



C P PATEL & F H SHAH COMMERCE COLLEGE

(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)

AAA ACCREDITED CGPA 3.36 - GRADE 'A+'
(KCG, GOVT. OF GUJARAT - APRIL 2017)

NAAC REACCREDITED CGPA 2.76 - GRADE 'B'

(MHRD, GOVT. OF INDIA - FEBRUARY 2014)

ISO 9001:2015 CERTIFIED



INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 16th July, 2018

Time: 12:30 a.m.

Venue: DDUKK Auditorium

- Agenda:
- 1) Felicitation of the New Ph.D holders
 - 2) To Orient the faculties and Administrative Staff regarding the New Framework of NAAC
 - 3) Providing Information regarding the New Schemes of Government of Gujarat, both on Academic and Administrative themes

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
Shri Rameshbhai Patel	Alumni	
Dr. C. K. Patel	Industrialist	
Dr D U Patel	External Expert	
Dr Usha Sarda	External Expert	
Dr. R. D. Modi	Principal & Chairperson, IQAC	
Dr. Sajena Pillai	Associate Professor & Co-ordinator, IQAC	
Prof. R.D.Tailor	Chairperson, Students' Central Committee & Advisory Committee Member	
Dr. B. P. Bhuvra	Advisory Committee Member	
Dr. M. I. Parmar	Advisory Committee Member	
Prof. S. V. Pinto	Advisory Committee Member	
Prof. Varsha K. Tandel	Advisory Committee Member	

Near Sardar Patel Overbridge, N. S. Patel Circle, ANAND - 388 001. (Gujarat)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Prof. H. J. Padiya	Advisory Committee Member	
Prof Nayanbhai Patel	Head (BCA, BBAIT & PGDCA) IT EXPERT & Member, IQAC	
Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmabhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 10th June, 2018.
3. Dr R D Modi, the Principal congratulated all the HODs for completing the Orientation Programs in their respective departments and the NSS and NCC Departments for completing their orientation programs.
4. The IQAC Coordinator Dr S M Pillai briefed the NEW FRAMEWORK OF NAAC, provided the soft copy of the NEW FRAMEWORK and the data templates for their reference.
5. The Principal suggested all the departments to continue with all the Academic activities carried out since last four years.
6. The date for Students' orientation on the NEW FRAMEWORK OF NAAC was fixed on 29th July, 2018 onwards wherein the IQAC coordinator along with her team of Student Volunteers would visit departments with the prior appointment of the respective HOD and orient the students of the different departments.

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7. It was decided to update the Students' data regarding Students Satisfaction Survey (SSS) and make a list of the Newly Admitted Students by the Mentors of each class.
8. It was informed to all the members of the House regarding the acceptance of NAAC sponsored National Seminar to be organized in the month of December, 2018.
9. The Principal suggested all the members to continue with the Student's Seminar organized just like every year and also briefed about the circulars received from Knowledge Consortium of Gujarat, Ahmedabad and fixed the dates for the activities under the various Government Schemes.
10. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Salena Pillai
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 10th June, 2018

Time: 11:30 a.m.

Venue: Language Lab

- Agenda:
- 1) Planning for Academic Year, 2018-19
 - 2) To review the AAA Peer Team report
 - 3) Strategies for next process of working for 3rd Cycle of NAAC

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
Shri Rameshbhai Patel	Alumni	
Dr. C. K. Patel	Industrialist	
Dr D U Patel	External Expert	
Dr Usha Sarda	External Expert	
Dr. R. D. Modi	Principal & Chairperson, IQAC	
Dr. Sajena Pillai	Associate Professor & Co-ordinator, IQAC	
Prof. R.D.Tailor	Chairperson, Students' Central Committee & Advisory Committee Member	
Dr. B. P. Bhuva	Advisory Committee Member	
Dr. M. I. Parmar	Advisory Committee Member	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Prof. S. V. Pinto	Advisory Committee Member	
Prof. Varsha K. Tandel	Advisory Committee Member	
Prof. H. J. Padiya	Advisory Committee Member	
Prof Nayanbhai Patel	Head (BCA, BBAIT & PGDCA) IT EXPERT & Member, IQAC	
Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 20th May, 2018.
3. Dr R D Modi, the Principal welcomed everyone in the meeting and wished all of them to have a Progressive Year.
4. The IQAC Coordinator Dr S M Pillai welcomed everyone present in the House and made arrangement to distribute the Academic Diary to all the Faculty members of the college and suggested to read the new additions of pages done in the Academic Diary.
5. The Statutory Committee and Non Statutory Committee were formed incorporating the members of Students' Representative Council.
6. The Time Table Committee was asked to set up time table and display the same on the Students' and Faculties' Notice Board and also to send it to the various Whatsapp groups of the students for their reference.

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7. The IQAC recommended focusing on the Students' Progression wherein more number of students should be encouraged to qualify Competitive exams.
8. The Principal of the college suggested the Members of IQAC to collect the data of the Academic Year 2018-19 from day one so that the process of NAAC 3rd Cycle can be completed smoothly.
9. The IQAC Coordinator suggested focusing on the quality of the education while formulating any activity under their respective cell and urged the HODs of the departments to submit their Academic Calendars by 14th June, 2018.
10. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajana Pillai
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 2nd August, 2018

Time: 12:30 a.m.

Venue: Language Lab

- Agenda:
- 1) To carry out the activities under the EKTA YATRA MISSION of Government of Gujarat
 - 2) To contact the industries to provide funds for Minor research Projects
 - 3) Planning out activities to be organized under the NSS Banner of Self-Financed Departments

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
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Dr. C. K. Patel	Industrialist	
Dr D U Patel	External Expert	
Dr Usha Sarda	External Expert	
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Prof Nayanbhai Patel	Head (BCA, BBAT & PGDCA) IT EXPERT & Member, IQAC	
Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmbhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 15th July, 2018.
3. The external experts of the IQAC asked the HODs to sketch out the possibilities of Industry sponsored Minor Research Projects.
4. The IQAC circulated the file for collecting data to each and every faculty of the college so that the file can be collected at the end of the Academic Year, thereby to use it for the 3rd Cycle of NAAC.
5. The Conveners of the Seven Criteria of NAAC were suggested to go through the NEW FRAMEWORK thoroughly and start writing the report of their respective Criterion. We are confident enough that as we have secured 1st Rank in Gujarat in AAA 2017 with CGPA of 3.56 and A Grade, similarly we will also secure 1st Rank in not only in Gujarat but also at ALL INDIA Level, in our 3rd Cycle of NAAC.

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6. The House appreciated the Health Check Up Camps organized by the Health Check Up Committee of the college, in which 432 students had got benefitted.
7. The Principal declared that as a part of Internal and External Audit of the college the college is going for the process of Green Audit, Energy Audit and Equipment Audit.
8. Suggestions were asked with regard to the Gender Audit to be conducted in the college and for that the Women's Cell of the college took the initiative.
9. It was suggested by the IQAC to circulate the Code of Ethics to the students and provide a soft copy (PDF) of it into their Whatsapp groups.
10. The Self-Financed Departments of the college planned out to carry out Community Extension Activities in the meeting.
11. The IT Department of the college showed their keenness to do Students' Seminar from next month.
12. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajana Pillai
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 10th September, 2018

Time: 12:00 a.m.

Venue: Language Lab

- Agenda:
- 1) To organize Career Guidance Sessions under the scheme of UDISHA PRAKALP
 - 2) To organize Gender Sensitization Programs
 - 3) To carry out Academic and Administrative Audit

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
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Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmabhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 2nd August, 2018.
3. The IQAC informed the house that the registration process of the college for the Gujarat State Institutional Rating Framework (GSIRF) AND National Institutional Ranking Framework (NIRF) is completed.
4. The AISHE Committee also declared that the data for AISHE will be filled by the committee and for that the necessary data collection will be done by the Committee.
5. The HODs of the different departments gave their report on the various programs activities organized in the month of August.
6. The IQAC gave the report of Internship Program organized for the Grant-in-Aid students of the college through the Managing Trustee and Secretary of the SPET, Shri B N Patel in his firm of Shwapps Foods Pvt. Ltd. and reported about it's progress.

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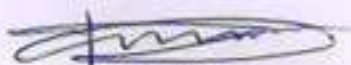
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7. The Examination Committee of the college was asked to plan out for the Internal Test and its dates.
8. To Plan out for the Mahatma Gandhi Celebration and the Swachhata Program to be organized under its aegis.
9. The House congratulated the IT department for organizing a very interesting Seminar on IT.
10. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.


Dr. R. D. Modi
Chairperson, IQAC


Dr. Sajana Pillai
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 15th October, 2018

Time: 12:00 a.m.

Venue: DDUKK Auditorium

- Agenda:
- 1) To organize Field Projects for the students
 - 2) To start the preparations for the Youth Festival
 - 3) Organizing FDPs and Workshops on IT Related Subjects to bring innovations in the Teaching Learning Pedagogy

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
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Dr. Ankita Brahmabhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 10th September, 2018.
3. The IQAC took the report from the faculties regarding their participation in Different National and International Seminars and Conferences, the papers published by them in different journals and Books/ Chapters published by them.
4. The HOD of the each of the departments was asked to revise down the Program Outcomes, Course Outcomes and Program Specific Outcomes subject to change in the Course in their respective departments.
5. The Suggestion Boxes of the college were opened and the Grievances of the students were collected and discussed.
6. The HODs of the department declared their dates for Parent-Teacher Meet and Campus Placement.



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7. The IQAC took the initiative of partnering with KCG, Government of Gujarat for Campus Placement of Grant-in-Aid Students.
8. The IQAC declared the dates of Batches of FINISHING SCHOOL, an initiative of KCG, Government of Gujarat.
9. The House Congratulated the Committee of Youth Festival for their outstanding performances in the Youth Festival.
10. It was also decided to design a scheme such as water conservation drive for students for social awareness regarding proper utilization of air, water, road and basic amenities.
11. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajana Pillai
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 10th May, 2019

Time: 1:30 p.m.

Venue: Language Lab

Agenda: 1) Planning for admissions 2019-20
2) Planning for NAAC Third Cycle
3) Plan out the Academic Calendar for 2019-20

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
Shri Rameshbhai Patel	Alumni	
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Prof. H. J. Padiya	Advisory Committee Member	
Prof Nayanbhai Patel	Head (BCA, BBAIT & PGDCA) IT EXPERT & Member, IQAC	
Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 10th April, 2019.
3. The Committee for the admissions were formed.
4. The workshop on Admission reforms was attended by the Principal and IQAC Coordinator and then it was discussed in the meeting.
5. Website updation was suggested by the IQAC.
6. It was suggested to upload Online Admission forms.
7. It was resolved to involve students in the Admission Procedure of the Help Centre.
8. Although alumni of the college are regularly invited to the college, yet in order to increase their contribution in each department, it was suggested that two Alumni may be invited regular intervals by each department and the report will be submitted to IQAC.
9. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajana Pillai
Coordinator, IQAC

Near Sardar Patel Overbridge, N. S. Patel Circle, ANAND - 388 001. (Gujarat)

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C P PATEL & F H SHAH COMMERCE COLLEGE

(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)

AAA ACCREDITED (CGPA 3.56 - GRADE 'A+')

(KCG, GOVT. OF GUJARAT - APRIL 2017)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 10th December, 2018

Time: 12:00 a.m.

Venue: Language Lab

- Agenda:
- 1) To prepare for the Academic Activities of the Even Semesters
 - 2) NAAC Sponsored National Seminar
 - 3) Administrative Training programs to be organized

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
Shri Rameshbhai Patel	Alumni	
Dr. C. K. Patel	Industrialist	
Dr D U Patel	External Expert	
Dr Usha Sarda	External Expert	
Dr. R. D. Modi	Principal & Chairperson, IQAC	
Dr. Sajena Pillai	Associate Professor & Co-ordinator, IQAC	
Prof. R.D.Tailor	Chairperson, Students' Central Committee & Advisory Committee Member	
Dr. B. P. Bhuva	Advisory Committee Member	
Dr. M. I. Parmar	Advisory Committee Member	
Prof. S. V. Pinto	Advisory Committee Member	
Prof. Varsha K. Tandel	Advisory Committee Member	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Prof. H. J. Padiya	Advisory Committee Member	
Prof Nayanbhai Patel	Head (BCA, BBAIT & PGDCA) IT EXPERT & Member, IQAC	
Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmabhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 15th October, 2018.
3. The IQAC informed the House that it has requested NAAC Bengaluru to give a new revised date for the NAAC Sponsored National Seminar.
4. The Principal, Dr R D Modi and the House congratulated IQAC for the submission of GSIRF Data and NIRF data of the college.
5. The dates for Students' Psychological Counseling were fixed.
6. The Principal informed the House about the Alumni Meeting held in the college.
7. Dr R D Modi asked the faculties to visit the place of NSS Camp to motivate the Volunteers of NSS of the college.
8. The IQAC informed the House about the MoU signed with All Gujarat Women's Organization SHAKTHI MANCH.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

9. The date for the Training Program for the Administrative Staff of the college was fixed.
10. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajana Pillai
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 10th January, 2019

Time: 1:00 p.m.

Venue: Language Lab

- Agenda:
- 1) To organize Special Classes for the Slow learners
 - 2) To conduct classes for Competitive Exams
 - 3) To organize Soft Skill Development Workshops

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
Shri Rameshbhai Patel	Alumni	
Dr. C. K. Patel	Industrialist	
Dr. D U Patel	External Expert	
Dr. Usha Sarda	External Expert	
Dr. R. D. Modi	Principal & Chairperson, IQAC	
Dr. Sajana Pillai	Associate Professor & Co-ordinator, IQAC	
Prof. R.D.Tailor	Chairperson, Students' Central Committee & Advisory Committee Member	
Dr. B. P. Bhuya	Advisory Committee Member	
Dr. M. I. Parmar	Advisory Committee Member	
Prof. S. V. Pinto	Advisory Committee Member	
Prof. Varsha K. Tandel	Advisory Committee Member	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Prof. H. J. Padiya	Advisory Committee Member	
Prof Nayanbhai Patel	Head (BCA, BBAIT & PGDCA) IT EXPERT & Member, IQAC	
Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 10th December, 2018.
3. The house applauded the efforts by concerned conveners in popularizing the various schemes under student support services. It was resolved that data regarding students enrolment, attendance and taking of examination should be placed before the house.
4. Approval of Alumni Feedback and Progression Report Proforma. The proforma was approved in the meeting of IQAC. The Principal informed the House about the Alumni Meeting held in the college.
5. The dates for IInd phase of Students' Psychological Counseling were fixed.
6. The External Experts suggested about Earn while you Learn Scheme for students under which brilliant PG students will be teaching UG classes and individual students teaching in small groups for which suitable honorarium will be given.
7. It was suggested about Earn while you Learn Scheme for students under which brilliant PG students will be teaching UG classes and individual students teaching in small groups for which suitable honorarium will be given.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

8. It was decided that collaborative activities be conducted under MoUs showing their effectiveness and the subsequent report be submitted by concerned departments.
9. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajana Pillai
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 5th February, 2019

Time: 12:00 p.m.

Venue: Language Lab

Agenda: 1) More Programs for Students
2) More usage of ICT
3) Providing Platform to students for discussions on pertinent subjects

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	JL Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
Shri Rameshbhai Patel	Alumni	
Dr. C. K. Patel	Industrialist	
Dr D U Patel	External Expert	
Dr Usha Sarda	External Expert	
Dr. R. D. Modi	Principal & Chairperson, IQAC	
Dr. Sajena Pillai	Associate Professor & Co-ordinator, IQAC	
Prof. R.D.Tailor	Chairperson, Students' Central Committee & Advisory Committee Member	
Dr. B. P. Bhuva	Advisory Committee Member	
Dr. M. I. Parmar	Advisory Committee Member	
Prof. S. V. Pinto	Advisory Committee Member	
Prof. Varsha K. Tandel	Advisory Committee Member	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Prof. H. J. Padiya	Advisory Committee Member	
Prof Nayanbhai Patel	Head (BCA, BBAIT & PGDCA) IT EXPERT & Member, IQAC	
Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmabhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 10th January, 2019.
3. The committee was appraised regarding the Industrial visits undertaken by concerned departments as per schedule mentioned in the academic calendar. It was resolved that a comprehensive report showing the number of MOUs and places visited by each department should be prepared and placed in the next meeting of IQAC.
4. The House congratulated IQAC for organizing NAAC sponsored National Seminar on "Understanding the New Framework of NAAC" on 19th January, 2019.
5. The external experts in the committee emphasized for more extensive use of IT in teaching and learning with more vigor to make outcome effective. It was resolved that a complete summary of ICT usage in delivering lectures (Total lectures delivered and the lectures delivered using ICT mode and the percentage) for the odd semester should be prepared by each department. For even semester, it was resolved that each department will show that how many lectures (in percentage) will be delivered using IT.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

6. POs, PSOs and COs have already been uploaded on college website and the attainment level has also been measured as per the method/ mechanism approved by Academic Council of the college.
7. It was decided that students who have potential to perform extraordinarily should be identified in each subject by the concerned faculty. The HODs will prepare a list of such students. Such students should be given extra attention and be provided books and study material. It is accepted that combined efforts by all will place such students in the university merit list.
8. It was resolved that students should be given a platform for discussion on topics of social, economic and culture issues under the guidance of faculty members. It will improve communication skills and develop confidence in students.
9. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajona Pillai
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 7th March, 2019

Time: 12:00 p.m.

Venue: Language Lab

Agenda: 1) Regarding Library Automation

2) Seeking report of Navratna Program

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
Shri Rameshbhai Patel	Alumni	
Dr. C. K. Patel	Industrialist	
Dr D U Patel	External Expert	
Dr Usha Sarda	External Expert	
Dr. R. D. Modi	Principal & Chairperson, IQAC	
Dr. Sajena Pillai	Associate Professor & Co-ordinator, IQAC	
Prof. R.D.Tailor	Chairperson, Students' Central Committee & Advisory Committee Member	
Dr. B. P. Bhuvra	Advisory Committee Member	
Dr. M. I. Parmar	Advisory Committee Member	
Prof. S. V. Pinto	Advisory Committee Member	
Prof. Varsha K. Tandel	Advisory Committee Member	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Prof. H. J. Padiya	Advisory Committee Member	
Prof. Nayanbhai Patel	Head (BCA, BBAIT & PGDCA) IT EXPERT & Member, IQAC	
Dr. Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmabhatt	Head (BCom & MCom SF) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 5th February, 2019.
3. The House congratulated the Principal and the IQAC Coordinator for obtaining 3 STAR in GSIRF of the college.
4. It has been decided that college should go for third cycle of NAAC accreditation due in February, 2019. That requires collection of data and its submission to NAAC by October 2018. All the HODs should be informed regarding the NAAC accreditation so that the concerned department maintains their records effectively
5. The Library Automation should be updated and more number of faculties and students be encouraged to make use of Library Resources.
6. The report of Navratna Program was read in the House.
7. The Self-financed department announced their planning to organize One day NSS Camp.
8. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajana Pillai
Coordinator, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of IQAC was held as per below mentioned schedule:

Date: 10th April, 2019

Time: 1:30 p.m.

Venue: Language Lab

- Agenda:
- 1) The reports of NSS and Community Extension Activities were taken
 - 2) Feedback on Curriculum to be taken
 - 3) Place the Handbook of Code of Ethics

Name	Designation	Signature
Shri Bhikhubhai N. Patel	Managing Trustee & Secretary, SPET (Management Representative)	
Smt. Mrudulaben B. Patel	Jt. Secretary, SPET (Management Representative)	
Shri Ghanshyambhai B. Shah	Parent & Alumni	
Shri Rameshbhai Patel	Alumni	
Dr. C. K. Patel	Industrialist	
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Dr. R. D. Modi	Principal & Chairperson, IQAC	
Dr. Sajena Pillai	Associate Professor & Co-ordinator, IQAC	
Prof. R.D Tailor	Chairperson, Students' Central Committee & Advisory Committee Member	
Dr. B. P. Bhuvra	Advisory Committee Member	
Dr. M. I. Parmar	Advisory Committee Member	
Prof. S. V. Pinto	Advisory Committee Member	
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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Prof Nayanbhai Patel	Head (BCA, BBAIT & PGDCA) IT EXPERT & Member, IQAC	
Dr Rajeshbhai Patel	Head (BVoc, MVoc & CC) & Member, IQAC	
Dr. Ankita Brahmabhatt	Head (BCom & MCom SP) & Member, IQAC	

Minutes of the meeting:

1. The Meeting commenced with the Prayer and the Principal and IQAC Chairperson welcomed the members of the Committee.
2. Considered the minutes of the meeting of IQAC held on 7th March, 2019.
3. The reports of the Mentors were read out in the House.
4. It was suggested that the college should maintain a structured feedback from visitors like guest faculty, practical examiners, other dignitaries and visitors visiting the college on various occasions on Online Feedback Proforma and also about the Curriculum.
5. The Conveners of the seven Criteria was asked to keep the reports of their respective criterion ready by 20th May, 2019
6. The Handbook of Code of Ethic for Students, Faculties and Employees were shown to the members of the House.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

7. The Admission Committee was told to remain prepared with their strategies for Online Admissions of UG and PG programs for the next Academic year 2019-20.
8. The meeting ended with thanks to the Hon'ble Managing Trustee & Secretary of SPET and other members of IQAC by the IQAC Coordinator.

Dr. R. D. Modi
Chairperson, IQAC

Dr. Sajana Pillai
Coordinator, IQAC