



1970 - 2020

Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority College
- 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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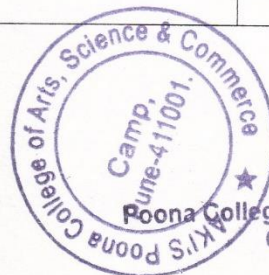
principal@poonacollege.edu.in
www.poonacollege.edu.in

INTERNAL QUALITY ASSURANCE CELL (IQAC) COMMITTEE

(Effective from June 2021)

| Chairperson: Head of the Institution | |
|--|------------------|
| Dr. Aftab Anwar Shaikh (<i>Principal, Poona College</i>) | Chairperson-IQAC |
| Teachers to represent all levels (Three to Eight) | |
| Dr. Aiyaz Shaikh (<i>Director, Physical Education</i>) | Member |
| Dr. Nasrin Khan (<i>HoD, Dept. of Commerce</i>) | Member |
| Dr. Shireen Shaikh (<i>HoD, Business Communication</i>) | Member |
| Mr. Musharraf Hussain (<i>Asst. Prof., Dept. of Electronic Science</i>) | Member |
| Dr. Amjad Shaikh (<i>Asst. Prof., Dept. of Mathematics</i>) | Member |
| Dr. Mukhtar Shaikh (<i>Asst. Prof., Dept. of Political Science</i>) | Member |
| Mr. Wasim Shaikh (<i>Asst. Prof., Dept. of Zoology</i>) | Member |
| Mr. Faazil Shareef (<i>Asst. Prof., Dept. of Commerce</i>) | Member |
| One Member of the Management | |
| Dr. Hanif Lakdawala (<i>Trustee, Y & MAKI Trust</i>) | Member |
| Few Senior Administrative Officers | |
| Mr. Khan Moinuddin (<i>Vice-Principal- Arts</i>) | Member |
| Dr. Md. Zubair Shaikh (<i>Director, K.R.C.</i>) | Member |
| One nominee each from local society, Students and Alumni | |
| Mr. Vilas Londhe (<i>Social Activist</i>) (<i>Local Society Representative</i>) | Member |
| Ms. Fatima Shaikh (<i>Student of M.Sc., Dept. of Chemistry</i>) (<i>Students'</i>) | Member |
| Dr. Atik Shaikh (<i>Alumni Representative</i>) | Member |
| One nominee each from Employers/Industrialists/Stakeholders | |
| Mr. Waseem Sajjad (<i>Broadstairs IT Solutions</i>) (<i>Employers Representative</i>) | Member |
| Mr. Amin Ismail Almel (<i>CEO, Sunrise Instruments Pvt. Ltd.</i>) (<i>Industrialists Representative</i>) | Member |
| Mr. Sadik Pathan (<i>Stakeholders Representative</i>) | Member |
| One of the senior teachers as the Coordinator/Director of the IQAC | |
| Dr. Iqbal N. Shaikh (<i>Vice-Principal & Head, Dept. of Chemistry</i>) | Coordinator-IQAC |

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



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Date :- 9th May 2022

IQAC MEETING

A Meeting of IQAC will be held on Friday, 13th May 2022 at 12.30 p.m. in the office of the Principal.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 16th February 2022.
2. NAAC related departmental documentation work and updating departmental blog.
3. To update faculty profile on BCUD.
4. To organize program on Gender Sensitization.
5. Any other matter with the permission of the chair.

Dr. Aftab Anwar Shaikh

Principal

| Chairperson: Head of the Institution | | Signature |
|--|------------------|-----------|
| Dr. Aftab Anwar Shaikh (Principal, Poona College) | Chairperson-IQAC | |
| Teachers to represent all levels (Three to Eight) | | |
| Dr. Aiyaz Shaikh (Director, Physical Education) | Member | |
| Dr. Nasrin Khan (HoD, Dept. of Commerce) | Member | |
| Dr. Shireen Shaikh (HoD, Business Communication) | Member | |
| Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science) | Member | |
| Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics) | Member | |
| Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science) | Member | |



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| | | |
|--|------------------|--|
| Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology) | Member | |
| Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce) | Member | |
| One Member of the Management | | |
| Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust) | Member | |
| Few Senior Administrative Officers | | |
| Mr. Khan Moinuddin (Vice-principal- Arts) | Member | |
| Dr. Md. Zubair Shaikh (Director, KRC) | Member | |
| One nominee each from local society, Students and Alumni | | |
| Mr. Vilas Londhe (Social Activist) (Local Society Representative) | Member | |
| Ms. Fatima Shaikh (Student) (M.Sc. Chemistry) | Member | |
| Dr. Atik Shaikh (Alumni Representative) | Member | |
| One nominee each from Employers/Industrialists/Stakeholders | | |
| Mr. Waseem Sajjad (Nominee from Employer) (Broadstairs IT Solutions) | Member | |
| Mr. Amin Ismail Almel (Nominee from Industry) (CEO, Sunrise Instruments Pvt. Ltd.) | Member | |
| Mr. Sadik Pathan (Nominee from Stakeholders) | Member | |
| One of the senior teachers as the Coordinator/Director of the IQAC | | |
| Dr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry) | Coordinator-IQAC | |



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON FRIDAY, 13th MAY 2022 AT 12.30 p.m.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 16th February 2022.
2. NAAC related departmental documentation work completion and updating departmental blog.
3. To update faculty profile on BCUD.
4. To organize program on Gender Sensitization.
5. Any other matter with the permission of the chair.

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading, Confirmation, and recording of the previous meeting minutes.

The minutes of the previous meeting dated 16th February 2022, were read, confirmed, and recorded. Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note.

2. NAAC related departmental documentation work completion and updating departmental blog.

It was decided complete the NAAC related departmental documentation work and update the departmental blog. Principal instructed to all departments to adhere the guidelines and complete the NAAC related documentation filing work.

3. To update the faculty profile on BCUD.

It was discussed and decided to inform all the faculty to update their profile on BCUD.



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4. To organise program on Gender Sensitization.

It was decided to organise a program on Gender Sensitization. NSS will be instructed to plan and organise the program.

As there was no other matter, the meeting ended with final summarization by the Principal followed by a vote of thanks by the IQAC Coordinator.

The following members attended the IQAC meeting held on Friday, 13th May 2022 at 12.30 p.m.

| Name | Signature | Name | Signature |
|------------------------|-----------|-----------------------|-----------|
| Dr. Aftab Anwar Shaikh | | Dr. Hanif Lakdawala | |
| Dr. Iqbal N. Shaikh | | Mr. Khan Moinuddin | |
| Dr. Aiyaz Shaikh | | Dr. Md. Zúbair Shaikh | |
| Dr. Nasrin Khan | | Mr. Vilas Londhe | |
| Dr. Shireen Shaikh | | Ms. Fatima Shaikh | |
| Mr. Musharraf Hussain | | Dr. Atik Shaikh | |
| Dr. Amjad Shaikh | | Mr. Waseem Sajjad | |
| Dr. Mukhtar Shaikh | | Mr. Amin Ismail Almel | |
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| Mr. Faazil Shareef | | | |



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Date :- 10th February 2022

IQAC MEETING




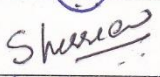



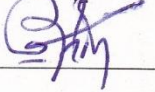
A Meeting of IQAC will be scheduled on Wednesday, 16th February 2022 at 11.00 a.m. in the office of the Principal.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 7th December 2021.
2. To Commemorate / Celebrate important days.
3. To organize Seminars/Conferences/Workshops.
4. Any other matter with the permission of the chair.


Dr. Aftab Anwar Shaikh

Principal

| Chairperson: Head of the Institution | | Signature |
|--|----------------------|---|
| Dr. Aftab Anwar Shaikh (Principal, Poona College) | Chairperson- IQAC |  |
| Teachers to represent all levels (Three to Eight) | | |
| Dr. Aiyaz Shaikh (Director, Physical Education) | Member |  |
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| Dr. Shireen Shaikh (HoD, Business Communication) | Member |  |
| Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science) | Member |  |
| Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics) | Member |  |
| Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science) | Member |  |
| Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology) | Member |  |
| Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce) | Member | |



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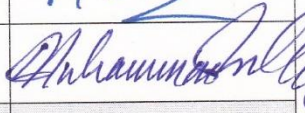


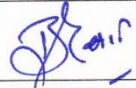
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| Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust) | Member | |
| Few Senior Administrative Officers | | |
| Mr. Khan Moinuddin (Vice-principal- Arts) | Member |  |
| Dr. Md. Zubair Shaikh (Director, KRC) | Member |  |
| One nominee each from local society, Students and Alumni | | |
| Mr. Vilas Londhe (Social Activist) (Local Society Representative) | Member | |
| Ms. Fatima Shaikh (Student) (M.Sc. Chemistry) | Member |  |
| Dr. Atik Shaikh (Alumni Representative) | Member | |
| One nominee each from Employers/Industrialists/Stakeholders | | |
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| Mr. Amin Ismail Almel (Nominee from Industry) (CEO, Sunrise Instruments Pvt. Ltd.) | Member | |
| Mr. Sadik Pathan (Nominee from Stakeholders) | Member |  |
| One of the senior teachers as the Coordinator/Director of the IQAC | | |
| Dr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry) | Coordinator-IQAC |  |



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON WEDNESDAY, 16th FEBRUARY 2022 AT 11.00 a.m.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 7th December 2021.
2. To Commemorate / Celebrate important days.
3. To organize Seminars/Conferences/Workshops.
4. Any other matter with the permission of the chair.

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading, Confirmation, and recording of the previous meeting minutes.

Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. The minutes of the previous meeting dated 7th December 2021, were read, confirmed, and recorded.

2. To Commemorate / Celebrate the important days.

It has been discussed and decided to commemorate / celebrate the important days. The department instructed to plan and organise certain program to celebrate days.

3. To organize Seminars/Conferences/Workshops.

It was discussed and decided to plan and organise various National and International level Seminars and conferences. Principal instructed departments to plan and organise such seminar and conferences.

As there was no other matter, the meeting ended with final summarization by the Principal followed by a vote of thanks by the IQAC Coordinator.



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The following members attended an IQAC meeting held on Saturday, 16th February 2022
at 11.00 am.

| Name | Signature | Name | Signature |
|------------------------|-----------|-----------------------|-----------|
| Dr. Aftab Anwar Shaikh | | Dr. Hanif Lakdawala | |
| Dr. Iqbal N. Shaikh | | Mr. Khan Moinuddin | |
| Dr. Aiyaz Shaikh | | Dr. Md. Zubair Shaikh | |
| Dr. Nasrin Khan | | Mr. Vilas Londhe | |
| Dr. Shireen Shaikh | | Ms. Fatima Shaikh | |
| Mr. Musharraf Hussain | | Dr. Atik Shaikh | |
| Dr. Amjad Shaikh | | Mr. Waseem Sajjad | |
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Date:- 3rd December 2021

IQAC MEETING

The Meeting of IQAC will be held on Tuesday, 7th December 2021 at 11.30 a.m. in the office of the Principal.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 8th September 2021.
2. To organize Industrial / Field visits.
3. Preparation of Departmental Documentation for NAAC.
4. To celebrate National Youth Day - January 12, 2022.
5. Any other matter with the permission of the chair.

Dr. Aftab Anwar Shaikh

Principal

| Chairperson: Head of the Institution | | Signature |
|--|------------------|-----------|
| Dr. Aftab Anwar Shaikh (Principal, Poona College) | Chairperson-IQAC | |
| Teachers to represent all levels (Three to Eight) | | |
| Dr. Aiyaz Shaikh (Director, Physical Education) | Member | |
| Dr. Nasrin Khan (HoD, Dept. of Commerce) | Member | |
| Dr. Shireen Shaikh (HoD, Business Communication) | Member | |
| Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science) | Member | |
| Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics) | Member | |
| Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science) | Member | |



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| Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology) | Member | |
| Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce) | Member | |
| One Member of the Management | | |
| Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust) | Member | |
| Few Senior Administrative Officers | | |
| Mr. Khan Moinuddin (Vice-principal- Arts) | Member | |
| Dr. Md. Zubair Shaikh (Director, KRC) | Member | |
| One nominee each from local society, Students and Alumni | | |
| Mr. Vilas Londhe (Social Activist) (Local Society Representative) | Member | |
| Ms. Fatima Shaikh (Student) (M.Sc. Chemistry) | Member | |
| Dr. Atik Shaikh (Alumni Representative) | Member | |
| One nominee each from Employers/Industrialists/Stakeholders | | |
| Mr. Waseem Sajjad (Nominee from Employer) (Broadstairs IT Solutions) | Member | |
| Mr. Amin Ismail Almel (Nominee from Industry) (CEO, Sunrise Instruments Pvt. Ltd.) | Member | |
| Mr. Sadik Pathan (Nominee from Stakeholders) | Member | |
| One of the senior teachers as the Coordinator/Director of the IQAC | | |
| Mr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry) | Coordinator-IQAC | |



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON TUESDAY, 7th DECEMBER 2021 AT 11.30 a.m.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 8th September 2021.
2. To organize Industrial / Field visits.
3. Preparation of Departmental Documentation for NAAC.
4. To celebrate National Youth Day - January 12, 2022.
5. Any other matter with the permission of the chair.

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading, Confirmation, and recording of the previous meeting minutes.

Mr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. The minutes of the previous meeting dated 8th September 2021 were read, confirmed, and recorded.

2. To organize Industrial /Field Visits.

It has been discussed and decided to organize an Industrial Visit and Field Visit for the students to gain practical exposure of the domain. The Principal instructed all the departments to plan and organize such visits.

3. Preparation of Departmental Document files for NAAC

It was discussed and decided that all the departments should prepare Departmental Document files in accordance with NAAC requirements. All the



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documents should be maintained properly at Department Level. The Principal instructed all the department heads to maintain and keep a proper record of all the NAAC-related documents.

4. To celebrate National Youth Day on 12th January 2021.

It was discussed and decided to celebrate National Youth Day on 12th January 2021. The departments have been instructed to plan and organize the said activity.

As there was no other matter, the meeting ended with final summarization by the Principal followed by a vote of thanks by the IQAC Coordinator.

The following members attended an IQAC meeting held on Tuesday, 7th December 2021 at 11.30 a.m.

| Name | Signature | Name | Signature |
|------------------------|-----------|-----------------------|-----------|
| Dr. Aftab Anwar Shaikh | | Dr. Hanif Lakdawala | |
| Mr. Iqbal N. Shaikh | | Mr. Khan Moinuddin | |
| Dr. Aiyaz Shaikh | | Dr. Md. Zubair Shaikh | |
| Dr. Nasrin Khan | | Mr. Vilas Londhe | |
| Dr. Shireen Shaikh | | Ms. Fatima Shaikh | |
| Mr. Musharraf Hussain | | Dr. Atik Shaikh | |
| Dr. Amjad Shaikh | | Mr. Waseem Sajjad | |
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Date:- 3rd September 2021

IQAC MEETING

A Meeting of IQAC will be scheduled on Wednesday, 8th September 2021 at 11.30 am in the office of the Principal.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 4th March 2021.
2. Submission of SSR.
3. Submission of DVV
4. Implementation of Comprehensive E-Governance System.
5. Augmentation of Infrastructural Facilities.
6. Organisation of Seminars/Conferences/Workshops.
7. To organize Induction Program (Deeksharambh) for newly admitted students
8. Any other matter with the permission of the chair.

Dr. Aftab Anwar Shaikh

Principal

| Chairperson: Head of the Institution | | Signature |
|--|------------------|-----------|
| Dr. Aftab Anwar Shaikh (Principal, Poona College) | Chairperson-IQAC | |
| Teachers to represent all levels (Three to Eight) | | |
| Dr. Aiyaz Shaikh (Director, Physical Education) | Member | |
| Dr. Nasrin Khan (HoD, Dept. of Commerce) | Member | |
| Dr. Shireen Shaikh (HoD, Business Communication) | Member | |
| Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science) | Member | |



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| Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics) | Member | |
| Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science) | Member | |
| Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology) | Member | |
| Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce) | Member | |
| One Member of the Management | | |
| Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust) | Member | |
| Few Senior Administrative Officers | | |
| Mr. Khan Moinuddin (Vice-principal- Arts) | Member | |
| Dr. Md. Zubair Shaikh (Director, KRC) | Member | |
| One nominee each from local society, Students and Alumni | | |
| Mr. Vilas Londhe (Social Activist) (Local Society Representative) | Member | |
| Ms. Fatima Shaikh (Student) (M.Sc. Chemistry) | Member | |
| Dr. Atik Shaikh (Alumni Representative) | Member | |
| One nominee each from Employers/Industrialists/Stakeholders | | |
| Mr. Waseem Sajjad (Nominee from Employer) (Broadstairs IT Solutions) | Member | |
| Mr. Amin Ismail Almel (Nominee from Industry) (CEO, Sunrise Instruments Pvt. Ltd.) | Member | |
| Mr. Sadik Pathan (Nominee from Stakeholders) | Member | |
| One of the senior teachers as the Coordinator/Director of the IQAC | | |
| Mr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry) | Coordinator-IQAC | |



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON WEDNESDAY, 8th SEPTEMBER 2021 AT 11.30 am.

Agenda:-

1. Reading and recording of the previous meeting dated 4th March 2021.
2. Submission of SSR.
3. Submission of DVV
4. Implementation of Comprehensive E-Governance System.
5. Augmentation of Infrastructural Facilities.
6. Organisation of Seminars/Conferences/Workshops.
7. To organize Induction Program (Deeksharambh) for newly admitted students
8. Any other matter with the permission of the chair.

The meeting was conducted under the Chairmanship of Principal Dr. Aftab Anwar Shaikh.

1. Reading and recording of the previous minutes.

The minutes of the previous meeting dated 4th March 2021 were read, confirmed and recorded. Mr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note.

2. Submission of SSR.

It has been discussed and decided to submit SSR on or before 30th September 2021.

3. Submission of DVV.

It has been discussed and decided to submit DVV on or before November 30, 2021.

4. Implementation of Comprehensive E-Governance System.

It was decided to implement a more comprehensive E-Governance System which will ease the entire college operations like admission, teaching-learning process, library, accounts,



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administration, and examination. The same has been forwarded to CDC for further process.

5. Augmentation of Infrastructural facilities.

It has been decided to augment the college infrastructure and renovate it according to requirements. The same will be communicated to CDC for further course of action.

6. Organisation of Seminars/Conferences/Workshops.

It has been decided to organize Seminars, Conferences, and workshops. Principal Dr. Aftab Anwar Shaikh instructed that departments should submit their plan.

7. To organize Induction Program (Deeksharambh) for newly admitted students.

It has been decided to organize an Induction program for all First Year Students of all streams. Principal instructed to all the department heads to plan and organize the Induction program for all newly admitted students.

As there was no other matter, the meeting ended with final summarization by the Principal followed by a vote of thanks by the IQAC Coordinator.

The following members attended IQAC meeting held on 8th September 2021 at 11.30 am.

| Name | Signature | Name | Signature |
|------------------------|-----------|-----------------------|-----------|
| Dr. Aftab Anwar Shaikh | | Dr. Hanif Lakdawala | |
| Mr. Iqbal N. Shaikh | | Mr. Khan Moinuddin | |
| Dr. Aiyaz Shaikh | | Dr. Md. Zubair Shaikh | |
| Dr. Nasrin Khan | | Mr. Vilas Londhe | |
| Dr. Shireen Shaikh | | Ms. Fatima Shaikh | |
| Mr. Musharraf Hussain | | Dr. Atik Shaikh | |



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|--------------------|--|-----------------------|--|
| Dr. Amjad Shaikh | | Mr. Waseem Sajjad | |
| Dr. Mukhtar Shaikh | | Mr. Amin Ismail Almel | |
| Mr. Wasim Shaikh | | Mr. Sadik Pathan | |
| Mr. Faazil Shareef | | | |

