



EXCELSSIOR EDUCATION SOCIETY'S

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

MithBunder Road, Kopri, Thane (E)

Minutes of Meeting

Date: 04.06.18

Agendas:

1. To prepare academic calendar for A.Y. 2018-19 Odd Semester.
2. To introduce External member in IQAC, Student representative up-dation for 2018-19.
3. To introduce CDC to college as per university circular.
4. To form committees for next A.Y. 2018-19.
5. To sensitize non-teaching staff.
6. To finalize course file date.
7. Review of previous meeting.

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	Dr. Baban Rindhe	HOD	
8	A.P. Mandar Ganjapurkar	HOD	
9	A.P. Shirkes Poojari	Member (HOD)	
10	A.P. Vaishali Bhalerao	Member (Faculty)	
11	A.P. Ashwini Jayawant	Member (Faculty)	
12	A.P. Varsha Wangikar	Member (Faculty)	
13	A.P. Sonal Balpande	Member (Faculty)	
14	Mr. Mahesh Dalvi	Member (Non-teaching)	
15	Ms. Nayna Khandekar	Member (Non-teaching)	
16	Mr. Anil Mourya	Member (Non-teaching)	
17	Mr. Riddhesh Vohra	Member (Student Representative)	
18	Mr. Harshad Bhoir	Member (Alumni)	

Points Discussed:

1. Compost pit manure to be packed and to start the second cycle.
2. Academic calendar for the next semester is prepared in consultation with HODs.
3. Introduced Dr. Nitin S. Kale as external member of IQAC and Mr. Amanjeet Malhotra as student representative for next academic year.
4. QAC committee to be replaced by CDC as per university circular.
5. Resolution passed by IQAC for calculation of attainment method through average methodology.
6. Common format for proposal and report of activity is prepared and finalized.
7. Various institute level committees formed and introduced NSS.
8. Events proposals received from committees for academic year 2018-19.
9. Review of draft of SOP and its modification to be done and updated.
10. Discussion on dates of completion of course file and updation of personal file.
11. Follow up of scanning of NAAC documents and SSR.

Action taken:

Sr. No.	Action taken	Status or Target Date
1.	Release of departmental newsletter semester wise.	Completed
2.	Up-dation in format of yellow books.	Completed
3.	Renewal of ISO certificate (9001:2015)	30/06/18
4.	Alumni association formation and registration.	27/07/18
5.	ISSN number for Technovision.	Completed
6.	External advisory personnel in IQAC	30/06/18
7.	Rough draft of SOP.	Completed
8.	Commencement of scanning of documents for SSR.	Ongoing
9.	Review of criteria by use of ICT	Ongoing
10.	Communication through domain specific IDs only.	Implemented

Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	Common format for proposal and report of activity.	02/07/18
2.	QAC committee to be replaced by CDC.	01/07/18
3.	Renewal of ISO certificate (9001:2015)	30/06/18
4.	Alumni association registration.	27/07/18
5.	External advisory personnel in IQAC	30/06/18
6.	Initiation for registration process of NSS.	June 2018
7.	Review and finalization of SOP.	31/07/18
8.	E-waste drive at college campus and tree plantation at Pimpri.	06/06/18

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

