



**Sarvajanik Education Society**  
**Sir K . P. College of Commerce**  
**( NAAC ACCREDITED 'A' CGPA 3.02 )**



Athwa Lines Surat – 395 001 PHONE:0261-2240057

College Code No.-15

Email:principalskpc@gmail.com

Ref. No

**Notification of IQAC for the Year 2017-18**


An Internal Quality Assurance Cell of Sir K.P.College of Commerce, Surat with following members is hereby constituted for the academic year 2017-18.

- |                |  |
|----------------|--|
| 1. Chairperson | Dr. Martina Noronha                            |
| 2. Coordinator | Prof. Ajitbhai Naik                            |
| 3. Member      | Prof. Smruti P. Desai                          |
| 4. Member      | Dr. Seema O.Desai                              |
| 5. Member      | Prof. Binita V. Gheewala                       |
| 6. Member      | Dr. Surbhi M.Soni                              |
| 7. Member      | Dr. Rashmi Patel                               |
| 8. Member      | Dr. Purvi A. Kothari                           |
| 9. Member      | Shree Bharatbhai Chaudhari                     |
| 10. Member     | Shree P.K.Purohit (Administrative Staff)       |
| 11. Member     | Shree Asimbhai Baxi(Management Representative) |
| 12. Member     | Mr. C.G. Gohil (Parent Representative)         |
| 13. Member     | Mr. Roshni Golwala (Student Representative)    |
| 14. Member     | Mr. Trusha Gajjar ( Alumna )                   |

Date: 19/6/2017

Place: Surat



  
Principal  
Sir K.P.College of Commerce, Surat  
Sir K. P. College of Commerce  
SURAT

# **Sir K.P.College of Commerce, Surat**

## **Notice**

19 June 2017

The meeting of Internal Quality Assurance Cell of Sir K.P. College of Commerce, Surat is scheduled to be held on 20 June 2017 at 11.30 a.m in the Principal's office. The following agenda will be discussed. You are requested to kindly make it convenient to attend the meeting.

Dr. Martina R. Noronha

Principal

## **Agenda**

1. To approve the minutes of the previous meeting held on 12 March 2016.
2. Planning for Academic year 2017-18
3. To organize National Conference in our college
4. Any other item with permission of the Chair

1. Prof. Ajitbhai Naik (Co ordinator)
2. Prof. Smruti P. Desai (Member)
3. Dr. Seema O. Desai (Member)
4. Prof. Binita V. Gheewala (Member)
5. Dr. Surbhi M. Soni (Member)
6. Dr. Rashmi R. Patel (Member)
7. Dr. Purvi A. Kothari (Member)
8. Shree Bharatbhai Chaudhari
9. Shree P.K. Purohit (I/C Office Superintendent)
10. Shree A.F. Baxi (Management)
11. Shree C.G. Gohil (Parent representative)
12. Roshni Golwala (Student)
13. Trusha Gajjar (Alumna)

## **Sir K.P.College of Commerce, Surat**

### **Minutes of the IQAC meeting held on 20 June 2017**

Proceedings of the meeting held on 20 June 2017 in the office of Principal at 11:30 a.m. The following members were present:

1. 1.Dr. Martina Noronha (Chairperson)
2. Prof. Ajitbhai Naik (Co ordinator)
3. Prof. Smruti P. Desai (Member)
4. Dr. Seema O.Desai (Member)
5. Prof. Binita V. Gheewala (Member)
6. Dr. Surbhi M. Soni (Member)
7. Dr. Rashmi R. Patel (Member)
8. Dr. Purvi A. Kothari (Member)
9. Shree Bharatbhai Chaudhari
10. Shree P.K. Purohit (I/C Office Superintendent)
11. Shree A.F.Baxi(Management)
12. Shree C.G. Gohil (Parent representative)
13. Roshni Golwala (Student)
14. Trusha Gajjar (Alumna)

1. To approve the minutes of the previous meeting held on 08 April 2017
  - ✚ The minutes of the last meeting held on 08 April approved by all.
2. Planning for Academic year 2017-18
  - ✚ It was decided to prepare academic calendar for Academic Year 2017-18. Unanimously decided that three members of IQAC Prof. S.P. Desai, Dr. S. O. Desai and Prof. B.V. Gheewala would prepare the same
3. To organize National Conference in our college
  - ✚ It was discussed in detail about organizing conference in the college. The committee decided to organize conference in the Subject of Statistics.

The head of the Statistics department Prof. Ajitbhai Naik was instructed to do the needful regarding the same.

4. Any other item with permission of the Chair

✚ The meeting ended with vote of thanks.

Coordinator

IQAC

Chairperson

IQAC

# Sir K.P.College of Commerce, Surat

## Notice

5 December 2017

The meeting of the members of the IQAC of Sir K. P. College of Commerce, Surat is scheduled to be held on 7 December 2017 at 11.00 a.m. in the principal's office. the following agenda shall be discussed in the meeting . The members are requested to remain present in the meeting.

Dr. Martina Noronha

Principal

## Agenda

1. To confirm the minutes of the previous meeting held on 20 October 2017
  2. Presentation of the Chair person of the meeting
  3. To discuss about organizing National Conference on Statistics
  4. To discuss on disposal of e-waste and scrap
  5. Any other item with the permission of the chair
- 
1. Prof. Ajitbhai Naik (Co ordinator)
  2. Prof. Smruti P. Desai (Member)
  3. Dr. Seema O.Desai (Member)
  4. Prof. Binita V. Gheewala (Member)
  5. Dr. Surbhi M. Soni (Member)
  6. Dr. Rashmi R. Patel (Member)
  7. Dr. Purvi A. Kothari (Member)
  8. Shree Bharatbhai Chaudhari
  9. Shree P.K. Purohit (I/C Office Superintendent)
  10. Shree A. F. Baxi(Management Representative)
  11. Shree C.G. Gohil (Parent representative)
  12. Roshni Golwala (Student)
  - 13 Trusha Gajjar (Alumna)

# Sir K. P. College of Commerce, Surat

## Minutes of the IQAC meeting held on 7 December 2017

Proceedings of the meeting held on 7 December 2017 in the office of Principal at 11:00 a.m. The following members were present:

1. 1.Dr. Martina Noronha (Chairperson)
2. Prof. Ajitbhai Naik (Co ordinator)
3. Prof. Smruti P. Desai (Member)
4. Dr. Seema O. Desai (Member)
5. Prof. Binita V. Gheewala (Member)
6. Dr. Surbhi M. Soni (Member)
7. Dr. Rashmi R. Patel (Member)
8. Dr. Purvi A. Kothari (Member)
9. Shree Bharatbhai Chaudhari
10. Shree P.K. Purohit (I/C Office Superintendent)
11. Shree A.F. Baxi (Management)
12. Shree C.G. Gohil (Parent representative)
13. Roshni Golwala (Student)
14. Trusha Gajjar (Alumna)

Member Absent: Dr. Surbhi M. Soni

1. To confirm the minutes of the previous meeting held on 20 October 2017
  - ✚ The minutes of the last meeting presented by coordinator Prof. Ajitbhai Naik was approved.
2. Presentation of the Chair person of the meeting
  - ✚ Chairperson Dr. Martina Noronha proposed to send thanks letter to Shri Mukeshbhai Dalal who retires as per the rule of SES for his contribution and invaluable service to our institution as the Chairperson of LAC.

- ✚ She also welcomed Shree Asimbhai Baxi Sir as newly appointed chairperson of LAC by SES
  - ✚ Prin. Dr. Martina Noronha gave half yearly report on different activities held in the college. She also informed the members about the activities of Career Guidance, Campus Interviews, signed MOU for giving training to SC, ST students on Computer Hardware and Software and training of TALLY with GST compliance. She also threw lights on activities by Cultural Committee and Planning Forum and achievement of students in sports. All the present members appreciated the efforts of students and faculties.
3. To discuss about organizing National Conference on Statistics
- ✚ Unanimously decided to organize National Conference in the subject of Statistics in the month of January. The committee also discussed the budget and funding in detail. Various committees were formed for successful organization of conference. The Chairperson Shree Asimbhai Baxi donated Rs. 1, 00,000/- for the conference. The Committee thanked Baxi sir for his generous gesture.
4. To discuss on disposal of e-waste and scrap
- ✚ Principal Dr. Noronha informed the committee members about the disposal of old computers, printers, fans and other e-waste. The committee decided to make list of such scraps and sent it to the estate department to do the needful.
5. Any other item with the permission of the chair
- ✚ There being no other matter on hand, the chairperson adjourned the meeting.

IQAC Co-ordinator

Chairperson IQAC

# Sir K.P.College of Commerce, Surat

## Notice

9 April 2018

The meeting of the members of the IQAC will be held on 12 April 2018 at 11:30 a.m. in the Principal's office. The following agenda shall be discussed in the meeting. The members are requested to make it convenient to attend the meeting.

Dr. Martina R. Noronha

Principal

## Agenda

1. To confirm the minutes of the previous meeting
2. Presentation of year long activities of the college by the principal
3. To felicitate Shree Asimbhai Baxi for the donation for National conference
4. To discuss the proposal by the principal
  - To install A.C. and to renovate the Auditorium at commerce Bhavan
  - To discuss proposal to digitize the college administrative work
  - To buy Sanitary Vending Machine and Incinerator for girl students
  - To buy computers considering the ever increasing numbers of students
  - To discuss the continuation of service of four Adhyapak Sahayak appointed by Government of Gujarat
5. Felicitation of Prof. A.R.Naik
6. Adjournment

1. Coordinator :Prof. Smruti P.Desai
2. Member :Dr. Seema O.Desai
3. Member :Dr. Binita V. Gheewala
4. Member :Dr. Surbhi M.Soni

5. Member :Dr. Bhavesh J Baldania
6. Member :Dr. Mohan N. Mane
7. Member :Dr. Purvi A. Kothari
8. Member :Shree Bhartabhai Chaudhari
9. Member :Shree Asimbhai Baxi(Management Representative)
10. Member :Shree P.K.Purohit (Administrative Staff)
11. Member :Ms. H.J. Desai ( Administrative Staff)
12. Member :Mr. C.G. Gohil(Parent Representative)
13. Member :Roshni Golwala(Student Representative)
14. Member :Trusha Gajjar ( Alumna )

# **Sir K.P.College of Commerce, Surat**

## **Minutes of the IQAC meeting held on 12April 2018**

Proceedings of the meeting held on 12 April 2018 in the office of the Principal at 11.30a.m. The following members were present:

1. Chairperson	Dr. Martina Noronha
2. Coordinator	Prof. SmrutiP.Desai
3. Member	Dr. Seema O.Desai
4. Member	Dr. Binita V. Gheewala
5. Member	Dr. Surbhi M.Soni
6. Member	Dr. Bhavesh J Baldania
7. Member	Dr. Mohan N. Mane
8. Member	Dr. Purvi A. Kothari
9. Member	Shree Bhartabhai Chaudhari
10.Member	Shree Asimbhai Baxi (Management Representative)
11. Member	Shree P.K.Purohit (Administrative Staff)
12.Member	Ms. H.J. Desai (Administrative Staff)
13.Member	Mr. C.G. Gohil (Parent Representative)
14.Member	Roshni Golwala (Student Representative)
15.Member	Trusha Gajjar (Alumnus)

1. To confirm the minutes of the previous meeting
  - ✚ The minutes of the last meeting held on 7 December 2017, presented by coordinator Prof. Smrutiben Desai was approved
2. Presentation of year long activities of the college by the principal
  - ✚ Principal Dr. Martina Noronha gave detail report of the activities held in the college during academic year 2017-18...
  - ❖ The chairperson congratulated students who excelled in academics at University examination.
  - ❖ She congratulated four faculty members Dr. Mayank. R. Desai, Dr. J.J.Tandel, Dr. M.N. Mane and Dr. Smeeta N. Khawani for being awarded Ph.D.

- ❖ She congratulated Prof. Ajitbhai Naik and members of Statistics Department for successfully hosting National Seminar on “Statistics: Recent Innovations and Future Challenges”. She also informed that 64 research papers were presented in five concurrent technical sessions.
- ❖ The 7-Day workshop on “Research Methodology in Social Sciences” for faculty members was conducted in the college.
- ❖ She congratulated three students Faisal Patel, Roshni Lungrana and Ashwin Patel for qualifying NET/ SLET.
- ❖ Priyanka Arvindbhai Patel bagged Gold Medal for the highest marks in T.Y. B.Com University examination
- ❖ Khansa Memon who won the Surat Times of India Public Speaking Contest and bagged 2<sup>nd</sup> runner up at the final round. She was conferred “Best Student” award by SES
- ❖ In the Youth Festival of Veer Narmad South Gujarat University our students bagged first prize in Group Song Competition and won the rotating trophy. The college student also won the third prize in Light Vocal Music competition.
- ❖ She made special mention of Monaksh Kanirkar student of F.Y. B.Com. who directed and produced the film “Desire”
- ❖ NSS team conducted various activities like tree plantation, cleanliness drive, voters awareness programme, Health Awareness Programme, Raksha Bandhan Celebration with differently-abled students of Mamta school, Blood donation camp, “Letter of appreciation to Indian Army” Programme, Thyroid and Hemoglobin check-up, Swami Vivekanand Essay writing competition, Mock parliament Programme, Distribution of clothes to needy were organized. Programme officer Dr. Rashmi R. Patel participated in youth development Programme

organized by Rajiv Gandhi National Institute of M.S. University, Vadodara.

- ❖ The Career Counseling Committee organized various seminars on different career opportunities through the year. Job placement training was conducted and Job Fairs were organized and 100 students were selected for the job in various organizations. TALLY accounting with GST compliance training was imparted to students.
- ❖ Intercollegiate Mehndi Competition, Drawing Competition, and Poetry Recitation Competition were organized.
- ❖ Under Mahila Yuva Shakti Shikashan Talim Yojana girl students took training for a week.
- ❖ Various lecture under Planning Forum were organized
- ❖ Under Women Empowerment Cell Medical camp for girl students, Guest Lecture on “Women Safety and Law”, Yog Session and Health awareness Programme, Self- Defense awareness Programme and Training and Mahendi Training Programme were organized.
- ❖ In sports
  - Students won accolades at State and National level. Our students won Six Championships namely; Badminton(Girls), Badminton(Boys), Yog (Boys), Volleyball (Girls), Handball(Girls) and Tug of war (Girls).
  - Our teams were runners up in two events weightlifting (Boys) and Tug of war (Boys).
  - Anjali Sangle bagged two Silver Medals in Junior Women Power Lifting Championship and has been selected at Asian Power Lifting Championship.
  - Virani Parth stood third at National Yog Sports Championship.

- Our college hosted Inter Collegiate Handball Women event and on behalf of the University conducted coaching camps of Badminton (Boys and Girls), Basketball (Boys and Girls), Handball (Boys and girls), Table Tennis (Boys and Girls) and Yog (Boys and Girls).
  - Our students retained the Champion of Champions Trophy for a record fifth year in a row in the Sarvajanic Cup Tournament.
  - Soni Jivan and Parki Paresh both bagged Gold Medal at Khel Mahakumbh State Championship.
  - ❖ In NCC two cadets Mohit Patel and Chetan Parmar were selected in IG Camp Ahmedabad. Cadets won first prize in Tug of war CAT Camp, Rajpipala and also first prize in Debate Competition at CAT Camp, Rajpipala.
  - ❖ Faculty also excelled in their publication and presentation. 61 research papers were published in National and International Journals.
  - ❖ 20 students were enrolled in DELL for proficiency in English.
  - ❖ Educational trips to Mehta Fincon, Ltd., Bombay stock Exchange, RBI Monetary Museum and Banks were organized.
  - ❖ Banking students took training in various Banks of Surat as intern and Honors students took summer training at various Financial organization
3. To felicitate Shree AsimbhaiBaxi for the donation for National conference
- ✚ Chairperson and Prin. Dr. Martina Noronha expressed her heartfelt thanks for donation of Rs. 1,00,000/- by Shree Asimbhai Baxi for National Seminar on statistics.

4. To discuss the proposal by the principal

- To install A.C. and to renovate the Auditorium at commerce Bhavan

- ✚ The total expenditure of installing A.C. in Auditorium is Rs.6,00,000/-. She informed that Jalaram Trust, Surat donated Rs.3,00,000/- and the Alumnus Shree Bhagubhai Patel donated Rs.1,91,000/- for the same. It was decided to put forward the proposal in LAC for approval for the rest amount and also decided to buy A.C. of Panasonic Company for which the college got quotation from Pushpa Agency, Surat.

- To discuss proposal to digitize the college administrative work

- ✚ The members discussed to digitize the office work and also discussed to digitize result and presence of students. Unanimously decided to do so and decided to buy Easy Admin Software from Pixeta Company.

- To buy Sanitary Vending Machine and Incinerator for girl students

- ✚ The proposal was accepted by all to install Sanitary Vending and Incinerator Machine for girl students.

- To buy computers considering the ever increasing numbers of students

- ✚ Principal proposed to have new 50 computers for Computer Lab since the existing computers are old and needs frequent maintenance. M.P. C.R. Patil donated 15 computers from his grant.

- To discuss the continuation of service of four Adhyapak Sahayak appointed by Government of Gujarat

- ✚ It is also decided that four Adhyapak Sahayak Dr. S.M.Soni, Dr. R.R.Patel, Dr. B.J.Baldaniya and Dr. M.N. Mane completed their two years and as per the condition no.17 of their

appointment letter, the same be informed to Sarvajanic Education Society for further procedure.

5. Felicitation of Prof. A.R.Naik

- ✚ Prof. A.R. Naik was felicitated for his invaluable service to the institution and IQAC and chairperson on behalf of all committee members expressed best wishes for his healthy and happy retired life.

6. Adjournment

- ✚ The meeting ended with vote of thanks.

Co-ordinator

IQAC

Chairperson

IQAC

Sir K.P.College of Commerce, Surat

Action Taken Report 2017-18

No.	Date/ Month	Action Taken
1	June 2017	Academic Calendar prepared
2	18/8/2017	1 Water purifier
3	31-8-2017	2 water purifier
4	19/8/2017	Copier machine
5	September 2017	TALLY with GST Compliance Course for T.Y.B.Com students 175 students joined the course
6	23/9/2017 to 29/ 9/ 2017	Seven day workshop on research Methodology in Social Science
7	6/10/2017 to 12/10/2017	Seven Day NSS Camp at Balkas Village
8	28/1/2018	National Seminar "Statistics: Recent Innovation and Future Challenges"
9	3/2/2018	Guest Lecture on NPA in Banks by Dr. Jatin Naik, G.M. Surat People's Bank, Surat
10	7/4/2018	Easy Admin Software for digitization of office work
11	Academic Year 2017-18	Activities of Cultural Committee, Udisha Club, Planning Forum, women Empowerment Cell, N.C.C., N.S.S were carried out
12	May	A.C. installed in Auditorium
13	May	College Magazine <i>Sahsam</i> published



  
Principal  
Sir K. P. College of Commerce,  
SURAT