



EXCELSSIOR EDUCATION SOCIETY'S

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

MithBunder Road, Kopri, Thane (E)

## Minutes of Meeting

Date: 05.02.18

### Agendas:

1. To plan faculty NAAC awareness and sensitizing session.
2. To plan extension activities and various events at Pimpri.
3. To release newsletter.
4. To update website.
5. Review of previous meeting.

### Attendees & Signature:

Sr. No.	Name	Designation	Signature
1	Dr. Hansraj Guhilot	Chairman (Principal)	
2	Dr. Puja Rai	Management Representative (DID)	
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. Riddhesh Vohra	Member (Student Representative)	
16	Mr. Harshad Bhoir	Member (Alumni)	

### Points Discussed:

1. Review on discussion of previous meeting and action taken.

2. NAAC awareness and sensitizing session for faculty planned and to be conducted from February.
3. Extension activities and planning of various events at PIMPRI.
4. YRC installation through organ donation in seminar hall on 6/2/18.
5. Departmental Newsletter to be released for odd semester and even semester.
6. Website updating as per NAAC requirement.
7. Maintenance of Infrastructure.
8. Verification of data of AISHE.
9. Approval of proposal received from various committees and monitoring as per the academic calendar.
10. Review of revised NAAC format as released on 31/1/18.
11. Requesting applications for Chairpersons Award of Excellence.

**Action taken:**

Sr. No.	Action taken	Status or Target Date
1.	Session for NAAC awareness.	Initiated and ongoing process.
2.	Procurement of domain specific id.	Completed
3.	Seminar on emerging trends.	Completed
4.	Renewal of ISO certificate.	Quotations received and EuroTech body for certification.
5.	Extension activities bodies like YRC, KC wing of Rotract and NSS are proposed.	YRC and Rotract installed, NSS to be initiated in month of June.
6.	Review of criteria by use of ICT.	Ongoing

**Action to be taken:**

Sr. No.	Action to be taken	Target Date
1.	Verification of data of AISHE	28/02/18
2.	Changes to be incorporated as per revised NAAC format.	04/04/18
3.	Chairperson Award of excellence.	Request for nomination filing.
4.	Release of departmental newsletter semester wise.	15/05/18