



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




**Minutes of Meeting**

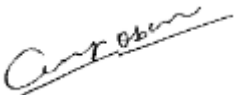




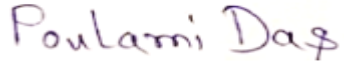




**Date: 03.07.2021**

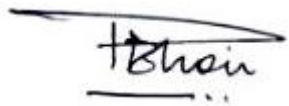
**Agendas:**

1. Review of the previous meeting.
2. Planning for submission & status update of AQAR 2020-21.
3. Review of ongoing semester.
4. Preparation for NBA visit.
5. Planning for Value added courses for students.
6. ISO re-certification audit 9001-2015.
7. Review of ongoing training.
8. Edu-skills internship and MOU

**Attendees & Signature:**

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

4	Dr. Shelley Oberoi	Member	
5	A. P. Amarja Adgaonkar	Member	
6	Dr. Baban U. Rindhe	Member	
7	Dr. Shirkes Poojari	Member	
8	A. P. Vaishali Bhalerao	Member	
9	Dr. Poulami Das	Member	
10	A. P. Varsha Wangikar	Member	
11	A.P. Mandar Ganjapurkar	Member	
12	Mr. Mahesh Dalvi	Office Superintendent	
13	Ms. Nayna Khandekar	Lab Assistant	

14	Mr. Harshad Bhoir	Alumni	
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### **Points Discussed:**

1. The review of the previous meeting was taken from all the Heads of department and responsible person.
2. Considering the ongoing pandemic situation classes are still held in online mode and teaching faculties are working from home.
3. The students training in form of guest lectures & workshops are conducted and some are scheduled.
4. Training on CCNA completed by A.P. Sushma Kore and A.P. Keerti Kharatmol.
5. As discussed, value-added course on CCNA will be delivered by the A.P. Sushma Kore and A.P. Keerti Kharatmol for the interested students.
6. It was informed to all that the format of AQAR is updated for the A.Y. 2020-21. The proofs of all information are to be included in the updated format.
7. All the evidences will be scanned and link will be generated through our college domain id and shared.
8. The data will be compiled at the IQAC office and will be forwarded to the respective criteria in charges for verification and updation.
9. The QIMs will be summarized by the criteria in charges and shared with IQAC for final verification.
10. In continuation with previous semester, this semester too value -added courses will be conducted. In addition to the thrust areas suggested by AICTE, the trained faculties from industry will be conducting value added course under CISCO certification and Edu-Skills.
11. The placement of the previous academic year was good considering the pandemic situation. The placement officer conveyed that the placement drive for the current academic year 2021-22 will commence with Day Zero with LTI on 4<sup>th</sup> September 2021.

12. It was informed to all that the ISO 9001:2015 certification validity is till September 2021. So, we will be going for the re-certification audit and considering the online work from home scenario we will request for extension of the validity by at least one month. So that we can have the ISO audit by external certification body by October 2021.
13. Files completion status update was taken from the NBA coordinators of Computer and EXTC department.
14. The planning of various events under department in form of guest lectures, workshops and courses was submitted to IQAC, the confirmation of those will be mailed to the department after review.

**Action taken:**

Sr. No.	Action taken	Status or Target Date
1.	AQAR to be placed before CDC.	Completed
2.	Training of faculties & MOU signed	Ongoing
3.	Upcoming semester plan to be submitted by HoDs	Completed

**Action to be taken:**

Sr. No.	Action to be taken	Target Date
1.	CCNA training for students.	September/October 2021
2.	AQAR 2020-21	In process
3.	ISO 9001:2015 recertification	October 2021

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