



EXCELSSIOR EDUCATION SOCIETY'S

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

MithBunder Road, Kopri, Thane (E)

**Minutes of Meeting**

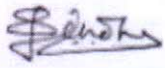
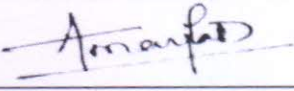
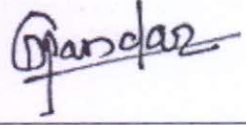
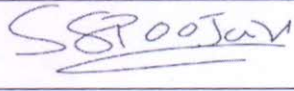



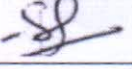

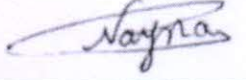
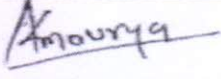
**Date:03.01.2020**

**Agendas:**

1. Review of the previous meeting.
2. Planning for upcoming semester.
3. Internal ISO audit.
4. NITTT Training for teachers.
5. Updation in Mentor form.
6. Updation in format of self appraisal form
7. College level Hackathon and Project Competition for students.
8. Dates for Technical and Cultural Festival of the college.
9. Progress of EXTC for NBA.
10. Initiation of WHEPP for all staff members.

**Attendees & Signature:**

Sr No	Name	Designation	Signature
1	Dr. Vilas Nitnaware	Chairman	
2	Dr. Arundhati Chakrabarti	IQAC Coordinator	
3	Dr. Shelley Oberoi	Member	
4	A.P. Rajiv Iyer	Member	

5	Dr. Baban Rindhe	Member	
6	A.P. Amarja Adgaonkar	Member	
7	A.P. Mandar Ganjapurkar	Member	
8	A.P. Shirkes Poojari	Member	
9	A.P. Vaishali Bhalerao	Member	
10	A.P. Ashwini Jayawant	Member	
11	A.P. Varsha Wangikar	Member	
12	A.P. Sonal Balpande	Member	
13	Mr. Mahesh Dalvi	Office Superintendent	
14	Ms. Nayna Khandekar	Lab Assistant	
15	Mr. Anil Mourya	Lab Assistant	

**Points Discussed:**

1. The review of the previous meeting was taken. All the points were found to be complied with.
2. The planning for the upcoming semester was done and the seminars and workshops planning needed to be submitted to IQAC for approval in a week's time.

3. Internal ISO planned in the month of February, tentatively last week of the month. The audit is to maintain the quality processes and check for the closures of the previous audit NCs.
4. The faculties who are having less than 5 years of experience in the field of teaching, should undergo training from NITTT scheme of AICTE, as a mandatory clause.
5. Orion Hack, college level Hackathon and project competition XZIBIT 1.0 planned in the month of March and April. All the departments will have their faculty representatives along with the student coordinators.
6. The format of mentor form to be made more robust, with the inclusion of the student's previous interests and sections to be prepared in year wise phase manner, to help and monitor their growth. Minimum of 3 mentor meetings to be taken in a semester. The timeline and the detailed form will be mailed to all the departments HoDs. The pilot run of the form was successfully done in the month of November 2019.
7. The self-appraisal form to be modified considering the inclusion of points as per NAAC and NBA to help faculties for their career growth and monitoring.
8. Xavion, the annual sports meet successfully conducted in the month of January with the help of students and sports committee members.
9. Technical and Cultural festivals Detroix and Reflexionz, to be scheduled for 5 days in the month of march, tentatively in the last week.
10. The P-files are being prepared by the assigned faculty members of the EXTC department and will be checked by the IQAC and NBA coordinator weekly or fortnightly as per requirement.
11. The pre-qualifier for the EXTC department to be filed by July 2020.
12. To look into the mental health being of the staff members, WHEPP program to be conducted by IQAC. The coordinator for the program will be from among the staff members, who are willing to organize fun and relaxing events for the staff. First inaugural program will be conducted by Dr. Shelley Oberoi in the form of a game.

**Action taken:**

Sr. No.	Action taken	Target Date
1.	Application for various schemes of AICTE	Completed
2.	FDP on Blockchain	First week of January

**Action to be taken:**

Sr. No.	Action to be taken	Status or Target Date
1.	IPR and Patent filing	June 2020
2.	Internal ISO audit	Last week of February
3.	Planning from all departments	10/01/2020
4.	Final format of Mentor form to be mailed to all departments	31/01/2020
5.	Orion Hack and XZIBIT 1.0	March and April 2020
6.	Pre-qualifier of EXTC	July 2020
7.	WHEPP inaugural	4/01/2020

