



Sarvajanik Education Society
Sir K . P. College of Commerce
સર કે.પી.કોલેજ ઓફ કોમર્સ
(NAAC ACCREDITED 'A' CGPA 3.02)
Athwa Lines Surat – 395 001 PHONE:0261-2240057



College Code No.-15

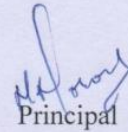
Email:principalskpc@gmail.com

Notification of IQAC for the Year 2018-19

In order to systematically fulfill the goals and quality enhancement of sustenance of the academic progress of the institution, an Internal Quality Assurance Cell with following members is hereby constituted for the academic year 2018-19.

1. Chairperson : Dr. Martina Noronha
2. Coordinator : Prof. Smruti P.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 : Mr. Monil Tailor (Student Representative)
- 15.Member : Mr. Ashwin Patel (Alumni)

Date : 15-6-18
Place: Surat


Principal

Sir K.P.College of Commerce, Surat



Notice

12 June 2018

The meeting of IQAC of Sir K. P. College of Commerce, Surat is scheduled to be held on Wednesday 15 June 2018 at 11.40 in the Principal's office. The following agenda shall be discussed in the meeting. You are requested to make it convenient to attend the meeting.

Dr. Martina Noronha
Principal

Agenda

- To confirm the previous meeting held on 12 April 2018
- The chairperson's report on the new development during the Summer vacation
- Planning for Academic Year 2018-19
- To start preparation for NAAC reaccreditation in 3rd cycle
- To create awareness in staff about the new revised accreditation format of NAAC
- To discuss on appointing mentors for the students
- To review prepared DPR for RUSA 2.0
- Any other item with the permission of the chair

1. Chairperson :Dr. Martina Noronha
2. Coordinator :Prof. Smruti P.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
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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 :Mr. Monil Tailor(Student Representative)
15. Member :Mr. Ashwin Patel (Alumni)

Minutes of the IQAC meeting held on 15 June 2018

Proceedings of the meeting held on 15 June 2018 in the office of the Principal at 11.40a.m. The following members were present:

1. Chairperson	Dr. Martina Noronha
2. Coordinator	Prof. Smruti P.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	Mr. Monil Tailor (Student Representative)
15. Member	Mr. Ashwin Patel (Alumni)

Member Absent:

Shree P.K. Purohit

IQAC members, after discussion made following resolutions:

Agenda 1: To confirm the previous meeting held on 12 April 2018

- ✚ The minutes of the last meeting presented by coordinator Prof. Smrutiben Desai was approved.

Agenda 2: The chairperson's report on the new development during the Summer vacation

- ✚ The chairperson Dr. Martina Noronha congratulated the IQAC particularly Pro. Smruti Desai, Dr. Seema Desai, Dr. B.V. Gheewala and Dr. R.R. Patel for their efforts in preparing DPR for RUSA grant of Rs. 2 Crore for Infrastructure which was sanctioned during the vacation by KCG.

- # She also congratulated Prof. B. V. Gheewala for being awarded Ph.D.
- # She thanked Prof. U.M. Patel retired on 14 June 2018, for the service rendered by him to the college as professor of Accountancy for 37 years and as vice principal for last 03 years and also expressed her best wishes for his happy and healthy retired life.
- # She also informed the IQAC that Rs. 8,50,000/- received as donation by Colourtex Industries Pvt. Ltd., Surat for development of Research Laboratory.
- # She also mentioned that alumni Shree A.M.Vakharwala donated Rs.10,000/- for the college.
- # It was resolved to send letters to Colourtex Pvt.Ltd and Shree Vakharwala thanking for their generous gesture.

Agenda 3: Planning for Academic Year 2018-19

- # It was unanimously decided that IQAC members would prepare Academic Calender for the year 2018-19 and they would also consult the coordinator of different committees to get the activities and programmes to be conducted by respective committees.

Agenda 4: To start preparation for NAAC reaccreditation in 3rd cycle

- # The period of NAAC accreditation of the institution would be over on 23rd September 2019. The committee resolved to go for NAAC reaccreditation of the institution for 3rd cycle in time.

Agenda 5: To create awareness in staff about the new revised accreditation format of NAAC

- # The committee resolved to hold a meeting with the staff to create awareness about the new revised accreditation format of NAAC. Prof. Smruti Desai, Dr. S. O. Desai, Dr. B. V. Gheewala and Dr. R.R. Patel were instructed to prepare a presentation on new format of NAAC as they attended the workshop organized by Wadia Women's College, Surat.

Agenda 6: To discuss on appointing mentors for the students

- # It was also resolved that the college should continue to appoint mentor for each division so that students grievances be reduced. Though everybody accepted the number of students for each mentor is big constrain, however after discussion resolved that the one teacher be appointed as mentor in each division as per our usual practice.

Agenda 7: To review prepared DPR for RUSA 2.0

- ✚ The management representative and the Chairperson of LAC Shree Asimhai Baxi congratulated the Principal and the team for receiving the grant of Rs.2 crore under RUSA 2.0. The committee reviewed the DPR prepared by the team and given permission for submitting it to KCG for further process.

- ✚ The meeting was adjourned with vote of thanks.

Coordinator
IQAC

Chairperson
IQAC

Minutes of the IQAC Meeting-1 on 14 June 2018

Venue: Principal's office

Date: 15/6/2018

Time 11.40

1. Chairperson	:Dr. Martina Noronha
2. Coordinator	:Prof. Smruti P.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	:Mr. Monil Tailor(Student Representative)
15.Member	:Mr. Ashwin Patel (Alumni)

Notice

17 November 2018

The meeting of IQAC of Sir K.P.College of Commerce, Surat is scheduled to be held on Monday 19 November 2018 at 11.40 in the Principal's office. The following agenda shall be discussed in the meeting. You are requested to make it convenient to attend the meeting.

Dr. Martina Noronha
Principal

Agenda

- To confirm the previous meeting held on 15 June 2018
- To discuss the proposal by Prof. Smruti P. Desai to organize seminar/ conference/ panel discussion under Economics department
- To discuss the proposal by Dr. B.V.Gheewala to make e-copy of college magazine *Sahsam*
- To discuss proposal by Dr. P. P. Jariwala to organize seminar under Prof. Surkantbhai Shah Nivrutti-Pravrutti fund
- To discuss day and date of the Prize Distribution Ceremony
- To review RUSA 2.0 grant.

1. Chairperson :Dr. Martina Noronha
2. Coordinator :Prof. Smruti P.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 :Mr. Monil Tailor(Student Representative)
15. Member :Mr. Ashwin Patel (Alumni)

Minutes of the IQAC meeting held on 19 November 2018

Proceedings of the meeting held on 19 November 2018 in the office of the Principal at 11.40a.m. The following members were present:

1. Chairperson: Dr. Martina Noronha
2. Coordinator : Prof.Smruti P.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 : Mr. Monil Tailor (Student Representative)
- 15,Member : Mr. Ashwin Patel(Alumni)

Member Absent:

Dr. Purvi A. Kothari

IQAC members, after exchange of ideas and thoughts made following resolutions:

Agenda 1: To confirm the previous meeting held on 15 June 2018

- ✚ The minutes of the last meeting presented by member Prof. Smruti Desai was approved.

Agenda 2: To discuss the proposal by Prof. Smruti P. Desai to organize Seminar/ Conference/ Panel Discussion under Economics department

- ✚ Prof. Smruti P.Desai proposed to organize Panel Discussion under Economics Department in the month of February. Dr. Seema O.Desai seconded the proposal. Unanimously decided to organize panel discussion and chairperson instructed the Economics department to decide topic, day, date and time for the same.

Agenda 3: To discuss the proposal by Dr. B.V.Gheewala to make e-copy of the college magazine *Sahasam*

✚ Proposal tabled by Dr. B.V. Gheewala to make e-copy of college magazine was approved by all and resolved to do so from Academic year 2018-19.

Agenda 4: To discuss proposal by Dr. P. P. Jariwala to organize seminar under Prof. Surkantbhai Shah Nivrutti-Pravrutti fund.

✚ Dr. P.P.Jariwala's proposal to organize seminar on *Me too and Beyond* under Prof. Surkantbhai Shah Nivrutti-Pravrutti fund was accepted by all and Chairperson instructed to the Commerce Department to decide resource person, day and date for the same.

Agenda 5: To discuss Day and date of Prize distribution Ceremony

✚ It was decided to hold prize Distribution ceremony in Month of March. It was also resolved to invite alumni and M.P. Mrs Darshna Jardose as the chief guest of the function.

Agenda 6: To review RUSA 2.0 grant.

✚ The Cell discussed the procedure of preparing SOR as instructed by KCG. It was resolved that the head of estate department of SES be consulted for the same.

✚ Since there was no other matter to discuss the meeting was adjourned with vote of thanks.

Coordinator
IQAC

Chairperson
IQAC

Minutes of the IQAC Meeting-2 on 19 November 2018

Venue: Principal's office

Date: 19/11/2018

Time 11.40

1. Chairperson	:Dr. Martina Noronha
2. Coordinator	:Prof. Smruti P.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	:Mr. Monil Tailor(Student Representative)
15.Member	:Mr. Ashwin Patel (Alumni)

Notice

17 March 2019

The meeting of IQAC of Sir K. P. College of Commerce, Surat is scheduled to be held on Monday 19 March 2019 at 10.30 in the Principal's office. The following agenda shall be discussed in the meeting. You are requested to make it convenient to attend the meeting.

Dr. Martina Noronha
Principal

Agenda

- To confirm the previous meeting held on 19 November 2018
- Presentation by the Principal on year long activities
- To discuss about organizing Conference/ Seminar/ Panel Discussion under Department of English in next academic year
- To discuss the formation of new committee of IQAC for the academic year 2019-20
- To Discuss e-tendering process for RUSA grant

1. Chairperson: Dr. Martina Noronha
2. Coordinator : Prof.Smruti P.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 : Mr. Monil Tailor (Student Representative)
15.Member : Mr. Ashwin Patel(Alumni)

Minutes of the IQAC Meeting-3 held on 19 March 2019

Proceedings of the meeting held on 19 March 2019 in the office of the Principal at 10.30 a.m. The following members were present:

- | | |
|----------------|---|
| 1. Chairperson | Dr. Martina Noronha |
| 2. Coordinator | Prof. Smruti P.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 | Mr. Monil Tailor (Student Representative) |
| 15.Member | Mr. Ashwin Patel (Alumni) |

IQAC members, after exchange of ideas and thoughts made following resolutions:

Agenda 1: To confirm the previous meeting held on 19 November 2018

- ✚ The minutes of the last meeting presented by coordinator Prof. Smruti Desai was approved.

Agenda 2: Presentation by the Principal on year long activities

- ✚ Principal and chairperson of the meeting gave year long activities held in the college during academic year 2018-19...
- ✚ The Chairperson congratulated students who excelled in academics at university examination. She congratulated Ku. Shirinbanu Ansari adhoc lecturer in Economics and Gajjar Yashswi in Commerce/Accountancy. She also congratulated Abhishek Gandhi Assistant Prof. in Honors qualified in NET and Pawar Niki, Kabaraji Avan students for the same. She also mentioned with pride that Five students Bhargav

Paghdal, Daud Gamit, Pratik Pastagia, Yash Chapadiya and Riya Sukhyaji for qualifying GSET.

- ✚ Krina Dhanawala bagged two medals and one prize at university examination.
- ✚ Students of the college participated in Youth Festival of VNSGU and bagged second prize in Group Song Competition, Second Prize in Light Vocal Solo singing Competition and third prize in Poetry Recitation competition.
- ✚ Dr. Purvi Kothari and Monaksh Kanirkar were awarded 'Best Teacher' and 'Best Student' award respectively by Sarvajanik Education Society.
- ✚ N.S.S. students with the coordinators successful completed seven day camp at Balkas village. More over two students participated in National Integration Camp at Kerala.
- ✚ The Women Empowerment Cell tried to empower girl students in various skills by conducting Beauty Parlour Classes, Chocolate Making, Self Defence training, also conducted breast feeding awareness programme and organized lecture on Cyber Crime.
- ✚ Planning Forum organized seminar on 'Commodity Derivatives', 'Food and Nutrition' and 'Problem Causes and Solution of College Going Students'.
- ✚ The college also organized the Debate Competition, Quiz Competition and Essay writing competition under Debate and Elocution Committee.
- ✚ N.C.C. Cadet Mohit Patel was selected to participate in Republic Day Parade at New Delhi. The College has been granted a special unit for NCC girls from the next academic year.
- ✚ In Sports:
 - Gandhi Ferry was selected under 19 Indian female Net Ball Team in BRICS game 2018 to be held at **Johannesburg, South Africa**.
 - Anjali Sangle was selected to participate in Asian Equipped Power Lifting Championship 2019 as member of Indian Team at **Hong Kong**. She also bagged the Gold Medal Junior Men and Women National Power Lifting Championship at Pune and Silver Medal at West Indian Senior Power Lifting Championship at Indore.
 - Kirti Raviya bagged the Silver Medal at 7th Senior Mini Golf
 - National Championship Mixed double event championship in Cycling (Boys), Badminton (Boys), Volleyball (Girls), Handball (Girls) conducted by VNSGU.
 - Runners up in Pistol Shooting (Women), Tug of War (Boys), Tug of War (Women).

- Champion of Champions Trophy for a record six year in a row in Sarvajanik Cup Tournament, Champions in 7 games, runners up in 3 games organized by Sarvajanik Education Society.

✚ Under Career Guidance Committee

- 35 students took 100 hours training under Finishing School Programme.
- Job placement training was conducted.
- TALLY accounting with GST compliance was imparted to students.

✚ Educational visits to Mehta Fincon Ltd., Bombay Stock Exchange, RBI Monetary Museum and Bank were organized. Summer training and internship at various financial organisations were also organized for students with specialization in Banking and B.Com. Honors Programme.

✚ Rs. 3, 28, 500/- given to needy students as scholarship.

Agenda 3: To discuss about organizing Conference/ Seminar/ Panel Discussion under Department of English in next academic year

✚ The Chairperson instructed English Department to organize Seminar/ Conference/ Panel Discussion in academic year 2019-20 and resource persons, the day, date and topic be decided by English Department.

Agenda 4: To discuss the formation of new committee of IQAC for the academic year 2019-20

✚ Prof. Smruti Desai proposed to form new committee of IQAC and appoint coordinator since NAAC preparation be commenced. After discussion unanimously decided that senior Professor Dr. P. P. Jariwala would be the coordinator of IQAC for academic year 2019-20.

Agenda 5: To discuss e-tendering process for RUSA 2.0 grant

✚ For RUSA 2.0 grant e-tendering process to be done as per the instruction by KCG and Mr. Ajay Pandya retired engineer from R & B Department be appointed as nodal officer of all e-tendering process.

The e-tendering process would be at halt due to upcoming Loksabha election.

✚ The meeting adjourned with vote of thanks.

Prof. Smruti. P. Desai
Coordinator

Dr. Martina R. Noronha
Principal & Chairperson

Minutes of the IQAC Meeting-3 on 19 March 2019

Venue: Principal's office

Date: 19/3/2019

Time 10.30

1. Chairperson	:Dr. Martina Noronha
2. Coordinator	:Prof. Smruti P.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
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13.Member	:Mr. C.G. Gohil (Parent Representative)
14.Member	:Mr. Monil Tailor(Student Representative)
15.Member	:Mr. Ashwin Patel (Alumni)

Action Taken Report 2018-19

No.	Month / Date	Action Taken
1.	June,2018	Academic calendar prepared.
2.	16/10/2018	New Detailed Project Report For RUSA grant prepared.
3.	20/10/2018	Annual Camp of NSS at village Balkas was organised.
4.	26/12/2018	Detailed Project Report as per SOR Submitted for RUSA grant.
5.	28/02/2019	Seminar on <i>Me Too and Beyond</i> was organised.
6.	01/03/2019	The Panel Discussion on <i>Surat Vision: 2035 A Way Ahead</i> was organised. Four eminent resource persons were invited.
7.	03-03-2019	Prize distribution ceremony was organised.
8.	April, 2019	College Magazine <i>Sahasam</i> was published.
9.	April, 2019	New IQAC committee was formed.
10.	April, 2019	Criteria-wise committees for NAAC were formed.
11.	04-04-2019	MOU for RUSA grant was signed.



M. Hanumanth
Principal
Sir K. P. College of Commerce
SURAT