

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

**ACADEMIC YEAR : 2014-15**

**QUARTER : 1**

## RESOLUTION

It is resolved that after due discussion with academic body of the college composition of I.Q.A.C. for the year 2014-15 will be as follow on the basis of the revised guidelines (October - 2013) issued.

- |  |  |
|--|--|
| A) Chairperson   | - Dr. D. R. Vajani (By virtue of Head of the Institution)  |
| B) One Senior Administrative Official                      | - Mr. Anil N. Jadvani (Admin.)   |
| C) Teachers  | 1) Prof. L. R. Munia<br>2) Prof. N. K. Jhala<br>3) Mr. Bhushan B. Dave<br>4) Mr. Yogesh V. Fadke |
| D) Management Member                                       | - Meenakshiben M. Shah   |
| E) Member from Local Society,<br>Student & Alumni          | - Shri P. K. Shah  |
| 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: 03/04/2014

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 : **03/07/2014**

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	Mr. P. K. Shah	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) In order to enhance awareness to exercise voting rights senior faculties will educate students aged 18 years and above.
- 2) To conduct the meeting all faculty members to give valuable suggestions for present academic session.
- 3) To invite valuable suggestions from faculty members and students to enrich library by making effective use of available grant.
- 4) In order to create awareness about environment and cleanliness committee of the faculties to be formed to provide able guidance and implementation of the decision taken in this respect.
- 5) In order to have a Computer Literacy among the students suggestions from the faculty members to make the effective use of available infrastructure facility.
- 6) Considering present level of stress faced by the students arranging for spiritual lectures.
- 7) To equipped girls students for self defence a suitable arrangement to be made.
- 8) To provide adequate guidelines for the preparation for competitive examinations.
- 9) To conduct seminars on availability of the jobs in different sectors of the Economy in both public and private sectors and arrange for suitable training.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 03/07/2014 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) Considering general election held in the month of May, senior faculties will interact with the students and make them aware about their voting rights and its' importance.

Agenda – 2) Due deliberation regarding timing of the college, arranging schedule of teaching hours and all relevant matters.

Agenda – 3) All faculties should be encouraged to have interaction with library committee and provide list of the books to be purchased.

Agenda – 4) Under the able leadership of Dr. D. R. Vajani committee for environment and cleanliness will be constituted.

Agenda – 5) With due discussion it was decided to issue certificates and shields those who have completed their “Tally Accounting Course” and have acquired proficiency and to invite outside agency to conduct seminar on “Computer Literacy.”

Agenda – 6) To celebrate religious events for creating awareness and maintaining harmonious relationship between teachers and students and their by resolving problems face by the students.

Agenda – 7) To encourage girls to participate in different program / seminars for self defence.

Agenda – 8) To provide requisite information and guidelines for availability of jobs and it's preparation.

Agenda – 9) To invite Government and private agencies to conduct seminars and programs.

Signature

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

## Action Taken Report

### Action Taken Report on the meeting Dt.: 03/07/2014:

As per the meeting held on Dt.: 03-July-2014 and the various decisions taken. Following programs / seminars were held.

- 1) Dr. D. R. Vajani, Dr. J. H. Patel, Dr. H. R. Patel, Dr. A. E. Barlow conducted a seminar in college central hall and gave all information regarding constitutional rights and importance of voting rights. They pursued all the students to cast their votes and help Nation in strengthening the democracy. Students ensured that with all enthusiasm and the spirit in which voting right is conferred; they will take active participation not only by casting their vote but induce all their friends and their relatives to cast their respective votes.
- 2) The head of the institution called a meeting of all staff members teaching as well as non-teaching to accommodate the need of out station students and accordingly arranged flexi times. Many senior faculties with their vast experience gave their valuable suggestions regarding fixing of timings for lectures and college schedule. Due care was taken to cater the needs of out-station students, especially girls students.
- 3) Prof. N. K. Jhala conducted meeting of all faculties to make effective use of fund for enriching library with best available reference books and periodicals. All faculties very positively attended the meeting and provide valuable suggestions and list of reference books for their respective subjects. Prof. N. K. Jhala assured them to co-operate in this respect. For employability new periodicals and books for competitive examinations were also suggested by members of career guidance cell.
- 4) Dr. D. R. Vajani head of the institution conducted a meeting in his chamber and formed a committee to work for environment awareness and maintaining cleanliness in the college campus. Following are the members of the committee :
  - 1) Prof. K. D. Ahir - (Chairman)
  - 2) Prof. L. R. Muniya - (Member)
  - 3) Prof. H. R. Patel - (Member)
  - 4) Prof. Dinesh Khandla - (Member)
- 5) A prize distribution ceremony was held in central hall in which students have been given certificates issued by a prominent software company "Tally Solutions Pvt. Ltd." (Tally.ERP 9) along with all relevant materials. The program was attended by all the faculties of the college which has encouraged other students also to participate in such courses.
- 6) "Event Management" based at Porbandar conducted very informative and inspirational Computer awareness program in which all the students with inquisitions and enthusiasm attended.
- 7) A "GURUPURNIMA" programme was conducted in central hall of the college in which dignitaries from various fields gave the spiritual lectures and highlighted importance of Teacher in building the career of students.
- 8) Training program for self-employment and entrepreneurship was conducted by District Industrial Center for S.C. / S.T. students. All required information regarding self-employment, laid down procedure, financial assistance by different Government agencies for starting business under self-employment was provided. Many students including girls' student actively participated and gain requisite information in present situation of stiff competition.

9) Job fair by “Perl Securities” was arranged as a placement for eligible students. Information regarding nature of job, future prospectus, working condition, remuneration payable was provided. Aspirant students took a keen interest.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

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

**ACADEMIC YEAR : 2014-15**

**QUARTER : 2**

## NOTICE

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

Date : **01/10/2014**

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	Mr. P. K. Shah	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) The committee for awareness of Environment and cleanliness will observe proper implementation of programs in this regard and will provide valuable suggestions for improvement and effectiveness.
- 2) To enhance internal qualities and bring out talent of students, celebrations of religious festival like "NAVRATRI" to be celebrated.
- 3) In order to promote sports activity and contribution of the institution at University level to be host for different tournaments.
- 4) To promote awareness regarding addiction prone deceases and prevents the use of tobacco products and general health awareness by conducting seminars and power point presentation.
- 5) To promote awareness about benefits of Yoga a shibir is to be conducted.



## MINUTES BOOK

Minutes of the meeting held on Dt. : 01/10/2014 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) A well-organized program on “SAFAI ABHIYAAN” to be conducted in college campus with participation of all stakeholders.

Agenda – 2) To arrange “NAVRATRI MAHOTSAV” in college with active participation from all students under the guidance of lady faculties.

Agenda – 3) Considering proposed “KHEL-MAHAKUMBH” at District level to be held on 5<sup>th</sup> and 6<sup>th</sup> Oct.’ 2014 proposal to host in this tournament.

Agenda – 4) To make awareness about addiction prone decease, informative program to be arrange in college campus and invite experts to deliver their valuable suggestions.

Agenda – 5) It has been decided to conduct “SMARPAN DHYAN YOG SHIBIR” at the end of quarter in which not only students but all the faculties will actively participate.

Signature

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

## Action Taken Report

### Action Taken Report on the meeting Dt.: 01/10/2014:

As per the meeting held on Dt.: 01-Oct-2014 and the various decisions taken. Following programs / seminars were held.

- 1) A gathering of all students and teaching as well as non-teaching staff was held in central hall. Head of the institution gave inspirational speech regarding importance of cleanliness and how actively our honorable Prime Minister taking interest in the subject. It was a great success when right from head of the institution and peon of the college along with student community actively participated in cleaning college campus. A different look to college campus was witnessed. After completing "SAFAI ABHIYAAN" all students took oath to maintain cleanliness in the college campus and periodically do "SAFAI ABHIYAAN" as needed.
- 2) Dr. H. R. Patel, Ms. Trupti Ghelani, Ms. Chetsi Nirmal and Ms. Ripal Mehta organized "NAVRATRI MAHOTSAV" in central hall of the college. "DANDIYA RAAS" and a competition for "GARBA" was arranged. It was a fun with religious spirituality. At the opening a famous prayer based on "MATAJI STUTI" was sung by all present. It was followed by a narrative information from Dr. Dilip Vajani. All the students enjoyed the mahotsav with all enthusiasm wearing colourful and traditional dresses. At the end "AARTI" was conducted followed by "PRASAD" distribution.
- 3) In order to develop event skill and active participation by students a District level volley-ball, football and other sports competition was held in college campus. Students arranged the events very nicely under the guidance of teaching staff. Students got a needed relevant event experience which will very helpful in their future life. This has encouraged other students also to take active participation in sports events were they normally remained dormant. The college had an opportunity to be host. It help to bring out the talent from all class of students belonging to different communities. Since "KHEL MAHAKUMBH" is under State program not only students of this college or other colleges but, all belongs to society can take active participation in different tournaments held under this program.
- 4) As decided earlier a nice program with all dignitaries and experts persons was held in college campus to prevent students from being addicted. A program on Aids and Tobacco consumption prone deceases was arranged in central hall. Dr. Nitin Doshi delivered an informative speech and he also answered various queries raised by students and faculties. A Power Point Presentation was held to give in depth information about the different deceases and make aware students. Students participated in large number and took oath to be free from all addictions. The program presided by Principal Dr. Dili Vajani. A right level of health awareness was created among students and faculties.
- 5) As decided earlier "SAMARPAN DHYAN YOG SHIBIR" was conducted for the period 29-12-2014 to 05-01-2015. It helped both student as well as staff members of the college.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

**I.Q.A.C. MEETING**  
**ACADEMIC YEAR : 2014-15**  
**QUARTER : 3**

## NOTICE

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

Date : **02/01/2015**

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	Mr. P. K. Shah	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 awareness about the thoughts of Swami Vivekanand "YUVA DIVAS" to be celebrated.
- 2) In Indian culture different important aspects, a discussion to be held.
- 3) To conduct the meeting of staff members both teaching and non-teaching to celebrate Republic-Day.
- 4) For girls student a program on health awareness to be conducted.
- 5) To pay homage to father of the Nation "SAHID DIVAS" to be observed with appropriate activities and importance of thoughts of Gandhiji to be discussed.
- 6) To promote sports activity and induce students for their active participation and involvement of different association associated with sports activity.
- 7) To encourage students to learn practical aspects of theoretical subjects.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 02/01/2015 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) With all enthusiasm birth anniversary of Swami Vivekanand to be celebrated on 12<sup>th</sup> January,2015.

Agenda – 2) To invite Bharat Vikas Parishad to guide on Social awareness and its importance aspects.

Agenda – 3) To celebrate Republic Day of India.

Agenda – 4) To invite medical professionals for health awareness among the girls student of the college.

Agenda – 5) Some competition programs to be conducted on thoughts of father of Nation to pay due respect.

Agenda – 6) Sports day to be celebrated in college campus to bring out inherent talents of students and encourage faculties also to participate in sport activities.

Agenda – 7) To arrange study tour for the benefit of Management students.

## Action Taken Report

### Action Taken Report on the meeting Dt.: 02/01/2015:

As per the meeting held on Dt.: 02-Jan-2015 and the various decisions taken. Following programs / seminars were held.

- 1) As decided in the meeting on 12<sup>th</sup> Jan. with all enthusiasm and active participation of all stakeholders “Swami Vivekanand Jayanti” was celebrated. Dr. Nilesh Trivedi delivered an inspirational speech. Here the thoughts of Swami Vivekanand and its relevance in present world were explained by Dr. Dilip R. Vajani. A rally was conducted from college campus covering major part of city with banners and distribution of leaflets to make awareness about the thoughts of Vivekanand and its valuable usefulness in present time. Students also expressed their views and took oath to follow principles evolved through thoughts of Swami Vivekanand.
- 2) In collaboration with Bharat Vikas Parishad a program on social awareness with specific subject of “Importance of Marriage in Indian Culture” was organized on 18<sup>th</sup> Jan., 2015. Considering the evils of present life like, “live in relationship” and its adverse effects on well netted Indian culture. Many guest speakers gave their valuable guidance and made understand students to be refrained from such unhealthy and uncultured activities. This program will defiantly help students to remain ethical in their social life. All staff members also remained present and also help students to resolve the issues which they can't raise with their parents.
- 3) A Republic Day was celebrated in college campus followed by “Sanskrutik Karyakram” organized by students. A Flag hosting ceremony was attended by all faculties and large number of students. A head of the institution delivered very inspirational speech, motivating students to dedicate themselves for the cause of Nation. After flag hosting ceremony and “Sanskrutik Karyakram” a get to gather was arranged in staff room and every staff members with keen interest viewed a telecasted program from Delhi in which honorable President of U.S.A. Mr. Barac Obama was Chief guest.
- 4) At present it is very necessary to create health awareness among students and especially girls student considering the stress in life and habit of eating junk foods. Dr. Dimple Mehta and Dr. Komal Thegde from C.U.Shah Medical college, Surendranagar conducted a nice program providing all necessary information and preventive measures to remain in pink health. Many quires were raised by girl students which were given patient hearing and resolving the doubts in the minds of the student. A group of representative of girl student personally thanked Head of the Institution and medical professionals to have a wonderful well informed program.
- 5) In order to pay homage and make students aware about cleanliness an important thought of Father of Nation a drawing competition was held on 30<sup>th</sup> Jan., 2015 on the occasion of death anniversary of Father of Nation. Not only students but some of the staff members also took active interest in competition. A drawing paper and other materials were supplied by institution. Firs three students in rank were recommended by college to have participation at State level.
- 6) On 27<sup>th</sup> Jan., 2015 in college campus sports day was celebrated covering different sports activity especially activities which helps student to be employable in defence and police department. A large number of student including girls actively participated and shown their talent.

7) A study tour for B.B.A. students was arranged on 28<sup>th</sup> Feb., 2015 at “Divyabhaskar National newspaper” and “Value Education college of M. B. A.” in which faculties Miss Truptiben Ghelani, Miss Chetsi Nirmal and Miss Riple Mehta accompanied students and provided all necessary guidance and information to make study tour effective and meaningful.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

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

**ACADEMIC YEAR : 2014-15**

**QUARTER : 4**



## NOTICE

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

Date : **02/04/2015**

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	Mr. B. B. Dave
2	Meenakshiben M. Shah	7	Mr. Y. V. Fadke
3	Mr. N. D. Kella	8	Mr. A. N. Jadvani
4	Prof. L. R. Munia	9	Prof. G. M. Hurkat
5	Prof. N. K. Jhala		

**Note :-** Member of the I.Q.A.C. Shri P. K. Shah Expired on Dt.:-17-01-2015.

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## AGENDA

- 1) In order to promote sports activity and impart proper coaching, coaching camp is to be conducted.
- 2) To conduct "YUVA SHIBIR" for overall development of students.
- 3) To encourage students for recruitment in army, training cum awareness program to be conducted in association with District Employment Office.
- 4) A farewell program for Post Graduate students.
- 5) In order to get new students familiar with college, its' rules and regulation and opportunities available to them to make full use of their talent, program at opening session of the college to be arranged.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 02/04/2015 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) It has to be decided to conduct coaching camp for those students actively participated and successful in “KHEL MAHAKUMBH”.

Agenda – 2) It has been decided to approach “SWAMI VIVEKANAND KENDRA” to arrange “YUVA SHIBIR” for the overall development of students.

Agenda – 3) It has been decided that members of career and placement cell to approach District Employment Office to conduct training and guidance program for the recruitment in Army.

Agenda – 4) Senior faculties will take initiative to arrange farewell program for PG students.

Agenda – 5) During the meeting a due discussion was held and it was emphasis that the new students should be given all relevant information regarding rules and regulations of the institution, introduction of all faculties, requisite information about syllabus and examination and available infrastructure of the college.

Signature

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

## Action Taken Report

### Action Taken Report on the meeting Dt.: 02/04/2015:

As per the meeting held on Dt.: 02-Apr-2015 and the various decisions taken. Following programs / seminars were held.

- 1) As decided earlier summer coaching camp was conducted for the period 28-04-2015 to 12-05-2015 for volley ball and football athletes participated and successful in “KHEL MAHAKUMBH” at District level.
- 2) Three day Yuva Shibir was conducted by Swami Vivekanand Kendra for the period 29-04-2015 to 01-05-2015.
- 3) District Employment Office conducted training / shibir for the recruitment in army on 01-05-2015.
- 4) A farewell ceremony for Post Graduate student conducted by senior faculties and head of the institution on 01-05-2015. In this farewell program a due guidance for future career was provided. All the students enjoyed farewell program and as a token of appreciation gave a gift to college.
- 5) Students after passing their Higher Secondary examination join a new environment of college. They face many difficulties regarding rules and regulation, pattern of examination, duration of classes and identity of faculties. According to decision held in the meeting orientation program for new students “AAVKAR SAMARABH” was held in central hall. The head of the institution delivered comprehensive speech and gave all information right from inception of institution and important events took place in recent times. Dr. J. H. Patel examination controller for all internal examination gave in depth information regarding Internal as well as Semester examination. Many queries were raised by the students which were properly redressed by all the faculties. All faculties gave their introduction and subject they are teaching. Students were well informed about the infrastructure facilities which include Computer laboratories, Library, Digital English Language Lab (DELL).

Chairman  
Dr. D. R. Vajani  
(Principal)

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