



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



Cycle – 2 NAAC Accreditation 2024

Criteria 6: Governance, Leadership and Management

6.5.2 Quality assurance initiatives of the institution include:

Submitted to



National Assessment and Accreditation Council

6.5.2 (1)



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

Minutes of Meeting

Date: 15.07.2023

Agendas:


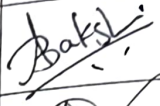

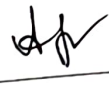


- 1 Review of the previous meeting.
2. Planning for submission & status update of AQAR 2022-23.
3. Review of ongoing semester.
4. Preparation for NBA visit.
5. Planning for Value added courses for students.
6. Review of ongoing training.
7. Edu-skills internship and MOU
8. Planning of NAAC & NBA Second cycle preparation.

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	



Dr. Vilas N. Nitnaware
 Principal
 K.C. College of Engineering &
 Management Studies & Research.

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 students training in form of guest lecturers & workshops are conducted and some are Scheduled.
- 3 Value added courses planning & implementation is discussed.
4. It was informed to all that the format of AQAR is updated for the A.Y. 2022-23. The proofs of all information are to be included in the updated format.
5. All the evidences will be scanned and link will be generated through our college domain id and shared.
6. The data will be compiled at the IQAC office and will be forwarded to the respective criteria in charges for verification and updation.
7. The QIMs will be summarized by the criteria in charges and shared with IQAC for final verification.
8. The discussion is done on strategic planning & Plan of action for NBA second cycle of computer & Electronics & Telecommunication Engineering Department.
9. 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.




Dr. Vilas N. Nitnaware
Principal
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10. Discussion on updated SSR report of NAAC is done.

Action taken:

Sr. No.	Action taken	Status or Target Date
1.	NBA accreditation review for IT	Completed
2.	Load distribution	Completed
3.	Event proposals	Completed

Action to be taken:

Sr. No.	Action to be taken	Target Date
1.	AQAR 22-23 Preparation	In Process



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Dr. Vilas N. Nitaware
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EXCELSSIOR EDUCATION SOCIETY'S
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Minutes of Meeting

Date: 1.11.2023

Agendas:

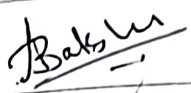

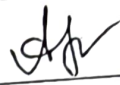



- 1 Review of the previous meeting.
2. Planning for submission & status update of AQAR 2022-23.
3. NBA expert team visit update.
4. Compliance preparation for NBA Second cycle Computer & EXTC Engg. Department.
5. Schedule of External ISO Audit.

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	



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

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




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EXCELSSIOR EDUCATION SOCIETY'S
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Minutes of Meeting

Date: 03.06.2023

Agendas:


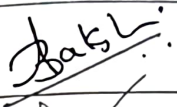

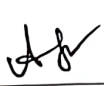



1. Review of the previous meeting.
2. Load distribution of higher semester for next academic year.
3. Academic calendar preparations for the next academic year.
4. Finalization of the committee list for the next academic year.
5. NBA IT Completion Work Report.

Attendees & Signature:

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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.




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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



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