



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

**Minutes of Meeting**

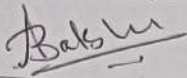

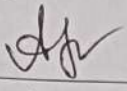
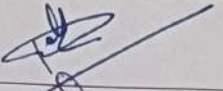

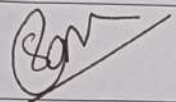
**Date: 1.11.2023**

**Agendas:**

- 1 Review of the previous meeting.
2. Planning for submission & status update of AQAR 2022-23.
3. NBA expert team visit update.
4. Compliance preparation for NBA Second cycle Computer & EXTC Engg. Department.
5. Schedule of External ISO Audit.

**Attendees & Signature:**

Sr No	Name	Designation	Signature
1	Dr. Vilas Nitnaware	Chairman	
2	Ms. Amarja Adgaonkar	IQAC Coordinator	
3	Dr. Rajiv Iyer	IQAC Co coordinator	
4	Dr. Shelley Oberoi	Member	
5	Dr. Baban U. Rindhe	Member	
6	A. P. Vaishali Gore	Member	
7	Dr. Avishek Ray	Member	
8	Ms. Keerti Kharatmol	Member	
9	Dr. Mahesh Mourya	Member	

10	Dr. Aarti Bakshi	Member	
11	Ms. Nilima Patil	Member	
12	Ms. Anupama Chaurasia	Member	
13	Dr. Pallavi Chopade	Member	
14	Mr. Mahesh Dalvi	Office Superintendent	
15	Ms. Shital Mahajan	Lab Assistant	

### Points Discussed:

- 1 The review of the previous meeting was taken from all the Heads of department and responsible person.
2. The QnM data of AQAR is compiled and shared with all criteria in-charges for verification.
3. The NBA- IT visit is expected in the month of January 2024. So, the preparation for the team visit needs to be done both in offline mode.
4. Compliance report preparation for Computer and EXTC, Engineering is discussed.
5. The re-certification process of the ISO 9001:2015 in the month of December 2023 is planned..

### Action taken:

Sr. No.	Action taken	Status or Target Date
1.	AQAR 22-23 Preparation	Completed

### Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	NBA expert team visit preparation for IT	In process
2	Compliance report preparation for computer & EXTC Department NBA Second cycle	In process