



EXCELSSIOR EDUCATION SOCIETY'S

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

MithBunder Road, Kopri, Thane (E)

Minutes of Meeting

Date: 29.12.17

Agendas:

1. To assign role for NAAC criteria.
2. To discuss timing of library.
3. To plan awareness session for NAAC.
4. Formation of committees for extension activities.
5. Scholarship for various categories at institute level.
6. Initiate alumni association.
7. 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 (Faculty)	
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 (HOD)	
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 of data collection for SSR and identification of problem for the same.
2. Few of IQAC member are assigned additional role for individual NAAC criteria for data collection.
3. Discussion for change in library timing.
4. Book bank facility extended to needy students.
5. Decision to increase the number of books issued to students.
6. Session to be planned for NAAC awareness for staff.
7. Institutes scholarships for various categories are proposed.
8. Initiation of alumni association to strengthen our alumni base.
9. Faculty appraisal to be collected and reviewed for A.Y. 2017-18 after result declaration.
10. For improvement in quality culture of various extension activities, bodies like YRC, KC wing of Rotract and NSS are proposed.

Action taken:

Sr. No.	Action taken	Status or Target Date
1.	Preparation of academic calendar in soft copy.	Completed
2.	Finalization and partial digitization of feedback formats.	Completed
3.	MOU with ECO ROX (NGO).	Completed on 28/12/17
4.	Vision and Mission statements to be posted on the website.	Completed

Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	Procurement of domain specific id.	10/01/18
2.	Seminar on emerging trends.	13/01/18
3.	Renewal of ISO certificate.	March 2018
4.	Change in library timing; book bank facility and increase in number of books issue.	15/01/18
5.	Session for NAAC awareness.	From January 2018
6.	Institutes scholarships for various categories.	12/01/18
7.	Extension activities bodies like YRC, KC wing of Rotract and NSS are proposed.	18/01/18

Allexhita
IQAC-Co-ordinator
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