



EXCELSSIOR EDUCATION SOCIETY'S

K.C. College of Engineering & Management Studies & Research

MithBunder Road, Kopri, Thane (E)

Minutes of Meeting

Date: 26.10.18

Agendas:

1. Review of previous meeting.
2. Discussion on date for applying of IIQA.
3. Status on data collection for SSR.
4. Planning for training of non-teaching staff.
5. Discussion on feedbacks to be taken at end of semester.
6. Discussion on action to be taken on suggestions after ISO.

Attendees & Signature:

| Sr. No. | Name | Designation | Signature |
|---------|---------------------------|---------------------------------|-----------|
| 1 | Dr. Hansraj Guhilot | Chairman (Principal) | |
| 2 | Dr. Puja Rai | Management Representative (COO) | Pu |
| 3 | Dr. Arundhati Chakrabarti | IQAC Coordinator (Faculty) | AC |
| 4 | A.P. Rajiv Iyer | Member (HOD) | R |
| 5 | Dr. Shelley Oberoi | Member (HOD) | S |
| 6 | A.P. Amarja Adgaonkar | Member (HOD) | Amarja |
| 7 | A.P. Shirkesh Poojari | Member (HOD) | SP |
| 8 | A.P. Vaishali Bhalerao | Member (Faculty) | V |
| 9 | A.P. Ashwini Jayawant | Member (Faculty) | A |
| 10 | A.P. Varsha Wangikar | Member (Faculty) | V |
| 11 | A.P. Sonal Balpande | Member (Faculty) | S |
| 12 | Mr. Mahesh Dalvi | Member (Non -teaching) | M |
| 13 | Ms. Nayna Khandekar | Member (Non -teaching) | Nayna |
| 14 | Mr. Anil Mourya | Member (Non -teaching) | Anil |
| 15 | Mr. Amanjeet Malhotra | Member (Student Representative) | Amanjeet |
| 16 | Mr. Harshad Bhoir | Member (Alumni) | H |
| 17 | Dr. Nitin Kale | Member (External) | N |
| 18 | Mrs. Rashmi Joshi | Member (NGO) | R |

Points Discussed:

1. Review of previous meeting.
2. MOU renewed with ECO ROX in month of August 2018 and activity also conducted.
3. Discussion on appraisal of teaching and non-teaching staff and formation of faculty appraisal chair consisting of HoD, Principal and Management Representative.
4. Feedback from students to be taken on digital platform through moodle or google sheets.
5. Follow up of scanning of NAAC documents and SSR and decided to apply for IIQA in mid-November 2018.
6. Training of non-teaching staff in December on soft skills.
7. ISO suggestions to be forwarded and action to be taken by departments.
8. Recommended for conduction of Green audit of campus and to be implemented through ECO club.

Action taken:

| Sr. No. | Action taken | Status or Target Date |
|---------|---|-----------------------|
| 1. | MOU with ECO ROX. | Completed |
| 2. | Master list of documents from all departments and sections. | Completed |
| 3. | Appraisal of teaching and non-teaching staff to be completed. | November 2018 |

Action to be taken:

| Sr. No. | Action to be taken | Target Date |
|---------|--|---------------|
| 1. | IIQA to be filled for pre-qualification to apply for NAAC. | 15.11.19 |
| 2. | Green Audit to be conducted. | January 2019 |
| 3. | Non-teaching staff training on soft skills. | December 2018 |
| 4. | Feedback to be taken from students. | Semester end |

Alhakeem
IQAC-Co-ordinator
K. C. College of Engineering &
Management Studies & Research

