



EXCELSSIOR EDUCATION SOCIETY'S

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

MithBunder Road, Kopri, Thane (E)

Minutes of Meeting

Date: 07.04.18

Agendas:

1. To update format of yellow book.
2. To modify existing appraisal format.
3. To include external advisory personnel in IQAC.
4. To apply ISSN number for technical magazine.
5. Up-dation in format of result analysis.
6. To conduct program on World Environment Day.
7. To finalize and nominate Program officer for NSS.
8. To start scanning and review of SSR.
9. Review on action taken 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. Shirkesh 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. Up-dation in format of yellow books; rubrics to be included detailed marking scheme per student; term work sheet to be added.
2. Minor modification of appraisal form for academic year 2017-18.
3. Inform the committee about internal auditor course of ISO as a part of administrative training to be held in month of May.
4. Follow up of alumni association registration.
5. Suggested to apply for ISSN number for Technovision.
6. Discussion and finalization of result analysis format.
7. End semester report and Newsletter to be submitted to IQAC by end of May.
8. Discussion and inclusion of external advisory personnel in IQAC.
9. Continued with review of SSR.
10. Scanning to start from 9th of April.
11. Rough draft SOP to be prepared.
12. Implementation of communication through domain specific IDs.
13. E-waste drive to be carried out on 5th June world environmental day by IQAC along with tree plantation at PIMPRI by Eco club.
14. Process of initiation of NSS to be done for the month of June. Co-ordinator/program officer for NSS is Mr. Pratap Nair.

Action taken:

Sr. No.	Action taken	Status or Target Date
1.	Verification of data of AISHE	Completed
2.	Chairperson Award of excellence.	Completed
3.	Review of criteria by use of ICT and changes incorporated as per revised NAAC format.	Ongoing

Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	Release of departmental newsletter semester wise.	15/05/18
2.	Up-dation in format of yellow books.	31/05/18
3.	Renewal of ISO certificate (9001:2015)	30/06/18
4.	Alumni association registration.	27/07/18
5.	ISSN number for Technovision.	Conveyed to Technovision team
6.	External advisory personnel in IQAC	30/06/18
7.	Commencement of scanning of documents for SSR.	09/04/18
8.	Rough draft of SOP.	21/05/18
9.	Communication through domain specific IDs only.	9/04/18
10.	E-waste drive at college campus and tree plantation at Pimpri.	06/06/18
11.	Initiation for registration process of NSS.	June 2018

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

