

**I.Q.A.C. MEETING**

**ACADEMIC YEAR : 2018-19**

**QUARTER : 1**

## RESOLUTION

It is resolved that after due discussion with academic body of the college composition of I.Q.A.C. (2018-19) will be as follow on the basis of the revised guidelines (*Revised as per Revised Accreditation Framework in November, 2017*) issued.

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| A) Chairperson   | - Dr. D. R. Vajani (By virtue of Head of the Institution)  |
| B) Teachers  | 1) Prof. L. R. Munia<br>2) Prof. N. K. Jhala<br>3) Mr. Bhushan B. Dave<br>4) Mr. Yogesh V. Fadke |
| C) Management Member                                       | - Meenakshiben M. Shah   |
| D) Few Senior Administrative Official                      | - Mr. Anil N. Jadvani (Admin.)<br>Mr. Mahendra N. Jadhav (Admin.)                                |
| E) Member from Local Society,<br>Student & Alumni          | - Prof. G. M. Hurkat   |
| F) Nominee from Employers/<br>Industrialist / Stakeholders | - Mr. Naresh Dhanrajbhai Kella (C.A.)  |
| G) Coordinator   | - Asso. Prof. K. D. Ahir   |

Place: Shri M. P. Shah Commerce College, Surendranagar

Date: 03/07/2018

Signature

(Dr. D. R. Vajani)  
Chairman / Principal

## NOTICE

It has been decided to hold I.Q.A.C. meeting on the following date, place & time as mentioned below:

Date : **03/07/2018**

Place : Principal's Chamber, Shri M. P. Shah Commerce College, Surendranagar.

Time : **12:30 PM**

The members are requested to remain present at the meeting positively. Agenda of the meeting is attached herewith.

Signature

Coordinator  
(Asso. Prof. K. D. Ahir)

Sr. No.	Signature	Sr. No.	Signature
1	Dr. D. R. Vajani	6	Prof. N. K. Jhala
2	Meenakshiben M. Shah	7	Mr. B. B. Dave
3	Prof. G. M. Hurkat	8	Mr. Y. V. Fadke
4	Mr. N. D. Kella	9	Mr. A. N. Jadvani
5	Prof. L. R. Munia		

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## AGENDA

- 1) To arrange District level sports competition.
- 2) To participate in seminars conducted at University level.
- 3) Activities for Social work by N.S.S.
- 4) To conduct a seminar on value based education.
- 5) To celebrate Independence Day.
- 6) Arranging Shibir to promote Yoga and Meditation.
- 7) To arrange a seminar for Employment Opportunity Local and International.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 03/07/2018 - During the meeting held, discussion on the agenda is as follow :

- Agenda – 1) Head of the Institution and senior faculties chalk out the program for arranging / participating in different sports competition.
- Agenda – 2) Subject Head will participate in different seminars conducted at University level.
- Agenda – 3) For Social cause different activities will be chalk out by Dr. H. R. Patel and Prof. L. R. Muniya.
- Agenda – 4) Head of the Institution approach Gayatri Parivar requesting them to conduct a seminar on value based education.
- Agenda – 5) Senior faculties and students will chalk out effective plan for meaningful celebration of Independence Day.
- Agenda – 6) Head of the Institution approach officials of Art of Living to conduct Shibir for promoting Yoga and Meditation.
- Agenda – 7) Career and placement cell will approach District Employment Officials and requested them to conduct seminar.

Signature

Coordinator  
(Asso. Prof. K. D. Ahir)

## Action Taken Report

Action Taken Report on the meeting Dt.: 03/07/2018:

As per the meeting held on Dt.: 03-July-2018 and the various decisions taken. Following programs / seminars were held.

- 1) Inter School Football competition (District Level) was arranged in college campus. Mr. Yashpalsinh Zala – sports in-charge made a nice arrangement for the tournament. Head of the Institution and all faculties remained present. Students also cheer-up the team. Inter School District Level Chess Tournament was arranged in college campus, in which many schools participated. College authority made every arrangement for successful conduct of Tournament. On 19<sup>th</sup> Aug, 2018 University Volleyball Tournament (For Boys) conducted in college premises. Different teams from different Districts participated in the tournament. Besides logistics a refreshment arrangement was made by college authority.
- 2) Saurashtra University, Statistics Department conducted a seminar for making necessary changes in curriculum and internal evolution both at U.G. and P.G. level, in which Dr. J. H. Patel actively participated and provided necessary suggestion for improvement in curriculum.
- 3) Students from college visited Thalassemia unit of C. U. Shah Medical College and distributed milk and fruit to patient. 65 students of college participated in “Gramya Sanskruti Darshan” program arranged at Kamijala. Different competitions were also held in which students actively participated. State of Kerala was badly affected by cyclone and flood, to help people of Kerala to overcome difficulties a fund was collected by students. (Rs. 10,500/). Students also collected fund of Rs. 4,000/- to be given to “ANDH JAN MANDAL”. For social awareness a Street Play on the subject “SAMAJIK JAGRUTI” was arranged on 2<sup>nd</sup> Sep., 2018.
- 4) Gayatri Parivar, Haridwar conducted a very inspirational seminar on value based education. Mr. Uday Dixit delivered a nice speech in order to make education value based and cultivate good habits among students. He also guided students about properly understanding curriculum the spirit in which it is prepared for student development.
- 5) An Independence Day in very periotic environment was celebrated in college campus. Flag hosting ceremony was followed by different cultural activities including Drama, Velour’s songs and speeches on freedom fighters.
- 6) In order to make students stress free and effectively concentrate on studies three days Shibir was arranged in college campus by Art of Living Society. Majority of the students and all teaching and non-teaching staff members attended Shibir.
- 7) Officials from District Employment Office conducted a nice seminar on availability of different employment opportunities in both Government and Private sector. They also provided detailed information about a new Passport Seva Kendra operated in Surendranagar. They very nicely guided the students how to make an on-line application for obtaining Passport and make the use of local passport seva Kendra (PSK).

Chairman  
Dr. D. R. Vajani  
(Principal)

Coordinator  
K. D. Ahir  
(Asso. Prof.)

**I.Q.A.C. MEETING**

**ACADEMIC YEAR : 2018-19**

**QUARTER : 2**

## NOTICE

It has been decided to hold I.Q.A.C. meeting on the following date, place & time as mentioned below:

Date : **01/10/2018**

Place : Principal's Chamber, Shri M. P. Shah Commerce College, Surendranagar.

Time : **12:30 PM**

The members are requested to remain present at the meeting positively. Agenda of the meeting is attached herewith.

Signature

Coordinator  
(Asso. Prof. K. D. Ahir)

Sr. No.	Signature	Sr. No.	Signature
1	Dr. D. R. Vajani	6	Prof. N. K. Jhala
2	Meenakshiben M. Shah	7	Mr. B. B. Dave
3	Prof. G. M. Hurkat	8	Mr. Y. V. Fadke
4	Mr. N. D. Kella	9	Mr. A. N. Jadvani
5	Prof. L. R. Munia		

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## AGENDA

- 1) To make necessary changes in internal evolution system.
- 2) To arrange Educational / Study Tour for Final Year Students.
- 3) To instruct senior faculties for preparation of NAAC.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 01/10/2018 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) It has been decided to invite feedback from subject faculties and students to make necessary changes in Internal Evolution System. Accordingly all class councilors are advice to get feedback.

Agenda – 2) N.S.S. associated faculties Dr. H. R. Patel and Dr. P. R. Halani and faculties from B. B. A. department will chalk out a program for educational and study tour.

Agenda – 3) Head of the Institution will call a meeting of senior faculties for the preparation of Self Study Report and other related documents for NAAC.

Signature

Coordinator  
(Asso. Prof. K. D. Ahir)



## Action Taken Report

Action Taken Report on the meeting Dt.: 01/10/2018:

As per the meeting held on Dt.: 01-October-2018 and the various decisions taken. Following programs / seminars were held.

- 1) As instructed class councilor invited feedback from subject teachers and students. Collected feedback was discussed with Head of the Institution and senior faculties for making Internal Evolution System more meaningful and effective. Following changes are made and accordingly new Internal Evolution will as follow:

**Total Marks: 30**

	<b>Mode</b>	<b>Marks</b>
1)	Assignment	20
2)	Internal Test	10

In order to cover entire syllabus assignments are design in such a manner that it not only covers entire syllabus but relevant to current events of the topics.

- 2) For B.B.A. Final Year students a visit to local Industries was arranged. All the students actively participated in study tour. Three faculties from B.B.A. department accompany them. This study tour will help students to know the practical aspects of their theoretical subjects. Students have a good interaction with personal of Industries. It has also helped them to boost their confidence and remove fear. For Final Year B. Com. Students a study tour was arranged in different Financial Institutions locally located, including Banks and DP.
- 3) A meeting of senior faculties was held and it has been decided to allocate different work to different faculties under the guidance and supervision of Head of the Institution. Senior faculties will undertake the work and submit necessary information in stipulated time.

Chairman  
Dr. D. R. Vajani  
(Principal)

Coordinator  
K. D. Ahir  
(Asso. Prof.)

**I.Q.A.C. MEETING**

**ACADEMIC YEAR : 2018-19**

**QUARTER : 3**

## NOTICE

It has been decided to hold I.Q.A.C. meeting on the following date, place & time as mentioned below:

Date : **03/01/2019**

Place : Principal's Chamber, Shri M. P. Shah Commerce College, Surendranagar.

Time : **12:30 PM**

The members are requested to remain present at the meeting positively. Agenda of the meeting is attached herewith.

Signature

Coordinator  
(Asso. Prof. K. D. Ahir)

Sr. No.	Signature	Sr. No.	Signature
1	Dr. D. R. Vajani	6	Prof. N. K. Jhala
2	Meenakshiben M. Shah	7	Mr. B. B. Dave
3	Shri D. P. Shah	8	Mr. Y. V. Fadke
4	Mr. N. D. Kella	9	Mr. A. N. Jadvani
5	Prof. L. R. Munia		

## AGENDA

- 1) To motivate the students for active participation in Prize Distribution Ceremony.
- 2) To cultivate habit of social service different activities for social cause to be undertaken.
- 3) To arrange a seminar for employability.
- 4) To arrange blood donation camp.
- 5) To arrange a District level seminar for K.C.G.
- 6) Participation in voting awareness seminar.
- 7) To arrange different sports competitions.
- 8) To celebrate Republic Day.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 03/01/2019 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) It has been decided to instruct meritorious students of college along with senior faculties to remain present during prize distribution ceremony arrange by Surendranagar Education Society.

Agenda – 2) Senior faculties will chalk out different activities for social cause in which students will participate.

Agenda – 3) It has been decided to arrange a seminar for making awareness for competitive examination and vocational courses.

Agenda – 4) Head of the Institution will approach Rotary Club of Wadhwan and Nehru Yuva Kendra for arranging blood donation camp.

Agenda – 5) Head of the Institution and Shri B. B. Dave will make all necessary arrangement for the K.C.G. seminar to be held in college campus.

Agenda – 6) It has been decided to pursue all the students to participate in voting awareness program to be held in M. P. Shah Arts' and Science College, Surendranagar.

Agenda – 7) To arrange different sports competitions in collaboration with District Sports Authority.

Agenda – 8) Head of the Institution constituted a committee comprising of students and faculties for arranging different programs and competition to celebrate Republic Day.

Signature

Coordinator  
(Asso. Prof. K. D. Ahir)

## Action Taken Report

### Action Taken Report on the meeting Dt.: 03/01/2019:

As per the meeting held on Dt.: 03-Jan-2019 and the various decisions taken. Following programs / seminars were held.

- 1) Surendranagar Education Society held Prize Distribution Ceremony for all educational institutions working under it. Students from this college who are under meritorious list actively participated in ceremony in which Head of the Institution will present. Respected Vinodiniben Shah President of the Society delivered speech and motivated students to excel in their respective stream. Students from our college also participated in arrainging seminar for its success.
- 2) Students of the college collected a sizable amount of Rs. 5,061/- to be donated for cattle camp managed by "Wadhwan Mahajan Panjarapole". Students from the college also participated in Run for Unity and seminar held for Bird helpline considering forth coming kite festival. A program to Tribute martyrs' and to collect a donation was arranged in college campus.
- 3) World in box an institution for competitive examination conducted a nice seminar giving detailed information about different competitive examination, its syllabus and last cut off. They also conducted mock test in order to give relevant information for such type of examination. Dr. H. R. Patel and Prof. L. R. Muniya conducted seminar for current different employment opportunities in Post offices and Banking sector. Tata Consultancy Services also conducted career guidance seminar and promise to conduct training program on completion of examination for better placement.
- 4) On 23<sup>rd</sup> Jan., 2019 a blood donation camp in collaboration with Nehru Yuva Kendra, Surendranagar and Rotary Club of Wadhwan was arranged in college campus. Majority of the students enthusiastically participated in blood donation camp. Many faculties also donated blood. Requisite arrangement including refreshment was made by the institution.
- 5) As per the instruction of Shri R. K. Shah, Head of Knowledge Consortium of Gujarat (KCG), State level a required arrangement for conducting a seminar for Nodal Officers of K. C. G. at District level was made by Head of the Institution and Shri B. B. Dave. Every care and pain was taken for successful conduct of the seminar by making available all facilities besides infrastructure facilities. Principals from all colleges of District participated and appreciated arrangement made by the institution. In the seminar needed guidance for creation of data (as per requirement), fill up the data in format prescribed by AISHE was provided. Dr. R. K. Shah also guided college principal, how to make effective use of the data so created for preparing different kind of reports which required to be submitted to different authorities. On completion of seminar a nice arrangement for Lunch was also arranged.
- 6) Arts' and Science College, Surendranagar conducted a seminar for creating awareness about voting rights on 8<sup>th</sup> Feb., 2019. Before that seminar Head of the Institution arranged a program in Central hall in which majority of the students remained present. Head of the Institution throw light on different constitutional rights including voting rights. 200 students from our institution participated in the seminar and also informed other students regarding voting rights and its importance.
- 7) On 12<sup>th</sup> and 13<sup>th</sup> Jan., 2019 a competition for Kabaddi and Volleyball was arranged in college campus. Many colleges participated in the competition. On 2<sup>nd</sup> and 3<sup>rd</sup> Feb., 2019 sports competition for physically challenged persons and Chess tournament was also arranged. On 10<sup>th</sup> Feb., 2019 Football for school students was arranged and Final round took place on 24<sup>th</sup> Feb., 2019.

8) A committee constituted by Head of the Institution made nice arrangement for celebration of Republic Day in which different competition such as, "Rangoli spardha", valorous song and dance was arranged. Majority of the students attended Flag Hosting Ceremony. Sweets were distributed to all who remained present.

Chairman  
Dr. D. R. Vajani  
(Principal)

Coordinator  
K. D. Ahir  
(Asso. Prof.)