

I.Q.A.C. MEETING
ACADEMIC YEAR : 2017-18
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 2017-18 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
2) Prof. N. K. Jhala
3) Mr. Bhushan B. Dave
4) Mr. Yogesh V. Fadke |
| D) Management Member | - Meenakshiben M. Shah |
| E) Member from Local Society,
Student & Alumni | - Prof. G. M. Hurkat |
| F) Nominee from Employers/
Industrialist / Stakeholders | - Mr. Naresh Dhanrajbhai Kella (C.A.) |
| G) Coordinator | - Asso. Prof. K. D. Ahir |

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

Date: 22/06/2017

Signature

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

RESOLUTION

It is resolved that after due discussion with academic body of the college composition of I.Q.A.C.(2017-18) will be as follow on the basis of the revised guidelines (*Revised as per Revised Accreditation Framework in November, 2017*) issued.

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

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

Date: 30/11/2017

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 : **03/07/2017**

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
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) In order to promote sports activity tournaments for different sports to be conducted.
- 2) To celebrate "GURU PURNIMA" by inviting prominent personality.
- 3) In order to provide placement opportunity a job fair to be conducted.
- 4) To educate students for online remittance facility and for banking awareness, seminar to be conducted.
- 5) "ABHIVADAN SAMAROH" for State level winner for Football and Volleyball players and distribution of prizes.
- 6) To conduct environment awareness and tree plantation program.
- 7) A visit to Dhrangadhra Military camp.
- 8) Distribution of Tablets to First year students at concessional rates under Government scheme.
- 9) To conduct G.S.T. awareness program.
- 10) For women empowerment Industrial visit for girls.
- 11) To conduct Health awareness program for girls.

MINUTES BOOK

Minutes of the meeting held on Dt. : 03/07/2017 - During the meeting held, discussion on the agenda is as follow :

- Agenda – 1) It is decided to conduct Football tournament in college campus.
- Agenda – 2) Committee constituted will chalk out effective plan for effective and meaningful celebration.
- Agenda – 3) Dr. D. R. Vajani Head of the Institution have approached District Employment Office and requested them to conduct job fair.
- Agenda – 4) Senior faculties will approach local banks / institution to impart banking and literacy knowledge.
- Agenda – 5) Sports in-charge Mr. Yashpalsinh Zala will make necessary arrangement for ABHIVADAN SAMAROH.
- Agenda – 6) N. S. S. Department will chalk out program for environment awareness and tree plantation.
- Agenda – 7) Dr. D. R. Vajani Head of the Institution and N.C.C. in-charge Prof. L. R. Muniya will contact officials of Dhrangadhra Brigade to arrange visit for students.
- Agenda – 8) The date and venue will be decided for distribution of Tablets.
- Agenda – 9) Dr. D. R. Vajani approached C. A. Naresh Kella to conduct seminar on G.S.T. awareness. C. A. Naresh Kella agreed for the same.
- Agenda – 10) It is decided to approached Smt. Sangita Palsikar leading Industrialist and winner of President award to provide necessary guidance to girls students of the college for women empowerment.
- Agenda – 11) Dr. H. R. Patel will approached C. U. Medical College with request to conduct health awareness program for girls.

Signature

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

Action Taken Report

Action Taken Report on the meeting Dt.: 03/07/2017:

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

- 1) Sports In-charge Mr. Yashpalsinh Zala under the guidance of Head of the institution and senior faculties made nice arrangement for under 17 Subrato cup Football tournament. Twelve teams across the District participated in the tournament. Majority of the students and all faculties remained present and cheer up the teams. Arrangement for refreshment and drinking water also made by the college authority. College team secured first position. Prize distribution ceremony was held at the end of the tournament.
- 2) As decided in the meeting committee constituted for grand celebration chalk out preparation for celebration of "GURU PURNIMA" in very spiritual environment. Dr. Tundiya was invited to inaugurate the function and give inspirational speech and emphasizing importance of teachers in building career of the students. This program also help to cultivate good habits among the students and to pay due respect to the teachers.
- 3) In collaboration with District Employment office a job fair was arranged in which many employer participated to recruit eligible students from the college especially P.G. and final year students. Dr. D. R. Vajani welcomed officials from the District Employment Office and recruiters from different companies. At the end of the job fair it was promised by officials from the Employment Office that they will help us to recruit the students every year.
- 4) In order to provide banking awareness and online remittance facility Saurashtra Gramin Bank and Reliance Jio (Local Office) was approached head of the institution. Both the institutions conducted very effective, meaningful and result oriented seminar for imparting knowledge on banking sector and induce the students to cultivate banking habit which is also a Government policy under financial inclusion. Officials from the Reliance Jio gave requisite knowledge for cashless transactions and also distributed free sim cards to the students.
- 5) As decided in the meeting Mr. Yashpalsinh Zala (sports In-charge) under the guidance of Head of the Institution arranged "ABHIVADAN SAMAROH" to facilitate players, coach and manager. Prize distribution of sum Rs. 8,50,000/- was also part of the "ABHIVADAN SAMAROH". It was followed by dinner.
- 6) As decided earlier college authority approached Lions club of Surendranagar which arranged tree plantation in the presence of sitting MLA Smt. Varshaben Doshi. All faculties and students also actively participated in tree plantation program. Smt. Varshaben Doshi delivered very inspirational speech on importance of environment awareness and tree plantation. On 12th August, 2017 a World Bio-fuel Day was celebrated in which many students voluntarily and enthusiastically participated.
- 7) Prof. L. R. Muniya In-charge of N.C.C. along with 150 students from college visited Army Campus at Dhrangadhra on 5th August, 2017. During the visit Army officials made a demonstration for the use of different weapons. There was an interaction between officials of Army and students in which very inquisitive question were ask to Army officials which they replied in very convincing manner. This visit also inspired many students to join Army.
- 8) Government of Gujarat made a policy to provide Tablets to First Year students of colleges for education purpose at a token price of Rs. 1000/- only. As all the students of First Year enrolled

under the scheme a distribution ceremony was to be arranged. On 20th Aug, 2017 students of First Year along with senior faculties visited Saurashtra University campus as an education tour. During this visit Respected Vice Chancellor distributed tablets to the students with advice to make the use of it for education purpose and enhance their knowledge. Students gave the promise that they will make effective use the spirit in which the scheme is designed.

- 9) CA Naresh Kella a leading Chartered Accountant of the District successfully conducted seminar on GST awareness by providing all relevant information like different forms to fill up, applicability of the GST, panel provisions made under the Act and importance of GST as single indirect tax in lieu of multiple taxes. Senior faculties from different colleges and leading tax consultant besides students of the college actively participated in seminar making it very meaningful and useful.
- 10) Smt. Sangita Palsikar leading Industrialist and winner of President Award was invited in college campus for addressing girl students on women empowerment. She gave valuable suggestions to girl students how to become economically independent in life and there by enjoying good status in family as well as in society. She also imparted information on different rights conferred upon women under different laws.
- 11) Three leading lady Doctors of C. U. Shah Medical College conducted health awareness program for girl students in central hall of the college. Around 300 girl students actively remain present along with Dr. H. R. Patel and Dr. A. E. Barlow. Many questions related to health were raised by girl students and all three doctors address queries in a convincing manner.

Chairman
Dr. D. R. Vajani
(Principal)

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

I.Q.A.C. MEETING

ACADEMIC YEAR : 2017-18

QUARTER : 2

NOTICE

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

Date : **05/10/2017**

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
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) Considering the forth coming Election for Legislative Assembly of Gujarat it is necessary to create awareness about importance of voting rights among the students now eligible to cast their vote.
- 2) To create awareness among the students to help unprivileged people living road side / streets.
- 3) To arrange Blood Donation camp.
- 4) To create awareness among students to save birds during kite festival.

MINUTES BOOK

Minutes of the meeting held on Dt. : 05/10/2017 - During the meeting held, discussion on the agenda is as follow :

Agenda – 1) It is decided to held seminar on importance of voting to build a strong Nation a seminar to be conducted in central hall by senior faculties and officials from Election Department.

Agenda – 2) To cultivate the habit of helping unprivileged people is necessary for right upbringing of students. Senior faculties will hold discussion with students and pursue them to help unprivileged section of the society.

Agenda – 3) Head of the Institution will approach for sponsoring Blood Donation camp in college campus.

Agenda – 4) It has been decided to approach N.G.O. to arrange lectures, seminars / video show to save the birds during kite festival.

Signature

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

Action Taken Report

Action Taken Report on the meeting Dt.: 05/10/2017:

As per the meeting held on Dt.: 05-October-2017 and the various decisions taken. Following programs / seminars were held.

- 1) A seminar for voting awareness was conducted in central hall of the college in which Head of the institution and senior faculties remained present. All the students eligible to cast their votes remain present and importance of casting the vote enrolling the name in the voter list was described in detail. Many quires raised by the students which were properly redressed by Officials from Department. Some students also participated in voting awareness painting competition held at Collector office Surendranagar. One student bagged the prize also in the competition.
- 2) "During winter session those residing on streets or road sides suffer lot. In order to provide a relief to these people students collected sizable amount and distributed blankets to such people.
- 3) H.D.F.C. Bank agreed to sponsor Blood Donation camp in collaboration with C. U. Shah Medical College in college campus. In Blood Donation camp majority of the faculties and students actively participated in Blood Donation camp. Refreshment arrangement was made by college authority. 108 bottles were collected during the donation camp.
- 4) In order to guide the students how to save injured birds during kite festival a video show was arranged in college campus. Necessary instructions and guidelines were given by officials of N.G.O. Head of the institution also delivered speech on the occasion.

Chairman
Dr. D. R. Vajani
(Principal)

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

I.Q.A.C. MEETING

ACADEMIC YEAR : 2017-18

QUARTER : 3

NOTICE

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

Date : **01/01/2018**

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		

AGENDA

- 1) To make an arrangement to provide help to physically challenged person.
- 2) To arrange seminar for Final Year student for Job Opportunities.
- 3) To arrange "SUBHECHHA SAMAROH" for Volleyball team for the tournament to be held at Jabalpur.
- 4) To arrange "SARASVATI VANDANA" program in college campus.
- 5) To arrange Personality development program for students.
- 6) To arrange campus placement.
- 7) To arrange "YUVA MAHOTSAV" in college campus.

MINUTES BOOK

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

Agenda – 1) A Head of the institution will call a meeting of senior faculties and representatives of the students to make necessary arrangement to help physically challenged person.

Agenda – 2) It has been decided to contact personal, working in Insurance sector to provide information regarding job opportunity in this emerging sector.

Agenda – 3) For conducting “SUBHECHHA SAMAROH” Head of the institution will contact personalities associated with sports activity to remain present and inspire sports person. Senior faculties are instructed to make necessary arrangement for the same.

Agenda – 4) In order to cultivate good habits among the students of respecting teachers and remain loyal to studies “SARASVATI VANDANA” program to be conducted on auspicious day of “VASANT PANCHAMI”.

Agenda – 5) Head of the institution instructed Shri V. A. Dave to contact “GAYATRI PARIVAR” to arrange seminar on personality development.

Agenda – 6) In order to provide job opportunities for Final Year students it has been decided to approach different employers to arrange campus placement.

Agenda – 7) It has been decided to approach “NEHRU YUVA KENDRA-SURENDRANAGAR” for arranging sports competition.

Signature

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

Action Taken Report

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

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

- 1) In collaboration with “BHARAT VIKAS PARISHAD” a program was arranged in college campus for medical check-up and distribution of tricycle to physically challenged persons. Many students under the guidance faculties made nice arrangement for the success of program. Dignitaries also attended the program. Arrangement for refreshment was made by college authority.
- 2) As decided in the meeting Shri Ritesh Gathani, Development officer of Surendranagar L.I.C. of India branch conducted a very successful seminar on job opportunity in L.I.C. Many students participated in the seminar. Queries raised by the students were properly addressed. It has helped all the students for employability and specifically final year students of B.Com. and B.B.A.
- 3) A successful “SUBHECHHA SAMAROH” was held to encourage and inspire student participating in Volleyball tournament at Jabalpur. Police Inspector Shri Vala Saheb and sports faculties of different Educational Institutions across the District remained present and gave valuable suggestions to participating teams.
- 4) A prayer was held in college campus to celebrate “SARASVATI VANDANA” on auspicious day of VASANT PANCHAMI in college campus in which all the faculties along with students participated in prayer. Head of the institution gave inspirational speech. Suggestions from students were invited for making necessary changes to improve quality of Education and enhance the knowledge.
- 5) Shri Pravinbhai Panchal of GAYATRI PARIVAR arranged a nice program for making personality development of students of the college. He described various techniques to make personality more attractive and knowledge oriented. Necessary suggestions for improving personality were also made by senior faculties. It will help the students in days to come when they will face GDPI (Group Discussion and Personal Interview) either for securing a job or seeking admission in prominent institution.
- 6) Karvy Consultancy a leading Registrar and Transfer Agent conducted a placement for Final Year students for the various post. 15 students were given offer letter. Karvy Consultancy also assured other students to accommodate remaining students as and when vacancies will be created.
- 7) NEHRU YUVA KENDRA-SURENDRANAGAR arranged competition for different sports in college campus in which, Educational Institutions across the District participated. Students and faculties took every care and pain for the success of arranged program.

Chairman
Dr. D. R. Vajani
(Principal)

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

I.Q.A.C. MEETING

ACADEMIC YEAR : 2017-18

QUARTER : 4

NOTICE

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

Date : **02/04/2018**

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	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 arrange a staff meeting for making necessary changes in college timings to accommodate the needs of outstation students.
- 2) To arrange staff meeting for making necessary changes in Internal Evolution System.
- 3) To form a committee for admission process and "AVAKAR SAMAROH" for new students.
- 4) To arrange health check-up for college students.
- 5) To arrange a staff meeting for forth coming National Accreditation of Institution.

MINUTES BOOK

Minutes of the meeting held on Dt. : 02/04/2018 - During the meeting held, discussion on the agenda is as follow :

- Agenda – 1) A meeting to be conducted in which all faculties will provide suggestions on making necessary changes for timings of the college on the basis of feedback received outstation students.
- Agenda – 2) To make Internal Evolution System more effective and meaningful with regard to syllabus and current events, senior faculties Dr. J. H. Patel, Dr. K. D. Ahir, Dr. H. R. Patel, Prof. L. R. Muniya, Dr. A. E. Barlow will suggest necessary changes for the next academic year.
- Agenda – 3) It has been decided to constitute admission committee under the leadership of Dr. D. R. Vajani for smooth admission process and to give suggestion for arranging “AVAKAR SAMAROH”.
- Agenda – 4) Head of the Institution approached Red Cross Society to arrange health check-up for Thalassemia in college campus.
- Agenda – 5) Staff meeting is to be conducted by last week of April to discuss on the preparation of S.S.R. and other related matters.

Signature

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

Action Taken Report

Action Taken Report on the meeting Dt.: 02/04/2018:

As per the meeting held on Dt.: 02-Apr-2018 and the various decisions taken. Following programs / seminars were held.

- 1) Senior faculties have received feedback from outstation students and accordingly college timings are rescheduled on the basis of Train / Bus timings. Head of the Institution took up the matter which a State Transport Authority to provide pickup and drop facility outside the college campus. It will be a great relief to out station students which will save their time and expenses.
- 2) Senior faculties have suggested that instead of Objective Questions for Internal Evolution detailed Answers to be submitted under Assignment. Where ever necessary Presentation by students is to arrange in order to remove stage fear and have an overall knowledge on the topics prescribed under syllabus. As per suggestions Head of the Institution instructed to Examination Controller to chalk out schedule for submission of Assignment and Presentation.
- 3) An admission committee is constituted under the leadership of Dr. D. R. Vajani as follow:

1	Prin. Dr. D. R. Vajani (Chairman)	4	Prof. N. K. Jhala
2	Prof. Dr. J. H. Patel	5	Shri B. B. Dave
3	Prof. Dr. K. D. Ahir	6	Shri A. N. Jadvani

Committee has made necessary arrangement for distribution of Admission Forms, preparing merit list and payment of fees.

- 4) A Red Cross Society in collaboration with Saurashtra University arranged health checkup for Thalassaemia in college campus in which more than Five Hundred students underwent checkup. A nice arrangement was made by faculties and students jointly.
- 5) Head of the Institution called a meeting of senior faculties in his chamber in which detailed discussion on preparation of Self Study Report were held. Senior faculties were assigned duty to prepare S.S.R. under different criterion. Every faculty assured to fully co-operate in the matter.

Chairman
Dr. D. R. Vajani
(Principal)

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