



Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE



- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- UGC - 2(f) & 12 (B) Status • DST - FIST Funded College
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority College



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Professor Dr. Aftab Anwar Shaikh

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



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Date :- 15.04.2024

IQAC Meeting

A Meeting of the IQAC will be held on Thursday, April, 18th April 2024 at 12.30 pm at the IQAC Office.

Agenda :-

1. Implementation of strategy and Academic plan 2024-25.
2. Implementation of admission strategy and SOP for Arts, Science, and Commerce UG and PG courses.
3. Implementation of SOP for live and practical projects for students.
4. Implementation of Language Improvement Initiatives which includes QCL, language monitor, language immersion, etc.
5. To formulate roles and responsibilities of Alpha team and various clubs.
6. Progress review of academic year 2023-24.
7. Discussion on Academic programs and curriculum enhancement.
8. Quality Assurance measures.
9. Any other matter with the permission of the Principal.

Prof. Aftab Anwar Shaikh
Principal

Chairperson : Head of the Institution		
Dr. Aftab Anwar Shaikh (Principal, Poona College)	Chairperson -IQAC	
Teachers to represent all levels		
Dr. Aiyaz Shaikh (Director, Physical Education)	Member	 15/4/24



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Dr. Shirin Shaikh (HoD, Business Communication)	Member	Shirin
Mr. Musharraf Hussain (Asst. Prof., Dept. of Electronic Science)	Member	Musharraf
Dr. Amjad Shaikh (HoD, Dept. of Mathematics)	Member	Amjad 15/4/23
Dr. Mukhtar Shaikh (Asst. Prof., Dept. of Political Science)	Member	Mukhtar 15/4/24
Mr. Wasim Shaikh (Asst. Prof., Dept. of Zoology)	Member	Wasim 15/4/24
Dr. Fazil Shareef (Asst. Prof., Dept. of Commerce)	Member	Fazil 15/4/24
Dr. Shoeb Ahmad (Asst. Prof., Dept. of Commerce)	Member	Shoeb 15.04.24
Mr. Zameer Sayyed (Asst. Prof., Dept. of English)	Member	Zameer
Dr. Aafreen Ahmad (Asst. Prof., Dept. of Botany)	Member	Aafreen 15/4/24
One Member of the Management		
Dr. Hanif Lakdawala (Trustee, Y & M AKI Trust)	Member	Hanif
One nominee each from Local Society, Students and Alumni		
Mr. Vilas Londhe (Social Activist - Local Society Representative)	Member	Vilas
Ms. Juveria Arif Jamal Siddiqui (Student of M.Sc. Dept. of Chemistry - Students' Representative)	Member	Juveria
Dr. Atik Shaikh (Alumni Representative)	Member	Atik
One nominee each from Employers/Industrialists/Stakeholders		
Mr. Waseem Sajjad (Broadstairs IT Solutions - Employers Rep.)	Member	Waseem
Mr. Amin Ismail Almel (CEO, Sunrise Instruments Pvt. Ltd.- Industrialists Representative)	Member	Amin
Mr. Sadik Pathan (Stakeholders Representative)	Member	Sadik
One of the Senior Teachers as the Coordinator/Director of IQAC		
Dr. Iqbal N. Shaikh (Vice-Principal & Head, Dept. of Chemistry)	Coordinator -IQAC	Iqbal 15.4.24



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The following members attended IQAC Meeting held on Thursday, April 18th, 2024 at 12.30 pm

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Dr. Iqbal N. Shaikh		Mr. Zameer Sayyed	
Dr. Aiyaz Shaikh		Dr. Aafreen Ahmad	
Dr. Shirin Shaikh		Mr. Vilas Londhe	
Mr. Mushraaf Hussain		Ms. Juveria Arif Jamal Siddiqui	
Dr. Amjad Shaikh		Dr. Atik Shaikh	
Dr. Mukhtar Shaikh		Mr. Waseem Sajjad	
Mr. Wasim Shaikh		Mr. Amin Ismail Almel	
Dr. Fazil Shareef		Mr. Sadik Pathan	
Dr. Shoeb Ahmad			



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON THURSDAY, 18th APRIL 2024 AT 12.30 PM

1. Implementation of strategy and Academic plan 2024-25.

The strategic initiatives and the academic plan for 2024-2025 have been discussed, focusing on curriculum development, instructional improvements, and resource management to align with institutional goals.

2. Implementation of admission strategy and SOP for Arts, Science, and Commerce UG and PG courses.

A detailed discussion took place regarding the admission strategies and Standard Operating Procedures (SOPs) for undergraduate and postgraduate programs.

3. Implementation of SOP for live and practical projects for students.

SOPs for live and practical projects were reviewed and decided to implement. Emphasis was placed on experiential learning to enhance student engagement.

4. Implementation of Language Improvement Initiatives which includes QCL, language monitor, language immersion, etc.

It reviewed the effectiveness of current language improvement initiatives, such as QCL, language monitors, and immersion programs, aimed at enhancing students' language proficiency.

5. To formulate roles and responsibilities of Alpha team and various clubs.

The roles and responsibilities for the Alpha team and other student clubs will be outlined. The discussion focused on empowering student leadership and increasing involvement in extracurricular activities.



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6. Progress review of academic year 2023-24.

A review of the ongoing academic year was conducted, highlighting achievements, areas for improvement, and pending tasks.

7. Discussion on Academic programs and curriculum enhancement.

It discussed on ways to enhance academic programs and update the curriculum to meet current industry and academic standards.

8. Quality Assurance measures.

Current quality assurance processes were evaluated, with a focus on improving internal audits, student feedback mechanisms, and teaching evaluations.

9. Any other matter with the permission of the Principal.

No additional matters were raised.

Dr. Aftab Anwar Shaikh
Principal

Dr. Iqbal N Shaikh
IQAC Coordinator



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Date :- 04.12.2023

IQAC Meeting

A Meeting of the IQAC will be held on Monday, 11th December 2023 at 12.15 pm at the IQAC Office.

Agenda :-

1. To read and confirm the minutes of the previous meeting dated 7th September 2023.
2. To celebrate International / National Days.
3. To plan celebration of Republic Day (26th January).
4. To organize Industrial / Field Visit.
5. Any other matter with the permission of the Principal.

Prof. Aftab Anwar Shaikh
Principal



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The following members attended IQAC Meeting held on Monday, December 11th, 2023 at 12.15 pm

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Dr. Iqbal N. Shaikh		Mr. Zameer Sayyed	
Dr. Aiyaz Shaikh		Dr. Aafreen Ahmad	
Dr. Shirin Shaikh		Mr. Vilas Londhe	
Mr. Mushraaf Hussain		Ms. Juveria Arif Jamal Siddiqui	
Dr. Amjad Shaikh		Dr. Atik Shaikh	
Dr. Mukhtar Shaikh		Mr. Waseem Sajjad	
Mr. Wasim Shaikh		Mr. Amin Ismail Almel	
Dr. Fazil Shareef		Mr. Sadik Pathan	
Dr. Shoeb Ahmad			



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON MONDAY, 11th DECEMBER 2024 AT 12.15 PM

- 1. To read and confirm the minutes of the previous meeting dated 7th September 2023.**

Dr. Iqbal Shaikh, IQAC Coordinator began the session with a welcome note. The minutes of previous meeting dated 7th September 2023 were read, confirmed and recorded.

- 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 Jan)**

It was discussed and decided to plan and celebrate Republic Day on 26th January 2024. 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 Industrial / Field Visit.**

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



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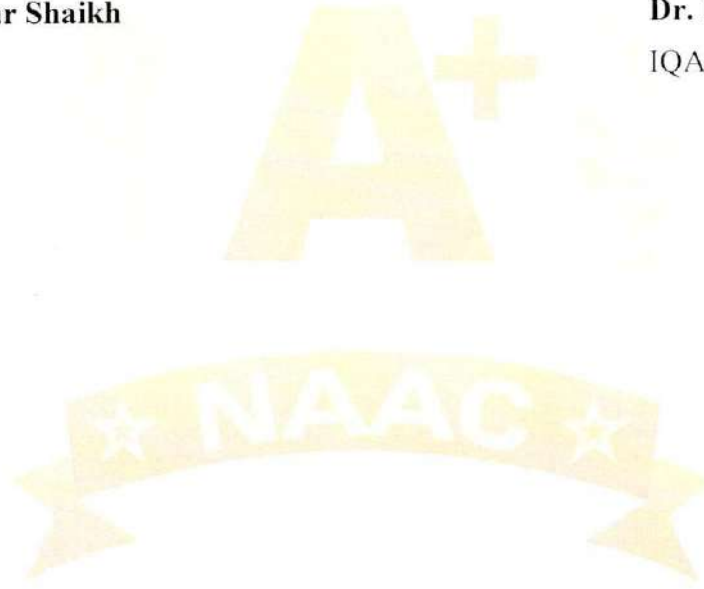
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5. Any other matter with the permission of the Principal.

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.


Dr. Aftab Anwar Shaikh
Principal


Dr. Iqbal N Shaikh
IQAC Coordinator





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Date :- 01.09.2023

IQAC Meeting

A Meeting of the IQAC will be held on Thursday, 7th September 2023 at 11.30 am at the IQAC Office.

Agenda :-

1. To confirm the minutes of last IQAC meeting held on 10th July 2023.
2. To organise seminar, conferences and workshops.
3. To plan and conduct Annual Sports.
4. To use ICT based content in teaching learning process.
5. Any other matter with the kind permission of the Chair.

Prof. Aftab Anwar Shaikh
Principal



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The following members attended IQAC Meeting held on Thursday, September 7th, 2023 at 11.30 am

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Dr. Iqbal N. Shaikh		Mr. Zameer Sayyed	
Dr. Aiyaz Shaikh		Dr. Aafreen Ahmad	
Dr. Shirin Shaikh		Mr. Vilas Londhe	
Mr. Mushraaf Hussain		Ms. Juveria Arif Jamal Siddiqui	
Dr. Amjad Shaikh		Dr. Atik Shaikh	
Dr. Mukhtar Shaikh		Mr. Waseem Sajjad	
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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON THURSDAY, 7th SEPTEMBER 2023 AT 11.30 AM

1. To confirm the minutes of last IQAC meeting held on 10th July 2023.

The IQAC Coordinator briefly summarized the key points from the previous IQAC meeting held on 10th July 2023. No corrections or amendments were raised, and the minutes were unanimously approved by the members.

2. To organise seminar, conferences and workshops.

The members discussed the need to organize seminars, conferences, and workshops to enhance faculty and student engagement in research, innovation, and skill development. It was proposed that these events focus on emerging trends in various academic fields and interdisciplinary collaboration.

3. To plan and conduct Annual Sports.

The committee proposed organizing the Annual Sports event to promote physical fitness, teamwork, and overall well-being among students. It was agreed that a detailed schedule would be prepared, incorporating a variety of sports activities to ensure maximum participation across all departments.

4. To use ICT based content in teaching learning process.

The members emphasized the integration of ICT-based content in the teaching-learning process to enhance student engagement. It was agreed that faculty would be encouraged to use digital tools, e-resources, and online platforms to create dynamic and accessible learning environments.



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5. Any other matter with the kind permission of the Chair.

No additional matters were raised.


Dr. Aftab Anwar Shaikh
Principal


Dr. Iqbal N Shaikh
IQAC Coordinator





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Date :- 03.07.2023

IQAC Meeting

A Meeting of the IQAC will be held on Monday, 10th July 2023 at 12.00 noon at the IQAC Office.

Agenda :-

1. To confirm the minutes of last IQAC meeting.
2. Compilation of documents related with AQAR 2022-23
3. To plan activities for the year 2023-2024.
4. To organize Student centric programs and activities.
5. Formation of various college committees.
6. Any other matter with permission of the chair.

Prof. Aftab Anwar Shaikh
Principal



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The following members attended IQAC Meeting held on Monday, July 10th, 2023 at 12.00 noon

Name	Signature	Name	Signature
Dr. Aftab Anwar Shaikh		Dr. Hanif Lakdawala	
Dr. Iqbal N. Shaikh		Mr. Zameer Sayyed	
Dr. Aiyaz Shaikh		Dr. Aafreen Ahmad	
Dr. Shirin Shaikh		Mr. Vilas Londhe	
Mr. Mushraaf Hussain		Ms. Juveria Arif Jamal Siddiqui	
Dr. Amjad Shaikh		Dr. Atik Shaikh	
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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON MONDAY, 10th JULY 2023 AT 12.00 NOON

1. To confirm the minutes of last IQAC meeting.

The meeting minutes of last IQAC meeting was confirmed.

2. Compilation of documents related with AQAR 2022-23

It has decided that all the departments should submit their AQAR 2022-2023 to IQAC on or before 25th July 2023. All activities of year 2022-2023 must be included in AQAR.

3. To plan activities for the year 2023-2024.

It has been decided that the Department should plan their activities and submit their Activity Details to IQAC. It has also been decided that department must include workshops, faculty development, student support activities, and collaborations with other institutions. It ensures continuous improvement and aligns the institution with its quality benchmarks for the upcoming year.

4. To organise Student centric programs and activities.

It has been decided that department must focus student centric activities. Such as student seminars, Guest Lectures, Orientation and Induction Program, Teacher-Parent Meet, Remedial Teaching. Department heads should plan certain activities and submit their details to IQAC.



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5. Formation of various college committees.


It has been decided to frame various committees in the college at the earliest to smoothen the entire process by 20th July 2023.

6. Any other matter with the permission of the Principal.

No additional matters were raised.


Dr. Aftab Anwar Shaikh

Principal


Dr. Iqbal N Shaikh

10.7.23
IQAC Coordinator

