



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

**Minutes of Meeting**

**Date: 11.07.18**

**Agendas:**

1. ISO 9001:2015 audit date finalization.
2. Renewal of MOU with ECO ROX.
3. Monitoring of events conduction.
4. IIT Mumbai Library membership.
5. Feedback on overall facilities from non-teaching.

**Attendees & Signature:**

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

### Points Discussed:

1. Review of previous meeting.
2. Proposals are requested for current academic year from departments and committees for event and activity conduction in the new format.
3. Dates of various student council events such as Detroix, Xavion and Reflexion were discussed in consultation with student representative.
4. Inputs on workshops and courses for student were discussed in consultation with external member, student representative and alumni.
5. Discussion is held on engagement and participation of alumni in conduction of guest lectures for students on varied fields.
6. Master list of documents requested from all departments and section.
7. MOU to be renewed with ECO ROX in month of August 2018.
8. Appraisal of teaching and non-teaching to be submitted to IQAC by first week of October, that is after result declaration.
9. Feedback on overall facilities to be taken from non-teaching from A.Y. 2018-19.
10. Demo of Ziksa scheduled on 18 July 2018.
11. Track of event record to be monitored with the help of register in IQAC.
12. IITB library membership effective from July end.
13. Follow up of scanning of NAAC documents and SSR and discussion on timeline for application of NAAC accreditation.

### Action taken:

Sr. No.	Action taken	Status or Target Date
1.	Common format for proposal and report of activity.	Completed
2.	QAC committee to be replaced by CDC.	Completed
3.	Revised date for ISO certification audit (9001:2015)	19/09/18
4.	Alumni association formation and registration.	26/09/18
5.	E-waste drive at college campus and tree plantation at Pimpri.	Completed
6.	External advisory personnel in IQAC	Completed
7.	Initiation for registration process of NSS.	Completed
8.	Review and finalization of SOP.	Completed
9.	Review of SSR.	Ongoing

### Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	MOU to be renewed with ECO ROX.	August 2018
2.	Master list of documents from all departments and sections.	02/08/18
3.	Appraisal of teaching and non-teaching staff.	October 2018

*Alha khate*  
IQAC-Co-ordinator  
K. C. College of Engineering &  
Management Studies & Research

