

## MINUTES

The minutes of the meeting held on 24<sup>th</sup> November 2021 from 11:00 am in the conference hall to discuss the agenda given below:

The following members are requested to be present for the same.

1. Dr. Harsh Khanna
2. Mrs. Pushpa Narang
3. Mr. Satish Wadhwa
4. Dr. Sai Kiran Khanna
5. Mrs. Vanita Wadhwa
6. Ms. Suman Khanna
7. Mrs. Sudesh Madan
8. Dr. Vilas Nitnaware
9. Dr. Sumathi B.
10. Dr. S. K. Mahajan
11. Dr. Amit Dutta

The chairman welcomed all the council members for the special meeting to review NBA activities.

- 1) The minutes of the last meeting held on 18<sup>th</sup> August 2021 was read out and confirmed by the council.
- 2) Action taken of the previous meeting
  - a) Activities for the year 2021-22  
Activities implemented
  - b) Teaching learning process  
Implemented
  - c) NBA review  
Work in progress
  - d) ISO visit  
ISO-9001-2015 visit held
  - e) Admission process  
Admission process in progress
  - f) Appointments

Appointments done as per requirement and following proper procedure

g) Development of incubation center

work in progress

h) Submission of AQAR

Submitted

l) Quality Enrichment

Implemented

j) Holding offline lectures

Lectures are conducted in Hybrid mode as present are not giving 100% consent.

3) Review of proposed Mentoring Activities

The Council reviewed the proposal mentoring activities and approved as per the list provided in the Governing Council Meeting.

4) Recruitment of Staff

The council reviewed the proposal for staff recruitment.

“Resolved that the staff recruitment process to be completed at the earliest as per procedure.

5) NBA documentation Review

NBA Authorities have sent a tentative date of visit 10<sup>th</sup> December 2021 to college for accreditation process.

The council reviewed the preparation work and instructed us to get all the documentation work done on an urgent basis.

6) To review and approve the proposal to purchase equipment and software.

The council reviewed the proposed equipment and software as per the list provided to G.C. and approved the same.

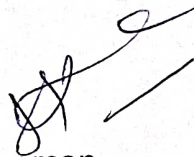
E governance policy is discussed in the meeting and implementation of E governance in Teaching Learning is planned.

7) Review of vision, mission statement of institute and department  
The council reviewed the vision, mission statement of the institute and  
department end  
"resolved that the statement be adopted".

The meeting was concluded with vote of thanks to the chair.



Secretary



Chairperson



Excelssior Education Society's  
Regd. Under Public Trust Act. 1950 Regd. No. F-638

# K. C. COLLEGE OF ENGINEERING AND MANAGEMENT STUDIES AND RESEARCH

NAAC Accredited B++ Grade  
(Affiliated To University of Mumbai, Approved by AICTE & DTE)  
(DTE Code 3210)

Ref. No.

Date :

## E-GOVERNANCE POLICY

### Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Library

### ICT Infrastructure

- E-waste Management Objectives
- Implementation of E-governance in overall functioning of the institution & to provide simpler and efficient system of governance.
- To promote transparency and accountability in all the functions of the college.
- To make classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

**Policy:** The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each function transparent and accountable.

**Website:** The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications must go live on the website as and when they are released. online software to be used by the Admission Co-ordinator. stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to



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Principal

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subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

**Library:** - In the library fully automated ILMS software to be installed which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books. The Database Maintenance module should cover all operations of database creation and maintenance. To encourage original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.



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