



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

**Minutes of Meeting**

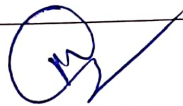
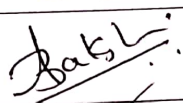

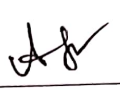



**Date: 03.06.2023**

**Agendas:**

1. Review of the previous meeting.
2. Load distribution of higher semester for next academic year.
3. Academic calendar preparations for the next academic year.
4. Finalization of the committee list for the next academic year.
5. NBA IT Completion Work Report.

**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 Pail	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 review of all the events conducted in the previous semester was summarized and was briefed to all members of the committee.
3. The committee list for the A.Y. 2023-24 was finalized after discussion with all members in the meeting.
4. The academic calendar for institute was prepared as per the guidelines of University of Mumbai. Based on the institute calendar, every department was requested to create their department calendars, which should be inclusive of the tentative events and workshops.
5. The load distribution was finalized a 10 days prior and circulated among the faculty members for their semester commencement.
6. Training of new faculties for NBA accreditation at institute level.
7. The IT department preparation for NBA accreditation was discussed and criteria wise discussion were carried out in separate meetings.
8. The strategic plan was prepared for the suggestions to be implemented by NBA and NAAC expert team.
9. The next semester academic planning is to be submitted for final approval.

**Action taken:**

Sr. No.	Action taken	Status or Target Date
1.	AQAR 2021-22	Completed

**Action to be taken:**

Sr. No.	Action to be taken	Target Date
1.	NBA accreditation review for IT	In next semester
2.	Load distribution	Second Week of June
3.	Event proposals	Third Week of June