



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

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

**CAPACITY BUILDING  
AND  
SKILL ENHANCEMENT  
INITIATIVES**





Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020 – 2021)

### I. Basic Details:

<b>Name of The Activity: NATIONAL LEVEL WEBINAR ON 26<sup>TH</sup> NATIONAL READING DAY</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
19 <sup>th</sup> June 2021	Arts	Dept. of English & Dept. of Library & Information Science	Ms. Zeenat Merchant (8007357068) & Dr. Zuber Shaikh (9423205210)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
11:00am to 12:55pm	Zoom Conference (Online)	330- Delegates	Extra-Curricular

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

<b>Topic/ Subject of the activity</b>	<b>NATIONAL LEVEL WEBINAR ON 26<sup>TH</sup> NATIONAL READING DAY</b>
<b>Objective for conducting the activity</b>	<ul style="list-style-type: none"><li>✓ To commemorate the death anniversary of Mr. P. N. Panicker, the founder of <i>Library Movement</i></li><li>✓ To highlight the importance of reading books and the role of reading plays in living a meaningful life</li></ul>
<b>Methodology</b>	Lecture method using Power Point Presentation followed by question answer session
<b>Outcome</b>	The participants were motivated to read books on varied topics not only for academic purpose but also for self-development.

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

1. Descriptive Report	2. Captioned Photos with Date	3. Zoom participants
4. YouTube viewers	5. List of Registered Delegates (State-wise)	6. Brochure and Programme Sheet
7. Invitation and Thanking Letters	8. Attendance Sheets	9. Feedback forms



Anjuman Khairul Islam's

## POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PUPN/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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Pune - 411001, (MS), India



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**The Department of Library and Information Science  
& the Department of English and Postgraduate Center**  
jointly organize a

## NATIONAL LEVEL WEBINAR

on

# 26th National Reading Day

19<sup>th</sup> June, 2021

### PROGRAMME SCHEDULE

11:00am - 11:05am	Welcome Address	Mr. Moinuddin Khan Vice Principal, Poona College
11:05am - 11:10am	Theme of the Webinar	Ms. Zeenat Merchant Head, Department of English and Postgraduate Center, Poona College and Webinar Coordinator
11:10am - 11:20am	Inaugural Address	Prof. (Dr.) Aftab Anwar Shaikh Principal, Poona College
11:20am - 11:25am	Introduction of Resource Person Dr. Gireesh Kumar T. K.	Dr. Zuber Shaikh Librarian, Poona College and Webinar Coordinator
11:25am - 11:45am	Life, Relevance and Contribution of Mr. P. N. Panicker	Dr. Gireesh Kumar Assistant Professor, Dept. of Library and Info Science, Banaras Hindu University, Varansi
11:45am - 11:50am	Introduction of Resource Person Prof. (Dr.) Muzaffar Saleem Shaikh	Mr. Zameer Salim Sayyed Assistant Professor in English, Poona College
11:50am - 12:10pm	Reading: Food for the Soul	Prof. (Dr.) Muzaffar Saleem Shaikh Former Professor of English & Creative Writer, King Saud University, KSA
12:10pm - 12:15pm	Introduction of Resource Person Dr. Anwar Parvez Sayed	Dr. Ashwini Purude Assistant Professor in English, Poona College
12:15pm - 12:45pm	Impact of COVID-19 Pandemic on Higher Education and Its Management	Dr. Anwar Parvez Sayed Pulmonologist and Infectious Diseases Specialist, Country Director of I-TECH India, Clinical Associate Professor, Department of Global Health, University of Washington, US
12:45pm - 12:55pm	Vote of Thanks	Ms. Neelam Ahuja Student Representative, Poona College





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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2021 – 2022)

### I. Basic Details:

Name of The Activity: <i>International Webinar on Personality Development &amp; Interpersonal Skills</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
10 <sup>th</sup> July,2021	Arts	English	Mr. Asif Irshad Khan (9420732741)
Time	Venue	Activity for class/group & student number	Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other
03:30 AM	Online Zoom Cloud Meeting	Delegates (1015)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>International Webinar on 'Personality Development &amp; Interpersonal Skills'</i>
<b>Objective for conducting the activity</b>	To acquaint the students about the significance of Personality Development and Interpersonal Skills in professional and personal life.
<b>Methodology</b>	<b>Dr. Mohsen Amiri</b> , Assistant Professor, University of Applied Sciences, Oman, invited as a Resource Person to guide and interact with the students. The webinar was conducted online on Zoom App.
<b>Outcome</b>	Participants got to know about the importance of personality development and interpersonal skills which they have conveyed through the feedback forms.

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

1. Descriptive Report	2. Captioned Photos with Date	3. Flyer
4. Registration Sheets	5. Specimen of Certificate	6. Invitation and Thanking Letter



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

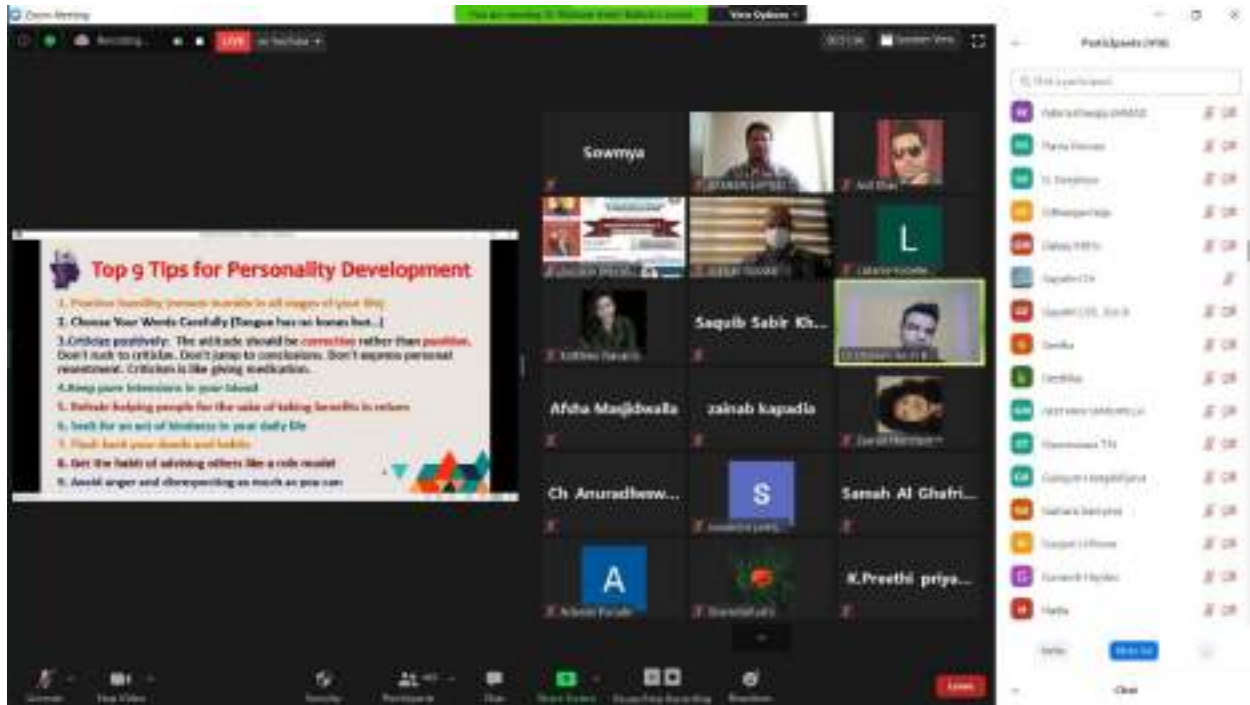
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## DESCRIPTIVE REPORT

The Department of English and Postgraduate Center organized an International Webinar on *Personality Development and Interpersonal Skills* on 10<sup>th</sup> July, 2021. The Webinar was conducted on Zoom platform.

Mr. Moinuddin Khan, Vice Principal of Arts Faculty welcomed the participants. Ms. Zeenat Merchant, Head, Department of English and Postgraduate Center presented the theme of the webinar. Prof. (Dr.) Aftab Anwar Shaikh, Principal delivered the inaugural address and appreciated the organizing team for conducting the webinar. 1015 students registered for the Webinar. Prof. Asif Khan, Assistant Professor, Department of English coordinated the webinar.





*Dr. Mohsin Amiri, Resource Person of the Webinar, delivering his talk (10.07.2021)*



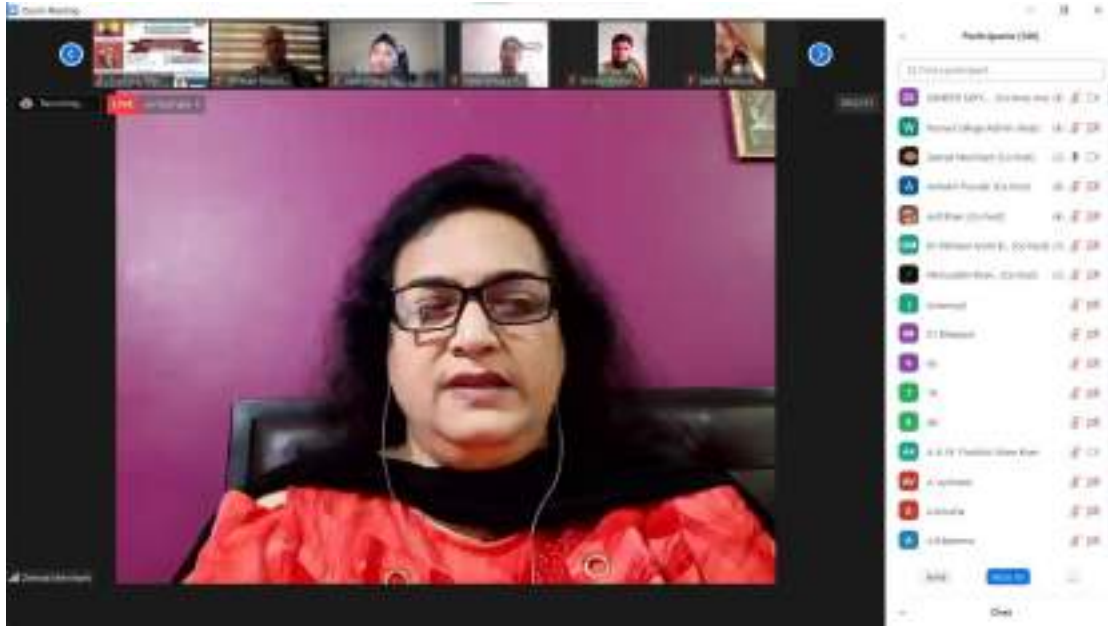
*Mr. Moinuddin Khan, Vice Principal, Poona College, delivering Welcome Address (10.07.2021)*



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Ms. Zeenat Merchant, Head, Department of English, presenting the theme of the webinar (10.07.2021)





Total 1015 participants from all over the world attended the webinar (10.07.2021)



Specimen of Certificate (10.07.2021)



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**principal@poonacollege.edu.in**

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

**+91 98226 21579**  
**dranwarshaikh@gmail.com**

01/07/2021

Dr. Mohsen Amiri  
Assistant Professor of English

University of Technology & Applied Science  
Oman

**Subject:** Invitation to be a Resource Person at International Level Webinar

**Dear Sir**

It gives us immense pleasure in inviting you to be the Resource Person of the International Level Webinar on **Personality Development & Interpersonal Skills** organized by the Department of English & Postgraduate Center of Poona College of Arts, Science & Commerce on **10<sup>th</sup> July 2021**. The webinar will commence at **02:30pm**. Kindly speak on the following consented topic:

**‘Personality Development & Interpersonal Skills’**

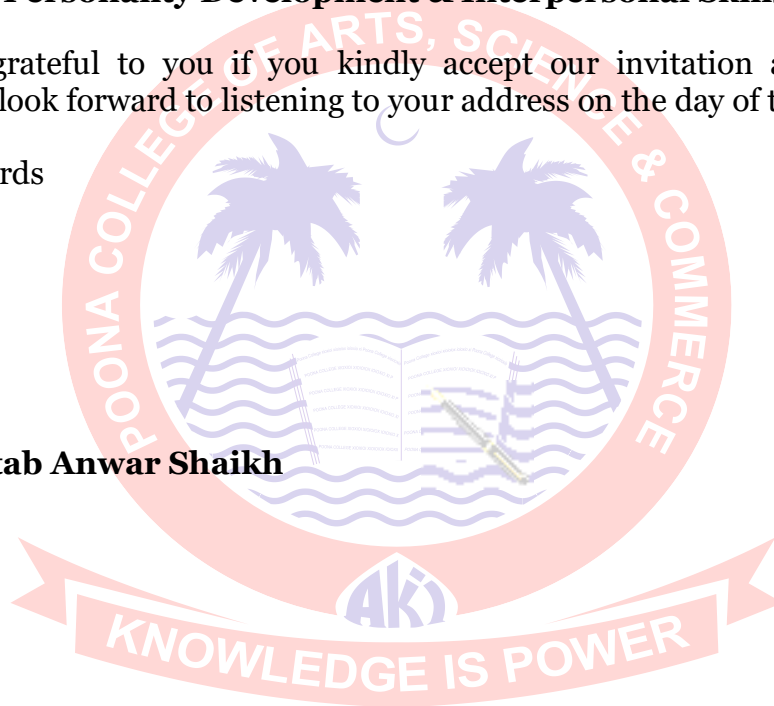
We would be grateful to you if you kindly accept our invitation and convey your acceptance. We look forward to listening to your address on the day of the webinar.

With warm regards

Yours sincerely



**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal





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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020-2021)

### I. Basic Details:

<b>Name of The Activity:</b> <i>International Level Online Quiz on 'Drama in English'</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
18.07.2021 to 21.07.2021	Arts	English	Mr. Zameer Salim Sayyed (9764544334)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group&amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
----	Online on GOOGLE Form	Participants (584)	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>International Level Online Quiz on 'Drama in English'</i>
<b>Objective for conducting the activity</b>	to help student-aspirants prepare for exams like NET, SET to keep interest of students and teachers alive in the genre – Drama to renew the reading-experience of the 'classics' – classical and modern plays
<b>Methodology</b>	A quiz of 30 marks using Google Form was created and sent in WhatsApp Groups
<b>Outcome</b>	It received a very good response and was appreciated for reinvigorating interest in the genre

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

1. Descriptive Report	2. Google Form Snap	3. Notice
4. List of Participants	5. Specimen of Certificate	6.



## DESCRIPTIVE REPORT OF THE ACTIVITY

The Department of English and Postgraduate Center conducted this quiz online to help the student-aspirants prepare for exams like NET, SET, to keep interest of the students and teachers alive in the drama-genre and to renew the reading experience of the 'classics' – classical and modern plays.

The quiz was of 30 marks and **five hundred eighty four** teachers/students/research scholars and others attempted the quiz. All received *Certificate of Participation* after passing the score with minimum 30% of the total marks.

The screenshot shows a Google Form interface. At the top, there is a navigation bar with 'Questions', 'Responses', and 'Settings' tabs. The main content area has a red header with the college's name and logo. Below the header, the form title is 'International Level Online Quiz on Drama in English'. The form contains several input fields: 'Full Name (with title also - Mr/Mrs/Ms/Dr)', 'Email', and 'Institution'. A 'Send' button is located in the top right corner of the form.

Google Form showing the number of participants who attempted the quiz conducted on 18.07.2021

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POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
Camp, Pune, Maharashtra [India] – 411 001  
DEPARTMENT OF ENGLISH AND POSTGRADUATE CENTER

## NOTICE

27.09.2021

INTERNATIONAL LEVEL ONLINE QUIZ ON  
DRAMA IN ENGLISH

The Department of English and Postgraduate Center organizes an **International Level Online Quiz on *Drama in English***.

The google-form link is given below.

<https://forms.gle/Shcua4QkMzXMrQJU6>

Click on the link or copy it in the browser to attempt the quiz.

The link will be open from 18.07.2021 to 21.07.2021.



**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal

Y & M Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
Camp, Pune, Maharashtra [India] - 411 001  
DEPARTMENT OF ENGLISH AND POSTGRADUATE CENTER



Certificate-Specimen (21.07.2021)



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020-2021)

### I. Basic Details:

Name of The Activity: <i>International Level Online Quiz on 'World Nature Conservation Day 2021'</i>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
28.07.2021 to 01.08.2021	Arts	English	Mr. Zameer Salim Sayyed (9764544334)
Time	Venue	Activity for class/group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
----	Online on GOOGLE Form	Participants (1066)	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>International Level Online Quiz on 'World Nature Conservation Day 2021'</i>
<b>Objective for conducting the activity</b>	to explore how the literary works make significant contribution in preserving the Nature or educating the masses to conserve the Nature
<b>Methodology</b>	A quiz of 20 marks using Google Form was created and sent in WhatsApp Groups
<b>Outcome</b>	It helped to promote the tagline <i>Save Earth, Save Nature</i>

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

1. Descriptive Report	2.	3. Flyer of the Webinar
4. Registration Sheets	5. Specimen of Certificate	6.



## DESCRIPTIVE REPORT OF THE ACTIVITY

The Department of English and Postgraduate Center conducted this quiz on *World Nature Conservation Day 2021* in order to explore the relationship between literature and Nature.

The 20 questions were framed by keeping in mind that the readers will be reminded of how the literary works make significant contribution in carrying the agenda of conservation of Nature.

Literary writers, so sensitive to change, can never remain quite at the time of global climate change – a crisis. From classical writers to modern and postmodern, all have expressed their dissent to the destruction of the surrounding caused by human-steps.

The quiz was organized to sensitize people on the this issue and re-think about their 'adventures'. **One thousand sixty six** teachers/students/research scholars and others attempted the quiz

Google Form showing the number of participants who attempted the quiz conducted on 28.07.2021



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POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
Camp, Pune, Maharashtra [India] – 411 001  
DEPARTMENT OF ENGLISH AND POSTGRADUATE CENTER

## NOTICE

27.09.2021

INTERNATIONAL LEVEL ONLINE QUIZ ON  
WORLD NATURE CONSERVATION DAY  
2021

The Department of English and Postgraduate Center organizes an **International Level Online Quiz on World Nature Conservation Day.**

The google-form link is given below.

<https://forms.gle/tZkaurScpuyXD1eU8>

Click on the link or copy it in the browser to attempt the quiz.

The link will be open from 18.07.2021 to 21.07.2021.



**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal

Y & M Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
Camp, Pune, Maharashtra [India] - 411 001  
DEPARTMENT OF ENGLISH AND POSTGRADUATE CENTER



Certificate-Specimen (28.07.2021)



Y & M Anjuman Khairul Islam's

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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020-2021)

### I. Basic Details:

<b>Name of The Activity:</b> <i>International Level Online Quiz on 'British Novels'</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
23.08.2021	Arts	English	Dr. Ashwini Purude (9763493979)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
----	Online GOOGLE Form	Participants (355)	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>International Level Online Quiz on 'British Novels'</i>
<b>Objective for conducting the activity</b>	To create awareness and interest among students about British Novels.
<b>Methodology</b>	Quiz Method
<b>Outcome</b>	Students enthusiastically studied and attempted Quiz on British Novels

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

<b>1. Descriptive Report</b>	<b>2. Screen shot of Google form</b>	<b>3. Registration Sheets</b>
<b>4. Specimen of Certificate</b>		



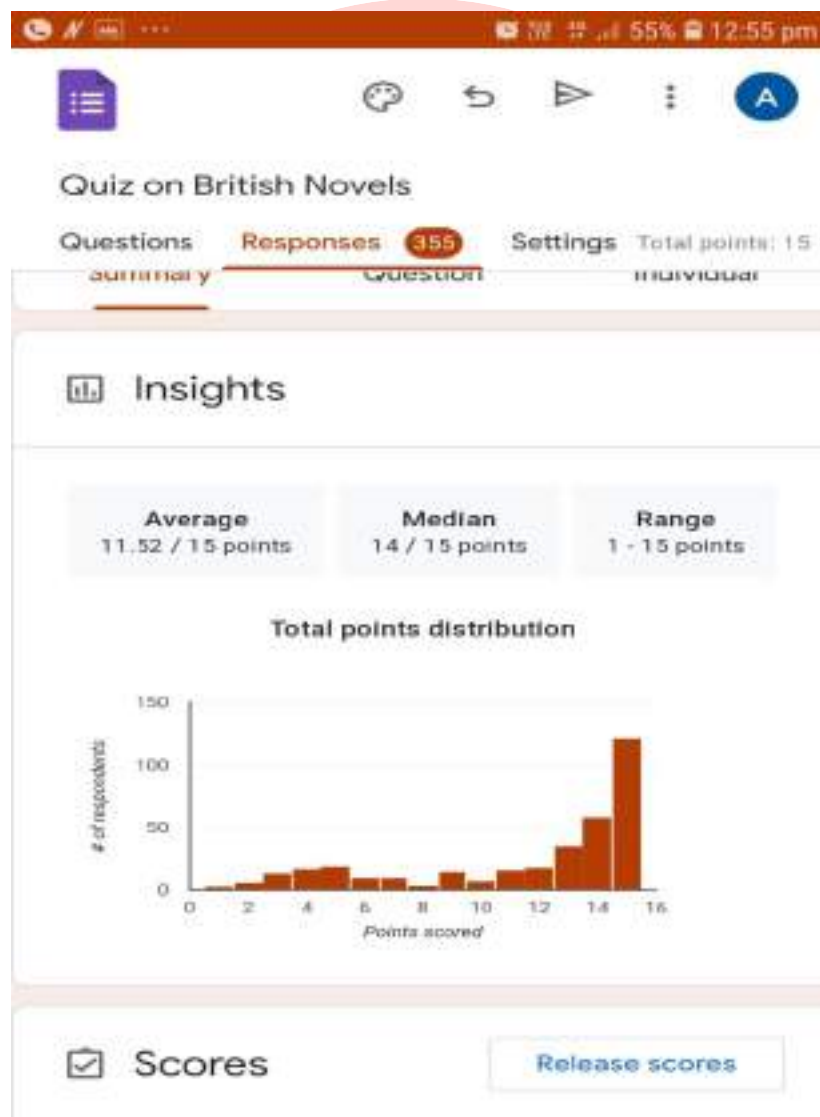
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## DESCRIPTIVE REPORT

An International Level Quiz on *British Novels* was conducted on 23rd August, 2021. The quiz was declared online by using Google form. Those who attempted the quiz and scored well were given certificates. In all three hundred fifty-five people attempted the quiz. The objective of the quiz was to create interest in the students about British novels.



*Google Form showing the number of participants who attempted the quiz conducted on 23.08.2021*



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



**CERTIFICATE**  
of Participation  
to

**Mr. ZAMEER SALIM SAYYED**

*of*

**POONA COLLEGE, PUNE**

for successfully attempting the *International Level Quiz on British Novels* organized by the Department of English and Postgraduate Center, Poona College of Arts, Science & Commerce, Camp, Pune on **23rd of August 2021.**

  
Dr. Aswathi M. Parude  
Coordinator  
of the Quiz

  
Ms. Zeenat Merchant  
Head, Dept. of English  
& Postgraduate Center

  
Mr. Moimuddin Khan  
Vice Principal  
Poona College

  
Prof. (Dr.) Aftab Anwar Shaikh  
Principal  
Poona College

Made for free with Certify'em

Certificate-Specimen (23.08.2021)



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2021 – 2022)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Student Webinar on Scope and Opportunities in English Language &amp; Literature</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
31 <sup>st</sup> August,2021	Arts	English	Mr. Asif Irshad Khan (9420732741) Mr. Zameer Salim Sayyed (9764544334)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
11:30 AM	Online	UG & PG students (88)	Co-curricular

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

<b>Topic/ Subject of the activity</b>	<i>Student Webinar on Scope and Opportunities in English Language &amp; Literature</i>
<b>Objective for conducting the activity</b>	To inform the students about the scope and opportunities of studying English Language and Literature
<b>Methodology</b>	Ms.Tasneem Jawadwala, Freelance Tutor, Excellence Online Directed Learning was invited as a Resource Person to guide and interact with the students. The webinar was conducted online on Zoom App.
<b>Outcome</b>	Participants were acquainted about the various career opportunities available at National and International level.

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

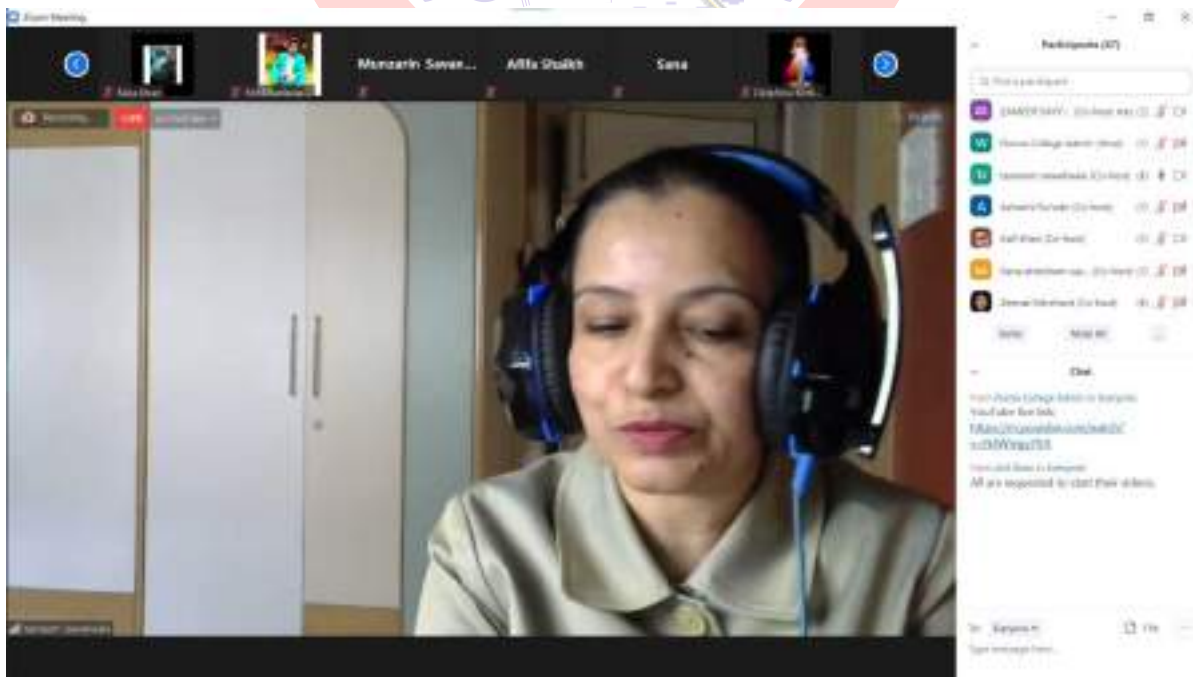
1. Descriptive Report	2. Captioned Photos with Date	3. Flyer and Programme Sheet
4. Registration Sheet	5. Specimen of Certificate	



## DESCRIPTIVE REPORT

The Department of English and Postgraduate Center organized an Online Student Webinar on *Scope and Opportunities in English Language and Literature* on 31st October, 2021 on Zoom platform.

Mr. Moinuddin Khan, Vice Principal of Arts Faculty welcomed the participants. Ms. Zeenat Merchant, Head, Department of English and Postgraduate Center presented the theme of the webinar. Prof. (Dr.) Aftab Anwar Shaikh, Principal delivered the inaugural address and appreciated the organizing team for conducting the webinar. Eighty eight students registered for the Webinar. Mr. Asif Khan and Mr. Zameer Salim Sayyed, Assistant Professors, Department of English coordinated the webinar.



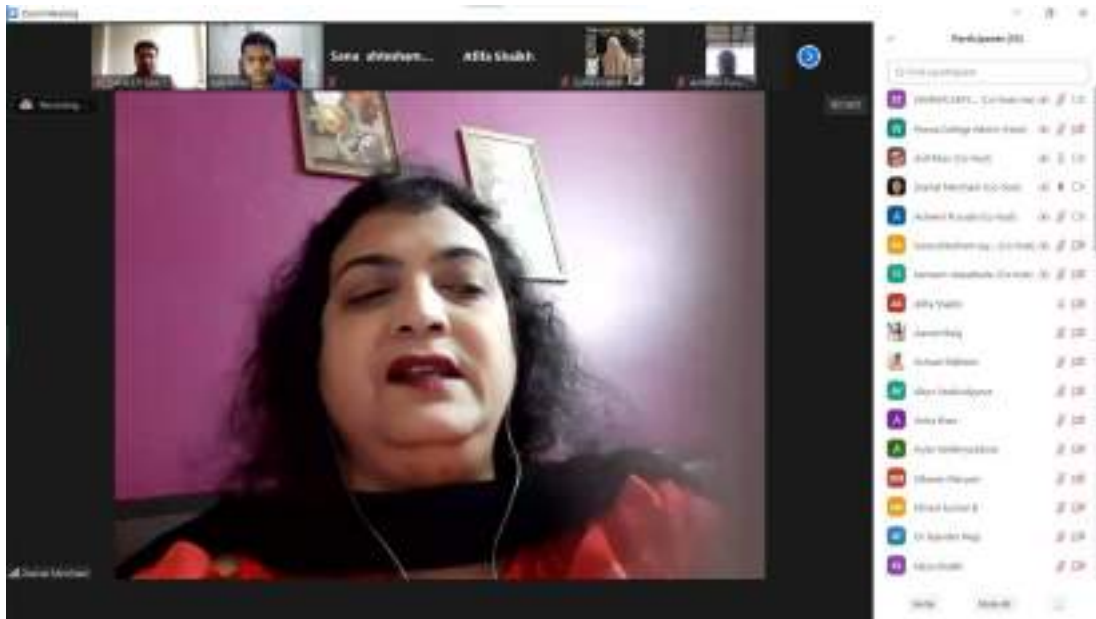
*Ms. Tasneem Jawadwala, Resource Person of the Webinar, delivering her talk (31.08.2021)*



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*Ms. Zeenat Merchant, Head, Department of English, presenting the Report of the Department and the theme of the webinar (31.08.2021)*



*A participant of the webinar giving feedback on the content and organization of the webinar (31.08.2021)*





Anjuman Khairul Islam's  
**Poona College of Arts, Science and Commerce**  
Camp, Pune-1



**Department of English & Post-graduate Center**



Prof. (Dr.) Aftab Anwar Shaikh  
Principal

**STUDENT WEBINAR**  
**SCOPE AND OPPORTUNITIES**  
**IN ENGLISH LANGUAGE & LITERATURE**

**31<sup>st</sup> August, 2021 at 11:30am**



E-certificates will be issued to all the participants after the successful submission of feedback forms



Ms. Tasneem Jawadwala  
Faculty Tutor, Excellence  
Online Directed Learning

**Mr. Mohd Anif Khan**  
Coordinator

**Mr. Zameer Sayyyed**  
Coordinator

**Ms. Zeenat Merchant**  
Head, Department of English  
& Postgraduate Center

**Mr. Moinuddin Khan**  
Vice-Principal

**Dr. Aftab Anwar Shaikh**  
Principal

*Flyer of the webinar (31.08.2021)*



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### The Department of English and Postgraduate Center

Organizes a

## STUDENT WEBINAR

on

# SCOPE AND OPPORTUNITIES IN ENGLISH LANGUAGE AND LITERATURE

### PROGRAMME SCHEDULE

31<sup>st</sup> August, 2021

11:30am to 11:40am	Welcome Address	Mr. Moinuddin Khan Vice Principal, Poona College
11:40am to 11:50am	Theme of the Webinar and Brief Report of the Department	Ms. Zeenat Merchant Head, Department of English and Postgraduate Center Poona College
11:50am to 12:00 noon	Inaugural Address	Prof. (Dr.) Aftab Anwar Shaikh Principal, Poona College
12:00 noon to 12:05pm	Introduction of Resource Person Ms. Tasneem Jawadwala	Dr. Ashwini Purude Assistant Professor, Department of English, Poona College
12:05pm to 12:45pm	Technical Session	Ms. Tasneem Jawadwala Freelance Tutor, Excellence Online Directed Learning Pune
12:45pm to 12:50pm	Vote of Thanks	Mr. Zameer Salim Sayyed Assistant Professor in English, Poona College
	Compering by	Mr. Asif Irshad Khan Assistant Professor, Department of English, Poona College

Scope and Opportunités in English Language and Literature

Questions Responses Settings Total points: 0



Prof. (Dr.) Anwar Shaikh  
Principal

**STUDENT WEBINAR**  
**SCOPE AND OPPORTUNITIES**  
**IN ENGLISH LANGUAGE & LITERATURE**

**31<sup>st</sup> August, 2021 at 11:30am**



Mr. Tameem Javed Shaikh  
Professor (Ugc), Head of Center  
Under Graduate Learning

Section 1 of 2

### Student Webinar on 'Scope and Opportunities in English Language and Literature'

As a part of the Golden Jubilee Celebration of our college, the Department of English and Postgraduate Center, Poona College, has organized this Student Seminar.

Total 88 students participated in the webinar (31.08.2021)



Specimen of Certificate (31.08.2021)



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020-2021)

### I. Basic Details:

<b>Name of The Activity:</b> <i>International Level Online Quiz on 'Indian English Literature'</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
02.09.2021	Arts	English	Dr. Ashwini Purude (9763493979)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
----	Online GOOGLE Form	Participants (63)	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>International Level Online Quiz on 'Indian English Literature'</i>
<b>Objective for conducting the activity</b>	To create awareness and interest among students about Indian English Literature.
<b>Methodology</b>	Quiz Method
<b>Outcome</b>	Students enthusiastically studied and attempted Quiz on Indian English Literature.

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

<b>1. Descriptive Report</b>	<b>2. Screen shot of Google form</b>	<b>3. Registration Sheets</b>
<b>4. Specimen of Certificate</b>		



## DESCRIPTIVE REPORT OF THE ACTIVITY

An International Level Quiz on *Indian English Literature* was conducted on 02<sup>nd</sup> September, 2021. The quiz was declared online by using Google form. Those who attempted the quiz and scored well were given certificates. In all sixty-three people attempted the quiz. The objective of the quiz was to create interest in the students about Indian English Literature.

INTERNATIONAL QUIZ ON INDIAN ENGLISH LITERATURE

Questions Responses Settings

INTERNATIONAL QUIZ ON INDIAN ENGLISH

As a part of the Golden Jubilee Celebration of our college, the Department of English and Postgraduate

Email\*

Full Name (write title also - Mr/Miss/Mrs./Dr.)

*Google Form showing the number of participants who attempted the quiz conducted on 02.09.2021*



Certificate-Specimen (02.09.2021)



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020-2021)

### I. Basic Details:

<b>Name of The Activity:</b> <i>International Online Quiz on English Literature</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
03.09.2021	Arts	English	Ms.Zeenat Merchant (8806320719)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group&amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
	Online on GOOGLE Form	Participants 2422	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>International Online Quiz on English Literature</i>
<b>Objective for conducting the activity</b>	In order to sensitize individuals to English literature and create awareness regarding different genres of Literature the Department of English and Postgraduate Center organized an International Online Quiz on English Literature.
<b>Methodology</b>	The online quiz was conducted through Google forms. Participants who scored above 40% were sent certificates via e mail
<b>Outcome</b>	

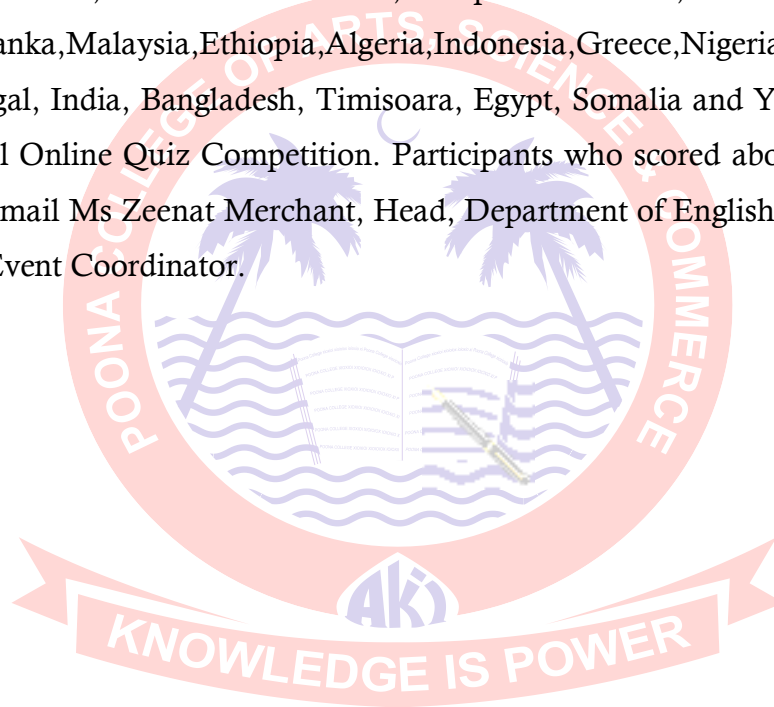
### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Descriptive Report	2. Specimen of Certificate	3. Photos
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## DESCRIPTIVE REPORT OF THE ACTIVITY

### INTERNATIONAL ONLINE QUIZ *ON ENGLISH LITERATURE*

In order to sensitize individuals to English literature and create awareness regarding different genres of Literature the Department of English and Postgraduate Center organized an International Online Quiz on English Literature on 3<sup>rd</sup> September, 2021. The online quiz was conducted through Google forms. 2422 Lecturers, Research scholars and students from all over the world participated in the Quiz. Participants hailed from countries such as Pakistan, Sudan, Bhutan, United Arab Emirates, Phillipines, Morocco, Saudi Arabia, Thailand, Myanmar, Sri Lanka, Malaysia, Ethiopia, Algeria, Indonesia, Greece, Nigeria, Turkmenistan, Columbia, Senegal, India, Bangladesh, Timisoara, Egypt, Somalia and Yemen took part in this International Online Quiz Competition. Participants who scored above 40% were sent certificates via e mail Ms Zeenat Merchant, Head, Department of English and Postgraduate Center was the Event Coordinator.





SPECIMEN CERTIFICATE



Anjuman Khairul Islam's  
**Poona College of Arts, Science & Commerce**  
Camp, Pune - 411 001 [Maharashtra - India]  
DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER

PRESENTS

**Certificate**  
of Participation

to

**NIKHITHA PRAKASAN**

of **Mar Athanasius College of Engineering, Kothamangalam**

for participating in the *International Online Quiz on English Literature* organized on 03<sup>rd</sup> of September 2021 by the Department of English and Postgraduate Center, Poona College of Arts, Science & Commerce, Camp, Pune - 411 001 [India].

  
Ms. Zeenat Merchant  
Quiz Conductor  
& Head  
Dept. of English

  
Mr. Moiruluddin Khan  
Vice Principal  
Poona College


  
Prof. (Dr.) Anwar Shaikh  
Principal  
Poona College

Made for free with Certify'em

## International Online Quiz on English Literature

☆

Questions Responses **2/22** Settings Total points



### INTERNATIONAL QUIZ ON ENGLISH LITERATURE

As a part of the Golden Jubilee Celebrations of Pooa College of Arts Science and Commerce, The Department of English and Post Graduate Center has organized the International Quiz on English Literature.

Email \*

Valid email

This form is collecting emails. [Change settings](#)

Full Name (write title also - Mr./Miss./Mrs./Dr.) \*

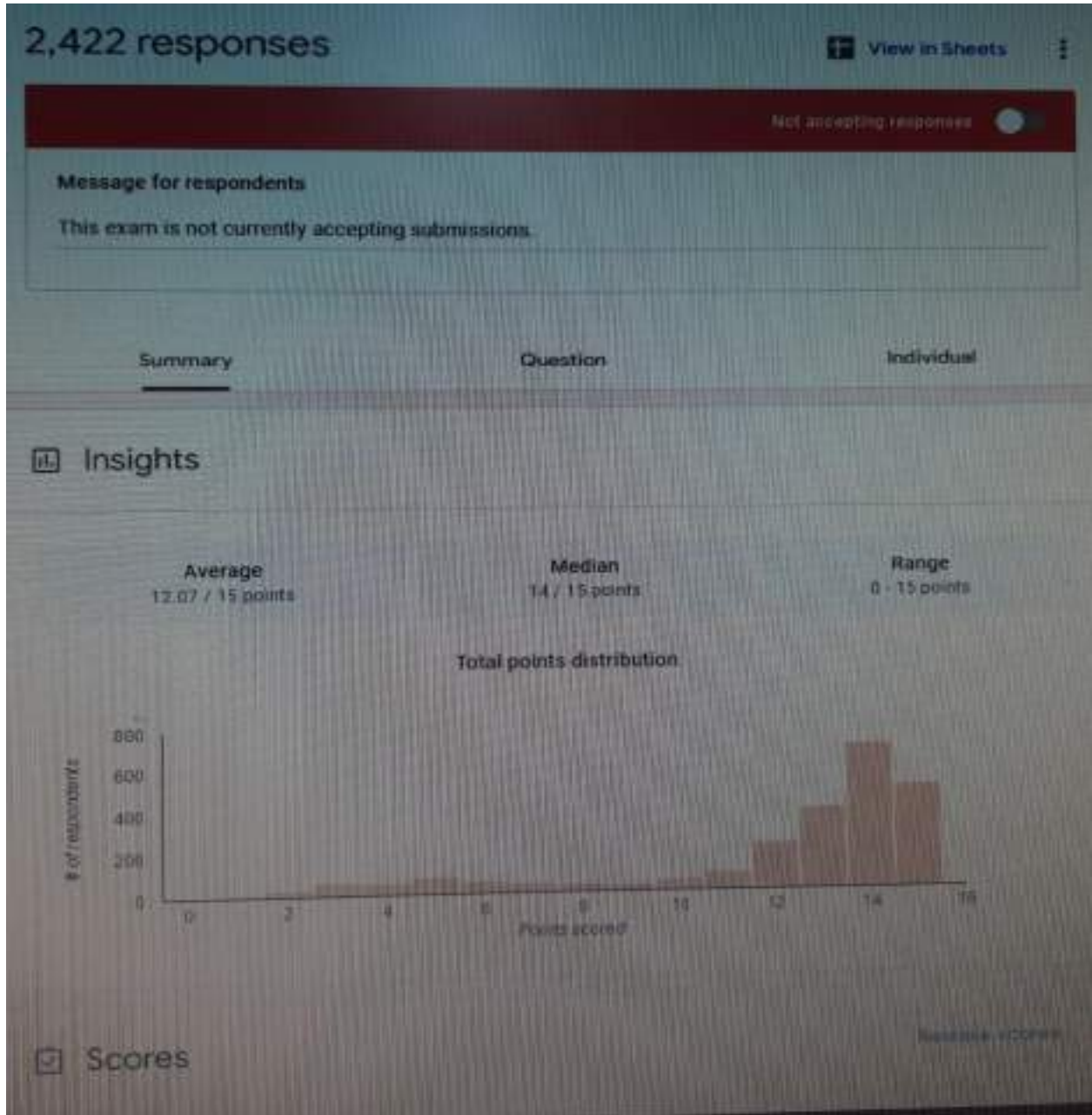
Short answer text

Name of the Institute/University \*

Short answer text

Faculty/Researcher/Student/Professional \*

Number of Responses Photo





Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2021-2022)

### I. Basic Details:

<b>Name of The Activity: INTERNATIONAL ONLINE QUIZ ON WILLIAM SHAKESPEARE</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
11.09.2021	Arts	English	Ms. Zeenat Merchant (8806320719)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other</b>
	Online on GOOGLE Form	Participants 2212	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<b>INTERNATIONAL ONLINE QUIZ ON WILLIAM SHAKESPEARE</b>
<b>Objective for conducting the activity</b>	In order to sensitize students to English literature and create awareness regarding the life and works of 'the bard', an International Online Quiz on William Shakespeare was organized by the Department of English and Postgraduate Center
<b>Methodology</b>	The online quiz was conducted through Google forms. Participants who scored above 40% were sent certificates via e mail
<b>Outcome</b>	2212 participants from countries such as Pakistan, Morocco, Saudi Arabia Azerbaijan, Indonesia, Nigeria, Turkmenistan, India, Bangladesh and Yemen took part in this International Online Quiz Competition.

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

<b>1. Report</b>	<b>2. Photo</b>	<b>3. Specimen of Certificate</b>
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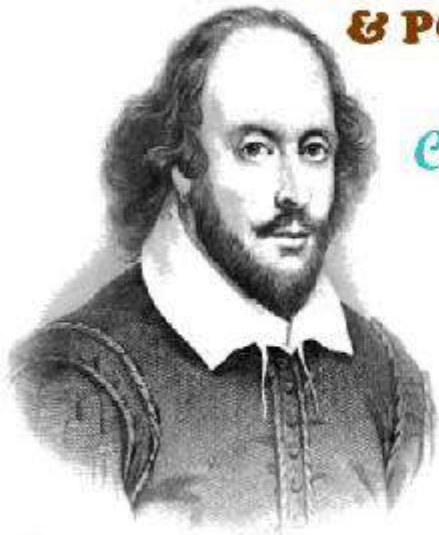


1970 - 2020

Anjuman Khairul Islam's  
**Poona College of Arts, Science & Commerce**  
Camp, Pune – 411001 [India]



**THE DEPARTMENT OF ENGLISH  
& POSTGRADUATE CENTER**



*proudly presents*

*Certificate of Participation*

*to*

**Miss.A.DEEPA LAKSHMI**

*from*

**BON SECOURS COLLEGE FOR WOMEN**

for participating in the **International Online Quiz** on **William Shakespeare** organized on **11<sup>th</sup> September 2021** by the **Department of English and Postgraduate Center**, Poona College of Arts, Science & Commerce, Camp, Pune, [Maharashtra - India].

**Ms. Zeenat Merchant**  
Quiz Coordinator & Head  
Department of English  
& Postgraduate Center

**Mr. Moimuddin Khan**  
Vice Principal  
Poona College

**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal  
Poona College





Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020-2021)

### I. Basic Details:

<b>Name of The Activity:</b> <i>International Webinar on 'Teamwork and Collaboration'</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
11.09.2021	Arts	English	Dr. Ashwini Purude (9763493979)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
12:00 noon	Online on GOOGLE Form	Participants (468)	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>International Webinar on 'Teamwork and Collaboration'</i>
<b>Objective for conducting the activity</b>	To develop team building skills in students.
<b>Methodology</b>	Activity based guidance talk followed by question- answer session.
<b>Outcome</b>	Students were motivated with team building skills.

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

1. Descriptive Report	2. Captioned Photos with Date	3. Flyer of the Webinar
4. Registration Sheets	5. Specimen of Certificate	6. Invitation letter
7. Thanking letter	8. Programme Sheet	9.



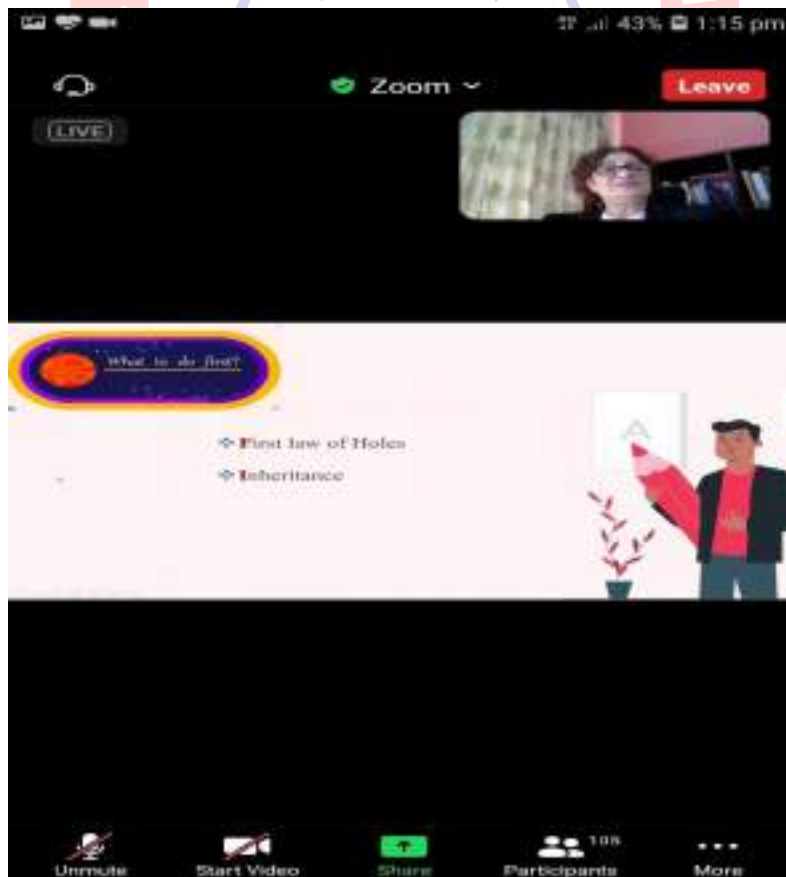


## DESCRIPTIVE REPORT

The Department of English and Post-graduate centre had organized an International Webinar on *Teamwork and Collaboration* on 11<sup>th</sup> September, 2021 at 12:00 pm. The Resource Person for this Webinar was a prominent alumnus of the Department and an International Soft Skills Trainer, **Ms. Batul Lamba**.

Ms. Noori Lamba began the webinar by elaborating the meaning of teamwork. She explained the need and techniques of building a good team. She had an interactive session by playing games and taking feedback from time to time during her presentation. She also informed the delegates the pros and cons of having building a good team. The presentation ended with a question- answer session and feedback.

Four hundred and sixty-eight delegates all over the world participated in this webinar.



Resource person Ms Batul Lamba presenting her PPT



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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The screenshot shows a Zoom meeting interface. At the top, there are icons for mute, video, and a 'Zoom' status indicator with a dropdown arrow. A 'Leave' button is visible in the top right. Below the Zoom controls, a 'LIVE' badge is present. The main content area displays a presentation slide with the following elements:

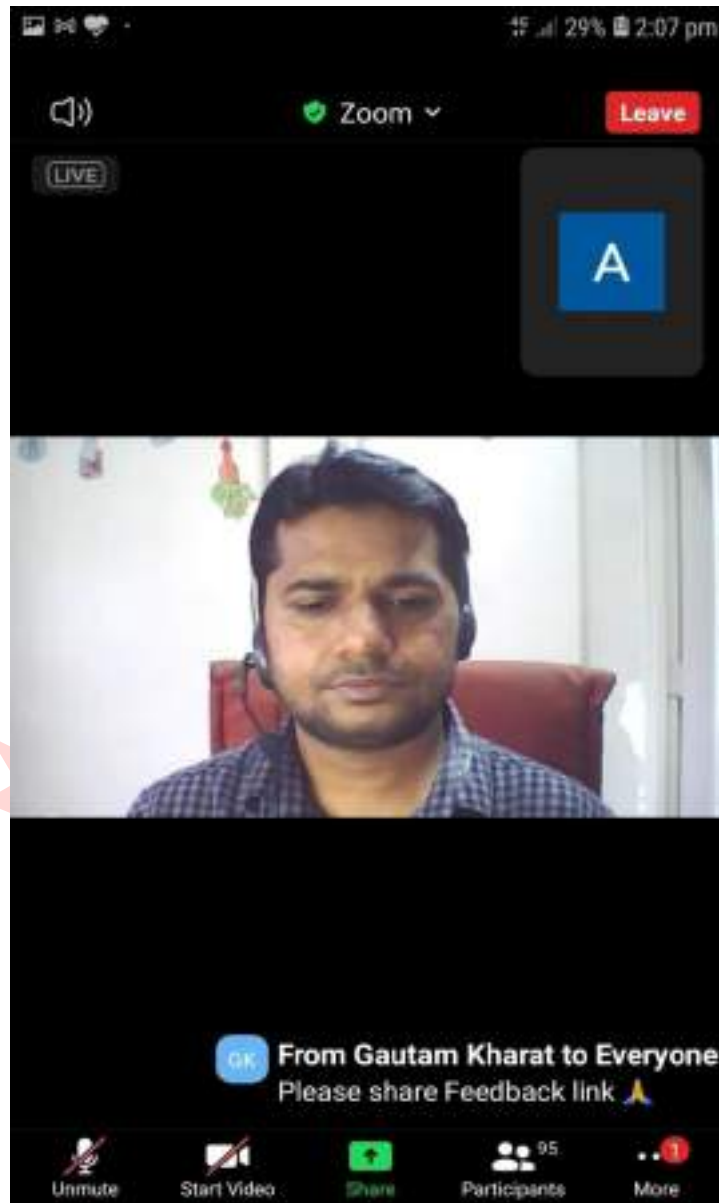
- A title bar with a purple and yellow gradient containing the text 'Techniques that work' and a purple circle with the number '3'.
- A yellow header box with the text 'BATTLE OF BUG'.
- A list of three bullet points:
  - ◆ Don't leave testing to the last minute
  - ◆ Get a testing team involved as early as you can
  - ◆ Use 'shortcut' testing methods to get results in less time
- Illustrations of a person working at a desk and a person holding a document.

At the bottom of the screen, the Zoom control bar is visible, showing icons for 'Unmute', 'Start Video', 'Share', 'Participants' (with a count of 100), and 'More'.

*Ms Batul Lamba explaining the techniques of Teamwork and Collaboration*



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



*Mr Asif Khan compering the Webinar*



## Registration Form of International Webinar or

Questions

Responses **468**

Settings

Summary

Question

Individual

### Who has responded?

ritika.ritika@gmail.com

mathishmeer24@gmail.com

pramod511223@gmail.com

samudhralakaruna@gmail.com

sudhagaransai@gmail.com

mdsirajuddinshah7005@gmail.com

flavia09@gmail.com

thohidul.ce@gmail.com

jjhayamuna498@gmail.com

Screenshot of the number of participants who attended the webinar on 11.09.2021



**Ms. Batul Lamba**

Resource Person of Webinar  
International Soft Skills Trainer



Y & M Anjuman Khairul Islam's  
**POONA COLLEGE**  
OF ARTS, SCIENCE & COMMERCE, CAMP, PUNE - 01  
**THE DEPARTMENT OF ENGLISH  
& POSTGRADUATE CENTER**



*organizes*

**INTERNATIONAL WEBINAR ON  
TEAMWORK AND COLLABORATION**

Date: 11<sup>th</sup> September, 2021  
Time: 12:00 noon  
Registration: Free of Cost

E-certificate will be issued after  
attending the entire webinar and  
submitting the feedback form.



**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal, Poona College

Registration link  
<https://forms.gle/4hLu3aDEgzzfZBv8>

Zoom link  
<https://us06web.zoom.us/j/84874095723?pwd=N2hNcW5oNTBvcVNPSTVhZi9VYjYxdkp0>



**Mr. Moimuddin Khan**  
Vice Principal  
Poona College



**Ms. Zeenat Merchant**  
Head, Dept. of English  
& Postgraduate Center



**Dr. Ashwini Parude**  
Coordinator of the webinar

*Flyer of the Webinar*



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



presents

**CERTIFICATE**  
of Participation

to

of

for actively participating in the **International Level Webinar on *Teamwork and Collaboration*** organized by the Department of English & Postgraduate Center, Poona College of Arts, Science and Commerce, Camp, Pune [Maharashtra - India] on **11<sup>th</sup> September, 2021**.

  
Dr. Ashwini Purude  
Coordinator  
of the webinar

  
Ms. Zeenat Merchant  
Head, Dept. of English  
& Postgraduate Center

  
Mr. Moynuddin Khan  
Vice Principal  
Poona College

  
Prof. (Dr.) Atab Anwar Shaikh  
Principal  
Poona College

Certificate-Specimen (11.09.2021)



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

04/09/2021

Ms. Batul Lamba,  
Vice-Principal (Junior Section),  
The Kalyani School,  
Pune.

**Subject:** Invitation to be a Resource Person for International Level Webinar

**Dear Madam**

It gives us immense pleasure in inviting you to be the Resource Person for the International Level Webinar on '**Teamwork and Collaboration**' organized by the Department of English & Postgraduate Center of Poona College of Arts, Science & Commerce on **11<sup>th</sup> September, 2021**. The webinar will commence at **12:00 noon**. Kindly speak on the following consented topic:

**'Teamwork and Collaboration'**

We would be grateful to you if you kindly accept our invitation and convey your acceptance. We look forward to listening to your address on the day of the webinar.

With warm regards

Yours sincerely

**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal



Anjuman Khairul Islam's

## POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PUPN/ASC/023/1970
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Pune - 411001, (MS), India



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principal@poonacollege.edu.in

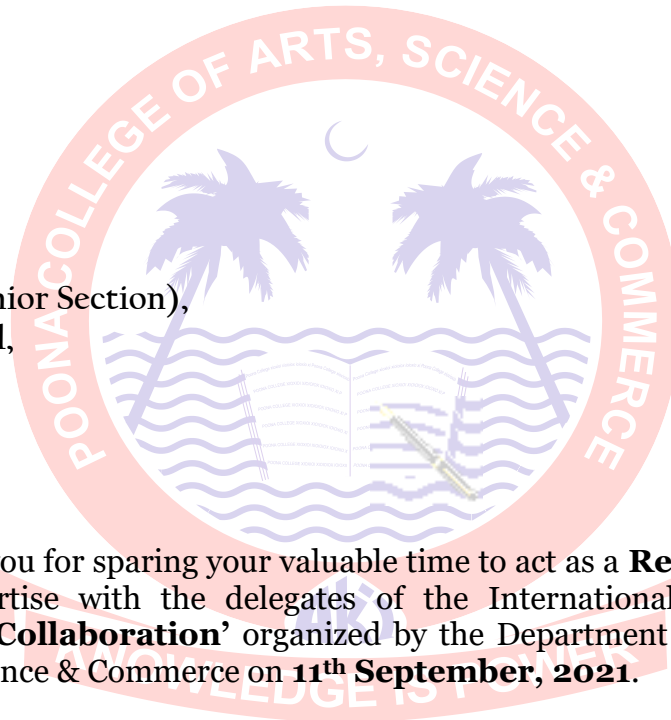
**Professor (Dr.) Aftab Anwar Shaikh**  
M.Com, Ph.D (Busi. Admin.)  
**PRINCIPAL**



+91 98226 21579



dranwarshaikh@gmail.com



11<sup>th</sup>  
September, 2021

Ms. Batul Lamba,  
Vice-Principal (Junior Section),  
The Kalyani School,  
Pune.

**Dear Madam**

We are grateful to you for sparing your valuable time to act as a **Resource Person** and sharing your expertise with the delegates of the International Level Webinar on **'Teamwork and Collaboration'** organized by the Department of English of Poona College of Arts, Science & Commerce on **11<sup>th</sup> September, 2021.**

We hope to maintain continued association with you in the future.

With warm regards

**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal





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

- Affiliated to Savitribai Phule Pune University: ID No PUPN/ASC/023/1870
- 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

1970 - 2020

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 principal@poonacollege.edu.in

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

+91 98226 21579  
 dranwarshaikh@gmail.com

**The Department of English and Postgraduate Center**  
*Organizes an*  
**INTERNATIONAL WEBINAR**

*on*  
**TEAMWORK AND COLLABORATION**  
**PROGRAMME SCHEDULE**

11<sup>th</sup> September, 2021

12:00 pm to 12:10 pm	<i>Welcome Address</i>	Mr. Moinuddin Khan Vice Principal, Poona College
12:10 pm to 12:20 pm	<i>Theme of the Webinar and Brief Report of the Department</i>	Ms. Zeenat Merchant Head, Department of English and Postgraduate Center Poona College
12:20 pm to 12:30 pm	<i>Inaugural Address</i>	Prof. (Dr.) Aftab Anwar Shaikh Principal, Poona College
12:30 pm to 12:35 pm	<i>Introduction of Resource Person</i> Ms. Batul Lamba	Dr. Ashwini Purude Assistant Professor, Department of English, Poona College
12:35 pm to 1:15 pm	<i>Technical Session</i>	Ms. Batul Lamba International Soft Skills Trainer
1.15 pm to 1.25 pm		Question- Answer Session
1:25 pm to 1:30 pm	<i>Vote of Thanks</i>	Mr. Zameer Salim Sayyed Assistant Professor in English, Poona College
	<i>Compering by</i>	Mr. Asif Irshad Khan Assistant Professor, Department of English, Poona College



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020-2021)

### I. Basic Details:

<b>Name of The Activity:</b> <i>International Tree Plantation And Cleanliness Drive</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
27/09/2021	Arts	English	Ms.Zeenat Merchant (8806320719)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group&amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
	Online on GOOGLE Form	Participants	Environmental

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>International Tree Plantation And Cleanliness Drive</i>
<b>Objective for conducting the activity</b>	As a part of the Golden Jubilee celebration of our college , the Department of English and Postgraduate Center organized an 'International Tree Plantation and Cleanliness Drive'. Participants from all over the globe participated in this Drive. Considering the catastrophic effects of global warming, this activity is a humble effort to be instrumental in saving planet earth and creating awareness amidst the masses regarding the importance of Environmental Conservation.
<b>Methodology</b>	The participants were initially made aware of the importance of Environmental Conservation through the WhatsApp notification of the event. The participants were instructed to make a short video of their planting a tree or cleaning their surroundings. They had to upload the video as an attachment to Google form which also contained their personal information. On uploading the video a certificate of appreciation was generated on the email of the participant as a source of motivation.
<b>Outcome</b>	Participants from all over the globe participated in this Drive joining hands to spread the message of Environmental Protection proactively.

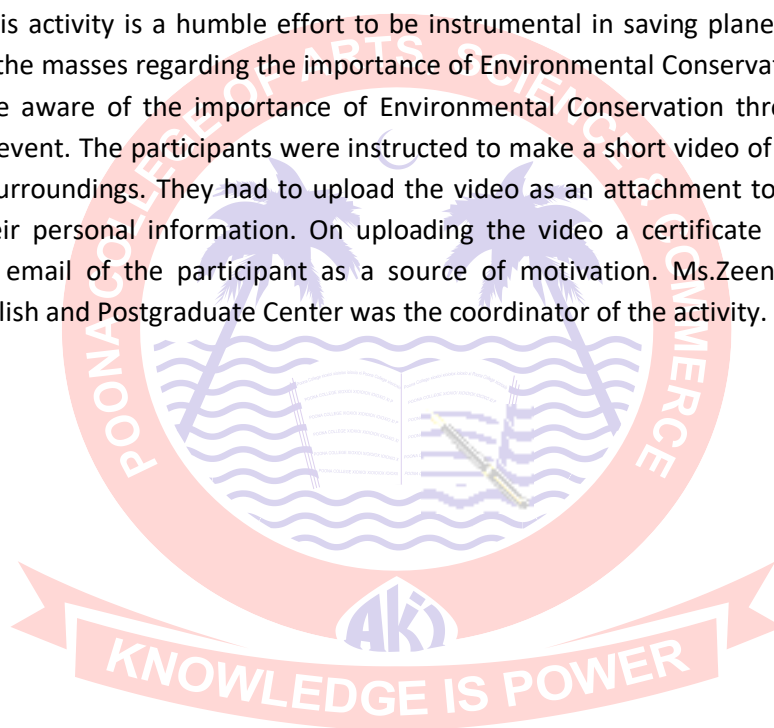
### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Descriptive Report	2. Pamphlet	3. Photo
4. Specimen Certificate		

## DESCRIPTIVE REPORT OF THE ACTIVITY

### INTERNATIONAL TREE PLANTATION AND CLEANLINESS DRIVE

As a part of the Golden Jubilee celebration of our college , the Department of English and Postgraduate Center organized an 'International Tree Plantation and Cleanliness Drive' on 27<sup>th</sup> September,2021. Participants from all over the globe participated in this Drive. Considering the catastrophic effects of global warming, this activity is a humble effort to be instrumental in saving planet earth and creating awareness amidst the masses regarding the importance of Environmental Conservation. The participants were initially made aware of the importance of Environmental Conservation through the WhatsApp notification of the event. The participants were instructed to make a short video of their planting a tree or cleaning their surroundings. They had to upload the video as an attachment to Google form which also contained their personal information. On uploading the video a certificate of appreciation was generated on the email of the participant as a source of motivation. Ms.Zeenat Merchant, Head, Department of English and Postgraduate Center was the coordinator of the activity.



*International Online Tree Plantation and Cleanliness Drive*

Questions Responses 29 Settings

Section 1 of 3

## INTERNATIONAL TREE PLANTATION & CLEANLINESS DRIVE

AS A PART OF THE GOLDEN JUBILEE CELEBRATION OF OUR COLLEGE , THE DEPARTMENT OF ENGLISH AND POSTGRADUATE CENTER ,A.K.I.'S POONA COLLEGE OF ARTS,SCIENCE AND COMMERCE, CAMP PUNE-1 (INDIA) HAS ORGANISED AN 'INTERNATIONAL TREE PLANTATION & CLEANLINESS DRIVE' CONSIDERING THE CATASTROPHIC EFFECTS OF GLOBAL WARMING, THIS ACTIVITY IS A HUMBLE EFFORT TO BE INSTRUMENTAL IN SAVING PLANET EARTH.

ORGANIZING COMMITTEE

1. DR. AFTAB ANWAR SHAIKH, PRINCIPAL
2. MR. MOINUDDIN KHAN , VICE-PRINCIPAL
3. MS ZEENAT MERCHANT, EVENT COORDINATOR AND HEAD DEPARTMENT OF ENGLISH AND POSTGRADUATE CENTER



*Pamphlet of International Online Tree Plantation and Cleanliness Drive*



AKI's  
Poona College of Arts , Science and Commerce,  
Camp,Pune-1  
Department of English and Postgraduate Center  
*organizes an*



## INTERNATIONAL TREE PLANTATION & CLEANLINESS DRIVE

**PARTICIPANTS SHOULD  
FILL UP THE GOOGLE  
FORM AND UPLOAD A 15  
SECONDS VIDEO OF  
CLEALNINESS DRIVE  
/TREE PLANTATION**



**E-CERTIFICATE WILL BE ISSUED  
TO ALL THE PARTICIPANTS  
WHO WILL UPLOAD THE VIDEO  
AND FILL UP THE FEEDBACK  
FORM.**

**Link for uploading your entries:**  
<https://forms.gle/RVXe3URBF74ZRRuS6>

**Ms. Zeenat Merchant**  
Event Coordinator  
& Head, Dept. of English

**Mr. Moinuddin Khan**  
Vice-Principal

**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal

**KNOWLEDGE IS POWER**

Specimen Certificate



Y & M Anjuman Khairul Islami's

**POONA COLLEGE**

OF ARTS, SCIENCE & COMMERCE, CAMP, PUNE - 01



**DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER**

presents

**CERTIFICATE OF APPRECIATION**

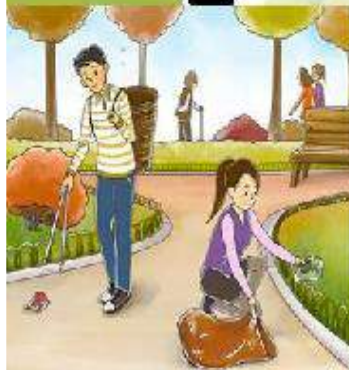
to

**Ms. Kavita Varma Rathod**

of

**Sreenidhi Institute of Science and Technology**

for being instrumental in saving the world through *International Tree Plantation and Cleanliness Drive* organized by the Department of English & Postgraduate Center, Poona College of Arts, Science & Commerce, Camp, Pune [Maharashtra-India].



**Ms. Zeenat Merchant**  
Event Coordinator and Head,  
Department of English &  
Postgraduate Center

**Mr. Moinuddin Khan**  
Vice Principal  
Poona College

**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal  
Poona College





Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2020-2021)

### I. Basic Details:

<b>Name of The Activity:</b> <i>International Level Multi-Disciplinary Webinar on 'International Day of Non-violence'</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
02.10.2021	Arts	English	Mr. Zameer Salim Sayyed (9764544334)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
03:00pm to 05:00pm	Online on ZOOM platform	Delegates (113)	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>International Level Multi-Disciplinary Webinar on 'International Day of Non-violence'</i>
<b>Objective for conducting the activity</b>	to commemorate the birth anniversary of the <i>Father of the Nation</i> and the <i>Mahatma</i> – Mohandas Karamchand Gandhi and to celebrate the <i>International Day of Non-violence</i> by highlighting the importance of peace in social life
<b>Methodology</b>	Addresses by the Resource Persons followed by Question-answer Session
<b>Outcome</b>	The deliberation and the question-answer session at the end of the deliberation covered all the aspects of Gandhian ideology and how it has become the need of the hour in the world-at-crisis.

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

1. Descriptive Report	2. Captioned Photos with Date	3. Notice, Flyer and Programme Sheet
4. Registration Sheets	5. Specimen of Certificate	6. Invitation and Thanking Letters





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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## DESCRIPTIVE REPORT OF THE ACTIVITY

The Department of English and Postgraduate Center organized this International Level Multidisciplinary Webinar on *International Day of Non-violence* to commemorate the birth anniversary of Mohandas Karamchand Gandhi and to mark the day globally recognized as *International Day of Non-violence*.

Mr. Moinuddin Khan, Vice Principal, Poona College, welcomed the guests: Dr. Syed Tahseen Raza and Mr. Ihsan Muthar. Ms. Zeenat Merchant, Head, Department of English and Postgraduate Center, spoke on the theme of the webinar.

**Dr. Syed Tahseen Raza**, Assistant Professor in the Department of Strategic and Security Studies, Aligarh Muslim University, Aligarh, was invited as a Resource Person to deliver a talk on the life and work of Mohandas Karamchand Gandhi and how his ideology of *non-violence* influenced the world.

**Mr. Ihsan Muthar**, Assistant Professor in English, Tikrit University, Iraq, sent his message for the audience highlighting the message that literature is the only weapon against war. He enlisted several works of art to prove his point that literature gives strength to powerless, is a voice of dissent, and can transform the society into civilization.

Mr. Zameer Salim Sayyed, Coordinator of the webinar, introduced the guests. Dr. Ashwini Purude proposed vote of thanks. Mr. Asif Khan anchored the sessions smoothly and successfully. After the deliberation, the session was open for discussion.

**One hundred and thirteen** delegates from all over the world participated in this webinar.



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**POONA COLLEGE  
OF ARTS, SCIENCE AND COMMERCE**  
(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)



Mr. Moinuddin Khan, Vice Principal, Poona College of Arts, Science and Commerce, delivering Welcome Address  
(02.10.2021)



Ms. Zeenat Merchant, Head, Department of English and Postgraduate Center while presenting the theme of the webinar  
(02.10.2021)



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*Dr. Syed Tahseen Raza, Assistant Professor in the Department of Strategic and Security Studies, Aligarh Muslim University, Aligarh, delivering his talk (02.10.2021)*



# NOTICE

27.09.2021

INTERNATIONAL DAY OF  
NON-VIOLENCE

The Department of English and Postgraduate Center organizes an **International Level Multidisciplinary Webinar on *International Day of Non-violence*** on the occasion of the birth anniversary of Mahatma Gandhi.

Resource Persons:

- 1) Dr. Syed Tehseen Raza  
Assistant Professor  
Department of Strategic and Security Studies  
Aligarh Muslim University  
Aligarh
- 2) Mr. Ihsan Muthar  
Assistant Professor  
Department of English  
Tikrit University  
Iraq

Date: 02.10.2021

Time: 03.00pm

Registration Link: <https://forms.gle/JxMAPbfvnpnGVtyw38>

Platform: ZOOM

<https://us06web.zoom.us/j/89912092191?pwd=dGwwTTYxb08vWmJvdG5sdzhSMk5KZz09>



**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal

Y & M Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
Camp, Pune, Maharashtra [India] – 411 001  
DEPARTMENT OF ENGLISH AND POSTGRADUATE CENTER



The flyer features the college's logo on the left and the 75th Independence Day logo on the right. The central text reads: "Anjuman Khairul Islam's Poona College of Arts, Science & Commerce Camp, Pune – 411001 [India] THE DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER organizes an INTERNATIONAL MULTI-DISCIPLINARY WEBINAR on the occasion of INTERNATIONAL DAY OF NON-VIOLENCE 02<sup>nd</sup> October 2021, 03:00pm". A portrait of Mahatma Gandhi is centered below the title. On the right, a "Resource Persons" box lists Dr. Syed Talibuddin Bano and Mr. Husam Shabbir. At the bottom, four speakers are listed with their photos: Mr. Zamser Salim Sayyed (Webinar Coordinator), Ms. Zoemat Merchant (Head, Dept. of English & Postgraduate Center), Mr. Moïnuddin Khan (Vice Principal), and Prof. (Dr.) Aftab Anwar Shaikh (Principal).

Flyer of the Webinar (02.10.2021)



The screenshot shows a Google Form titled "INTERNATIONAL DAY OF NON-VIOLENCE". The form header includes the webinar title and date. Below the header, there are three input fields: "Full Name (write title also - Mr/Ms/Mrs/Dr.)", "Short answer text", and "Name of the Institute/University". The form is displayed on a mobile device interface.

Google Form and Registration Responses for the webinar organized on 02.10.2021



Anjuman Khairul Islam's

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• Affiliated to Savitribai Phule Pune University: ID No PUPN/ASC/023/1970

• Junior College Index No: J-11.15.004

• Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute

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### The Department of English and Postgraduate Center

organizes a

## MULTIDISCIPLINARY INTERNATIONAL LEVEL WEBINAR

on

## INTERNATIONAL DAY OF NON-VIOLENCE

### PROGRAMME SCHEDULE

02<sup>nd</sup> October, 2021

03:00pm to 03:05pm	Welcome Address	Mr. Moinuddin Khan Vice Principal, Poona College
03:05pm to 03:10pm	Theme of the Webinar	Ms. Zeenat Merchant Head, Department of English and Postgraduate Center Poona College
03:10pm to 03:20pm	Inaugural Address	Prof. (Dr.) Aftab Anwar Shaikh Principal, Poona College
03:20pm to 03:25pm	Introduction of Resource Person Dr. Syed Tahseen Raza	Mr. Zameer Salim Sayyed Assistant Professor, Department of English, Poona College
03:25pm to 04:10pm	Technical Session	Dr. Syed Tahseen Raza Assistant Professor in the Department of Strategic and Security Studies, Aligarh Muslim University, Aligarh
04:10pm to 04:15pm	Introduction of Resource Person Mr. Ihsan Mudhar	Mr. Zameer Salim Sayyed Assistant Professor, Department of English, Poona College
04:15pm to 04:45pm	Technical Session	Mr. Ihsan Mudhar Assistant Professor in English Tikrit University, Iraq
04:45pm to 04:50pm	Vote of Thanks	Dr. Ashwini Purude Assistant Professor in English, Poona College
	Compering by	Mr. Asif Khan Assistant Professor in English, Poona College

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POONA COLLEGE OF ARTS, SCIENCE & COMMERCE  
Camp, Pune, Maharashtra [India] – 411 001  
DEPARTMENT OF ENGLISH AND POSTGRADUATE CENTER



Anjuman Khairul Islam's  
**Poona College of Arts, Science & Commerce**  
Camp, Pune – 411001 [India]



**75**  
Azadi Ka  
Amrit Mahotsav



**INTERNATIONAL DAY OF  
NON-VIOLENCE**

02<sup>nd</sup> October 2021

**THE DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER**  
proudly presents  
**CERTIFICATE OF PARTICIPATION**  
to  
**MRS.M.RAJA LAKSHMI DHINAKARAN**  
from  
**J.H.A AGARSEN COLLEGE ARTS AND SCIENCE**

*for participating in the International Multi-disciplinary Webinar on 'International Day of Non-violence' organized by the Department of English and Postgraduate Center, Poona College of Arts, Science & Commerce, Camp, Pune, Maharashtra (India).*

  
Mr. Zamoor Salim Sayyed  
Webinar Coordinator  
& Assistant Professor in English

  
Ms. Zeenat Merchant  
Head, Department of English  
& Postgraduate Center

  
Mr. Moimuddin Khan  
Vice Principal  
Poona College

  
Prof. (Dr.) Aftab Anwar Shaikh  
Principal  
Poona College

Specimen of Certificate (02.10.2021)





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

+91 98225 21579

dranwarshaikh@gmail.com

25/09/2021

**Dr. Syed Tahseen Raza**

Assistant Professor

Department of Strategic and Security Studies

Aligarh Muslim University

Aligarh

**Subject:** Invitation to be a Resource Person for International Multidisciplinary Webinar

**Dear Sir**

It gives me immense pleasure in inviting you to be the Resource Person of the International Multidisciplinary Webinar on **International Day of Non-violence** organized by the Department of English & Postgraduate Center of Poona College of Arts, Science & Commerce on **02<sup>nd</sup> October 2021**. The webinar will commence at **03:00pm**.

I will be grateful to you if you kindly accept our invitation and convey your acceptance. We look forward to listening to your address on the day of the webinar.

With warm regards

Yours sincerely

**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal





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**Professor (Dr.) Aftab Anwar Shaikh**  
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+91 98226 21579

dranwarshaikh@gmail.com

25/09/2021

**Mr. Ihsan Mudhar**

Assistant Professor  
Department of English  
Tikrit University  
Iraq

**Subject:** Invitation to be a Resource Person for International Multidisciplinary Webinar

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dranwarshaikh@gmail.com

02<sup>nd</sup> October 2021

**Dr. Syed Tahseen Raza**

Assistant Professor

Department of Strategic and Security Studies

Aligarh Muslim University

Aligarh

**Dear Sir**

We are grateful to you for sparing your valuable time to act as a **Resource Person** and sharing your expertise with the delegates of the International Level Multidisciplinary Webinar on **International Day of Non-violence** organized by the Department of English and Postgraduate Center, Poona College of Arts, Science & Commerce on **02<sup>nd</sup> October 2021**.

We hope to maintain continued association with you in the future.

With warm regards

**Prof. (Dr.) Aftab Anwar Shaikh**  
Principal



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02<sup>nd</sup> October 2021

**Mr. Ihsan Mudhar**

Assistant Professor  
Department of English  
Tikrit University  
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Principal



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## DEPARTMENT OF ENGLISH & POSTGRADUATE CENTER ACTIVITY REPORT (2021-2022)

### I. Basic Details:

<b>Name of The Activity:</b> <i>Book Review Presentation Competition</i>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
15.10.2021	Arts	English and Hindi	Dr. Zuber Shaikh (9423205210)
<b>Time</b>	<b>Venue</b>	<b>Activity for class/group&amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
12:00 noon	Online	Contestants (11) Delegates (48)	Co-curricular

### II. Brief Information about the Activity

<b>Topic/ Subject of the activity</b>	<i>Book Review Presentation Competition</i>			
<b>Objective for conducting the activity</b>	<ul style="list-style-type: none"><li>➤ To commemorate the birth anniversary of Dr. A.P.J. Abdul Kalam as 'Reading Inspiration Day'.</li><li>➤ To encourage reading habit among students</li><li>➤ To train them in the skill of critical appreciation of texts</li><li>➤ To teach review-writing skill to the students</li></ul>			
<b>Methodology</b>	The students orally presented the Book-review originally written by them on an online mode. The best presenters were given prizes and the book 'Wings of Fire' by Dr. Abdul Kalam.			
<b>Outcome</b>	Contestants got acquainted with the importance of reading and the academic skill of reasoning and writing on the text read. The participants also learnt Presentation Skills			
	<b>PRIZE WINNERS OF THE BOOK REVIEW COMPETITION</b>			
	Department	Student Name	Class	Prize
	English	Faiza Farhan Khan	SYBA	First
	English	Stephenprashant Nana Dar	M. A.	Second
	English	Yahya Shaikh	SYBA	Third
	Hindi	Divya Madhusudan Panchal	SYBA	First
	Hindi	Nikhata Raees Shaikh	SYBA	Second
	Hindi	Momin Arniyat Shahid	M. A.	Third



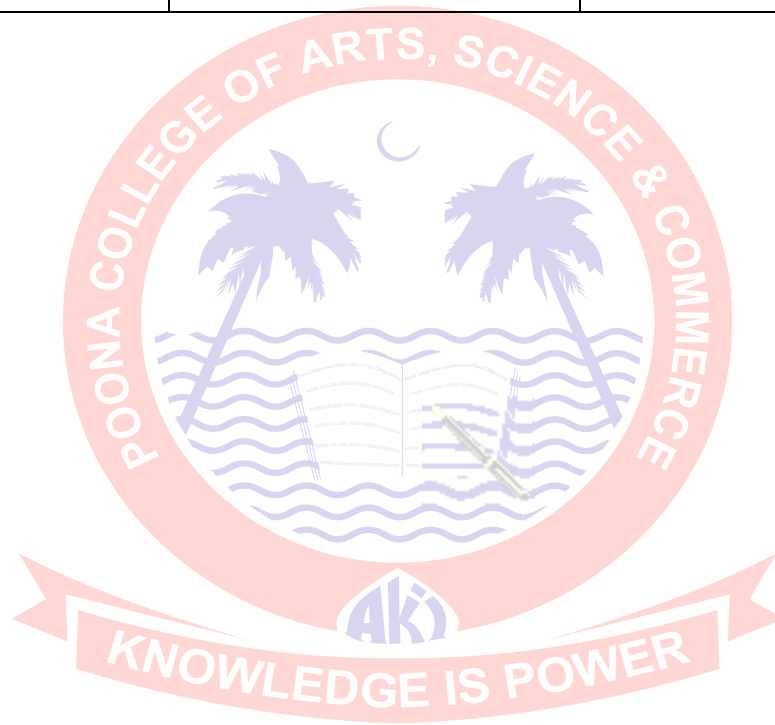
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**III. Proofs attached: letters/ student list of participation/ certificate/  
document/photos/ any other**

1. Notice	2. Competition Brochure	3. Programme Sheet
4. Descriptive Report	5. Photos	6. Specimen of Certificate
7. Press Report		





## DESCRIPTIVE REPORT OF THE ACTIVITY

Internal Quality Assurance Cell (IQAC), Department of Library & Information Science, Department of English and Postgraduate Center, Department of Hindi and Department of Urdu, Arabic and Persian organized an Institution level *Book-review Writing Presentation Competition* to commemorate the Birth Anniversary of Dr. A.P.J. Abdul Kalam as *Reading Inspiration Day* on 15<sup>th</sup> October 2021.

The objective was to encourage reading habit among students, to train them in skill of critical appreciation of texts and to teach review writing-skill to the students. **Eleven students** contested for the prize. The winners were given away the cash prize and a copy of APJ's autobiography *Wings of Fire*.

### PRIZE WINNERS OF THE BOOK REVIEW COMPETITION

Department	Student Name	Class	Prize
English	Faiza Farhan Khan	SYBA	First
English	Stephen Prashant Nana Dar	M. A.	Second
English	Yahya Shaikh	SYBA	Third
Hindi	Divya Madhusudan Panchal	SYBA	First
Hindi	Nikhat Raees Shaikh	SYBA	Second
Hindi	Momin Arniyat Shahid	M. A.	Third

In his presidential address, Prof. (Dr.) Aftab Anwar Shaikh, Principal of Poona College, applauded the contestants for their choice of the book for review and their beautiful presentation. Further he suggested continuing organizing such competitions, so to boost students' interest in reading and writing.

Ms. Zeenat Merchant (English), Dr. Shakir Shaikh (Hindi) and Dr. Abdul Bari (Urdu) acted as judges for the said competition. Mr. Musharraf Hussain, Assistant Professor, Department of Electronics announced the names of Prize winners of the competition and Dr. Ashwini Purude proposed the vote of thanks.



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*Prize winner Mr. Steven Prashant Dar, an MA English student being felicitated by Principal Dr. Aftab Anwar Shaikh*



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*Winners of the competition along with the Principal, Vice Principal, Organizers, and Judges (11.09.2021)*

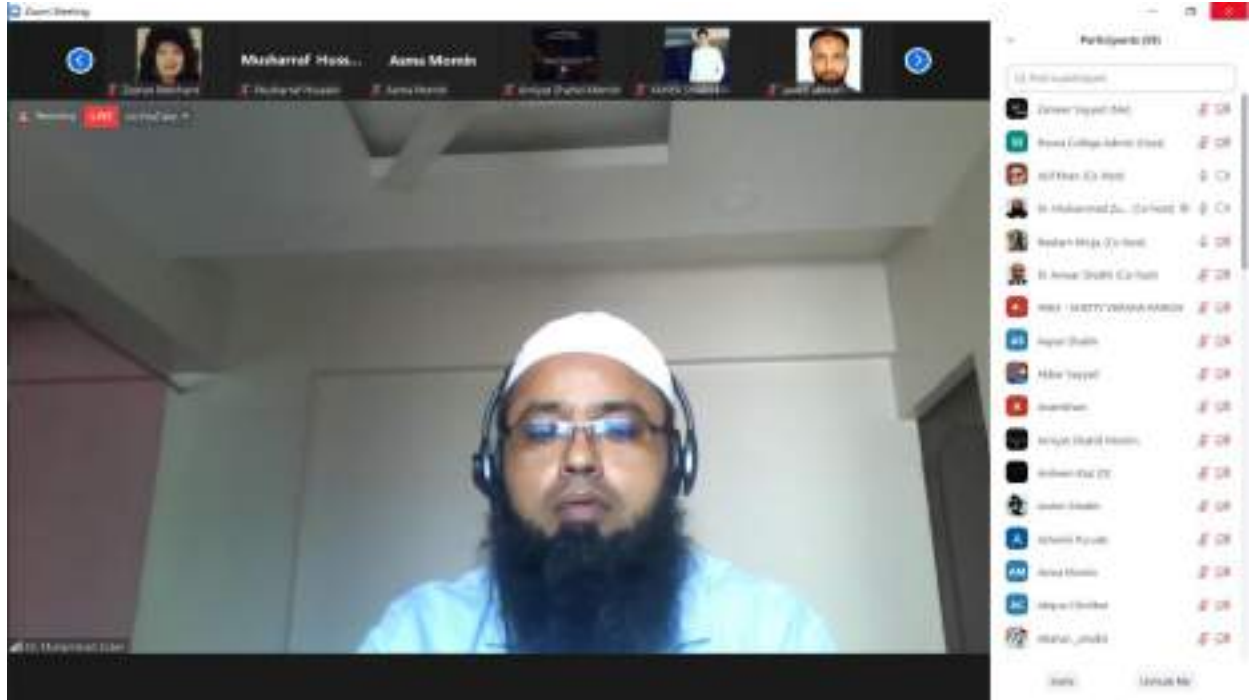




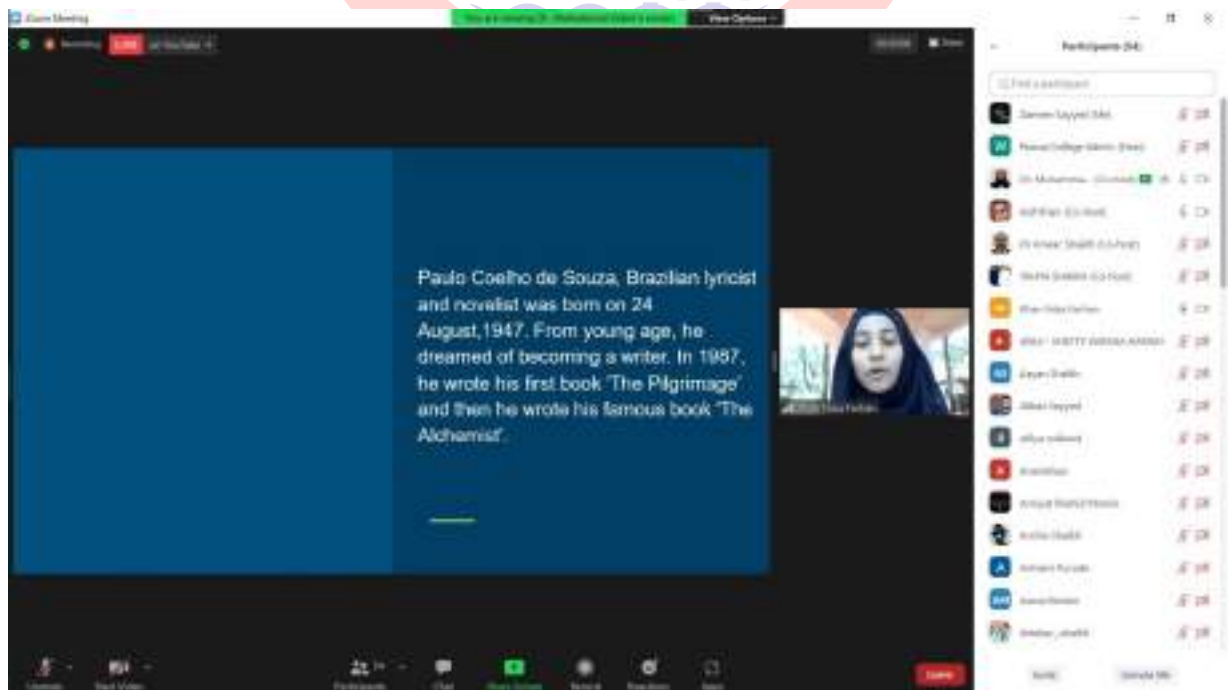
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*Dr. Zuber Shaikh, Librarian and the organizer of the competition, compering (11.09.2021)*





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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

**Sudha Shetty**

Born : 28 August 1948 - Is an Indian engineering leader, an author and a social worker.

Chairperson of the **Padma Shri Awards**  
A member of the public health and nutrition of the **Green Revolution**.

Member in the ex-family of **Jagdish B. K. Narayana Murthy**

**Padma Shri Awards**: The fourth highest civilian award in India, for social work by the Government of India in 2016.

Her Award Works covers leadership, education, empowerment of women, public health, art and culture, and poverty eradication at the grassroots level.

**HERNET HAS MADE POWER THROUGH WOMEN CLM IN THE WORLD**

**Participants (21)**

- Conor Deyal (M)
- Poona College Admin (Host)
- Dr. Mohammed, (Worked)
- Jul Man (Conor)
- Arshad Haja (Co-host)
- Dr Anwar Shahn (Co-host)
- MS - SARDHYA SARDA (Admin)
- Ashwini Shetty
- Ashwini Shetty
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**INTRODUCTION**

- The author is an Afghan - American novelist and UNICEF goodwill ambassador.
- Kite Runner was his debut novel and was a great success critically and commercially.
- Genre - Historical Fiction
- No. of copies sold - Over 19 million
- Awards - Boston Original Voice Award, and the San Francisco Chronicle Best Book of the Year Award

**Participants (21)**

- Conor Deyal (M)
- Poona College Admin (Host)
- Arshad Haja (Co-host)
- Dr. Mohammed, (Worked)
- Jul Man (Conor)
- Arshad Haja (Co-host)
- Dr Anwar Shahn (Co-host)
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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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

## An Institution Level Online Book Review Competition

to commemorate the Birth Anniversary of Dr. A.P.J. Abdul Kalam as "Reading Inspiration Day"

Organized by Internal Quality Assurance Cell (IQAC) Department of Library & Information Science, Department of English, Department of Hindi and Department of Urdu, Arabic and Persian on 15<sup>th</sup> October 2021

### Registration and Important Instructions

The important instructions for the competition and registration details are mentioned below:

Google form registration link: <https://forms.gle/YXCTTgxciiAvPbGn9>

### Important Instructions:

1. The review must be original and unpublished without any trace of plagiarism.
2. Participants can select any novel of English, Hindi or Urdu literature of their choice for writing the book review.
3. The title page of the review must cover the points such as: Title and Author of the book selected for review, Name and address of the reviewer, WhatsApp Contact No, Email Id, Name of the College and Class.
4. The review should not exceed 500 words, Font Times New Roman, Font size 12, Line space 1.5.
5. The reviewer must prepare 5 min. Power Point Presentation (PPT) of not more than 5 slides.
6. First slide must contain the book description i.e. Title of the Book, Author of the Book, Publisher, Year and Edition of Publication, Name of the reviewer and class.
7. Subsequent slides - Introduction, Review of the Book, Your Comments/Critical Analysis, and Conclusion.
8. Book Reviews should be emailed to [librarian@poonacollege.edu.in](mailto:librarian@poonacollege.edu.in) on or before 12<sup>th</sup> Oct 2021.

### Prizes:

The two Best Book Reviews in each category (English, Hindi and Urdu) will be awarded prizes as mentioned below;

- First Prize Rs.1000/- in each category - English, Hindi and Urdu.
- Second Prize Rs.500/- in each category - English, Hindi and Urdu.
- E-certificates and Autobiography Book of Dr. A. P. J. Abdul Kalam 'Wings of Fire' will be presented to all the competitors and whereas Participation E-Certificates will be issued to all attendees.

### Members of the Jury:

Ms. Zeenat Merchant - English Literature

Dr. Shaikh Mohamed Shakir - Hindi Literature

Dr. Abdul Bari- Urdu Literature

\*\*\*\*\*



Anjuman Khairul Islam's

## POONA COLLEGE of Arts, Science & Commerce

Camp, Pune - 411001, Maharashtra | Tel : 020-26446329 / 26454240  
Email : principal@poonacollege.edu.in | Website : www.poonacollege.edu.in

Organized by

Internal Quality Assurance Cell (IQAC),  
Department of Library & Information Science,  
Department of English, Department of Hindi  
& Department of Urdu, Arabic and Persian

Institution Level Online

### BOOK REVIEW PRESENTATION COMPETITION

to Commemorate the Birth Anniversary of

**Dr. A.P.J. Abdul Kalam as Reading Inspiration Day"**

Friday 15<sup>th</sup> October 2021 at 11 a.m.



#### CHIEF PATRONS

**Hon. Nisar Patel**

Chairman, Y&MAKI Trust, Mumbai

**Hon. Hani Ahmed Farid**

Gen. Sec. Y&MAKI Trust, Mumbai

**Hon. Dr. Hanif Lakdawala**

Trustee, Y&MAKI Trust, Mumbai

#### MEMBERS OF THE JURY

**Ms. Zeenat Merchant**

English Literature

**Dr. Shaikh M. Shakir**

Hindi Literature

**Dr. Abdul Bari**

Urdu Literature

#### ORGANIZING COMMITTEE

**Prof. Dr. Aftab Anwar Shaikh**

Principal, Poona College of Arts,  
Science and Commerce, Pune.

**Mr. Moinuddin Khan**

Vice-Principal  
Arts Faculty

**Mr. Shaikh Iqbal**

Vice-Principal and IQAC  
Coordinator

**Dr. Muhammad Zuber**

Librarian and  
Programme Coordinator

**A. Prof. Musharraf Hussain**

LAC member and  
Programme Convener

For details and assistance, please contact the Programme Convener

**A. Prof. Musharraf Hussain**

LAC member and Programme Convener

**E-Mail : musharraf.hussain@poonacollege.edu.in**

**Cell : 9850438267**

### 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 down-trodden strata of the society and is affiliated to the Savitribai Phule Pune University. In a span of 50 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.

The Internal Quality Assurance Cell (IQAC), Department of Library and Information Science, Department of English, Department of Hindi and Department of Urdu, Arabic and Persian of Anjuman Khairul Islam's Poona College of Arts, Science and Commerce, Pune is organizing an Institution Level online Book Review Competition to commemorate the Birth Anniversary of Dr. A.P.J. Abdul Kalam as "Reading Inspiration Day" on 15<sup>th</sup> October 2021 at 11 a.m.

\* Google form registration link \*

<https://forms.gle/VXCTTgxcUAvPbGn9>

After registration, join the WhatsApp link where the Zoom link and YouTube Live link will be shared.

### IMPORTANT INSTRUCTIONS

1. The review must be original and unpublished work without any trace of plagiarism.
2. Participants can select any novel of English, Hindi, or Urdu literature of their choice for writing the review.
3. The title page of the review must cover the points such as ; Title and Author of the book  
selected for review, Name and address of the reviewer, WhatsApp contact No, email Id, Name of the College, and Class.
4. The review should not exceed 500 words, Font Times New Roman, Font size 12, Line space 1.5.
5. The reviewer must prepare five minutes PowerPoint Presentation (PPT) of not more than five slides.
6. First slide must contain the book description i.e. Title of the Book, Author of the Book, Publisher, Year and Edition of Publication, Name of the reviewer and Class.
7. Subsequent slides - Introduction, Review of the Book, Your Comments/Critical Analysis, and Conclusion.
8. The review of the book should be emailed to (librarian@poonacollege.edu.in) before 12<sup>th</sup> October 2021.

### PRIZES

The two Best Book Reviews in each category (English, Hindi and Urdu) will be awarded cash prizes as mentioned below;



- E-certificates and Autobiography Book of Dr. A. P. J. Abdul Kalam 'Wings of Fire' will be presented to all the competitors and whereas Participation E-Certificates will be issued to all the attendees.



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



**An Institution Level Online Book Review Presentation Competition**  
to Commemorate the Birth Anniversary of Dr. A.P.J. Abdul Kalam  
as "Reading Inspiration Day" on 15<sup>th</sup> October 2021

Organized by Internal Quality Assurance Cell (IQAC) Department of Library &  
Information Science, Department of English, Department of Hindi and Department of  
Urdu, Arabic and Persian on 15<sup>th</sup> October 2021

**PROGRAMME SCHEDULE**

11.00 a.m. to 11.05 a.m.	Sacred Recitation	<b>Mr. Mir Ashraf Ali</b>
11.05 a.m. to 11.20 a.m.	Presidential Address	<b>Prin. Prof. Dr. Aftab Anwar Shaikh</b>
11.20 a.m. to 11.30 a.m.	Instructions to the Participants	<b>Dr. Muhammad Zuber</b>
11.30 a.m. to 11.35 a.m.	English Literature – 1 <sup>st</sup> Competitor	Mr. Yahya shaikh
11.35 a.m. to 11.40 a.m.	English Literature – 2 <sup>nd</sup> Competitor	Miss. Faiza Khan
11.40 a.m. to 11.45 a.m.	English Literature – 3 <sup>rd</sup> Competitor	Mr. Momin Arniyat Shahid
11.45 a.m. to 11.50 a.m.	English Literature – 4 <sup>th</sup> Competitor	Miss. Neelam Ahuja
11.50 a.m. to 11.55 a.m.	English Literature – 5 <sup>th</sup> Competitor	Mr. Steven Dar
11.55 a.m. to 12.00 noon	Hindi Literature – 6 <sup>th</sup> Competitor	Miss. Shaikh Nikhat
12.00 noon to 12.05 p.m.	Hindi Literature – 7 <sup>th</sup> Competitor	Miss. Panchal Divya
12.05 p.m. to 12.10 p.m.	Hindi Literature – 8 <sup>th</sup> Competitor	Mr. Tanveer Asif Mulani
12.10 p.m. to 12.15 p.m.	Hindi Literature – 9 <sup>th</sup> Competitor	Mr. Sohel Shaikh
12.15 p.m. to 12.20 p.m.	Hindi Literature – 10 <sup>th</sup> Competitor	Miss. Sanjana Yadav
12.20 p.m. to 12.25 p.m.	Urdu Literature – 11 <sup>th</sup> Competitor	Mrs. Shaikh Kubra Haibatali
12.25 p.m. to 12.35 p.m.	Announcement of Winners	<b>Mr. Musharraf Hussain</b>
12.35 p.m. to 12.40 p.m.	Vote of Thanks	<b>Dr. Ashwini Purude</b>



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)

## SPECIMEN OF CERTIFICATE





हे कुटुंबांचे व विद्यार्थ्यांच्या अर्थसहाय्य करिता  
दिवाळी पत्राची बाबत हे संकेतस्थळ

पुणे वी.एस.एस.टी. कॉलेज ऑफ एज्युकेशन, पुणे

# मेरा भारत दाइग्य

पुणे : पुणे शहरातील अनेक विद्यार्थ्यांच्या अर्थसहाय्य करिता, पुणे वी.एस.एस.टी. कॉलेज ऑफ एज्युकेशन, पुणे यांच्या वतीने दिवाळी पत्राची बाबत हे संकेतस्थळ सुरू करण्यात आले आहे. या संकेतस्थळावर विद्यार्थ्यांच्या अर्थसहाय्य करिता, पुणे वी.एस.एस.टी. कॉलेज ऑफ एज्युकेशन, पुणे यांच्या वतीने दिवाळी पत्राची बाबत हे संकेतस्थळ सुरू करण्यात आले आहे. या संकेतस्थळावर विद्यार्थ्यांच्या अर्थसहाय्य करिता, पुणे वी.एस.एस.टी. कॉलेज ऑफ एज्युकेशन, पुणे यांच्या वतीने दिवाळी पत्राची बाबत हे संकेतस्थळ सुरू करण्यात आले आहे.

## पूना कॉलेज में २६वा वाचन दिन धूमधाम से मनाया गया

पुणे : पुणे शहरातील अनेक विद्यार्थ्यांच्या अर्थसहाय्य करिता, पुणे वी.एस.एस.टी. कॉलेज ऑफ एज्युकेशन, पुणे यांच्या वतीने दिवाळी पत्राची बाबत हे संकेतस्थळ सुरू करण्यात आले आहे. या संकेतस्थळावर विद्यार्थ्यांच्या अर्थसहाय्य करिता, पुणे वी.एस.एस.टी. कॉलेज ऑफ एज्युकेशन, पुणे यांच्या वतीने दिवाळी पत्राची बाबत हे संकेतस्थळ सुरू करण्यात आले आहे.



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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## ACTIVITY REPORT (2021 - 2022)

### I. Basic Details:

<b>Name of The Activity:</b>		<b>Entrepreneurship Week</b>	
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
3 <sup>rd</sup> June 2022 to 11 <sup>th</sup> June 2022	BBA	Department of BBA & IEDC cell Poona College	Prof.Deepika Kininge 9405555695
<b>Time</b>	<b>Venue</b>	<b>Activity for class/ group student number</b>	<b>Extracurricular</b>
9 to 1 pm	PIMSE conference Hall	BBA-106	

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

<b>Topic/ Subject of the activity</b>	<b>Entrepreneurship Week</b>
<b>Objective for conducting the activity</b>	<ol style="list-style-type: none"><li>1. To provide platform to exhibit entrepreneurial skill of the students.</li><li>2. To enhance the quality of startup ideas of the students.</li><li>3. To provide students with an opportunity to learn entrepreneurship outside classroom setup.</li><li>4. To develop professional approach in students.</li><li>5. To enable the students to use resources at their disposal to the optimum level.</li><li>6. To create entrepreneurs from the campus</li></ol>
<b>Methodology</b>	Participative Learning
<b>Outcome</b>	Student can ..... <ul style="list-style-type: none"><li>• Student will gain a strong set of practical Business skills that are</li></ul>



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	<p>valued by employers and that one can put to work immediately in a large variety of roles and businesses.</p> <ul style="list-style-type: none"><li>• This bazaar will give an edge over the competition by equipping with a formal qualification in business</li></ul>
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**III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other**



Felicitation of guest speaker Dr. Shirish Limaye by Principal Dr. Aftab Anwar Shaikh



Chief Guest Dr. Shirish Limaye addressing to BBA and BBA CA students on "Six secrets of developing Mantras of Entrepreneurial skills in college life"



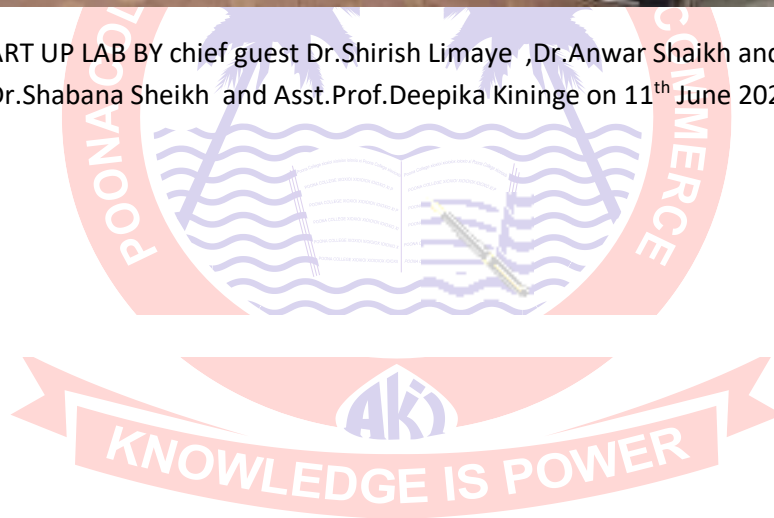
Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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



Opening of START UP LAB BY chief guest Dr. Shirish Limaye, Dr. Anwar Shaikh and Dr. Iqbal Sheikh  
Dr. Shabana Sheikh and Asst. Prof. Deepika Kininge on 11<sup>th</sup> June 2022.



**1<sup>st</sup> June 2022**

**AKI'S POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE  
Department of BBA**

# **NOTICE**

**AKI POONA COLLEGE OF ARTS SCIENCE AND COMMERCE  
BBA DEPARTMENT  
INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CELL  
(IEDC) organized**

## **ENTREPRENEURSHIP WEEK**

(FROM 3<sup>rd</sup> June, 2022 to 11<sup>th</sup> June, 2022)

This is inform to all FY/SY/TY BBA students that Entrepreneurship Week is scheduled from 3<sup>rd</sup> June 2022 to 11<sup>th</sup> June 2022 at Conference Hall PIMSE BUILDING. Objective behind this program is to create aware ness about entrepreneurship skills and opportunities available in Business World. All students are instructed to attend the program and get benefited with following guest Lecture Series as follows-

<b>Sr.No.</b>	<b>Day &amp; Date</b>	<b>Topic</b>	<b>Guest Speaker</b>	<b>Timings</b>
1	3 <sup>rd</sup> June ,2022 Friday ( Inauguration)	Why Entrepreneurship?	Mr.Kamal Sharma Entrepreneur ( Majestique Realities, Pune)	9 to 1 PM
2	4 <sup>th</sup> June ,2022 Saturday	Entrepreneurship Skill Challenges and issues?	Dr.Abhradita Nahvi St. Mira College	9 to 1 PM
3	6 <sup>th</sup> June ,2022 Monday	Start Ups and Innovations Challenges and Opportunities	Mr.Arman Shaikh ( Foresight College Pune)	9 to 1 PM
4	7 <sup>th</sup> June ,2022 Tuesday	Market Research and Business Idea(Case Study as research Tool)	Dr.Shirish Limaye ( Expert Market Researcher and Faculty Symbiosis College )	9 to 1 PM
5	8 <sup>th</sup> June ,2022 Wednesday	How to do business in flower and Chocolate Bouquets ?	Ms.Shaikh Iqra (TYBBA student)	9 to 1 PM
6	9 <sup>th</sup> June 2022 Thursday	How to do business in Chocolate Bouquets and Cake and Bakery Industry?	Ms.Alvira Inamdar (SYBBA student)	9 to 1 PM
6	10 <sup>th</sup> June ,2022 Friday	Goal Setting and Fund raising for Business/Entrepreneurship?	Dr.Vibhavari Patil (KTHM College Nashik)	9 to 1 PM
7	11 <sup>th</sup> June 2022 Saturday Valedictory and Certificate Distribution	Business and Career opportunities in India	Dr.Aftab Anwar Shaikh (Principal)	9 to 1 PM



**Dr.Aftab Anwar Shaikh  
Principal**

AKI'S Poona College of Arts Science and Commerce

Dept of BBA and IEDC CELL Poona College organized

## **Entrepreneurship Week**

***From 3<sup>rd</sup> June to 11<sup>th</sup> June 2022***

***No of participants-106***

On the occasion of Golden Jubilee year of Poona College of Arts Science and Commerce department of BBA has organized Entrepreneurship Week from 3<sup>rd</sup> June to 11<sup>th</sup> June 2022 from 9 to 1 PM at PIMSE Seminar Hall to develop entrepreneurial skills of BBA students.

The objectives of the Entrepreneurship Week was to provide platform to exhibit entrepreneurial skill of the students. This program enhances the quality of startup ideas of the students and provide students with an opportunity to learn entrepreneurship outside classroom setup. To develop professional approach in students also enable the students to use resources at their disposal to the optimum level and entrepreneur's skills.



Principal Dr.Aftab Anwar Shaikh is felicitating Chief Guest Dr. Shirish Limaye retired professor and researcher Symbiosis College Pune



Opening of START UP LAB BY chief guest Dr.Shirish Limaye ,Dr.Anwar Shaikh and Dr.Iqbal Sheikh Dr.Shabana Sheikh and Asst.Prof.Deepika Kininge on 11<sup>th</sup> June 2022.

Asst.Prof. Deepika Kininge coordinated the whole program under the guidance of Dr,Aftab Anwar Shaikh and HOD Dr.Shabana Shaikh and HOD Dr.Nasrin Khan to get this feast grand success. Faculty members BBA and BBA CA supported to organize this Entrepreneurship week successfully. Around 106 BBA students get benefited with this program. Start up lab was inaugurated by the hands of Dr.Shirish Limaye to mentor young entrepreneurs of Poona College.



Felicitation of Expert Speaker Dr.Shirish Limaye by Principal Dr.Aftab Anwar Shaikh

This program provides platform to the students to exhibit their entrepreneurial skills and encourage new and innovative start-up ideas of the students. of students.Dr.Shirish Limaye

motivational speaker was invited as Chief guest to inaugurate Start Up laboratory in Poona College campus. Successful entrepreneurs and academicians were invited to motivate skills of BBA students.



Chief Guest Dr.Shirish Limaye addressing to BBA and BBA CA students on “Six secrets of developing Mantras of Entrepreneurial skills in college life”

106 BBA students participated in this program get benefited with entrepreneurship week.

MS.Deepika Kininge  
Program Coordinator



## AKI's Poona college Of Arts, Science &amp; commerce, Pune-01

## Attendance Sheet

Date of Activity: 3<sup>rd</sup> June to 11<sup>th</sup> June 2022 Time Slot: 9 to 1 pm

Activity Name: ENTREPRENEURSHIP WEEK (Topic-- Start Ups and Innovations challenges and opportunities) Teacher's Incharge: Asst.Prof.Deepika Kininge

Organizing Dept: BBA and IEDC Centre, Poona College

Total Number of Students Attended: 106 Report Generated by: Asst.Prof.Deepika Kininge

Sr.No	Name	Class	Roll No	Sign
1)	Mufeez Ansari	FYBBA	6105	Mufeez
2)	Muhammad Sayed	FYBBA	6136	Muhammad
3)	Moin Shaikh	FYBBA	6156	Moin
4)	Mohd Ali	FYBBA	6257	Mohd
5)	Mufaddal Jawadwala	SYBBA	6248	Mufaddal
6)	Mohammed Sahil Shaikh	SYBBA	6265	Mohammed
7)	Asrar Ejaz Nadeem	FYBBA	6133	Asrar
8)	Furkan Shaikh	FYBBA	6151	Furkan
9)	Muheeb Birwadkar	FYBBA	6110	Muheeb
10)	Talha Shaikh	FYBBA	6180	Talha
11)	Ali Bujalewala	FYBBA	6162	Ali
12)	ZEEZHAN SHAIKH	FYBBA	6175	ZEEZHAN
13)	Zahid Sayyed	FYBBA	6137	Zahid
14)	Ahmed Shaikh	FYBBA	6147	Ahmed
15)	Aweq Shaikh	FYBBA	6145	Aweq
16)	Aashan Shaikh	FYBBA	6150	Aashan
17)	Matan Motin	FYBBA	6129	Matan
18)	Shahid Shaikh	FYBBA	6155	Shahid
19)	Hammed Shaikh	FYBBA	6115	Hammed
20)	Umar Shaikh	FYBBA	6125	Umar
21)	Valcar Shaikh	FYBBA	6153	Valcar
22)	Aditya Chavan	FYBBA	6113	Aditya
23)	HARAT Anthoni	FYBBA	6111	HARAT
24)	Jonah Aadiin	FYBBA	6174	Jonah
25)	Lulman Ansari	FYBBA	6123	Lulman
26)	Zahmat Ansari	FYBBA	6106	Zahmat
27)	AMIR KHAN	SYBBA	6242	AMIR
28)	Ayesha Khan	SYBBA	6209	Ayesha
29)	amkat Nale	SYBBA	6235	amkat
30)	Juned. Shaikh	SYBBA	6224	Juned

Pg. No. 01 of 04 (Total Pages)

Signature of Faculty Incharge

Deepika Kininge  
Program Coordinator

## AKI's Poona college Of Arts, Science &amp; commerce, Pune-01

## Attendance Sheet

Date of Activity: 3 <sup>rd</sup> June to 11 <sup>th</sup> June 2023		Time Slot: 9 to 01pm		
Activity Name:	ENTREPRENUERSHIP WEEK Topic-- Start Ups and Innovations challenges and opportunities	Teacher/s Incharge:	Asst.Prof.Deepika Kininge	
Organizing Dept: BBA and IEDC Centre,Poona College		Report Generated by: Asst.Prof.Deepika Kininge		
Total Number of Students Attended: 106				
Sr.No	Name	Class	Roll No	Sign
01	Shaikh Arbat	SYBBA	6218	
32	Ansari Afsar Abrar	SYBBA	6277	
33	Saad Rany Bagwan	FYBBA	6109	
34	Sham Sathie	SYBBA	6231	
35	Amyed Khan	SYBBA	6252	
36	Shaikh Rahman	FYBBA	6146	
37	Tarif S. Shaikh	SYBBA	6263	
38	AHAD MANKAR	SYBBA	6291	
31	ADIL KHAN	SYBBA	6276	
32	Aubiyah utwale	SYBBA	6222	
33	Tolizah Khan	SYBBA	6202	
34	Mareesa Mohammed	SYBBA	6268	
35	Sayyed M Faiz	SYBBA	6249	
36	Saba Shaikh	SYBBA	6208	
37	Mehwash Shaikh	SYBBA	6227	
38	Bushra Khan	SYBBA	6275	
39	Patel Arsh	SYBBA	6201	
40	Nayib mandal	SYBBA	6210	
41	Mansoor Khan	SYBBA	6260	
42	Zakir Jabar Khan	SYBBA	6271	
43	Gubhan Khan	SYBBA	6281	
44	SALAM Khan	SYBBA	6204	
45	Sohel Ashif Palla	SYBBA	6206	
46	Avesh Mukim Shaikh	SYBBA	6250	
47	Ragn N. Desai	SYBBA	6241	
48	Om. J. Patel	SYBBA	6240	
49	MUZKIK J. Shaikh	SYBBA	6229	
50	TAMBOLI. I. MUBEEN	SYBBA	6258	
51	Ansari Afsat	FYBBA	6106	
52	Muzammil Tajmohammed	FYBBA	6168	
53	Faizan K. Mulani	FYBBA	6130	
Pg. No	of	(Total Pages)	Signature of Faculty Incharge	

## AKI's Poona college Of Arts, Science &amp; commerce, Pune-01

## Attendance Sheet

Date of Activity: 3 <sup>rd</sup> June to 11 <sup>th</sup> June 2022		Time Slot: 9 to 01 pm		
Activity Name:	ENTREPRENEURSHIP WEEK Topic-- Start Ups and Innovations challenges and opportunities	Teacher/s Incharge:	Asst.Prof.Deepika Kininge	
Organizing Dept: BBA and IEDC Centre,Poona College				
Total Number of Students Attended: 166		Report Generated by: Asst.Prof.Deepika Kininge		
Sr.No	Name	Class	Roll No	Sign
54	Mohammed Saab	FYBBA	6128	<i>M Saab</i>
55	Jadira Shaikh	FYBBA	6126	<i>Jadira</i>
56	David Sluik	FYBBA	6158	<i>David</i>
57	Davis L. Shaikh	FYBBA	6182	<i>Davis</i>
58	Vishay Jagtap	FYBBA	6117	<i>Vishay</i>
59	Silpa Anand	FYBBA	6116	<i>Silpa</i>
60	Ajmal Shaikh	FYBBA	6154	<i>Ajmal</i>
61	Sayan Tambe	FYBBA	6181	<i>Sayan</i>
62	Shah Atif Hussain	FYBBA	6144	<i>Shah</i>
63	Praduman Bhatti	SYBBA	6220	<i>Praduman</i>
64	Araan Pureshi	SYBBA	6207	<i>Araan</i>
65	Sajjad Shaikh	SYBBA	6203	<i>Sajjad</i>
66	Arhaaz Khan	FYBBA	6119	<i>Arhaaz</i>
67	Shahzaib Siddique	SYBBA	6239	<i>Shahzaib</i>
68	Sherron Shaikh	SYBBA	6214	<i>Sherron</i>
69	Sophiya Shaikh	SYBBA	6212	<i>Sophiya</i>
70	Iqra Shaikh	SYBBA	6256	<i>Iqra</i>
71	Yash Pawar	SYBBA	6223	<i>Yash</i>
72	Aakif Akhbar Khan	SYBBA	6289	<i>Aakif</i>
73	Zaki Sayyed	SYBBA	6247	<i>Zaki</i>
74	Mary Kadharia	SYBBA	6233	<i>Mary</i>
75	Awas Shaikh	SYBBA	6245	<i>Awas</i>
76	Juveriya Khan	SYBBA	6201	<i>Juveriya</i>
77	Aziba	SYBBA	6211	<i>Aziba</i>
78	Inamdar Alvisa	SYBBA	6205	<i>Inamdar</i>
79	Siddiga Patel	SYBBA	6219	<i>Siddiga</i>
80	Mifqal Shaikh	SYBBA	6221	<i>Mifqal</i>
81	Shirin Baro	SYBBA	6225	<i>Shirin</i>
82	Mehvash Shaikh	SYBBA	6213	<i>Mehvash</i>
83	Sayyad Sayya Azim	FYBBA	6142	<i>Sayyad</i>
Pg. No _____ of _____ (Total Pages)		Signature of Faculty Incharge		





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

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



Internal Quality Assurance Cell (IQAC),  
Innovation and Entrepreneurship Development Cell (IEDC) &  
BBA, BBA-(CA) Department

Organized

# Entrepreneurship Week

[From 3rd June 2022 to 11th June 2022]

## Certificate

This is to certify that Mr. / Ms. \_\_\_\_\_  
of \_\_\_\_\_ Class \_\_\_\_\_  
Div. \_\_\_\_\_ Roll No. \_\_\_\_\_ has successfully Participated in the "Entrepreneurship Week"  
of 32 Hrs. duration, held from 3rd June 2022 to 11th June 2022.

Ms. Deepika Kininge  
Coordinator

Mr. Aqeel Bajajwala  
H.O.D. BBA

Dr. Shabana Shaikh  
H.O.D. BBA(CA) & Comp. Science

Prof. (Dr.) Aftab Anwar Shaikh  
Principal



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



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

Date: 30-04-2022

**Department of Computer Science & B.B.A (C.A)**

**Important Notice**

All the students of T.Y.B.Sc. (C.S.) and T.Y.B.B.A. (CA) are hereby informed that, the Department of Computer Science and BBA(CA) going to conduct Training session on "**Soft Skills**" which will be held from Tuesday **10th** May to **14th** May 2022 from **11:00 a.m. to 01:00 p.m.** at **Poona College Library**. Attendance is compulsory. All are advised to attend the same.

**Dr. Shabana Shaikh**  
I/C Head, Computer Science &  
Head, B.B.A (C.A)

**Professor Dr. Aftab Anwar Shaikh**  
Principal



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

**ACTIVITY REPORT**  
(2021 - 2022)

**I. Basic Details:**

**Name of The Activity:**

C2C: Soft skills Training Sessions in association with Vision Foundation.

Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
10 <sup>th</sup> to 14 <sup>th</sup> May 2022	Computer Science	Department of Computer Science	Mr. Md. Abdul Quddus Mr. Faheem Ahmed
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
11:00 AM	College Library & H.No.101	T. Y. B. Sc. (C S) / T.Y.B.B.A(CA) 60+ Students	Soft skills Training Sessions

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

<b>Topic/ Subject of the activity</b>	Soft skills Training Sessions
<b>Objective for conducting the activity</b>	The objective behind having such session is to cover various topics like soft skills, goal setting, improve communication skills, Presentation skills, time management, etiquette and manners, personality development, resume writing, team work and leadership skills. Organized for T. Y. B. Sc. (C S)/ T.Y.B.B.A (CA) students.
<b>Methodology</b>	Training sessions conducted by Corporate Trainer.
<b>Outcome</b>	Excellent sessions which helped attendees to improve soft skills and build a good future in corporate sector.



Y & M Anjuman Khairul Islam's  
**POONA COLLEGE**  
**OF ARTS, SCIENCE AND COMMERCE**  
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### Report on Soft Skills Training

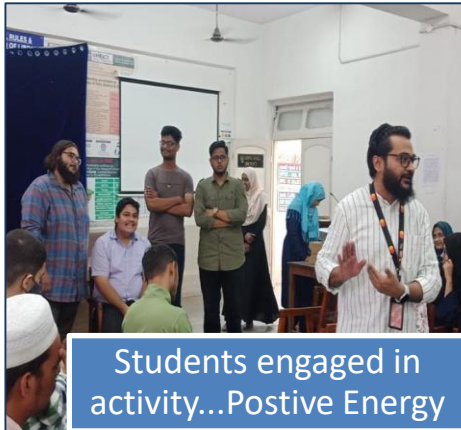
The Department of Computer Science and Department of BBA(CA), Anjuman Khairul Islam's Poona College of Arts, Science and Commerce in association with "Vision Foundation Filament of Hope" organized Five Days "Soft Skills Training Session" (from 10th May to 14th May 2022). The training session was coordinated by Mr. Muhammad Abdul Quddus from Computer Science Department, Mr. Faheemuddin Ahmed and Dr. Imran Mirza from BBA(C.A.).

Mr. Zulfi Sayed, Director at Multi National Company for Customers Compliance and Fraud Management Function was the trainer for the Soft Skills training session. He shared his experience and motivated the students.



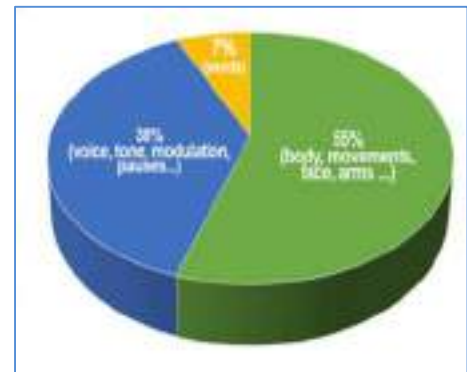
Mr. Azim Baig, Dr. Aftab Anwar Shaikh, Principal, Mr. Zulfi Sayed, Mrs. Shabana Shaikh Hod CS





### **Topics as per session**

1. Soft skills
2. Goal Setting
3. Communication Skills
4. Interview Skills
5. Presentation Skills
6. Etiquette and Manners
7. Time Management
8. Personality Development
9. Resume Writing
10. Team Work and Leadership Skills



### **HOW WILL THIS TRAINING HELP ME ?**

- Understand soft skills techniques
- You will have the tools needed to incorporate soft skills during every professional interactions.

### **WHY SOFT SKILLS ARE VERY IMPORTANT ?**

- To handle inter personal relations.
- To take appropriate decisions.
- To have good impression and impact to gain professional development.

## On Day-1...

### COMMUNICATION SKILL AS SOFT SKILLS.



- ✚ Communication is the sending and receiving of message. Communication can occur between one or many different people.
- ✚ Communication skills form the corner stone of soft skill
- ✚ Every human being has to essentially and effectively communicate with others.
- ✚ Using the right word in the right order.

Mr. Zulfi Sayed gave the students a task for Day 2 i.e. to prepare a self introduction in which the students had to tell their Name, where they are from, qualification, skills and a little bit about their self.

## On Day -2..

The students gave a Self Introduction as a Candidate for an Interview and Mr Zulfi was as an Interviewer.

**Introduction Pitch**:- Create an elevator pitch and practice it, so you're comfortable describing yourself. Carefully analyze the job before the interview, so you can point out the interests, skills, experiences, and personal qualities that will enable you to meet or exceed the job and company requirements. Review answers to "tell me about yourself" questions.

- 1:- Always keep a smiling face while introducing one self.
- 2:- Dress appropriately Appearance plays an important role when meeting someone new.
- 3:- Prepare what to say after you've got the visuals down, plan on the first few speaking moments of your introduction.
- 4:- Be aware of body language.



## Types Of Interview Questions:-

- Open Ended.(Descriptive Answers required)
  - Closed ended (YES/NO Answers required)
  - Assumptive/Optional (Choices between two)
  - Leaving Question
- 
- Open-Ended Interview Questions

While the specific questions asked in a job interview will vary by organization and job type, there are a few common types of open-ended interview questions. Preparing in advance for how you would answer these types of questions can help improve your chances for a successful interview.

- Be specific.
- Connect it to the job description.
- Provide the right amount of detail.



## **6 WIVES and 1 HUSBAND (Open ended questions type)**

- |         |          |        |
|---------|----------|--------|
| 1. WHAT | 3. WHERE | 5. WHO |
| 2. WHEN | 4. WHICH | 6. HOW |

## Closed Ended Questions

Closed-ended questions are questions that have a single word answer, 'Yes' or 'No'.

## Assumptive/Optional Questions

These questions have answers from a choice between two.

**Example:**What do you prefer **Tea** or **Coffee**?

## Leaving Questions

These questions are a mixture of **Open-ended questions**, **Closed-ended questions** as well as **Assumptive questions**

## **On Day-3....**

### **Applying for a job:**

- Different social job platforms such as LinkedIn
- Match your resume with the Job Description
- Always make note of where you have applied
- Along with your resume attach your cover letter

### **Resume Writing:**

- Essentials things that should be mentioned are: Name, Valid phone number, Email address, LinkedIn link, Recent Photograph, Skills, Educational Qualification, Key Strengths ,weakness
- As per the requirement of Job Description ,highlight keywords in your resume
- Black and Blue colours can be used , but don't use Red colour as it stands for danger



### **Interview Skills:**

When the interview closes, consider this as one more opportunity to make a lasting impression. At the end of your interview, you should shake the interviewer's hand and thank them for their time and consideration. Remember to make eye contact and smile.

### **Follow up:**

The interview may indeed be the bulk of the process, but when the interview ends you still have an opportunity to make an impression. After each interview during the interview process, you should send a follow-up email to the person you met with. Make sure to:

- Thank them again for meeting with you.
- Take a second to clarify or ask anything that you wish you had during the interview.
- Reiterate your eagerness to join their team

### **Interview Panel:**

#### **Points should be taken into consideration while giving Interview.**

- Your eyes should be zig-zag way.
- Given attention and talking to everyone.
- Making proper eye contact.
- Keep the interaction between both the guys.
- Keep hand gestures, don't keep them stationary .Use your hand movements for creating energy, interest in audience, etc.
- Don't back your audience.
- Leadership Skills:

- **Team Building**

Team building is the process of turning a group of individual contributing employees into a cohesive team—a group of people organized to work together to meet the needs of their customers by accomplishing their purpose and goals.

- **Time Management**

Time management is essential, as it touches aspects of the study, employment, family, personal interests, social life, commitments, and several others. It is also a great skill to be learned as it is the pillar that holds a successful career.

1. Time management increases productivity and efficiency.
2. It creates a better professional reputation and a better career.
3. Time management reduces stress and gives the chance to work with expediency.
4. Managing time results in opportunities for progression and continuity.
5. It gives opportunities to achieve important life goals.
6. Time management gives quality and efficient workflow personally and within teams.



### On Day-4...

#### **Presentation during Interview:**

- Prepare a 1 page Slider about yourself
- Make sure you put those things on which you can talk about
- Make bullet points
- Highlight the keywords according to the Job Description
- In between ask the interviewer ,if he has any questions

#### Effective PowerPoint Presentation:

- Use the slide master feature to create a consistent and simple design template.
- It is fine to vary the content presentation (bulleted list, two-column text, text and image, etc.), but be consistent with other elements such as font, colours and background.



- Simplify and limit the number of words on each screen. Use key phrases and include only essential information.
- Limit punctuation and avoid putting words in all-capital letters. Empty space on the slide will enhance readability.
- Use contrasting colours for text and background. Light text on a dark background is best. Patterned backgrounds can reduce readability.
- Avoid the use of flashy transitions such as text fly-ins. These features may seem impressive at first but are distracting and get old quickly.
- Learn to navigate your presentation in a nonlinear fashion. PowerPoint allows the presenter to jump ahead or back without having to page through all the interim slides.
- Practice moving forward and backward within your presentation. Audiences often ask to see a previous screen again.
- Practice with someone who has never seen your presentation. Ask them for honest feedback about colours, content and any effects or graphic images you've included.
- Do not read from your slides. The content of your slides is for the audience, not for the presenter.
- Do not speak to your slides. Many presenters face their presentation onscreen rather than their audience.
- Do not apologize for anything in your presentation. If you believe something will be hard to read or understand, don't use it.

Mr. Zulfi made four groups and gave them a task of making a presentation and present it on the next day. This task was thought of very wisely since it was the combination of all that, which students had learned in 4 days i.e. Communication, Time management, Team building, PowerPoint presentation, presenting their self, etc.



Groups giving Presentation

### On Day-5...

The teams were ready and excited, one-by-one each team gave their presentation. Mr. Zulfi Sayed was the judge and he noted down marks on the basis of every teams performance. After

each presentation, Mr. Zulfi gave suggestions to every individual member of the team on which they should work upon. At the end, results were announced, the winning team got the prize from Mr. Zulfi Sayed. And here the '5-days Soft Skill Training Session 'got completed.

### Prize Distribution



Winning team with Mr. Zulfi Sayed



students with Mr. Zulfi Sayed

**Conclusion:** The Soft Skill Training session conducted by Mr. Zulfi Sayed was indeed very informative and helpful for the students. The guidance given by the trainer will surely help the students to build a good future in corporate sector. Hence it can be concluded that this training session was successful.

## AKI's Poona College of Arts, Science &amp; Commerce, Pune-01

## Attendance Sheet

## DEPARTMENT OF COMPUTER SCIENCE, BBA-CA

Date:- 11/05/2021

Time:- 11:00 AM

Soft Skills Training

Venue:-

Library

Class:

T.Y.BSc(CS) /  
T.Y.BBA(CA)

Total Number of Students Attended:

Teacher's Incharge: Mr. Abdul Quddus Ansari  
/ Mr. Faheem Ahmed

Sr.No	Name	Contact	Roll No	SIGN
1	Mirza Meena Z	9057261371	9009	Mirza
2	Shaikh Sahar Naeem	9579308105	9037	Shaikh
3	Naveha Jaha Gunraj	9766316221	6504	Naveha
4	Indira Kanchwala	9545775995	6506	Indira
5	Nayshika Jaha Gunraj	9175012396	6508	Nayshika
6	Imam Esmayh Sauid	9305104517	6505	Imam
7	Ahmed Aman Kamuddin	9112255515	6611	Ahmed
8	Pathkelan Shuaibrahman	9150730172	6611	Pathkelan
9	Fardin Khan	7972623388	6609	Fardin
10	Faruq Bhatti	9623102036	6601	Faruq
11	Dash Jaganakar	9607602094	6607	Dash
12	Sajid Shaikh	7033013986	6642	Sajid
13	Aman I Shaikh	701027123	9135	Aman
14	Aman Shaikh	9112467436	9140	Aman
15	Abhishek Anur	8669179824	9016	Abhishek
16	Ahmad Shaikh	9284077188	9141	Ahmad
17	Maman Shaikh	9604887352	9123	Maman
18	Shaikh Sharifa	7262970109	9104	Shaikh
19	Ayra Shaikh	9229247115	9129	Ayra
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 Signature of Faculty Incharge



Attendance Sheet  
DEPARTMENT OF COMPUTER SCIENCE, BBA-CA

Date: 11/08/2021

Soft Skills Training

Time: 11:00 AM

Venue:

Library

Class:

I.Y.BSc(CS)/  
I.Y.BBA(CA)

Total Number of Students Attended:

Teacher/s Incharge: Mr. Abdul Ghalid Anwar /  
Mr. Fakhem Ahmed

S.No	Name	Contact	Roll No	SIGN
1	Abdul Kadir Akhbar	898351387	9121	[Signature]
2	Shahid Numan Malik	9820534491	9003	[Signature]
3	Shahid Khan	7249455119	9075	[Signature]
4	Shahid Ahmed	920105021	9055	[Signature]
5	Muhammad S. Dhandaut	8856000861	9140	[Signature]
6	Momin Shahwan az	9839047479	9007	[Signature]
7	Shahid Ghaffar	9623709431	6601	[Signature]
8	Shahid Akhbar Khan	9676041854	6607	[Signature]
9	Shahid Shahid	7038073986	6648	[Signature]
10	Shahid Shahid	9960386267	9044	[Signature]
11	Aman I Shahid	8040671685	9155	[Signature]
12	Aman Shahid	9117467456	9140	[Signature]
13	Mohal Mohal Redhwan	9822524291	9127	[Signature]
14	Fajal D. Sultan	7287110200	9086	[Signature]
15	Bagwan Saramanj	9385609686	9040	[Signature]
16	Muhammad Sayed	9836773690	9120	[Signature]
17	UMar Bagwan	96859162838	6605	[Signature]
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[Signature]  
Signature of Faculty Incharge

**Attendance Sheet**  
**DEPARTMENT OF COMPUTER SCIENCE, BBA-CA**

Date: 12/05/2021

Time: 11:00 AM

Soft Skills Training

Venue:

Library

Class:

T.Y.BSc(CS) /  
T.Y.BBA(CA)

Total Number of Students Attended:

Teacher/s Incharge: Mr. Abdul Quddus Ansari / Mr. Faheem Ahmed

Sr.No	Name	Contact	Roll No	SIGN
1	Momina Meenaz	9067261311	9008	<i>[Signature]</i>
2	Shaikh Saher Naem	9579305106	9037	<i>[Signature]</i>
3	Kushwaha Pooam Daramdas	01156535261	9143	<i>[Signature]</i>
4	Shaziyah Shaikh	9262970169	9109	<i>[Signature]</i>
5	Aliya Kalim Shaikh	71559701972	9129	<i>[Signature]</i>
6	Sharmeen Qureshi	7219996691	6633	<i>[Signature]</i>
7	Shaikh Zibra	9970731852	6638	<i>[Signature]</i>
8	Manyas Jewariya	7083693998	6636	<i>[Signature]</i>
9	Charni Naushreen	9970504266	6624	<i>[Signature]</i>
10	Shaikh. Ayesha	9373842398	6637	<i>[Signature]</i>
11	Khan Shifa Rasool	9284383676	6627	<i>[Signature]</i>
12	Ayesha Harune	7744057342	6623	<i>[Signature]</i>
13	Nida Shaikh	7775867249	6663	Nida
14	MISBA PATWAD	9370132566	6615	<i>[Signature]</i>
15	Amrit Kumar Sharmy	7522934668	6676	<i>[Signature]</i>
16	ARSALAN GHUFRAN	930534576	6621	<i>[Signature]</i>
17	Aman Kumar Singh	9330279052	6619	Aman
18	Ahmad Zameer Ghaffar	7313630459	6620	Ahmad
19	Zahir Alam	8409666086	6632	Zahir
20	Saniya Bhole	9850333674	9020	<i>[Signature]</i>
21	Saleha Rode	8329542504	9021	<i>[Signature]</i>
22	Fauziya Sayyed	7058084081	9025	<i>[Signature]</i>
23	Afiya Shaikh	7066978361	9114	<i>[Signature]</i>
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*[Signature]*  
Signature of Faculty Incharge

Attendance Sheet

DEPARTMENT OF COMPUTER SCIENCE, BBA-CA

Date:- 12/05/2021

Soft Skills Training

Time:- 11:00 AM

Venue:-

Library

Class:

T.Y.BSc(CS)/  
T.Y.BBA(CA)

Total Number of Students Attended:

Teacher/s Incharge: Mr. Abdul Qudus Ansari  
/ Mr. Fataem Ahmed

Sr.No	Name	Contact	Roll No	SIGN
1	Attar Kaif Akhtar			
2	SHAIKH AMRAN AJAZ	8983519957	9121	<i>[Signature]</i>
3	Mohammad Arbaz Khan	8857057896	9158	<i>[Signature]</i>
4	Huzayf Shaikh	7249433714	9074	<i>[Signature]</i>
5	Adnan D Meman	9607053145	6626	<i>[Signature]</i>
6	Salilabehad Sheldre	8087937766	6602	<i>[Signature]</i>
7	Munib Dhandruk	7885192747	9118	<i>[Signature]</i>
8	Shanekh Sayyed	9856000861	9148	<i>[Signature]</i>
9	Ismail.A.Mulla	7385786543	6644	<i>[Signature]</i>
10	Sajid JAVED Shaikh	9511737938	6643	<i>[Signature]</i>
11	Ragib Jalgaonkar	7038013986	6648	<i>[Signature]</i>
12	Nitin Jaiswal	9607602484	6607	<i>[Signature]</i>
13	Nitin Jaiswal	0668032153	6630	<i>[Signature]</i>
14	Sameer Shaikh	8208822629	6614	<i>[Signature]</i>
15	Suhaib Shaikh	8087336385	6613	<i>[Signature]</i>
16	Suhaib Shaikh	7756827814	6664	<i>[Signature]</i>
17	Ayaz F. JAHAGIRDAR	8806155264	6617	<i>[Signature]</i>
18	Ismail S. Meman	9307421775	6622	<i>[Signature]</i>
19	ABRAR. A. Shaikh	9373115932	6653	<i>[Signature]</i>
20	Abhishek. H. Singh	7620119485	6667	<i>[Signature]</i>
21	Rehan Mujumdar	9834668859	6606	<i>[Signature]</i>
22	Badane Faisal Akhtar	9404822827	6628	<i>[Signature]</i>
23	Shaikh Aman Kamruddin	9112265515	6611	<i>[Signature]</i>
24	Path Kalan Shujaur Rehman	9156230123	6651	<i>[Signature]</i>
25	Baqwan Sarfaraj Yusuf	7385609686	9040	<i>[Signature]</i>
26	Salif Shaikh	8796330888	9106	<i>[Signature]</i>
27	Aman. Amjad. Shaikh	9112467456	9140	<i>[Signature]</i>
28	Mudassar Sayeed	9036718690	9120	<i>[Signature]</i>
29	Nitesh madesh pandey	845904784	9136	<i>[Signature]</i>
30	Mahd Mahdi Deghan	9822523292	9127	<i>[Signature]</i>
30	Nirbhay Sharma	9822370705	9126	<i>[Signature]</i>

*[Signature]*  
Signature of Faculty Incharge

## AKI's Poona College of Arts, Science &amp; Commerce, Pune-01

## Attendance Sheet

## DEPARTMENT OF COMPUTER SCIENCE, BBA-CA

Date:- 12/05/2021

Time:- 11:00 AM

Soft Skills Training

Venue:-

Library

Class:-

T.Y.BSc(CS) /  
T.Y.BBA(CA)

Total Number of Students Attended:

Teacher/s Incharge: Mr. Abdul Quddus Ansari  
/ Mr. Faheem Ahmed

Sr.No	Name	Contact	Roll No	SIGN
1	Shaikh Maim Halik	9325538129	9003	Shaikh
2	Momin Shahnawaz Shahid	9834043429	9007	Momin
3	Shaikh Asif Ahmed	9286865021	9055	Asif
4	Ahmad Shaikh	9284077183	9141	Ahmad
5	Abusalek Ayyaz	8669179824	9016	Abusalek
6	Sahnail Ansari	7978971408	9757	Sahnail
7	Tejas D. Subar	7387114148	9086	Tejas
8	Mohammed Zaki	9284014071	9119	Mohammed
9	Amaan J. Shaikh	8020810883	9135	Amaan
10	Christian Choppara	9960917997	9009	Christian
11	Teeshan Shaikh	9309173805	9103	Teeshan
12	Sahib Habib Shaikh	9112279104	9133	Sahib
13	Nawaz Khan	7448240144	9038	Nawaz
14	Khanwale AFJub	3856984154	9039	Khanwale
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Attendance Sheet  
DEPARTMENT OF COMPUTER SCIENCE, BBA-CA

Date: 13/05/2021

Soft Skills Training

Time: 11:00 AM

Venue:

Library

Class:

T.Y.BSc(CS)/  
T.Y.BBAC(A)

Total Number of Students Attended:

Teacher's Incharge: Mr. Abdul Qudus Ansari  
/ Mr. Faheem Ahmed

Sr.No	Name	Contact	Roll No	SIGN
1	Shaikh Nairoo Habib			
2	Mohammad Anwar Khan	932553889	9003	Anwar
3	SHAKH AMAN AJAZ	724943374	9074	Anwar
4	Ahmed Kaif Akhtar	885705296	9158	Anwar
5	Ayaz F. Jambhale	8983519957	9121	Anwar
6	Amritkumar Sharma	887158204	6617	Anwar
7	Nitin Jaiswal	7522934668	6676	Anwar
8	Adnan Meman	2668672153	6630	Anwar
9	Sadat Sayed	8087937766	6602	Anwar
10	Shamshuddin Sayyid	920882269	6614	Anwar
11	Ismael A. Mulla	7388786543	6644	Anwar
12	Sajid J. Shaikh	9511737938	6643	Anwar
13	Raghib Jalgaonkar	7033013986	6648	Anwar
14	Abdullahi Idrisi	9607602484	6607	Anwar
15	Abdullahi Idrisi	9011523360	6658	Anwar
16	Ismael S. Meman	9307421725	6622	Anwar
17	Fahim Bhatti	9623107434	6601	Anwar
18	Muhammad Anwar	9823062665	6616	Anwar
19	Anwar Kumar Singh	9330279052	6619	Anwar
20	ARZALAN Bhatti	9305345783	6621	Anwar
21	Zahir Alam	8409666036	6632	Anwar
22	Subair Shaikh	775672774	6664	Anwar
23	Sameer Shaikh	885212315	6603	Anwar
24	Shaikh Anwar Kamruddin	911226575	6611	Anwar
25	Pathikalan Shujaurrahman	9156275173	6651	Anwar
26	Safarat Begum	7385609666	9040	Anwar
27	Rehan Mujahid	983466885	6606	Anwar
28	Badane Faizal	9404822827	6628	Anwar
29	Purovraj Raghuraman	9730192590	6618	Anwar
30	Kamran Tanden Singh	6909548177	6610	Anwar
31	Muhammad Shaikh	9156314897	9029	Anwar

  
Signature of Faculty Incharge

## Attendance Sheet

## DEPARTMENT OF COMPUTER SCIENCE, BBA-CA

Date:- 13/05/2021

Time:- 11:00 AM

Soft Skills Training

Venue:-

Library

Class:

T.Y.BSc(CS) /  
T.Y.BBA(CA)

Total Number of Students Attended:

Teacher/s Incharge: Mr. Abdul Quddus Ansari  
/ Mr. Faheem Ahmed

Sr.No	Name	Contact	Roll No	SIGN
1	Momin Shahnaaz	9824043429	9007	
2	Munib Dhandruk	8856000961	9148	
3	Madassar Sayeed	9836723570	9120	
4	Nitesh Mukesh Pandey	8459047824	9136	
5	Mohammed Zaki	9284014074	9119	
6	Mohd Mahali Deghar	9822524292	9127	
7	Nishant Khanna	9822370505	9126	
8	Abhishek Agji	866979824	9016	
9	Tejas D. Sutar	7387114148	905	
10	Sahil Anand B. Shinde	7385192702	9117	
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Attendance Sheet

DEPARTMENT OF COMPUTER SCIENCE, BBA-CA

Date: 13/05/2021

Soft Skills Training

Time: 11:00 AM

Venue:

Library

Class:

T.Y.BSc(CS) /  
T.Y.BBA(CA)

Total Number of Students Attended:

Teacher/s Incharge: Mr. Abdul Qudus Ansari / Mr. Fuheem Ahmed

Sr.No	Name	Contact	Roll No	SIGN
1	Shaikh Saher Naeem	9579305106	9037	Shaikh
2	Momin Meeraaz Riyaz	9067261371	9008	meeraaz
3	Shaikh Shariya	9262970109	9109	Shariya
4	Mangun Javeriya	7083693998	6636	Javeriya
5	Sharmeen Qureshi	7313234964	6623	Sharmeen
6	Zilra Shaikh	9970731852	6638	Shaikh
7	Simran Abbas	7558511065	6646	Simran
8	Naushreen Charni	9970504266	6624	Naushreen
9	ALIDA SHAIKH	7775867249	6663	Alida
10	AYESHA HANURE	774405842	6623	Ayesha
11	MISBA PATHAN	9370132566	6615	Misba
12	Khan Shifa	9284383676	6627	Shifa
13	Rodde Saleha	8329542504	9021	Saleha
14	Khan Alheena	9156800242	9035	Alheena
15	Bhole Saniya	9850333674	9020	Saniya
16	Kushwaha Poonam Dharamdas	9156535261	9143	Poonam
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Signature  Faculty Incharge

College of Arts, Science & Commerce, Pune-01  
**Attendance Sheet**  
**DEPARTMENT OF COMPUTER SCIENCE, BBA-CA**

Date: 14/05/2021

Soft Skills Training

Time:-11:00 AM

Venue:-

Library

Total Number of Students Attended:

Class:

I.Y.BSc(CS) /  
I.Y.BBA(CA)

Teacher/s Incharge: Mr. Abdul Qudus Ansari / Mr. Faheem Ahmed

Sl.No	Name	Contact	Roll No	SIGN
1	Shaikh Sahar Naem			
2	Kishor Patil	9573305105	9027	Patil
3	Momin Meem	0156535061	0113	Meem
4	Suraj Shaikh	906726137	9008	meem
5	Kamran Suveiya	7262020109	9109	Patil
6	Zikra Shaikh	208369398	6636	Patil
7	Shameer Qureshi	208367899	6638	Patil
8	Khan Shifa Rasool	208367398	663	Patil
9	Simran Abbas	9284383676	6627	Patil
10	Aliya Shaikh	7558571065	6646	Patil
11	Momin Khan	7559001912	9129	Patil
12	Abdul Kadir	9874002429	9007	Patil
13	Rehan Sayyed	011553360	6665	Patil
14	Shadab Shaikh	8329095177	9137	Patil
15	Islam Pathan	9665538424	9134	Patil
16	Atiya Shaikh	7249382743	9131	Patil
17	Momin Shaikh	9156314897	90299	Patil
18	Nikhil Khanna	8222370705	9126	Patil
19	Atar Kaf Akhbar	8983519957	9121	Patil
20	Shaikh Naam Halik	9325538129	9003	Patil
21	Nitesh Nuf-sh Pandey	8459040821	9136	Patil
22	Aseem Tamboli	9022699121	9153	Patil
23	Mohammed Zaki	9284014074	9119	Patil
24	Ismael Memon	920721775	6622	Patil
25	Sahil Yashwanth Ansari	7378991406	9151	Patil
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 Signature of Faculty Incharge



College of Arts, Science & Commerce, Pune-01

Attendance Sheet

DEPARTMENT OF COMPUTER SCIENCE, BBA-CA

Date: 14/05/2021

Soft Skills Training

Time: 11:00 AM

Venue:

Library

Class:

T.Y.BSc(CS) /  
T.Y.BBA(CA)

Total Number of Students Attended:

Teacher/s Incharge: Mr. Abdul Qudus Ansari  
/ Mr. Faheem Ahmed

S.No	Name	Contact	Roll No	SIGN
1	Mohd Mahdi Rehman	9822524292	9127	Mahdi
2	SHAMKH AMMAN AJAZ	8857057896	9158	Shamkh
3	Ahmed Zaki Awi	866979824	9016	Ahmed
4	Sufi Ahmad Ali Shahid	7325192742	9118	Sufi
5	Munib Dhandruk	9856000811	9148	Munib
6	Aarav Khan	7249433714	9074	Aarav
7	Huzefa Shoukh	9607053745	6626	Huzefa
8	Nitin D Iniswal	8668632157	6630	Nitin
9	Fathkhan Hujour Rehman	9156730123	6651	Fathkhan
10	Shadiq Aman Kamran	9112265555	6641	Shadiq
11	Ismail A. Mulla	951179738	6643	Ismail
12	Rash Jalgaonkar	9607602484	6607	Rash
13	Badane Faizal Akhtar	9404822877	6628	Badane
14	Rohan Mustafa	9834668859	6606	Rohan
15	Sajid Shaikh	7038013986	6648	Sajid
16	Adnan Memon	8087937766	6602	Adnan
17	Shawkh Saqib	7385786543	6644	Shawkh
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Signature of Faculty Incharge



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 (2021-22)

### I Basic Details:

<b>Name of The Activity: Certificate Course in Spoken English</b> <b>Duration: 45 hours</b>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
3 February 2022 10 May 2022	Humanities	Department of English	Dr. Shirin Shaikh 8459996847
Time	Venue	Activity for class/ group student number	Nature of activity
9 am to 4.00 pm	Language lab	All Poona College students	Co-curricular

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

<b>Name of the Course</b>	<b>Certificate Course in Spoken English</b>
<b>The objective of the Course</b>	To improve the students' Communication Skills in English
<b>Methodology</b>	Using software 'issues in English' for improving the students' communication
<b>Outcome</b>	The course helped the students to gain confidence in communicating in English

### III Proofs attached/ documents submitted

1. Report	2. Notice	3. Attendance
4. Photos		

**AKI'S Poona College of Arts, Science & Commerce**

**Department of English**

**Notice**

**Date: 20 January 2022**

**Certificate Course in Spoken English**

**Improve your English!!! Join the Spoken English Course!!!!**

This is to inform all the students that the new batch of Certificate Course in Spoken English will commence on 3 February 2022. Students who wish to improve their communication skills in English can register for the same. The duration of the course is 2 months (45 hours)

The following is the link for registering for the course.

<https://poonacollege.edu.in/certificate-course-in-spoken-english-admissions-open-for-2021-2022/>

**Contact Dr. Shirin Shaikh for inquiries and admission (8459996847)**



**Prof. Aftab Anwar Shaikh**

**Principal**

AKI's Poona College of Arts, Science & Commerce, Camp, Pune 411001

Language Laboratory

Report of Certificate Course in Spoken English

The language laboratory of AKI Poona College came up with a Certificate Course in Spoken English (Basic Level) for the students of the College. The course primarily was meant for those students who faced difficulties and were unable to acquire English language skills properly. The total duration of the course was 40 hours (10 hours online and 30 hours offline). The course commenced on 3 February 2022 and concluded in the month of May 2022.

The Language Laboratory of the college has two licensed software from protea textware called Issues in English and Connected Speech.

In this certificate course in spoken English (Basic Level) the software Issues in English was used to teach spoken English to the students. The main focus of this course was to improve the students' Spoken English. The software was comprehensive. It dealt with listening, speaking, reading, writing, spelling, and pronunciation.

The online sessions were interactive, informative, and interesting. The usage of videos, hand-outs, stories, comics, suggestive books, and interesting worksheets helped the students to grasp the tips to learn and understand the English language. There were brain-storming sessions, debates, group activities, and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 40 hours and also took informal inputs from the students for making the course better next time.

Students from Arts, Science, Commerce, and B.Voc also joined the course. There were 113 students in this batch of Certificate courses in spoken English. Dr. Shirin Shaikh was the coordinator and teacher for this course.

Shirin

Dr. Shirin Shaikh  
(Course-coordinator)

AKI's Poona College of Arts, Science & Commerce  
 Language Laboratory  
 Certificate Course in Spoken English  
 Result of Batch II  
 (Exams Conducted online as well as offline)

Sr. no.	Name of the Student	Marks
1	Puja kumari	30 / 30
2	Tarique Anwar	30 / 30
3	Aliza mustaq sayyed	29 / 30
4	Pranay Shete	30 / 30
5	Harshad lohar	30 / 30
6	Peerzade Zoya Asif Ali	19 / 30
7	Alina Asif Ali Peerzade	29 / 30
8	Khan mubashira Anif	29 / 30
9	Shaikh Anam Amjad	30 / 30
10	Taskinnaaz Arshad Siddique	30 / 30
11	Momin mahek ajas	30 / 30
12	Rupali Dayanand Panchal	18 / 30
13	Ansari Sauleha Abdul Majid	30 / 30
14	Mohammad Umar Rafique Shaikh	30 / 30
15	Sonali Binduram Kolhe	29 / 30
16	Arbiya Riyaz Mulani	29 / 30
17	Md Shaik Irfan	28 / 30
18	Shabnam Khan	19 / 30
19	Mallick amrin ansur	25 / 30
20	Shaikh Faiza Nasir	30 / 30
21	ikra yusuf shaikh	30 / 30
22	Shaikh Naziya Mohammad Ali	22 / 30
23	Shaikh juned	26 / 30
24	Ashwin Kumar	29 / 30
25	MOHAMMAD Zaid ATIQUe SAYYED	30 / 30
26	Nasreen Shaikh	28 / 30
27	Shaikh mahek	30 / 30
28	Sumaiya Rahim Shaikh	30 / 30
29	Zainab khan	30 / 30
30	Afaan Potrick	30 / 30
31	Pranay Shete	29 / 30
32	Ansari Misbah Mohd Fayaaaz	30 / 30
33	Tamboli Farhat Javed	30 / 30
34	Muskan idris shaikh	29 / 30
35	Jaid yunus shaikh	26 / 30
36	Shabnam bashir shaikh	30 / 30
37	Shaikh Naved Imran	30 / 30
38	Rafique Shaikh	28 / 30
39	Sumaiyya a Ismail Momin	25/30

40	Shaikh Faizan Irfan	30 / 30
41	Mohammadmahin Abdulriyaz Patel	22 / 30
42	Sumaiya Tahseen khan	30 / 30
43	Saad hussain khan	30 / 30
44	Shaikh Ayesha Rafique	30 / 30
45	HUMAYUN SAYYED	26 / 30
46	Nanaware Khushi Rahul	30 / 30
47	Sayyed Aliya Faizuddin	29 / 30
48	Shaikh Furqan Nazim	13 / 30
49	Nawaz Nadeem Khan	30 / 30
50	Nazeem Nadim khan	30 / 30
51	Shaikh samina Rashid	22 / 30
52	Iqra Mustak Attar	29 / 30
53	Momin mahek ajas	26 / 30
54	Bagwan Shaheeda Begum Altaf Hussain	30 / 30
55	Bagwan bilal sadique	*06/30
56	Farhaan Rafik patel	16 / 30
57	Guljar Nasir Momin	30 / 30
58	Shaikh Alisha Rizwan	30 / 30
59	Md Raihaan Rizwan Shaikh	26 / 30
60	Shaikh Furqan Nazim	13/30
61	Taanish khan	24 / 30
62	Dundangi Jyothi Lohidas	30 / 30
63	Mohammadmahin Abdulriyaz Patel	13 / 30
64	Poona college	*10/30
65	Sumaiya Tahseen khan	30 / 30
66	Zinat jawid attar	15 / 30
67	Mujawar Aman Firoj	25 / 30
68	Aaquib Ali	28/30
69	Shaikh saima	30/30
70	Raihaan Shaikh	26 /30
71	Meghana Kamble	28/30
72	Abdeali Makati	28 / 30
73	Shaikh Uzma	23/30
74	Reem Sayyed	30/30









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

Camp, Pune - 411001



Affiliated to Savitribai Phule Pune University, Pune

## *Certificate Course in Spoken English (British English)*



**Puja kumari**

This is to certify that Mr./Ms. \_\_\_\_\_  
has successfully completed a 40 hours "Certificate Course in Spoken English  
(Basic Level)" from the month of February to May 2022.

*Shirin*

Dr. Shirin Shaikh  
Course Coordinator

Professor Dr. Aftab Anwar Shaikh  
Principal



**ACTIVITY REPORT**  
**(2021-22)**

**I Basic Details:**

<b>Name of The Activity: Certificate Course in Spoken English</b> <b>Duration: 45 hours</b>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
05 May 2022 to 10 July 2022	Humanities	Department of English	Dr. Shirin Shaikh 8459996847
Time	Venue	Activity for class/ group student number	Nature of activity
9 am to 4.00 pm	Language lab	Poona College students	Co-curricular

**II Brief Information about the Activity - Criterion no :- 5**

<b>Name of the Course</b>	<b>Certificate Course in Spoken English</b>
<b>The objective of the Course</b>	To improve the students' Communication Skills in English
<b>Methodology</b>	Using software 'issues in English' for improving the students' communication
<b>Outcome</b>	The course helped the students to gain confidence in communicating in English

**III Proofs attached/ documents submitted**

1. Report	2. Notice	3. Attendance
4. Photos		

**AKI'S Poona College of Arts, Science & Commerce**

**Department of English**

**Notice**

**Date: 20 April 2022**

**Certificate Course in Spoken English**

**Improve your English!!! Join the Spoken English Course!!!!**

This is to inform all the students that the new batch of Certificate Course in Spoken English will commence on 5 May 2022. Students who wish to improve their communication skills in English can register for the same. The duration of the course is 2 months (45 hours)

The following is the link for registering for the course.

<https://poonacollege.edu.in/certificate-course-in-spoken-english-admissions-open-for-2021-2022/>

**Contact Dr. Shirin Shaikh for inquiries and admission (8459996847)**



**Prof. Aftab Anwar Shaikh**

**Principal**

**AKIs Poona College of Arts, Science & Commerce  
Language Laboratory**

Report of Certificate Course in Spoken English

The language laboratory of Poona College designs certificate courses in spoken English to enhance individuals' verbal communication skills in the English language.

Objectives: The primary objective of the Spoken English course is to equip learners with the ability to communicate effectively and confidently in English. It aims to improve pronunciation, grammar, vocabulary, and overall fluency in spoken English. The course caters to individuals of varying language proficiency levels, from beginners to advanced

*Course Content:*

1. **Basic Grammar and Vocabulary:** The course begins with a foundation in English grammar and essential vocabulary. Learners acquire the necessary tools to construct basic sentences and engage in simple conversations.
2. **Listening and Speaking Practice:** Emphasis is placed on improving listening comprehension through audio exercises, dialogues, and conversational activities. Students engage in speaking practice to develop their oral communication skills.
3. **Pronunciation and Accent Improvement:** Special attention is given to correct pronunciation and accent reduction. Various exercises help learners overcome common pronunciation challenges and develop a more neutral accent.
4. **Intermediate and Advanced Conversation:** As learners progress, the course introduces more complex topics and scenarios to encourage participants to express themselves confidently in various real-life situations.
5. **Role-plays and Group Activities:** Role-playing exercises and group discussions foster interactive learning and simulate practical communication scenarios.
6. **Presentation Skills:** The course often includes modules on public speaking and presentation skills to help learners convey their ideas effectively in a formal setting.

*Duration:* The duration of the Spoken English was 45 hours.

*Benefits:*

1. **Enhanced Communication:** Participants experience a significant improvement in their ability to communicate effectively in English, leading to increased confidence in personal and professional settings.
2. **Career Advancement:** Improved English language skills open up new career opportunities, especially in multinational companies and industries where English is the primary language of communication.
3. **Cultural Exchange:** For individuals from non-English speaking backgrounds, the course provides an opportunity to connect with people from diverse cultures and exchange ideas on a global platform.

4. **Academic Pursuits:** For students aiming to study in English-speaking countries, the course enhances their language proficiency, making it easier to excel in academic environments.

*Conclusion:* The Spoken English course is a valuable educational program that empowers individuals with the necessary language skills to communicate fluently in English. By focusing on pronunciation, vocabulary, and speaking practice, the course enables learners to become more confident and effective communicators, offering numerous personal and professional benefits.



Course Co-ordinator

Dr. Shirin Shaikh

AKI's Poona College of Arts, Science & Commerce

Language Laboratory

Certificate Course in Spoken English

Result of Batch III (Exams Conducted online )

Sr. no.	Name of the Student	Marks
1	Saad Ali Siraj Sayyad	21 / 30
2	Shaikh Khalil Jameel	30 / 30
3	Shaikh Abdul Mujeeb	29 / 30
4	Shah Zainab Hyderali	30 / 30
5	Saamiya Zafar Shaikh	29 / 30
6	Nabila Navred. Shaikh	28 / 30
7	Prakush kailas Mahajan	28 / 30
8	Shaikh Munkan	27 / 30
9	Abiali Sniffee	26 / 30
10	Zainab Shaikh	22 / 30
11	Khan Sana Zaheer	30 / 30
12	Farhan Sayyad	30 / 30
13	Zainab Gaffar Khan	30 / 30
14	Aarvej Sayyad	27 / 30
15	Anas Shuriff	24 / 30
16	Swaleha Ansari	30 / 30
17	Mohammed Umar Abdulhasbi Shaikh	27 / 30
18	Nitin Vishnu Ramole	26 / 30

19	Aneesha Kuyyal	30 / 30
20	Alaina Maniyar	20 / 30
21	Sohail Yusuf Qureshi	16 / 30
22	SIYAH ZEESHAN AKHTAR ALI	23 / 30
23	Sayyed Farhan	28 / 30
24	INAMDAR BUSHRA ABID	16 / 30
25	Anshira Naem Sayyed	29 / 30
26	Farzaan Syed	26 / 30
27	Sobiya tauheed shaikh	29 / 30
28	KHAN NIZAFATIMA RASOOL	21 / 30
29	Shifa Rahimuddin shaikh	21 / 30
30	Muskan sharif khun	21 / 30
31	Pathan Ayesha Hasan khun	23 / 30
32	Muzammil kaladgi	30 / 30
33	Asiya Akbar Idrisi	27 / 30
34	Mustafa Sharif Khan	21 / 30
35	Shaikh uzer rafique	30 / 30
36	Kajal hirday choudhary	*11/30
37	Kazi Albina Jahangir	28 / 30
38	Saniya dattatray londhe	17 / 30
39	Mehwish shaikh	24 / 30
40	Fatima Sayyed	23 / 30
41	Dalal aqsa ifekhar	*8/30
42	Ansari Sofiya Rashid	24 / 30





43	Shaikh Munaib Mushtaque	28 / 30
44	Saaim Shahbaz attar	27 / 30
45	Zaid Asif Bagwan	30 / 30
46	Imran Ansari	30 / 30
47	Shaikh Mashooque Maqsood	18 / 30
48	Sajeda hussain shaikh	18 / 30
49	Sham she alam khan	23 / 30
50	Hinda Khan	20 / 30
51	Afsana Raju Meman	29 / 30
52	Pathan Huzaifwaris Ayyubkhan	30 / 30
53	DHANASHREE SALUNKE	21 / 30
54	Patel azmat	21 / 30
55	Noman Mohsin Vhogade	*12/30
56	Ansari sumayya	29 / 30
57	Khan Tahsin	28 / 30
58	Shaikh Kulsum Anwar	19 / 30
59	Shaikh iqra jamil	30 / 30
60	Sayyed Airamnaaz Rafique	29 / 30
61	Shaibaz sayyed	25 / 30
62	Shaikh Mariya Gaffar	30 / 30
63	Shaikh Ibrahim	19 / 30
64	Bagwan Saniya madar	24 / 30
65	Md. Uzair Siddiqui	25 / 30
66	Tasmiya maiid khan	27 / 30

67	Khan Mohammed Zakki Asif	29 / 30
68	Mustafa firoz shaikh	30 / 30
69	Sinaul Tajuddin Kazi	15 / 30
70	HAFIWAH NAZIYA SHAFIQUE	27 / 30
71	Aayan momin	21 / 30
72	Shaikh juveriya laik	30 / 30
73	Swetha chettiar	16 / 30
74	Khan Shifa Rasool	30 / 30
75	Shaikh Sadiya mukhtar	28 / 30
76	Suraj vishwakarma	14 / 30
77	Shahebaz Tamboli	18 / 30
78	Pathan Kashish sadik	26 / 30
79	MOHAMMAD AAWAIS KAZA SADIQUE SHAIKH	30 / 30
80	Hirolikar Swamini Dattatray	27 / 30