



**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



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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>5.1.5</b>               |

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

**CIRCULAR/ COMMITTEE REPORTS  
JUSTIFYING THE OBJECTIVE OF THE METRIC**



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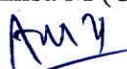



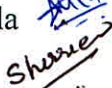
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principal@poonacollege.edu.in

Date: 27/11/2019

## ANTI-RAGGING COMMITTEE MEETING

### NOTICE

All the members of the anti-ragging committee are hereby informed that the first meeting for the academic year 2019-20 will be held on 05/12/2019 under the guidance of Hon. Prof. (Dr.) Aftab Anwar Shaikh at 11:00 AM. All the members outlined below are requested to kindly make it convenient to attend the meeting in the Botany Department.

- 1) Mrs. Shaikh Meherunnisa M (Chairperson) 
- 2) Dr. Arif Tamboli 
- 3) Dr. Shakir Shaikh 
- 4) Dr. Abdul Bari
- 5) Dr. Syed Hamed Hashmi 
- 6) Mrs. Shabana Mulla 
- 7) Dr. Shirin Shaikh 

### AGENDA OF THE MEETING

The following agenda to be discussed during the meeting, which are as follows:

1. Affidavit/undertaking forms to be collected compulsorily from each new entrant (Student seeking admission)
2. Measures for eradicating the menace of ragging in the college



Principal

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





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## MINUTES OF THE MEETING

DATE : **05/12/2019**

TIME : **11:00 AM**

PRESENT COMMITTEE MEMBERS : **07**

COMMITTEE : **ANTI-RAGGING**

The meeting of the Anti-Ragging Committee for the academic year 2019 – 2020 was held on 05/12/2019 at 11:00 AM in Department of Botany. The meeting was chaired by Hon. Principal Dr. Aftab Anwar Shaikh

The following members were present for the meeting :

- 1) Mrs. Shaikh Meherunnisa M (Chairperson)
- 2) Dr. Arif Tamboli
- 3) Dr. Shakir Shaikh
- 4) Dr. Syed Hamed Hashmi
- 5) Mrs. Shabana Mulla
- 6) Dr. Shirin Shaikh

The following agenda were discussed during the meeting and it was unanimously resolved to implement them.

1. The UGC has made it mandatory for all students/parents to submit anti ragging related affidavits to the institutions at the time of admission. Now it is brought to the notice of all Universities, Institutions, Students and Parents that these affidavits can be downloaded from the web site of UGC and or related other web sites.
2. It was decided that the previous boards with Anti ragging committee and squad member's names written on them should be renewed with recent names of committee and squad Members.



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3. To conduct an awareness program for students has been decided in the meeting.
4. Regarding matter relating to complaint, there was no such case before the committee showing that the college campus is free of ragging which had been during the past and the college is still maintaining the status.

Since there were no other matter to discuss, the meeting was adjourned with a vote of thanks and regard to all the members present.



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Principal Office





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Ref: PC/SC/Anti Ragging/(60(b))/2019-20

Date: 07/02/2020

To,  
The Director,  
Board of Student's Welfare  
Savitribai Phule Pune University,  
Pune 411005

**Subject: Anti Ragging Committee Report 2019-20**

Sir,

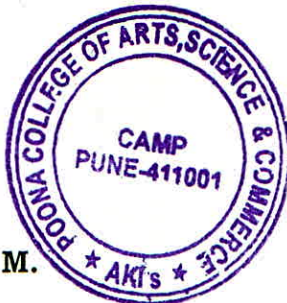
In response to the letter Ref. No. vi.k.m./2016-17/32 dated 27/06/2016 the report is prepared in the given Performa of the UGC guidelines issued on 27<sup>th</sup> June 2016 received on 29<sup>th</sup> June 2016.

The constitution of the committee has been done. The committee has seven members and their names, contact numbers and email IDs have been taken down.

A compliance report was submitted online for the college regarding anti-ragging on dated: 02/01/2017 to the UGC. As on today there are no cases of ragging detected/reported; hence no action is initiated against anybody till date.

*Mrs. Shaikh Mehrunisa M.*

**Mrs. Shaikh Mehrunisa M.**  
Vice chairperson  
Anti-Ragging Committee



**Prof. Aftab Anwar Shaikh**  
**Principal**

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



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Date : 03/12/2018

**ANTI-RAGGING COMMITTEE MEETING**

**NOTICE**

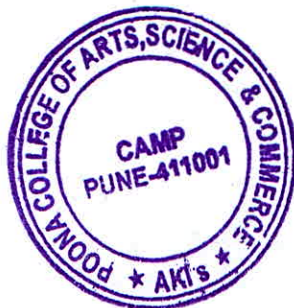
All the members of the anti-ragging committee are hereby informed that the meeting for the academic year 2018-19 will be held on 11/12/2018 under the guidance of Hon. Prof. (Dr.) Aftab Anwar Shaikh at 11:30 AM. All the members outlined below are requested to kindly make it convenient to attend the meeting at College Conference Hall.

- 1) Mrs. Shaikh Meherunnisa M (Chairperson) *Meherunnisa*
- 2) Dr. Arif Tamboli *Arif*
- 3) Dr. Shakir Shaikh *Shakir*
- 4) Dr. Abdul Bari
- 5) Dr. Syed Hamed Hashmi *Hamed*
- 6) Mrs. Shabana Mulla *Shabana*
- 7) Dr. Shirin Shaikh *Shirin*

**AGENDA OF THE MEETING**

The following agenda to be discussed during the meeting, which are as follows:

1. Measures for eradicating the menace of ragging in the college
2. Anti-ragging committee and squad member's names board renewed with recent names of committee and squad Members. .
3. Any other matter related to committee



*[Signature]*  
Principal

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Camp, Pune-411001:  
Principal Office





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### MINUTES OF THE MEETING

---

DATE : **11/12/2018**

TIME : **11:30 AM**

PRESENT COMMITTEE MEMBERS : **07** COMMITTEE : **ANTI-RAGGING**

---

The meeting of the Anti-Ragging Committee for the academic year 2018 – 2019 was held on 11/12/2018 at 11:30 AM in College Conference Hall. The meeting was chaired by Hon. Principal Dr. Aftab Anwar Shaikh

The following members were present for the meeting :

- 1) Mrs. Shaikh Meherunnisa M (Chairperson)
- 2) Dr. Arif Tamboli
- 3) Dr. Shakir Shaikh
- 4) Dr. Syed Hamed Hashmi
- 5) Mrs. Shabana Mulla
- 6) Dr. Shirin Shaikh

The following agenda were discussed during the meeting and it was unanimously resolved to implement them.



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1. Regarding measures taken for eradicating the menace of ragging in the college, it was decided by the members that, ragging should be monitored closely by the squad in and around the campus as a result, the students, particularly the new joiners, should be encouraged to pursue their education without any fear and difficulties.
2. It was decided that the previous boards with Anti ragging committee and squad member's names written on them should be renewed with recent names of committee and squad Members.
3. Regarding matter relating to complaint, there was no such case before the committee showing that the college campus is free of ragging which had been during the past and the college is still maintaining the status.

Since there were no other matter to discuss, the meeting was adjourned with a vote of thanks and regard to all the members present.



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Poona College of Arts, Science & Commerce  
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Principal Office





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Ref: PC/SC/Anti Ragging/77/2018-19

To

Date: 28/01/2019

The Director

Board of Student's Welfare

Savitribai Phule Pune University

Pune 411005.

Subject: Anti Ragging Committee Report 2018-2019.

Sir,

In response to the letter Ref. No Vikram /2016-17/32 dated 27/06/2016 the report is prepared in the given Performa of the UGC guidelines issued on 27<sup>th</sup> June 2016 received on 29<sup>th</sup> June 2016.

The constitution of the committee has been done. The committee has seven members, Names of committee members, contact numbers and e-mail ids have been taken down.

A compliance report was submitted online for the college regarding anti-ragging on dated: 02/01/2017 to the UGC.

As on today there are no cases of ragging detected/ reported hence no action is initiated against anybody till date.

Mrs. Shaikh Meherunisa M.  
Vice Chairperson  
Anti-Ragging Committee



Dr. Aftab Anwar Shaikh  
Principal

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Poona College of Arts, Science & Commerce  
Continued (Anti-Ragging)  
Camp, Pune-411001.  
Principal Office



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Date : 03/11/2017

**ANTI-RAGGING COMMITTEE MEETING**

**NOTICE**

All the members of the anti-ragging committee are hereby informed that the meeting for the academic year 2017-18 will be held on 10/11/2017 under the guidance of Hon. Prof. (Dr.) Aftab Anwar Shaikh at 11:30 AM. All the members outlined below are requested to kindly make it convenient to attend the meeting at Principal Office.


- 1) Mrs. Shaikh Meherunnisa M (Chairperson) 
- 2) Mr. Arif Tamboli 
- 3) Dr. Shakir Shaikh 
- 4) Dr. Abdul Bari
- 5) Dr. Syed Hamed Hashmi 
- 6) Mrs. Shabana Mulla 
- 7) Dr. Shirin Shaikh 

**AGENDA OF THE MEETING**

The following agenda to be discussed during the meeting, which are as follows:

1. Allotment of duties to staff members regarding anti ragging.
2. Student involvement in the anti-ragging committee.
3. Vigilance committee duties
4. Anti-ragging committee and squad member's names board renewed with recent names of committee and squad Members.
5. To conduct an Awareness Program for the students.



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





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**MINUTES OF THE MEETING**

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DATE : **10/11/2017**

TIME : **11:30 AM**

PRESENT COMMITTEE MEMBERS : **07**      COMMITTEE : **ANTI-RAGGING**

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The meeting of the Anti-Ragging Committee for the academic year 2017 – 2018 was held on 10/11/2017 at 11:30 A.M. in Principal Office. The meeting was chaired by Hon. Principal Dr. Aftab Anwar Shaikh

The following members were present for the meeting :

- 1) Mrs. Shaikh Meherunnisa M (Chairperson)
- 2) Mr. Arif Tamboli
- 3) Dr. Shakir Shaikh
- 4) Dr. Syed Hamed Hashmi
- 5) Mrs. Shabana Mulla
- 6) Dr. Shirin Shaikh

The following agenda were discussed during the meeting and it was unanimously resolved to implement them.

1. Every staff should be allotted with some or the other duties regarding anti ragging.
2. Inclusion of a student member in the committee should be discussed with Principal sir.



Anjuman Khairul Islam's

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3. It was decided that the previous boards with Anti ragging committee and squad member's names written on them should be renewed with recent names of committee and squad Members.
4. Vigilance rounds should be taken by committee and squad members periodically at different places in and around the campus. The report of the same to be submitted to the co-ordinator.
5. Chairperson Mrs. Shaikh Meherunnisa M will conversate with first year students and introduce them with Anti ragging committee and squad members.
6. To conduct an awareness program for students has been decided in the meeting.
7. Regarding matters relating to any complaint from students, it was stated that there was not even a single ragging case in our college during the past or in the present academic session. All students of this college in respective of classes, study in a very friendly and peaceful atmosphere.

Since there were no other matter to discuss, the meeting was adjourned with a vote of thanks and regard to all the members present.



  
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Principal Office



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



Ref: PC/SC/Anti-Ragging/567/2017-18

Date: 14/03/2018

To  
The Director  
Board of Student's Welfare  
Savitribai Phule Pune University  
Pune 411005.

**Subject: Anti ragging Committee Report 2017-18**

Sir,

In response to the letter Ref. No Vikram /2016-17/32 dated 27/06/2016 the report is prepared in the given Performa of the UGC guidelines issued on 27<sup>th</sup> June 2016 received on 29<sup>th</sup> June 2016.

The constitution of the committee has been done. The committee has seven members, Names of committee members, contact nos. and e-mail ids have been taken down.

A compliance report was submitted online for the college regarding anti ragging on dated: 02/01/2017 to the UGC.

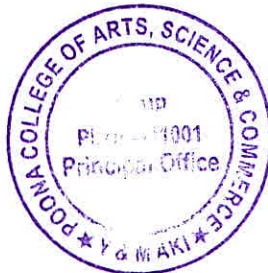
As on today there are no cases of ragging detected/reported hence no action is initiated against anybody till date.

*Shahid Hussain*  
Mrs. Shaikh Mehrunisa M.  
Vice Chairperson  
Anti - Ragging committee

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

**Principal**

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Continued (Anti-Ragging)

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



Ref: PC/sc/Anti-Ragging/5104/2016-17

Date: 14/03/2017

To  
The Director  
Board of Student's Welfare  
Savitribai Phule Pune University  
Pune 411005

Subject: Anti ragging Committee Report 2016-17

Sir,

In response to the letter Ref. No Vikram /2016-17/32 dated 27/06/2016 the report is prepared in the given Performa of the UGC guidelines issued on 27<sup>th</sup> June 2016 received on 29<sup>th</sup> June 2016.

The constitutions of the committee has been done. The committee has eight members, Names of committee members, contact nos. and e-mail ids has been taken down.

A compliance report was submitted online for the college regarding anti ragging on dated: 02/01/2017 to the UGC.

The college reopened on 15<sup>th</sup> June 2016, admission process is in progress and teaching process has just begun. As on today there are no cases of ragging detected/reported hence no action is initiated against anybody till date.

*Shayma*

Mrs. Shaikh Mehrunisa M.  
Vice Chairperson  
Anti -- Ragging committee



*R*  
Dr. M. Rafique Sarkhawas  
Principal

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

Continued (Anti-Ragging)



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16.03.2016

Annexure-i

## Anti Ragging Committee Report, 2015-16

|   |  |
|---|--|
| Contact details of victim:  | Nil  |
| Name and contact details of accused :   | Nil  |
| Date of filing complaint:   | Nil  |
| Whether FIR/ complaint were lodge:  | Nil  |
| Details of complaint:   | Nil  |
| Nature of the complaint:  | Nil  |
| The constitution of anti ragging committee:   | Present committee was constituted in the academic Year 2014-15 which continued working during the academic year 2015-16 also with minute alterations.  |
| Action taken by the Institution:  | No complaints of any kind have been registered, hence no action was needed.  |
| Interaction of Anti ragging committee with Victim, parents, eye witnesses, accused and any other: | Cases of ragging have not been registered, hence nothing to report in this connection.   |
| CCTV cameras/ other security measures:  | CCTV cameras are installed on every floor of the building on both the ends of each floor, Principals Office, Administrative office. Six to eight security guards are employed during the day time. The discipline committee members (Teachers teams) take stern screening of the students at the entry point(gate) and their aggregation in the campus. There are six to ten teaching faculty members in each group along with Principal and |



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Vice Principals working for the discipline in the campus. Almost all the teaching faculty during their free times perform this duty at least one hour in weeks time. Banners to bring awareness among the students about ragging are placed in the campus and in case any such incident occurs, the same be brought to the notice of the members of anti ragging committee or the specially constituted women's cell (for prevention of EVE Teasing) in the campus.

Members of the Committee:

- |                             |                     |
|-----------------------------|---------------------|
| 1. Mr. Rafeek Ahmed Maniyar | Associate Professor |
| 2. Ms. Malik Mehrunnisa     | Associate Professor |
| 3. Mr. Arif Tamboli         | Associate Professor |
| 4. Dr. Abdul Bari           | Associate Professor |
| 5. Dr. Syed Hasimi          | Associate Professor |
| 6. Dr. Zamir Shaikh         | Assistant Professor |

*[Handwritten signature]*

*[Handwritten signature]*  
Am 7<sup>th</sup>

*[Handwritten signature]*  
18/3/2016

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17/3/16  
Mr. Rafeek Ahmed Maniyar  
Vice Chairman

Dr. M. Rafique Sarkhawas

Principal

Principal

Poona College of Arts, science & Commerce

Camp, Pune-411 001

Principal Office







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**Professor (Dr.) Aftab Anwar Shaikh**  
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Date : 20/07/2019

## NOTICE

### Internal Complaints Committee

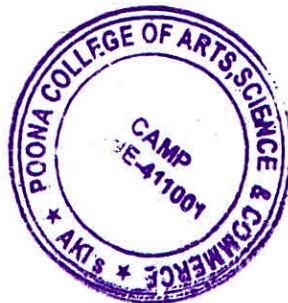
It is here by informed that the first meeting of ICC will be held on 23/07/2019 at 11.00 a.m. in the department of Statistics. All the members of the ICC are hereby requested to attend the same and contribute effectively.

Venue : Department of Statistics

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

*B.P. Deshpande*

Presiding officer



*(Signature)*

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



Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

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



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



+91-20-2645 4240 / 2644 6319.



www.poonacollege.edu.in  
principal@poonacollege.edu.in

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

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

**PRINCIPAL**



+91 98226 21579



dranwarshaikh@gmail.com

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

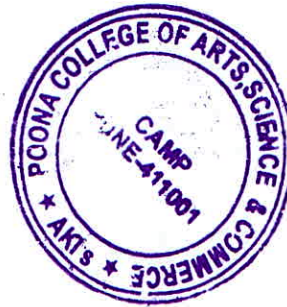
Presiding officer welcomed the members. The following members were present for the meeting :

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

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

*B. Deshpande*

Presiding officer



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Poona College of Arts, Science & Commerce  
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1970 - 2020

**Anjuman Khairul Islam's**

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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)

Date :01/03/2020

## **NOTICE**

### **Internal Complaints Committee**

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

Venue : Department of Statistics

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

*B. P. Deshpande*

Presiding officer



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Poona College of Arts, Science & Commerce  
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**Professor (Dr.) Aftab Anwar Shaikh**  
M.Com, Ph.D (Busi. Admin.)  
PRINCIPAL

+91 98226 21579

dranwarshaikh@gmail.com

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

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

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

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

*B. Deshpande*

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

**PRINCIPAL**  
Poona College of Arts, Science & Commerce  
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**Professor (Dr.) Aftab Anwar Shaikh**  
M.Com, Ph.D (Busi. Admin.)  
PRINCIPAL



+91 98226 21579



dranwarshaikh@gmail.com

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

**Subject : Annual Report of ICC**

Respected Sir,

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

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

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

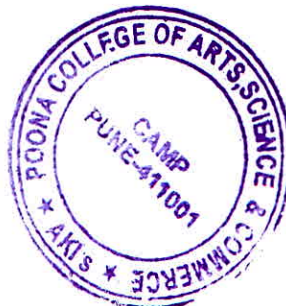
Women's Forum in collaboration with the Department of Economics and Swadhar IDWC (NGO) had organized a two-day workshop on 'Women's Health & Human Development'. It was organized on 29<sup>th</sup> and 30<sup>th</sup> of January, 2020 in the college conference hall.

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

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

*B. P. Deshpande*

Presiding officer



**PRINCIPAL**

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

o/c



Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

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

Tel.: +91-20-2645 4240 / 2644 6319.  
Email: principal@akipoonacollege.ac.in  
Website : www.akipoonacollege.ac.in

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

Date: 05/03/2019

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

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

Sir,

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

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

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

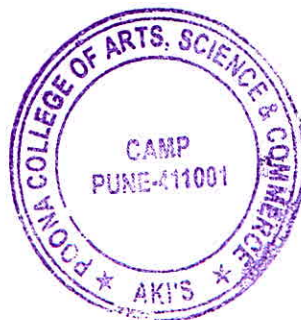
Thanking you,

(Dr. Aftab Anwar Shaikh)

Principal  
Principal

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

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



Yours faithfully

(Mr. Mirza Salat Baig)  
Trustee

Y & M, Anjuman Khairul Islam,  
Mumbai -08





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

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

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- Junior College Index No: J-11.15.004
- DST - FIST Sponsored Institute

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

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

**PRINCIPAL**

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

Email: principal@akipoonacollege.ac.in

Website : www.akipoonacollege.ac.in

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

Date: 29/02/2020

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

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

Sir,

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

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

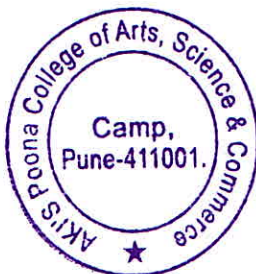
1. Y & M, Anjuman Khairul Islam's Poona College of Arts, Science and Commerce,  
Camp,  
Pune - 411001.

Thanking you,

Yours faithfully,

(Dr. Aftab Anwar Shaikh)  
Principal  
Principal

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



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

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

Y & M Anjuman Khairul Islam's

## POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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



Date :21/07/2018

### NOTICE Internal Complaints Committee

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

Venue : Department of Statistics

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

*BP Deshpande*

Presiding officer



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



Y & M Anjuman Khairul Islam's

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

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

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

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

*Bdeshpande*

Presiding officer



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

Y & M Anjuman Khairul Islam's



## POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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Date : 05/03/2019

### NOTICE Internal Complaints Committee

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

Venue : Department of Statistics

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

*B. Deshpande*

Presiding officer



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



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## POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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



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

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

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

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

*B. Deshpande*

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

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



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

**Subject : Annual Report of ICC**

Respected Sir,

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

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

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

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

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

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

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

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

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

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

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

Presiding officer

*RP diethpanda*



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



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Date :10/07/2017

## NOTICE

### Internal Complaints Committee

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

Venue : Department of Botany

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

Presiding officer



**PRINCIPAL**  
Poona College of Arts, Science & Commerce  
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Minutes of the ICC meeting held on 12/07/2017 .

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

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

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

Presiding officer



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Date : 05/03/2018

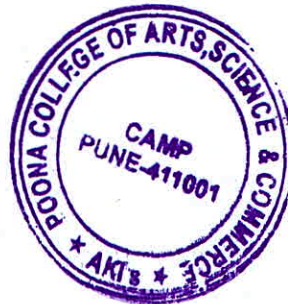
## NOTICE Internal Complaints Committee


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

Venue : Department of Botany

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

  
Presiding officer



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

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

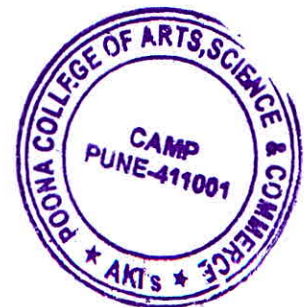
Presiding officer welcomed the members. The following members were present for the meeting :

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

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

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

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





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

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



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

**Subject : Annual Report of ICC**

Respected Sir,

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

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

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

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

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

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

Dr. Mamta Jain discussed about ' Nirbhay Kanya'.

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

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

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

*S. S. S. S.*

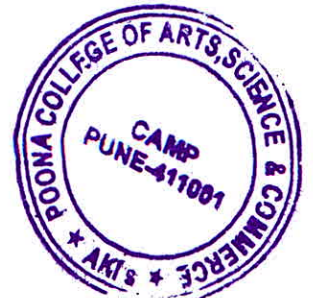
Presiding officer

**PRINCIPAL**

Poona College of Arts, Science & Commerce

Camp, Pune-411001.

Principal Office





Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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



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

Date : 23/02/18

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

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

Sir,

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

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

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

Thanking you,

Yours faithfully

(Dr. Aftab Anwar Shaikh)  
Principal

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



(Mr. Mirza Salat Baig)  
Trustee

Y & M Anjuman Khairul Islam  
Mumbai-8

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



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## NOTICE

### Internal Complaints Committee

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

Venue : Department of Botany

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

*Prasanna*

Presiding officer



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

Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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



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

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

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

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

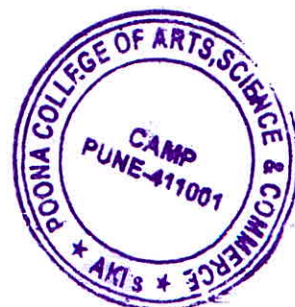
*Mrs. Shaikh Mehrunisa M.*

Mrs. Shaikh Mehrunisa M.  
Presiding Officer, ICC

Poona College of Arts, science & Commerce

*nan*

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





# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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



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

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

Date: 25/02/2017

Respected sir,

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

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

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

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

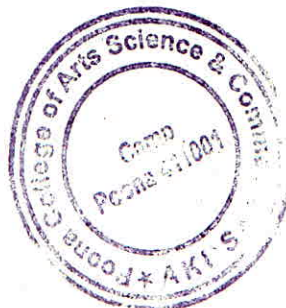
Hence the college will organize this workshop on Monday the 27<sup>th</sup> Feb. 2017 for which the expenses would be about Rs. 10,000/-

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

Thanking you,

Yours truly,

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



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

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



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

Date: 16/03/2017

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

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

Sir,

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

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

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

Thanking you,

R. Baig  
9413196  
अध्यक्ष/जिल्हा दफ्तार,  
विशेषाधिकारी कार्यालय, पुणे.

Yours faithfully,

SA Baig

**Mr. Salat Baig  
Trustee**

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



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



Y & M Anjuman Khairul Islam's

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

**Subject : Annual Report of ICC**

Respected Sir,

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

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

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

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

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

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

Presiding officer



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



महाराष्ट्र शासन

सहसंचालक (उच्च शिक्षण)

१७ आंबेडकर रोड, कॅम्प, पुणे - ४११ ००१

Website: [www.jdhepune.org](http://www.jdhepune.org) E-mail - [jdhepune@gmail.com](mailto:jdhepune@gmail.com)

दूरध्वनी क्रमांक - ०२० - २६१२७८३३, २६६३२

फॅक्स क्र. ०२०- २६०५१६३२

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

दिनांक ४.११.२०१६

प्रति,

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

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

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

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

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

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

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

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

२. कुलसचिव, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे.

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

Working Women's Committee



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





Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

Date :08/12/2015

## NOTICE Internal Complaints Committee

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

Venue : Department of Botany

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

Presiding officer



**PRINCIPAL**

Poona College of Arts, Science & Commerce

Camp, Pune-411001.

Principal Office



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

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

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


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

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



Presiding officer



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





Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

Date : 07/03/2016

## NOTICE Internal Complaints Committee

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

Venue : Department of Botany

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

Presiding officer



PRINCIPAL

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



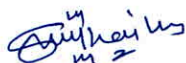
Y & M Anjuman Khairul Islam's  
**POONA COLLEGE  
OF ARTS, SCIENCE AND COMMERCE**  
(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

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

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


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

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



Presiding officer



  
**PRINCIPAL**  
Poona College of Arts, Science & Commerce  
Camp, Pune-411001.  
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Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

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



Ref:

Date: 20/10/2016

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

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

Sir,

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

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

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

Thanking you,

Yours faithfully,

  
Mr. Salat Baig  
Trustee



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

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

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



+91-20-2645 4240 / 2644 6319.



www.poonacollege.edu.in  
principal@poonacollege.edu.in

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



+91 98226 21579






dranwarshaikh@gmail.com

Date : 08/07/2019

## Notice

### Students Grievance Redressal Cell

This is to inform the committee members that the meeting of the committee will be held tomorrow i.e. Wednesday, 10<sup>th</sup> July 2019. All the committee members are requested to be present in the Principal's office at 11.30 am.

- 1] Dr.(Mrs.) B.P. Deshpande 
- 2] Dr. F.M.D.Attar 
- 3] Dr. Abrar Ahmed 



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





Anjuman Khairul Islam's

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dranwarshaikh@gmail.com

Minutes of the meeting held on 10<sup>th</sup> July 2019.

Meeting of the students grievance redressal cell was held in the Principal's office with Principal Dr. Aftab Anwar Shaikh in the chair.

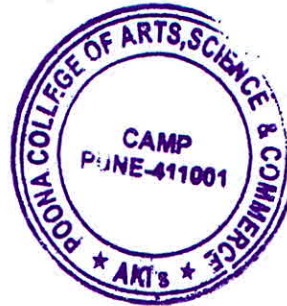
The grievances received were majorly for admission process. Admission process being done online a prominent request was for internet facility to be made available to students for admission purpose. In consultation with Head, Department of Computer Science the problem was sorted out and students were allowed to the facility in the department.

Another request was regarding the allowance of instalment facility for the payment of fees. It was decided that instalment facility will be given to students as per procedure, especially for B.Sc. (Comp.Sc.), BBA and BCA, courses.

The meeting concluded by thanking the principal for his cooperation.

Following members were present :

- 1] Dr.(Mrs.) B.P. Deshpande
- 2] Dr. F.M.D.Attar
- 3] Dr. Abrar Ahmed



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

To  
The chairman,  
Grievances Committee,  
Poona College

Subject :- To provide additional light in  
hall number 31, 36, 38.

Respected Sir,

I Miss. Khansa studying in S.Y.B.sc  
request you to provide light and fans in  
the classrooms 31, 36, 38 as there are no  
sufficient lights and fans, as it becomes difficult  
for students visibility.

Yours faithfully  
Khansa Momin  
Khansa Momin

Roll No -





Anjuman Khairul Islam's

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

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dranwarshaikh@gmail.com

Date : 13/01/2020


### Notice

## Students Grievance Redressal Cell

This is to inform the committee members that the meeting of the committee will be held tomorrow i.e. Wednesday, 15<sup>th</sup> January 2020. All the committee members are requested to be present in the Principal's office at 11.00 am.

- 1] Dr.(Mrs.) B.P. Deshpande 
- 2] Dr. F.M.D.Attar 
- 3] Dr. Abrar Ahmed 



  
**PRINCIPAL**  
Poona College of Arts, Science & Commerce  
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Principal Office



1970 - 2020

Anjuman Khairul Islam's

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dranwarshaikh@gmail.com

Minutes of the meeting held on 15<sup>th</sup> January 2020.

Meeting of the students grievance redressal cell was held in the Principal's office with Principal Dr. Aftab Anwar Shaikh in the chair.

There was a request from the students regarding lights and fans in certain rooms. The information was forwarded to the registrar for necessary action.

There were no other grievances from the students.

The meeting concluded by thanking the principal for his guidance and cooperation .

Following members were present :

- 1] Dr.(Mrs.) B.P. Deshpande
- 2] Dr. F.M.D.Attar
- 3] Dr. Abrar Ahmed



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




Tel.: +91-20-2645 4240 / 2644 6319.  
Email: principal@akipoonacollege.ac.in  
Website : www.akipoonacollege.ac.in

Date : 18/07/2018

## Notice

### Students Grievance Redressal Cell

This is to inform the committee members that the meeting of the cell will be held on Thursday, 19<sup>th</sup> July 2018. Some grievances are received from the students and require to be redressed. All the committee members are requested to be present in the Principal's office at 11.30 am.

- 1] Dr.(Mrs.) B.P. Deshpande 
- 2] Dr. F.M.D.Attar 
- 3] Dr. Abrar Ahmed 



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

Minutes of the meeting held on 19<sup>th</sup> July 2018.

Meeting of the students grievance redressal cell was held in the Principal's office with Principal Dr. Aftab Anwar Shaikh in the chair.


One of the significant grievance received was that for a particular group of subjects the students were having free lecture in between on some days. This was waste of time for those students. It was decided that in consultation with the timetable in charge the issue will be sorted out.

Another grievance was that the prayer place for girls was being used as a rest room and hence sanctity was endangered. It was decided to look into the matter immediately and appropriate steps to be taken.

Other grievances were of incidental nature and were sorted out.

The meeting concluded by thanking the principal for his cooperation.

Following members were present :

- 1] Dr.(Mrs.) B.P. Deshpande 
- 2] Dr. F.M.D.Attar
- 3] Dr. Abrar Ahmed



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



Amina Chivilkar  
Flat no. 603, C1 Block  
Sunshree Society, NIBM  
Kondhwa, Pune-48.  
C.no. 8433811167

16<sup>th</sup> July '18

To,

The vice principal of AKI's Poona College of  
Senior department.

Respected Sir,

I am a student of FY.Bsc div-B, this letter is in  
regards to the vice principal position for the  
senior college of AKI's Poona College.

Sir, the subjects that I have chosen up in B.sc is  
the group CBZG as it is a course of my interest.  
I do have the knowledge that the time table has  
been set but as I'm no longer a physics student,  
I always come across a free lecture in between  
12-30 to 1:20 pm. It's just a humble request if  
both the lectures of Physics and Geology could be  
held simultaneously in different hall as daily room  
no. 39 is available during these hours.

The reason for me to approach you with  
this reason/problem is because I'm trying out  
for a civil service exam by the end of my graduation  
and the study for it is hard core.

Every minute is important for me and the off lecture (i.e physics) has provided me with less time to study as the environment does not suit here due to many students fooling around.

Lastly, being a muslim I and all others do offer our prayers in the prayers room that resides in the canteen. But the surrounding that has been occupying for years isn't suited for prayers. There are presence of many girls who joke around, chat, speak loudly on call or even with friends causing great disturbance in prayers. I truly do believe that a salah room is a place where we can devote our time in goodness but having such environment isn't a good thing. An initiative must be taken to banned girls from entering the salah room unless prayer is to be performed.

I would be obliged if you would want me to have a word about this in person.

There is one more concern of mine but I am not comfortable in explaining to you sir, because I don't want to get the matter in my hands, but surely I'll be glad to let you know about it in person.

Kindly grant me pardon if my approach have not been right and take my request under consideration.

Thank you

*Amir*



To,  
The chairman,  
Grievances Committee,  
Poona College,

Subject : Extention in timing of reading  
room of college library.

Respected Sir,

I Miss. Mariam. I. Rumane, Studying in  
T.Y. Bsc (Zoology) in acedemic year 2018-2019,  
request you to kindly extend the library hours for  
all students so that it benefits one and all as  
all students are unable to use library according  
to their college hours.

Thanking you,

Yours faithfully

Rumane

Mariam Rumane.

Roll no - 5651



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**PRINCIPAL**

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

Date : 07/01/2019

## Notice

### Students Grievance Redressal Cell

This is to inform the committee members that the meeting of the committee will be held tomorrow i.e. Wednesday, 9<sup>th</sup> January 2019. All the committee members are requested to be present in the Principal's office at 11.30 am.

- 1] Dr.(Mrs.) B.P. Deshpande *BPD*
- 2] Dr. F.M.D.Attar *F.M.D.*
- 3] Dr. Abrar Ahmed *Abrar*



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





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Website : www.akipoonacollege.ac.in

Minutes of the meeting held on 9<sup>th</sup> January 2019.

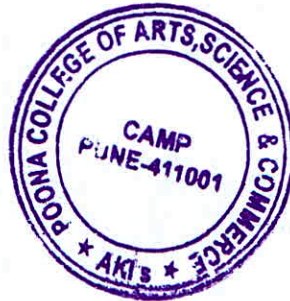
Meeting of the students grievance redressal cell was held in the Principal's office with Principal Dr. Aftab Anwar Shaikh in the chair.

No significant grievances were reported in this session except the extension of timings of reading room. From last few years this is being done on regular basis prior to examinations .

The meeting concluded by thanking the principal for his cooperation.

Following members were present :

- 1] Dr.(Mrs.) B.P. Deshpande
- 2] Dr. F.M.D.Attar
- 3] Dr. Abrar Ahmed



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

Y & M Anjuman Khairul Islam's

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

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



Date : 17/07/2017

## Notice

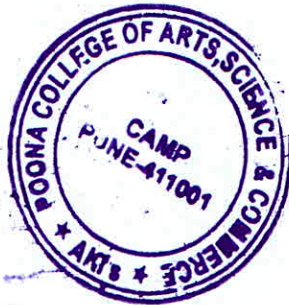
### Students Grievance Redressal

This is to inform the committee members that the meeting of the committee will be held tomorrow i.e. Wednesday, 19<sup>th</sup> July 2017. Some grievances are received from the students and require to be redressed. Hence all the committee members are requested to be present in the Principal's office at 11.30 am.

1] Mr. I.T. Sherkar

2] Dr. Ashwini Purude

3] Mr. Umer Hasan



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



Y & M Anjuman Khairul Islam's

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Minutes of the meeting held on 19<sup>th</sup> July 2017.

Meeting of the students grievance redressal committee was held in the Principal's office with Principal Dr. Aftab Anwar Shaikh in the chair.


At the start of new academic session this year there were no major grievances. This year also extra counter was opened for collection of fees on the request of the students.

The meeting concluded by thanking the principal .

Following members were present :

- 1] Mr. I.T. Sherkar
- 2] Dr. Ashwini Purude
- 3] Mr. Umer Hasan



  
**PRINCIPAL**  
Poona College of Arts, Science & Commerce  
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Date : 16/01/2018

## Notice

### Students Grievance Redressal


This is to inform the committee members that the meeting of the committee will be held tomorrow i.e. Thursday, 18<sup>th</sup> January 2018. Hence all the committee members are requested to be present in the Principal's office at 11.30 am.

1] Mr. I.T. Sherkar

2] Dr. Ashwini Purude

3] Mr. Umer Hasan



  
**PRINCIPAL**  
Poona College of Arts, Science & Commerce  
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Minutes of the meeting held on 18<sup>th</sup> January 2018.

Meeting of the students grievance redressal committee was held in the Principal's office with Principal Dr. Aftab Anwar Shaikh in the chair.

Students of environmental awareness course requested that the lectures of this course should be conducted in the morning time. The request was handed over to the in charge of environmental science who responded positively.

Another request was from some science students to allow them to attend practicals as per their convenience, which was not feasible and the request was rejected out rightly.

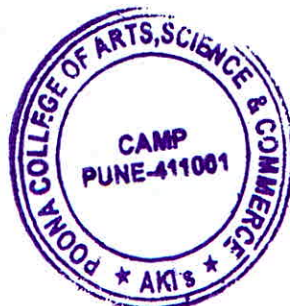
One more demand was regarding the information to stakeholders through SMS. It was decided to incorporate this with the help of system people.

Another grievance immediately redressed was regarding additional lights in hall No. 36,37, 38 and 39.

The meeting concluded by thanking the principal and the registrar for their cooperation.

Following members were present :

- 1] Mr. I.T. Sherkar
- 2] Dr. Ashwini Purude
- 3] Mr. Umer Hasan



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

To  
The Chairman,  
Grievances Committee,  
Poona College

Subject: Extension in timing of reading room of  
college library.

Respected Sir,

I Miss. Inshirah Khan studying in  
T.Y. BSc Zoology request you to kindly extend the  
library hours for all students so that it benefits  
one & all as all students are unable to  
use library according to their college hours.

Yours faithfully  
Inshirah Khan  
Inshirah

Roll no - 5660





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



Date : 4/07/2016

## Notice

### Students Grievance Redressal

This is to inform the committee members that the meeting of the committee will be held tomorrow i.e. Wednesday, 6<sup>th</sup> July 2016 since some grievances are received from the students and require to be addressed. Hence all the committee members are requested to be present in the Principal's office at 11.30 am.

1] Mr. I.T. Sherkar

2] Dr. Ashwini Purude

3] Mr. Umer Hasan



PRINCIPAL

Poona College of Arts, Science & Commerce

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Principal Office



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Minutes of the meeting held on 6<sup>th</sup> July 2016.

Meeting of the students grievance redressal committee was held in the Principal's office with Principal Dr. R. Sarkhawas in the chair.

The grievances received were majorly for admission process. The grievances were regarding the instalment facility for unaided courses, incidental facility for extra counter for payment of fees and one demand was regarding facility for filling online admission forms.

It was decided that instalment facility will be given to needy students , specially from B.Sc. (Comp.Sc.), BBA and BCA , being unaided courses.

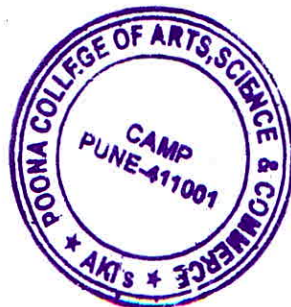
To reduce the waiting time at the fees counter it was decided that , one more counter will be opened temporarily during admission period for payment of fees.


It was also decided that facility in computer science department can be used for filling online admission forms with the guidance of the faculty present in the department.

The meeting was concluded by thanking the principal for his cooperation and guidance.

Following members were present :

- 1] Mr. I.T. Sherkar
- 2] Dr. Ashwini Purude
- 3] Mr. Umer Hasan



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



To  
Chairman  
Grievances committee  
Poona college

Subject → Application for facility of photo-copies of answer books

I Rukhsar Fatima of Fy. Bsc, student of Poona college begin to say that, it would be a great favour if the mangement of AKI's poona college would help all the student with the photo-copy of answer sheets (Fy. B:sc-2015-16). It would be a great helpful for all student to recoganized their mistakes.

I thereby request you to provide us with the photo-copies of our answer sheets as soon as possible.

Thanking you

Yours faithfully  
Rukhsar Fatima  
Roll no. -

To,  
Chairman  
Grievances Committee,  
Poona College,

Subject :- Request to provide additional  
counter for fees.

I'm Sayyed Juveriya Nasir studying in SY. Bsc  
in Poona College. humble request to you as per  
above subject provide a additional counter for  
fees for girls.

Your faithfully,  
Sayyed Juveriya  
~~Juveriya~~



13th June '2016

To,  
The Chairman,  
Students' Grievance Committee.

Subject: Facility for filling online admission form.

Respected Sir,

I, Ms. Bushra Shaikh student of S.Y.BSc div-B (Roll No: K-0515) has written this letter to kindly request you to organise facility for filling online admission form in the college premises itself as we have been facing issues to fill up the same in cyber cafe.

There are various issues faced by the students regarding details of the forms, server problems. Instead we can get help from the college itself.

So, I kindly request you to look into the matter.  
Thanking you in anticipation.

Yours Sincerely,  
Bushra Shaikh  
K-0515

Shaikh

Date: 07.08.2016

To,  
The chairman,  
Student's grievance committee

Sub: Application for change in class time.

Respected Sir,

I the S.Y.Bsc student from div-B with Roll NO:- K-0518 writing this application for change in class timings of E.V.S. lecture. As we all are suffering and facing problems as we don't reach home early and we don't get enough time for studying. As the practical schedule is tiresome as it is from 2 pm - 5:30 pm.

I request you to change old time 6pm - 7 p.m. to new time i.e. from 1pm - 2pm. We shall be very grateful to you.

Awaiting for a positive response.

Yours Sincerely  
Shaikh Nasreen Abdullah  
Roll NO:- K-0518

Shaikh



22<sup>nd</sup>. Aug. 2016.

To,

The Chairman

Students grievance committee

Subject: Regarding message circulation

Respected sir,

I, miss Sufiya Khan student of S.Y. BSc dir-B (Roll NO: K-0509) write this letter to convey an important request from behalf of all students.

It is about that we can get any important message or notice through SMS. It is very convenient for all of us if we start to get crucial details digitally.

It's a humble request to kindly look after this issue.

Yours faithfully,

SUFIYA KHAN

SYBSc-B (K-0509)



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)

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



Date : 09/1/2017

## Notice

### Students Grievance Redressal

This is to inform the committee members that the meeting of the committee will be held on Wednesday 11<sup>th</sup> January 2017. All the committee members are hereby requested to be present in the Principal's office at 11.30 am.

1] Mr. I.T. Sherkar

2] Dr. Ashwini Purude

3] Mr. Umer Hasan



PRINCIPAL

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



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Minutes of the meeting held on 11<sup>th</sup> January 2017.

Meeting of the students grievance redressal committee was held in the Principal's office with Principal Dr. Aftab Anwar Shaikh in the chair.

One major grievance from the students was again incidental type that the facility of photocopying answer books should be available on college campus. As previous year it was decided that the facility would be made available.


Another demand from the students was regarding the extension in timings of library reading room. In consultation with the librarian it was recommended to do the needful.

The meeting concluded by thanking the principal and the librarian.

Following members were present :

- 1] Mr. I.T. Sherkar
- 2] Dr. Ashwini Purude
- 3] Mr. Umer Hasan



  
**PRINCIPAL**  
Poona College of Arts, Science & Commerce  
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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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Date : 05/07/2015

## Notice

### Students Grievance Redressal

This is to inform the committee members that the meeting of the committee will be held tomorrow on Friday 7<sup>th</sup> July 2015 since some grievances are received from the students and require to be addressed immediately. Hence all of you are requested to make it convenient to be present in the Principal's office at 11.00 am. tomorrow.

1] Mr. I.T. Sherkar

2] Dr. Ashwini Purude

3] Mr. Umer Hasan

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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

Minutes of the meeting held on 7<sup>th</sup> July 2015.

Meeting of the students grievance redressal committee was held in the Principal's office with Principal Dr. G. M. Nazeeruddin in the chair.

The grievances received were majorly for admission process. First complaint was regarding the allowance of instalment facility for the payment of fees. The other one was regarding the long queue at the fees counter.

Unanimously it was decided that instalment facility will be given to students, specially from B.Sc. (Comp.Sc.), BBA and BCA, being unaided courses.


To reduce the waiting time at the fees counter it was decided that, one more counter will be opened temporarily during admission period for payment of fees.

The meeting was concluded by thanking the principal for positively looking at the grievances.

Following members were present :

- 1] Mr. I.T. Sherkar
- 2] Dr. Ashwini Purude
- 3] Mr. Umer Hasan



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


To  
The Chairman  
Grievances Committee  
Poona College.

Subject: Lectures of Environmental Awareness  
course to be conducted in Morning  
hours.

Respected Sir,

I Iaman Shaikh, studying in S.Y. BSc academic  
Year 2015-2016, We have a course of Environmental  
Awareness. The lectures are kept in Evening session  
But for our convenience I request you to kindly  
keep it in Morning time. I will be obliged  
if you do the needful.

Thanking You.

Yours faithfully  
  
Shaikh Iaman  
Roll No:



To  
Chairman  
Grievances committee.  
Poona college.

Subject → Application for facility of photo-copies  
of answer books.

I Zeenat Sayyed of Fy. Bsc. student of poona college begin to say that, it would be a great favour if the management of Aki's poona college would help all the student with the photo-copy of answer sheets (Fy. Bsc. 2015-16). It would be a great helpful for all student to recognized their mistakes

I thereby request you to provide us with the photo-copies of your answer sheets as soon as possible.

Thanking you

your's faithfully  
Zeenat Sayyed.  
Roll no:



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

Date : 07/12/2015

## Notice

### Students Grievance Redressal

This is to inform the committee members that the meeting of the committee will be held on Tuesday 8<sup>th</sup> December 2015. All the committee members are hereby requested to be present in the Principal's office at 11.00 am. tomorrow.

1] Mr. I.T. Sherkar

2] Dr. Ashwini Purude

3] Mr. Umer Hasan



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Minutes of the meeting held on 8<sup>th</sup> December 2015.

Meeting of the students grievance redressal committee was held in the Principal's office with Principal Dr. G. M. Nazeeruddin in the chair.


One major complaint from the students was that the facility of photocopying answer books should be available on college campus. The pros and cons of this was discussed and principal gave the assurance that such a facility will be provided in the campus. The other grievances were regarding cleanliness of some class rooms. It was decided that registrar will look after the maintenance of the classrooms.

The meeting concluded on the positive note by thanking the principal.

Following members were present :

- 1] Mr. I.T. Sherkar
- 2] Dr. Ashwini Purude
- 3] Mr. Umer Hasan



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