

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

**ACADEMIC YEAR : 2016-17**

**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 2016-17 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 | - Mr. Naresh Dhanrajbhai Kella (C.A.)  |
| G) Coordinator   | - Asso. Prof. K. D. Ahir   |

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

Date: 22/06/2016

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 : **04/07/2016**

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		

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## AGENDA

- 1) To celebrate "World Population Count Day".
- 2) Programs to be arrange to live a life without stress and enjoy every moment of life.
- 3) To arrange blood donation camp.
- 4) To create environmental awareness and program for tree plantation.
- 5) To cultivate and promote Social Harmony among students.
- 6) To arrange "GURU PURNIMA MAHOTSAV".

## MINUTES BOOK

Minutes of the meeting held on Dt. : 04/07/2016 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) It has been decided to celebrate “World Population Count Day” on 11<sup>th</sup> July by calling officials from NGO.

Agenda – 2) Senior faculties during the meeting suggested inviting prominent speaker Sanjay Raval and contacting Art of Leaving Society, Surendranagar to arrange program on the subject.

Agenda – 3) Head of the Institution will approach Rotary Club of Wadhwan for the Blood Donation camp.

Agenda – 4) It has been decided by senior faculties under the leadership of Head of the Institution to arrange visit at natural places and tree plantation.

Agenda – 5) Senior faculties involved with NSS activity will chalk out the program.

Agenda – 6) Head of the Institution will constitute a committee for arranging “GURU PURNIMA MAHOTSAV”.

Signature

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

## Action Taken Report

Action Taken Report on the meeting Dt.: 04/07/2016:

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

- 1) In central hall of the college, a celebration on “World Population Count Day” was arranged on 11<sup>th</sup> July. Head of the Institution delivered a speech on population explosion in developing countries and its impact on economies of such countries. In contest of India he emphasis how to put a check on increasing population in order to remove its negative impact on natural resources and social overheads. He also explained in detailed advantage of demographic dividend for India.
- 2) On 5<sup>th</sup> Aug, 2016 Shri Sanjay Raval delivered very inspirational speech on the subject “Personality Development – A Life without Fear”. He guided the students how to remove the stress in the life and remain positive during all kind of adversities. He gave many tips to come out of depression and stress especially during college examination and competitive examination. On 15<sup>th</sup> July, 2016 members from Art of Leaving Surendranagar arranged a very nice program how to remain cheerful and happy all the time. Power Presentation was also arranged to describe different measures and steps to remove the stress and enjoy all the activities in the life.
- 3) Rotary Club of Wadhwan arranged “RAKTDAN SHIBIR” on 6<sup>th</sup> Aug, 2016. Majority of faculty members and students donated blood. Refreshment was arranged by college authority. 109 units were collected. Certificate of blood donation were issued to blood donors. Officials from the Rotary Club Wadhwan explained the importance of blood donation and inspired students to continue to donate blood as and when such camps are held.
- 4) Senior faculty Dr. H. R. Patel, Dr. P. R. Halani arranged “PRAKRUTIK SHIBIR” at Bandiyabeli and Zariyamahadev, in which majority faculties participated. Faculties had interaction with local people and guide them to keep the environment pollution free and clean. Tree plantation program was arranged in the college campus of Shri M. P. Shah Arts’ and Science College and Shri M. P. Vora Commerce college, wadhwan. Students of the college under the guidance of Dr. H. R. Patel and Dr. P. R. Halani actively participated in tree plantation. A “SARP PRADARSHAN” for environmental awareness was arranged in “ANAND BHUVAN”. All the faculties and students visited exhibition.
- 5) On 10<sup>th</sup> Sep., 2016 in order to promote social harmony “DIVYA SAMARASATA RALLY” was held in which under the leadership of Dr. H. R. Patel girls students enrolled under N.S.S. actively participated. Before joining Rally relevant slogans were given by Dr. H. R. Patel.
- 6) Committee of senior faculties approached learned personality Shri Gopalbhai Barot and requested him to deliver a speech on “GURU PUJAN”. Accordingly on 19<sup>th</sup> July, 2016 Shri Gopalbhai Barot delivered inspirational speech and emphasis on the importance of teachers in shaping the bright career of the students. Dr. D. R. Vajani also quoted many examples how teachers are important for overall development of students. “GURU VANDANA” program by students was also a part of the program.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

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

**ACADEMIC YEAR : 2016-17**

**QUARTER : 2**

## NOTICE

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

Date : **03/10/2016**

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		

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## AGENDA

- 1) To celebrate "Heroic Day" on 6<sup>th</sup> December.
- 2) To promote financial literacy.
- 3) To arrange further blood donation camp.
- 4) Encourage students to participate in student development program and "SWACHHTA ABHIYAAN" program.
- 5) To arrange seminar on current events.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 03/10/2016 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) In order to acknowledge sacrifice made by our brave soldiers. It is decided to celebrate “Heroic Day” in college campus.

Agenda – 2) It has been decided to contact financial institution to conduct a seminar.

Agenda – 3) Head of the institution will contact C. U. Shah Medical College to conduct blood donation camp in order to cultivate good habit among students.

Agenda – 4) It has been decided to make an active participation of students in “SWACHHATA ABHIYAAN” program conducted by Surendranagar-Dudhrej Nagarpalika.

Agenda – 5) It has been decided to conduct seminar in central hall to have detailed discussion on current events in which senior faculties will address and resolve quires raised by students.

Signature

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

## Action Taken Report

Action Taken Report on the meeting Dt.: 03/10/2016:

As per the meeting held on Dt.: 03-Oct-2016 and the various decisions taken. Following programs / seminars were held.

- 1) A program to acknowledge sacrificed made by our brave soldires was conducted in our college campus. Senior citizens were invited to delivered informative and inspirational speech. "SAURYA GEET SPARDHA" was arranged in which many students actively participated. Many students also shown deep interest to join army on completion of their education.
- 2) Reliance Jio and local banker conduted nice seminar on different financial products, importance of on-line payment (cash less) and gave important information to keep safe guard while transacting on-line. Many students and senior feculties remained present. Many quries were raised by students regarding different financial products and security measures which were convincingly addressed by officials of Reliance Jio and local bankers. It will help to cultivate banking habits and to promote cash less transaction.
- 3) H.D.F.C. Bank and C. U. Medical College conducted blood donation camp on 9<sup>th</sup> Dec.,2016. This type of camp will cultivate participating in social activity among the students by donating the blood. Many students voluntary donated blood and there by collection of 96 units was possible. Students also took oth to donate as and when such blood donation camps are arranged. Faculties also donated. A nice arrangement of refreshment was made by college authority. Certificates of blood donation were also issued. C. U. Shah Medical College also highly appreciated arrangement made by college authority.
- 4) Surendranagar-Dudhrej Nagarpalika conducted "SWACHHATA ABHIYAN" to clean Tagore Baug. Students from college actively participated as a social service and to promote "SWACHHATA ABHIYAN" voluntary. Senior faculties accompanied them and motivate them to participate in such future program also.
- 5) A senior faculty Prof. K. D. Ahir conducted seminar on current events took place in Indian Economy and Political system. Dr. D. R. Vajani gave detailed information of recent review of credit policy announced by Reserve Bank of India. He also provided very important information on Economic Survey conducted by Ministry of Finance. Prof. K. D. Ahir gave detailed information about current events especially with reference to Tax Policy and Employment Scheme.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

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

**ACADEMIC YEAR : 2016-17**

**QUARTER : 3**

## NOTICE

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

Date : **30/12/2016 (Meeting for Third Quarter Year 2016-17)**

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 seminar to guide the students on competitive examination.
- 2) To arrange lecture on Swami Vivekanand and celebrate Birth Anniversary of Swami Vivekanand.
- 3) To arrange study visit for N.S.S. students.
- 4) To celebrate Republic Day.
- 5) To arrange vocational training for N.S.S. students in collaboration with District Industrial Center.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 30/12/2016 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) It has been decided to arrange seminar on competitive examination in collaboration of SPIPA, Ahmedabad.

Agenda – 2) It has been decided to invite a prominent personality Shri Dr. Tejas Pujara to deliver lecture on the life of Shri Swami Vivekanand.

Agenda – 3) A study visit of N. S. S. student to be arrange by Dr. H. R. Patel and Prof. L. R. Muniya.

Agenda – 4) Head of the Institution constitute a committee comprising of students and faculties to celebrate Republic Day.

Agenda – 5) Prof. K. D. Ahir will contact District Industrial center for conducting Vocational training for N. S. S. student.

Signature

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

## Action Taken Report

### Action Taken Report on the meeting Dt.: 30/12/2016:

As per the meeting held on Dt.: 30-Dec-2016 and the various decisions taken. Following programs / seminars were held.

- 1) Officials from SPIPA, Ahmedabad conducted very informative and useful seminar to make awareness students for different competitive examination for their employability. In the seminar detailed information about different kind of jobs, requisite qualification, mode and type of examination and previous cut off for selection were provided. It helped lot students to know different competitive examinations and its preparation. Head of the Institution instructed Librarian to subscribe for different Magazines which can be useful to the students to crack competitive examinations. Many quires were raised by the students for which a convincing and detailed response was given by SPIPA authority. This type of seminar will helped tremendously for their employability.
- 2) On 12<sup>th</sup> Jan.,2017 as earlier decided Dr. Tejas Pujara delivered informative and inspirational speech on the life of Shri Swami Vivekanand. These types of seminar will inbuilt courage among the students to face any type of difficulties in their life. Dr. D. R. Vajani also delivered a nice speech to follow the principles evolved through the life of Shri Swami Vivekanand. All the faculties beside majority students actively and enthusiastically participated in the program.
- 3) Under the guidance Dr. H. R. Patel and Prof. L. R. Muniya visited Saurashtra University campus and meet respected Vice-chancellor. Respected Vice-Chancellor guided the students for building their career and assured them all kind of help which students need. A nice arrangement was made by college authority for convenient and comfortable transportation and refreshment. Students visited entire University campus and Library.
- 4) Committee constituted to celebrate Republic Day made a nice arrangement and invited officials from N. C. C. Many programs including inspirational speech, debate competition, patriotic song competition was arranged. A tournament for KABBADI and Volley ball was also arranged to promote sports activity.
- 5) It is a need of the hour to impart Vocational guidance to college students. For this purpose Prof. K. D. Ahir contacted District Industrial Centre to conduct Vocational training for college students. Prof. L. R. Muniya and Dr. H. R. Patel made a nice arrangement for conducting a vocational training program. Final Year students actively participated in training program and gathered requisite information and developed their skill for employability. Head of the institution Dr. D. R. Vajani also addressed the students at the beginning of the program and pursue the student to make fullest use of this vocational tanning. At the end of the training certificate were issued to students participated in training program.

Chairman  
Dr. D. R. Vajani  
(Principal)

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

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

**ACADEMIC YEAR : 2016-17**

**QUARTER : 4**

## NOTICE

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

Date : **03/04/2017**

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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4	Mr. N. D. Kella	9	Mr. A. N. Jadvani
5	Prof. L. R. Munia		

## AGENDA

- 1) To arrange a welcome ceremony for First Year students on the opening of new session.
- 2) To invite suggestion from senior faculty members regarding curriculum.
- 3) To conduct the meeting of staff members both teaching and non-teaching to make necessary changes in schedule of college to cater the need of out station students especially during the rainy season.
- 4) To appoint a class councilors to redress grievances and problems of students.
- 5) To invite suggestion from Computer Programmers to make effective use in the interest of the students.

## MINUTES BOOK

Minutes of the meeting held on Dt. : 03/04/2017 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) 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 – 2) All the senior faculty members those participating in formation of syllabus instructed to conduct internal meeting among them to give valuable suggestions to make necessary changes considering the need of the hour.

Agenda – 3) In order to ensure regular attendance of the students especially out station students both teaching and non-teaching staff will discuss the matter and will suggest necessary changes in teaching schedule of college.

Agenda – 4) Head of the Institution in consultation with senior faculties will appoint new class councilor for all classes.

Agenda – 5) In order to make effective use of Computer Laboratory for the Computer Literacy for new and existing students. Computer Programmers will chalk out plan and discuss with Head of the Institution for further improvement.

Signature

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

## Action Taken Report

### Action Taken Report on the meeting Dt.: 03/04/2017:

As per the meeting held on Dt.: 03-Apr-2017 and the various decisions taken. Following programs / seminars were held.

- 1) As new season began in 2<sup>nd</sup> week of the June, welcome ceremony for new students enrolled for B. Com. and B. B. A. was arranged in Central Hall. Head of the Institution welcome the students and advise them to make full use of learned faculty and adequate infrastructure besides enriched library for their development. Dr. J. H. Patel provided all necessary information about internal and University exam. Prof. N. K. Jhala in detailed provide information about disciplined and decorum to be maintained by the students. Dr. H. R. Patel and Prof. L. R. Muniya provided information related to N. S. S. and N. C. C. respectively.
- 2) The syllabus for the final year students will change from next Academic Year, Accordingly senior faculty especially those who are part of syllabus committee level had a discussion with respective subject faculty to suggest necessary improvements in syllabus to make it more job oriented and link to current events.
- 3) Many students especially commuting from out station last year requested Head of the Institution to make necessary changes in the schedule of college timings to accommodate their need to attend the classes regularly. With this objective Head of the Institution instructed senior faculties to discuss the matter with students considering the timings of buses and trains and accordingly make a change in college schedule.
- 4) Students during academic session faces many problems related to studies, library, infrastructure, in order to impart right kind of education without confusion, it is necessary to redress their problems. For this purpose Head of the Institution appointed class councilor so that students can feel free to discuss the problems faced by them and get it resolved to class councilor.
- 5) All the Computer Programmers have decided to conduct special classes for Computer literacy. They have also guided students for different programs. They also assured students to approach them as and when they need any kind of guidance.

Chairman  
Dr. D. R. Vajani  
(Principal)

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