001

DEPARTMENT OF ENGLISH  
NOTICE

FOR SENIOR & POSTGRADUATE STUDENTS

WORKSHOP ON  
PHONETICS

Date: 27/09/2017

The Department of English invites the **UNDERGRADUATE & POSTGRADUATE STUDENTS of English** to participate in a workshop on **Phonetics** which will enable students to improve their pronunciation and gain competence in English language.

**Date:** 29<sup>th</sup> September 2017

**Venue:** College Conference Hall

**Time:** 10:00am



Ms. Zeenat Merchant  
Head, Dept. of English



Mr. Moinuddin Khan  
Vice Principal, Arts Faculty



Dr. Aftab Anwar Shaikh  
Principal



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DESCRIPTIVE REPORT ON WORKSHOP ON PHONETICS

The Department of English organized a one-day workshop on *Phonetics*. The workshop was conducted for the undergraduate as well as postgraduate students. Dr. (Mrs.) Chopra, Senior academician and Linguist, University of Pune and Mr. Asif Khan, Assistant Professor, Department of English, Poona College, who were the Resource Persons of the workshop, introduced all the English vowel sounds and the way they are pronounced in isolation and in sentences. They exemplified how incorrect pronunciation can cause barriers to communication.

The workshop enabled students to improve their pronunciation and gain competence in English language. "The faculty of speech separates human being from animals and effective and correct English separates one from the rest of the individuals. Therefore, correct English is a must," said Dr. S. S. Chopra, Senior academician and Linguist, University of Pune, who was one of the Resource Persons during the Workshop.

Seventy delegates who participated in the workshop benefitted from the ICT-based power point presentations and apt audio-visual illustrations.





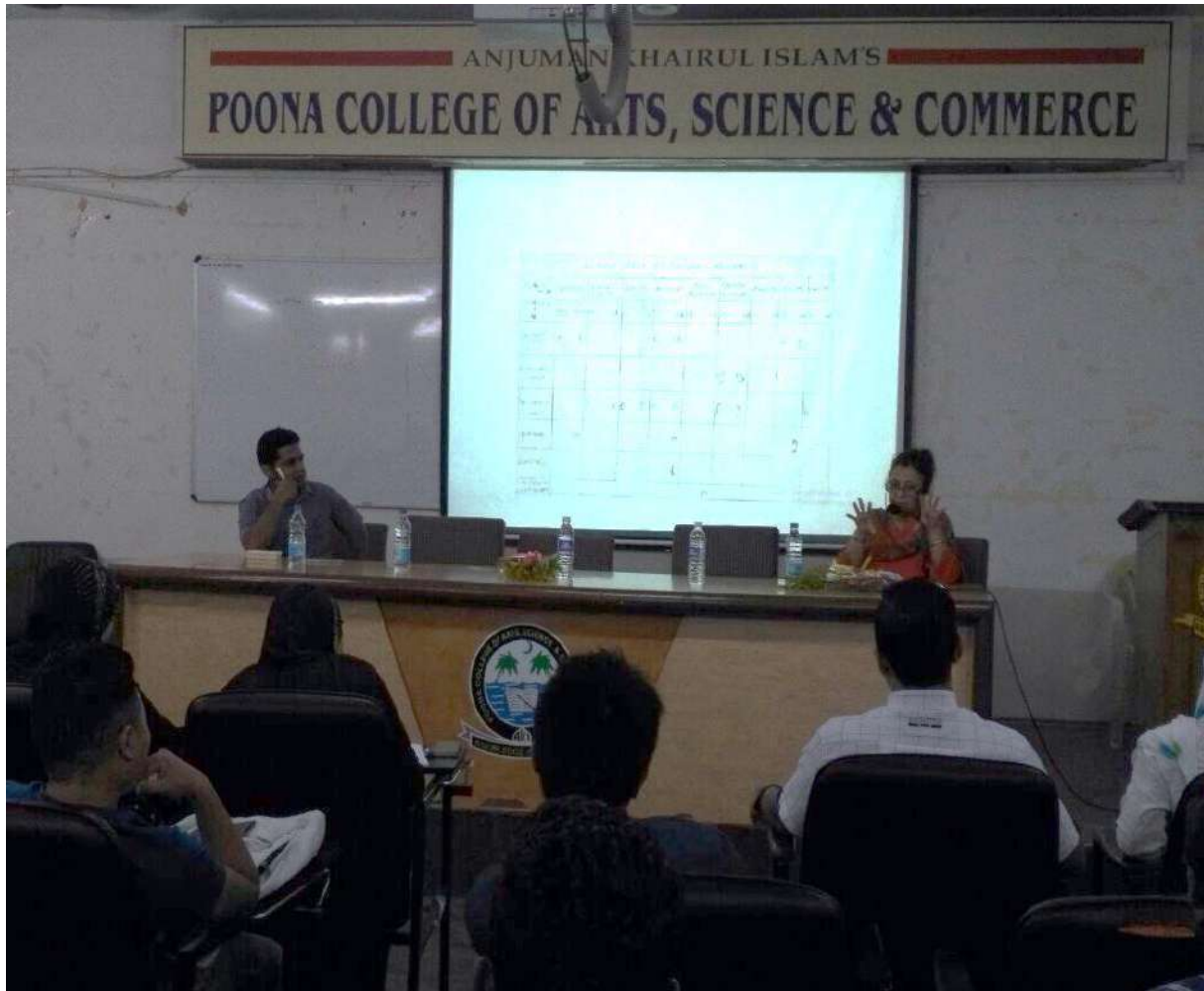
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**Ms Zeenat Merchant felicitating the resource person on 29/09/2017**



**Dr Siloo Chopra**, resource person interacting with students on 29/09/2017





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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2017 – 2018)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on Mind Mapping</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
18 <sup>th</sup> December 2017	Arts	English	Dr. Ashwini Purude (9763493979)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
07:30am	Room No.27	UG & PG students (88)	Co-curricular

### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Workshop on Mind Mapping</i>
<b>Objective for conducting the activity</b>	To enhance the memory skills of the students and provoke them to indulge in brainstorming.
<b>Methodology</b>	The resource person for this activity was Dr. Ashwini Purude. They were shown demos of various maps on varied topics. Students were told about the importance and relevance of mind maps in the present scenario. Students were also made to have a practical session of drawing mind maps on the topic of their choice. With the help of colours, students had drawn beautiful maps. The best maps were also given prizes to motivate students.
<b>Outcome</b>	The students were acquainted to the concept of mind mapping.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets	5. Certificate of Participation	6.

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POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CAMP, PUNE – 411 001

**DEPARTMENT OF ENGLISH  
NOTICE**

FOR SENIOR & POSTGRADUATE STUDENTS

**WORKSHOP ON  
MIND MAPPING**

Date: 15/12/2017

The Department of English invites the **UNDERGRADUATE & POSTGRADUATE STUDENTS of English** to participate in a workshop on **Mind Mapping** which will enable students to improve their learning skills.

**Date:** 18<sup>th</sup> December 2017

**Venue:** Room no. 27

**Time:** 07:30am



Ms. Zeenat Merchant  
Head, Dept. of English



Dr. Ashwini Purude  
Programme Coordinator  
Assistant Professor in English



Mr. Moinuddin Khan  
Vice Principal  
Arts Faculty



Dr. Aftab Anwar Shaikh  
Principal



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DETAILED REPORT OF THE WORKSHOP ON MIND MAPPING

The activity of Concept Mapping was conducted on 18<sup>th</sup> of December, 2017 for the students of TYBA and FYBA (A & B Division). The resource person for this activity was **Dr. Ashwini Purude**. The students were acquainted to the concept of mind mapping. They were shown demos of various maps on varied topics. Students were told about the importance and relevance of mind maps in the present scenario.

Students were also made to have a practical session of drawing mind maps on the topic of their choice. With the help of colours, students had drawn beautiful maps. The best maps were also given prizes to motivate students. The activity was learning with pleasure for the students.



**Resource person explaining the concept of Mind Mapping (18/12/2017)**





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Resource person interacting with students (18/12/2017)



Students were given samples of mind maps (18/12/2017)



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2017 – 2018)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on Concept Mapping</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
21 <sup>st</sup> December 2017	Arts	English	Dr. Ashwini Purude (9763493979)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
07:30am	Room No. 26	UG & PG students (68)	Co-curricular

### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Workshop on Concept Mapping</i>
<b>Objective for conducting the activity</b>	To enhance the memory skills of the students and provoke them to indulge in brainstorming
<b>Methodology</b>	They were shown concept maps on various topics. After that they were given an activity of drawing concept maps on the topic of their choice.
<b>Outcome</b>	It helped them to remember various concepts through the technique taught to them.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheet	5. Certificate of Participation	6.

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CAMP, PUNE - 411 001

DEPARTMENT OF ENGLISH  
NOTICE

FOR SENIOR & POSTGRADUATE STUDENTS

WORKSHOP ON  
CONCEPT MAPPING

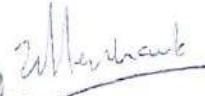
Date: 15/12/2017


The Department of English invites the **UNDERGRADUATE & POSTGRADUATE STUDENTS of English** to participate in a workshop on **Concept Mapping** which will enable students to improve their comprehension and knowledge retention skills.


**Date:** 21<sup>st</sup> December 2017


**Venue:** Room no. 26

**Time:** 07:30am

  
Ms. Zeenat Merchant  
Head, Dept. of English

  
Dr. Ashwini Purude  
Programme Coordinator  
Assistant Professor in English

  
Mr. Momuddin Khan  
Vice Principal  
Arts Faculty

  
Dr. Aftab Anwar Shaikh  
Principal



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DETAILED REPORT

### WORKSHOP ON 'CONCEPT MAPPING'

The Workshop on 'Concept Mapping' was held for the undergraduate and Postgraduate students of S.Y.B.Sc and SYBA on 21<sup>st</sup> December, 2017. The resource person for this activity was **Dr. Ashwini Purude**. The students were first explained what concept mapping is. They were made aware of its importance and how it can add on to their memory skills. They were shown concept maps on various topics.

After that they were given an activity of drawing concept maps on the topic of their choice. With the help of colours students drew amazing maps. The best maps were also given prizes to motivate students. Overall the activity was of utility and pleasure for the students.



Participant student presenting her Concept Map (21/12/2017)



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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Students busy at drawing their Concept Maps (21/12/2017)



Resource person explaining Concept Mapping (21/12/2017)



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Interaction with students (21/12/2017)

KNOWLEDGE IS POWER



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT

(2017 - 2018)

### I. Basic Details:

<b>Name of The Activity:</b> Role Play activity on Active Listening Skills under Business Communication Skills			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
23 <sup>rd</sup> September 2017	Commerce	BBA	Ms. JahanAara Pathan 9923019227
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
10:00 am	M-4 Classroom PIMSE	BBA & BBA(CA) 25 students	Extracurricular

### II. Brief Information about the Activity (Criterion no - 5.1.3.)

<b>Topic/ Subject of the activity</b>	Role Play activity on Active Listening Skills under Business Communication Skills
<b>Objective for conducting the activity</b>	To highlight the importance of Active Listening Skills
<b>Methodology</b>	Role Play
<b>Outcome</b>	Students got enlightened on the significance of Active speaking skills as a key into Business Communication Skills

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report with Captioned Photos	3. Attendance Sheets
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# NOTICE

To be put on:

To be remove on:

Date: 20<sup>th</sup> Sept 2017

## BBA

**Role Play activity on “Active Listening Skills”  
under ‘Business Communication Skills’ for  
FY BBA students is scheduled on 23<sup>rd</sup>  
September 2017 in M4.**



**Dr. Abbas Lokhandwala**

**HOD, Associate Professor**







## REPORT ON

# “ROLE PLAY ACTIVITY ON ACTIVE LISTENING SKILLS”

## FOR FY BBA STUDENTS

A Role Play activity on “Active Listening Skills” under Business Communication Skills for FY BBA students was conducted on 23<sup>rd</sup> September 2017 in M4 classroom between 9:10 to 10:00 am.

Active listening is a communication technique that is used in counseling, training, and conflict resolution. It requires that the listener fully concentrate, understand, respond and then remember what is being said.



*Figure 1 Students formed their groups (23/09/2017)*

Active listening involves listening with all senses. As well as giving full attention to the speaker, it is important that the ‘active listener’ is also ‘seen’ to be listening - otherwise the speaker may conclude that what they are talking about is uninteresting to the listener.



Interest can be conveyed to the speaker by using both verbal and non-verbal messages such as maintaining eye contact, nodding your head and smiling, agreeing by saying 'Yes' or simply 'Mmm hmm' to encourage them to continue. By providing this 'feedback' the person speaking will usually feel more at ease and therefore communicate more easily, openly and honestly.

Listening is the most fundamental component of interpersonal communication skills.



*Figure 2 Students changing their groups (23/09/2017)*

Listening is not something that just happens (that is hearing), listening is an active process in which a conscious decision is made to listen to and understand the messages of the speaker.

Listeners should remain neutral and non-judgmental, this means trying not to take sides or form opinions, especially early in the conversation. Active listening is also about patience - pauses and short periods of silence should be accepted.

Listeners should not be tempted to jump in with questions or comments every time there are a few seconds of silence. Active listening involves giving the other person time to explore their thoughts and feelings, they should, therefore, be given adequate time for that.



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*Figure 3 Students confused after the disturbance created (23/09/2017)*



*Figure 4 Finally students after learning the essence of Listening (23/09/2017)*



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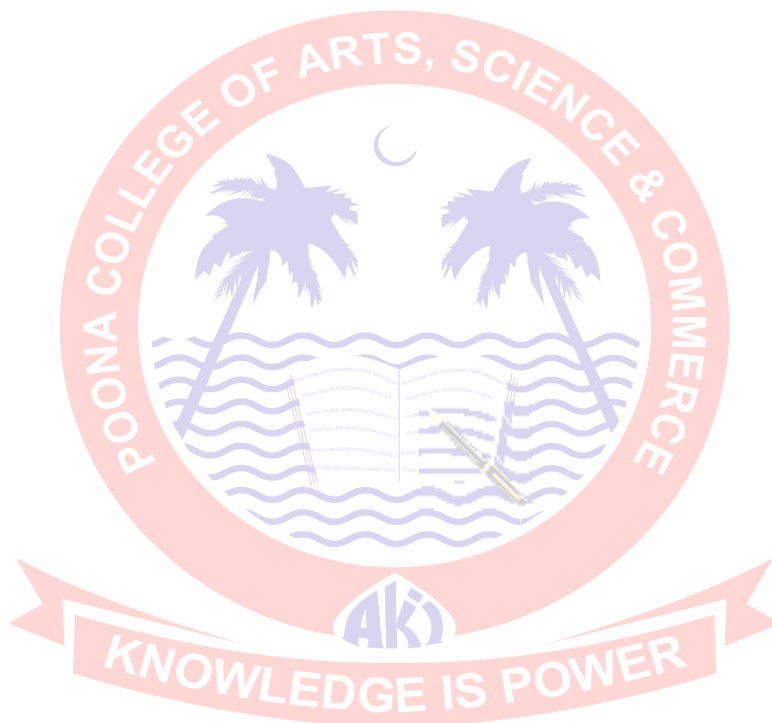
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Active listening not only means focusing fully on the speaker but also actively showing verbal and non-verbal signs of listening. All this was learnt by the students via a Role play activity which involved students to form groups and to ask 2 questions to each other. All this while the facilitator, **Prof. JahanAara Pathan** was adding some loud music sounds in the background to create disturbance.

Initially the students were disturbed and lost the focus. However, later they adapted to the surroundings and communicated better way this time; as they learnt to 'Listen' than just 'Hear'.

It was a grand successful activity as to students could learn the objective of this activity.





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## NATIONAL SERVICE SCHEME

### ACTIVITY REPORT

(2017 – 2018)

#### I. Basic Details:

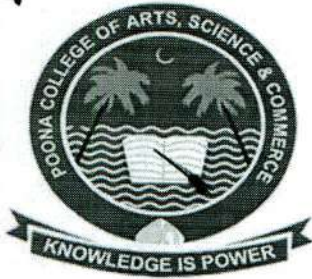
<b>Name of The Activity:</b> <i>Workshop on Use of Mnemonics &amp; Mind Mapping Techniques in Regular Studies</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
07 <sup>th</sup> December 2017	-	NSS	<b>Mr. Vakeel Sayyad</b> 8793720719
Time	Venue	Activity for class/ group & student number	Nature: Academic/co-curricular / extracurricular / Environmental/ social/ other
10:30am	Classroom	NSS Volunteers and students (30)	Co-curricular

#### II. Brief Information about the Activity (Criterion no - ):

<b>Topic/ Subject of the activity</b>	<i>Workshop on Use of Mnemonics &amp; Mind Mapping Techniques in Regular Studies</i>
<b>Objective for conducting the activity</b>	An objective to impart skill of retaining and recalling information so to emerge as a competent student.
<b>Methodology</b>	Guidance talk
<b>Outcome</b>	Well-equipped the students with the short-hand methods in order to increase the retention power and ensure academic success

#### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Descriptive Report	2. Captioned Photos with Date	3. Notice
4. Attendance Sheets	5.	6.



Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
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Website: www.akipoonacollege.ac.in  
Email: principal@akipoonacollege.ac.in



**NATIONAL SERVICE SCHEME**  
**(Academic Year 2017 - 2018)**

05/12/2017

**NOTICE**

The National Service Scheme Cell of Poona College has organized a Guidance Talk on **Use of Mnemonics and Mind Mapping Techniques in Regular Studies.**

All the NSS volunteers are instructed to attend it in order to best practices that will ensure health.

**Speaker:** Mr. Vakeel Sayyad, *Assistant Professor in Zoology*

**Date:** 07<sup>th</sup> December 2017

**Reporting Time:** 10:30am

**Venue:** Classroom Number 36

**Mr. Zameer Sayyed**  
NSS Programme Officer

**Dr. Aftab Anwar Shaikh**  
Principal



1970 - 2020

**Anjuman Khairul Islam's**

# **POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

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- 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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[principal@poonacollege.edu.in](mailto:principal@poonacollege.edu.in)

**Professor (Dr.) Aftab Anwar Shaikh**

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

**PRINCIPAL**



+91 98226 21579



[dranwarshaikh@gmail.com](mailto:dranwarshaikh@gmail.com)

## **CRITERION- V**

<b>KEY INDICATOR</b>	<b>5.1 Student Support</b>
<b>METRIC NO.</b>	<b>5.1.3</b>

- Capacity building and skills enhancement initiatives taken by the institution include the following
1. Soft skills,
  2. Language and communication skills,
  3. Life skills (Yoga, physical fitness, health and hygiene)
  4. ICT/computing skills

## **2. LANGUAGE AND COMMUNICATION SKILLS**

**INITIATIVES DURING THE ACADEMIC YEAR**

**2016-2017**



**DEPARTMENT OF URDU, ARABIC & PERSIAN**  
**ACTIVITY REPORT**  
**(2016 – 2017)**

**I. Basic Details:**

<b>Name of The Activity:</b> <i>Guest Lecture on 'Adab Kya Hai?' ('What is Literature?')</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
31/12/2016	Arts	Urdu, Arabic and Persian	Prof. Khan Moinuddin (9422079269)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
10.00 A.M.	Conference Hall	UG Students (82)	Academic

**II. Brief Information about the Activity (Criterion no – 5.1.3.)**

<b>Topic/ Subject of the activity</b>	<i>Guest Lecture on 'Adab Kya Hai?' ('What is Literature?')</i>
<b>Objective for conducting the activity</b>	To clear the concept of what literature is and what it is about
<b>Methodology</b>	It was organized under <i>Bazm e Adab</i> . Dr. Sunil Deodher, Programme officer AIR, Shivaji Nagar, Pune, was the Chief Guest and Keynote Speaker for the event.
<b>Outcome</b>	The students were made aware of the concept of Literature

**III. Proofs attached: letters/ student list of participation/ certificate/  
document/photos/ any other**

<b>1. Notice</b>	<b>2. Descriptive Report</b>	<b>3. Captioned Photos with Date</b>
<b>4. Attendance Sheets</b>	<b>5. Invitation Letter</b>	<b>6. Thanking Letter</b>





Yateemkhana & Madrasa, Anjuman Khairul Islam's  
**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



## NOTICE

Date: 24/12/2016

### DEPARTMENT OF URDU, ARABIC & PERSIAN

All the U. G. & P. G students of the Department are hereby informed that a Guest lecture on **Adab Kya Hai (what is Literature)** will be held on 31<sup>st</sup> December 2016 in Conference Hall of the College at 10.00 am

All are advised to attend the same.

**Mr. Khan Moinuddin**

Vice Principal & Head

Department of Urdu, Arabic & Persian



**DESCRIPTIVE REPORT ON  
GUEST LECTURE ON "WHAT IS LITERATURE?"**

The Department of Urdu Arabic and Persian organized this Program under *Bazm e Adab* on 31/12/2016 in Conference Hall of the college. **Dr. Sunil Deodher**, Program officer AIR, Shivaji Nagar, Pune, was the Chief Guest and main speaker for the event. More than 70 students from different departments attended the program.

Dr. Deodher dwelled on the history and importance of literature, how it has delighted millions across the ages. Literature is a reflection of creativity of the person he said. Students were curious and asked many questions also. Overall, the program was a great success.



**Dr. Sunil Deodher, (Program officer AIR, Shivaji Nagar, Pune) delivering speech in front of the audience. On stage (sitting from left to right) Dr. Shakeel Ahmed and Mr. Khan Moinuddin, Vice Principal and Head Department of Urdu, Arabic and Persian on 31/12/2016**



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)



**Dr. Sunil Deodher, (Programe officer AIR, Shivaji Nagar, Pune) delivering speech in front of the audience. On stage (sitting from left to right) Dr. Shakeel Ahmed and Mr. Khan Moinuddin, Vice Principal and Head Department of Urdu, Arabic and Persian on 31/12/2016**



**Dr. Shakeel Ahmed is delivering speech in front of the audience. On stage (sitting from left to right) Dr. Sunil Deodher, (Programe officer AIR, Shivaji Nagar, Pune) and Mr. Khan Moinuddin, Vice Principal and Head Department of Urdu, Arabic and Persian on 31/12/2016**



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF URDU, ARABIC & PERSIAN ACTIVITY REPORT (2016 – 2017)

### I. Basic Details:

Name of The Activity: <i>Guest Lecture on 'Mass Media: Importance &amp; Opportunities'</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
21/01/2017	Arts	Urdu, Arabic and Persian	Dr. Abrar Ahmad (8554008637)
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10.00	Conference Hall	U.G. & P.G. Students (66)	Academic

### II. Brief Information about the Activity (Criterion no – 5.1.3.)

<b>Topic/ Subject of the activity</b>	<i>Guest Lecture on Mass Media: Importance &amp; Opportunities</i>
<b>Objective for conducting the activity</b>	To make the students familiar with media and to explore opportunities in the field
<b>Methodology</b>	It was organized specially for the students of languages. Mr. Danish Reyaz (Director Maeshat Media Limited, Mumbai) was the Chief Guest and speaker of the Program. More than seventy students were benefited from the program. It was a grand success as per the audience
<b>Outcome</b>	The students were made aware of mass media and opportunities in this area

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. Attendance Sheets	5. Invitation Letter	6. Thanking Letter

**Date: 20/01/2017**

## **Notice**

The Department of Urdu, Arabic & Persian is organizing a Guest Lecture on "The Importance of Mass Media and Opportunities for The Students" on Saturday 21<sup>st</sup> January 2017 in the Seminar Hall of the College at 10:00 am.

All are cordially invited to attend.

Thank You



**Khan Moinuddin**

**Khan Moinuddin**  
Head of the Department  
Urdu, Arabic, Persian, And Post Graduate Dept.  
Dept. of Urdu, Arabic and Persian  
Camp, Pune - 1



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DESCRIPTIVE REPORT ON *GUEST LECTURE ON 'MASS MEDIA: IMPORTANCE AND OPPORTUNITIES'*

The Department of Urdu Arabic and Persian organized a Guest Lecture entitled *Mass Media: Importance and Opportunities* on 21/01/2017 in Conference Hall of the college. This program was especially for the students of languages. **Mr. Danish Reyaz** (Director Maeeshat Media Limited, Mumbai) was the Chief Guest and speaker of the Program. More than seventy students benefited from the program. The program was well attended and was of immense benefit to the students.



**Mr. Danish Reyaz**, delivering speech in front of the audience. On stage (sitting from left) **Dr. Aftab Anwar Shaikh**, Principal and **Mr. Khan Moinuddin**, Vice Principal and Head Department of Urdu, Arabic and Persian on 21/01/2017



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)



***Mr. Danish Reyaz, delivering speech in front of the audience on 21/01/2017***



**ACTIVITY REPORT**  
**(2016 - 2017)**

**I. Basic Details:**

<b>Name of The Activity: Guest Lecture on “Improving Communication Skills and a Mock session on Group Discussion and Personal Interview”</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
06.08.2016	BBA Commerce	Department of Commerce and PG Research Centre	Prof. Deepika Kininge 9405555695
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Extracurricular</b>
9 to 11 am	PIMSE Conference Hall	BBA No of Participants-57	

**II. Brief Information about the Activity -Criterion no :-**

<b>Topic/ Subject of the activity</b>	<b>Guest Lecture on “Improving Communication Skills and a Mock session on Group Discussion and Personal Interview”</b>
<b>Objective for conducting the activity</b>	<ol style="list-style-type: none"><li>1. To enables students to think from different angles or simply to think out of the box for future career in Business Field.</li><li>2. To aids in the team building process.</li><li>3. Enable students to highlight their talent, creativity, Management skills and Leadership Skills.</li></ol>
<b>Methodology</b>	Participative Learning
<b>Outcome</b>	<ul style="list-style-type: none"><li>• Student will gain a strong set of practical Business Knowledge and soft skills.</li><li>• It's fun way to study and in the process help improve one's general knowledge</li></ul>

**III. Proofs attached: letters/ student list of participation/ certificate/ document/photos.**

1. Notice	2. Descriptive Report with Captioned Photos	3. Attendance
4.	5.	6.



To be put on:

**NOTICE**

To be remove on:

Date-3<sup>rd</sup> Aug. 2016

# BBA

## DEPARTMENT OF COMMERCE

### GUEST LECTURE

A guest lecture of Mr.Yogesh Borse (Deputy Chief Manager-West India IFHE, Hyderabad) is organised on **6<sup>th</sup> August, 2016** for all BBA students at PIMSE conference hall from 9 to 11 am on the topic "Improving Communication Skills and Mock session on Group Discussion & Personal Interview".

All the students are advised to attend.



  
Dr. Aftab Anwar Shaikh

HOD & Vice-Principal



## Guest Lecture on “Improving Communication Skills and a Mock session on Group Discussion and Personal Interview”

Date- 6th August 2016

Anjuman Khairul Islam’s Poona College of Arts Science and Commerce, BBA Department organized a Guest Lecture on Communication Skills and Group Discussion techniques for BBA students on 6<sup>th</sup> August 2016 at the Conference Hall, PIMSE building from 9 to 11 am. **Prof. Yogesh Borse** was invited as the Guest Speaker. He is Deputy Chief Manager of West India IFHE, Hyderabad of IBS International School. He is a also mentor at the TIME Institute. He visited the college to conduct the program with his team. The program started with a brief information about the speaker. Prof. Deepika Kininge introduced welcomed the guest speaker and the students.



Felicitation of Guest Speaker **Mr. Yogesh Borse**, IBS School, Pune on 06/08/2016

Around 57 students of BBA attended the program. Prof. JahanAara Pathan compered the program. Dr. Abbas Lokhandwala felicitated the guest. Also he guided students by giving a motivational speech.



BBA students participated in workshop on 06/08/2016



Guest Speaker Prof. Yogesh Borse began by explaining the importance of communication in business. He conducted a practical session by taking mock interview and group discussion. 10 students of BBA participated enthusiastically in GD. The topic of discussion was 'Is cricket hampering other sports?' The members presented their point of view and opinion and their defense. Later, the Guest Speaker enlightened the students by guiding them with techniques of group discussion. Also he enlightened the students regarding importance of communication skill, body language, tips and tricks on how to tackle interview, and some communication problems that students face generally in their career. Later students asked a few questions and doubts which were answered by the Guest Speaker eloquently. Program concluded with a vote of thanks by Prof. Heena Sayyed.



Mr. Yogesh Borse from IBS School addressing BBA Students 06/08/2016

Program was successful as the students learnt as how to face an interview and also participate in a group discussion. Prof. Deepika Kininge organized the program with the objective to enlighten the students with techniques of GD and Interview.



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## ACTIVITY REPORT (2016 - 2017)

### I. Basic Details:

Expert talk on Improving your communication skills & session on Mock group discussion & Personal interview			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
03/08/2016	BBA-CA	Commerce	Ms. Shabana Mulla 9766871357
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
9:00 am	Conference Hall 2 PIMSE	TY BBA(CA) /42	co- curricular

### II. Brief Information about the Activity (Criterion no -5.1.3.)

<b>Topic/ Subject of the activity</b>	Expert talk on Improving your communication skills & session on Mock group discussion & Personal interview
<b>Objective for conducting the activity</b>	To understand various communication and presentation skills.
<b>Methodology</b>	Presentation, Mock interview.
<b>Outcome</b>	Students can be able to enhance the various communication, presentation skills and interview techniques.

### III. Proofs attached: letters/ student list of participation/ document/photos/ any other

1. Notice	2. Descriptive report with captioned photos	3. Attendance Sheets
4.		

AKI'S

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

Date: -29/07/2016

# NOTICE

## FY/SY/TY BBA (CA)

A guest lecture on "Improving your communication skills" has been organized on Wednesday, 3<sup>rd</sup> August 2016 at 9.00 am for the students of **FY/SY/TY BBA (CA)** PIMSE Conference Hall (1<sup>st</sup> Floor).

All the students are instructed to attend the same.

Attendance is compulsory.

  
**Dr. Aftab Anwar Shaikh**

**HOD & Vice Principal**

**Dept. Of Commerce**





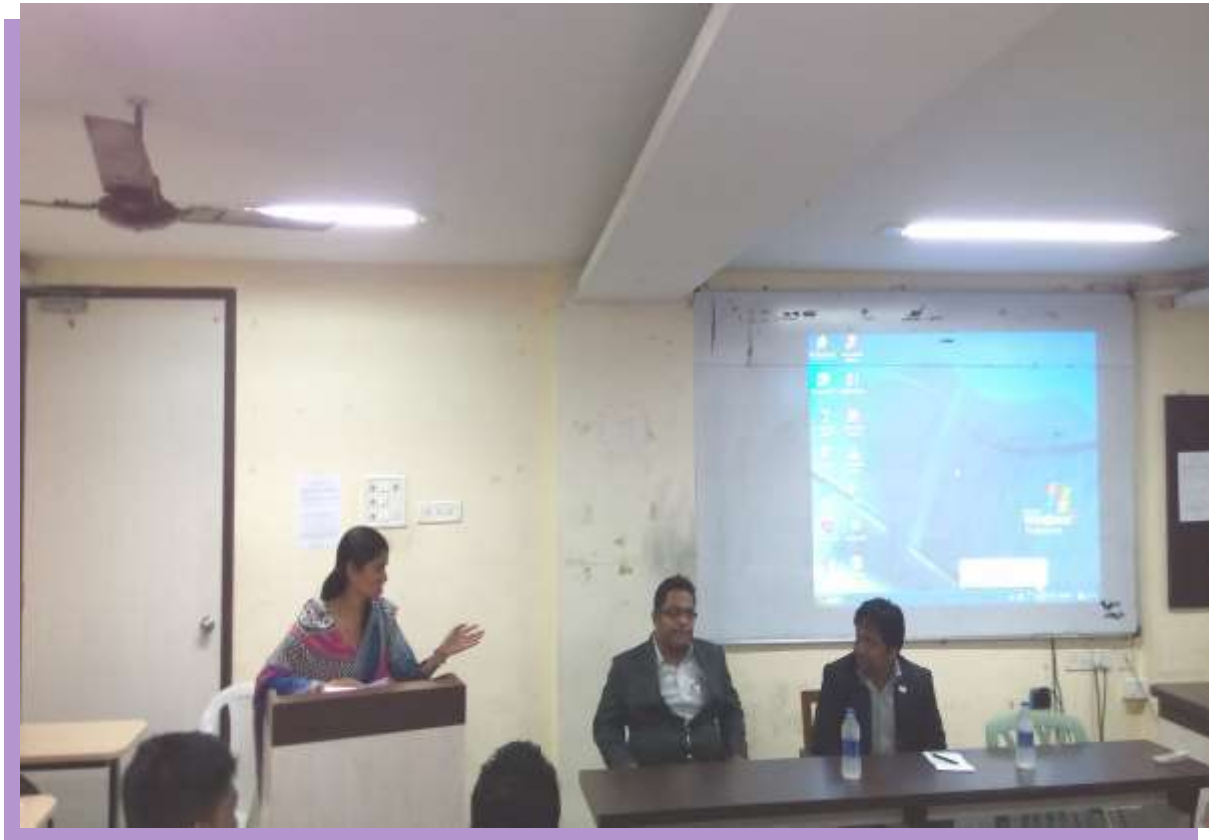
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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## REPORT ON "IMPROVING YOUR COMMUNICATION SKILLS & SESSION ON MOCK GROUP DISCUSSION & PERSONAL INTERVIEW".

Communication is key to your success—in relationships, in the workplace, as a citizen of your country, and across your lifetime. Your ability to communicate comes from experience, and experience can be an effective teacher, but this text and the related business communication course will offer you a wealth of experiences gathered from professional speakers across their lifetimes. You can learn from the lessons they've learned and be a more effective communicator right out of the gate.



**Ms. Shabana Mulla introducing guests Mr. Yogesh Borse & Mr. Sarfaraz Momin (03/08/2016)**



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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**A Guest lecture was organized on Wednesday, 3<sup>rd</sup> August 2016 for the students of BBA (CA) by the Department of Commerce in the co ordination of Ms. Shabana Mulla.**

The Seminar was inaugurated with the Welcome and Introduction Speech by Ms. Shabana Mulla to Speaker Mr. Yogesh Borse, Deputy Chief Manager, IBS, Pune and Mr. Sarfaraj Momin Marketing Manager, IBS, Pune.



**Guest speaker Mr. Yogesh Borse Addressing to the students (03/08/2016)**

## **Objective:-**

The main objective of Communication is the heart of every organization. Everything you do in the workplace results from communication. Therefore good reading, writing, speaking and listening skills are essential if tasks are going to be completed and goals achieved. As you develop your career you will find various reasons why successful communication skills are important to you,

## **Participation:-**



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The event witnessed a huge participation of around 120 participants from BBA (CA). Institute was elated to view such a great number attending the event. It was made sure that all the students get a fair chance to get interviewed from the companies pre-sent at the fair.



**Mr. Yogesh Borse conducting interview sessions (03/08/2016)**

The event was mesmerized to see the enthusiasm of the participants and the support reflected by the speakers. The function started with the prayer as per the tradition of the institute. The institute was ecstatic to host the industry personnel and the same was shown through a warm and hearty welcome given by the faculties. The points mentioned by Mr. Speaker Yogesh Borse Sir have covered a broad spectrum and were very practical and informative. The last leg of the Seminar was dedicated to a very interactive Question-Answer session in which many of the Faculties cleared the doubts regarding the concept of Mock Group Discussion & Personal Interview.

Finally a Vote of Thanks was given by Ms. Reshma Patil to conclude the Seminar. From the overall response of the participants we can safely assume that the Guest Lecture Program was a Grand Success.





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**Students participated in Mock Group Discussion & Personal Interview (03/08/2016)**

Ms. Shabana Mulla  
Teacher Incharge



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**ACTIVITY REPORT**  
**(2016-2017)**

**I. Basic Details:**

<b>Name of The Activity:</b> A Guest Lecture on 'Communication Skills & Interview Techniques'			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
8 <sup>th</sup> Feb., 2017	Commerce	Commerce	Mr. Vakeel Sayyed 8793720719
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
9.00 am	Conference Hall	T.Y.B.Com. 124 Students	Co-curricular

**II. Brief Information about the Activity (Criterion no - 5.1.3.):**

<b>Topic/ Subject of the activity</b>	A Guest Lecture on 'Communication Skills & Interview Techniques'
<b>Objective for conducting the activity</b>	To make students understand importance of communication skills and basics of Interview Techniques.
<b>Methodology</b>	A Guest Lecture/ Expert Talk
<b>Outcome</b>	Students are well versed with importance & techniques of basics of communication.

**III. Proofs attached: letters/ student list of participation/ certificate/  
document/photos/ any other**

1. Notice	2. Brief Profile of Guest Speaker	3. Descriptive report with Captioned Photos
4. Attendance Sheets		

A.K.I's

Poona College of Arts, Science and Commerce, Camp, Pune- 411001.

**Department of Commerce****Notice****TYBCOM (All Divisions)**

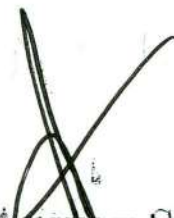
Date:-01.02.2017

A Guest lecture on "Communication skills and Interview Techniques" has been organized for T.Y.B.COM. students on **8<sup>th</sup> Feb., 2017 in Hall No.34 at 9.00 a.m.**

Ms. Sadhana Jadhav, Senior faculty at Ajeenkya D.Y. Patil University, Pune is going to deliver the lecture.

It is compulsory for all **TYBCOM** students.



  
Dr. Aftab Anwar Shaikh  
HOD and Vice Principal  
Department of Commerce



**Sadhana Jadhav – Tilekar, Senior Faculty, Ajeenkya D.Y.Patil University, Lohegaon, Pune.**

Pursuing Ph.D. in HRM from Savitribai Phule Pune University, MBA – HRM & IT, MCM, ADCA, Dip in Computer Engg.

• **Teaching Experience: (+6 year)**

- ✓ Currently working as a senior Faculty in **Ajeenkya D.Y.Patil University, Lohegaon, Pune.**
- ✓ **Approved as a Asst. Professor (Full time) for MBA course, Novel Institute of Management Studies, Chinchwad by University of Pune w.e.f.31/01/2011 till 30.6.2016.**

• **Industrial experience (+3 yrs)**

- ✓ Worked in “Conscap Consultants” as a Back office assistant from Feb.2006 to July 2006.
- ✓ Worked in “Air state Courier” Pimpri as an Office Administration from Sep 2004 to Jan 2006.
- ✓ Worked in “BAJAJ” Akurdi at Service / Q.A.Department as Office Assistant from June 2003 to Aug 2004.
- ✓ **Published & Presented research paper** on “Impact of stress on managing work life balance” ISBN no.978-81-921768-0-2 in D.Y.Patil,IMCA, advances in computing and management,
- ✓ **Published & Presented Research paper** in Indian Streams Research Journal under the title: “Role of MIS in corporate decision making”. ISSN NO.2230-7850 VOL.-1,ISSUE-IV,MAY 2011
- ✓ **Published & Presented Research paper** in “Novel Research Kaleidoscope” bearing ISSN 2277-1263 under the title “Human Resource Information System: A Empirical Analysis”.
- ✓ Attended two days Faculty Development Programme on “Application of HRD Instrument and simulation Exercises” at MERC Institute of Management, Pune.
- ✓ Organised and participated three days Faculty Development Programme on “Teaching Pedagogy For Management Teachers” held by Novel Institute of Management Studies, Chinchwad.
- ✓ Successfully organised and participated Three days National seminar on “Post recession Management Trends” Held by Novel Institute of Management Studies, Chinchwad.
- ✓ Performed Bharatnatyam(Indian classical dance) in *Austria-Europe* under the banner "International Falcon Moment"
- ✓ Performed a national dance ballet called “*Aajadi ki Jung*” all over India under the banner “Rashtra Seva Dal”.
- ✓ Done summer internship in “**Tata Johnson Controls Automotive Limited.**” Under the Project title “Training Need Identification and Analysis”



Email: sadhana06@gmail.com



## A GUEST LECTURE ON COMMUNICATION SKILLS AND INTERVIEW TECHNIQUES

A Guest lecture on “Communication skills and Interview Techniques” was organized for **T.Y.B.COM. Students** on **8<sup>th</sup> Feb., 2017** in Conference hall at 9.00 a.m. **Ms. Sadhana Jadhav**, Senior faculty at Ajeenkya D.Y. Patil University, Pune delivered the lecture. The objective of the guest lecture was to provide guidance to the students how to face the interview with effective communication techniques. **124 students from S.Y.BCOM and T.Y.B.COM.** Attended the same. Dr. Syed Hamed Hashmi and Mr. Sayyad Vakeel were coordinators of the programme.



**Ms. Sadhana Jadhav, Senior faculty at Ajeenkya D.Y. Patil University, Pune interacting with students. (08-02-2017)**



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**Faculty members and students attending the lecture on "Communication Skills and Interview Techniques" (08-02-2017)**





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**POONA COLLEGE  
OF ARTS, SCIENCE AND COMMERCE**

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

**ACTIVITY REPORT  
(2016-2017)**

**I. Basic Details:**

<b>Name of The Activity:</b> Communication Skills Workshop			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
12 <sup>th</sup> Feb, 2017 to 5 <sup>th</sup> Mar, 2017	Commerce	Commerce	Mr. Absar Baig 8796366998
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
10 am – 2pm	Conf. Hall	36 Students	Extra- Curricular

**II. Brief Information about the Activity (Criterion no – 5.1.3.):**

<b>Topic/ Subject of the activity</b>	<b>Communication Skill Workshop (Conducted by In -House faculty)</b>
<b>Objective for conducting the activity</b>	To enhancing the student potential of Employability and Intellectuality
<b>Methodology</b>	<b>Workshop on 4 Hours each.</b>
<b>Outcome</b>	It boosted students confidence and also enhanced communication skills.

**III. Proofs attached: letters/ student list of participation/ certificate/  
document/photos/ any other**

<b>1. Notice</b>	<b>2. Descriptive Report with Captioned Photos</b>	<b>3. Attendance Sheets</b>

Anjuman Khairul Islam's

## Poona College of Arts, Science & Commerce

# COMMUNICATION SKILLS WORKSHOP

16 hours Programme-4 Sundays - 4 hours

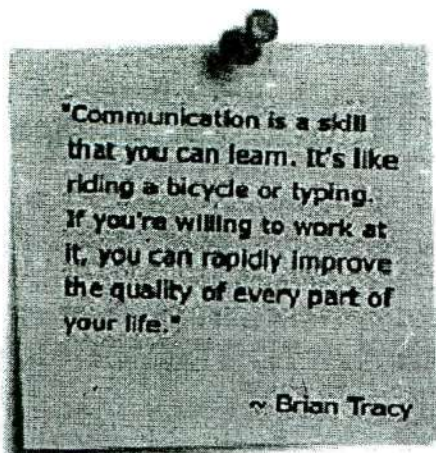
For all students of Poona College

A Course in "Business Communication Skill" being launched for enhancing the student potential of Employability and Intellectuality by the Department of Commerce and PG Research Centre.


The following are the provisions for the Course.

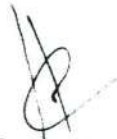
- There is a Registration fee of Rs. 300/- towards the course.
- Course Material and Handouts will be provided.
- 4 Sundays 4 hours. The Course start date is 12<sup>th</sup> Feb 2017.
- At the end of the course there will be an Assessment Test followed with a certificate of Merit.
- For more details on class schedules and any other relevant details, you may approach Faculty Mr. Absar Baig.

**Hurry!!!!!!  
Limited seats  
available**



**Boost your confidence  
Enhance communication skills  
Develop your personality  
Intonation and Grooming!!!**

  
Dr. M Rafique Sarkhawas  
Principal

  
Dr. Aftab Anwar Shaikh  
Vice Principal & HOD-Commerce





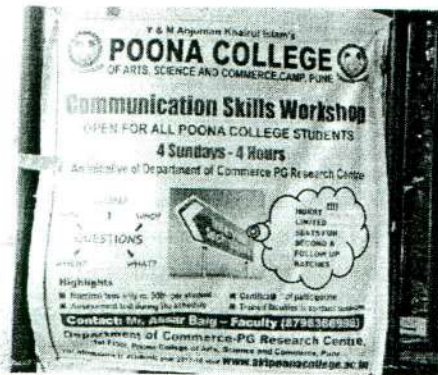
## A Report on Communication Skills Workshop –

### An initiative of Department of Commerce & PG Research Centre

**(Conducted from 12<sup>th</sup> Feb, 2017 to 5<sup>th</sup> March, 2017)**

The workshop session was created as a concept to bring forth the students from the entire of AKI's Poona College of Arts, Science and Commerce fraternity under one umbrella of learning and sharing knowledge. The theme of the workshop was 4 Sundays – 4 Hours; Communication Skills Workshop

The Communication Skills Workshop is the idea of Dr. Aftab Anwar Shaikh, H.O.D and Vice Principal – Department of Commerce and PG Research Centre, Poona College.



Promotional Banners

The Workshop was open for all the students of Poona College irrespective of the streams of Education and Studies. There were 36 students who enrolled with the Department of Commerce and went through a rigorous session during the workshop of 4 Sundays -4Hours. On the last day of the session the workshop extended unto 6 hours sending positive signals of the student engagement in the activity. The Workshop was scheduled from 12<sup>th</sup> Feb to 26<sup>th</sup> March, 2017 only on Sundays for 4 hours each Sunday.



Communication Skills Workshop in progress





Mr Absar Baig, Faculty conducting the Workshop

The batch was a blend of Indians and Foreigners from the faculties of Commerce, Sciences and Arts.

There was a regular interaction with the students prior to their enrolments for the workshop in their respective subject classes. This interaction was positive for the enrolment process. Also it was a positive effort put in by the respective departments in the entire of Poona College that brought about the enrolments.

The session contents were:

- Communication Skills
- Dressing and Interview Techniques
- Time management
- Activities related to team work
- Essentials of Communication Skills as related to the Book knowledge theories
- Use of presentation skills

**Future Plans:**

1. This activity needs to be a regular and a continuous one through- out the coming academic year so that the students can benefit on a large scale.
2. Also during the admission process the Communication Skills Workshop should be made mandatory for the students of various courses for nominal fees. This participation will ensure that the approach of the students will change towards a more civilised culture (in terms of attitudes, behaviours and languages).
3. A further extension of this Workshop can be the involvement of the Department of Psychology or a Consultant who can assist as a Clinical Counsellor for these students.
4. Certificate of Participation to be issued to the students.

*Absar Baig*  
Absar Baig  
(Faculty)

