



EXCELSSIOR EDUCATION SOCIETY'S
K.C. College of Engineering & Management Studies & Research
MithBunder Road, Kopri, Thane (E)




Minutes of Meeting

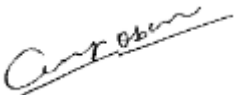




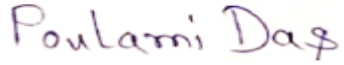




Date: 24.06.2022

Agendas:

1. Review of the previous meeting.
2. Application process for NBA accreditation of IT department.
3. Addressing queries from NBA office and its review.
4. International conference conduction process update.
5. Load distribution of higher semester for next academic year.
6. Review of AQAR for finalisation.
7. Academic calendar preparation for the next academic year.
8. Finalisation of the committee list for the next academic year.

Attendees & Signature:

Sr No	Name	Designation	Signature
1	Dr. Vilas Nitnaware	Chairman	
2	Dr. Arundhati Chakrabarti	IQAC Coordinator	
3	Dr. Rajiv Iyer	Member	

4	Dr. Shelley Oberoi	Member	
5	A. P. Amarja Adgaonkar	Member	
6	Dr. Baban U. Rindhe	Member	
7	Dr. Shirkes Poojari	Member	
8	A. P. Vaishali Bhalerao	Member	
9	Dr. Poulami Das	Member	
10	A. P. Varsha Wangikar	Member	
11	A.P. Mandar Ganjapurkar	Member	
12	Mr. Mahesh Dalvi	Office Superintendent	
13	Ms. Nayna Khandekar	Lab Assistant	

Points Discussed:

1. The review of the previous meeting was taken from all the Heads of department and responsible person.
2. The review of all the events conducted in the previous semester was summarized and was briefed to all members of the committee.
3. The committee list for the A.Y. 2022-23 was finalised after discussion with all members in the meeting.
4. The academic calendar for institute was prepared as per the guidelines of University of Mumbai. Based on the institute calendar, every department was requested to create their department calendars, which should be inclusive of the tentative events and workshops.
5. The load distribution was finalised a 10 days prior and circulated among the faculty members for their semester commencement.
6. The institute received the award of Best Performing College by IETE-ISF in two consecutive years.
7. Training of new faculties for NBA accreditation at institute level.
8. The IT department preparation for NBA accreditation was discussed and criteria wise discussion were carried out in separate meetings. It was informed to all that in the odd semester of the A.Y. 2022-23, IT department will be applying for the accreditation.
9. The strategic plan was prepared for the suggestions to be implemented by NBA and NAAC expert team.
10. For the accreditation process of Information technology department will be applying for NBA accreditation and their preparation will commence from the upcoming semester.
11. The academic planning for the upcoming semester was discussed and plan for it was requested to be submitted to IQAC for final approval.
12. The international conference conduction review was taken that is to be conducted on 8-9th July 2022.
13. The next semester academic planning is to be submitted for final approval.
14. The AQAR was opened was comments and it is to be submitted in a week's time.

Action taken:

Sr. No.	Action taken	Status or Target Date
1.	AQAR 2020-21	Completed
2.	International conference conduction date	8-9 th July 2022
3.	Load distribution	Completed

Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	NBA accreditation for IT	In next semester
2.	Event proposals	In process

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