



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**



# SOFT SKILLS



It is now no secret that soft skills are the interpersonal attributes that one needs to fit and succeed in any institution. These include personality, attitude, flexibility, motivation, and manners which are so critical that Poona College, Pune is committed to ardently work on these to produce employable products that are capable of exemplary career performance and achieving goals. The college has always endeavoured to develop soft skills of the teaching faculty, support staff and students in order to avail the unaccountable benefits of this quality. Towards this objective, the modus operandi of the college involves:

- Interactive sessions with trained counsellors, medical professionals, psychologists and IT experts.
- Hands-on experience in computer laboratories.
- Exclusive counselling sessions.
- Targeted training programmes for refining communication and ICT skills etc.





1970 - 2020

Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



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



+91-20-2645 4240 / 2644 6319.



[www.poonacollege.edu.in](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.

## 1. SOFT 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 ECONOMICS (PG & RESEARCH CENTER)

### ACTIVITY REPORT

(2019-2020)

#### I. Basic Details:

<b>Name of The Activity:</b> <i>Presentation Competition</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
04/09/2019	Arts	Economics	Dr. Gulnawaz Usmani (9358171745)
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
08:00am to 10:00 pm	Hall No. - 26	FYBA Students (56)	Co- curricular

#### II. Brief Information about the Activity (Criterion no - 5):5.1.3

<b>Topic/ Subject of the activity</b>	<i>Presentation Competition</i>
<b>Objective for conducting the activity</b>	The objective of this program was to make students more confident and to inculcate presentation ability.
<b>Methodology</b>	Explanation and Discussion
<b>Outcome</b>	The program helped the students to have a better presentation and also, they come to learn various points that should be remember while you are presenting anything.

#### 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		



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@aklpoonacollege.ac.in Website: www.aklpoonacollege.ac.in



## NOTICE

**CIRCULAR**

Date: 29/08/

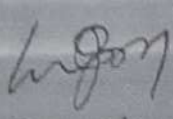
### Presentation Competition

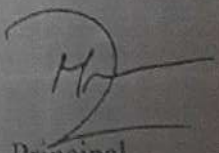
It is hereby informed to all the students of F.Y.B.A (Economics) that the Department of Economics (Postgraduate & Research Centre) is organizing a presentation competition on 4<sup>th</sup> September, 2019.

Attendance is compulsory for all the students.

**Venue:** Room No. 26

**Time:** 08:00 am to 10:00 am

  
I/c, Economics

  
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 Presentation Competition

A **Presentation Competition** was organised by Department of Economics. This competition was designed for the students of Undergraduate students in Hall No. 26 on 04<sup>th</sup> Sept. 2019 at 8:00 am to 10:00 am.

Dr. Ana Mateen from Poona College, Pune was Judge during the presentation competition. Students have to present any topic from his given syllabus. A total of 41 students have attended the competition out of which 30 students has presented. Presentation was mainly focused on poverty, agriculture Status, Age Composition, Economic Policy and their effect etc.

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

FIRST – Risha

SECOND – Mihir

THIRD – Faisal and Delphina

**Dr. Gulnawaz Usmani** was coordinator of this program.



**Presentation Competition Delphina Presenting his presentation on 04/09/2019**



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

<b>Name of The Activity: Rexona Confidence Academy</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
17/12/2019	Computer Science	Computer Science	Dr. Mahtab Alam Ms.Shaheda Ansari
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
12:30 pm-1:30 pm	Lab-I	UG + PG Girls (46)	Extra- curricular

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

<b>Topic/ Subject of the activity</b>	<b>Rexona Confidence Academy</b>
<b>Objective for conducting the activity</b>	To explain the students importance of Physical appearance and Perosnality Developemnt during an interview.
<b>Methodology</b>	PPT and Videos
<b>Outcome</b>	A brief idea was given to students about how to present themselves during an interview.

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

<b>1. Students Participation List</b>	<b>2. Photos</b>	<b>3. Report in documentation</b>
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(Affiliated to University of Pune)

ACCREDITED BY  
**NAAC**

To be put on :

**NOTICE**


To be remove on :

18/12/2019

17/12/2019

**CIRCULAR**

All the girls students of U.G. / P.G. (Computer Sci.) are directed to attend the program "Rexona Confidence Academy" in association with Rexona Confidence Academy on 17<sup>th</sup> Dec. 2019 (Tuesday) at 12:30 p.m. in the Lab-I.

  
17/12/19

Head

Dept. of Computer Sci.

HEAD

Dept. of Computer Science

Poona College, Camp

PUNE-411001



## Rexona Confidence Academy

A Program by **Rexona Confidence Academy** was conducted for the students of B.Sc (CS) and M.Sc (CS) by the department of Computer Science on 17 December 2019 (Tuesday) from 12:30 pm to 1:30 pm under the coordination of the Head of the department Dr. Mahtab Alam and Ms.Shaheda Ansari.

The resource persons were welcomed by Ms. Shaheda Ansari. The speaker gave a brief introduction about the program conducted. A few questions and queries were asked to the students.

An activity was performed for the demonstration of the product by two of the students. Presentation was given by the speaker to the students regarding the physical appearance and Personality Development during an interview.

A brief idea was given about not only academics matter but also how to present ourselves during an interview is necessary. Do's and Don'ts were specified by the resource person.

Students were asked to state their views and what they learnt from the program. The program ended by a round of applause for every one sitting in the hall and a sample piece was provided to the student by the Rexona Confidence Academy.



(Mr. Sarfaraz from Rexona Confidence Academy along with the staff members of Dept. of Computer Sc)

# Photographs with date and Captions





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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

<b>Name of The Activity:</b> Workshop on C2C-Campus To Corporate: 'Personality Development'			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
28 <sup>th</sup> December 2019	Computer Science	Department of Computer Science	Mr. Md. Abdul Quddus
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
11:00 AM	Computer Science Lab - II	T. Y. B. Sc. (C S) 54 Students	Corporate

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

<b>Topic/ Subject of the activity</b>	'Personality Development'
<b>Objective for conducting the activity</b>	The objective behind having such a workshop was to guide students of B. Sc. (C S) to help the community by bridging the gap between college syllabus and industry standards.
<b>Methodology</b>	Power Point Presentation, Games
<b>Outcome</b>	To train the Students how to introduce yourself, analyzing strengths, weaknesses and Body languages.

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

1. Student list of participation	2. Photos	3. Report in documentation
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**NOTICE**

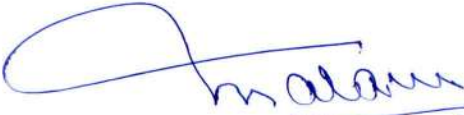
To be put on :  
22.12.2019

To be remove on :  
31.12.2019

**CIRCULAR**

All the students of **B.Sc. / M.Sc. (Computer Sci.)** are directed to attend the  
“Expert talk on Personality Development” on 28<sup>th</sup> Dec. 2019 (Saturday) at  
11:00 a.m. at Conference Hall

Attendance is compulsory.

  
22.12.2019

Head  
Dept. of Computer Sci.  
**HEAD**  
Dept. of Computer Science  
Poona College, Camp  
PUNE-411001

## **Campus2Corporat: A Seminar on 'Personality Development'**

Date: - December 28, 2019.

Place: - Computer Science Department, AKI's Poona College.

The department of computer science Poona college witnessed one of the most prominent workshop of the year, where the students were made aware of the diverse methods to develop our personalities. There was immense zeal and enthusiasm among students because of the curiosity to learn something that aids making them a responsible student representative of Poona college.



The workshop initiated with recitation of the versus from the holy "Quran", with the blessings of the most merciful "Allah" on this auspicious occasion. The recitation of the versus was done by one of our ideal students from FY. There were echoes of

students that cheered with the excitement to learn from our invitee 'Zulfikar Sayyed'. Our Head of the Department 'Mr. Mahtab Alam' introduced the invitee with blissful designatory words.

Later Sir Zulfikar Sayyed took over the class with his prime introduction about his Qualification and experience with the people around and started with brief of the previous session. He was very indulging with the vicinity created and made everyone an active participant. The students enjoyed spending time along and learnt about their personality development. He shared various ways to crack an interview and make an impactful mark in the first impression itself. The event also witnessed the love Zulfi Sir possess in sharing his experience and an open heart to serve all our students in the best possible manner. His love for the benefit of students is completely heartfelt.



**Photographs with date and Captions**

At the end of the workshop Zulfikar Sayyed stated that, “ Its a lot of fun to see young kids excelling in the field of education with complete dedication to make an impactful change in the society. I hope to see them as rising stars in the upcoming year.”



Latitude: 18.506035  
Longitude: 73.874801  
Accuracy: 600.0m  
Time: 12-28-2019 12:37  
Note: Department of Computer Science  
Poona College



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## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

Name of The Activity:			
Workshop on C2C-Campus To Corporate: 'Personality Development'			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
04 <sup>th</sup> January 2020	Science	Department of Computer Science	Mr. Md. Abdul Quddus
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
11:00 AM	Computer Science Lab - I	T. Y. B. Sc. (C S) 56 Students	Extracurricular

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

Topic/ Subject of the activity	'Personality Development'
Objective for conducting the activity	The objective behind having such a workshop was to guide students of B. Sc. (C S) to help the community by bridging the gap between college syllabus and industry standards.
Methodology	Power Point Presentation, Games
Outcome	To train the Students how to introduce yourself, analyzing strengths, weaknesses and Body languages.

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

1. Student list of participation	2. Photos	3. Report in documentation
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**POONA COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**  
(Affiliated to University of Pune)

2019-20  
25

Accredited by  
**NAAC**

**NOTICE**

To be put on :

02.01.2020

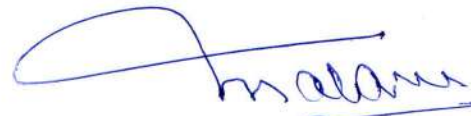
To be remove on :

07.01.2020

**CIRCULAR**

All the students of **B.Sc. / M.Sc. (Computer Sci.)** are directed to attend the  
**“Expert talk on Personality Development”** on **04<sup>th</sup> Jan. 2019 (Saturday)** at  
**11:00 a.m. at Conference Hall**

Attendance is compulsory.

  
Head 21.1.2020  
Dept. of Computer Sci.  
**HEAD**  
**Dept. of Computer Science**  
**Poona College, Camp**  
**PUNE-411001.**

# **REPORT: workshop on Personality Development.**

**Organised by: Dept of ComputerScience**

**Guest Speaker: Mr. Zulfiqar Sayyad, Vision Foundation, Pune.**

**No. of Beneficiaries:**

**January 4, 2020:**

The Department of Computer Science, Poona College, witnessed one of the most prominent workshop of the year on “Personality Development”, where students were made aware of the diverse methods to develop their personalities. There was immense zeal and enthusiasm among students because of the curiosity to learn something that would make them a responsible student representative of Poona College.

The workshop initiated with recitation of the verses from the holy Quran, with the blessings of the most merciful “Allah” on this auspicious occasion. The recitation of the verses was done by one of our ideal students from FY. Head of the Department Dr.Mahtab Alam introduced the guest speaker **Mr. Zulfiqar Sayyad**, an energetic, excellent orator and motivational speaker, also a member of NGO Vision Foundation, Pune branch.



**4<sup>th</sup> January, 2020: Students participating in activities during workshop.**

# Photographs with date and Captions



## 4<sup>th</sup> January, 2020: Workshop on Personality Development

Further, Mr.Zulfikar Sayyed took over the class with his prime introduction about his qualification and experience with the people around and started with a quick review of the previous session. He was very encouraging and made everyone an active participant. In this personality development session he discussed in brief about the word “PICTURE” and presented a completely new perspective of the word. He also gave many examples and shared his own experiences. The students enjoyed spending time with him and learnt about personality development. He shared various ways to crack an interview and make an impactful mark in the very first interview.

Apart from talking about personality, he also made students work on their pronunciation skills and improving accents. The event also witnessed the love Mr. Zulfi possessed in sharing his experiences with an open heart to motivate and mould all the students in the best possible manner. His involvement boosted every individuals’ confidence that would make them stand in a crowd but quite differently. His love for the benefit of students was completely heartfelt.

At the end of the workshop Zulfiqar Sayyad stated that, “It’s a lot of fun to see young kids excelling in the field of education with complete dedication to make an impactful change in the society. I hope to see them as rising stars in the upcoming year.”

All the FY & SY BCS students as well as other UG & PG course students were a part of the elucidative program.



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

<b>Name of The Activity:</b> "3- days Skill Development Workshop - Access to Employability"			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
29 <sup>th</sup> to 31 <sup>st</sup> August 2019	Science	Electronic Science and PG Centre	Shaikh Abul Quais +91-902118393
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
02.00 pm to 04.00 pm	PIMSE Conference hall	All T.Y.B.Sc. & T.Y.B.Sc. (CS) students (178)	Academic

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

<b>Topic/ Subject of the activity</b>	3- days Skill Development Workshop - Access to Employability
<b>Objective for conducting the activity</b>	1. To learn how to crack personal interviews 2. To learn how to crack group discussions 3. To discuss the Resume Writing Skills 4. Use of job portals to find the job
<b>Methodology</b>	Seminar/ Presentation
<b>Outcome</b>	The workshop was full of knowledge giving insight to the final year students to learn the tips of cracking the personal interviews and group discussion. Students have taken keen interest in the resume writing skills and gain the knowledge of finding a perfect job by searching on job portals on internet.

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

1. Permission Letter	2. Letter of Concerned from Barclays	3. Notice for students
4. Registration list of students	5. Attendance of students	6. Feedback forms



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## Photographs with date and Captions



Guest for the workshop **Mrs. Pooja Thakre, Ms. Nila Damle** along with the staff member of Electronics Department **Mrs. Swaleha Mulla** on 29<sup>th</sup> Aug. 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)

Mr. Mohammed Mushtaque comparing the workshop dated 29 Aug. 2019.

## Photographs with date and Captions



All T.Y.B.Sc. & T.Y.B.Sc. (CS) students attending the workshop on 29<sup>th</sup> Aug. 2019.



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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**Ms. Nila Damle** addressing the students and taking an activity on Day -2 dated 30<sup>th</sup> Aug. 2019





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**POONA COLLEGE  
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**Mrs Pooja Thakre** addressing the audience on Day-2 dated 30 Aug. 2019



**Dr. Arif V. Shaikh** is Introducing the Guests on 30 Aug. 2019





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**POONA COLLEGE  
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Dr. Arif M. Tamboli Felicitating the Honorable trustee of Y&M AKI Dr. Hanif Lakadawala

30/08/2019



Demo Personal Interview on 30<sup>th</sup> Aug. 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)



Latitude: 18.50594  
Longitude: 73.875749  
Elevation: 509.4m  
Accuracy: 34.6m  
Time: 31-08-2019 16:45  
Note: Access to Employability Workshop

In-charge Principal addressing the students on Day-3 dated 31 Aug. 2019



Time: 31-08-2019 16:49  
Note: Access to Employability Workshop

Certificate Distribution Program on Day-3 dated 31 Aug. 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 Electronic Science and PG Centre

## **A brief report on**

## **“3- days Skill Development Workshop - Access to Employability”**

3 days Skill Development Workshop was conducted in association with Barclays International Company for science graduates. The theme of the workshop is “Access to Employability” on 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> August 2019 between 2.00 pm to 4.00 pm in PIMSE conference hall. The objectives of the workshop were as follows,

1. To learn how to crack personal interviews
2. To learn how to crack group discussions
3. To discuss the Resume Writing Skills
4. Use of job portals to find the job

The Guests and the speakers for the workshop were from Barclays Mrs. Pooja Thakre and Ms. Nila Damle. The workshop was inaugurated by the faculty member of the Department of Electronic Science, on 29<sup>th</sup> August 2019. The speaker had taken different sessions for all T.Y.B.Sc. students by playing games and some interactive sessions on each day. An interactive session of mock interview was taken by Ms. Nila Damle on Day-2.

The honorable trustee of Y&M AKI Dr. Hanif Lakadawala was the guest of honor on day-2. He addressed the students on personality development along with their academic growth.

The valedictory and certificate distribution function was conducted on 31<sup>st</sup> August 2019.

Y&M AKI's  
POONA COLLEGE OF ARTS SCIENCE AND COMMERCE,  
CAMP, PUNE-411001

## NOTICE

**CIRCULAR**

Date: 24<sup>th</sup> August 2019

### 3- Days Skill Development Workshop

All the students of T.Y.B.Sc. and T.Y.B.Sc. (Comp. Sci.) are hereby informed that the Department of Electronic Science is organizing 3- days Skill Development Workshop In association with Barclays International company.

The theme of the workshop is "Access to Employability". It will be held on 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> August 2019 between 2.00pm to 4.00pm at PIMSE Conference Hall.

All students can register themselves with the HOD of respective departments on or before 28<sup>th</sup> August 2019. Registered students will get the certificate after successful completion of the workshop.

  
Head

  
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)

## ACTIVITY REPORT

(2019-20)

### I. Basic Details:

Name of The Activity: Hands on Training of Microtomy Techniques			
Date	Faculty	Department/ Committee	Coordinator Name & Phono.
03.03.2020	Science	Zoology	Dr. Shoeb Ahmad (9919509673)
Time	Venue: T.Y.B.Sc Lab (Zoology Department)	Activity for class/group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10:00 am – 1:00 pm	T.Y.B.Sc Lab (Zoology Department)	T.Y.B.Sc Zoology student of Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science College, Narhe-Dhayari, Pune (10)	Co-curricular

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

Topic/ Subject of the activity	Hands on Training of Microtomy Techniques
Objective for conducting the activity	To make students understand the principle and techniques of Microtomy
Methodology	Hand on Training
Outcome	Students practiced the operation of Microtome machine and processing of animal tissue to prepare permanent histology slides.

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

1. Permission letter	2. Appreciation Letter	3. Photo	4. Student Attendance
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## DEPARTMENT OF ZOOLOGY

### **Hands on Training of Microtomy Techniques**

#### **DETAILED REPORT**

**Date:** 03.0.3.2020

**Venue:** Department of Zoology

**No. of Participants:** 10

**Beneficiary:** T.Y.B.Sc (Zoology) Students of Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science College, Narhe-Dhayari, Pune

With the able guidance and support of Principal, Dr. Aftab Anwar Shaikh, Vice Principal, Mr. Iqbal N. Shaikh and Head Department of Zoology, Dr. Mujeeb Shaikh, Department of Zoology has organized a Workshop on '*Hands on Training of Microtomy Techniques*' for first batch of T.Y.B.Sc students of Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science College, Narhe-Dhayari, Pune on 03.0.3.2020. The workshop was coordinated by **Dr. Shoeb Ahmad**, Assistant Professor, AKI's Poona College of Arts, Science & Commerce, Pune. Dr. Ahmad explained the principle and techniques of microtomy with reference to tissue fixation, dehydration, embedding, block making, trimming, stretching and staining of histology slides. Students of Jadhavar College practiced the operation of Microtome machine and processing of animal tissue to prepare permanent histology slides. Total 10 students participated in the training.

**Dr. Shoeb Ahmad**  
Coordinator



## DEPARTMENT OF ZOOLOGY

### Hands on Training of Microtomy Techniques

#### **Photographs**



**Dr. Shoeb Ahmad** with TYBSc Zoology students of **Prin. Dr. Sudhakar Rao Jadhavar** Arts, Commerce & Science College, Narhe-Dhayari, Pune during training workshop.  
(Dated: 03.0.3.2020)



**Dr. Shoeb Ahmad** Demonstrating the histology slide preparation.  
(Dated: 03.0.3.2020)



**Dr. Shoeb Ahmad** Demonstrating how to clean histology slides  
(Dated: 03.0.3.2020)

### **Photographs with date and Captions**



LUTJF'S

**Prin. Dr. SUDHAKARRAO JADHAVAR ARTS, COMMERCE & SCIENCE COLLEGE**

(Affiliated to Savitribai Phule Pune University, Approved by Government of Maharashtra)

President

**Prin. Dr. Sudhakar Rao Jadhavar**

M.Com, M.A., LL.M., M.P.M., D.T.L.  
D.L.L. & L.W., G.D.C. & A., Ph.D.

Vice-President

**Adv. Shardul Sudhakar Rao Jadhavar**

B.Com., D.H.R.L., A.D.C.L., D.C.P.L.,  
D.L.L. & L.W., D.T.L., LL.M.

Principal

**Dr. Dipak B. Bhamare**

M.Com, M.Phil, L.L.B., Ph.D.

Ref. : PDSOACSSC / 2019-20 / 520

Date : 29/2/2020

To,

The principal,

AKI'S

Poona college of Arts, Commerce,

Science, Pune-46

Subject: To permit T.Y.B.sc students for "Microtomy technique training".

Respected Sir\Madam,

With reference to above subject, I am Dr. Ankush Kale from Prin.Dr. Sudhakar Rao Jadhavar Arts , commerce and science College (Zoology Dept.) wants to make our students technically sound in Microtomy technique.

So, we request you to allow our students to said training at your college in Dept. of Zoology.

Thanking you!



  
Yours faithfully

(Pri. Dr. Ankush Kale)

**Principal**

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce  
& Science College, Narhe - Dhayari, Pune - 41





LUTJF'S

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D.L.L. & L.W., D.T.L., LL.M.

Principal

**Dr. Dipak B. Bhamare**

M.Com, M.Phil, L.L.B., Ph.D.

Ref. : PPSOAC&SC/2019-20/523

Date : 02/03/2020

To,  
The principal,  
AKI's  
Poona college of  
Arts, commerce  
science, pune

Subject – Letter of Appreciation

Dear/Respected sir,

Thank you very much for delivering an information to our student through provoking lecture as a speaker on 'Microtomy techniques' held on Tuesday 03 march 2020 at Poona college.

It was really a splendid presentation which exposed students to the field/technical practices.

All the students appreciated got benefited from your views on the topic of practical.

Looking forward for your cooperation for the promotion of experimental education in future as well

Yours Sincerely,  
Prin. Dr A.D. kale  
Prin. Dr Sudhakar Rao Jadhavar  
A.C.S college, Manaji nagar,  
Narhe-pune

**Principal**

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce  
& Science College, Narhe - Dhayari, Pune - 41



LUTJF'S

**Prin. Dr. SUDHAKARRAO JADHAVAR ARTS, COMMERCE & SCIENCE COLLEGE**

(Affiliated to Savitribai Phule Pune University, Approved by Government of Maharashtra)

President

**Prin. Dr. Sudhakar Rao Jadhavar**

M.Com, M.A., LL.M., M.P.M., D.T.L.  
D.L.L. & L.W., G.D.C. & A., Ph.D.

Vice-President

**Adv. Shardul Sudhakar Rao Jadhavar**

B.Com., D.H.R.L., A.D.C.L., D.C.P.L.,  
D.L.L. & L.W., D.T.L., LL.M.

Principal

**Dr. Dipak B. Bhamare**

M.Com, M.Phil, LL.B., Ph.D.

Ref. : PDSJ AC & SC / 2019-20 / 523

Date : 02/03/2020

To,  
Dr. Shoeb Ahmad,  
AKI's  
Poona college of  
Arts, commerce  
science, pune

Subject – Letter of Appreciation

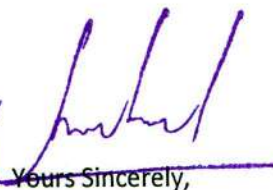
Dear/Respected sir,

Thank you very much for delivering an information to our student through provoking lecture as a speaker on 'Microtomy techniques' held on Tuesday 03 march 2020 at Poona college.

It was really a splendid presentation which exposed students to the field/technical practices.

All the students appreciated got benefited from your views on the topic of practical.

Looking forward for your cooperation for the promotion of experimental education in future as well



Yours Sincerely,

Prin. Dr A.D. kale

Prin. Dr Sudhakar Rao Jadhavar  
A.C.S college, Manaji nagar,  
Narhe-pune

**Principal**

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce  
& Science College, Narhe - Dhayari, Pune - 41





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: Personality Development and Grooming for Girls</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
13 <sup>th</sup> Dec. 2019	Commerce	Commerce	Ms. Shabana Mulla - 9766871357 Mrs. Deepika Kininge - 940555695 Dr. Nasrin Khan - 9970921140
<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 am to 10. am	Room no. 33	BBA(CA), BBA, B. Com.  Total students 104	Extra- Curricular

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

<b>Topic/ Subject of the activity</b>	Personality Development and Grooming for Girls
<b>Objective for conducting the activity</b>	1. To develop importance of confidence among girls. 2. To develop confidence of girls through grooming and personality development.
<b>Methodology</b>	Guest lecture
<b>Outcome</b>	1. Students understood the importance of confidence in life 2. Students learned to dress, wear soft makeup and stay hygienic

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

1. Notice	2. Descriptive Report with Captioned Photos	3. Attendance sheets
4. Invitation and Thanks Letters	5.	6.

Anjuman Khairul Islam's  
**POONA COLLEGE OF ARTS, SCIENCE AND  
COMMERCE,  
CAMP, PUNE-411001**

---

Date: 10/12/2019

**Department of Commerce, PG & Research Center**


**NOTICE**

**CIRCULAR**

**Personality Development and Grooming for girls.**

The Department of Commerce, BBA(CA) and BBA of Poona College in association with Rexona Confidence Academy is organizing a workshop on "Personality Development and Grooming for girls" on 13th of December, 2019 at 9:00 am in room no. 33.

All the interested girl students of B.Com., BBA, and BBA(CA) are requested to participate in the workshop.

  
Dr. Nasrin Khan

Head, Dept. of Commerce





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## REPORT ON

## PERSONALITY DEVELOPMENT AND GROOMING FOR GIRLS.

Venue Room No. 33, date 13<sup>th</sup> December 2019 No. of beneficiaries 104,  
Workshop Coordinators: Ms. Shabana Mulla, Ms. Deepika Kininge, Dr. Nasrin Khan

The Department of Commerce, PG & Research Centre in association with Rexona Confidence Academy organized a workshop on “Personality Development and Grooming for girls” on 13<sup>th</sup> of December, 2019 at 9:00 am in room no. 33. Students from B.Com, BBA, BBA (CA) streams participated in the workshop. The workshop began by welcome address by Dr. Nasrin Khan later the representative of Rexona Confidence Academy **Ms. Rashmi Sharma** spoke about the importance of confidence in once life as well as professional growth.



**Figure 1 Girl participants interacting with Ms. Rashmi Sharma during Personality Development and Grooming Ms. Shabana Mulla looks on (13.12.2019)**

Participating girls were told how important their dreams and desires are for developing the personality and personal grooming. Students were also given tips on how to increase their self-esteem. They were also encouraged to be optimistic and to have a positive approach about everything in life. Most importantly, it was emphasized that they should love themselves and never lose confidence.

Participants were shown clips of a well-known Actress miss Amrita Prakash on Confidence. The clip carried the message of dressing, how to smell, how our body language should be, how to be



confident, how eye contact works, and importance of clarity of thoughts. They taught that students must never give up and should always have a strong will. They must persist to pursue dreams regardless of what may happen and not succumb to the negativity around us. The students were shown other motivational clips as well.



**Figure 2 Girl participants during the presentation of Personality Development and Grooming for Girls (13.12.2019)**

Later clips on interview skills were shown to all which included interviews of two girls taking place. In the video clip the first girl was nervous and second was confident, the first girl was showing us the don'ts for an interview and the other one the do's. The clip carried the message that we should never prepare anything on last minute for an interview, we must have required documents ,we must smell good and should confident ,we must clear with our thoughts ,must be patient we must carry our personality in a good way we must be confident and loyal . Overall, it was an effective session. The feedback of the students was very positive and the students gained a lot of insights about how to be confident and grab the opportunity.



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Latitude: 18.506491  
Longitude: 73.875904  
Accuracy: 600.0m  
Time: 12-13-2019 09:40



Latitude: 18.506491  
Longitude: 73.875904  
Accuracy: 600.0m  
Time: 12-13-2019 09:48

**Dr. Nasrin Khan, Ms. Deepika Kininge, Ms. Shabana Mulla Ms. Rashmi Sharma along with girl participants during Personality Development and Grooming for girls program(13.12.2019)**

## Photographs with date and Captions

This event was successfully organized by Ms. Shabana Mulla, Ms. Deepika Kininge and Dr. Nasrin Khan. 104 girls attended the program



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## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

Name of The Activity: An Employability Training Program in Collaboration with <b>"Rexona Confidence Academy"</b>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
17/12/2019	Science	Chemistry	Dr. Mohammed Zamir Ahmed 9028170110
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
11.00 am onwards	Hall No. 26	FY/SYBSc Students 65 students	Extracurricular

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

Topic/ Subject of the activity	<b>"How to Face Interview"</b> An Employability Training Program in Collaboration with "Rexona Confidence Academy"
Objective for conducting the activity	<ul style="list-style-type: none"><li>✓ To train the students for interview</li><li>✓ To make the students ready for market.</li><li>✓ To improve the communication skills of the students</li></ul>
Methodology	Power point presentation Oral discussion
Outcome	Participants learned lot of preparatory ideas to appear for the interviews and learned to put up their potentials effectively.

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

1. Notice	2. Attendance	3. Photos
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Fig.1. Trainers from Rexona Confidence Academy interacting with students on 17/12/2019.



Fig.2. Students participating in activity conducted by Trainers of Rexona Confidence Academy on 17/12/2019.



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## “How to Face Interview”

### An Employability Training Program in Collaboration with “Rexona Confidence Academy”

Date : December 17, 2019  
Venue : Hall No. 26, Poona College.  
Time : 11.30 am onwards  
Beneficiaries : FY/SYBSc Students  
Coordinator : Dr. Mohammed Zamir Ahmed, Dept. of Chemistry.

#### Program Report:

Department of chemistry has organized an Employability Training Program in collaboration with ‘Rexona Confidence Academy’ for girl students of FY & SYBSc. This training program was organized to up the confidence of the students especially girls making them ready for the challenges in the market. They were motivated to be brave, skillful independent. Trainers from ‘Rexona Confidence



Academy’ provided live examples of the girls to motivate them so that they can do wonders in their career. With this program we expect that students will be able to learn the phenomenon of achieving success in their life regardless of having lot of challenges, issues & hurdles. They were trained with certain activities based on questionnaire.





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# 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



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

## 1. SOFT SKILLS

**INITIATIVES DURING THE ACADEMIC YEAR**

**2018-2019**



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DEPARTMENT OF ECONOMICS (PG & RESEARCH CENTER)

### ACTIVITY REPORT

(2018 – 2019)

#### I. Basic Details:

**Name of The Activity:** *Workshop on Avishkar*

Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
03/10/2018	Arts	Economics	Dr. Farida Shaikh (9890112706)
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
11:00am to 2:00pm	Conference Hall	MA Students (59)	Co- curricular

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

<b>Topic/ Subject of the activity</b>	<i>Workshop on Avishkar</i>
<b>Objective for conducting the activity</b>	To motivate students to come up with ideas for increasing the skills of students.
<b>Methodology</b>	Explanation & Discussion
<b>Outcome</b>	It motivated the students to come up with ideas and how to apply in their current field and increase their skills and power of knowledge in innovating old things in new bottle.

#### 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 Sheet		



Yateemkhana & Madrasa Arjuman Khairul Islam's  
**POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
(Affiliated to Savitribai Phule Pune University ID No. PU/PN/ASC/023/1973)  
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: 01-10-2018

Department of Economics  
(Postgraduate & Research Centre)

**CIRCULAR**

*A Notice for UG&PG students*  
*Workshop on*  
**'AVISHKAR'**

The Department of Economics invites the undergraduate and post-graduate students of Arts faculty, to participate in the workshop on 'Avishkar' which aims at motivating students to indulge in research activities.

Date: 3<sup>rd</sup> Oct, 2018

Time: 11:30am

Venue: College Conference Hall

Dr. Farida Shaikh  
Co-ordinator & Head

Mr. Khan Moimuddin  
Vice- Principal

Dr. Aftab Anwar Shaikh  
Principal



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## Report of Avishkar

organised by Department of Economics

A Workshop on Avishkar was organised by the Department of Economics for students of M.A. Part I & II at the Conference Hall of the College on 3<sup>rd</sup> October, 2018 at 11:30am. The event was inaugurated by Dr. Aftab Anwar Shaikh, Principal, AKI's Poona College of Arts, Science & Commerce. He spoke about the importance of Avishkar and said that it is an opportunity for expression of academic talent of the students. It can promote interaction among students & academicians.

Dr. Mujeeb Shaikh, Head, Department of Zoology was the Guest speaker of the occasion. He explained the students the importance of Innovation & Invention- A scheme by the SPPU with the objective of inculcating research culture among students and encourage original & novel thinking. As this is a unique activity, the talented student's participation was encouraged by Sir and also, he discussed the process of participating in the event by the interested students.

Mrs. Ana Mateen proposed the Vote of Thanks to the Guest Speaker and the Students. Over all 59 students and 6 teachers attended the event. The programme was coordinated by Dr. Farida Shaikh.



**A Workshop on Avishkar was organised by the Department of Economics for students of M.A. Part I & II at the Conference Hall of the College on 3<sup>rd</sup> October, 2018.**



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## **Photographs with date and Captions**



**Dr. Mujeeb Shaikh, HoD- Department of Zoology was the Guest speaker of the occasion. (03-10-2018)**



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## DEPARTMENT OF ECONOMICS (PG & RESEARCH CENTER)

### ACTIVITY REPORT

(2018 – 2019)

#### I. Basic Details:

**Name of The Activity:** *A PowerPoint Presentation on Evaluating the Economics of Waste Management"*

Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
09-10-2018	Arts	Economics	Ms. Ana Mateen (9325976513)
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10:30am – 1:00pm	M1	MA (28 Students)	Extracurricular

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

<b>Topic/ Subject of the activity</b>	<i>A PowerPoint Presentation on Evaluating the Economics of Waste Management"</i>
<b>Objective for conducting the activity</b>	To understand the economics of Waste Management and devise methods of utilizing the waste economically.
<b>Methodology</b>	Explanation and Discussion
<b>Outcome</b>	It motivated the students to come up with new ideas of managing the different types of waste and how to apply them in an economical way. It helped in increasing their presentation skills and 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 Sheet		





Yateemkhana & Madrasa, Anjuman Khairul Islam's  
**POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
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K. B. Hidayatullah Road, Camp, Pune - 411001, Maharashtra, India  
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Email : principal@akipoonacollege.ac.in Website: www.akipoonacollege.ac.in



## NOTICE

### CIRCULAR

Date: 04-10-2018

**Department of Economics**  
(Postgraduate & Research Centre)

#### A PowerPoint Presentation on Evaluating the Economics of Waste Management"

This is to inform all the students of M.A. Part I & II (Economics) that the Department of Economics (Post Graduate & Research Centre) is organizing a powerpoint presentation on "Evaluating the Economics of Waste Management" on 9<sup>th</sup> October, 2018 at 10:30a.m in the Hall No. M1, PIMSE Building.

It is compulsory for all the M.A. Part I & II (Economics) students to participate in the presentation.

**Dr. Farida Shaikh**  
HoD Economics

**Mr. Khan Moinuddin**  
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)

## **A Report of PowerPoint Presentation on Evaluating the Economics of Waste Management**

A *PowerPoint Presentation* was organized by the Department of Economics for students of M.A. Part I & II at the Hall M1 of PIMSE Building on 9<sup>th</sup> October, 2018 at 10:30am. The students were divided in different groups. There were 14 Groups and each group had two students. They were asked to prepare the PowerPoint Presentation on the above topic focussing on different areas like plastic waste, agricultural waste, household waste, hospital waste etc.

The students benefited from the programme in terms of ideas and knowledge about managing waste and employing methods to reuse it economically. it enhanced their presentation skills and developed confidence in them. Over all 28 students and 6 teachers attended the event. The programme was coordinated by **Mrs. Ana Mateen.**



**PowerPoint Presentation on Evaluating the Economics of Waste Management" on  
9/10/2018**



Y & M Anjuman Khairul Islam's

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

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## **Photographs with date and Captions**



**Students attending the Presentation on 09-10-2018**



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DEPARTMENT OF ECONOMICS (PG & RESEARCH CENTER) ACTIVITY REPORT (2018 – 2019)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Group Discussion on Budget 2019-20</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
08/03/2019	Arts	Economics	Ms. Ana Mateen (9325976513)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
9:00am	Hall M1, PIMSE	M.A. students (24)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Group Discussion on Budget 2019-20</i>
<b>Objective for conducting the activity</b>	The objective of the activity was to evaluate the budget and the existing policies of the government. To discuss the areas where the government has to focus more like education and health.
<b>Methodology</b>	There were 6 groups of 4 students each participating the group discussion. The students were able to understand the basic concepts interim budget along with the current policies of the Government in various areas for the economic growth of the nation.
<b>Outcome</b>	Students learnt the system of budget preparation and its impact on the economic development of the nation. They discussed on the areas where the government must focus more like education, health and women empowerment.

### 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		



Yateemkhana & Madrasa, Anjuman Khairul Islam's  
**POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**

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## NOTICE

Date: 05-03-2019

### Department of Economics

(Postgraduate & Research Centre)

### Group Discussion on Budget 2019-20

This is to inform all the students of MA Part 1 & 2 that the Department of Economics (Post Graduate & Research Centre) is organizing a Group Discussion Budget 2019-20 on Friday, 8<sup>th</sup> March, 2019 at 9:00 a.m. in M1 Hall of PIMSE.

It is compulsory for all the M.A. Part 1 & 2 students to participate and attend the discussion.

Mrs. Ana Mateen  
Coordinator

Dr. Farida Shaikh  
HoD Economics

Mr. Moinuddin Khan  
Vice-Principal

Dr. Aftab Anwar Shaikh  
Principal



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## *Report on* **Group Discussion on Budget 2019-20**

A *Group Discussion* was organized by the Department of Economics (Post Graduate & Research Centre) on 8<sup>th</sup> March, 2019 at 9:00am for M.A. Part 1 & 2. There were 6 groups of 4 students each participating in the discussion. Group A, C and E were in favor of the budget and expressed their views on the strengths of the current budget. Group B, D & F were against the propositions in the current budget and highlighted various loopholes in the budget allocations. It was a healthy discussion pointing out the pros and cons of the budget allocation. They emphasized that on the sectors which required more attention by the Government for their increased contribution in the GDP like health, nutrition, women empowerment etc.

Overall, 24 students participated in the discussion. Dr. Gulnawaz Usmani judged the event and shared his views on the importance of balanced budget. The event was coordinated by **Mrs. Ana Mateen**.



**Group Discussion was organized by the Department of Economics (Post Graduate & Research Centre) on 8<sup>th</sup> March 2019.**



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**Ana Mateen, Assistant Professor moderating the session (08/03/2019)**



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2018 – 2019)

### I. Basic Details:

Name of The Activity: <i>An Expert Talk on Power of Positive Thinking</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
12 <sup>th</sup> January, 2019	Arts	English	Mohd Asif Irshad Khan (9420732741)
Time	Venue	Activity for class/group & student number	Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other
8.20 AM	Hall No. 28	UG and PG students (45)	Academic

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

<b>Topic/ Subject of the activity</b>	<i>An Expert Talk on 'Power of Positive Thinking'</i>
<b>Objective for conducting the activity</b>	To inculcate the values of Swami Vivekanand among students, this activity was conducted on the occasion of his birth anniversary.
<b>Methodology</b>	Swami Vivekananda's teachings were used to disseminate the theme of the selected topic through expert talk.
<b>Outcome</b>	The students appreciated the talk and participated actively with great enthusiasm.

### 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 & Thanking Letter	6. Sample Certificate



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CAMP, PUNE - 411 001

DEPARTMENT OF ENGLISH AND  
POST-GRADUATE CENTER

Date: 005/12/2019


# NOTICE


The Department of English has organized an expert talk on '**POWER OF POSITIVE THINKING**' for **UNDERGRADUATE AND POSTGRADUATE STUDENTS** in Room no. 28 on Saturday, 12th January, 2019 at 8:20 am.

The students are advised to be seated in the classroom by **08.00 am.**

  
Mr. Asif irshad Khan  
Activity Coordinator

  
Ms. Zeenat Merchant  
Head  
Department of English

  
Mr. Moimuddin Khan  
Vice-Principal  
Faculty of Arts

  
Dr. Aftab Anwar Shaikh  
Principal



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## DESCRIPTIVE REPORT OF EXPERT TALK ON POWER OF POSITIVE THINKING

An expert talk on 'Power of Positive Thinking' was organized on 12<sup>th</sup> January, 2019 to inculcate the values of Swami Vivekanand among students. This activity was conducted on the occasion of his birth anniversary.

Swami Vivekananda's teachings were used to disseminate the theme of the selected topic through expert talk. The students appreciated the talk and participated actively with great enthusiasm.



Resource person, **Mr Sachidanand Shedole** addressing audience (12/01/2019)



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2018 – 2019)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on Soft Skills</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
22 <sup>nd</sup> January 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. 28	UG students (75)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Workshop on Soft Skills</i>
<b>Objective for conducting the activity</b>	The objective of this workshop was to improve their communication skills and presentation.
<b>Methodology</b>	Participants were encouraged to actively participate on the workshop through discussion method. 75 students were present in the audience responding to the expertise of the resource person. Students were introduced to the four areas of soft skills i. e. Listening, Speaking, Reading and Writing. Some games were also played to make it an interactive session.
<b>Outcome</b>	The students got additional knowledge to improvise their soft skills and personality.

### 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 & Thanking Letter	6. Sample Participation Certificate

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DEPARTMENT OF ENGLISH AND  
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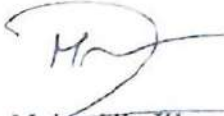
Date: 18/01/2019

## NOTICE

The Department of English invites the **UNDERGRADUATE AND POSTGRADUATE STUDENTS** to participate in the Workshop on **SOFT-SKILLS** in Room no. 28 on Tuesday, 22<sup>nd</sup> of January, 2019 at 7:30 am. Students 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

  
Dr. Aftab Anwar Shaikh  
Principal



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## DETAILED REPORT OF WORKSHOP ON SOFT SKILLS

A Workshop on 'Soft Skills' was organized on 22<sup>nd</sup> January, 2019 for undergraduate students by Dr. Ashwini Purude. The resource person for this programme was **Ms. Zoya Khan**, a soft skills trainer from ElgXpert Spoken English Academy, Pune.

The objective of the Workshop was to enhance the communication skills of the students. The resource person discussed about various methods of improving presentation and communication. The Students were acquainted to the four areas of soft skills i. e. Listening, Speaking, Reading and Writing. After discussion, some games were also played to make learning a fun. The total number of participants for this activity was 75.

The workshop helped the students to develop their personality.



Resource person, **Ms Zoya Khan** addressing the audience on 22/01/2019



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**Dr Ashwini Purude felicitated Ms Zoya Khan on 22/01/2019**



**Ms Zoya Khan interacting with students on 22/01/2019**



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## DEPARTMENT OF HINDI ACTIVITY REPORT (2018 – 2019)

### I. Basic Details:

Name of The Activity: <i>Workshop on 'Soft Skills Development'</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
24 July 2018	Arts	Hindi In Association with Vijaya Bank	Dr. Sk Mohammad Shakir Dr. Baba Shaikh (9423017017)
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10am to 01pm	Hall no. 28	UG & PG Students (177)	Co-curricular

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

Topic/ Subject of the activity	<i>Workshop on 'Soft Skills Development'</i>
Objective for conducting the activity	To train the students in Soft Skills
Methodology	Lecture, PPT, GD
Outcome	Students learn soft 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. Programme Sheet	6. Sample Certificate
7. Media Coverage	8.	9.



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



## NOTICE

Date: 20<sup>th</sup> July 2018

### National Level

# Soft Skills Development Workshop

दि. 24 जुलाई 2018, सुबह 09-30 बजे, Hall no. 28

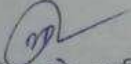
सभी छात्रों को सूचित किया जाता है कि महाविद्यालयीन छात्रों में सॉफ्ट स्किल्स विकास होने हेतु पूना कॉलेज तथा क्षेत्रीय कार्यालय, विजया बैंक पुणे के संयुक्त तत्वावधान में दि. 24 जुलाई 2018 सुबह 09-30 बजे स्नातक स्तरीय छात्रों के लिए राष्ट्रीय स्तर soft skills कौशल विकास कार्यशाला का आयोजन किया गया है।

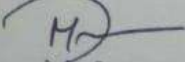
जो छात्र इस कार्यशाला में सहभागी होना चाहते हैं वे अपना नाम हिंदी विभाग में डॉ. शाकिर शेख तथा डॉ. बाबा शेख के पास दर्ज कराए।

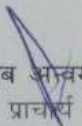
– कार्यशाला का उद्देश्य –

- लक्ष्य निर्धारण (Goal Setting)
- व्यक्तित्व विकास (Personality Development)
- बॉडी लैंग्वेज और भाषण कौशल (Body Language & Communication Skills)
- नेतृत्व गुण (Leadership Development)

❖ प्रत्येक सहभागी छात्र को प्रमाणपत्र प्रदान किया जाएगा।

  
डॉ. शेख मो. शाकिर  
डॉ. बाबा शेख  
संयोजक

  
प्रा. मोइनुद्दीन खान  
उपप्राचार्य

  
डॉ. आफताब आनवर शेख  
प्राचार्य





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## राष्ट्रीय स्तर पर कौशल विकास कार्यशाला

दि. २४ जुलाई २०१८

पूना कॉलेज हिंदी विभाग एवं विजया बैंक क्षेत्रीय कार्यालय पुणे के संयुक्त तत्वावधान में हॉल नंबर २८ में राष्ट्रीय स्तर पर कौशल विकास कार्यशाला संपन्न हुई।

प्रा.गणेश शिंदे ने उपस्थित छात्रों को लक्ष्य निर्धारण, व्यक्तित्व विकास, बॉडी लैंग्वेज, भाषण कौशल, नेतृत्व गुण आदि से संबंधित कौशलों के विकास की जानकारी दी। विजया बैंक की राजभाषा अधिकारी मालविका जी ने छात्रों को बैंक के क्षेत्र में सेवा के लिए कैसे शामिल हो सकते हैं इसकी जानकारी दी। प्राचार्य डॉ. आफताब अन्वर शेख ने शिक्षा के साथ साथ अपना कैरियर बनाने के लिए प्रेरित किया।

डॉ. मोहम्मद शाकिर शेख ने कार्यशाला का सूत्रसंचालन किया तथा डॉ. बाबा शेख ने आभार व्यक्त किया।



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कौशल विकास कार्यशाला में मार्गदर्शन करते हुए प्राचार्य डॉ. आफताब अनवर शेख (24/07/2018)



कौशल विकास कार्यशाला में प्रतिभागियों को प्रमाणपत्र वितरण करते हुए गणेश शिंदे, मालविका तथा प्राचार्य डॉ. आफताब अनवर शेख (24/07/2018)



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राष्ट्रीय स्तरीय  
**सॉफ्ट स्किल्स विकास कार्यशाला**

मंगलवार दि. 24 जुलाई 2018, हॉल नं. 28 सुबह 9.30 बजे

विजया बैंक, क्षेत्रीय कार्यालय पुणे के संयुक्त तत्वावधान में आयोजित

कार्यक्रम पत्रिका

समय	विषय	संसाधन व्यक्ति
9.30	पंजीकरण	
10.00	उद्घाटन एवं स्वागत	उपप्राचार्य प्रा. मोईनुद्दीन खान
10.10	प्रथम सत्र - शारीरिक हावभाव एवं भाषा व्यवहार	<u>मालविका जी</u> राजभाषा अधिकारी, विजया बैंक क्षेत्रीय कार्यालय, पुणे
10.40	द्वितीय सत्र - व्यक्तित्व विकास एवं नेतृत्व गुण विकास	<u>प्रा. गणेश शिंदे</u> सायकॉलॉजिस्ट, हिप्नॉटिस्ट, एज्यु. कॉन्सिलर, पुणे
11.40	तृतीय सत्र - लक्ष्य निर्धारण	प्राचार्य डॉ. आफताब अन्वर शेख
12.10	समापन सत्र - प्रतिभागियों का मनोगत अध्यक्षीय मंतव्य	प्राचार्य डॉ. आफताब अन्वर शेख
12.30	जलपान तथा प्रमाणपत्र वितरण	
	सूत्र संचालन - डॉ. मो. शाकिर शेख	ऋण निर्देश - डॉ. बाबा शेख

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# राष्ट्रीयस्तरीय सॉफ्ट स्किल्स (कौशल) विकास सेमिनार

मोहम्मद जावेद मौला

पुणे : पुना कॉलेज तथा विजया बँक क्षेत्रीय कार्यालय पुणे के संयुक्त तत्वावधान में दि. २४ जुलाई २०१८ को हॉल नंबर २८ में "राष्ट्रीयस्तरीय सॉफ्ट स्किल्स (कौशल)विकास सेमिनार" सम्पन्न हुआ। इसमें मार्गदर्शन करते हुए प्रा. गणेश शिंदे, मालविका जी, प्राचार्य डॉ. आफताब अनवर शेख, उपप्राचार्य प्रा. मोइनुद्दीन खान। १२८ छात्र एवं छात्राएं तथा ११ अध्यापक इस सेमिनार से लाभान्वित हुए।  
बॉडी लैंग्वेज, कम्युनिकेशन स्किल, व्यक्तित्व विकास, नेतृत्वगुण



विकास, लक्ष्य निर्धारण, आत्मविकास, सम्मोहन आदि विषयों पर विद्वानों ने प्रकाश डाला। डॉ. अहमद शमशाद, डॉ. गुलाब पठान, प्रा. मुख्तार शेख, डॉ. अबरार अहमद, डॉ. शाहिद अंसारी, डॉ. जोहेब हसन, प्रा.

जावेद अख्तर, कंप्यूटर विभाग के परवेज शेख, तथा छात्रों ने संयोजन में महत्वपूर्ण भूमिका निभाई। सूत्र संचालन संयोजक डॉ. शाकिर शेख ने तथा ऋण निर्देश डॉ. बाबा शेख ने व्यक्त किया।

Friday 27-7-2018

Pune

मेरा भारत टाइम्स

Mera Bharat Times



KNOWLEDGE IS POWER



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## ACTIVITY REPORT

(First Term: 2018 - 2019)

### I. Basic Details:

Name of The Activity: <b>Personality Development Workshop “Discover Yourself”</b>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
August 29, 2018	Science	Chemistry	Dr. Mohammed Zamir Ahmed 9860870110
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
02.00 pm – 05.30 pm	Chemistry Seminar Hall	TYBSc Students 23	Extracurricular

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

Topic/ Subject of the activity	<b>Personality Development Workshop “Discover Yourself”</b>
Objective for conducting the activity	<ul style="list-style-type: none"><li>✚ To develop the capabilities of the students</li><li>✚ To increase their emotional intelligence</li><li>✚ To make them capable of overcoming the challenges &amp; issues in their personal and academic lives</li></ul>
Methodology	Power point presentation Black board teaching Discussion with students Questionnaire
Outcome	✚ Students learned certain practices which can help to develop their personality.

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

1. Notice	2. Attendance Report	3. Photographs
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## **NOTICE**

### **TYBSc Chemistry**

27<sup>th</sup> August, 2018

We are pleased to inform the students of T.Y.B.Sc. Chemistry that the Department of Chemistry has organized a workshop entitled "Discover Yourself" to enhance the productivity amongst the students & reorient themselves as per the worldwide accepted psychological, behavioural & scientific findings and their practical approaches with live examples to be discussed in the talk.

Resource Person	:	<u>Mr. Shah Yaqoob</u>
Venue	:	Chemistry Seminar Hall, Dept. of Chemistry.
Day & Date	:	Wednesday, August 29, 2018
Time	:	02.00 pm onwards
Coordinator	:	Dr. Mohammed Zamir Ahmed

All the students are advised to attend the workshop positively.

Head,  
Department of Chemistry



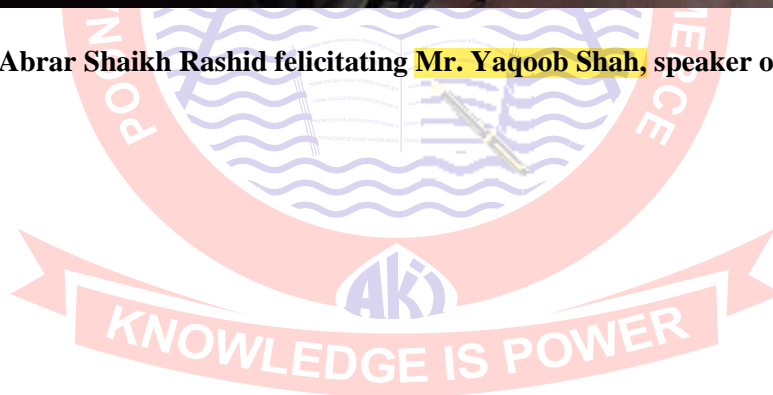
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Figure 1. Mr. Abrar Shaikh Rashid felicitating Mr. Yaqoob Shah, speaker of the workshop.





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Figure 2. **Mr. Yaqoob Shah** exploring the aspects of personality development & emotional intelligence.

## Personality Development Workshop “Discover Yourself”

Date	: August 29, 2018
Venue	: Chemistry Seminar Hall
Time	: 02.00 pm – 05.30 pm
Beneficiaries	: TYBSc Students
Coordinator	: Dr. Mohammed Zamir Ahmed
Speaker	: <b>Mr. Yaqoob Shah</b> [NLP Practitioner & Life Coach]

### Workshop Report:

A personality development workshop entitled “Discover Yourself” was organized by Dept. of chemistry for enhancing the capabilities of the students. Mr. Yaqoob Shah [NLP Practitioner & Life Coach] was invited to explore the various aspects of personality development including time management, emotional intelligence, team work, self awareness, self esteem etc.







Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

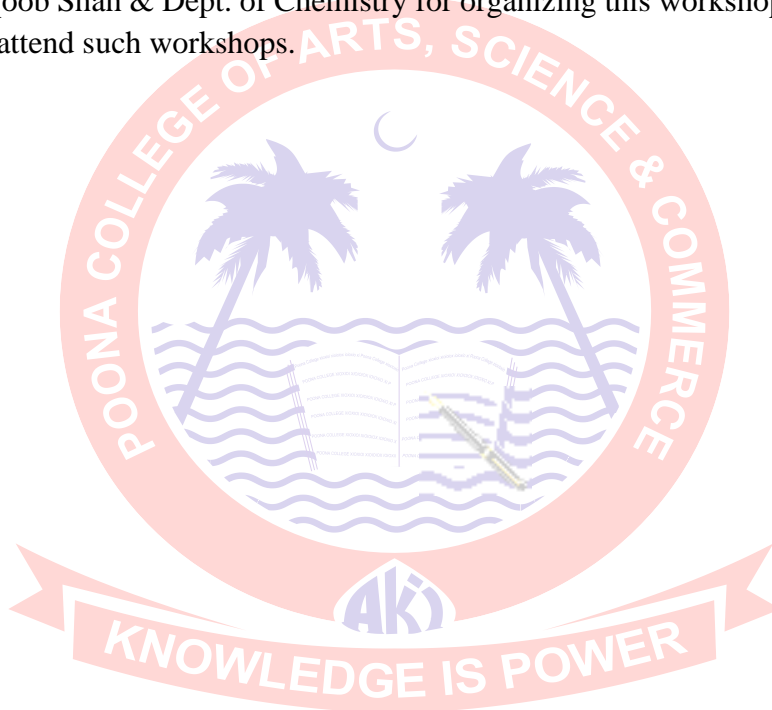
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Mr. Shah delivered the content in a lucid manner interacting with students frequently and getting their responses at every aspect discussed.

With this workshop, students came to know a new way of looking at their own personality analyzing themselves with various parameters which can lead them to open an arena of success not only in their personal life but also in their profession.



At the end of the workshop, students proposed vote of thanks to Mr. Yaqoob Shah & Dept. of Chemistry for organizing this workshop & expressed their strong consent to attend such workshops.





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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

(2018 - 2019)

### I. Basic Details:

Name of The Activity: workshop in "Personality development" (Campus to Corporate)			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
16-01-2019	Science	Electronic Science	Mohammed Mushtak 9270763797
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10:00 a.m to 12.30 p.m.	Conference hall	S.Y.B.Sc (Regular) and S.Y.B.Sc (Computer Science) 91 Students	Academic

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

Topic/ Subject of the activity	Awareness workshop in personality development Program called as "CAMPUS TO CORPORATE"
Objective for conducting the activity	<ol style="list-style-type: none"><li>1. To explore the carrier opportunities after graduation.</li><li>2. To enlighten the ways to build the carrier in corporate world.</li><li>3. To understand the requirements as per time and age and prepare for the interviews.</li></ol>
Methodology	Seminar / Presentation
Outcome	The session was fully interactive with students getting an inspiration, motivation in the needs of an individual for getting interviewed. They knew the essentials how to gain confidence and understood the requirements as per time and age of and individual in this academic profile.

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

1. Permission letter	2. Letter of concerned speaker	3. Notice for students
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**AKI'S Poona College of Arts, Science & Commerce,**  
**Camp, Pune -01**

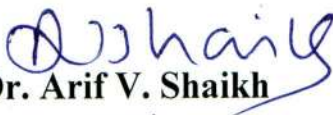
**Department of Electronic Science**

**NOTICE**

Date: 14-01-19





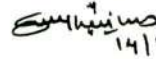




All the students of S. Y. B. Sc. (Regular) and S. Y. B. Sc. (Computer Science) are hereby informed to attend "Awareness workshop in personality development" to be conducted on Wednesday 16<sup>th</sup> Jan 2019 in college conference hall at 10.30 a.m.

The attendance is compulsory.

  
**Dr. Arif V. Shaikh**  
Head  
Dept. of Electronic Sci.

  
**Dr. Aftab A. Shaikh**  
Principal

Copy to: All Science Department and Computer Science Department.

1. Dept of Geology 
2. Dept of Mathematics 
3. Dept of Statistics  14/1/19
4. Dept of zoology  14/1/19
5. Dept of Botany  14/01/19
6. Dept of physics  14-12-2019
7. Dept of chemistry 
8. Dept of computer science  14/2/19
9. Dept of Electronics.  14/1/18

## **REPORT ON “ AWARENESS WORKSHOP ON PERSONALITY DEVELOPMENT”**

An awareness workshop was conducted on 16<sup>th</sup> jan 2019 for the undergraduate students of Poona College of Arts, science and Commerce, to make them aware about the necessary potentials sought by the corporate.

The workshop was given the name CAMPUS TO CORPORATE. The aim was to highlight key aspects those would be helpful for the students in shaping their carrier and cling to their jobs.

The program started at 10:30 in the conference hall of Poona college and completed at 12:30 with the vote of thanks by the program co-ordinator Mr. Mohammed Mushtak. 91 students from undergraduate courses attended the workshop.

The program started with the recitation of sacred words of God followed by introduction of the chief guest from IT Vision, **Mr. Abhishek Pawar** and Trainer **Mrs Nalini** by Head, Department of Electronics Dr. Arif V. Shaikh. He put forth the overview of objectives to conduct such workshops and the way students could be benefitted if they are aware of the potentials sought by corporate world in the passing out students.

After the felicitation of the chief guest by the college authorities there was presidential address by the Principal, Poona College, Prof.Dr. Aftab Anwar shaikh. later on the guest speaker divided the conversation and interaction with the students in different sections viz. story telling, in which the success stories of successful entrepreneurs and famous personalities were discussed. That was the ice breaking section which attracted the students attention in an efficient method and they geared up with their emotions to follow the methods of hard work, positive thinking and being optimistic in every corner.

Then the requirements of present era was discussed so that it enlightens the needs as per todays time and age. At the same time self-esteem, self confidence was discussed and 10 points how to develop self confidence was explained. This was very nutritious presentation on the students part where they came to know about where they stood and the how to start building up a successful carrier.

The next section described the prerequisites and requisites of interviews today and how could the passed out undergraduates prepare for the same. Then started the interactive session with the students where they came up with their ideas, and difficulties and asked the solutions to overcome these. This was very live session where the students interacted with the resource personnel to solve their own queries.

Lastly the program concluded with the vote of thanks by the program co-ordinator.



Resource person **Mrs Nalini** interacting with the students



**Co-ordinator Mr Mohammed Mushtak proposing the vote of thanks**



**The co-ordinator interacting with the audience.**





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**ACTIVITY REPORT**

(2018 - 2019)

**I. Basic Details:**

Name of The Activity:			
<b>Invited talk on “Future Perspectives in Chemistry”</b>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
22/01/2019	Science	Chemistry	Dr. Mohammed Zamir A. 9860870110
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
11.30 am - 12.30 pm	Hall No. 28	FY/ SY/TYBSc Science Faculty 80	extracurricular

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

Topic/ Subject of the activity	Invited talk on “Future Perspectives in Chemistry”
Objective for conducting the activity	<ul style="list-style-type: none"><li>✚ To develop competitive spirit amongst the students.</li><li>✚ To motivate them to enroll for JAM.</li><li>✚ Discuss few important topics of physical chemistry.</li></ul>
Methodology	Chalk and board method. Oral Discussion.
Outcome	✚ Students got motivation to appear for competitive exams in chemistry.

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

1. Notice	2. Attendance Sheet	3. Photographs
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Figure 1. **Mr. Kailash Chavan**, Coordinator Adjam Educational Academy discussing about the competitive exams with students.



Figure 2. **Mr. Aditya Singh**, Faculty in Adjam Educational Academy [IIT Mumbai Alumni] exploring the queries of the students in the subject of physical chemistry.



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## Invited talk on “Future Perspectives in Chemistry”

Date : January 22, 2019  
Venue : Hall No. 26  
Time : 11.30 am – 12.30 pm  
Beneficiaries : FY/SY/TYBSc Students  
Coordinator : Dr. Mohammed Zamir Ahmed  
Speaker : **Mr. Aditya Singh** [Adjam Educational Institute- YuoTube Channel]

### Report on Invited talk on “Future Perspectives in Chemistry”:

Department of chemistry has organized a session to motivate the students to appear for competitive exams in chemistry & to solve the difficulties of the students related with the topics which are of ample importance wrt competitive exams.



To serve this purpose we called Alumni of IIT Mumbai, **Mr. Aditya Singh & Mr. Kailash Chavan** from Adjam Educational Academy. Both of them

have successfully produced good number of students who cracked the entrance examinations conducted by institutes of national repute.

Students of FY/SY & TYBSc interacted with them & discussed their queries regarding the competitive exams in chemistry. To boost up the confidence of students, they illustrated few of the difficult topics in physical chemistry in a very lucid & interactive manner. Outcome of the



session appeared in the form of developed interest of students towards competitive exams in chemistry & wish to pursue their higher studies in institutes of national repute.



## DEPARTMENT OF CHEMISTRY

January 17, 2019


### NOTICE


#### Invited talk on “Future Perspectives in chemistry”

All the students of FY/SY & TYBSc Chemistry are hereby informed regarding the invited talk on “Future Perspectives in chemistry” to be held on January 22, 2019. The students are advised to attend it positively so that they can make themselves aware of the efforts required to undertake for the exam and will get proper guidance to appear for the competitive exams in chemistry.

The details of the talk are outlined below.

Date	:	<b>22/01/2019</b>
Time	:	11.30 am – 12.30 pm
Venue	:	Hall No. 28
Speaker	:	<b>Mr. Aditya Singh</b> Adjam Educational Institute – YouTube Channel

  
Dr. Mohammed Zamir Ahmed  
(Coordinator)

  
Mr. Iqbal N. Shaikh  
Head, Dept. of Chemistry



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## ACTIVITY REPORT (2018 – 2019)

### I. Basic Details:

Name of The Activity: <u>Academic Guidance Talk</u> on <u>“Parliamentary Practice and Procedure”</u>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
16 September 2018	Arts	Political Science	Dr. Ahmad Shamshad 8407985203
Time	Venue	Activity for class/group & student number	Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other
09:30am	Hall No. 23	UG students (62)	Academic

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

<b>Topic/ Subject of the activity</b>	<b>“Parliamentary Practice and Procedure”</b>
<b>Objective for conducting the activity</b>	The Department of Political Science has organized an Academic Guidance Talk on “Parliamentary Practice and Procedure” on Saturday, 15 <sup>th</sup> September 2018 between 7.30 am to 09.30 am at Hall No. 28. Mr. Sultan Inamdar, Assistant Professor of Political Science, Department of Political Science, Modern College, Pune delivered a speech in this session.
<b>Methodology</b>	Mr. Sultan Inamdar enlightened students with in-depth information of “Parliamentary Practice and Procedure”. He has rationally put up all basic steps of “Parliamentary Practice and Procedure” in a simple and edifying language to all learners. He gave various examples while explaining the nature of “Parliamentary Practice and Procedure”.
<b>Outcome</b>	Students became aware regarding “Parliamentary Practice and Procedure” Mr. Sultan Inamdar explored the significance of “Parliamentary Practice and Procedure”. Total 62 students attended and benefitted from this guidance talk. Dr. Ahmad Shamshad, Head, Department of Political Science introduced the guest & proposed vote of thanks.

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

1. Notice	2. Invitation Letter	6. Letter of Thanks
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## 4. Students Attendance

## 5. Photographs



Chief Speaker **Mr. Sultan Inamdar**, Assistant Professor, Political Science, Modern College, Pune is delivering his lecture in the Guidance Talk on “Parliamentary Practice and Procedure”, 16 September 2018



Chief Speaker **Mr. Sultan Inamdar**, Assistant Professor, Political Science, Modern College, Pune is delivering his lecture in the Guidance Talk on “Parliamentary Practice and Procedure”, 16 September 2018



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## Report

### Academic Guidance Talk

On

## “Parliamentary Practice and Procedure”

The Department of Political Science has organized an Academic Guidance Talk on “Parliamentary Practice and Procedure” on Saturday, 15<sup>th</sup> September 2018 between 7.30 am to 09.30 am at Hall No. 28. **Mr. Sultan Inamdar**, Assistant Professor of Political Science, Department of Political Science, Modern College, Pune delivered a speech in this session.

**Mr. Sultan Inamdar** enlightened students with in-depth information of “Parliamentary Practice and Procedure”. He has rationally put up all basic steps of “Parliamentary Practice and Procedure” in a simple and edifying language to all learners. He gave various examples while explaining the nature of “Parliamentary Practice and Procedure”. Students became aware regarding “Parliamentary Practice and Procedure” Mr. Sultan Inamdar explored the significance of “Parliamentary Practice and Procedure”. Total 62 students attended and benefitted from this guidance talk. Dr. Ahmad Shamshad, Head, Department of Political Science introduced the guest & proposed vote of thanks.



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Chief Speaker Mr. Sultan Inamdar, Assistant Professor, Political Science, Modern College, Pune is delivering his lecture in the Guidance Talk on “Parliamentary Practice and Procedure”, 16 September 2018



Chief Speaker Mr. Sultan Inamdar, Assistant Professor, Political Science, Modern College, Pune is delivering his lecture in the Guidance Talk on “Parliamentary Practice and Procedure”, 16 September 2018



Date: - 12/09/2018

Y & M AKI's POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

**Department of Political Science**

## **NOTICE**

All the students of FYBA (Political Science) are requested to attend the "Guidance Talk" on "**Parliamentary Practice and Procedure**" to be delivered by **MR. SULTAN INAMDAR**, Assistant Professor of Political Science at Modern College of Arts, Science and Commerce, Shivaji Nagar, Pune on **15<sup>th</sup> September, 2018 in room number 23**. The Talk aims at understanding the basic concept of the same topic.

Time: - 07.30 to 09 am

Attendance is mandatory



**Dr. Ahmad Shamshad**  
Head, Department of Political Science



**Vice-Principal**  
Arts



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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

(2018-2019)

### I. Basic Details:

<b>Name of The Activity: <u>Academic Guidance Talk</u> on “Fundamental Rights in Indian Constitution”</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
12th September 2018	Arts	<b>Political Science</b>	<b>Dr. Ahmad Shamshad 8407985203</b>
<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>
<b>9.30 am</b>	<b>Room No.23</b>	<b>UG Students(57)</b>	<b>Academic</b>

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

<b>Topic/ Subject of the activity</b>	<b>“Fundamental Rights in Indian Constitution”</b>
<b>Objective for conducting the activity</b>	The Department of Political Science has organized an Academic Guidance Talk on “Fundamental Rights in Indian Constitution” on Wednesday, 12 <sup>th</sup> September 2018 between 9.30 am to 10.50 am at Hall No. 23. DR. Shikha J. Deka of Modern College, Pune delivered a speech in this session
<b>Methodology</b>	DR. Shikha J. Deka enlightened students with in-depth information of Fundamental Rights. She has rationally put up all basic information of fundamental rights of the Indian Constitution in simple and edifying language to all learners. She gave various examples while explaining the nature of fundamental rights
<b>Outcome</b>	Students became aware regarding <b>“Basic Features of Fundamental Rights of the Indian Constitution”</b> Dr. Shikha Deka explored the significance of <b>“Fundamental Rights of the Indian Constitution”</b> . Total 57 students attended and benefitted from this guidance talk. Dr. Ahmad Shamshad, Head, Department of Political Science introduced the guest & proposed vote of thanks.



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

1. Notice	2. Invitation Letter	3. Letter of Thanks
4. Students Attendance	5. Photographs	6.



Chief Speaker of the Guidance Talk, **Dr. Shikha Deka**, Assistant Professor, Department of Political Science, Modern College, Pune is being felicitated by the student of Poona College, 12th September 2018.



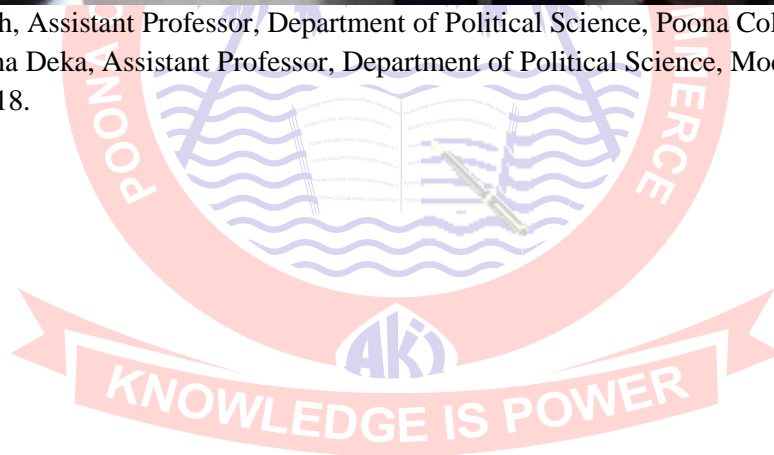
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Mr. Mukhtar Shaikh, Assistant Professor, Department of Political Science, Poona College is introducing the Guest Dr. Shikha Deka, Assistant Professor, Department of Political Science, Modern College, Pune, 12th September 2018.





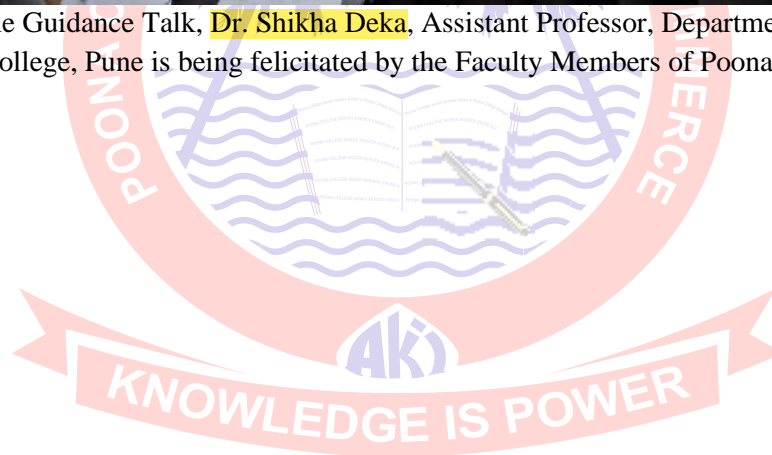
Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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Chief Speaker of the Guidance Talk, **Dr. Shikha Deka**, Assistant Professor, Department of Political Science, Modern College, Pune is being felicitated by the Faculty Members of Poona College, 12th September 2018.





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Chief Speaker **Dr. Shikha Deka** is interacting with the students, 12th September 2018.



## Academic Guidance Talk

On

# “Fundamental Rights in Indian Constitution”

The Department of Political Science has organized an Academic Guidance Talk on “Fundamental Rights in Indian Constitution” on Wednesday, 12<sup>th</sup> September 2018 between 9.00 am to 11 am at Hall No. 23. **Dr. Shikha Deka**, Assistant Professor, Department of Political Science, Modern College, Pune delivered a speech in this session. Total 57 students attended and benefitted from this guidance talk. Dr. Ahmad Shamshad, Head, Department of Political Science introduced the guest. Prof. Mukhtar Shaikh proposed vote of thanks. Students became aware regarding “Fundamental Rights in Indian Constitution”, Dr. Shikha explored the significance of Fundamental Rights & Duties in the Indian Constitution. She explained all the fundamental rights enshrined in Indian Constitution in detail. She shared numerous examples to precisely laid down her erudite thoughts on the topic.



Mukhtar Shaikh, Assistant Professor, Department of Political Science, Poona College, Pune is introducing the chief speaker of the Guidance Talk Dr. Shikha Deka, Assistant Professor, Political Science, Modern College, Pune, 12/09/2018



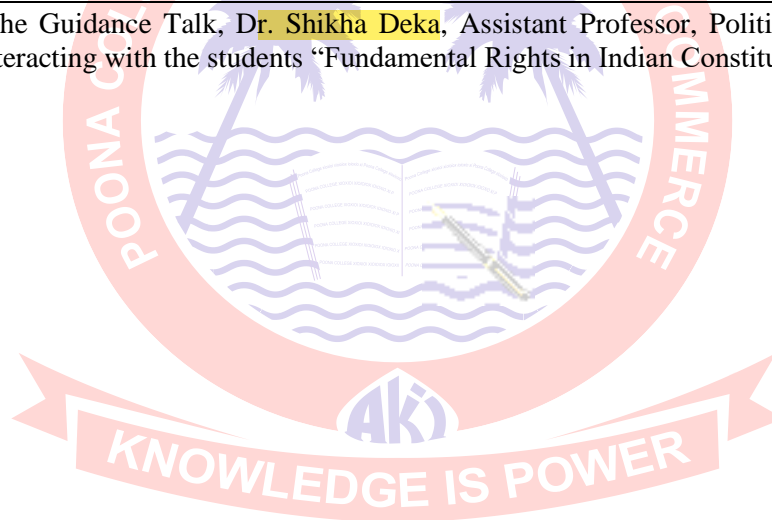
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Chief Speaker of the Guidance Talk, Dr. Shikha Deka, Assistant Professor, Political Science, Modern College, Pune is interacting with the students "Fundamental Rights in Indian Constitution", 12/09/2018







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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

Date: - 10/09/2018

Y & M AKI's POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

Department of Political Science

## NOTICE

All the students of FYBA, SYBA and TYBA (Political Science) are requested to attend the "Guidance Talk" on "**Fundamental Rights in Indian Constitution**" to be delivered by **DR. SHIKHA J. DEKA**, Assistant Professor of Political Science at Modern College of Arts, Science and Commerce, Shivaji Nagar, Pune on **12<sup>th</sup> September, 2018 in room number 23**. The lecture aims at understanding the basic concept of the same topic.

Time: - 09 to 11 am

Attendance is mandatory

**Dr. Ahmad Shamshad**  
Head, Department of Political Science

**Vice-Principal**  
Arts



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT

(2018 - 2019)

### I. Basic Details:

Name of The Activity: Yes, I can- The memory retention skill development program for NSS volunteers and Villagers of Kanhe, Tal - Maval, Dist-Pune. Kanhe is the village adopted by NSS unit of Poona College.

Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
06/1/2019	Arts, Commerce, Science	NSS	Mrs. Swaleha Faruk Mulla 9822049680
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
5:00P.M. to 5:45 P.M.	Bhairoba Mandir, Kanhe Village	26 NSS students, 7 Teachers, Many villagers	Extra curricular, Social

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

<b>Topic/ Subject of the activity</b>	Yes, I can- The memory retention skill development program
<b>Objective for conducting the activity</b>	To educate students how to improve their memory retention so as to help them to face the exam.
<b>Methodology</b>	Interactive and entertaining session by Shri Ravi Pilley- A Motivational Speaker.
<b>Outcome</b>	Students and villages learnt through fun the memory retention by relating the situation or event with some specific word or thing.

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

1. Attendance sheet of volunteers	2. Report with Field photos
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## Report

**TITLE OF THE ACTIVITY- :** Yes, I can- The memory retention skill development program for NSS volunteers and Villagers of Kanhe, Tal - Maval, Dist-Pune. Kanhe is the village adopted by NSS unit of Poona College.

This program was organized at Joint NSS Camp- Kanhe Village on 06/1/2019 to help villagers and NSS volunteers to increase their memory retention. **Pilley sir** told techniques to remember different things by relating it with certain special quality, or by using some rhyming words or by using own method. He gave exercise in which 90 % audience succeeded.

All enjoyed the session.

Mrs. Swaleha mulla organized this program with valuable guidance from Principal Poona College Dr. Anwar Shaikh and with support of NSS volunteers and Kanhe villagers.

Mrs. Swaleha Mulla

Co-ordinator



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6-1-2019: Figure 1 **Mr. Ravi Pilley** teaching students, memory retention techniques, Gram panchayat authorities also present in the program





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6-1-2019: Figure 2 **Shri Pilley** sharing Memory retention techniques





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**6-1-2019: Figure 3 Villagers of Kanhe and NSS volunteers listening to Pilley sir attentively.**



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## ACTIVITY REPORT (2018 - 2019)

### I. Basic Details:

<b>Name of the Activity:</b> GROUP DISCUSSION FOR T.Y.B.COM STUDENTS			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
20-12-2018	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>
9:00am	Hall No 37	T.Y.B.COM 10 Students	Co- curricular

### 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**

**NOTICE**

**Dt- 12/02/2018**

Group Discussion has been organized for the **T.Y.B.COM (MARKETING)** students on **20<sup>th</sup> DECEMBER,2018** in hall no 38 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 .**

  
Dr Abbas Lokhandwala

Head, Department of 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 20<sup>th</sup> December, 2018 in in Room No 37.

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 PARTICIPATING IN THE GROUP DISCUSSION (20-12-2018)**

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 etc.



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The objective of the activity was achieved as Group Discussions are a very important tool to assess 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**.



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- 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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**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

## 1. SOFT SKILLS

**INITIATIVES DURING THE ACADEMIC YEAR**

**2017-2018**



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## DEPARTMENT OF ECONOMICS (PG & RESEARCH CENTER) ACTIVITY REPORT (2017 – 2018)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Group Discussion on Non-Banking Financial Institution</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
06/12/2017	Arts	Economics	Dr. Farida Shaikh (9890112706)
<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>
08:00am to 10:00am	Hall No. 37	TY B. Com. students (23)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Group Discussion on Non-Banking Financial Institution</i>
<b>Objective for conducting the activity</b>	To learn about various NBFI like venture capital, merchant banking, HDFC, etc. they role and function.
<b>Methodology</b>	Discussion Method.
<b>Outcome</b>	Students learns about various NBFI and its function in banking sector. They gain knowledge about various topic, and they Pros and Cons.

### 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.	6.



Yateemkhana & Madrasa, Anjuman Khairul Islam's  
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K.B. Hidayatullah Road, Camp, Pune - 411001, Maharashtra, India

Tel.: +91-20-26454240 / 26448319. Fax: +91-20-26453707

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



## **NOTICE**

Date: 03/12/2017

### **GROUP DISCUSSION on NBFIs**

This is to inform all the students of TYBCom (Banking & Finance-II) Div-A that a Group Discussion on NBFIs is being organized on **6<sup>th</sup> December, 2017** at 8:30 am to 10:00 am in the Hall no-37. All the students of TYBCom are advised to participate the same. Attendance is compulsory.

**Dr. Farida M.G. Shaikh**  
I/c HoD, Economics

**Dr. Aftab Anwar Shaikh**  
Principal



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## DETAILED REPORT OF THE GROUP DISCUSSION ON NON-BANKING FINANCIAL INSTITUTIONS (NBFIs)

A group discussion on the topic **Non-Banking Financial Institutions (NBFIs)** on 6<sup>th</sup> December 2017 was organized by the Department of Economics for student of T. Y. B. Com., banking & Finance-II at hall no. 13 by **Dr. Farida Shaikh**, Banking teacher under this there are five topics divided into five groups. There are 18 students made 3 groups of 6 each. Each one has given details information about the importance, role function growth, progress, advantage and disadvantage of the concerned institutions. The discussion was a part of Banking & Financial-II practical and Students has actively participated and built their confidence and freely discussed the topic. In this way they built confidence, cooperation, mutual understanding and self-dependence.

**Dr. Farida M.G. Shaikh** was the coordinator of this programme.



Group Discussion for the students of UG and PG on 6<sup>th</sup> December 2017



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**Activity conducted by Dept of Economics, Poona College of Arts, Science and Commerce. (6/12/2017)**



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## DEPARTMENT OF ECONOMICS (PG & RESEARCH CENTER) ACTIVITY REPORT (2017 – 2018)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Group Discussion on Budget 2018-19</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
13/03/2018	Arts	Economic Dept	Ms. Ana Mateen (9325976513)
<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>
8:00am	M1 PIMSE	M.A. students (29)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Group Discussion on Budget 2018-19</i>
<b>Objective for conducting the activity</b>	The objective of the activity was to evaluate the budget and the existing policies of the government. To discuss the areas where the government has to focus more like education and health.
<b>Methodology</b>	There were 5 groups of students each participating the group discussion. The students were able to understand the basic concepts interim budget along with the current policies of the Government in various areas for the economic growth of the nation.
<b>Outcome</b>	Students learnt the system of budget preparation and its impact on the economic development of the nation. They discussed on the areas where the government must focus more like education, health and women empowerment and Agriculture sector with service sector.

### 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.	6.





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## NOTICE

10/03/2018

### GROUP DISCUSSION ON UNION BUDGET-2018-19

This is to inform to the students of MA Economics Part-I&II that the Department of Economics is organizing a group discussion on 'Analysis of Budget 2018-19' on 13<sup>th</sup> March 2018 at 08:00am-10:00am in Hall No. M-1(Management Building). All students are advised to participate in this activity.

Ms. Ana Mateen  
Coordinator

Dr. Farida M.G. Shaikh  
I/C HoD, Economics



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## *Report on* **Group Discussion on Budget 2018-19**

A Group Discussion was organized by the Department of Economics (Post Graduate & Research Centre) on 13<sup>rd</sup> March, 2018 at 8:00am for M.A. Part 1 & 2. There were 5 groups of students each participating in the discussion. There was discussion between group A, B & C & D, E. It was a healthy discussion pointing out the pros and cons of the budget allocation. They emphasized that on the sectors which required more attention by the Government for their increased contribution in the GDP like health, nutrition, women empowerment etc.

Overall, 29 students participated in the discussion. The event was coordinated by **Mrs. Ana Mateen.**



**A Group Discussion was organized by the Department of Economics (Post Graduate & Research Centre) on 13<sup>rd</sup> March, 2018 at 8:00am for M.A. Part 1 & II students.**



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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 Spider Diagrams</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
19 <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>
10:50am	Hall No. 14	UG & PG 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 Spider Diagrams</i>
<b>Objective for conducting the activity</b>	The students were explained about its genesis and its relevance in the present scenario. They were explained about its importance and how it stimulates to sharpen the memory.
<b>Methodology</b>	The Students were shown some spider maps on various topics. A practical session on drawing Spider Maps was also conducted. Students were given the liberty to choose a topic of their choice to draw Spider Maps. Students creatively made wonderful Spider Maps. The best maps were also given prizes to encourage the creativity of the students.
<b>Outcome</b>	The students said that they were happy for being acquainted with Spider Maps as it had added to their knowledge and will help them to study with better memory 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. Sample Certificate	6.

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CAMP, PUNE - 411 001

DEPARTMENT OF ENGLISH  
NOTICE

FOR SENIOR & POSTGRADUATE STUDENTS

WORKSHOP ON  
SPIDER DIAGRAMS

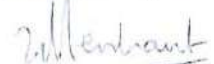
Date: 15/12/2017


The Department of English invites the **UNDERGRADUATE & POSTGRADUATE STUDENTS of English** to participate in a workshop on **Spider Diagrams** which will enable students to improve their memory power.


**Date:** 19<sup>th</sup> December 2017


**Venue:** Room no. 41

**Time:** 10:50am

  
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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## DETAILED REPORT OF SPIDER DIAGRAMS WORKSHOP

The workshop on *Spider Diagrams* was conducted on 19<sup>th</sup> of December, 2017 for the students of SYBCS. The resource person for this activity was **Dr. Ashwini Purude**. The students were introduced to the concept of spider diagrams. They were explained about its genesis and its relevance in the present scenario. They were explained about its importance and how it stimulates to sharpen the memory. They were shown some spider maps on various topics.

A practical session on drawing Spider Maps was also conducted. Students were given the liberty to choose a topic of their choice to draw Spider Maps. Students creatively made wonderful Spider Maps. The best maps were also given prizes to encourage the creativity of the students. The students said that they were happy for being acquainted with Spider Maps as it had added to their knowledge and will help them to study with better memory skills.

Following are the highlights of the activity:



**Students drawing Spider Diagrams (19/12/2017)**



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Resource person explaining the concept of Spider Diagrams (19/12/2017)



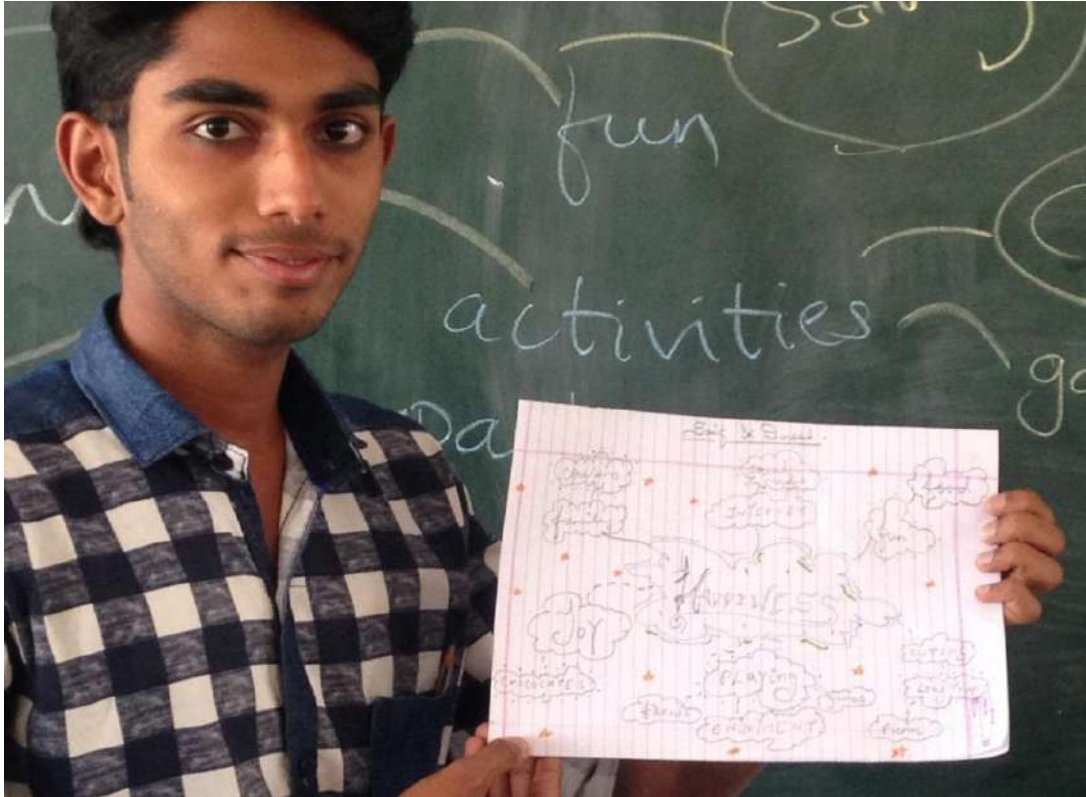
Resource person explaining sample spider diagram (19/12/2017)



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Participant student presenting his spider diagram (19/12/2017)





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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 Personality Development Through Communication Skills</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
28 <sup>th</sup> April, 2018	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	Room no. 28	UG & PG students (110)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	The Department of English conducted a one-day workshop on <i>Personality Development Through Communication Skills</i> for the postgraduate students. Mr. Mansoor Amlani, Motivational Speaker, Soft Skills and Corporate Trainer, was the Resource Person of the workshop.
<b>Objective for conducting the activity</b>	To enhance the Personality of the students through certain effective techniques of communication.
<b>Methodology</b>	ICT-based power point presentations and apt audio-visual illustrations
<b>Outcome</b>	Having received exposure to effective methods of communication, it is expected that the participants will attempt to apply the techniques taught to them and the knowledge imparted to them in order to develop their Personality.

### 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. Certificate Specimen	6.





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## DEPARTMENT OF ENGLISH NOTICE

FOR SENIOR & POSTGRADUATE STUDENTS

### Workshop on Personality Development through Communication Skills

**Date: 24/04/2018**

The Department of English invites the Undergraduate and Postgraduate Students of English to participate in a workshop on **Workshop on Personality Development through Communication Skills** which will enable students to improve their Communication Skills and gain competence in English language.

**Date:** 28<sup>th</sup> April, 2018

**Venue:** Room no. 28

**Time:** 10:00 am

**Ms. Zeenat Merchant**  
Head, Dept. of English

**Mr. Moinuddin Khan**  
Vice Principal

**Dr. Aftab Anwar Shaikh**  
Principal



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## DESCRIPTIVE REPORT ON WORKSHOP ON PERSONALITY DEVELOPMENT THROUGH COMMUNICATION SKILLS

The Department of English conducted a one-day workshop on *Personality Development through Communication Skills* for the postgraduate students. **Mr. Mansoor Amlani, Motivational Speaker, Soft Skills and Corporate Trainer**, was the Resource Person of the workshop on 28/04/2018.

The workshop enhanced the Personality of the students through certain effective techniques of communication. The methodology used was ICT-based power point presentations and apt audio-visual illustrations.

The participants got exposure to effective methods of communication. It is expected that the participants will attempt to apply the techniques taught to them and the knowledge imparted to them in order to develop their Personality. Total 65 post-graduation students participated in the Workshop.



Resource person Mr. Mansoor Amlani addressing the audience on 28/04/2018



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DEPARTMENT OF HINDI ACTIVITY REPORT (2017 – 2018)

### 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>
05 December 2017	Arts	Hindi In Association with Nehru Yuwa Kendra, Pune	Dr. Sk Mohammad Shakir Dr. Baba Shaikh (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	Conference Hall	UG & PG Students (12)	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 <i>Rashtra Bhakti evam rashtra nirman.</i>
<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 एवं  
पूना कॉलेज ऑफ आर्ट्स साइन्स व कॉमर्स  
के संयुक्त तत्वावधान में आयोजित



जिलास्तरीय वक्तृत्व प्रतियोगिता  
राष्ट्रभक्ति और राष्ट्रनिर्माण  
**Patriotism & Nation building**

दि. 05 दिसंबर 2017 सुबह 10 बजे. स्थान - पूना कॉलेज, कॅम्प, पुणे 411001.

प्रति,  
मा. प्राचार्य,  
.....  
पुणे.

दि. 27 नवम्बर 2017

विषय - जिलास्तरीय वक्तृत्व प्रतियोगिता में एक छात्र भेजने हेतु

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 हिंदी या अंग्रेजी भाषा में होगी।

प्रथम पुरस्कार रु.5000/-

द्वितीय पुरस्कार रु.2000/-

तृतीय पुरस्कार रु. 1000/-

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

डॉ. शेख मोहम्मद शाकिर  
संयोजक

(9423017017)

डॉ. आफताब अन्वर शेख  
✓ प्राचार्य

श्री यशवंत मानखेडकर  
जिला युवा समन्वयक



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## पूना कॉलेज में जिला स्तरीय वक्तृत्व प्रतियोगिता संपन्न

दि. 5 दिसम्बर 2017

नेहरू युवा केंद्र संगठन पुणे, युवा कार्य एवं खेल मंत्रालय, भारत सरकार एवं पूना कॉलेज ऑफ आर्ट्स साइन्स व कॉमर्स, कैम्प, पुणे 411001 के संयुक्त तत्वावधान में दि. 5 दिसम्बर 2017 को जिला स्तरीय 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। विद्यार्थी विकास अधिकारी डॉ. शेख मोहम्मद शाकिर ने प्रास्ताविक किया। प्रा. जहाँआरा पठान तथा डॉ. आफरीन अहमद ने परीक्षक की भूमिका निभाई। इस प्रतियोगिता में फरीदा मारिया अब्बास, नेस वाडिया कॉलेज ऑफ कॉमर्स ने प्रथम, संगिनी झा, न्यू ए.के.के.लॉ अकॅडमी, पुणे ने द्वितीय तथा प्रणल उतेकर, सेंट मिराज् कॉलेज फॉर गर्ल्स, पुणे ने तृतीय पुरस्कार प्राप्त किया। इनके साथ बुदगुडे पूनम ज्ञानेश्वर, अनंतराव थोपटे महाविद्यालय भोर, कु. उत्कर्षा सुरेश शिर्के, एम.आय.टी.डब्ल्यू.पी.यू.कोथरूड, पुणे, प्रदीप कुमार, एम.आय.टी.डब्ल्यू.पी.यू.कोथरूड, पुणे, कु. प्राजक्ता प्रदिप तमनर, कला, शास्त्र, वाणिज्य महाविद्यालय, राहुरी, रावल पुजा अमृतजी, पूना कॉलेज, प्रियांका वसंत सुर्यवंशी, सिद्धि विनायक कॉलेज, पुणे, भाकरे मोनिका लहू, सिद्धिविनायक कॉलेज, पुणे, प्राजक्ता राजू शिंदे, शाहू कॉलेज, पुणे तथा अंकीता काशीनाथ शिंदे ने वक्तृत्व किया। कु. प्रणोती कांबळे ने प्रतियोगिता का सूत्रसंचालन तथा डॉ. बाबा शेख ने आभार व्यक्त किया।

प्रतियोगिता को सफल बनाने के लिए परवेज़ शेख, इब्राहीम अंसारी, यासिन शेख, मोईज शेख, शेख अल्मास, शेख उमेरा, अलफिया खान, अंसारी स्वालेहा, अंसारी वाजिद,



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सिद्दीकी महबूब, सिमरन नदाफ, शेख समरीन, शेख रशीद, इलियास खान आदि ने परिश्रम लिया।



जिलास्तरीय वक्तृत्व प्रतियोगिता में विजेता छात्र को प्रमाणपत्र वितरण करते हुए परीक्षक तथा आयोजक-  
05 September 2017



जिलास्तरीय वक्तृत्व प्रतियोगिता में वक्तृत्व करते हुए छात्र 05 September 2017



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## ACTIVITY REPORT

(2017 - 2018)

### I. Basic Details:

Name of The Activity: 'Soft Skill Program'			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
12/08/2017	Science	Zoology	Dr. Shoeb Ahmad (9919509673) Prof. Wasim Shaikh (8149493595)
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10:00 a.m. to 1:00 p.m	Zoology Lab	T.Y.B.Sc.- Zoology - 28 & S.Y.B.Sc.- Zoology - 28 Total 56 Students Participated	Extracurricular

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

Topic/ Subject of the activity	Soft Skill Program
Objective for conducting the activity	The curriculum's main objectives are to impart students with an understanding of the basics of computer and information technology to develop proficiency in the practice of computing and to prepare them for continued professional development.
Methodology	Lecture, Demonstrational Hands on
Outcome	Students can utilize fundamental principles and methods of Computer and information technology to a wide range of applications like - <ul style="list-style-type: none"><li>To Solve the problems of Biostatistics</li><li>To manage different type of file formats, image editing and graph making etc.</li></ul>

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

1. Notice	2. Student Attendance	3. Photos
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## DEPARTMENT of ZOOLOGY

### 'Soft Skill Program'

#### DETAILED REPORT

**Date: 12/08/2017**

**No. of Participants: 56**

Under the able guidance of Principal, Vice Principal and Head, Department of Zoology, the Department has organized a Soft Skill Program on 12/08/2017 in the Lab – 2 of the Department under the responsibility of **Dr. Shoeb Ahmad and Mr. Wasim Shaikh**. Both Dr. Ahmad and Mr. Shaikh demonstrated and Explained the uses and applications of Computers in modern days study. The program's main objectives are to impart students with an understanding of the basics of computer and information technology to develop proficiency in the practice of computing and to prepare them for continued professional development. After attending this program students were able to understand fundamental principles and methods of Computer and information technology to a wide range of applications lik to Solve the problems of Biostatistics and to manage different type of file formats, image editing and graph making etc.





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## Photographs



**Dr. Shoeb Ahmad Demonstrating how to work with Computer with reference to modern day Science (Dated: 12/08/2017)**



**Dr. Shoeb Ahmad along students attendees of the program (Dated: 12/08/2017)**



**Dr. Shoeb Ahmad Explaining the Uses of Computers in Biostatistics and Information Technology (Dated: 12/08/2017)**

**AKI's**  
**POONA COLLEGE OF ARTS, SCIENCE AND**  
**COMMERCE, CAMP, PUNE-01**

**Department of Zoology**

**NOTICE**


This is to notify that Department of Zoology is organizing a 'Soft Skill Program' on 12<sup>th</sup> August 2017. Students of F.Y.B.Sc., S.Y.B.Sc. and T.Y.B.Sc (Zoology) are advised to contact Mr. Ismail Shaikh and register their name for the same in the Department of Zoology

**Schedule**

S.Y.B.Sc. 10:50-12-30

T.Y.B.Sc. 12:45- 2:25

F.Y.B.Sc. 2:30- 4:10

  
HOD 08/08/17

Department of Zoology



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT

(2017 - 2018)

### I. Basic Details:

Name of The Activity : Group Discussion on Need of Cyber Security Awareness and Training			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
06/12/2017	BBA-CA	Commerce	Mrs. Reshma Patil 9766660463
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
9:30 am	Hall No.- M6	TY BBA(CA) /38	co- curricular

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

<b>Topic/ Subject of the activity</b>	Group Discussion on Need of Cyber Security Awareness and Training
<b>Objective for conducting the activity</b>	To learn and aware about cyber frauds & what training is required
<b>Methodology</b>	Group Discussion
<b>Outcome</b>	Students learnt about various reasons of frauds

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

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

# NOTICE

To be put on:

To be remove on:

Date: 04/12/2017

Group Discussion is organized for the students of TYBBA(CA) on the topic of **“Need of Cyber Security Awareness and Training”** on 6<sup>th</sup> Dec 2017 at PIMSE building.

All Students are instructed to attend the same.

Attendance is compulsory



**Dr. Abbas Lokhandwala**  
Associate Professor  
Department of Commerce



**Dr. Aftab Anwar Shaikh**  
Principal





**REPORT ON**  
**GROUP DISCUSSION**  
**TOPIC: "NEED OF CYBER SECURITY AWARENESS AND TRAINING"**

Group discussion on the topic of "Need of Cyber Security Awareness and Training" was organized for the students of TYBBA (CA) on 6<sup>th</sup> December 2017 at PIMSE building by Ms. Reshma Patil, faculty of BBA (CA).

An objective of Group Discussion was to see and evaluate students' thinking skills, listening abilities and how they are communicating their thoughts. It is also used to collect data, breeding fresh ideas and taking inputs from a particular group, perception of common people on a particular topic, identify a solution to a specific problem or issue, etc.

Four groups were made for the discussion of the said topic. Issues were discussed on the given topics are:

- Inadequate knowledge
- Online blackmail
- Hacking
- MMS
- Cyber Attack
- ATM fraud
- Information Leakage
- Unauthorized Access
- Online Transaction
- Social Media
- Human factor as a weakest link
- Extortion
- Phishing

Students gave suggestions on the above issues are:



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- Awareness using Seminars, Articles, Websites, Blogs, etc.
- Educate people (parents, friends) by any medium
- Sound knowledge is required for performing any activity online
- Do not give any bank details on phone
- Privacy and Password policy
- Be aware of fake websites, etc.

Total 38 students attended this event. Students' were participated very enthusiastically.



**Students are giving presentation on Cyber Security Awareness (06/12/2017)**



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**Group Discussion and presentation on Cyber Security Awareness and Training**  
**(06/12/2017)**



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**Group Discussion and presentation on Cyber Security Awareness and Training**  
**(06/12/2017)**





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**ACTIVITY REPORT**  
**(2017-2018)**

**I. Basic Details:**

<b>Name of The Activity:</b> Ice-Breaking Debate			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
14 <sup>th</sup> July, 2017	Commerce	Commerce	M. Fazil Shareef 9730474008
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
8:00 AM	Hall No 41	SYBCOM 32 Students	Co- curricular

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

<b>Topic/ Subject of the activity</b>	Ice-Breaking Debate Topic- Do undergraduate students need mobile phones
<b>Objective for conducting the activity</b>	To serve as an ice breaker in the class and to identify good orators
<b>Methodology</b>	Debate.
<b>Outcome</b>	It was successful activity and good orators were identified.

**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 Sheet</b>
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01.07.2017

**S.Y.B.COM****Ice- Breaking Debate**

This is to inform the students of S.Y.B.COM. that an ice-breaking Debate has been organized on 14<sup>th</sup> July 2017. The topic for the debate is “ Do Undergraduate students need Mobile phones”

Students Interested in participating must give their names to Asst. Prof Fazil Shareef on or before 12<sup>th</sup> July 2017.

*Dr. Abbas Lokhandwala* 11/7/2017

**Dr. Abbas Lokhandwala**  
**HoD (Commerce)**





DESCRIPTIVE REPORT ON

**ICE- BREAKING DEBATE COMPETITION**

A debate competition was organized by the Business Communication teacher Asst. Prof **Mohammed Fazil Shareef** for the students of S.Y.B.Com. on 14 July 2017 at 8:00 a.m. .The objective of this debate was to serve as an Ice Breaker and to motivate the students attempt public speaking. The topic was "**Do undergraduate students need mobile phones**". Ten students participated and spoke for the motion and some spoke against the motion .The student audience highly appreciated and applauded the speakers for the wonderful thought provoking points put forth by the participants .At the end of the debate the audience voted Iram Ansari as the Best speaker followed by Huzef Patel taking over the Runner up place.



***Audience paying attention to the speaker. (14 July 2017)***



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*Huzef Patel and Iram Ansari in a rebuttal session. (14 July 2017)*





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**ACTIVITY REPORT  
(2017-2018)**

**I. Basic Details:**

<b>Name of The Activity:</b> Personality Development Course NIKHAR 2017-18			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
21 <sup>st</sup> Aug, 2017 – 13 <sup>th</sup> Oct 2017	Commerce	Commerce	Dr. Nasrin Khan 9970921140
<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>
8 Weeks (30 hours)	Hall No 33,34,40 & 41	S.Y B.Com Div. A,B,C,D 190 Students	Co- curricular

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

<b>Topic/ Subject of the activity</b>	Personality Development Course NIKHAR 2017-18
<b>Objective for conducting the activity</b>	To Develop the personality of the students and groom them in accordance with the competitive world.
<b>Methodology</b>	ICT based lecture
<b>Outcome</b>	The course enhanced the student's personality and improved their future prospects.

**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>
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**AKI'S**  
**Poona College of Arts Science & Commerce**  
**Pune-411001**

**Department of Commerce, PG & Research Centre**

**NOTICE**

**Personality Development Course "Nikhar" 2017-18**

The Department of Commerce is proud to announce a Personality Development Course Nikhar 2017-2018 for the students of commerce. The details of the course are as under.

Classes	: F.Y.B.Com and S.Y.B.Com
Duration	: 8 weeks
Registration fee	: Rs. 200/- only
Last date of Registration	: 10 <sup>th</sup> August 2017
Tentative schedule	: 14 <sup>th</sup> August 2017 to 13 <sup>th</sup> October 2017

Topics covered


1. Dressing Etiquettes
2. Body Language
3. Conversation etiquettes (introducing, meeting, greeting and leave taking)
4. Telephone conversation/telephone etiquettes
5. Netiquettes
6. Enhancing listening skills
7. Presentation skills and interview skills
8. Group Discussion and Persuasive speaking

All the students of F.B.Com and S.Y.B.Com are advised to register their names with the following Teacher incharge.

Dr. Shirin Shaikh - F.Y.B.Com.  
Dr. Nasrin Khan - S.Y.B.Com.

  
Dr. Abbas Lokhandwala  
Associate Professor



  
Dr. Aftab Anwar Shaikh  
Principal



Report on  
**PERSONALITY DEVELOPMENT COURSE NIKHAR 2017 FOR S.Y.B.COM**  
**STUDENTS**

Personality Development is the growth and development of the thinking, perception, attitude, nature, mood, behaviour and activities that differentiate among people. It is a tool to bring out one's abilities and powers for making himself aware of his inner self and become more confident to face the outside world. Personality means uniqueness, individuality and appearance of a person and his/her reflection of thinking, emotions, behaviour, communication skills and corporeal characteristics. Personality is not inherited rather it is developed.

A personality development course is organised for S.Y.B.Com Division A, B, C & D from 20<sup>th</sup> August 2017 to 13th October 2017. The aim of this course is to polish and groom the young students to face the challenges of the competitive world. The following is the syllabus for personality development:

1. Dressing Etiquette
2. Body Language and Presentation Skills
3. Interview skills
4. Frequently asked questions at interview
5. Listening Comprehension
6. Netiquette
7. Meeting and Greeting People and Telephone Conversation Etiquette
8. Dining Etiquette

**Dr. Nasrin Khan** is the course co-ordinator. The course will conclude with the prize distribution ceremony scheduled on 28th November 2017 tentatively, in PIMSE Conference Hall.



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**Formal Dressing Etiquette contest in S.Y.B.Com Div. B (30/8/2017)**



**Students of SYB.Com engrossed in Audio Video presentation (01/10/2017)**



**Students of S Y B Com. Div. C exercising concentration during enhancing listening skills. (05/10/2017)**





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**A Session on Meeting and Greeting in S.Y.B.Com C and Div. D (5/10/2017)**



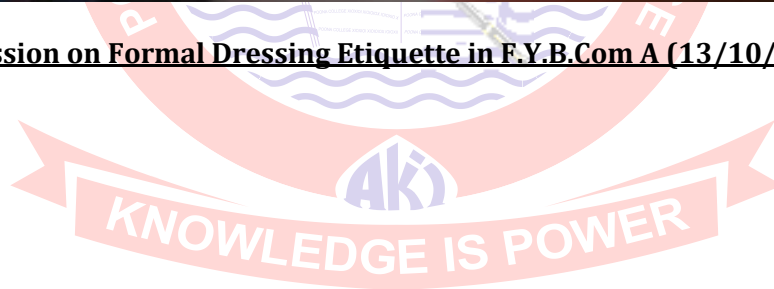
**Students of SYB.Com Div. B engrossed in the session on Presentation Skills (9/10/2017)**



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**A Session on Formal Dressing Etiquette in F.Y.B.Com A (13/10/2017)**





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## NATIONAL SERVICE SCHEME

### ACTIVITY REPORT

(2017 – 2018)

#### I. Basic Details:

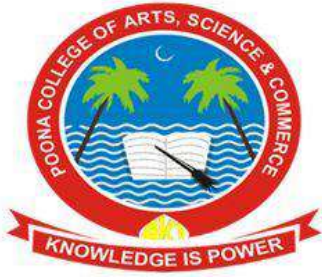
<b>Name of The Activity:</b> <i>Guidance Talk on Importance of Value Based Education</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
07 <sup>th</sup> December 2017	College	NSS	Mr. Jawed Akhtar 9011623278
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
10:30am	Classroom (34)	NSS volunteers (41) & Staff (03)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Guidance Talk on Importance of Value Based Education</i>
<b>Objective for conducting the activity</b>	To enable students think beyond earning-mentality only by enlightening them on the meaning of education and its real nature and objectives.
<b>Methodology</b>	Mr. Khan Moinuddin, Vice Principal, and Head, Department of Urdu, Arabic and Persian, was the main speaker of the programme.
<b>Outcome</b>	Well-equipped the students with the need of integrity in one's life

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

1. Descriptive report	2. Captioned Photo with Date	3. Notice
4. Attendance Sheets	5. Invitation & Thanking Letters	6.



Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
K. B. Hidayatullah Road, Camp, Pune - 411 001  
Tel: 020 - 26454240 Fax: 26453707  
Website: www.akipoonacollege.ac.in  
Email: principal@akipoonacollege.ac.in



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

### DESCRIPTIVE REPORT ON GUIDANCE TALK ON *HEALTH AND HYGIENE*

Under the chaperonage of Mr. Jawed Akhtar, NSS Committee Member and faculty from the Department of Urdu, Arabic & Persian was organized this guidance talk for the undergraduate students. Mr. Khan Moinuddin, Vice Principal, and Head, Department of Urdu, Arabic and Persian was the main speaker of the program. He elaborated first on the meaning of education and its real nature and objectives. He not only emphasized on the importance of value-based education but also threw light on harms and damages of an education system deprived of moral values prerequisite for the overall development of youth, society and the country. While discussing on various aspects of value-based education, he, in the light of various incidents and quotations from the holy Quran and Hadith, encouraged the students to think about their life and behaviour and change it if needed.



*Mr. Moinuddin Khan, Poona College Vice Principal, while delivering his talk  
(07/12/2017)*


# NOTICE

Date: 05/12/2017

A program on “**Importance of Value Based Education**” is organized by NSS Unit of the college in association with Department of Urdu, Arabic & Persian on 07/12/2017.

All the students of B.A. are requested to attend the same.

  
**Jawed Akhtar**  
Coordinator  
NSS Committee Member

  
**Aftab Anwar Shaikh**  
Principal



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## Board of Students' Development ACTIVITY REPORT 2017 - 18

### I. Basic Details:

Name of The Activity: Personality Development Workshop for students			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
22 Jan.2018	Board Of Student Development	Board Of Student Development	Dr. Sk Mohammad Shakir Dr. Aafreen Ahmed
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
8 am to 2 pm	Conference Hall	UG & PG Students,108	Co-curricular

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

Topic/ Subject of the activity	Personality Development for Students
Objective for conducting the activity	To develop the personality of the students
Methodology	Lecture,Presatation etc.
Outcome	Students learn about the personality development and various skills

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

1. Notice	2. Resource Person letter	3. Attendance
4. Report	5. Program Copy	6. Photo



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“How to prepare for an Interview?” by **Mr. Zulfiqar Syed**, Manager at MasterCard, Pun-22 Jan.2018



Dr. Aftab Anwar Shaikh. Personality Development and Goal Setting by Principal of Poona College-22 Jan.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)

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](mailto:principal@akipoonacollege.ac.in) Website: [www.akipoonacollege.ac.in](http://www.akipoonacollege.ac.in)



## Board of Students' Development Personality Development Workshop for Students

22<sup>nd</sup> January, 2018: For the holistic development of students and their survival in this competitive world, Savitribai Phule Pune University's Board of Students Development and Y & M, AKI's Poona College of Arts, Science and Commerce jointly organized a Personality Development Workshop for Students in the Conference Hall of the college on 22<sup>nd</sup> January, 2018. The One Day Workshop conducted in different sessions started with recitation of verses from the Holy Quran followed by University Song. In the inaugural session, **Prof. Moinuddin Khan**, Vice Principal and President of the function gave a motivating speech that set the mood for the workshop.

The first session started with an amazing PowerPoint presentation on “**Improve your persona to climb the Corporate Ladder**” by **Miss Shaistha Syeda**, Project Manager at MasterCard. She defined the word “**Personality**” and emphasized on ways to enhance it by sharpening communication skills, right attitude and confidence.

This was followed by an interactive session on “**How to prepare for an Interview?**” by **Mr. Zulfiqar Syed**, Manager at MasterCard, Pune. Through video clips, games and questionnaire, Mr. Zulfiqar brought in lots of positive energy into the hall as a result of which, every student participated in Mock Interviews and other games. He explained on how to prepare a ‘**Resume**’, dress up for an interview, present oneself to get a respectable job.





Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

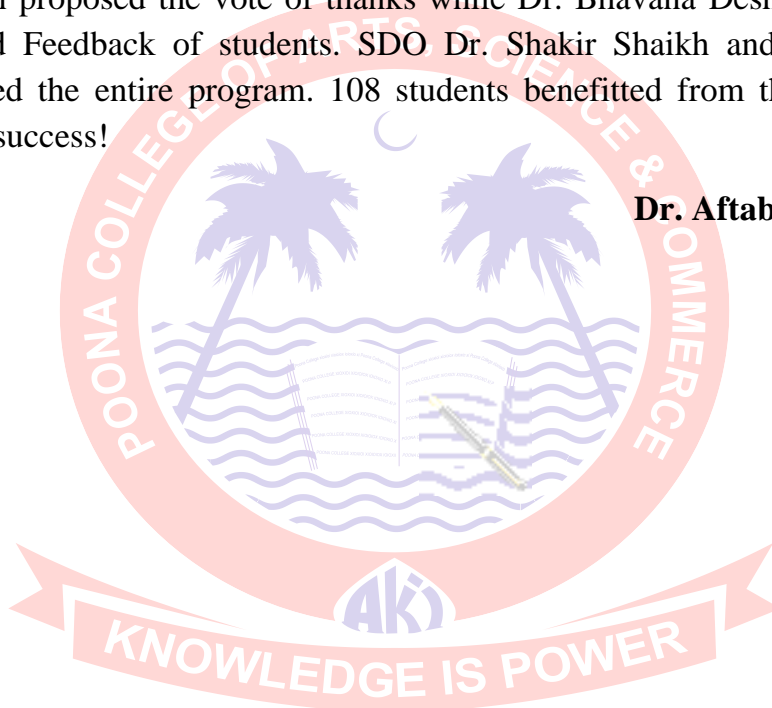
(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

In the third session, **Mrs. Farah Hashmi**, Advocate, Supreme Court, New Delhi, spoke on “**How to have an Effective Communication?**” She emphasized on correct body language and clarity in speech for developing communication skills.

The fourth session witnessed another motivational speech on “**Personality Development and Goal Setting**” by Principal of Poona College **Dr. Aftab Anwar Shaikh**. His humble and friendly approach towards students won their hearts! He guided them to follow their desires, set goals and work towards them with determination.

This was followed by Valedictory and Certificate distribution for the participants. Dr. Baba Shaikh proposed the vote of thanks while Dr. Bhavana Deshpande monitored Registration and Feedback of students. SDO Dr. Shakir Shaikh and Dr. Aafreen A. Ahmed compered the entire program. 108 students benefitted from the workshop and made it a grand success!

**Dr. Aftab Anwar Shaikh**  
Principal





## Board of Students' Development Personality Development Workshop for Students

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9



**Dr. Aftab Anwar Shaikh**  
Principal  
Poona College of Arts, Science & Commerce  
Camp, Pune - 411 001  
Principal Office

Y & M Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
CAMP, PUNE - 01

## NOTICE

Date: 19-01-2018

Savitribai Phule Pune University Board of Students' Development & AKI'S Poona College of Arts, Science & Commerce, is jointly organizing a Personality Development Workshop for Students on 22<sup>nd</sup> January, 2018 at 9.00am. in the conference hall.

The staff and students belonging to Senior College are hereby informed to attend the same.



Principal,

Dr. Aftab Anwar Shaikh

Principal

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

Savitribai Phule Pune University  
Board of Students' Development  
&  
AKI'S Poona College of Arts, Science & Commerce,  
Camp, Pune 411001.

Jointly organizes

**Personality Development Workshop for Students**

22<sup>nd</sup> January, 2018 at Conference Hall

**Programme Copy**

9 am - 9.30am – Registration

9.30am – Inauguration – Tilawat-e-Quran- Master Shabbir

University Song – Members of NSS Unit

9.45am - Introduction– Dr. Aafreen A. Ahmed, Member, BSD.

Inaugural speech - Dr. Sk Mohammad Shakir, Students' Devp. Officer

10.00am - Presidential Address –Dr. Moinuddin Khan, Vice-Principal

Vote of Thanks –Dr. Baba Shaikh

10.30 – 11.45 – How to prepare for an Interview? : Mr. Zulfiqar Syed.

11.45 – 1.00 - Improve your persona to climb the Corporate Ladder: Miss Shaistha Syeda

1.00 – 1.15 – Refreshment Break

1.15 – 2.00 pm – Personality Development & Goal Setting:

Dr. Aftab Anwar Shaikh,

Principal, AKI's Poona College.

2.00 – 3.00pm – Group Discussion: Dr. Bhavana Deshpande

3.00 – 4.00pm –Valedictory& Certificate distribution

Comparing- Dr. Aafreen A. Ahmed

Vote of Thanks – Dr. Baba Shaikh



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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

(2017-2018)

### I. Basic Details:

<b>Name of The Activity:</b> Workshop on Sustainable Negotiation			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
7 <sup>th</sup> Oct., 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>
9.30 am	Poona College Conf. Hall	M.A. & M.com 95 Students	Extra- Curricular

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

<b>Topic/ Subject of the activity</b>	<b>Workshop on Sustainable Negotiation</b>
<b>Objective for conducting the activity</b>	To create awareness among the students regarding Negotiation & enhancing its skills.
<b>Methodology</b>	<b>Workshop</b>
<b>Outcome</b>	Students got their Negotiation Skills enhanced

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

<b>1. Notice &amp; Programme Sheet</b>	<b>2. Descriptive Report with Captioned Photos</b>	<b>3. Attendance Sheets</b>
<b>4. Invitation Letter</b>		

AKI's  
Poona College of Arts Science and Commerce  
Department of Commerce

# Notice

Date:- 01.10.2017

## A workshop on 'Sustainable Negotiation'

Poona College of Arts, Science and Commerce in Collaboration with Nuffield College, University of Oxford has organized a workshop on 'Sustainable Negotiation' on 7th Oct. 2017 at Poona College Conference Hall for M.A. and M.Com. Students. All concerned are advised to attend the same.

Attendance is a must for all M.Com. and M.A. students



  
Dr. Aftab Anwar Shaikh  
Principal

AKI's  
Poona College of Arts Science and Commerce  
in Collaboration with  
Nuffield College, University of Oxford

# A workshop on Sustainable Negotiation'

Programme sheet

07/10/2017

1. Tilawate Qur'aan by Mr. Sayyad Vakeel
2. Welcome Address by Principal
3. Introduction of Guest
4. Felicitation of Guests
5. Address by the Speaker- Dr. Pavam Mamidi,  
Co-Director CESS-Nuffield College, University of Oxford
6. Vote of Thanks by Mr. Fazil Shareef





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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## REPORT

### **WORKSHOP ON 'SUSTAINABLE NEGOTIATION'**

A workshop was organized in collaboration with Nuffield College, University of Oxford at the conference Hall of Poona College on the theme of Sustainable Negotiation on **7<sup>th</sup> October 2017 at 10:00 a.m.** The Co-Director of CESS (Center for Experimental Social Sciences, India) **Dr. Pavan Mamidi** addressed the Students of M.Com and M.A on the topic of the day.

Mr. Vakeel Sayed was the coordinator of this workshop. He was instrumental in arranging the logistics and also initiated the program with Tilawat-E-Quran. Mr. M. Fazil Shareef also coordinated the program by playing the role of an anchorman. He also introduced the Speaker of the day. Principal of the college Dr. Aftab Anwar Shaikh gave the welcome address and felicitated the Speaker Dr. Pavan Mamidi. Vice- Principal Dr. Iqbal Shaikh was also present and felicitated Ms. Vijeta Pamnani, Executive Assistant at CESS and Ms. Radhika Mitra, Research associate.

Dr. Pavan Mamidi enlightened the students regarding Sustainable Negotiation and how to have a win-win Situation out of negotiations. He explicitly explained how negotiation is different from a bargain. He took up simulation negotiation exercise with the students based on a case study from Kellogg school of management, Northwestern University, Evanston Illinois, USA.

After the Program the students were both enlightened and happy that they got a chance to attend a workshop of this kind.





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(L to R) Dr. Iqbal Shaikh, Dr. Aftab Anwar Shaikh, Dr. Pavan Mamidi, Ms. Vijeta Pamnani, Ms. Radhika Mitra and Mr. M. Fazil Shareef introducing the guest. (7<sup>th</sup> Oct. 2017)



Principal Prof. Dr. Aftab Anwar Shaikh's Welcome address (7th Oct. 2017)



Y & M Anjuman Khairul Islam's  
**POONA COLLEGE  
OF ARTS, SCIENCE AND COMMERCE**  
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**Dr. Pavan Mamidi Co-Director of CESS Nuffield College, University of Oxford addressing the Students  
(7th Oct. 2017)**



**Students of M.Com and M.A. listening to Dr. Pavan Mamidi (7th Oct. 2017)**



Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



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



+91-20-2645 4240 / 2644 6319.



[www.poonacollege.edu.in](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

## 1. SOFT SKILLS

**INITIATIVES DURING THE ACADEMIC YEAR**

**2016-2017**



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 (2016 – 2017)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Presentation Competition</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
17/01/2017	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 (61)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Presentation Competition</i>			
<b>Objective for conducting the activity</b>	To provide a platform where the students will exhibit their communication skills through a 'Presentation Competition'			
<b>Methodology</b>	The participants were expected to make oral presentations with apt audio-visual illustrations.			
<b>Outcome</b>	Students from Arts, Commerce, Science and Computer Science took part in this competition. The following students won the prizes in the competition:			
	Sr. No.	Prize	Name of the Winner	Class
	01	FIRST	Ms. Fasiha Shaikh	XI
	02	SECOND	Ms. Zoya Amjad Khan	M.A.-II
	03	THIRD	Mr. Shadab Mededar	SYBSc

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

1. Notice	2. Descriptive Report	3. Captioned Photo with Date
4. List of Participants with Signatures	5. Certificates of Prize-Winners	6.

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

DEPARTMENT OF ENGLISH  
NOTICE

**PRESENTATION COMPETITION**

Date: 04/01/2017

All the students of Junior and Senior College are informed that the Department of English has organized a **Presentation Competition** on 17/01/2017 from 10 am to 12.30pm in the Conference Hall of the college.

Kindly note:

- ✦ The presentation should be of 10 min.
- ✦ The students may give a Power Point Presentation, use transparencies or any other audio visual aids like LCD etc.
- ✦ The participants are allowed to choose any topic for the presentation.
- ✦ The judgment shall be based on:
  - 1) Choice of Topic
  - 2) Manner of Presentation
  - 3) Voice Modulation
  - 4) Rapport with the audience
  - 5) General Impression

The students who are interested in participating in the competition should submit their names, topic and summary of their presentation to any of the following members of the Department of English **on or before 16<sup>th</sup> January 2017.**

- ✦ **Ms. Zeenat Merchant**, Head, Department of English
- ✦ **Dr. Ashwini Purude**, Assistant Professor in English
- ✦ **Mr. Zameer S. Sayyed**, Assistant Professor in English
- ✦ **Mr. Asif Khan**, Assistant Professor in English

*ZMerchant*

**Ms. Zeenat Merchant**  
Programme Coordinator  
Head, Dept. of English

*[Signature]*

**Dr. Rafique Sarkhawas**  
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 PRESENTATION COMPETITION

*Presentation Competition* was organized on 17<sup>th</sup> January, 2017 to provide a platform where the students exhibited their communication skills through it. The participants were expected to make oral presentations with apt audio-visual illustrations.

Sixty-one students from Arts, Commerce, Science and Computer Science streams took part in this competition. The following students won the prizes in the competition:

Sr. No.	Prize	Name of the Winner	Class
01	FIRST	<b>Ms. Fasiha Shaikh</b>	XI
02	SECOND	<b>Ms. Zoya Amjad Khan</b>	M.A.-II
03	THIRD	<b>Mr. Shadab Mededar</b>	SYBSc



**The participant making his presentation (17/01/2017)**



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(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> Guest Lecture on Soft Skills & Personality Development			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
10 <sup>th</sup> Sep. 2016(saturday)	Dr. Mahtab Alam; Ms. Heena Mushtak Shaikh Mr. Imran Qureshi	Department of Computer Science	Mrs. Amrina Zakki Sayyed
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10:00 a.m. to 2:00 p.m	conference hall	T. Y. B. Sc. (C S) 84 Students	corporate

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

<b>Topic/ Subject of the activity</b>	<u>Guest Lecture on Soft Skills &amp; Personality Development</u>
<b>Objective for conducting the activity</b>	The objective behind having such a guest lecture was to guide students of T. Y. B. Sc. (C S) the importance of ethics and manners which should be followed by the students while facing an interview.
<b>Methodology</b>	Interactive session
<b>Outcome</b>	They learn how to face interview and how to dress up for interview.They learn the corporate senario.

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

1. Student list of participation	2. Photos	3. Report in documentation
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To be put on :

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

**NOTICE**


167  
ACCREDITED BY  
**NAAC**

To be remove on :

Date: 09/09/2016

All the students of T.Y.B.Sc. (Computer Sc.) & M.Sc. (Computer Sc.) I and II year are directed to attend the guest lecture on "Soft Skills & Personality Development" on 10<sup>th</sup> September 2016(Saturday) at 10:00 a.m. at Conference Hall of Poona College.

Attendance is compulsory.

  
9.9.16  
Head

Dept. of Computer Sci.

HEAD

Dept. of Computer Science  
Poona College, Camp  
PUNE-411001



## **Guest Lecture on Soft Skills & Personality Development:**

A guest lecture on Soft Skills & Personality development was conducted for the students of T.Y.B.Sc. (C.S.) and M.Sc. (C. S.) by the Department of Computer Science on **10<sup>th</sup> Sep. 2016(Saturday)** at conference hall of Poona College from 10:00 a.m. to 2:00 p.m. in the coordination of Ms. HeenaMushtak Shaikh who is the class teacher of T. Y. B. Sc. (C.S.). The resource person for the workshop was **Mrs.AmrinaZakkiSayyed** who has six years of teaching experience at the various institutes of Pune city such as PIMSE (Poona Institute of Management Sciences), DINA institute and is currently working with the GTT (Global Talent Track) for training and personality development. Basically she is a free-lancer.The workshop began at the 10:00 a.m. by the recitation of some verses of the Holy Quran by Mr. Imran Qureshi, professor in Department of Computer Science.This was followed by the introduction of the guest of the day and felicitation by the hands of Mr. Mahtab Alam, head of the Department of Computer Science.After this the Head of the Department gave a small speech highlighting the importance of ethics and manners which should be followed by the students while facing an interview and the importance of personality development.The lecture started with Mrs.AmrinaSayyedtaking over and conducting an ice breaking session. In it the students were asked to introduce themselves by attaching an adjective with their name but the condition was that the adjective should begin with the same letter as their first name. It was a fun round and everyone saw themselves with a quality which they could associate with themselves.



*Mr. Imran Qureshi presenting the Tilawate Quran*



*Ms.Heena Mushtak Shaikh introducing the guest*



*Mahtab Alam, Head felicitating guest Mrs. Amrina Sayyed*



*The Head of the Department addressing the student*

After this the interview ethics were taken into consideration. How to dress up for an interview what preparations need to be done before facing an interview were covered. The lively interaction of the guest with the students ensured that the students were all the way involved in the session.



*Mrs. Amrina Sayyed conducting the ice breaking session Teachers of the department also attended the workshop*

The importance of listening skills was demonstrated by asking two students to volunteer. While one would speak for a complete minute the other was supposed to just listen. After the minute got over it was the listeners turn to repeat what he had heard. Another activity for this was conducted by making teams of two students each. One was blind folded while the other was supposed to guide him through obstacles by telling the directions to reach the other end. The students enjoyed this activity and learnt how listening is very important. After this the creativity session started. Teams were made and asked to make something creative with whatever things they had with themselves. It was an activity which combined both, the creative spark of the students as well as team work. It was amazing to see the results with the students coming out with some really creative ideas.



*The resource person demonstrating how to greet formally during an interview*



*Dr. Aftab Anwar being felicitated by Mr. Mahtab*

At the end Dr. Aftab Anwar Shaikh the coordinator also graced the workshop. He was felicitated by the Head of the Department of Computer Science. He spoke about how the students will benefit from any workshop only if they are ready to change. The workshop concluded with the vote of thanks being presented by Ms. Heena Mushtak Shaikh.



## ACTIVITY REPORT

(2016 - 2017)

### I. Basic Details:

<b>Name of The Activity: An Open House Workshop on "Public Speaking"</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
5 <sup>th</sup> January 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)  27 students	Extracurricular

### II. Brief Information about the Activity (Criterion no - 5 ):

<b>Topic/ Subject of the activity</b>	<b>An Open House Workshop on "Public Speaking"</b>
<b>Objective for conducting the activity</b>	<b>To highlight the Do's and Dont's of Public Speaking</b>
<b>Methodology</b>	<b>Seminar &amp; Activities</b>
<b>Outcome</b>	<b>Students got enlightened on the opportunities of Public Speaking</b>

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

1. Notice	2. Descriptive Report with Captioned Photos	3. Attendance Sheet
4. Invitation and Thanks Letter	5.	6.

Date: 2<sup>nd</sup> January 2017

**AKI's POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE, PUNE**

## **NOTICE**

### **Guest Lecture On An Open House Workshop on Public Speaking BBA & BCA**

All the students of BBA & BCA are informed that a Guest Lecture is organized on "An Open House Workshop on Public Speaking" on **5<sup>th</sup> January 2017** at AKI's Poona College of Arts, Science and Commerce.

Attendance is compulsory.

**Venue:** M4 Classroom

**Time:** 10:00 am onwards



**Prof. Dr. Aftab Anwar Shaikh**

**Vice Principal & HoD**

**Department of Commerce**



Open-house workshop on Public Speaking

1 message

5<sup>th</sup> Jan 2017

BDE1 <bde1@qicpl.com>  
To: ccopoonacollege@gmail.com

Tue, Dec 20, 2016 at 9:34 PM

9-11 am

Hello Mam,

Greetings from Quantum!

This is in continuation with our telephonic discussion.

Kindly find the attached contents of Public Speaking.

We are offering a *Free session on Public Speaking for your students.*

Kindly let me know what would be the suitable time for us to give the session mentioned above.

Quantum is conducting an open-house Workshop on Public Speaking.

Below the details for the same.





DON'T GIVE A SPEECH  
CREATE AN EXPERIENCE  
WHILE YOU SPEAK

Get trained in  
public speaking and  
conquer your inner  
fears of speaking  
in public

## Two Day Workshop On PUBLIC SPEAKING

venue:

Bodhisattva Learning Pvt Ltd  
24/4, opp. Patel Tiles, behind Shivaji Nagar  
Bus stand, Rambhau K Kamble path.  
Narveer Tanji Wadi  
Shivaji Nagar, Pune - 411005  
Timings: 9:00 AM To 6:00 PM.

Note:

Those attending workshop on 14th Jan 2017  
will have second workshop on 21st Jan 2017

And

Those attending workshop on 15th Jan 2017  
will have second workshop on 22nd Jan 2017

For more details please contact:  
contact@bodhisattvalearning.com

Aratrika Mob.No 7410040017/020-40057057



Thanks and regards,

Aratrika Chattaraj

Executive – Business Development

91-7410040017



Quantum Infotrainers & Consultants Pvt. Ltd.,

Flatno.104 ,Isadora Apartment,Cosmopolitan Society,

Near Fabindia,Baner ITI Road, Aundh,Pune

Pin:411067

India

Tel.: +912040057057



*Quantum is a proud recipient of*

*Gold Medal & Meritorious Services Award 2016*

*by the Talent Survey Report.*

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Join us :



. you feel Training is Expensive, Try Ignorance".

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 **Public Speaking Module.rtf**

26K





## A Report on

# “An Open-house Workshop on "Public Speaking" by for BBA and BCA”

An Open-house Workshop on "Public Speaking" by Quantum Info trainers & Consultants Pvt. Ltd., for all BBA and BCA students was organized by Mrs. JahanAara Pathan on 5<sup>th</sup> January 2017 in M4 classroom of PIMSE building students at 10:00 am.

Dr. Aftab Anwar Shaikh graced the occasion and felicitated the guest, and addressed the audience as well.



Figure 1 Dr. Aftab Anwar Shaikh felicitating the guests (05/01/2017)



Figure 2 Dr. Aftab Anwar Shaikh addressing the audience (05/01/2017)

Mrs. Anshima Surana, Centre Director and Ms. Akanksha, trainer for the session conducted the workshop.



Figure 3 Ms. Akanksha conducting the workshop (05/01/2017)

Students were given various tasks thereby instilling the spirit of team work and made to speak. It was a very enriching session where all the Do's & Don'ts of Public Speaking were highlighted and explained very meticulously by the trainer.

The workshop went on interactive and as expected was a grand success.



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

**I. Basic Details:**

<b>Name of The Activity:</b> A workshop on Personality Development by MBTI (Myers – Briggs Type Indicator)			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
21 <sup>st</sup> March, 2017	BBA & Commerce	Department of Commerce and PG Research Centre	Prof. Deepika Kininge 9405555695 Mr. Fazil Shareef
<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 to 12 pm	PIMSE Conference Hall	B.Com/BBA/BBA(CA) No of Participants-38	Extracurricular

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

<b>Topic/ Subject of the activity</b>	A workshop on Personality Development by by MBTI (Myers –Briggs Type Indicator)
<b>Objective for conducting the activity</b>	<ol style="list-style-type: none"> <li>To provide platform to exhibit soft skill of the students and improve general knowledge in Business Field.</li> <li>To provide students with an opportunity to learn soft skills outside classroom setup.</li> <li>To develop professional approach and soft skills of students.</li> </ol>
<b>Methodology</b>	Participative Learning
<b>Outcome</b>	<ol style="list-style-type: none"> <li>Student will gain a strong set of practical Business Knowledge and soft skills.</li> <li>Its unique and idle way to study and in the process help improve one's practical knowledge</li> </ol>

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

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

Date- 18<sup>th</sup> March 2017

AKI'S POONA COLLEGE OF ARTS SCIENCE & COMMERCE

## NOTICE

BBA DEPARTMENT

&

MBTI (Myers-Briggs Type Indicator) Group, Pune jointly organized

## Workshop on Personality Development

**Date-21<sup>st</sup> March 2017**

(Venue-PIMSE-Conference Hall)

This is to inform all BBA and BBA CA students that **workshop on Personality Development** is scheduled on 21<sup>st</sup> March 2017 from 9 to 12 pm at Pimse Conference Hall. All students are instructed to attend workshop and participate enthusiastically.



**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)

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## **Descriptive Report on A WORKSHOP ON PERSONALITY DEVELOPMENT BY MBTI (MYERS –BRIGGS TYPE INDICATOR)**

**DATE: 21<sup>st</sup> March, 2017**

A workshop on Personality Development was organized by MBTI (Myers –Briggs Type Indicator) for BBA students. Mr. Fazil Shareef, Ms. Deepika Kininge and Ms. JahanAara Pathan organized the program under the guidance of Vice Principal & HOD Dr. Aftab Anwar Shaikh from 9 to 12 pm. The objective of this workshop was to understand personality traits and types of personality and also How to convert these traits into Business opportunities.

58 BBA students participated in the workshop. IQ test was conducted by WITWHEELZ. **Mr. Samir Gupte**, a renowned Hypnotherapist and **Ms. Rashida Ezzy**, consultant Psychologist (Training & Counselling) were chief guests for this workshop. Dr. Shakeel Ahmed, Director, Poona Institute of Management Science and Entrepreneurship felicitated guest Speakers. Ms. Rashida Ezzy guided students to understand their type of personality and also showed presentation on different types of personalities and its effect on organization. She conducted one IQ test to make students aware with their personality and its type. With IQ Test results she guided every student to learn their personality type .She also explained personality theories with the help of Presentation slides. Ms. Rashida motivated students to learn their personality types and their traits and how to convert this trait in opportunities. Students enjoyed her lecture and were motivated to learn their personality.

**Mr. Sameer Gupte** conducted relaxation session for students to teach How to control stress in day today life. He also explained different stress control therapies and smart tips to control stress during their exams. Students enjoyed relaxation session and appreciated the guest by giving their feedback.



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Ms. Deepika Kininge proposed vote of thanks. It was a successful workshop.



**Ms. Rashida Ezzy and Mr. Sameer Gupte** were guest speakers in the workshop (21/03/2017)



**Dr. Shakeel Ahmed** was felicitating guest speakers **Ms. Rashida Ezzy and Mr. Sameer Gupte**  
(21/03/2017)



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**Dr. Sameer Gupte Hypnotherapist conducted relaxation Session for students (21/03/2017)**



**Ms. Rashida Ezzy guided students on Personality traits and types (21/03/2017)**

\*\*\*\*\*



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT (2016-2017)

### I. Basic Details:

Name of The Activity: Guest Lecture on Soft Skills and Its Elements.			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
23.8.2016	Commerce	Commerce	Dr. Nasrin Khan 9970921140
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
9.00 a.m. to 10 am	Hall No 40	S.Y B.Com Div. A and B  116 Students	Extra - Curricular

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

<b>Topic/ Subject of the activity</b>	<b>Guest Lecture on Soft Skills and Its Elements.</b>
<b>Objective for conducting the activity</b>	<ol style="list-style-type: none"><li>1. To improve the Students Communication Skills.</li><li>2. To Improve students' Knowledge of oral Communication</li><li>3. To improve grooming manners, Listening skills</li><li>4. To learn importance of team building</li></ol>
<b>Methodology</b>	Guest lecture
<b>Outcome</b>	Students learned about soft skills and understood the importance of grooming manners, Body language.

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

1. Notice	2. Descriptive Report with Captioned Photos	3. Attendance Sheets
4. Invitation and thanks letters	5.	6.



# NOTICE

To be put on:

To be remove on:

Department of Commerce

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S.Y.B.Com Div. A & B

Guest Lecture

Date: 17/08/2016

A guest lecture on “**Soft Skills and Its Elements**” is organized for the students of S.Y.B.Com Div. A & B on 23<sup>rd</sup> Aug 2016 at 9 am in Hall No. 34. All students studying in S.Y.B.Com Div. A & B are advised to note attendance is compulsory.

Mr. Yogesh Borse Deputy Chief Manager- West, India IFHE, Hyderabad will address the students. Please Contact Dr. Nasrin Khan program coordinator for further details.

  
Dr. Aftab Anwar Shaikh  
HOD & Vice Principal





## Report of Guest Lecture on

### **SOFT SKILLS & ITS ELEMENTS**

Having a guest speaker in your classroom gives students a break. Students are probably bored of same teaching methods and class. They are able to break up the monotony with a guest speaker. The speaker speak at a different pace, use different teaching aids, and engage with students differently. Plus, it's an opportunity for students to interact with unfamiliar people. In order to motivate students to learn in new atmosphere a guest lecture was organized by Department of Commerce coordinated by Dr. Nasrin Khan on 23<sup>rd</sup>. Aug 2016 at 9 am in hall no 34 for S.Y.B.Com Div. A & B.



**Dr. Aftab Anwar Shaikh HOD & Vice Principal felicitating Mr. Yogesh Borse and Dr. Nasrin Khan Coordinator of the program looks upon (23.8.2016)**



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Soft skills are not only necessary but essential in everyone's personal and professional life. They are the personal character traits or qualities each of us has. They make up who we are, generally encompassing our attitudes, habits and how we interact with other people. They are much less tangible than hard or technical skills, and unlike them, you do not learn soft skills by enrolling in a training program. You can, however, acquire them through educational, work and life experiences but it will take a concerted effort on your part. It includes Verbal Communication Interpersonal Skills, Writing, Problem Solving and Critical Thinking, Active Listening, Active Learning, Organizational, Time Management, Team Player, Professionalism, Reading, Comprehension, Flexibility and Adaptability



**Dr. Aftab Anwar Shaikh HOD & Vice Principal felicitating Mr. Sarfaraz Shaikh**

**(23.8.2016)**



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In order to make students aware about soft skills and how to improve them, Mr. Yogesh Borse Deputy Chief Manager of IBS was called upon to deliver a lecture.



**Mr. Yogesh Borse and students during his lecture (23.8.2016)**

Mr. Yogesh was happy to find Students of SYB.Com were enthusiastic and had learner's approach towards his lecture. More than 100 students were benefited from this guest lecture.



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT (2016-2017)

### I. Basic Details:

<b>Name of The Activity:</b> A Guest Lecture on How to Establish a Company			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
25-08-2016	Commerce	Commerce	Prof. Farzana Shaikh 7057466445
<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 to 10 am	Hall No. 34	SYBCOM (DIV B & D) 85 Students	Curricular

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

<b>Topic/ Subject of the activity</b>	<b>A Guest Lecture on How to Establish a Company</b>
<b>Objective for conducting the activity</b>	<ol style="list-style-type: none"><li>1. To provide platform to exhibit entrepreneurial skill of the students.</li><li>2. To enhance the quality of startup ideas of the students.</li><li>3. To provide students with an opportunity to learn entrepreneurship outside classroom setup.</li></ol>
<b>Methodology</b>	Expert Talk
<b>Outcome</b>	Students gained a strong set of practical knowledge how to establish a company.

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

1. Notice	2. Programme Sheet	3. Descriptive Report with Captioned Photos
4. Attendance Sheets	5. Invitation and Thanks Letters	

# NOTICE

To be put on:

To be remove on:

13

## DEPARTMENT OF COMMERCE GUEST LECTURE

Date- 19/08/2016

A Guest Lecture is organized by Department of Commerce for the students of S. Y. Bcom (Div B & D) on "How to Establish a Company" on 25<sup>th</sup> August 2016 from 9.00 am to 10.00 am in room no 34.

All the students of S.Y.Bcom (Div B & D) are advised to attend.

Dr. Aftab Anwar Shaikh  
HOD & Vice Principal



Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE CAMP, PUNE - 411001

Department of Commerce (Post-Graduate & Research Center)

GUEST LECTURE ON 'How to Establish a Company'  
S. Y. B.Com (B & D)

Date: 25<sup>th</sup> August, 2016

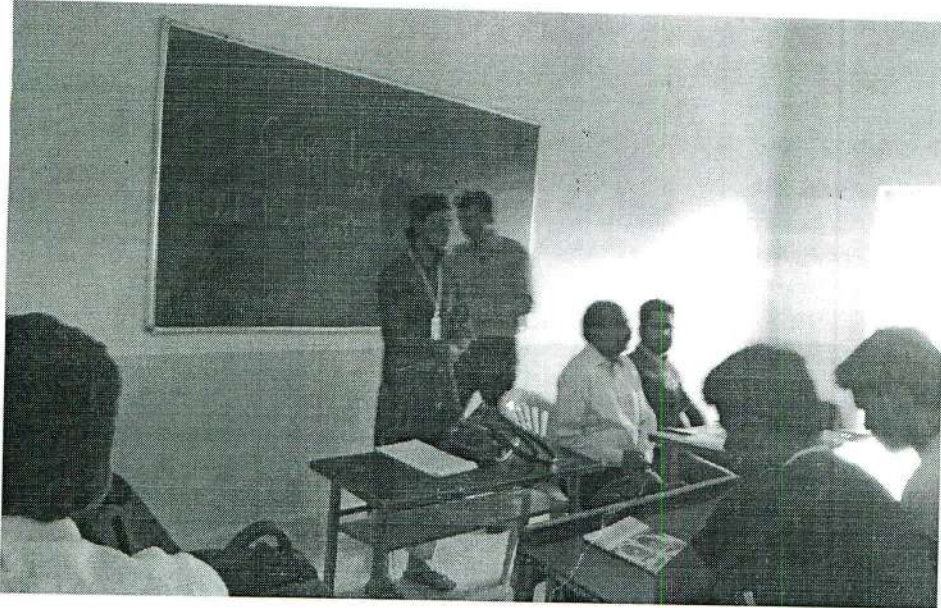
Time: 9:00 am – 10:00 am

PROGRAM SHEET

Tilawat – e – Quran	Mr. Md. Azhar
Welcome Address	Prof. Farzana Shaikh
Address by Vice- Principal	Dr. Aftab Anwar Shaikh.
Felicitation by Dr. Aftab Anwar	Mr. CS Kunal Sarpal
Guest Speakers	<u>Mr. CS Kunal Sarpal</u>
<u>Question Answer Session</u>	
Vote of Thanks	Ms. Saba Shaikh



**Gest Lecture on How to Establish a Company**  
S.Y. B.Com (Div. B & D)  
25<sup>th</sup> August 2016



***MR. MD. AZHAR DELIVERED TILAWATE - E- QURAN***



***DR. AFTAB ANWAR SHAIKH ADDRESS TO THE STUDENTS***

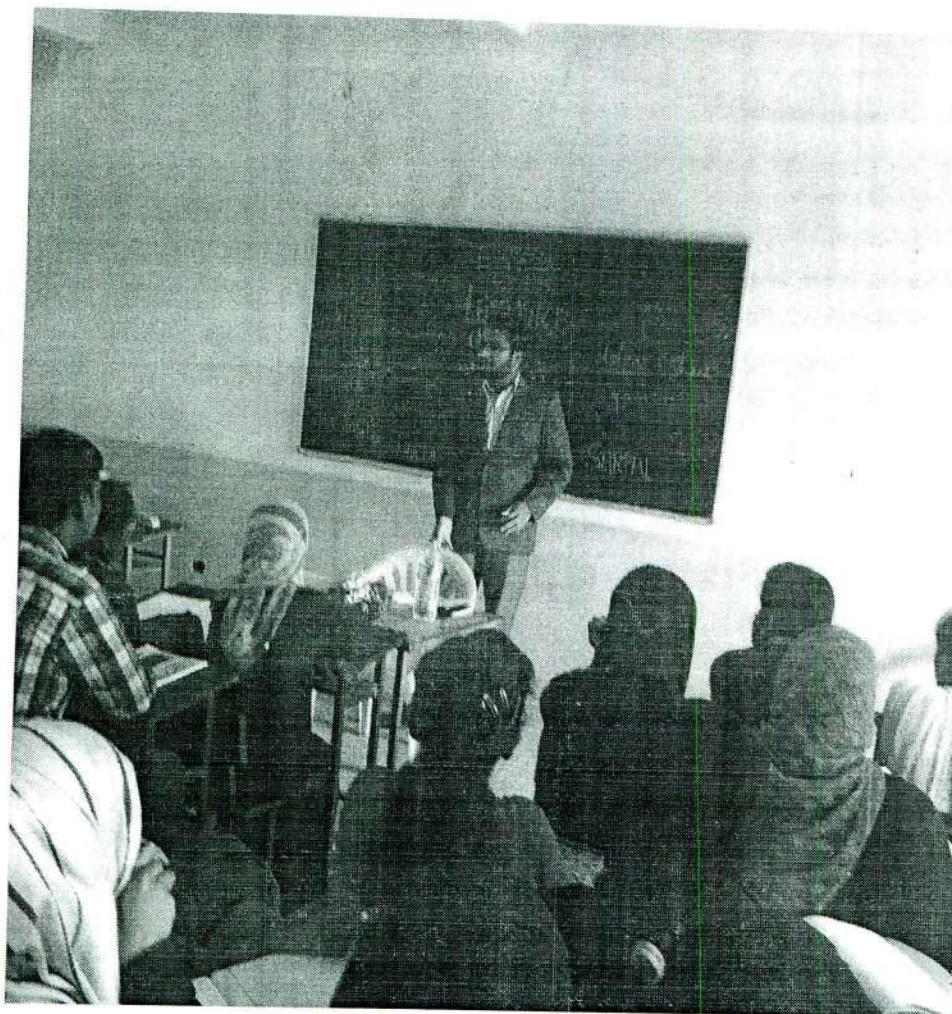
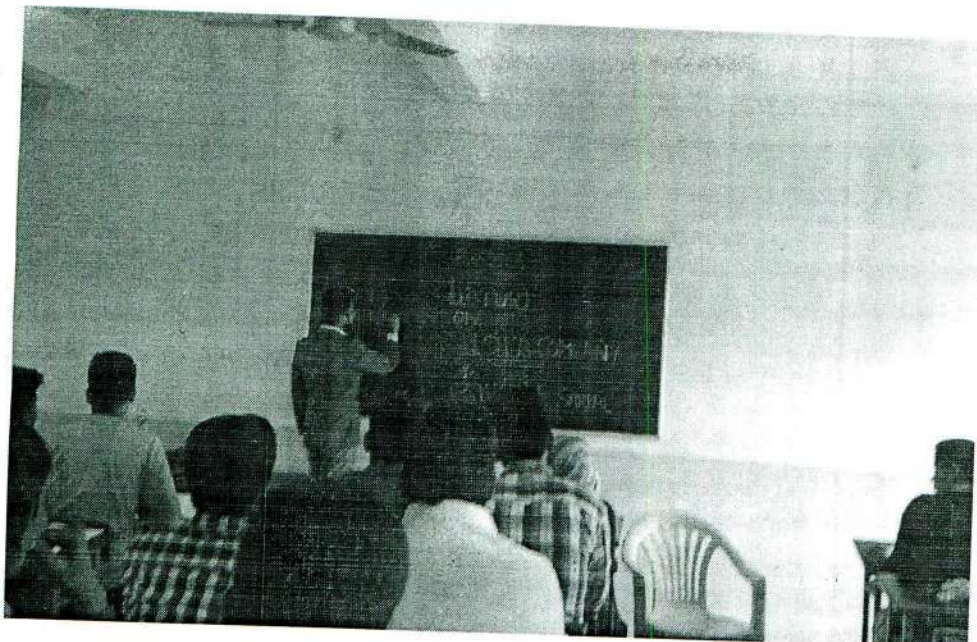






*DR. AFTAB ANWAR SHAIKH FELICITATED TO MR. CS KUNAL SARPAL*





**MR. CS KUNAL SARPAL DELIVERED LECTURE TO STUDENTS**



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

**I. Basic Details:**

<b>Name of The Activity:</b> Guest Lecture on Soft Skills and Its Elements			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
8 <sup>th</sup> Sep. 2016	Commerce	Commerce	Mr. Rizwan Sayed 8446878658
<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 a.m. to 10 am	Hall No 40	S.Y B. Com Div. C and D 111 Students	Extra - Curricular

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

<b>Topic/ Subject of the activity</b>	<b>Guest Lecture on Soft Skills and Its Elements.</b>
<b>Objective for conducting the activity</b>	<ol style="list-style-type: none"><li>1. To improve the Students Communication Skills.</li><li>2. To Improve students' Knowledge of oral Communication</li><li>3. To improve grooming manners, Listening skills</li><li>4. To learn importance of team building</li></ol>
<b>Methodology</b>	Lecturing Method, Participative/ Interactive learning
<b>Outcome</b>	Students learn how soft skills helps in relationship building and improvement of time management, organizational skills Students understand the importance of grooming manners, Body language and its importance in facing interviews

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

1. Notice	2. Descriptive Report with Captioned Photos	3. Attendance Sheets
4. Invitation and Thanks Letters	5.	6.



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



## **NOTICE**

To be put on:

To be remove on:

**Department of Commerce**

**Guest Lecture**

Date: 3/09/2016

A guest lecture on “Soft Skills and Its Elements” is organized for the students of S.Y.B.Com Div. C & D and T.Y.B.Com Students on 8<sup>th</sup> September 2016 at 9 am in Hall No. 40. All students studying in S.Y.B.Com Div. C & D and T.Y.B.Com are advised to attend the same. Attendance is compulsory.

Mr. Yogesh Borse Deputy Chief Manager- West, India IFHE, Hyderabad will address the students. Please Contact Rizwan Sayed or Heena Sayyed the coordinators for further details.

Dr. Aftab Anwar Shaikh.  
HOD & Vice Principal.





**Report on**

**A GUEST LECTURE ON SOFT SKILLS & ITS ELEMENTS**

Soft Skills are one of the challenges which every student in the corporate and professional culture, It is not only necessary but essential in everyone life. The guest lecture was organized by the Department of Commerce coordinated by Mr. Rizwan Sayed and Ms. Heena Sayyed on 8<sup>th</sup> September 2016 at 9:00 am in hall no 40 for S.Y.B. Com Div. C & D and T.Y.B. Com Students to make students aware about Soft Skills. The Programme started with Tilawat-e- Quran by Mr. Shakir Shaikh student of S.Y.B. Com. Ms. Heena Sayyed introduced the resource person. Dr. Aftab Anwar Shaikh, Vice Principal & HOD Commerce felicitated the guest Mr. Yogesh Borse, Deputy Chief Manager of IBS.

**Mr. Yogesh Borse** interacted with students regarding elements of Soft Skills like grooming manners, listening skill, presentation skills, speaking skills, importance of body language, eye contact, importance of team building, how to prepare for interview etc. Students interacted with the guest in clearing their doubts regarding how to enhance communication Skills. Student were enthusiastic and curious to know the different etiquette used in corporate world. More than 110 students were there, Guest had a very lively session with the students. The lecture concluded by vote of thanks by Ms. Heena Sayyed. Mr. Rizwan Sayed and Ms. Heena Sayyed coordinated the activity.



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***Dr. Aftab Anwar Shaikh, HOD & Vice Principal Commerce addressing the Students. (8/9/2016)***



***Guest Speaker Mr. Yogesh Borse Principal Commerce addressing the Students (8/9/2016)***



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Students of S.Y.B. Com Div. C & D making notes of important points on Soft Skills. (8/9/2016)



Guest speaker discussing with students. (8/9/2016)



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## Board of Students' Development ACTIVITY REPORT 2016 - 17

### I. Basic Details:

Name of The Activity: <i>Personality Development Workshop for students</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
08 Dec. 2016	Board of student Welfare	Board of student Welfare	Dr. Sk Mohammad Shakir Dr. Bhavana Deshpande
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10 to 5pm	Conference Hall	UG & PG Students,105	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Personality Development for Students</i>
<b>Objective for conducting the activity</b>	To develop the personality of the students
<b>Methodology</b>	Lectures and Presentation.
<b>Outcome</b>	Students learn about the personality development and various skills

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

1. Descriptive Report	2. Photos with Caption and Date	3. Attendance Sheets
4. Notice	5. Program Copy	





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)

## Personality Development Workshop for Girls

08 December 2016

Dec 08, 2016: A “Personality Development Workshop for Girls” was jointly organized by the Board of Students’ Welfare, S.P.P.U and AKI’s Poona College of Arts, Science and Commerce under the able guidance of Dr. M. Rafique Sarkhawas, Principal, Poona College at the Conference Hall.

105 girl students attended this one day workshop which was inaugurated by Dr. Shakeel Ahmed, Vice-Principal (Arts Faculty). To motivate girls, three lead lectures by speakers from various fields were arranged. **Dr. Aftab Anwar Shaikh**, Head and Vice-Principal (Commerce Faculty), spoke on “Personality Development and Goal Setting”, while **Prof. Porinita Banarjee**, Faculty, PIMSE, shared her views on “Improve your persona to climb the corporate ladder” in the first session.

After a short break, in the second session, **Dr. Jayashri Bukte**, (M.B.B.S.), spoke on “Physical and Mental Health Awareness and Hygiene”. She also answered queries related to health problems faced by girls. Later, a group discussion was conducted by Dr. Baba Shaikh on: Save girl child, Career advancement and Self defence. Students presented their views and counter views with confidence and great zeal! The workshop ended with valedictory function presided by Prof. Iqbal Shaikh, Coordinator, (Science Faculty) where students were given certificates.

The workshop was very well managed by Dr. Sk Mohammad Shakir, Students’ Welfare Officer, accompanied by Committee members- Dr. Bhavana Deshpande, Dr. Baba Shaikh, Dr. Aafreen A. Ahmed and Mr. Mukhtar Shaikh; students- Samina Mulani, Rakhi Singh, Farzeen and others.



## Personality Development Workshop for Girls

08 December 2016



**Dr. Aftab Anwar Shaikh, Vice-Principal Guide the Girls Students**



**Ms. Porinita Banarjee Guide the Girls Students**



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ANJUMAN KHAIRUL ISLAM'S  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE,  
CAMP, PUNE 411001.  
BOARD OF STUDENTS WELFARE

## NOTICE

**Date: 04 Dec. 2016**

All the girls of F.Y./S.Y./T.Y. and P.G. departments are hereby informed that our college is organizing one day work-shop on 'Personality Development', on 08<sup>th</sup> December 2016 by Board of Student Welfare SPPU and Poona College.

Eminent personalities in the relevant fields will deliver lecture on the different aspects of personality. Girls are advised to take the advantage of this program and register for the same.

There is no registration fee for the program. Certificates will be distributed on the same day.

**Dr. Sk. Mohammad Shakir**  
(Student Welfare Officer)



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Savitribai Phule Pune University  
Board of Students' Welfare  
&  
AKI'S Poona College of Arts, Science & Commerce,  
Camp, Pune 411001.

Jointly organizes

**Personality development Workshop for  
Girls**

08<sup>th</sup> December, 2016 at Conference Hall

Programme Copy

9.30 – 10.00am – Registration

10.00 – 10.30 – Inauguration – Tilawat e Quraan-

University Song -

Introduction – Dr. Sk Mohammad Shakir, Students' Welfare Officer

Inaugural speech by Dr. Shakeel Ahmed, Vice Principal (Arts Faculty)

Presidential Address –Dr. M. Rafique Sarkhawas, Principal

Vote of Thank – Dr. Mukhtar Ahmed

10.30 – 11.45 – Personality Development & Goal Setting

– Dr. Aftab Anwar Shaikh, Head & Vice-Principal (Commerce Faculty)



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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11.45 – 1.00 – Improve your persona to climb the corporate ladder

- Prof. Porinita Banarjee (PIMSE)

1.00 – 1.15 – Refreshment Break

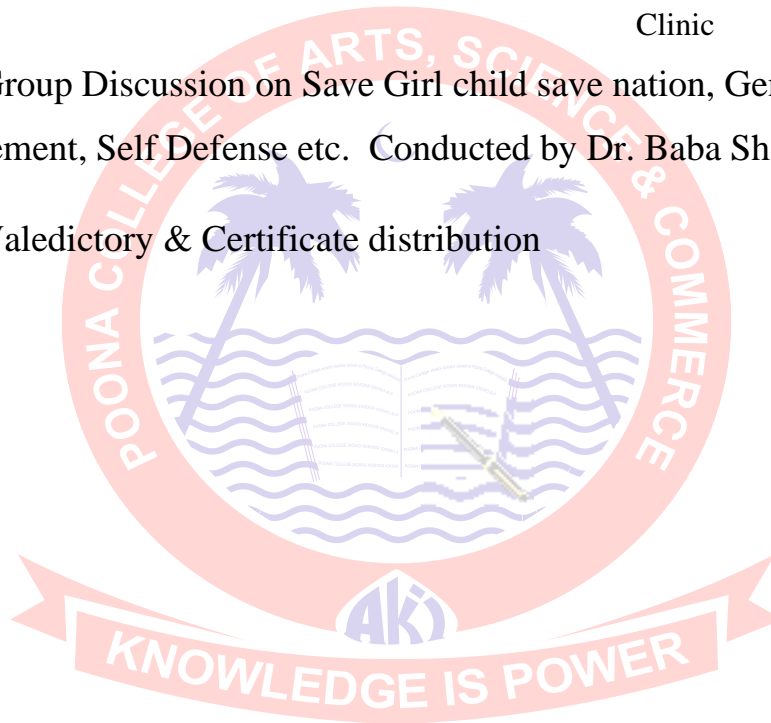
1.15 – 2.30 – Physical & Mental Health awareness & Hygiene – Dr. Jayshri Butke,

(MBBS) Aastha

Clinic

2.30 – 3.45 – Group Discussion on Save Girl child save nation, Gender Equality, Career advancement, Self Defense etc. Conducted by Dr. Baba Shaikh

3.45 – 5.00 – Valedictory & Certificate distribution





Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



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



+91-20-2645 4240 / 2644 6319.



[www.poonacollege.edu.in](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

## 1. SOFT SKILLS

**INITIATIVES DURING THE ACADEMIC YEAR**

**2015-2016**



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)

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2015 – 2016)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Presentation Competition</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
22 <sup>nd</sup> January 2016	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 (48)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Presentation Competition</i>			
<b>Objective for conducting the activity</b>	To provide a platform where the students will exhibit their communication skills through a 'Presentation Competition'			
<b>Methodology</b>	The participants were expected to make oral presentations with apt audio-visual illustrations.			
<b>Outcome</b>	Students from Arts, Commerce, Science and Computer Science took part in this competition. The following students won the prizes in the competition:			
	<b>Sr. No.</b>	<b>Prize</b>	<b>Name of the Winner</b>	<b>Class</b>
	01	FIRST	Shaikh Arbaaz	S.Y.B.Sc
	02	SECOND	Shaikh Nidah Aslam	S.Y.B.Sc
	03	THIRD	Sabir	M.A. Part II

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

1. Notice	2. Descriptive Report	3. Captioned Photos with Date
4. List of Participants	5. Certificates of Prize Winners	6.

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

DEPARTMENT OF ENGLISH  
NOTICE

**PRESENTATION COMPETITION**

Date: 08 /01/16

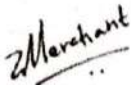
All the students of Junior and Senior College are informed that the Department of English has organized a **Presentation Competition** on **22<sup>nd</sup> January, 2016** from 10 am to 12.30pm in the Conference Hall of the college.

**Kindly note:**

- ✚ The presentation should be of 10 min.
- ✚ The students may give a Power Point Presentation, use transparencies or any other audio visual aids like LCD etc.
- ✚ The participants are allowed to choose any topic for the presentation.
- ✚ The judgment shall be based on:
  - 1) Choice of Topic
  - 2) Manner of Presentation
  - 3) Voice Modulation
  - 4) Rapport with the audience
  - 5) General Impression

The students who are interested in participating in the competition should submit their names, topic and summary of their presentation to any of the following members of the Department of English **on or before 20<sup>th</sup> January, 2016.**

- ✚ **Ms. Zeenat Merchant**, Head, Department of English
- ✚ **Dr. Ashwini Purude**, Assistant Professor in English
- ✚ **Mr. Zameer S. Sayyed**, Assistant Professor in English
- ✚ **Mr. Asif Khan**, Assistant Professor in English

  
Ms. Zeenat Merchant  
Programme Coordinator  
Head, Dept. of English and  
Post Graduate Center

  
Dr. Rafique Sarkhwas  
Principal





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## DESCRIPTIVE REPORT OF PRESENTATION COMPETITION

A *Presentation Competition* was organized on 22<sup>nd</sup> January, 2016 to provide a platform where the students will exhibit their communication skills through it. The participants were expected to make oral presentations with apt audio-visual illustrations.

Students from Arts, Commerce, Science and Computer Science stream took part in this competition. The following students won the prizes in the competition:

Sr. No.	Prize	Name of the Winner	Class
01	FIRST	<b>Shaikh Arbaaz</b>	S.Y.B.Sc
02	SECOND	<b>Shaikh Nidah Aslam</b>	S.Y.B.Sc
03	THIRD	<b>Sabir</b>	M.A. Part II



**Audience at the Competition 22/01/2016**



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**Participant making presentation at the Competition on 22/01/2016**



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2015 – 2016)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Workshop on Soft Skills</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
12 March 2016	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 (121)	Extra-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Workshop on Soft Skills</i>
<b>Objective for conducting the activity</b>	To make the students acquainted with soft skills and personality traits prerequisite for being recruited in the commercial world as well as to enhance productivity and performance in order to face the challenges of globalization
<b>Methodology</b>	lecture method
<b>Outcome</b>	Students gained interview tips and knowledge of 'four minutes cell', a duration period which the interview panel takes to decide worth of an interviewee.

### 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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CAMP, PUNE - 411 001

DEPARTMENT OF ENGLISH

Date: 01/03/2016

# NOTICE

FOR JUNIOR, SENIOR & POSTGRADUATE  
STUDENTS

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 **SOFT SKILLS** in the **College Conference Hall** on **12th March, 2016** at 10.00 am. Mr. Michael David, an International Corporate Trainer will be the resource person for the workshop.

The participants of the competition are advised to be seated in the Conference Hall by **9.00 am**

  
**Ms. Zeenat Merchant**  
Head  
Department of English

  
**Dr. Rafique Sarkhawas**  
Principal



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DETAILED ACTIVITY REPORT ON WORKSHOP ON SOFT-SKILLS

Title of the Conference/ Seminar / Workshop	Workshop on Soft Skills
Name of the Department	English
Name of the Coordinator	Ms. Zeenat Merchant
Status	State level
Funding Agency	Self-funded
Date	March 12, 2016

Anjuman Khairul Islam's

# POONA COLLEGE of Arts, Science & Commerce

One Day Workshop on  
**Soft Skills**  
on Saturday, 12th March 2016

Resource Person  
**Mr. Michael S. David**  
International Corporate Trainer

organized by the **Department of English & Post Graduate Center**



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## Objectives of the Workshop:

- 1) To make the delegates acquainted with the soft skills and personality traits prerequisite for being recruited in the commercial world
- 2) To enhance productivity and performance in order to face the challenges of globalization

## Beneficiaries:

The delegates included the teaching staff, the undergraduate and Post Graduate students.



*Inaugural Function of the Workshop on 'Soft Skills' on 12/03/2016*



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## Prize Distribution:

This year our Department had organized certain co-curricular and extra-curricular activities for the students of Junior College, Senior College and the Post Graduate Centre such as *Project Writing Competition*, *Presentation Competition* and *Fine Arts Competition* which included drawing, Glass, Fabric and Canvas painting, and posters.



Mr. Michael S. David, the Resource Person of the workshop, Janab Mirza Salat Baig, Trustee and Dr. Shakeel Ahmed, Vice Principal, Arts Faculty, awarded the winners of the aforesaid competitions with prizes and certificates of appreciation on 12/03/2016.

## Inaugural Address:

The workshop which was organized under the guidance of Dr. Rafique Sarkhawas, Principal of the college, commenced with the recitation of verses from the Holy Quran. In his inaugural address, Janaab Mirza Salat Baig, Trustee, highlighted the need of communication skills among learners of English language. He congratulated the Department of English for meeting the expectations of the students. Dr. Shakeel Ahmed, the Arts Faculty Vice – Principal of the college also complemented the Department of English for organizing a workshop on 'Soft Skills' which has a great demand in the professional world today.



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## Keynote Address:



Chief Guest **Mr. Micheal David**, International Corporate Trainer, being felicitated by Janab Mirza Salat Baig, Trustee, AKI on 12/03/2016

**Mr. Michael S. David**, the Resource Person of the workshop, exhorted the need for interpersonal skills in educational and corporate fields. He defined 'soft skills' as *response to situation* and further added: "What acts as a hurdle to effective communication is the fear of rejection." One who has commendable competence and remarkable capabilities but does not capitalize one's strengths is he added like a "popcorn machine which, in spite of containing all the desired and endearing food packets, turns one's attention away from it if its signpost reads: out of order". He also attacked the verbosity used to 'impress' others rather to 'express' oneself. He then gave a few interview tips to the delegates and introduced the concept of the 'four minutes cell' defining it as a duration period which the interview-panel takes to decide worth of an interviewee. This judgment is based on the four criteria: 1) how an interviewee looks 2) how he/she sounds 3) what he/she says and 4) how he/she says it. Towards the end of his presentation, Michael S. David said, "We all have both the positives and negatives, strengths and weaknesses, then what distinguishes a winner from a loser? Winners endeavor to prove their positives being aware of their negatives and losers try to improve their negatives being blind to their positives'. The workshop ended with the vote of thanks.





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## ACTIVITY REPORT

2015 - 16

### I. Basic Details:

Name of The Activity:- Personality Development Workshop For Girls			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
18 Jan. 2016	Board of Student welfare	Board of Student welfare	Dr. Sk Mohammad Shakir Dr. Baba Shaikh
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10 to 5pm	Conference Hall	UG & PG Students,127	Co curricular

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

<b>Topic/ Subject of the activity</b>	Workshop For Girls
<b>Objective for conducting the activity</b>	To develop the personality of Girls Students
<b>Methodology</b>	Lectures, Presentation. etc.
<b>Outcome</b>	Girls Students take benefit of this workshop

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

1. Notice	2. Resource Person letter	3. Attendance
4. Report	5. Program Copy	6. Photo



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

Anjuman Khairul Islam's

Poona College of Arts, Science & Commerce,

Camp, Pune 411001.

Board of Student Welfare

\* \* \* \* \*

Report

## Personality Development Workshop for Girls

18<sup>th</sup> January 2016

Personality Development Workshop for Girls was organized in association of Savitribai Phule Pune University, Board of Student Welfare and Poona College on 18<sup>th</sup> January 2016 in the College Conference Hall. Under the able guidance of the Principal Dr. M. Rafique Sarkhawas Poona College Board of Student welfare organized this workshop. Dr. Shakeel Ahmed, Vice Principal Inaugurated this workshop and presided the inaugural function. Dr. Sk Mohammad Shakir, SWO introduced the said programme and Student Welfare activities of University and College. Ms. Rakshanda Shaikh compered the inaugural programme. And Dr. Baba Shaikh proposed vote of thanks.

In the first session Dr. Aftab Anwar Shaikh delivered a lecture on Personality Development, Goal Setting and Job opportunities for Girls. He gave online presentation and interacted with students.

Second Session conducted by **Dr. Syed Ayesha Fatima**, Associate Professor of ZVM Unani Medical College, Azam Campus. The topic was Physical and Mental Health awareness of Girl-students. Dr. Ayesha interacted with girls and



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gave solution to the problems regarding health and hygiene. She also gave a questionnaire to the girls.

After Lunch Break **Dr. Malika Mistry** delivered a lecture on Women Empowerment. It was a very interactive session by live examples given by Dr. Malika Mistry. She motivated the girls to empower themselves.

Dr. Baba Shaikh and Dr. Sk Mohammad Shakir conducted discussion session on Save Girl child save nation, Gender Equality, Self-defense, meditation etc. at the end of this session in which every girl got chance to introduce herself on the stage.

In valedictory session Prof. Farida Shaikh, Dr. Malika Mistry, Dr. Baba Shaikh gave their opinion. 120 Girls students participated in this programme. Five girls expressed their views on the Workshop. Dr. Sk Mohammad Shakir compered the valedictory programme and Dr. Bhavana Deshpande proposed vote of thanks.

Dr. Sajid Hundekar, Dr. Hamed Hashmi, Dr. Gulab Pathan, Prof. Reshma Husennaik, Dr. Khuzem Karachiwala, Mr. Rizwan Shah, Mr. Noor, Mr. Rizwan, Mr. Ibrahim Ansari, Mr. Gaus took all the efforts in making this workshop a successful one.



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Dr. Shakeel Ahmed delivered presidential speech-18 Jan. 2016



Dr. Aftab Anwar Shaikh delivered Lecture on Personality Development & Goal Setting -  
18 Jan. 2016



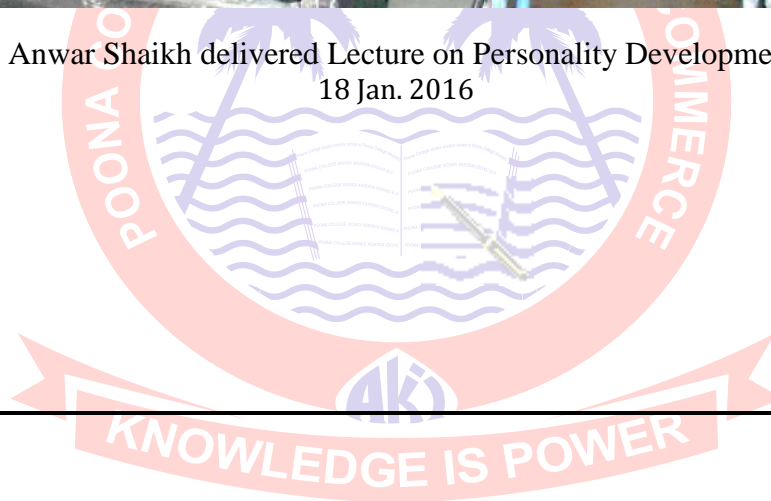
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Dr. Aftab Anwar Shaikh delivered Lecture on Personality Development & Goal Setting-  
18 Jan. 2016



2015-16

AKI's  
**POONA COLLEGE**  
Arts, Science & Commerce

To be put on

**NOTICE**

To be removed on

Date : 13/1/16

All the girls of F.Y./S.Y./T.Y. and P.G. departments are hereby informed that our college is organizing one day work-shop on ' Personality Development' , on 18<sup>th</sup> January 2016 by Board of Student Welfare SPPU and Poona College. Eminent personalities in the relevant fields will deliver lecture on the different aspects of personality. Girls are advised to take the advantage of this program and register for the same. There is no registration fees for the program. Certificates will be distributed on the same day.

**Dr. Sk. Mohammad Shakir**  
( Student Welfare Officer)



**Dr. M. Rafique Sarkhawas**

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

Savitribai Phule Pune University  
Board of Students Welfare  
&  
Anjuman Khairul Islam's  
Poona College of Arts, Science & Commerce,  
Camp, Pune 411001.  
Jointly organizes

**Personality development Workshop for Girls**

on 18<sup>th</sup> January 2016 at Conference Hall

Programme Copy

9.30 – 10.00am – Registration

10.00 – 11.00 – Inauguration –

Tilawat e Quraan –

University Song

Welcome Speech & Introduction – Dr. Sk Mohammad Shakir, swo

Felicitation of Guests

Inauguration by Dr. Sanjaykumar Dalvi,

Director, BSW, Savitribai Phule Pune Uni.

Guest – Principal Dr. Tushar Shitole Sir, Dist. Coordinator, BSW

Presidential Address – Dr. Shakeel Ahmed, Vice Principal

Vote of Thank – Dr. Baba Shaikh

11.00 – 12.30 – Personality Development & Goal Setting – Dr. Aftab Anwar Shaikh

12.30 – 1.30 – Physical & Mental Health awareness – Dr. Ayesha, ZVM U Medical College

1.30 – 2.00 – Lunch Break

2.00 – 3.30 – Group Discussion on Save Girl child save nation, Gender Equality, Career advancement, Self Defense etc. Conducted by Dr. Baba Shaikh

3.30 – 4.30 - Women Empowerment — Dr. Malika Mistry

4.30 – 5.00 – Valedictory

Comparing- Ms. Rakshanda Shaikh, C.R.

Vote of Thank – Ms. Krutika Jadhav, LR