



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



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



+91-20-2645 4240 / 2644 6319.



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

INTERNAL QUALITY ASSURANCE CELL (IQAC) COMMITTEE

(Effective from June 2020)

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

[Handwritten Signature]



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



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Professor (Dr.) Aftab Anwar Shaikh

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

PRINCIPAL

Date :- 2nd March 2021

IQAC MEETING

A Meeting of IQAC will be held on Thursday, 4th March 2021 at 12.30 p.m. in the office of the Principal.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 5th December 2020.
2. To organize National Level Webinar in commemoration of World Tuna Day.
3. To organize a Workshop on "Research Methodology"
4. Submission of IQA report.
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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Professor (Dr.) Aftab Anwar Shaikh

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PRINCIPAL

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON THURSDAY, 4th MARCH 2021 AT 12.30 p.m.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 5th December 2020.
2. To organize National Level Webinar in commemoration of World Tuna Day.
3. To organize a Workshop on "Research Methodology"
4. Submission of IIQA report.
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 5th December 2020, were read, confirmed, and recorded. Mr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note.

2. To organize National Level Webinar in commemoration of World Tuna Day.

It was decided to celebrate World Tuna Day on May 2, 2021, and the Department of Zoology and Department of Economics will jointly plan and organize National level Webinar.

3. To organize a workshop on "Research Methodology"

It was discussed and decided to organize a workshop on "Research Methodology" for the students and researcher. The task was given to the Department of Economics, PG & Research Centre.



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PRINCIPAL

4. Submission of IIQA Report.

It was decided to submit Institutional Information for Quality Assessment (IIQA) to the NAAC on or before May 30, 2021.

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 Thursday, 4th March 2021 at 12.30 p.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	
Dr. Mukhtar Shaikh		Mr. Amin Ismail Almel	
Mr. Wasim Shaikh		Mr. Sadik Pathan	
Mr. Faazil Shareef			



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Professor (Dr.) Aftab Anwar Shaikh

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PRINCIPAL

Date :- 3rd December 2020

IQAC MEETING


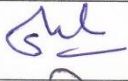

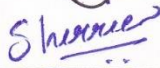

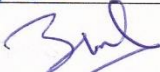
An Online Meeting of IQAC will be scheduled on Saturday, 5th December 2020 at 11.00 a.m. on the Zoom platform.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 5th September 2020.
2. To finalize Document Verification Task related to NAAC – Quantitative Data.
3. To organize Webinar on “Innovation and Entrepreneurship”.
4. To organize Investor Awareness Program in association with the Bombay Stock Exchange.
5. To apply for Best College Award.
6. 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	



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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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Professor (Dr.) Aftab Anwar Shaikh

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PRINCIPAL

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD AN ONLINE ON SATURDAY, 5th DECEMBER 2020 AT 11.00 a.m.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 5th September 2020.
2. To finalize Document Verification Task related to NAAC – Quantitative Data.
3. To organize Webinar on “Innovation and Entrepreneurship”.
4. To organize Investor Awareness Program in association with the Bombay Stock Exchange.
5. To apply for Best College Award.
6. 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 5th September 2020, were read, confirmed, and recorded.

2. To finalize Document Verification Task related to NAAC - Quantitative Data.

It has been discussed and decided to finalize the Document Verification process related to NAAC Quantitative Data on or before 15th February 2021. Accordingly, all criteria in-charge and teachers will be communicated.

3. To organize a webinar on “Innovation and Entrepreneurship”

It was discussed and decided to organize a webinar on “Innovation and Entrepreneurship. Poona College – Innovation and Entrepreneurship Development Cell (PC-IEDC) will be instructed to submit the plan and organize the said webinar.



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PRINCIPAL

4. To organize Investor Awareness Program in Association with the Bombay Stock Exchange.

It was decided to organize an online "Investor Awareness Program" in association with the Bombay Stock Exchange. The Department of Commerce, PG & Research Centre will be instructed to organise this program for all stakeholders.

5. To apply for Best College Award

It was decided to participate in Best College Competition organized by the affiliating university, Savitribai Phule Pune University, Pune. All the departments will be informed to submit the required details.

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 online IQAC meeting held on Saturday, 5th December 2020 at 11.00 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	
Dr. Amjad Shaikh		Mr. Waseem Sajjad	
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Mr. Faazil Shareef			



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Professor (Dr.) Aftab Anwar Shaikh

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

PRINCIPAL

Date:- 2nd September 2020

IQAC MEETING

An Online Meeting of IQAC will be held on Saturday, 5th September 2020 at 11.30 a.m. on the Zoom platform.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 10th June 2020.
2. Commencement of Online Classes.
3. To organize activities to commemorate/celebrate important days.
4. To organize webinars & Online Conferences.
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)		
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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. 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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PRINCIPAL

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ONLINE ON SATURDAY, 5th SEPTEMBER 2020 AT 11.30 a.m.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 10th June 2020.
2. Commencement of Online Classes.
3. To organize activities to commemorate/celebrate important days.
4. To organize webinars & Online Conferences.
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 10th June 2020 were read, confirmed and recorded.

2. Commencement of Online Classes.

It has been discussed and decided to commence the online classes for all undergraduates as per the affiliating university guidelines.

3. To organize activities to commemorate/celebrate important days.

It was discussed and decided to organize the activities to commemorate /celebrate important and historical days through online mode. All the departments have been instructed to plan and organize the said activities.



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PRINCIPAL

4. To organize Webinars and online conferences.

It was decided to organize webinars and conferences and accordingly, all the departments have been informed to plan and organize the same.

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 online IQAC meeting held on Saturday, 5th September 2020 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	
Dr. Mukhtar Shaikh		Mr. Amin Ismail Almel	
Mr. Wasim Shaikh		Mr. Sadik Pathan	
Mr. Faazil Shareef			



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Professor (Dr.) Aftab Anwar Shaikh

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

PRINCIPAL

Date:- 8th June 2020

IQAC MEETING

An Online Meeting of IQAC will be scheduled on Wednesday, 10th June 2020 at 12 noon on the Zoom platform.

Agenda:-

1. To read and confirm the minutes of the previous meeting dated 10th January 2020.
2. Celebration of International Yoga Day-2020 – Online mode.
3. Compilation of data for Annual Report 2019-20.
4. To organize Online Faculty Development Program & Workshops.
5. To discuss NAAC work status.
6. 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	



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Professor (Dr.) Aftab Anwar Shaikh

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

PRINCIPAL

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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PRINCIPAL

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ONLINE ON WEDNESDAY, 10th JUNE 2020 AT 12.00 noon.

Agenda:-

1. Reading and recording of the previous meeting dated 10th January 2020.
2. Celebration of International Yoga Day-2020 – Online mode.
3. Compilation of data for Annual Report 2019-20.
4. To organize Online Faculty Development Program & Workshops.
5. To discuss NAAC work status.
6. 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 10th January 2020 were read, confirmed, and recorded.

Mr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. He explained the requirement of planning the departmental and college activities in accordance with NAAC requirements during the pandemic period.

2. Celebration of International Yoga Day – 2020 - Online Mode

It has been discussed and decided to celebrate International Yoga Day on 21st June 2020 through the Zoom platform.

3. Compilation of data for Annual Report 2019-2020.



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It was decided to circulate the notice amongst the staff members regarding the updation of their profile on the BOD portal of affiliating university. The said data will be used for the submission of the online Annual Report 2019-20 after mapping.

4. To organize Online Faculty Development Program & Workshops

It was decided to organize an online Faculty Development Program and workshops to train the teachers to use the online mode for the smooth functioning of the teaching-learning process in the current pandemic situation.

5. To discuss NAAC-work status.

The current status of NAAC work has been discussed in detail. Principal Dr. Aftab Anwar Shaikh urged to expedite the process of NAAC work.

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 online IQAC meeting held on 10th June 2020 at 12 noon.

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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PRINCIPAL

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

