| CRITERION- VI | |
|---|---|
| **KEY INDICATOR** | **6.3      Faculty Empowerment Strategies** |
| **METRIC NO.** | **6.3.3** |

➢ **Average number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the last five years.**

# REPORT OF PROFESSIONAL DEVELOPMENT / ADMINISTRATIVE TRAINING PROGRAMMES DURING THE ACADEMIC YEAR

# 2018-19

**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  (2017 – 2018)

### I.        Basic Details:

| Name of The Activity: Two-day National Level Faculty Development Programme (FDP) on "E-Content Development for Effective Teaching" | | | |
|---|---|---|---|
| **Date** | **Faculty** | **Department/ Committee** | **Coordinator  Name & Phone no.** |
| 26th & 27th December 2018 | Social Science | Library and Information Science | Dr. Shaikh Muhammd Zuber A.M. 9423205210 |
| **Time** | **Venue** | **Activity for class/ group & student number** | **Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other** |
| 10.00 A.M. to 5.00 P.M. | PIMSE Conference Hall | 161 | Academic |

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

| Topic/ Subject of the activity | Development of e-Content |
|---|---|
| Objective for conducting the activity | To familiarize the participants with the; <br> • Motivation for adopting technology to improve teaching skills <br> • Benefits of Technology enhanced teaching <br> • Technology and skills needed for E-content development <br> • Techniques of developing E-content and fine tuning them <br> • Investments needed in all such endeavours. |
| Methodology | Demonstration. |
| Outcome | Training to use effectively Software and Applications suggested. <br> Audio/Video-editing on Smartphone and Desktop/Laptop. <br> Techniques of (self) shooting, audio/video editing and their mergers. <br> Uploading videos on YouTube and live-transmission of lectures. <br> PowerPoint presentation and animation techniques. <br> Improvement of audio/video quality. <br> WhatsApp group for assistance by sharing and resolving difficulties. |

### III.    Proofs attached: letters/ student list of participation/ certificate/ document/photos, etc.

| 1. Programme Proposal | 2. Brochure and Schedule | 3.  Certificate |
|---|---|---|
| 4. Activity Photographs | 5. News published in newspaper | |

**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)

**Two Day National Level Faculty Development Programme on**
**"E-Content Development for Effective Teaching"**
**Organized by Department of Library and Information Science and**
**Internal Quality Assurance Cell (IQAC)**
**On 26th and 27th December 2018**
**Programme Report**

Teachers who adapt and reform in this Technology driven era can significantly lead to developments manifesting in the progress of our nation ultimately leading to the progress of human civilization. The use of digital means for teaching has numerous advantages such as its reach with countless repeatability in the physical absence of a teacher, impeccable and assured quality along with the portability to upgrade and improve. These thoughts were expressed by the Dean of the Faculty of Science and Technology of Savitribai Phule Pune University Dr. Arvind Shaligram while inaugurating the Two day National Level Faculty Development Programme (FDP) on "Electronic-Content Development for Effective Teaching" being organized by the Poona College of Arts, Science and Commerce and sponsored by Yateemkhana and Madrasa Anjuman Khairul Islam Trust, Mumbai. He also stressed on the critical importance of the teacher's role in the development of our nation.

The FDP was conducted in collaboration with "Knowledge Bridge" Founders Shri. Bhushan Kulkarni and Shri. Eknath Kore, spanning over two days, the FDP had 10 rigorous, back to back technical sessions during which innovative and reformative technical tips were given by the resource persons in order to make teaching more effective and appealing, to the present day learning community. The unique feature of this FDP was the suggestions which don't require heavy investments and are achievable by just using commonly used cell-phones and easily available software and apps.

The inaugural session was presided over by the Trustee Hon'ble. Mirza Salat Baig in the presence of the Principal Dr. Aftab Anwar Shaikh, Vice-Principals Mr. Moinuddin Khan, Mr. Iqbal Shaikh, LAC Vice-Chairman Dr.Tarique Imam and the FDP Coordinator and Librarian Dr. Shaikh Muhammad Zuber. The FDP was attended by 161 participants from all over India including city colleges, NGOs, schools and medical personnel from Andhra Pradesh, Kerala, Goa, Karnataka and Maharashtra. The event was convened by A.Prof. Musharraf Hussain. In his valedictory address, Poona College Advisor Dr. M.R.Sarkhawas exhorted the participants to work at the grass root level and improvise in spite of the adversities one may face.

Dr. Ajay Mootha, a leading Dentist cum Professor of a Medical College who attended this FDP expressed satisfaction over the possibility of bringing reforms in the teaching of his medical subjects. Dr. Prashant Kadam from Goa contented that he will now be a better teacher than before. Similar

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impressions were given by Physics Teacher Dr. Mrs. Naseem Deshpande and a medical counsellor, Dr. Mrs. Amolika Chaudhary. The FDP concluded with vote of thanks being proposed by FDP Coordinator and Librarian Dr. Shaikh Muhammd Zuber A. M.

**Dr. Shaikh Muhammad Zuber Abdul Majeed**
**Librarian & FDP Coordinator**
* * * ** * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
### Programme Photographs



Chief Guest Dr. Arvind Shaligram being felicitated by Principal Dr. Aftab Anwar Shaikh in the presence of (L-R:) Resource Persons Shri. Eknath Kore and Shri. Bhushan Kulkarni, Vice-Principals Mr. Shaikh Iqbal, Mr. Khan Moinuddin and LAC Vice-Chairman Dr. Tarique Imam.



Resource Persons Shri. Eknath Kore and Shri. Bhushan Kulkarni being felicitated by IQAC Coordinator and Vice-Principal Mr. Iqbal Shaikh in the presence of Principal Dr. Aftab Anwar Shaikh and Chief Guest Dr. Arvind Shaligram

**Y & M Anjuman Khairul Islam's**

# POONA COLLEGE
## OF ARTS, SCIENCE AND COMMERCE
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Group Photograph of dignitaries, organizers and authorities. (L-R:) Resource Persons Shri. Eknath Kore and Shri. Kulkarni Bhushan, FDP Coordinator Dr. Muhammad Zuber, LAC Vice-Chairman Dr. Tarique Imam, IQAC Coordinator and Vice-Principal Mr. Shaikh Iqbal, Chief Guest and Dean (Science and Technology) S.P. Pune University Dr. Arvind Shaligram, AKI Trustee Hon'ble Mirza Salat Baig, Prinicpal Dr. Aftab Anwar Shaikh, Vice-Principal Mr. Moinuddin Khan, FDP Convener A. Prof. Musharraf Hussain.



Resource Person Shri. Bhushan Kulkarni, with the participants conducting the technical session.

## About the College:

The Poona College of Arts Science and Commerce was founded in the year 1970 by the Yateemkhana and Madrasa, Anjuman Khairul Islam (Y & M AKI) Trust Mumbai, a philanthropic charitable trust dedicated to the noble cause of the orphans and downtrodden strata of the society and is affiliated to the Savitribai Phule Pune University. In a span of 47 years, the College has expanded into a full-fledged degree college with P. G. centers in Electronics, Computer Science, Organic Chemistry, Zoology, English, Economics, Urdu and Commerce along with being a university recognized M.Phil/Ph.D research center in Commerce, Chemistry & Economics. Among the staff, many are university approved research guides in other subjects as well. Being accredited by NAAC with 'A' Grade in May 2004, the college got re-accredited in 2015. Being fully equipped with modern infrastructural facilities, it has top class faculty members, majority of them being doctorate and a sizable number of M.Phil's. Due to their dedication, the college strength has gone beyond 4000. The university results every year reflects the high degree of academic excellence attained by the students who are also equally proficient in co-curricular activities.

## About the IQAC:

The Internal Quality Assurance Cell (IQAC) of our college is the nodal unit which coordinates with all the other constituents, planning activities to ensure quality sustenance and enhancement. It plays a vital role in the system to promote holistic academic excellence and works towards the realization of quality enhancement goals & sustenance. Summarily its prime objective is to develop a quality culture in the institution.

## About the Library:

Library is the place where knowledge foundations are collected, processed, organized, retrieved and disseminated to users. The Poona College library was established in 1971 with the modest collection of over one lac books on varied subjects. Being spacious, it is also well ventilated and equipped with ultra-modern facilities having separate sections for boys, girls, staff, stacking, journals and magazines, and several OPAC terminals. The college library subscribes to prominent National and International journals, local newspapers, and magazines. Moreover, the library has subscribed to N-LIST consortia where more than 6000+ e-journals and 3135000+ e-books are freely accessible to students and teachers.

## About the FDP:

The teaching and learning process in our country as well as abroad is transforming due to the advent of Information and Communication technology (ICT). Virtual/Online classrooms have become a digital replica of traditional classrooms where participants learn in real-time, face-to-face environment via the internet-enabled technology devices. The development of Electronic content (E-content) and its dissemination through digital Audio/Video/animation techniques have gained prominence due to this virtualization in the educational field. The UGC, AICTE and HRD Ministry have already undertaken significant steps in this direction by setting up portals such as SWAYAM, NPTEL and MOOC platforms under the National Mission on Education through ICT (NME-ICT) programme. In view of this it has now become obligatory for teachers to acquire necessary technical skills and adopt use of ICT on a massive scale. The expenditure to set up a studio needs heavy investment beyond the reach of a common teacher. The aim of this FDP is to familiarize the teaching faculty with newer techniques which are commonly accessible and affordable with minimum investments.

## Objectives of the FDP:

To familiarize the participants with the

- Motivation for adopting technology to improve teaching skills
- Benefits of Technology enhanced teaching
- Technology and skills needed for E-content development
- Techniques of developing E-content and fine tuning them
- Investments needed in all such endeavours

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Y & M Ajuman Khairul Islam's

# POONA COLLEGE
## of Arts, Science & Commerce

Camp, Pune - 411001, Maharashtra

Tel : 020-26446329 / 26454240
principal@akipoonacollege.ac.in
www.akipoonacollege.ac.in

KNOWLEDGE IS POWER

## TWO DAYS NATIONAL LEVEL FACULTY DEVELOPMENT PROGRAMME

ON

## E-Content Development for Effective Teaching

### Wednesday 26th and Thursday 27th December, 2018

Jointly Organized by
Department of Library & Information Science
and
Internal Quality Assurance Cell (IQAC)

KNOWLEDGE BRIDGE

in collaboration with

Knowledge Bridge

**Time: 10:00 A.M. to 5:00 P.M.**
**Venue: PIMSE Conference Hall, 2nd floor, Y & M AKI's Poona College, of Arts, Science and Commerce, Camp, Pune 411001.**

**Dr. Shailkh Muhammad Zuber A. M.**
FDP Co-ordinator
Cell No. 9423205210
drsmzuber@gmail.com

**Prof. Shaikh Iqbal**
IQAC Co-ordinator

**Accommodation:** Outstation Participants have to arrange for their stay on their own. Assistance will be provided if requested.

**Venue GPS Location:** https://goo.gl/maps/grAEdASr8fn

**Registration Link:** https://goo.gl/ZN31Ma

**Link to join the WhatsApp group post- registration:** https://goo.gl/ByQwHW

**Link to verify registration:** https://goo.gl/ZQHJnW

Further messages will be sent through WhatsApp or SMS.

## CHIEF PATRONS

**Hon. Nisar Patel**
Chairman, Y & M AKI Trust, Mumbai

**Hon. Hani Ahmed Farid**
Gen. Sec, Y & M AKI Trust, Mumbai

**Hon. Dr. Hanif Lakdawala**
Trustee, Y & M AKI Trust, Mumbai

**Hon. Mirza Salat Baig**
Trustee, Y & M AKI Trust, Mumbai

**Dr. Rafique Sarkhawas**
Advisor, Y & M AKI Trust, Mumbai

## ORGANIZING COMMITTEE

**Dr. Aftab Anwar Shaikh**
Principal

**Prof. Moinuddin Khan**
Vice-Principal (Arts)

**Prof. Shaikh Iqbal**
Vice-Principal (Science)

**Dr. Sayyed Tarique Imam**
Vice-Chairman, Lib. Adv. Comm

**Dr. Shaikh Muhammad Zuber**
Librarian, Secretary LAC.

**A. Prof. Musharraf Hussain**
Member, LAC

**Dr. Ahmed Shamshad**
Member, LAC

**Dr. Hamed Hashmi**
Member, LAC

**Prof. Mohammed Omer Hasan**
Member, LAC

## NATIONAL ADVISORY COMMITTEE

**Dr. A.D. Shaligram**
Dean, Faculty of Science and Technology, Savitribai Phule Pune University, Pune

**Dr. Amjad Ali**
Aligarh Muslim University, Aligarh

**Dr. Nandkumar Dahibhate**
Ex- Principal Technical Officer, Info. Div., CSIR-NCL,Pune

**Dr. Nabi Hasan**
Indian Institute of Technology,(IIT), Delhi

**Dr. Akhtar Parvez**
Maulana Azad National Urdu University Hyderabad

**Mr. Debashish Pramanik**
SysTools Software Pvt. Ltd.

**For details and assistance, please contact FDP Convener**
A. Prof. Musharraf Hussain, Cell:9850438267, Email:pcfdpecontent@gmail.com

**Trainers**
Shri. Bhushan Kulkarni,
Shri. Eknath Kore

**For technical details please contact**
Shri. Eknath Kore 9822057786, 9373412443
(Administrator, Knowledge Bridge, Ahmednagar)
**http://www.mahabridge.org**

**For more details visit the college website: http://akipoonacollege.ac.in**

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**FDP Outcome:**
- Training to use effectively Software and Applications suggested.
- Audio and Video editing on Smartphone and Desktop/Laptop.
- Techniques of (Self) Shooting, Audio/Video-editing and their mergers
- Uploading videos on YouTube and live-transmission of lectures.
- PowerPoint presentation and animation techniques.
- Improvement of audio/video quality.
- WhatsApp group for assistance by sharing and resolving difficulties.

**FDP Topics:**
- Types of Professional Microphones and their uses
- Professional Quality Audio Recording on Mobile / Laptop /PC
- Various Audio Effects and Multitrack Recording
- Professional Quality Video Shoot on Mobile with Quality Audio
- Video Shooting and Photography techniquesPowerPoint Presentation to video on Mobile
- Web live process of Video Lectures
- Basic Video Editing Concepts on Mobile & PC
- PowerPoint Presentation to video on PC
- Multicam, Documentary, Mobile filmmaking, Techniques Chroma Effect Editing

**Pre-requisites:** Installation of the following Android Apps on your smartphone.
- Lexis Audio Editor
- Wave to MP3 converter
- Cinema FV5 Lite
- DU Recorder(or Mobizen Screen Recorder)
- PowerPoint (or WPS Office)
- Power Director
- Previously created PPT's on the Smartphone.

**Tips:**
- This FDP is for all types of teachers from novice to skilled (any level).
- Teachers can carry their Laptops, Smartphones etc. with them but not mandatory.
- Gadgets needed for developing E-Content (such as Professional Microphones and their attachments, Training DVDs, Chroma Curtain, Mobile Stand and Clip) will be available for purchase at the FDP venue.

**Registration Fee:** 500/- (includes 2 days working lunch, Morning & Evening Tea).

**Payment Modes:**
1. **Demand Draft:** in favour of "AKI Poona College Unaided Section Salary" payable at Pune.
2. **Online mode (RTGS/NEFT/Net banking etc.)**
   Name of Account: AKI Poona College Unaided Section Salary.
   Branch Name: Camp Branch, Pune.
   Current Account No.: 321701010037641  &  IFSC Code: UBIN0532177

**Confirmation of Registration:**
After filling the online Registration Form followed by payment of Fees, desirous participants have to send the DD/transaction details/attachments as proof of payment by email to pcfdpecontent@gmail.com for obtaining confirmation of registration.

**Medium of Instruction:** English /Hindi / Marathi

**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
**(2018 – 2019)**

| I. | Basic Details: |
|---|---|

| Name of The Activity: FDP on Research Participants Development Initiative , organized by CESS Nuffield (Center for experimental Social Sciences) of Nuffield College Oxford University at Flame University, Lavale in collaboration with IQAC, Poona College, Pune. | | | |
|---|---|---|---|
| **Date** | **Faculty** | **Department/ Committee** | **Coordinator Name & Phone no.** |
| 22nd Sept 2018 | Arts, Science & Commerce | IQAC, Poona College | M. Fazil Shareef 9730474008 |
| **Time** | **Venue** | **Activity for class/ group& student number** | **Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other** |
| 8:00 am – 3:00 Pm | Center for experimental Social Sciences of Nuffield College Oxford University at Flame University, Lavale. | Select Faculty members 19 | Academic |

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

| Topic/ Subject of the activity | Faculty Development Program |
|---|---|
| Objective for conducting the activity | To enrich the teachers with innovative methods of teaching<br>To clear the concept of Inquiry Centric Perceptual Learning<br>To help Faculty Members improve their involvement with students |
| Methodology | Experiential teaching |
| Outcome | Teachers have come out more enthusiastic and innovative with their teaching methods |

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

| 1. Report | 2. Photos | 3. Attendance sheet |
|---|---|---|
| 4. | 5. | |

**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 two day FDP on
# Research Participants Development Initiative

On the 22nd and 23rd of September 2018, An FDP was organized by CESS Nuffield (Center for experimental Social Sciences) of Nuffield College Oxford University at Flame University, Lavale in collaboration with IQAC, Poona College, Pune. This was an Exclusive FDP which was organized for the faculty members of Poona College of Arts Science and Commerce. A total of 22 Faculty Members including Principal - Dr. Aftab Anwar Shaikh, Advisor - Dr. M.Rafiq Sarakhwas and Vice-Principal Mr. Iqbal Shaikh attended the FDP.



**Participants at the FDP**

Dr. Sharon Barnhardt, Director, CESS Nuffield – FLAME University and Ex-Faculty member of IIM Ahmedabad gave the welcome address. Dr. Pavan Mamidi, Co- Director of CESS Nuffield – FLAME University and Ex-Faculty of IIM Bangalore, University of Michigan Law School & Harvard Law School introduced the Speaker Dr. B. Shekar who is a retired professor from *IIM Bangalore*.

Dr. Shekar is featured in the 2013 edition of '2000 Outstanding Intellectuals of the 21st Century', published by the International Biographical Society, Cambridge, UK. In his first Session Dr. B.Shekar Spoke on Inquiry Specific Perceptual Learning and emphasized on the importance of the same. He said that the faculty members must entice the students to ask questions thereby initiating a thinking cycle in the young minds. He used a unique methodology of teaching-learning, vis-à-vis use of movies and songs in explaining the concept of perceptual learning. In his second session Dr. B.Shekar Spoke about perceptions, foreground, background and the importance of Silence.

The Important upshots from his Sessions were as follows:

1) Faculty Members need to improve their involvement with the students

2) We must love what we do (Teaching)

3) Evoke Inquiry Centric Perceptual Learning in students

4) Promote perceptual Learning in students

5) Every teacher needs to be an actor.

Principal Dr. Aftab Anwar Shaikh took the onus and personally proposed the vote of thanks. The FDP Concluded with a campus tour of the Flame University.



**Group Photo of the Participants**

CENTRE FOR
EXPERIMENTAL
SOCIAL
SCIENCES
INDIA

NUFFIELD COLLEGE, OXFORD • FLAME UNIVERSITY

# Research Participants Development Initiative

Dr. B. Shekar
Former Faculty, IIM-B

Dr. Sharon Barnhardt
Director, CESS India

Dr. Pavan Mamidi
co-Director, CESS India

CESS Nuffield - FLAME University is excited to invite the faculty of Poona College for a session on creativity and innovation.
The session will be delivered in form of an interactive workshop and will emphasise on experiential and interactive learning with an eclectic mix of lectures, case studies, activities, and games.

22
SEPTEMBER
2018

Ramanujan 001,
FLAME University, Pune

CESS INDIA

**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
### (2018 - 2019)

### I.      Basic Details:

| Name of The Activity: Quality Seminar on Academic Audit (Internal) | | | |
|---|---|---|---|
| **Date** | **Faculty** | **Department/ Committee** | **Coordinator Name & Phone no.** |
| 8/12/2018 & 9/12/2018 | Arts, Science& Commerce | IQAC | Mr. Iqbal N. Shaikh 9850602350 |
| **Time** | **Venue** | **Activity for class/ group student number** | **Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other** |
| 10.30 pm – 6.00 pm | Conference Hall, Poona College | Teaching Faculties 68 | Extracurricular |

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

| Topic/ Subject of the activity | Academic Audit (Internal) |
|---|---|
| **Objective for conducting the activity** | The Teaching faculty members of Poona College were introduced to Google Classroom, Jam Board and Google Suite. |
| **Methodology** | Lecture and demonstrations |
| **Outcome** | The teacher were educated and learnt how to use Google Classroom, Jam Board and Google Suite. |

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

| 1.  Notice | 2.  Brief Note | 3.  Schedule |
|---|---|---|
| 4.  Report | 5.  Attendance list | 6.  Photos |

**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

## Report on Two Days Quality Seminar on
## "Academic Audit"
organized by
## Internal Quality Assurance Cell

**Objectives of Quality Seminar on "Academic Audit":-**

1) To improve the quality of academic & administration activities of the Institution.

2) Assessment of academic, curricular and extra-curricular activities carried out by the departments.

3) To put more efforts to attain greater professional standards in this competitive globalized world.

4) To provide valuable suggestions to boost the confidence of the faculty to achieve remarkable academic standards in the competitive educational environment.

**Report :-**

The IQAC, AKIs Poona College of Arts, Science & Commerce, Pune organized a two day quality seminar on Academic Audit on 8th and 9th December 2018 at Poona College Conference Hall. The seminar began with Tilawat a Quran recited by Mr. Musharraf Hussain. Post recitation of Quranic Verses, Mr. Iqbal Shaikh, Vice Principal –Science & Coordinator-IQAC concisely articulated the objectives of the seminar. He stated that this seminar would be categorically focus on the academic processes and achievements in terms of curricular, co-curricular, extra-curricular activities in the first term of 2018-19 of various departments. He also specifically focused on the significance of an Academic Audit, which is an initiative focused on improvement and acknowledgement of successes. He has mentioned that this seminar would definitely broaden the area of activities of various departments. It would give an insight of departmental level curricular, co-curricular, extra-curricular activities considering the NAAC evaluation.

The seminar began with the presentation of Department of Commerce. Dr. Nasreen Khan flawlessly presented the entire data in well planned method. She explained programs offered with students strength in

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2018-19, name of the certificate courses conducted with number of beneficiaries in each course, faculty participation in curriculum development process, schedule of completion of curriculum, pedagogies of teaching methodology, use of ICT in teaching learning process, Learning resources, conduction of bridge and remedial courses, methods of internal evaluation, professional development of staff, Details of " beyond syllabus scholarly activities" of the department, Student enrichment programmes involving external experts, Participation of students and faculty in extension activities, faculty involvement in research activities, Collaborations, linkages or MoUs, Tracking the student progression, Alumni of the departments & future plan with regard to various activities.

Then Dr Mohd. Zameer Ahmed presented the details of Department of Chemistry, Dr. Farida Shaikh of Department of Economics shared her departmental data in a lucid manner. Dr. Mahtab Alam of Department of Computer Science, Mrs. Zeenat Merchant of English Department, Dr. Arif Tamboli of Electronics Department, Dr. Mujeeb Shaikh of Zoology department, Mr Javed Ahmed of Urdu, Arabic & Persian department presented their data respectively.

Post tea break, Mrs. Shrestha Beppari of College Placement Cell, Mrs. Meherunisa Shaikh of Botany department, Dr. Irfan Shaikh of Geology Department, Mrs. Atiya Khan of Mathematics Department, Dr. F. M. D. Attar of Physics Department, Dr. M. B. Pathan of Statistics department, Dr. Shaker Shaikh of Hindi Department, Dr. Ahmad Shamshad of Political Science Department, Dr. Swaleha Pathan of Psychology Department, Dr. Gulab Pathan of Sociology Department & Dr. Zoheb Hasan of History Department have presented their departmental data systematically in a qualitative and quantitative formats.

After completion of all the departmental presentations, Principal Dr. Aftab Anwar Shaikh enunciated his valuable opinion on the entire deliberations. He said we should equally move forward to face NAAC evaluation system. He advised to make all the activities in line with college objectives. Senior Advisor Dr.

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Rafique Sarakhwas focused on the need of improvement in the presenter style and suggested to take the challenge and equipped everyone to accommodate in accordance to quality parameters. He pointed out certain flaws in the departmental process and activities and expected to make apt improvements to resolve certain issues.

Mr. Iqbal Shaikh, Vice Principal –Science & Coordinator-IQAC proposed vote of thanks and sum up the seminar. Mr. Musharraf Hussain immensely anchored the entire seminar.

**Outcome of the Quality Seminar:-**

a) Evaluated strengths and weaknesses of teaching-learning pedagogy in the various departments.

b) Increased understanding of various curricular, co-curricular and extra-curricular activities.

c) Identification of gaps & planning to bridge these gaps in expected academic status and current available academic status.

d) Adoption of time frame policy to improve academically.

e) Adoption of Continuous Comprehensive Evaluation system to achieve high standards in academics.

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## PHOTOS



**Dr. M. B. Pathan, Dept. of Statistics speaking at seminar**

**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)**

## PHOTOS



**Mrs. Atiya Khan, Dept. of Mathematics presenting at seminar**

**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)**

## PHOTOS



**All Senior College Teaching staff observing presentations**

**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)

## PHOTOS



**Senior Advisor Dr. RafiqueSarkhawas presenting his observations**

**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)

## NOTICE

Anjuman Khairul Islam's

### POONA COLLEGE
### OF ARTS, SCIENCE AND COMMERCE,
CAMP, PUNE – 411 001
(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

### NOTICE

1 December, 2018

The teaching faculties of Poona College are invited to a two days "Quality Seminar on "Academic Audit" organized by IQAC, Poona College. The detailed schedule and of the format of the presentation is attached with the notice.

All the teachers are advised to attend the Workshop.

MR. IQBAL N. SHAIKH
IQAC COORDINATOR

DR. AFTAB ANWAR SHAIKH
IQAC CHAIRMAN & 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)

## ACTIVITY REPORT
**(2018 – 2019)**

### I.    Basic Details:

**Name of The Activity:** **Two Days Professional Development Workshop on "Innovative Presentation Skills"**

| Date | Faculty | Department/ Committee | Coordinator Name & Phone no. |
|---|---|---|---|
| 29ᵗʰ & 30ᵗʰ August, 2018 | **Commerce & BBA(CA) Department** | **Commerce & BBA(CA) Department** | **Mr. Vakeel Sayyad 8793720719** |
| **Time** | **Venue** | **Activity / group& student number** | **Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other** |
| **11.00 am to 4.00 pm** | **Principal Office** | **15** | **Co - Curricular** |

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

| Topic/ Subject of the activity | **Two Days Professional Development Workshop on "Innovative Presentation Skills"** |
|---|---|
| **Objective for conducting the activity** | 1. To Choose the right visual aids<br>2. To enhance various techniques of Building presentations that create maximum impact<br>3. Use your nerves to enhance your presentation & Use your voice to greater effect<br>4.  To help in Recognizing and transforming problem areas. |
| **Methodology** | **Training** |
| **Outcome** | • Staff enhances their Basic & Advanced Presentation Skills.<br>• Staff learn and using different Presentation skills that adding Attractiveness in their presentations.<br>• Expertly handle difficult questions and situations<br>• Learn the skill of Communicate with clarity and conviction. |

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# Report on Two Days Professional Development Workshop on "Innovative Presentation Skills"

Presentations skills and public speaking skills are very useful in many aspects of work and life. Effective presentations and public speaking skills are important in business, sales and selling, training, teaching, lecturing, and generally feeling comfortable speaking to a group of people.

Developing the confidence and capability to give good presentations, and to stand up in front of an audience and speak well, are also extremely helpful competencies for self-development and social situations. For this purpose AKIs Poona College of Arts, Science & Commerce has organized Professional Development Workshop on "Innovative Presentation Skills" for College Staff organized on **29th & 30th August, 2018 at 11:00am to 04:00pm by Mr. Vakeel sayyed, Asst. Professor of Commerce Department.**



| | |
|---|---|
| Mr. Vakeel Sayyad , guiding the staff (**29th August, 2018**) | All staff members are gaining Benefit of **Innovative Presentation Skills workshop** (**29th August, 2018**) |

**He has focused on Develop your presentation skills to transform yourself from inexperienced speaker to skilled presenter through planning and practice. Learn how to captivate your audience and improve at presenting your ideas with conviction, control and without fear, this requires preparation and practice.** For explaining this concept Mr. Vakeel Sayyad guide in detail Presentation Skills & Techniques in detail which are as follows:

**Presentation Skills and Techniques:**
Fear of Public Speaking and Presentations
Understanding and Overcoming Fear
Confidence and Control
Physiology, Chemistry, Stress
Tips for Effective Presentations
Tips for Using Visual Aids
Preparation and Creating Your Presentation
Delivering Presentations Successfully

At the end of Programme Mr. Vakeel sayyed, satisfied all staff members by taking special Question Answer session.



| | |
|---|---|
| Mr. Vakeel Sayyad, Asst. Professor of Commerce Dept., sharing top 10 ideas for making your presentation Attractive (**29th August, 2018**) | Question answer session took place at the end of programme (**29th August, 2018**) |

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# NOTICE

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Date: -27.08.2018

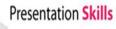# TWO DAYS PROFESSIONAL DEVELOPMENT WORKSHOP ON "INNOVATIVE PRESENTATION SKILLS"

Two days Professional **Development Workshop on "Innovative Presentation Skills" for** Commerce & BBA (CA) Department staffs has been organised on **29th & 30th August, 2018**

0Venue-**Principal Office**
Timings -**11.00 am to 4.00 pm**

All the staff member of commerce department is advised to attend same.

**Principal**

**TWO DAYS PROFESSIONAL DEVELOPMENT WORKSHOP ON "INNOVATIVE PRESENTATION SKILLS"**

Date: 29th & 30th August, 2018
Time: 11:00am to 4:00pm
Venue: Principal Office

![Poona College logo]

**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
**(2018 – 2019)**

## I.    Basic Details:

| Name of The Activity: Two-day workshop on admission procedure | | | |
|---|---|---|---|
| **Date** | **Faculty** | **Department/ Committee** | **Coordinator Name & Phone no.** |
| **18/07/2018 and 19/07/2018** | **Administrative Dept** | **Administrative Dept** | **Mr. Fahimuddin** |
| **Time** | **Venue** | **Activity for class/ group& student number** | **Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other** |
| **11.00 am to 4 .00 pm** | **Conference Hall** | **12** | **Co - Curricular** |

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

| Topic/ Subject of the activity | Two days' workshop on admission procedure |
|---|---|
| **Objective for conducting the activity** | 1. **To provide admission process, technical handling, step to be followed while admitting the students**<br>2. **To provide admission data management system** |
| **Methodology** | **Lecture as well as practical training** |
| **Outcome** | • **Non-teaching staff understood admission process and technical handling steps**<br>• **Staff will able to handle admission data management system** |

# Report

# Two days' workshop on admission procedure

Two days orientation workshop on admission procedure was organized on 18/07/2018 and 19/07/2018 successfully for non-teaching staff in conference hall. 12 non-teaching staff deputed for admission process participated in it.

It was organized under the able guidance of Principal Dr. (Prof.) Aftab Anwar Shaikh.

Mr. Fahimuddin, coordinator of the two days' workshop, gave introduction of admission process system followed at college. He explained steps to be followed while checking students' documents and he guided the staff on rules and regulations of admission committee, Payment system,ID generator for admission.

He gave practical training on ERP to non-teaching staff and step by step procedure for admission.

Mr. Mohd Kuddus proposed vote of thanks.



**Dr. Aftab Anwar Shaikh, Principal, guiding the non-teaching staff 18/07/2018**

**Non-teaching Staff actively participating the lecture 19/07/2018**

## Y & M Anjuman Khairul Islam's

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

# Two-day workshop on admission procedure

Date: -11.07.2018

Two Day Workshop- Admission and ERP training for non-teaching staff on 18/07/2018 and 19/07/2018 at 11.00 am
Venue-Conference Hall
Mr. Fahimuddin, Assistant Professor, will conduct the session.

**The following staff member are instructed to attend the same.**

| Sr.No | Non teaching Staff | Sr.No | Non teaching Staff |
|---|---|---|---|
| 1 | Mr.Salim Abdul Majid Shaikh | 7 | Mr. Fahim Usman Memon |
| 2 | Mr. Sayed Ismail P. | 8 | Mr. Shaikh Ashfaque Ismail |
| 3 | Mr. Charni Ibrahim Iqbal | 9 | Mrs. Sutar Anjum I |
| 4 | Mr. Sadique Pathan Usmakhan | 10 | Mr. Shaikh Usman Rashid |
| 5 | Mr. Sayed Ismail Gous | 11 | Mr.Mohsin Mulani |
| 6 | Ms. Khan Shaheen Ibrahim | 12 | Mr. Shaikh Arif Bashir |

**Dr. Aftab Anwar Shaikh**
**Principal**

# AKI'S POONA COLLEGE OF ARTS,SCIENCE AND COMMERCE

# Two days workshop on admission procedure



Venue –Conference Hall

Date-18/07/2018 and 19/07/2018

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)

## ACTIVITY REPORT
**(2018-19)**

### I. Basic Details:

**Name of the Activity: One Day Non-Teaching District Level Workshop on 'Capacity Building by Effective Use of I.T'**

| Date | Faculty | Department/ Committee | Coordinator Name & Phone no. |
|------|---------|----------------------|------------------------------|
| 02/02/2019 | IQAC | IQAC | Dr. Majid Mulla (9822286701) |
| **Time** | **Venue** | **Activity for group & number** | **Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other** |
| 9:00am to 4:30pm | PIMSE Conference Hall | Non-Teaching Staff (54) | Administrative |

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

| Topic/ Subject of the activity | One Day Non-Teaching District Level Workshop on Capacity Building by Effective Use of I.T |
|-------------------------------|------------------------------------------------------------------------------------------|
| Objective for conducting the activity | To make non-teaching staff proficient is use of Information Technology |
| Methodology | Workshop |
| Outcome | Non-teaching staff were get charged that they can do their routine work efficiently by using information technology |

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

| 1. Brochure | 2. Detailed Report | 3. Photographs |
|-------------|--------------------|----------------|
| 4. Participant Attendance | | |

# POONA COLLEGE

## of Arts, Science & Commerce

Camp, Pune – 411001 (Maharashtra)

### Internal Quality Assurance Cell (IQAC)

## One Day Non-Teaching District Level Workshop on Capacity Building by Effective Use of I.T

# REPORT

Internal Quality Assurance Cell (IQAC), AKI's Poona College of Arts, Science & Commerce, Camp, Pune has organized One Day Non-Teaching District Level Workshop on 'Capacity Building by Effective Use of I.T' on 2nd February 2019 in PIMSE Conference Hall. The workshop was organized to make non- teaching staff enable to work effectively by using I.T. tools. Dr. V.P Narkhede, Joint Director, Higher Education, Pune District was the chief guest of the workshop. Recourse Persons from various government/Non-government organizations were invited, namely Samsung, CINS (SPPU), Garware College, SAGITEK etc. Introduction of the speakers were presented by Mr. Iqbal .N Shaikh (Vice Principal & IQAC Coordinator). Resource Persons from different organizations have explained and demonstrated the application of Information Technology in Clerical works and insisted to move from paper and ink to screen and keyboard. Mr. Pradeep Bepari (MD, Samsung, Delhi), told about the application of computers without any sophisticated application. Mr. Ankush Kulkarni suggested some I.T. applications to reduce human labour and save time. The Workshop was concluded with the presidential address given by Principle, Dr. Aftab Anwar Shaikh followed by Vote of thanks Proposed by Dr. Majid Mulla (Coordinator of the workshop).

**L-R:** Mr. Iqbal N. Shaikh (Vice Principal-Science & IQAC Coordinator), Dr. Rafique Sarkhawas (Former Principal), Mr. Pradeep Bepari (Managing Director, Samsung, Delhi), Dr. Aftab Anwar Shaikh (Principal), Mr. Moinuddin Khan (Vice Principal-Arts) & Dr. Majid Mulla (Registrar & Coordinator of the workshop) during felicitation of Dr. V.P Narkhede, Joint Director, Higher Education, Pune (in middle)



Dr. Majid Mulla (Registrar & Coordinator of the Workshop) proposing the vote of thanks

Non-teaching staff gathering during the workshop



Non-teaching staff attending the workshop

## Resource Person

**Mr. Pradeep Bepari**
Managing Director, Samsung, Delhi

**Mr. Ankush Kulkarni**
I/C Officer, CINS, S P Pune University

**Dr. Amol VidyaSagar**
H.O.D. History, A.Garware College, Pune

**Mr. Amit Baheti**
HR Head, SAGITEC, India

**Mr. Sharad Pustake**
Research Advisor for Digial Comm.
System, SPPU, Pune

**Mr. Neville Postwalla**
AVP, Talent Management,
Harbinger Group, Pune

## Organizers

**Dr. Aftab Anwar Shaikh**
Principal

**Mr. Moinuddin Khan**
Vice Principal (Arts)

**Mr. Iqbal Shaikh**
Vice Principal (Science)

**Dr. Abdul Majeed Mulla**
Convener and I/c Registrar

**Mrs. Rizwana Khot**
Cell: 9272127362

**Mrs. Nazma Pathan**
Cell: 9657388164
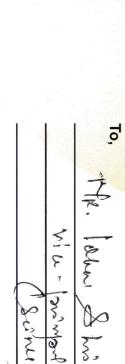
**Mr. Salim Shaikh**
Cell: 8087123577

**Mr. Sayyed Ismail**
Cell: 9175577959

From :

Y & M Anjuman Khairul Islam's
**Poona College of Arts, Science & Commerce**
K. B. Hidayatullah Road, Camp, Pune - 411001.
Tel.: 020-2645 4240 / 2644 6319. Email: principal@akipoonacollege.ac.in

To,

Mr. Iqbal Shaikh Sir
Vice-Principal
Science

**Book-Post**

Y & M Anjuman Khairul Islam's

**Poona College of Arts, Science & Commerce**

Camp, Pune - 411001.

**Organizing**
**One-day**
**Non-teaching**
**District Level Workshop**
**On**

## CAPACITY BUILDING BY EFFECTIVE USE OF I.T.

**2nd February 2019.**
**9.00a.m to 4.30pm**

**Venue**
**Pimse Conference Hall**

A.K.I's
POONA COLLEGE OF ARTS SCIENCE & COMMERCE

**Convener:**
Registrar (I/c)
Dr. Abdul Majeed Mulla

Dear Sir/Madam,

It gives us immense pleasure to invite you to the **One Day District Level Workshop for Non-teaching staff on "Capacity Building by Effective Use of I.T."** on **Saturday, 02nd February 2019** which is being organized by the Administrative Office of Poona College of Arts, Science and Commerce. You are requested to depute two non-teaching staff members, one each from class-III and class-IV category.

## About the College

The Poona College of Arts Science and Commerce Pune was established in the year 1970 by the Yateemkhana & Madrasa, Anjuman Khairul Islam Trust, Mumbai which is a philanthropic charitable trust dedicated to the noble cause of the orphans and the deprived classes of the society. The college is located at a strategic location in the cantonment area of the city and is easily accessible by the public transport system. The college has exceptional record of providing education to the downtrodden sections of the society especially the minorities, in addition to the general and elite classes as well. In a span of around 50 years, it has risen to be amongst the leading educational institutes of Pune. The college was accredited by the prestigious "A" grade by National Assessment and Accreditation Council (NAAC) in 2004 and subsequently it was reaccredited in 2015.

## About the Workshop:

In order to motivate and enhance the potentials of Non-Teaching Staff through the use of IT at every stage of administration. In modern trends it has become totally unavoidable to carry out smooth functioning of any sort of administrative work without the knowledge and adequacy of Computers and E-Content. Since almost all concerned department related to college administrative work has been on the path of paperless administration and under such circumstances each staff is bound to get acquainted himself in the matter of competency, efficiency particularly in aspects of modern e-management devices.

Hence this workshop is intended to build their working capacity by updating themselves through optimum utilization of IT Content, which directly or indirectly will serve the students in more better way and will reduce their valuable time and energy.

## Main Objectives of Workshop:

1. To update and amalgamate Non-Teaching Staff with Modern Trend Computers and E-Content.
2. To enhance work efficiency and productivity of employee.
3. To create awareness about institutional and social responsibility among administrative staff.
4. To groom healthy and workaholic atmosphere at work place.

## Registration Fee : Rs 200

The registration fees include conference Kit, breakfast, tea and lunch (only pure veg.).

**Knowledge is Power**