

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

**ACADEMIC YEAR : 2015-16**

**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 2015-16 will be as follow on the basis of the revised guidelines (October - 2013) issued.

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|--|--|
| 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          | - Prof. G. M. Hurkat   |
| F) Nominee from Employers/<br>Industrialist / Stakeholders | - Naresh Dhanrajbhai Kella (C.A.)  |
| G) Coordinator   | - Asso. Prof. K. D. Ahir   |

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

Date: 02/07/2015

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 : **02/07/2015**

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	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) In order to get students familiar with Traffic rules a seminar is to be conducted.
- 2) Government of India has introduced Minority Scholarship. In order to impart knowledge about eligibility, availability of the forms and laid down procedure to avail a seminar is to be conducted.
- 3) To celebrate "GURU PURNIMA".
- 4) To celebrate a fortnight for women.
- 5) In order to provide computer hardware knowledge a training program is to be conducted in collaboration with leading computer agency.
- 6) In order to respect old age people, a visit to old age home by college student on Independence Day.
- 7) A seminar on Spirituality and Science to be conducted.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 02/07/2015 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) It has been decided to approach Traffic Wing of Police Department to conduct Traffic Awareness program in College campus.

Agenda – 2) It has been decided to approach District Social Welfare Department to conduct seminar on Minority Scholarship.

Agenda – 3) A staff meeting is to be conducted for grand celebration of “GURU PURNIMA” during which toppers from U.G. and P.G. students will remain present.

Agenda – 4) In order to celebrate fortnight for women in the spirit in which it is introduce, it has been decided to approach ex-principal of the college Miss. Pannaben Shukla.

Agenda – 5) Computer Programmers will approach “Gayatri Computer” for imparting knowledge and conduct training program for girls on computer hardware.

Agenda – 6) Senior faculties of the college will interact with student and pursue them to visit old age home situated in Wadhwan city.

Agenda – 7) Dr. K.D.Ahir will approach Samarpan Dhyan Kendra to arrange lecture and video show on Science and Spirituality.

Signature

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

## Action Taken Report

### Action Taken Report on the meeting Dt.: 02/07/2015:

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

- 1) Officials from Traffic Wing including in-charge provided needed guidance and awareness on traffic rules in central hall of the college. During the seminar many questions were raised by the students about the implementation of traffic rule. All faculties including Head of the Institution remain present in the seminar. Important literature and leaflets were distributed among students and college staff.
- 2) Officials from District Social Welfare office Shri Agharaji and Jethvaji gave informative lecture on Minority Scholarship. Needed guidance to fill up scholarship form, and to lodge it was also provided to students as well as to non-teaching staff.
- 3) In order to create right environment and importance of teachers in building the career and way of life a well-organized with attendance of prominent personalities "GURU PURNIMA" program was conducted in the college central hall. Many inspirational speeches were delivered by the principal of the college and other dignities.
- 4) Miss Pannaben Shukla who is associated with many women empowerment bodies, gave inspirational and informative speech. In this program besides girl students senior lady faculties remained present. Girl students raised many queries related to empowerment of women which were properly addressed by Pannaben Shukla. She also informed girl students to remain in touch with her as and when they have some issue related to problems faced by them.
- 5) Gayatri Computer conducted a very nice program, which is very useful and informative for computer hardware. This will help the student to resolve problems related to computer hardware. Some primary information on computer hardware was also provided in the form of leaflets. Practical demonstration to resolve problems related to hardware was also conducted. All the computer programmers of the college and Head of the institution remain present during the seminar.
- 6) Under the leadership of senior faculty college of the students visited old age home situated in Wadhwan city. Student distributed fruits and snack packet to senior citizen and spent a day with them. Old age people were very happy in the company of young students. They blissed the students for their bright future. Student also gave a promise to pay frequent visit to old age home.
- 7) In order to provide valuable guidance on spirituality and remove the superstitious, "Samarpan Dhyan Kendra" conducted a seminar on "Adhyatma Ane Vigyan". An inspirational lecture was delivered by prominent personalities associated with Samarpan Dhyan Kendra. It will not only help students but will also be useful to staff members of the college.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

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

**ACADEMIC YEAR : 2015-16**

**QUARTER : 2**

## NOTICE

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

Date : **05/10/2015**

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	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 conduct Blood Donation camp.
- 2) To conduct Voter awareness program.
- 3) To conduct a staff meeting for better internal evaluation system.
- 4) To provide adequate guidelines for the preparation for competitive examinations.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 05/10/2015 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) Group of faculties will approach different institutions for their collaboration in arranging Blood Donation Camp.

Agenda – 2) Senior faculty members will approach circle officer and mamlatdar of the Taluka to arrange Voter awareness program in the college campus.

Agenda – 3) It has been decided to conduct staff meeting at the beginning of new semester for valuable suggestions by head of the institution and senior faculties.

Agenda – 4) To provide requisite information and guidelines for availability of jobs and it's preparation and 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.: 05/10/2015:

As per the meeting held on Dt.: 05-Oct-2015 and the various decisions taken. Following programs / seminars were held.

- 1) HDFC Bank agreed to collaborate in Blood Donation Camp. 71 bottle of blood were collected. The program was conducted by Doctors from C.U.Shah Medical College and M. P. Shah Commerce College jointly. Many students and faculties donated blood in the camp. Light refreshment was arranged by HDFC Bank. Certificates were also distributed to blood donors.
- 2) Sonalben Gadhvi, Circle Officer from Revenue Department gave valuable guidance on the rights of voter conferred under constitution. She also emphasis for casting of vote and its importance. For successful program all the students and faculties participated actively and positively.
- 3) On the very first day of the new Semester a meeting of all the faculties under the leadership Dr.D.R.Vajani was conducted in Principal's chamber. Valuable suggestions like presentation by student on different current events related to subject were made by faculty members. It was also decided to implement improved internal evolution system from the current semester itself. Many students gave presentation on different topics like review of Monetary Policy, Finance Bill, Introduction of GST, Amendments in Constitution, etc.
- 4) 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.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

**I.Q.A.C. MEETING**  
**ACADEMIC YEAR : 2015-16**  
**QUARTER : 3**

## NOTICE

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

Date : **04/01/2016**

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		

## AGENDA

- 1) To Celebrate "SWAMI VIVEKANAND JAYANTI" with all enthusiasm.
- 2) To invite guest speakers to give inspirational speech to the student, to face the stress and make overall development.
- 3) To celebrate Republic Day and invite prominent personality to inspire the students.
- 4) In order to promote sports activity active participation in "KHEL MAHAKUMBH" by the institution to be undertaken.
- 5) To arrange study tour for college students in order to translate their theoretical knowledge in to practice.
- 6) In order to provide requisite knowledge of financial literacy, leading financial institutions to be invited for conducting guidance seminar.
- 7) In order to encourage students to participate in Civil service examination and Enroll in Professional courses, guidance lectures to be arranged.
- 8) In order to guide final year students for higher education and employability, guest speakers to be invited.
- 9) To encourage students to participate in different Inter College Tournaments.
- 10) To arrange a study tour to Legislative Assembly in order to know the working and formation of legislation.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 04/01/2016 - During the meeting held, discussion on the agenda is as follow :

- Agenda – 1) A committee consisting of faculties and students to be formulated for successful celebration of “SWAMI VIVEKANAND JAYANTI”.
- Agenda – 2) It has been decided that senior faculties will approach prominent personalities to deliver inspirational speech for personality development.
- Agenda – 3) Meeting of all class councilor to be held in Principal’s chamber to chalk out the preparation for celebrating Republic Day.
- Agenda – 4) Senior faculties and Principal will discuss participation of students in “KHEL MAHAKUMBH” with Mr. Yashpalsinh Zala (In-charge of sport activity).
- Agenda – 5) Dr. Mayur Wadhvaniya, Dr. R. H. Davada will make a plan for study tour under the guidance of Principal Dr. D. R. Vajani.
- Agenda – 6) Prof. K. D. Ahir and Dr. J. H. Patel will contact financial institutions including local depository participant to arrange seminar on Financial Literacy and Working of Stock Exchanges.
- Agenda – 7) Prof. K. D. Ahir will arrange seminar in collaboration with institutions engaged imparting coaching for U.P.S.C. examination and Professional courses.
- Agenda – 8) Dr. D. R. Vajani discussed the matter with senior faculties and invited Dr. Kirti Gurjar from B. V. Shah B.Ed. College and Prof. Bhadka and Dhavalbhai from C.U.Shah University to provide guidance for employability in I.T. and Management sector and different courses to pursue for Higher Education.
- Agenda – 9) Dr. Hansaben Patel and Dr. A. E. Barlow will encourage students especially girl students to participate Intercollege competition locally.
- Agenda – 10) Principal Dr. D. R. Vajani will contact MLA Smt. Varshaben Doshi for arranging study tour to Vidhansabha, Gandhinagar.

Signature

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

## Action Taken Report

### Action Taken Report on the meeting Dt.: 04/01/2016:

As per the meeting held on Dt.: 04-Jan-2016 and the various decisions taken. Following programs / seminars were held.

- 1) A celebration for “SWAMI VIVEKANAND JAYANTI” was undertaken in central hall of the college. Essay competition was arranged in which many students actively participated. Dr. D. R. Vajani gave inspirational speech on the thoughts of Swami Vivekanand. He induce the students to follow the thoughts of Swami Vivekanand to be courageous in life and be goal oriented.
- 2) Mr. Rahul Shukla CEO of S.S.White Technologies, visited our college and delivered very inspirational speech how to face stress and struggle in the life and be successful in one’s career. A lecture on personality development was also arranged and Shri Pravin Barot gave valuable speech to improve the personality and make the use of it for building successful career.
- 3) As decided in the meeting nice program to celebrate was chalk out by class councilor under the guidance of Head of the Institution and Senior faculties. Republic Day was celebrated in college campus in which cultural programs and competition for different games was arranged. Environmental Activist Shri Bhavanisinh Mori remain present during the celebration as a chief guest. Girl student also visited “Pragya Chakshu Mahila Kendra” and donated musical system on behalf of college.
- 4) Institution arranged Chess tournament and Football tournament for girls in college campus under “KHEL MAHAKUMBH”. Nice arrangements were made under the guidance of Head of the Institution by Faculties and students. Students from our college also participated and due guidance was extended by Mr. Yashpalsinh Zala.
- 5) A study tour for the benefit of students was under taken by visiting Saurashtra University and Sunshine college, Rajkot. Students of Final year of B.Com. and B.B.A. participated in study tour and procure important information from different faculties of Saurashtra University. Dr. M. F. Wadhvaniya and Dr. R. H. Davada accompanied students.
- 6) A local depository and representative of Bombay stock exchange conducted seminar on Financial Literacy and Working of the Stock Exchange with relevance to guidelines issued by SEBI. Students actively participated and question answer session was arranged at the end of seminar.
- 7) Rushabh Academy an institution for professional courses (CA, CS, CMA) arranged very informative and useful seminar in the central hall of the college in which 100 students participated. Later on they joined professional courses also.
- 8) Prof. Bhadka and Mr. Dhavalbhai made a Power Point presentation on employment opportunities in I.T. and Management sector at State level and National level. Many queries were raised by the students which were properly addressed by guest speakers. They also provided information related to Higher Education in I.T. and Management sector. In another career guidance seminar Dr. Kirti Gurjar provided needed guidance and provided information for job opportunities in different fields on completion of Degree course.

- 9) Inter college quiz competition was conducted in M. M. Shah B.Ed. college in which both U.G. and P.G. students participated. A student from M.Com. won second position in the competition. Before participation right kind of encouragement and guidance was provided by Dr. H. R. Patel and Dr. A. E. Barlow.
- 10) On 17<sup>th</sup> March, 2016 a visit to Vidhansabha was arranged. Many students viewed live working of Vidhansabha with the help of local MLA Smt. Varshaben Doshi. It helped students to know how the bills are moved in Vidhansabha and converted in to Legislation. Student also visited Mahatma Mandir and religious place of Mahudi.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

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

**ACADEMIC YEAR : 2015-16**

**QUARTER : 4**

## NOTICE

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

Date : **05/04/2016**

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
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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		

## AGENDA

- 1) To make effective changes in the Internal Evolution system.
- 2) For employability of students placement committee will design special lectures to impart knowledge on current events.
- 3) To arrange a welcome ceremony for First Year students on the opening of new session.
- 4) To make awareness among new students for Environment and Tree plantation.



## MINUTES BOOK

Minutes of the meeting held on Dt. : 05/04/2016 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) A detailed discussion held to make Internal Evolution system more effective and meaningful. For this purpose Head of the Institution advice senior faculties to ensure that system should be such, which is not only restricted to theoretical aspects but to accommodate current events related to curriculum.

Agenda – 2) Career and placement cell will look into changes in the examination pattern for recruitment in different Organization and accordingly suggest necessary measures to enhance requisite knowledge and employability skill among students.

Agenda – 3) It is necessary to impart rules and regulations of the college, curriculum and Internal Evolution system to new students admitted in B.Com. and B.B.A. Head of the institution instructed senior faculties Dr. J. H. Patel, Dr. K. D. Ahir, Prof. N. K. Jhala, Dr. H. R. Patel and Prof. L. R. Muniya to arrange “AVAKAR SAMARAMBH” for First Year students to be enrolled.

Agenda – 4) Head of the institution will established contact with “Patanjali Yog Pith” for medicinal tree plantation in college campus.

Signature

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

## Action Taken Report

### Action Taken Report on the meeting Dt.: 05/04/2016:

As per the meeting held on Dt.: 05-Apr-2016 and the various decisions taken. Following programs / seminars were held.

- 1) It is decided that Internal Evolution System will include presentation by students in group on current events related to curriculum instead of simply submission of assignments. Many current events such as introduction of GST, appointment of Judges under collegium system, review of monetary policy were suggested by concerned faculties to the students. Majority of the students not only actively participated but with all enthusiasm. It resulted to know insight of the current events which is very useful for employability skill.
- 2) Career placement cell looked into changes in examination pattern for the recruitment for different categories and accordingly suggested for subscription to new magazines and periodicals. In college library a specific arrangement is made to read such magazine like Competition Success Review, Pratiyogita Darpan, Business India, Employment News, Rojgar Samachar. Head of the institution has instructed librarian to extend library hours to cater to need out station students.
- 3) New Academic year began on 23-06-2016. As decided earlier senior faculties arranged "AAVKAR SAMARAMBH" for new students enrolled in First Year of B. Com. and B. B. A. respectively. Dr. J. H. Patel provided all relevant information about internal evolution system and University examination system. Prof. N. K. Jhala informed students about the discipline and decorum to be maintained by the students in college campus. Prof. L. R. Muniya informed students about the procedure for enrolling in National Cadet Core (N.C.C.) Dr. H. R. Patel gave detailed information about the N.S.S. activity. Head of the institution gave very inspirational speech and instructed students to to focus on career building and make fullest utilization of infrastructure facilities and library.
- 4) On request made by Head of the Institution to "Patanjali Yog Pith", they arranged medicinal tree plantation in college campus convener of the Patanjali Yog Pith Shri C. K. Parmar along with Shri K. C. Rana and Shri Maheswari remained present. Shri C.K.Parmar informed the students and the faculties about different medicinal trees and its importance to be cured from certain disease. Student actively participated in tree plantation in college campus and took oath to preserve it.

Chairman  
Dr. D. R. Vajani  
(Principal)

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