



EXCELSSIOR EDUCATION SOCIETY'S  
**K.C. College of Engineering & Management Studies & Research**  
MithBunder Road, Kopri, Thane (E)

**Minutes of Meeting**

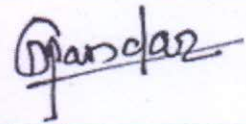
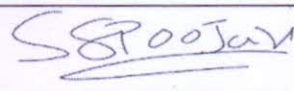





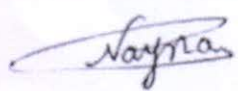
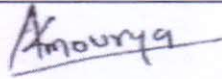
**Date:28.04.2020**

**Agendas:**

1. Review of the previous meeting.
2. Strengthening of IQAC.
3. Planning of events conduction in the online mode.
4. Closure of ISO internal audit.
5. Feedbacks from stakeholders.

**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 following points were discussed keeping in view the ongoing lockdown due to pandemic.
2. The review of the previous meeting was taken. All the points were found to be complied with.
3. Strengthening of IQAC cell as suggested by Peer Team in their visit. New ideas and initiatives are requested from all members.
4. New strategic ideas requested for the ongoing extended semester and for upcoming semester. Keeping in view that lockdown may be uplifted or it may be continued.
5. All IQAC members are requested to share their views through e-platforms or any other suitable means of communication.

6. To strengthen R & D, a webinar needs to be conducted in a period of next fifteen days. Two guests have been identified and contacted by Dr. Baban Rindhe. Two guests are recommended and will be confirmed by Principal sir. Another speaker will be confirmed by Dr. Shelley Oberoi.
7. Dr. Puja Rai, COO presented the idea for a discussion on research perspective by the faculties those who have received Minor research proposal by dividing into domains.
8. Also, HACK4GOOD conducted for the inculcation of innovative ideas among students from 29th April to 1st May.
9. Minimum one certificate course to be undertaken by each faculty during the lockdown period. Suggested by Principal sir.
10. MOOC courses data as being pursued by the students (based on the decision at the start of semester) to be mailed to IQAC by all HODs by 1<sup>st</sup> of May.
11. Coursera for campus account is live now for our college and 1500 registrations are allowed. Invitations are to be sent through the departments to the students and courses will be decided mutually by TPO and Departments.
12. As a part of PBL implementation, alumni mentors have been identified by the departments and students are being mentored by both alumni and subject teachers.
13. SOP is to be documented adhering to ISO guidelines for the same. It will be documented by Asst. Prof. Amarja Adgaonkar and Asst. Prof. Vaishali Gore by 5th of May.
14. IQAC coordinator also suggested for its incorporation through the ERP being developed in house.
15. Video lectures are to be hosted on the website. Two videos from each department to be mailed to IQAC by 4<sup>th</sup> May. After verification by all members, it will be hosted on website.
16. Also, the recorded webinars conducted by college will be hosted on the website. The data to be forwarded to kcweb by Dr. Shelley Oberoi.
17. As suggested by Asst Prof Vaishali Gore, webinar can be planned and delivered for librarians. This to be an intercollegiate event. Details further will be conveyed by Vaishali mam.
18. For smooth and correct data collection process, an activity report is to be submitted to IQAC by all departments and various committees in the defined format.

19. For all events being conducted thereon for students need to have an evaluation part by quiz or any other medium to assess their level of understanding and take away from the activity. This is to be taken in addition to the feedback.
20. Following feedbacks of this semester are to be collected: Program exit by dept, syllabus review and Overall facilities feedback from faculties and students (Asst. Prof. Varsha Wangikar), SSS by Asst. Prof. Ashwini Jaywant, Feedback by students for faculties by Asst. Prof. Mandar G., Course exit survey by all faculties individually. All the feedbacks should be completed and report to be generated on 15<sup>th</sup> May.
21. Through Alumni database collected during alumni meet, they are to be contacted and list of successful alumnus to be updated on website as suggested by Dr. Sai Kiran Khanna. This will be coordinated by Asst. Prof. Sonal Balpande.
22. Domain I'd to be de- activated for students who have completed their BE. The process can be initiated during the LC of student with the replacement if domain I'd through another active I'd for future contact. Also, a dept level coordinator is to be identified by Asst. Prof Mandar G. For its smooth conduct.
23. For enhancing the security for of online MCQ test, Amarja mam and Mandar sir to discuss the hashing process.
24. Completion of NCs of ISO internal audit to be mailed to IQAC by 4<sup>th</sup> May 2020.

**Action taken:**

Sr. No.	Action to be taken	Status or Target Date
1.	IPR and Patent filing	Completed
2.	Internal ISO audit	Completed
3.	Planning from all departments	Completed
4.	Final format of Mentor form to be mailed to all departments	Completed
5.	Hack4Good	29 <sup>th</sup> April 2020 to 1 <sup>st</sup> May
6.	WHEPP	Ongoing

**Action to be taken:**

Sr. No.	Action taken	Target Date
1.	FDP on R & D	May 2020
2.	Video lectures to be mailed	4 <sup>th</sup> May
3.	Pre-qualifier of EXTC	July 2020

4.	Webinar for knowledge sharing platform for librarian	June 2020
5.	Minimum one certification course for all	July 2020
6.	Coursera registration for teaching, non-teaching & students	10 <sup>th</sup> May 2020
7.	All feedbacks for the current semester	15 <sup>th</sup> May 2020
8.	NC report of all departments	4 <sup>th</sup> May 2020

