



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 Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



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Pune - 411001. (MS), India



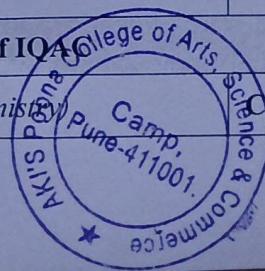
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## INTERNAL QUALITY ASSURANCE CELL (IQAC) COMMITTEE (Effective from June 2022)

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





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**Professor Dr. Aftab Anwar Shaikh**

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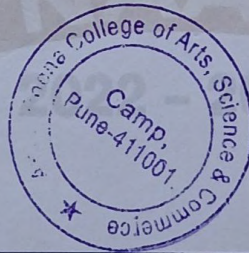
Date :- 27<sup>th</sup> March 2023

## IQAC Meeting

A Meeting of IQAC will be held on Monday, 3<sup>rd</sup> 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 20<sup>th</sup> December 2022.
- 2) To commemorate Dr. B. R. Ambedkar remembrance day (14<sup>th</sup> 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, Poonna 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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## Professor Dr. Aftab Anwar Shaikh

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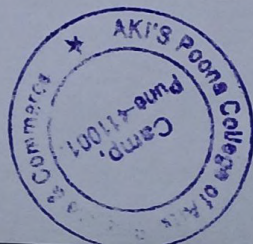
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dranwarshaikh@gmail.com

Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member	
Dr. Amjad Shaikh (Asst. Prof., Dept. of Mathematics)	Member	29/3/23
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	Absent
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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Poona College of Arts, Science & Commerce  
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Principal Office



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## MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON MONDAY, 3<sup>rd</sup> APRIL 2023 at 11.30 AM.

### Agenda:-

- 1) To read and confirm the minutes of the previous meeting dated 20<sup>th</sup> December 2022.
- 2) To commemorate Dr. B. R. Ambedkar remembrance day (14<sup>th</sup> 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 20<sup>th</sup> December 2022.**

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

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

It has been discussed and decided to plan and organize the activities to commemorate Dr. B. R. Ambedkar Remembrance Day on 14<sup>th</sup> 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.**

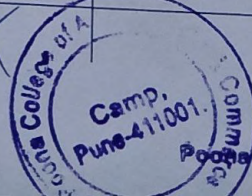
It has been discussed and decided to organize Educational Visit for the students to gain exposure of the domain. The Principal instructed all the departments to plan and organize such visits.

**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 3<sup>rd</sup> April 2023 at 11.30 am

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	Absent
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 :- 15/12/2022

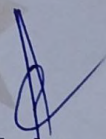
## IQAC Meeting

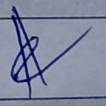
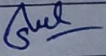
A Meeting of IQAC will be held on Tuesday, 20<sup>th</sup> December 2022 at 11 am in the office of the Principal.

### Agenda :-

- 1) To read and confirm the minutes of the previous meeting dated 22<sup>nd</sup> November 2022.
- 2) To celebrate International / National Days.
- 3) To plan celebration of Republic Day (26<sup>th</sup> 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.



  
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Principal

Chairperson : Head of the Institution		
Dr. Aftab Anwar Shaikh (Principal, Pooona College )	Chairperson- IQAC	
Teachers to represent all levels (Three to Eight)		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	



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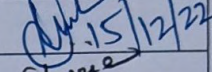
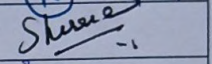
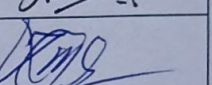
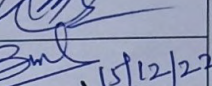

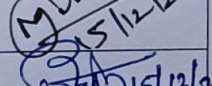
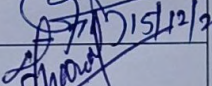
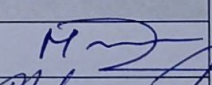
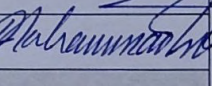
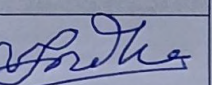
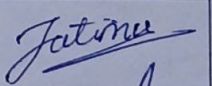
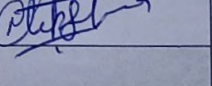
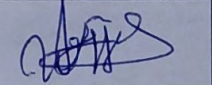
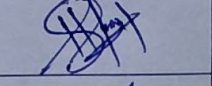
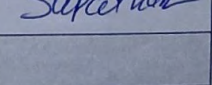
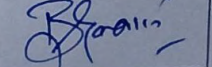


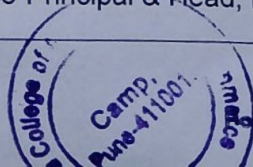
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## MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON TUESDAY, 20<sup>TH</sup> DECEMBER 2022 at 11 AM.

### Agenda :-

- 1) To read and confirm the minutes of the previous meeting dated 22<sup>nd</sup> November 2022.
- 2) To celebrate International / National Days.
- 3) To plan celebration of Republic Day (26<sup>th</sup> 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 22<sup>nd</sup> November 2022.

Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. The minutes of previous meeting dated 22<sup>nd</sup> 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 (26<sup>th</sup> January)

It was discussed and decided to plan and celebrate Republic Day on 26<sup>th</sup> 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 20<sup>th</sup> December 2022  
at 11 am.

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	Absent
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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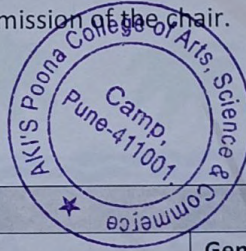
Date:- 14<sup>th</sup> November 2022

## IQAC MEETING

A Meeting of IQAC will be scheduled on Wednesday, 22<sup>nd</sup> 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

M. D. Lawrence



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The following members attended an IQAC meeting held on 22<sup>nd</sup> 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, 22<sup>nd</sup> 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 12<sup>th</sup> 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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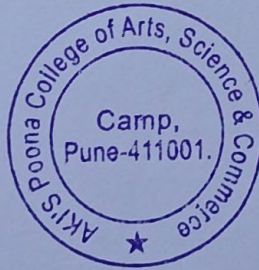
Date :- 8<sup>th</sup> August 2022

## IQAC Meeting

A Meeting of IQAC will be held on Friday, 13<sup>th</sup> 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 13<sup>th</sup> 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>Zul</i> 08/08/22
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	<i>Mu</i> 08/08/22
Mr. Wasim Shaikh (Asst. Prof., Dept. of Botany)	Member	<i>Wasim</i> 08/08/2022
Mr. Faazil Shareef (Asst. Prof., Dept. of Commerce)	Member	<i>Shareef</i>
<b>One Member of the Management</b>		
Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust)	Member	—
<b>Few Senior Administrative Officers</b>		
Mr. Khan Moinuddin (Vice-Principal-Arts)	Member	<i>Moinuddin</i>
Dr. Md. Zubair Shaikh (Director, K.R.C.)	Member	<i>Zubair Shaikh</i>
<b>One nominee each from Local Society, Students and Alumni</b>		
Mr. Vilas Londhe (Social Activist) (Local Society Representative)	Member	<i>Vilas Londhe</i>
Ms. Fatima Shaikh (Student of M.Sc. Dept. of Chemistry – Students' Rep.)	Member	<i>Fatima</i>
Dr. Atik Shaikh (Alumni Representative)	Member	<i>Atik Shaikh</i>
<b>One nominee each from Employers/Industrialists/Stakeholders</b>		
Mr. Waseem Sajjad (Broadstairs IT Solutions) (Employers Rep.)	Member	<i>Waseem Sajjad</i>
Mr. Amin Ismail Almel (CEO, Sunrise Instruments Pvt. Ltd.) (Industrialists Representative)	Member	<i>Amin Ismail Almel</i>
Mr. Sadik Pathan (Stakeholders Representative)	Member	<i>Sadik Pathan</i>
<b>One of the senior teachers as the Coordinator/Director of IQAC</b>		
Dr. Iqbal N Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator-IQAC	<i>Iqbal N Shaikh</i>



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

#### Agenda :-

- 1) To read and confirm the minutes of the previous meeting dated 13<sup>th</sup> 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 13<sup>th</sup> May 2022.

The minutes of previous meeting dated 13<sup>th</sup> 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.

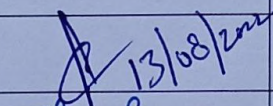
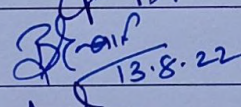

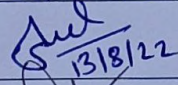
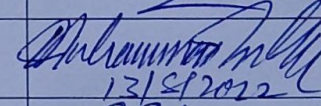
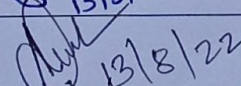
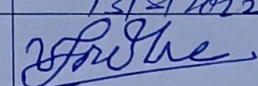
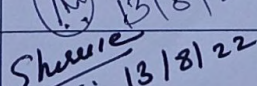
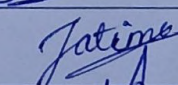
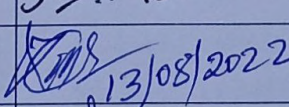
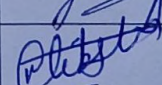
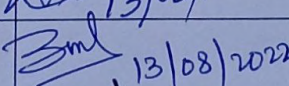
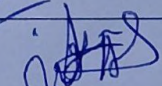
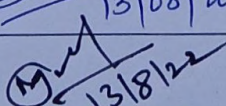
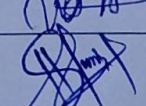
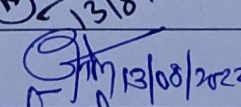
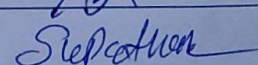
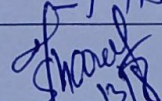
#### 4) To discuss NAAC Work Status.

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 13<sup>th</sup> August 2022 at 12.15 pm

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh	 13/08/2022	Dr. Hanif Lakdawala	Absent
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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