



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



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Date :- 8th August 2022

IQAC Meeting

A Meeting of IQAC will be held on Friday, 13th August 2022 at 12.15 pm in the office of the Principal.

Agenda :-

- 1) To read and confirm the minutes of the previous meeting dated 13th May 2022.
- 2) To organize Dikshaarambh (Student Induction Program) for newly admitted students.
- 3) To update BCUD Teachers Profile at SPPU website.
- 4) To discuss NAAC Work status.
- 5) Any other matter with the permission of the chair.



Prof. Aftab Anwar Shaikh
Principal

Chairperson : Head of the Institution		
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	<i>Zaid 08/08/22</i>
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	<i>Mud 08/08/22</i>
Mr. Wasim Shaikh (Asst. Prof., Dept. of Botany)	Member	<i>W. Shaikh 08/08/2022</i>
Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce)	Member	<i>F. Shareef</i>
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	<i>M. Khan</i>
Dr. Md. Zubair Shaikh (Director, K.R.C.)	Member	<i>Dr. Md. Zubair Shaikh</i>
One nominee each from Local Society, Students and Alumni		
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Fatima Shaikh (Student of M.Sc. Dept. of Chemistry – Students' Rep.)	Member	
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (Broadstairs IT Solutions) (Employers Rep.)	Member	
Mr. Amin Ismail Almel (CEO, Sunrise Instruments Pvt. Ltd.) (Industrialists Representative)	Member	
Mr. Sadik Pathan (Stakeholders Representative)	Member	
One of the senior teachers as the Coordinator/Director of IQAC		
Dr. Iqbal N Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator-IQAC	<i>I. N. Shaikh</i>



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON FRIDAY, 13TH AUGUST 2022 at 12.15 pm

Agenda :-

- 1) To read and confirm the minutes of the previous meeting dated 13th May 2022.
- 2) To organize Dikshaarambh (Student Induction Program) for newly admitted students.
- 3) To update BCUD Teachers Profile at SPPU website.
- 4) To discuss NAAC Work status.
- 5) Any other matter with the permission of the chair.

The Meeting was conducted under the Chairmanship of Principal Prof. Aftab Anwar Shaikh.

- 1) **To read and confirm the minutes of the previous meeting dated 13th May 2022.**

The minutes of previous meeting dated 13th May 2022 were read, confirmed and recorded. Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note.

- 2) **To organize Dikshaarambh (Student Induction Program) for newly admitted students.**

It has been discussed and decided to conduct stream wise Dikshaarambh (Student Induction Program) will be organized.

- 3) **To update BCUD Teachers Profile at SPPU Website.**



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It has been discussed and decided to inform to the faculties to update their BCUD teachers profile at SPPU website.

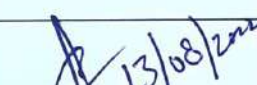
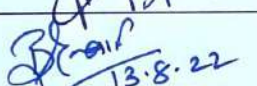

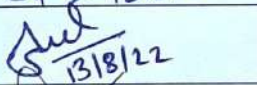
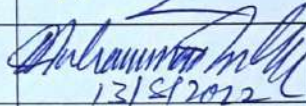
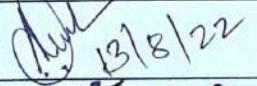
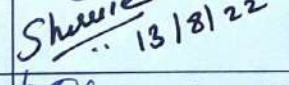
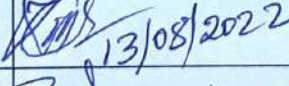
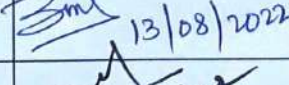
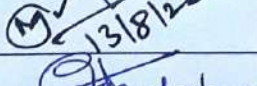
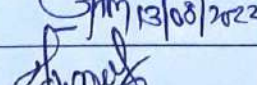
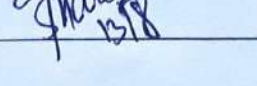
4) To discuss NAAC Work Status.

It has been discussed and decided to get the work status of the departmental work from teaching and Administrative staff to expedite the NAAC work process.

5) Any other matter with the permission of the chair.

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 13th August 2022 at 12.15 pm

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh	 13/08/2022	Dr. Hanif Lakdawala	
Dr. Iqbal N. Shaikh	 13.8.22	Mr. Khan Moinuddin	
Dr. Aiyaz Shaikh	 13/8/22	Dr. Md. Zubair Shaikh	 13/8/2022
Dr. Nasrin Khan	 13/8/22	Mr. Vilas Londhe	
Dr. Shireen Shaikh	 13/8/22	Ms. Fatima Shaikh	
Mr. Mushraaf Hussain	 13/08/2022	Dr. Atik Shaikh	
Dr. Amjad Shaikh	 13/08/2022	Mr. Waseem Sajjad	
Dr. Mukhtar Shaikh	 13/8/22	Mr. Amin Ismail Almel	
Mr. Wasim Shaikh	 13/08/2022	Mr. Sadik Pathan	
Dr. Faazil Shareef	 13/8		



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Date:- 14th November 2022

IQAC MEETING

A Meeting of IQAC will be scheduled on Wednesday, 22nd November 2022 at 11.30 am at IQAC office.

Agenda:-

1. To read and confirm the minutes of the previous meeting.
2. To discuss on the post accreditation initiatives to be taken.
3. To discuss on the initiative of Innovative and Entrepreneurship Development Cell (IEDC).
4. Any other matter with the permission of the chair.



Dr. Aftab Anwar Shaikh

Principal

Name of the members		Signature
Mr. Hani Ahmed Farid	General Secretary - AKI	
Dr. M. Hanif Lakdawala	CDC Chairman	
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson-IQAC	
Dr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator-IQAC	
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	
Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology)	Member	
Dr. Faazil Shareef (Asst. Prof., Dept. of Commerce)	Member	

Principal Dr. M. D. Lawrence
(Invited)

Member

22/11/2022



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The following members attended an IQAC meeting held on 22nd November 2022 at 11.30 am.

Name	Signature	Name	Signature
Mr. Hani Ahmed Farid		Dr. M. Hanif Lakdawala	
Dr. Aftab Anwar Shaikh		Dr. Iqbal N. Shaikh	
Dr. Nasrin Khan		Dr. Shireen Shaikh	
Mr. Musharraf Hussain	 22/11/2022	Dr. Amjad Shaikh	
Dr. Mukhtar Shaikh	 22/11/2022	Mr. Wasim Shaikh	 22/11/2022
Dr. Faazil Shareef	 22/11/22	Dr. M. D. Lawrence (Invitee)	





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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON WEDNESDAY, 22nd NOVEMBER 2022 AT 11.30 am.

Agenda:-

1. To read and confirm the minutes of the previous meeting.
2. To discuss post accreditation initiatives to be taken.
3. To discuss on the initiatives of Innovative and Entrepreneurship Development Cell (IEDC) .
4. Any other matter with the permission of the chair.

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

1. To read and confirm the minutes of the previous meeting.

The minutes of the previous meeting dated 12th September 2022 were read, confirmed, and recorded.

Mr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. He briefly explained the NAAC Accreditation details.

2. To discuss the post accreditation initiatives to be taken.

It has been discussed and decided to take various initiatives to enhance the holistic development of the institution post NAAC accreditation.

3. To discuss the initiatives of Innovative & Entrepreneurship Development Cell (IEDC)

It was decided to launch new initiatives to promote the Innovative and Entrepreneurship Development Cell (IEDC).

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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Professor Dr. Aftab Anwar Shaikh

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Date :- 15/12/2022


IQAC Meeting


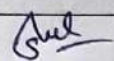
A Meeting of IQAC will be held on Tuesday, 20th December 2022 at 11 am in the office of the Principal.

Agenda :-

- 1) To read and confirm the minutes of the previous meeting dated 22nd November 2022.
- 2) To celebrate International / National Days.
- 3) To plan celebration of Republic Day (26th January).
- 4) To organize National Workshop on NEP 2020.
- 5) To organize Industrial / Field Visit.
- 6) Any other matter with the permission of the chair.




Prof. Aftab Anwar Shaikh
Principal

Chairperson : Head of the Institution		
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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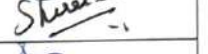


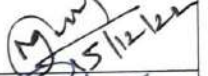




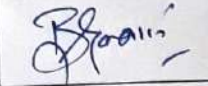
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Dr. Nasrin Khan (HoD, Dept. of Commerce)	Member	
Dr. Shireen Shaikh (HoD, Business Communication)	Member	
Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member	
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	
Mr. Wasim Shaikh (Asst. Prof., Dept. of Botany)	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, K.R.C.)	Member	
One nominee each from Local Society, Students and Alumni		
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Fatima Shaikh (Student of M.Sc. Dept. of Chemistry – Students' Rep.)	Member	
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (Broadstairs IT Solutions) (Employers Rep.)	Member	
Mr. Amin Ismail Almel (CEO, Sunrise Instruments Pvt. Ltd.) (Industrialists Representative)	Member	
Mr. Sadik Pathan (Stakeholders Representative)	Member	
One of the senior teachers as the Coordinator/Director of 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 TUESDAY, 20TH DECEMBER 2022 at 11 AM.

Agenda :-

- 1) To read and confirm the minutes of the previous meeting dated 22nd November 2022.
- 2) To celebrate International / National Days.
- 3) To plan celebration of Republic Day (26th January).
- 4) To Organize National Workshop on NEP 2020
- 5) To organize Industrial / Field Visit.
- 6) Any other matter with the permission of the chair.

The Meeting was conducted under the Chairmanship of Principal Prof. Aftab Anwar Shaikh.

- 1) To read and confirm the minutes of the previous meeting dated 22nd November 2022.

Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. The minutes of previous meeting dated 22nd November 2022 were read, confirmed and recorded.



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2) To celebrate International / National days.

It has been discussed and decided to plan and organize the activities to commemorate / celebrate important and historical International and National Days. All the departments have been instructed to plan and organize the said activities.

3) To plan celebration of Republic Day (26th January)

It was discussed and decided to plan and celebrate Republic Day on 26th January 2023. It has been decided that the Gymkhana Committee will chalk out the entire program and accordingly make arrangements for smooth celebration of Republic Day.

4) To organize National Workshop on NEP 2020.

It has been discussed and decided that departments should plan and organize National Workshop on NEP 2020 to make aware about the insights of NEP.

5) To organize Industrial / Field Visit.

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.

6) Any other matter with the permission of the chair.

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 IQAC Meeting held on 20th December 2022 at 11 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. Mushraaf Hussain		Dr. Atik Shaikh	
Dr. Amjad Shaikh		Mr. Waseem Sajjad	
Dr. Mukhtar Shaikh		Mr. Amin Ismail Almel	
Mr. Wasim Shaikh		Mr. Sadik Pathan	
Dr. Faazil Shareef			



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Date :- 27th March 2023

IQAC Meeting

A Meeting of IQAC will be held on Monday, 3rd April 2023 at 11.30 am in the office of the Principal.

Agenda :-

- 1) To read and confirm the minutes of the previous meeting dated 20th December 2022.
- 2) To commemorate Dr. B. R. Ambedkar remembrance day (14th April)
- 3) To plan Academic Calendar for the year 2023-2024.
- 4) To organize Educational Visit.
- 5) Any other matter with the permission of the chair.



Prof. Aftab Anwar Shaikh
Principal

Chairperson : Head of the Institution		
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	



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Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member	
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	20/3/23
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	27/3/23
Mr. Wasim Shaikh (Asst. Prof., Dept. of Botany)	Member	27/03/2023
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, K.R.C.)	Member	
One nominee each from Local Society, Students and Alumni		
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	
Ms. Fatima Shaikh (Student of M.Sc. Dept. of Chemistry - Students' Rep.)	Member	
Dr. Atik Shaikh (Alumni Representative)	Member	
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (Broadstairs IT Solutions) (Employers Rep.)	Member	
Mr. Amin Ismail Almel (CEO, Sunrise Instruments Pvt. Ltd.) (Industrialists Representative)	Member	
Mr. Sadik Pathan (Stakeholders Representative)	Member	
One of the senior teachers as the Coordinator/Director of 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 MONDAY, 3rd APRIL 2023 at 11.30 AM.

Agenda:-

- 1) To read and confirm the minutes of the previous meeting dated 20th December 2022.
- 2) To commemorate Dr. B. R. Ambedkar remembrance day (14th April)
- 3) To prepare Academic Calendar for the year 2023-2024.
- 4) To organize Educational Visit.
- 5) Any other matter with the permission of the chair.

The Meeting was conducted under the Chairmanship of Principal Prof. Aftab Anwar Shaikh.

- 1) To read and confirm the minutes of the previous meeting dated 20th December 2022.**

Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. The minutes of previous meeting dated 20th December 2022 were read, confirmed and recorded.

- 2) To commemorate Dr. B. R. Ambedkar remembrance Day (14th April)**

It has been discussed and decided to plan and organize the activities to commemorate Dr. B. R. Ambedkar Remembrance Day on 14th April 2023. It has been decided that the Department of Political Science will organize activities in this regard.



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3) To prepare Academic Calendar for the year 2023-2024.

It was discussed and decided to prepare department wise Academic Calendar for the year 2023-2024. All type of activities must be incorporated in the Academic Calendar and according the activities should be conducted by all the departments.

4) To organize Educational Visit.

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

5) Any other matter with the permission of the chair.

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 3rd April 2023 at 11.30 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. Mushraaf Hussain		Dr. Atik Shaikh	
Dr. Amjad Shaikh		Mr. Waseem Sajjad	
Dr. Mukhtar Shaikh		Mr. Amin Ismail Almel	
Mr. Wasim Shaikh		Mr. Sadik Pathan	
Dr. Faazil Shareef			



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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report - 2022-2023

Meeting No. 1

Date of Meeting : 13th August 2022

Minute	Action Taken
To organize Dikshaarambh (Student Induction Program) for newly admitted students.	The BBA & BBA-CA department conducted Dikshaarambh Program on 3 rd October 2022. The Faculty of Arts organized it on 10 th October 2022. The Department of Commerce conducted Diksharaambh program for First Year Student on 7 th and 8 th September 2022.
To update Teachers Profile on BCUD, SPPU Website.	All the faculties have informed to update their teachers profile on BCUD, SPPU Website.
To discuss NAAC Work Status.	NAAC related assigned work have analyzed and departmental documentation and files checked by IQAC team.

Dr. Iqbal N. Shaikh
IQAC Coordinator



Prof. Dr. Aftab Anwar Shaikh
Principal



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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2022-2023

Meeting No. 2

Date of Meeting : 22nd November 2022

Minute	Action Taken
To discuss on the post accreditation initiatives to be taken.	The process for autonomy initiated. The recommendation proposed by NAAC Peer Team, taken into consideration and accordingly plans to fulfill those recommendations.
To discuss on the initiative of Innovative and Entrepreneurship Development Cell (IEDC)	Establishment of Hydroponics plant initiated.

Dr. Iqbal N. Shaikh
IQAC Coordinator

Prof. Dr. Aftab Anwar Shaikh
Principal





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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report - 2022-2023

Meeting No. 3

Date of Meeting : 20th December 2022

Minute	Action Taken
To celebrate International / National Days.	The Department of Hindi celebrated Vishwa Hindi Diwas on 10 th January 2022. N.S.S. and IQAC jointly commemorated National Youth Day (12 th Jan) and National Voters Day (25 th January). The Department of Zoology celebrated "International Day of Women and Girls in Science". The Faculty of Science celebrated National Science Day on Feb 28, 2023.
To Plan celebration of Republic Day (26 th January)	Celebrated Republic Day on 26 th January 2023. The Physical department and Gymkhana jointly organized this program.
To organize National Workshop on NEP 2020	The Department of Commerce conducted 2 days National Workshop on "NEP 2020 : Industry and Linkages" on 7 th and 8 th February 2023.
To organize Industrial / Field Visit	Visited RBI & BSE, Mumbai by the Department of B.Voc & Dept. of Economics on 14 th February 2023. The Department of Computer Science organized a visit to "Industrial Machinery, Tools and Technology Expo" at Hosur, Tamil Nadu from 15 th to 18 th March 2023.

Dr. Iqbal N. Shaikh
IQAC Coordinator



Prof. Dr. Aftab Anwar Shaikh
Principal



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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2022-2023

Meeting No. 4

Date of Meeting: 3rd April 2023

Minute	Action Taken
To commemorate Dr. B. R. Ambedkar Remembrance Day (14 th April)	National Symposium organized on “Revisiting Dr. B. R. Ambedkar in Contemporary India : Reflections on Socio-Economic and Political spheres” on 13 th April 2023.
To plan Academic Calendar for the year 2023-2024	All the departments are instructed to plan their department wise Academic Calendar for the year 2023-2024.
To organize Educational Visit	The student of TY B.SC – Botany visited Biofertilizer Production Unit, College of Agriculture, Shivajinagar, Pune on 12 th April 2023. The Department of Physics visited to IUCAA, Neutron Generator and 8 MeV Electron Accelerator-Microtron of Dept. of Physics, SPPU on 15 th April 2023 with SY and TY B.Sc. students.

Dr. Iqbal N. Shaikh

IQAC Coordinator

Prof. Dr. Aftab Anwar Shaikh

Principal

