



EXCELSSIOR EDUCATION SOCIETY'S

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

MithBunder Road, Kopri, Thane (E)

Minutes of Meeting

Date: 30.11.17

Agendas:

1. IQAC with HOD to update Vision & Mission statement of Institute.
2. Discussion on formation of Program Educational Objectives.
3. Preparation of academic calendar for next semester.
4. 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. Asmita Deshmukh	HOD	
8	A.P. Poornima Mahesh	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 (HOD)	
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. Review on action taken of previous meeting.
2. To form the vision mission of the institute to the changing market scenario.
3. It is decided by all the members to revise and the vision and mission statements are formed based on 1) Academics 2) Skill and employability 3) Ethical base.
4. The vision & mission is made unanimously and duly signed by all members.
5. Following all this, it will be forwarded to all HODs and in turn it is to be forwarded to mail id of all the staff and posted on website.
6. Formation of Program Educational Objectives is made by the members based on respective branches.
7. Preparation of academic calendar for next semester.
8. Discussion on formation of various committees for conduction of extension activities.

Action taken:

Sr. No.	Action taken	Status or Target Date
1.	Procurement of domain specific id.	10/01/18
2.	Seminar on emerging trends.	13/01/18
3.	Finalization of feedback formats.	10/12/17
4.	Conduction of training for non-teaching staff.	12/12/17
5.	MOU with ECO ROX (NGO).	28/12/17
6.	Renewal of ISO certificate.	March 2018
7.	Finalization of vision and mission statements.	Completed

Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	Preparation of academic calendar in soft copy by data collection from all sections.	10/12/17
2.	Procurement of domain specific id.	10/01/18
3.	Seminar on emerging trends.	13/01/18
4.	Finalization of feedback formats.	10/12/17
5.	MOU with ECO ROX (NGO).	28/12/17
6.	Renewal of ISO certificate (quotations requested).	March 2018
7.	Vision and Mission statements to be posted on the website.	15/12/17

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

