



EXCELSSIOR EDUCATION SOCIETY'S

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

MithBunder Road, Kopri, Thane (E)

Minutes of Meeting

Date: 31.10.17

Agendas:

1. Policy for extension activity.
2. To propose FDP/ seminar for all departments.
3. Draft framework for revision of course file.
4. Formulate common format for notice and minutes.
5. 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 (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. Discussion on action taken of previous meeting.
2. Proposal and policy for extension activities is discussed.
3. M.O.U.s with industries for internship and NGOs required for quality initiative.
4. R & D committee is formed.
5. Proposals requested from all departments for FDP/Seminar.
6. Framework decided for course file.
7. Formulation of common formats for notice and minutes.
8. A complete feedback system ensuring feedback from various stakeholders i.e. students, teachers, employers, alumni, parent.
9. Discussion on renewal of ISO certification.
10. To conduct training for non-teaching staff.

Action taken:

Sr. No.	Action taken	Status or Target Date
1.	Committees formed at departmental level and are informed to IQAC for data collection.	Completed
2.	Procurement of domain specific id.	15/12/17 (In progress)
3.	Discussion on finalization of vision and mission statement.	30/11/17 (In progress)
4.	Framework of course file finalized.	Completed
5.	Finalized common formats for notices and minutes.	Completed

Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	Procurement of domain specific id.	31/01/18
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