Excelssior Education Society's

K. C. College of Engineering and Management Studies and Research

(Affiliated to the University of Mumbai)

Mith Bunder Road, Near Hume Pipe, Kopri, Thane (E)-400603

CATALOGUE

OF

STANDARD OPERATING PROCEDURE

Excelssior Education Society's

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1. PURPOSE:

To provide admission in First year of Full Time Professional Undergraduate Technical Courses (Engineering and Technology)

(Eligible candidates based on H. S. C. (Sci.) Examination and non-zero CET score).

2. SCOPE:

All the departments of K.C. College of Engineering & Management System & Research

3. RESPONSIBILITY:

Admission Coordinator along with Registrar (Admin Department) and Principal.

4. DEFINITION:

Admission cell: A committee formed each year by the principal to carry out the admission process.

5. ABBREVIATION:

H.S.C—Higher Secondary school certificate
DTE—Directorate of Technical Education.
FC---Facilitation Centre
ARC--- Admission Reporting Centre

6. PROCEDURE:

CAP Admission Process:

Maharashtra state government regulates engineering admissions for UG and PG in Maharashtra through centralized admission procedure. Aspiring students apply on admission web portal. While application students give order of preferences of colleges as well as courses. Students can give list of Three hundred colleges while application. Based on the merit with CET (Common Entrance Test) conducted by state government as well as test conducted at national level (JEE). Seats are allotted by automated system. Admissions are purely based on merit with entrance test at state and national level.

The following steps are followed:
1. 1.The institute receives list of the students allotted by DTE one day before the scheduled date of admission.
2. 2.Admission committee is formed by the principal
3. 3.Venue for admission process is decided
4. Confirmation of admission
   a. Document verification and confirmation as per DTE process
   b. Payment of fees
5. Two photograph of students are collected to provide Identity Card.

6 .Students are informed about the Induction programme.

Non CAP Admission Process:

The admission of students to different B.E. programs under the management quota is made as per the procedure detailed below.

1. Candidates seeking admissions at institute level (NON-CAP) quota, must registered their candidature at Facilitation Centre (FC) & are mandatory.
2. Issue of Notification published in the leading News Papers and college website along with the important dates.
3. Distribution of the college prospectus along with the application form at admission desk.
4. Preparation of merit list .
5. Publication of Merit list on Notice Board
6. Confirmation of admission
   - Document verification and confirmation as per DTE process
   - Payment of fees

7.Students are informed about the Induction programme.

At the end of all rounds of DTE, the vacant seats and institute level seats are filled at institute level on merit basis by inviting applications of eligible and online registered candidates after duly published advertisement in media like news papers for which schedule is generally given by DTE, Mumbai

7. **REFERENCES:**

   DTE GUIDELINES (Information Brochure)

8. **RECORDS:**

   8.1 Admission form record.
   8.2 Provisional merit list.
   8.3 Final Merit list.
   8.4 Correspondance record with DTE
   8.5 DTE Notification and GR.

Prepared by	Approved by	Issued By
Admission Committee	**Principal**	**MR**

1. PURPOSE:

To provide admission in Direct Second year(Lateral Entry) of Full Time Professional Undergraduate Technical Courses (Engineering and Technology).

2. SCOPE:

All the departments of K.C. College of Engineering & Management System & Research

3. RESPONSIBILITY:

Admission Committee along with Registrar (Admin Department) and Principal.

4. DEFINITION:

Admission cell: A committee formed each year by the principal to carry out the admission process.

5. ABBREVIATION:

DSE---Direct Second year (Diploma to degree)
DTE—Directorate of Technical Education.
FC---Facilitation Centre
ARC--- Admission Reporting Centre

6. PROCEDURE:

CAP Admission Process:

Maharashtra state government regulates engineering admissions for UG and PG in Maharashtra through centralized admission procedure. Aspiring students apply on admission web portal. While application students give order of preferences of colleges as well as courses. Students can give list of Three hundred colleges while application. Based on the merit with CET (Common Entrance Test) conducted by state government as well as test conducted at national level (JEE). Seats are allotted by automated system. Admissions are purely based on merit with entrance test at state and national level.

The following steps are followed:
1. 1.The institute receives list of the students allotted by DTE one day before the scheduled date of admission.
2. 2.Admission committee is formed by the principal
    3 .Venue for admission process is decided
    4 Confirmation of admission
        a. Document verification and confirmation as per DTE process
        b. Payment of fees
    5 Two photograph of students are collected to provide Identity Card.
6 .Students are informed about the Induction programme.

Non CAP Admission Process:

The admission of students to different B.E. programs under the management quota is made as per the procedure detailed below.

1. Candidates seeking admissions at institute level (NON-CAP) quota, must registered their candidature at Facilitation Centre (FC) & are mandatory.
2. Issue of Notification published in the leading News Papers and college website along with the important dates.
3. Distribution of the college prospectus along with the application form at admission desk.
4. Preparation of merit list .
5. Publication of Merit list on Notice Board
6. Confirmation of admission
   - Document verification and confirmation as per DTE process
   - Payment of fees
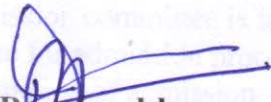7. Students are informed about the Induction programme.

At the end of all rounds of DTE, the vacant seats and institute level seats are filled at institute level on merit basis by inviting applications of eligible and online registered candidates after duly published advertisement in media like news papers for which schedule is generally given by DTE, Mumbai

7. REFERENCES:

DTE GUIDELINES (Information Brochure)

8. RECORDS:

8.1 Admission form record.
8.2 Provisional merit list.
8.3 Final Merit list.
8.4 Correspondance record with DTE
8.5 DTE Notification and GR.

Prepared by	Approved by	Issued By
Admission Committee	Principal	MR

1. PURPOSE:

To provide admission in PG(MMS) of Full Time Professional postgraduate management Courses

2. SCOPE:

Postgraduate department of K.C. College of Engineering & Management System & Research

3. RESPONSIBILITY:

Admission Committee along with Registrar (Admin Department) and Principal.

4. DEFINITION:

Admission cell: A committee formed each year by the principal to carry out the admission process.

5. ABBREVIATION:

MMS-Master Of Management Studies
DTE—Directorate of Technical Education.
FC---Facilitation Centre
ARC--- Admission Reporting Centre

6. PROCEDURE:

CAP Admission Process:

Maharashtra state government regulates management admissions for PG in Maharashtra through centralized admission procedure. Aspiring students apply on admission web portal. While application students give order of preferences of colleges as well as courses. Students can give list of Three hundred colleges while application. Based on the merit with CET (Common Entrance Test) conducted by state government Seats are allotted by automated system. Admissions are purely based on merit with entrance test at state and national level.

The following steps are followed:
1. 1.The institute receives list of the students allotted by DTE one day before the scheduled date of admission.
2. 2.Admission committee is formed by the principal
3. 3.Venue for admission process is decided
4. Confirmation of admission
    a. Document verification and confirmation as per DTE process
    b. Payment of fees
5. Two photograph of students are collected to provide Identity Card.
6 .Students are informed about the Induction programme.

Non CAP Admission Process:

The admission of students to different management courses under the management quota is made as per the procedure detailed below.

1. Candidates seeking admissions at institute level (NON-CAP) quota, must registered their candidature at Facilitation Centre (FC) & are mandatory.
2. Issue of Notification published in the leading News Papers and college website along with the important dates.
3. Distribution of the college prospectus along with the application form at admission desk.
4. Preparation of merit list .
5. Publication of Merit list on Notice Board
6. Confirmation of admission
   - Document verification and confirmation as per DTE process
   - Payment of fees
7. Students are informed about the Induction programme.

At the end of all rounds of DTE, the vacant seats and institute level seats are filled at institute level on merit basis by inviting applications of eligible and online registered candidates after duly published advertisement in media like news papers for which schedule is generally given by DTE, Mumbai
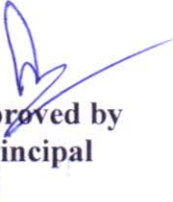
7. REFERENCES:

DTE GUIDELINES (Information Brochure)

8. RECORDS:

8.1 Admission form record.
8.2 Provisional merit list.
8.3 Final Merit list.
8.4 Correspondance record with DTE
8.5 DTE Notification and GR.

Prepared by	Approved by	Issued By
Admission Committee	Principal	MR

1. PURPOSE:
Administrative procedure for enrolment process.

2. SCOPE:
All the departments of K.C. College of Engineering & Management System & Research.

3. RESPONSIBILITY:
Principal along with OS

4. DEFINITION:

5. ABBREVIATION:
OS: Office Superintendent
DTE: Directorate of Technical Education

6. PROCEDURE:
6.1 After completion of admission process OS along with clerk and team will upload the admitted students' data on DTE and Mumbai university website by the given deadline for getting enrolment numbers.

6.2 OS will download the same with enrolment numbers as per Mumbai university guide line.

6.3 OS will distribute the same to the concern department and record the same.

7. REFERENCES:
DTE, Mumbai University

8. RECORDS:
8.1 Uploading report
8.2 Students' list with enrolment.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:
Recruitment of new faculty as per the norms of statutory body.

2. SCOPE:
All the departments and sections of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:
NMR along with OS and Principal.

4. DEFINITION:

5. ABBREVIATION:
NMR: Nominated Management Representative

6. PROCEDURE:

6.1 HODs will calculate the need for faculties for their department based on the prevailing norms of AICTE and Mumbai University.

6.2 HODs will convey about the need of an additional staff before the start of academic year to Principal.

6.3 Principal will convey the same to the management for approval.

6.4 Management will then nominate NMR for deployment.

6.5 Principal will convey the recruitment proposal to the University for its approval.

6.6 Principal will make recruitment committee for selection of staff.

6.7 Admin office will give an advertisement for the vacancies in minimum 2 local newspapers, mentioning the last date of submitting the applications.

6.8 Admin will receive the applications up to the last date and scrutinize them &keep in separate files according to the departments.

6.9 The venue & date of interview and/ or Exam will be conveyed to the applicants.

6.10 Chairman/Convener decides to take exam for UGC then co-ordinator will conduct the same in smooth manner.

6.11For direct recruitment (non-UGC), the Principal along with subject expert and NMR will conduct the exam if required.

6.12Interview will be conducted on the scheduled date by a panel involving principal, management members and technical experts of the respective departments. Based on the interview assessment result of all the members of the interviewing panel the decision regarding selection of the applicant will be done.

6.13The selected candidates will be issued offer letter though mail and informed about their selection.

6.14Once the person accepts the offer, the appointment letter will be issued as per the prevailing norms of Mumbai University.

6.15In case of Mumbai University approval, admin will follow the Mumbai University guideline.

6.16In case of emergency, adhoc staff will be recruited for short period (maximum one academic year) by Principal in consultation with NMR.

7. **RECORDS:**
   7.1 Office order
   7.2 Application record.
   7.3 Exam record (If required).
   7.4 Interview attendance record.
   7.5 Offer letter record.
   7.6 Selection committee record.
   7.7 Invitation letter of experts.
   7.8 Thanks letter of experts.
   7.9 Advertisements record.

Prepared by
O.S

Approved by
Principal

Issued By
MR

1. PURPOSE:

Administrative procedure for recruiting visiting faculty.

2. SCOPE:

All departments and sections of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

OS along with HOD and Principal.

4. DEFINITION:

Ushering: Guiding visitors towards desired location

5. ABBREVIATION:

6. PROCEDURE:

6.1 HODs of the concern department assign loads to their faculty as per the statutory authority's norms.

6.2 Based on the syllabus some subjects may require visiting faculty after allocation of subjects to regular faculties.

6.3 Principal discuss this matter with top management and subsequently decision for appointment of visiting faculty.

6.4 H.O.D along with Principal will conduct the interview of available candidates.

6.5 Offer letter mentioning as visiting faculty will be issued to concern faculty and inform the same to the concern department.

6.6 Remuneration for CHB being inform to visiting faculty.

6.7 Separate muster/register will be maintained for visiting faculty by Admin.

6.8 Registrar will issue no dues certificate to him/her before leaving the institute.

7 REFERENCES;

Mumbai University.

AICTE norms for faculty teaching load.

8 RECORD:

8.1 Applications.

8.2 Interview record.

8.3 Offer letter.

8.4 Muster/register.

8.5 Remuneration record.

Prepared by	Approved by	Issued By
O.S.	Principal	MR

1. PURPOSE:
To comply as per requirements of statutory bodies, maintain the records and resolve the queries.

2. SCOPE:
All departments and sections of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:
OS with consultation of Principal and HODs

4. DEFINITION:
Statutory Bodies: AICTE, DTE,

5. ABBREVIATION:
GO-Govt.order
GR –Govt resolution
F/A : Further Action
N/A : Net Action

6. PROCEDURE:

6.1 OS will receive of notifications, circulars, GO, GR etc, from Statutory bodies and through post /email.

6.2 After in warding the same and remark of the principal these documents are circulated to all concerned departments and section heads by OS for information/action.

6.3 Departmental/section heads will send back the same to the principal with information/action, if necessary.

6.4 The same will be filed in the department/section.

6.5 Then principal after reviewing the same forward it to OS for F/A. or N/A.

6.6 Reply of the letter is given to concern authority by observing the norms of correspondence by OS

6.7 In case of visit of inspection committees from statutory bodies' data/report will be provided to committee for verification.

6.8 Copies of Verified data/report will be handed over to inspection committee with its receiving copy.

6.9 OS will maintain attendance record if committee members visit.

7. REFERENCES:
Notification and circular of Statutory bodies.

8. RECORDS:
8.1 Circular/ notification record.
8.2 Reply of the correspondence.
8.3 Attendance of committee visited.
8.4 Committee information/Data record.

Prepared by	**Approved by**	**Issued By**
O.S.	**Principal**	**MR**

1. PURPOSE:

To facilitate timely intimation of all correspondence.

2. SCOPE:

All departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

OS and clerk

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 All the correspondence coming to KCCEMSR will be received at admin office and in warded ,will be segregated by OS and submitted to Principal for his remark.

6.2 After principal's remark these correspondences will be sent to the concerned authority.

6.3 The receiving authority will give his/her receive signature on inward register.

6.4 With the consent of Principal the receiving authority will take action/give information.

6.5 The receiving authority will maintain the record of the same.

7. REFERENCES:

8. RECORDS:

Inward Register
Inward correspondence record.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:
To facilitate timely intimation of all outward correspondence

2. SCOPE:
All departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
OS along with clerk

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 All the correspondence going out from KCCEMSR will be routed through Principal.
6.2 After principal's approval these correspondences will get outward by admin clerk and the same will be dispatched to its destination.
6.3 The admin clerk will maintain the records of all outward correspondence in outward register.
6.6 Admin clerk will maintain the correspondence record.

7. REFERENCES:

8. RECORDS:
8.1   Outward Register
8.2   Out ward Correspondence record.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:

For maintaining punctuality and regularity of staff in attendance

2. SCOPE:

All departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

OS along with clerk in knowledge of principal

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 Before start of the month office clerk will make department wise entry of staff in the concern muster.

6.2 Everyday staff will make signature with in and out time.

6.3 Staff will use biometric machine for in and out time too along with punching at the entry gate.

6.4 If staff is having problem in biometric system then he/she should report to admin section about his presence verbally.

6.5 OS will take appropriate steps to solve problems of biometric system.

6.6 The names of the newly recruited staff will be added in the register from the day they will join.

6.7 The attendance register and biometric records of staff will be maintained by office clerk in consultation with OS and Principal.

6.8 Clerk with consent will verify the attendance of staff on daily/regular basis and report any irregularities to OS.

6.9 Principal will verify the muster occasionally.

6.10 Employee will be marked late after expiry of his/her grace period of reporting i.e. 10 minutes.

6.11 After three late marks/early going/ in a month one CL from the account of employee will be deducted.

6.12 O.S will submit the report of staff to account officer with principal approval, by 5th of each month.
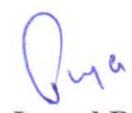
7. REFERENCES:

KCCEMSR- HR policy

8. RECORDS:

8.1 Attendance Muster.

8.2 Biometric reports.

8.3 Punch card.

8.4 O.S reports.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:

To keep record of leaves taken by staff.

2. SCOPE:

All departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

OS along with clerk

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 The staff going on leave will submit the available leave application form in the administration department showing the alternative arrangement made in their absence and their relievers, signed by the respective H.O.D and reliever.

6.2 The office clerk will make the entry in the main muster after the approval of the same by principal.

6.3 O.S along with clerk will maintain the types of leaves availed by employee and status of his/her available leaves.

7. REFERENCES:

Main muster.
In/Out time register at institute level.

8. RECORDS:

8.1 Leave record (Admin).
8.2 Staff attendance record (Account office)

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:

To facilitate correct and timely updating of personal file and service books.

2. SCOPE:

All departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

OS along with Admin clerk.

4. DEFINITION:

Service book: A book containing details of an employee with his/her service record.
Personal File: This contains records of the employee which include-Bio-data, Appointment Letter, Promotion, Appreciation, Memo letter, achievement, awards, paper presentation/publication etc.

5. ABBREVIATION:

OS-Office superintendent.
HOD: Head of the Department
DTE: Directorate of Technical Education
AICTE; All India council For Technical Education

6. PROCEDURE:

6.1 When the probation period is over his/her service book will be prepared and filled with the following particulars like date of birth, qualifications, previous experience etc. by office clerk and OS in consultation with principal.

6.2 OS will maintain Personal file of the employees with details like; Memo, Gifts, revision of pay, increments, change/addition in qualifications, record of leaves etc.

6.3 At the end of the academic year, all entries in the personal file are transferred to service book by OS.

6.4 Orders of revision of pay, increments, received as per university norms will be given effect in the service book.

6.5 Pay scales regular staff will be fixed as per the norms of as per university norms. OS along with office clerk will fill the details with the approval of principal and management as per the format provided by the government.

6.6 Attendance records are also incorporated and related to leave in the personal file and service book by the Office Superintendents along with clerk.

7. REFERENCES:

Leave, Pay scale norms (As per Statutory bodies)
Attendance Muster

8. RECORDS:

8.1 Personal files.
8.2 Service books.
8.3 Attendance muster of staff.

Prepared by O.S.	Approved by Principal	Issued By MR

1. PURPOSE:
Instruction for effective communication through circulars.

2. SCOPE:
All departments and sections of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:
OS with consent of Principal

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1   Circular and Notifications will be prepared by OS as per the directives of Principal.

6.2   In normal circumstances circular and Notification should be circulated within 24 hours of drafting. In case of emergencies it should be circulated within 2 hours of drafting by a person designated by OS in consultation with principal.

6.3   Signature, date and time of every receiving person to be taken on original copy.

6.4   After circulation to all concerned staff and/or students the circular will be attached by the clerk in the circular file.

6.5   In a case where a circular cannot be circulated to a concerned person due to unavailability, this should be brought to the notice of the issuer of the circular/ notification by attendant/peon.

6.5   It will be obligatory for receiving authority to circulate the same in his/her department/section and the absent staff/students.

7. REFERENCES:

8. RECORDS:
        8.1 Circular record.
        8.2 Notification record.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:
For conducting meeting with certain agendas.

2. SCOPE:
All related departments/Section of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Principal along with OS.

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 Management/Principal/HOD/IQAC/Coordinator of a committee/OS, Section Heads will call the meeting in consultation with principal.

6.2 Concerned personnel will circulate the notification to concern staff with their well mentioned agendas of meeting, in consultation with Principal.

6.3 In case of emergency, call will be delivered to concern members by concerned personnel for meeting.

6.4 Minutes of the meeting will be drafted by OS or deputed person deputed by Management/Principal/HOD/IQAC/Coordinator of a committee/OS and Principal.

6.5 The minutes of meeting and action plan will be checked and signed by the Principal.
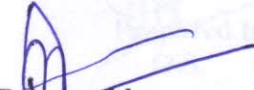
6.6 Management/Principal/HOD/IQAC/Coordinator/OS will implement the action plan .

7. REFERENCES:

8. RECORDS:
Notifications record.
Minutes of meeting register.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:

For effective communication and target oriented task

2. SCOPE:

Administrative department of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

OS along with admin staff with consent of Principal/Management.

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 OS will call the meeting in consultation with Principal/Management.

6.2 OS will circulate the notification to concern staff with their well mentioned agendas of meeting, in consultation with Principal/Management.

6.3 In case of emergency, call will be delivered to concern members by OS for meeting consultation with Principal/Management.

6.4 Minutes of the meeting will be drafted by OS or member nominated by OS.

6.5 The minutes of meeting and action plan will be checked and signed by the Principal/Management.
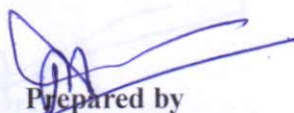
6.7 OS will implement the action plan.

7. REFERENCES:

8. RECORDS:

8.1 Notice Register.

8.2 Minutes of Meeting Register.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:
To confirm the identity of staff.

2. SCOPE:
All departments of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:
OS along with clerk.

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:
6.1 All the data related to staff will be correctly entered in database or excel sheet by the admin clerk with scan copy of their colour photos in consultation with OS.

6.2 These data will be uploaded after completion of recruitment process.

6.3. Quotations will be called from various vendors by store in charge/ manager and will be handed over to specified clerk for approval from principal/management.

6.4 A specified clerk will align with selected vendor for printing Staff I-Cards.
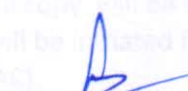
6.5 After the generation of I-cards this clerk will hand over these I-cards to concerned staff and take receiving signature.

7. REFERENCES:

8.RECORDS:
    1) Records of staff with receiving signature.

Prepared by **O.S.**	**Approved by** **Principal**	**Issued By** **MR**

1. PURPOSE:
To improve performance of staff

2. SCOPE:
All department and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
HOD with Principal.

4. DEFINITION:

5. ABBREVIATION:
Appraisal Form (AF),
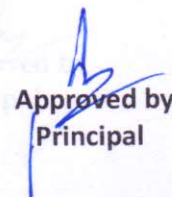Nominated Management Representative (NMR),
Faculty Appraisal Chair (FAC)

6. PROCEDURE:
6.1 On the basis profile of the concerned staff, and in consultation with Principal/ NMR specified AF will be given.

6.2 The appraisal forms will be made available to concerned staff once in every year in the month of July/August.

6.3 These forms will be distributed from IQAC.

6.4 The respective HOD will collect the filled forms from their faculties /staff.

6.5 The HODs will scrutinise the form of each employee individually with his/her remark on areas of interest and other details.

6.6 The HODs and section Heads will arrange one to one personal meeting and discuss on the feedbacks given by the students and suggestions if any, given to the management from the faculties.

6.7 Head will compile confidential report on the basis of performance evaluation of staff.

6.8 Then all Heads will submit collected appraisal forms with confidential report in a sealed envelope to the Faculty Appraisal Chair for final approval.

6.9 All these sealed report will be opened by Faculty Appraisal Chair in presence of Principal for his final remark.

6.10 On the basis of consecutive three negative remark in confidential report of an employee an action will be initiated against him/her as per the rules. With every Memo, show cause notice will be issued by HOD/section heads and the same will go to employees' personal file.

6.11 Then a final list will be prepared by HOD/section heads and a copy will be submitted to Principal

6.12 On the basis of this report increment or any further action will be initiated for the employees by Principal/NMR in consultation with Faculty Appraisal Chair (FAC).

6.13 All the Heads will submit their self-filled performance appraisal form to the Principal for further action.

7 RECORDS :
1) performance appraisal record.
2) confidential reports.

Prepared by	Approved by	Issued By
O.S.	Principal	MR

1. PURPOSE:
To facilitate students with subsidised transportation charges and authentication.

2. SCOPE:
All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Departmental clerk along with HOD.

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:
6.1 Student will apply for railway concession/bonafide certificate to departmental clerk.

6.2 The departmental clerk will issue the railway concession /bona fide certificate to the Students within three working days.

6.3 Blank concession books are issued from railway authority and the filled books are then submitted.

7. REFERENCES:

8. RECORDS:
Student application file
Railway concession book.
Bona- fide book.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH	KCCEMSR/SOP/19/ADM
	(Affiliated to the University of Mumbai)	/19
		Rev. No.: 00

STANDARD OPERATING PROCEDURE FORMAITAINING PHYSICAL INFRA STRUCTURE

1. PURPOSE:

To maintain physical infra structure in the campus

2. SCOPE:

Complete campus

3. RESPONSIBILITY:

House keeping supervisor and team,gardener,electrician,store in charge

4.ABBREVIATION

AMC-Annual Maintenance Contract

5. PROCEDURE

- House keeping supervisor allots sweepers for each floor and sweepers maintains chart which mention the time at which cleanliness of particular room is been done and it is duly signed by concerned person present in that room. The chart is submitted to the supervisor on day to day basis
- Gardener take care of garden area on day to day basis.
- Regular maintenance of furniture's and electrical fixtures are taken care by carpenter and electrician. however if any breakage of furniture and electrical fixtures is rectified by submitting a written application through proper channel to the store in charge ,who in turn get it rectified from concern person.
- AMC of air conditioner and lifts are there and the contract team takes care of maintenance of the same. Apart from this on call basis servicing also done by contractors
- Maintenance of water coolers, water purifiers ,Generator,Reprographic Machines are done every 15 days on call basis.

6. RECORDS

Maintenance file available with store in charge

Prepared by
O.S

Approved by
Principal

Issued By
MR

1. PURPOSE :

To motivate and encourage students.

2. SCOPE :

All the students of K.C.College of Engineering and Management Studies and Research.

3. `RESPOSIBILITY :

HOD,Principal

4. PROCEDURE :

4.1 A)The scholarship is given to meritorious students from individual branch for all years.

First rank in each branch –Rs.7000/-
Second rank in each branch –Rs.4000/-
Same as above is applicable for First Year.

4.2 B) The scholarship is also given to final year and first year students on the following

basis.

i) University rank 1:75% Fee exemption of one year.

ii) University rank 2-5 :50% Fee exemption of one year.

iii) University rank 6-10:25% Fee exemption of one year.

4.3 Applicant should not have been suspended for any grave act of indiscipline by the

university/college.

4.4 No disciplinary action against the applicant is established or pending in case of ragging

or eve teasing.

4.5 Applicant's CGPI should be above 8*
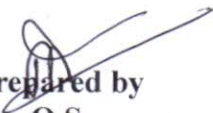
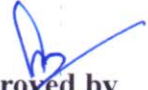4.6 If the CGPI is below 8 or above 7 then the scholarship scheme is as follows.

First rank –Rs.5000/-
Second rank –Rs.3000/-

5. RECORDS :
Scholarship file

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:

To state the measurable goals and objectives by which to gauge the success of the organization/department/section.

2. SCOPE:

All the departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Principal along with the Head of respective department

4. DEFINITION:

5. ABBREVIATION: HOD-Head of Department

IQAC- Internal Quality Assurance Cell

NBA- National Board of Accreditation

6. PROCEDURE:

6.1 Principal will call for the meeting with Management, HOD and sections in charges and stake holders (like, industry representative, parent representative, alumni etc.) as per NBA guideline, to formulate the vision, mission and program educational objectives.

6.2 It must be ensured that the department vision and mission must be aligned with institute Vision and Mission.

6.3 Program educational objectives will be prepared after finalization of department's mission, it must be ensured that PEO's are the distinct elements of mission statement.

6.4 IQAC will prepare the minutes of meeting and distribute to the departments and sections.

6.5 H.O.D and section in charges will call the meeting of staff members and spread the same to the concerned stakeholders.

7. REFERENCES

NBA hand book

8. RECORD

8.1 Minutes of meetings of IQAC.

8.2 Minutes of meetings of department

8.3 Vision, Mission and program objectives with received signature of heads.

8.4 Vision, Mission and program objectives communication through domain specific mail.

Prepared by
HOD

Approved by
Principal

Issued By
MR

1. PURPOSE :

To disseminate the vision, mission and PEOs among the stakeholders.

2. SCOPE:

All the departments and sections K.C. College of Engineering & Management Studies & Research and stakeholders.

3. RESPONSIBILITY:

Concerned HODs along with the faculty.

4. DEFINITION:

PEOs :

PEOs are the statements that describe the expected achievements of graduates within first few years of their graduation from the program and guided by global and local needs, vision of the Institution, long term goals etc.

5. ABBREVIATION:

HOD: Head of department
DAB: Departmental Advisory Board
PEO : Program Educational Objectives.

6. PROCEDURE:

6.1 HOD will call the meeting of faculty in consultation with NBA coordinator and DAB.
6.2 HODs and faculty members will discuss and disseminate the Vision, Mission and PEO's. among stake holders through Institute website, prospectus, newsletter, at various places at institute and a copy to IQAC can be made available.

7. REFERENCES

NBA/NAAC website/ handbook

8. RECORD

8.1 Notice Register
8.2 Minutes of Meeting register.
8.3Published on Institute website under relevant program link, HOD cabin, prospectus, newsletter, display board.

Prepared by	Approved by	Issued By
HOD	Principal	MR

1. PURPOSE :

Mapping of PEOs with the mission statements.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies& Research.

3. RESPONSIBILITY:

Concerned HODs along with faculty members.

4. ABBREVIATION:

PEOs: Program Educational Objectives.

5. PROCEDURE:

- HODs will generate the Matrix "Mission statements of the department versus PEOs".
- This matrix is generated to correlate the mission statements with PEOs in terms ofslight, moderate or substantial level of co-relation.

6. REFERENCES

NBA handbook

7. RECORD

7.1 Report of departmental NBA file

Prepared by
HOD

Approved by
Principal

Issued By
MR

1. PURPOSE:

To formulate and implement course outcomes.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

HODs along with faculty.

4. DEFINITION:

CO: Course outcomes are specific statements that describe what students are expected to know and able to do after the completion of the course.

5. ABBREVIATION:

CO: Course outcome.

DAB: Departmental Advisory Board

6. PROCEDURE:

6.1 Faculty, DAB and HOD of concerned department in presence of principal will call the meeting.

6.2 COs are obtained from Mumbai university curriculum or are modified depending on the scenario.

6.3 Every subject teacher is made aware of COs for implementation.

6.4 HOD will ensure that COs are published and disseminated.

7. REFERENCES

NBA handbook.

Mumbai university curriculum

8. RECORD
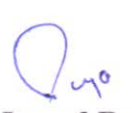
8.1 Notice Register

8.2 Minutes of meeting register

8.3 PO Published on Institute website under relevant program link (soft copy).

Prepared by
HOD

Approved by
Principal

Issued By
MR

1. PURPOSE:
To provide Subject Load Distribution to faculties

2. SCOPE:
All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Principal, HOD

4. DEFINITION:

6. PROCEDURE:

- HOD issue the subject choice departmental circular in advance for coming Semester.

- The faculty gives 3-4 subject choices.

- HOD will prepare the load distribution as per subject choices given by the faculties and submitted to the principal for approval.

- The principal will approve the Load distribution submitted by HOD.

- HOD conveys the subject allotted to the faculties conducting proper meeting

- A copy of load distribution is given to Time table coordinator for making the Time table.

Prepared by
HOD

Approved by
Principal

Issued By
MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH (Affiliated to the University of Mumbai)	KCCEMSR/SOP/ 26/DEPT/06 Rev. No. 00
	DEPARTMENTAL PROCEDURE FOR ACADEMIC CALENDAR	

1. PURPOSE:
To provide detail of academic calendar for the students and faculty.

2. SCOPE:
All the departments of K.C. College of Engineering & Management System & Research

3. RESPONSIBILITY:
Principal, HOD and Academic Calendar Coordinator.

4. DEFINITION:

5.ABBRIVATION :

A.C. – Academic Calendar, N.B. – Notice Board

6. PROCEDURE:
6.1. The Academic Calendar Coordinator will refer the University Academic Calendar.

6.2.Meeting of IQAC, Principal & HOD is held to finalise academic schedule.

6.3. HOD conduct meeting with faculty at department level

6.4. Take inputs from faculty to organize departmental activity & academic planning.

6.5. After correction of academic calendar by HOD, this final copy will be displayed on N.B.

with sign of academic calendar coordinator, HOD & Principal.

7. REFERENCES:

University calendar
Meetings with Principal IQAC and HODs

Prepared by
HOD

Approved by
Principal

Issued By
MR

1. PURPOSE:
For smooth conduction of academic activities

2. SCOPE:
All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Principal, HOD and Time Table coordinator

4. DEFINITION:
5. ABBREVIATION:

6. PROCEDURE:

- The principal will approve the Load distribution submitted by HOD.

- HOD will forward the load distribution to time table coordinator.

- Time table coordinator will prepare the time table as per the load allotted.

- Time table is displayed on the notice board and posted on google groups of students.

7. RECORD:
Time table file

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

1. PURPOSE:

To provide the necessary facilities and appropriate technical support.

2. SCOPE:

All the departments and sections of K.C. College of Engineering & Management System & Research

3. RESPONSIBILITY:

HODs along with lab in charges, workshop supt. lab assistants and workshop instructor

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 Lab In charge/ Class room coordinator/workshop supt. will submit the requirement to HOD with reference to Mumbai University Syllabus & AICTE

6.2 HOD will ensure adequate laboratory equipments and computers.

6.1 HOD will maintain the records of additional facilities for improving the quality of Learning experience in workshop, laboratories and classrooms.

6.2 H.O.D will submit the requirement to Principal.

6.3 HOD will take feedback from students, faculty and lab in charge to ensure that appropriate facilities are provided

7. REFERENCES:

7.1 AICTE Handbook.

8. RECORDS:
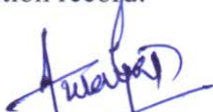
8.1 Experiments list.

8.2 Notices of remedial classes

8.3 Attendance of remedial classes.

8.4 Language lab utilization.

8.5 Requisition record.

Prepared by
H.O.D

Approved by
Principal

Issued By
MR

1. PURPOSE:

To maintain dead stock register and consumable register.

2. SCOPE:

All the departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Lab in charges/ workshop superintendent/ class room coordinator and lab assistants/workshop instructor along with HOD and store keeper.

4. DEFINITION:

5. ABBREVIATION:

LDSR : Lab Dead Stock Register

6. PROCEDURE:

6.1 Lab in charge/ workshop in-charge will receive the goods/machineries/ kits/ instrument/

Computer system/consumable items etc. through store.

6.2 Lab in charge/workshop in-charge will verify and inspect the received items and report to store

keeper.

6.3 Lab assistant/workshop instructor will make the entry of the items in LDSR.

6.4 If the item is consumable then its record will be maintained in consumable register.

6.5 Lab assistant/workshop instructor maintain the photo copies of relevant bills, purchase orders

file.

6.6 Lab assistant/workshop instructor will make entry in LDSR regarding entry/disposal/obsolesce of any item.

6.7 Lab assistant/workshop instructor will ensure about coding of items along with store keeper.

6.8 The LDSR and lab consumable register should be regularly assessed by the concerned HODs.

7. REFERENCES:

Lab Dead Stock Register

8.RECORDS:

8.1LDSR

8.2Consumable Register.

8.3Requisition record

8.4Billing record.

8.5Purchase order record.(Xerox copy)
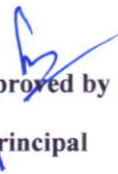
Prepared by	Approved by	Issued By
H.O.D	Principal	MR

1. PURPOSE:

To organise alumni meet.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Alumni coordinator and HOD

4. DEFINITION:

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 Alumni coordinator will call the meeting with members of alumni committee along with HOD and Principal.

6.2 Lab assistant will prepare the record of pass out students.

6.3 According to date finalized for meeting, coordinator and team will call alumni.

6.4 On the day of meeting coordinator will take feedback of the alumni.

6.5 Coordinator will make report of alumni meet and submit to Principal and creative cell.

7. REFERENCES:

RECORDS:

Pass out students record

Attendance of alumni meet.

Feedback Report.

Prepared by

HOD

Approved by

Principal

Issued By

MR

Prepared by

HOD

Approved by

Principal

MR

1. PURPOSE:

To maintain smooth functioning of departmental activities.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

HOD along concerned faculty members.

4. DEFINITION:

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 HOD will circulate the notice to concerned staff for meeting.

6.2 HOD and concern staff will discuss on the relevant issues.

6.3 Minutes of meeting will be drafted and circulated it to concerned staff members.

6.4 Action plan will be prepared in consultation HOD.

6.4 Action will be executed as per the action taken report .

7. REFERENCES:

8. RECORDS:

8.1 Notice Register

8.2 Minutes of Meeting register

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/ 32/DEPT/12 Rev. No. 00
	DEPARTMENTAL PROCEDURE FOR PARENTS TEACHERS MEETING	

1. PURPOSE:

To make the parents aware about the activities &progress of their ward.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

The principal, HOD, Class Teachers

4. DEFINITION:

5. ABBREVIATION:

HOD: Head of Department
PTM: Parent Teacher Meeting
PPT: Power Point Presentation

6. PROCEDURE:

- As per academic calendar PTM is scheduled.
- Invitation are sent to the parents.
- HODs discuss the activities happened in the department through PPTs.
- Interactive session with parents are held.

7. RECORDS:

PTM file

Prepared by **H.O.D**	**Approved by** **Principal**	**Issued By** **MR**

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/33/DEPT/13
		Rev. No. 00
	DEPARTMENTAL PROCEDURE FOR PREPARATION OF NOTICES AND LETTERS	

1. PURPOSE:

To ensure proper communication and smooth functioning of departmental activities.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Lab Assistant along with HOD

4. DEFINITION:

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 Lab Assistant will prepare the letters and Notices in consultation with H.O.D.

6.2 Notices will be displayed on concerned notice board or circulated among concerned staff

members or students.

6.3 Letters will be sent to concern people with institute outward no mentioned on it.

6.4 Inter department letter and notices will not have institute outward no.

6.2 A photocopy of letters and notices will be attached in respective file.
7. REFERENCES:

8. RECORDS:

8.1 Notice register (KCCEMSR/ADM/03)

8.2 Notice record.

8.3 Letter record.

Prepared by   **Approved by**   **Issued By**

H.O.D   **Principal**   **MR**

1. PURPOSE:

To maintain the staff and student data.

2. SCOPE:

All the departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Lab Assistant along with HOD

4. DEFINITION:

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6. 1 Lab Assistant will maintain the staff file with their resumes and appointment

Letters in their respective personal file.

6.2 Lab Assistant will maintain the student roll call list and detailed information.

6.3 Lab Assistant will maintain and update the student list as per the directives of

HOD.

7. REFERENCES:

8. RECORDS:

8.1 Staff files.

8.2 Student roll call list.

8.3 Student detail record.

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/35/DEPT/15
		Rev. No. 00
	DEPARTMENTAL PROCEDURE FOR DISTRIBUTION OF I-CARDS	

1. PURPOSE:

All students of K.C. College of Engineering & Management Studies & Research

2. SCOPE:

All the departments K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Lab Assistant responsible for I card distribution and H.O.D

4. DEFINITION:

5. ABBREVIATION:

I Card: Identity Card

6. PROCEDURE:

- Admin department will provide student I cards once the student get admitted.
- These I cards are distributed by allotted lab assistant.
- In case of loss of I card Lab assistant will instruct the student to fill the form
- New I card will be issued after paying the fees.

7. REFERENCES:

8.RECORD:

8.1 I card issuing record

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

1. PURPOSE:

To summarize/compile the academic activities.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

HOD, class coordinator and other coordinators along with Lab Assistant.

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 H.O.D will call the meeting of departmental staff and discuss all the completed activities of that academic semester/academic year.

6.2 H.O.D.will prepare academic semester report .

7. REFERENCES:

6. RECORDS

Academic semester reports.
Academic report

Prepared by
H.O.D

Approved by
Principal

Issued By
MR

1. PURPOSE:

For the conduction of Co-Curricular activities.

2. SCOPE:

All the departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

HODs, and Co-ordinators and Principal.

4. DEFINITION:

5. ABBREVIATION:

HOD : Head of Department.

6. PROCEDURE:

6.1 Co-ordinator in consultation with HOD will submit the proposal for particular activity to IQAC and Principal.

6.2 On receiving approval coordinator will proceed the further action to execute the activity.

6.3 Coordinator has to prepare the post event report of the activity conducted and submit it to HOD.

7. REFERENCES:

8 RECORDS:

Approval record.

Proposal record(If any).

Report of the event.

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

1. PURPOSE:

To ensure punctuality of staff and students and their efficient execution of academic activities.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HODs and Monitoring committee.

4. DEFINITION:

5. ABBREVIATION:

HOD: Head of department

6. PROCEDURE:

6.1 Faculty should ensure that they are engaging academic activities as per the schedule given.

6.2 H.O.D. and monitoring team observe the academic activities as per the schedule

6.3 If due to any unavoidable reasons any faculty remain absent he/she has to do proper adjustment and should be informed to the class coordinator well in advance.

7. REFERENCES:

8. RECORDS:

Daily report record

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

1. PURPOSE:

To ensure effective teaching - learning of courses and implementation of outcome based education as per NBA guidelines in the department.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Principal, HOD and faculty .

4. DEFINITION:

5. ABBREVIATION:

PO-   Programme Outcome.

CO-   Course Outcome.

ICT- Information Communication Technology.

NBA-National Board of Accreditation.

MU- Mumbai University

6. PROCEDURE:

6.1   The academic co-ordinator will prepare institute level academic calendar in concern with all heads and Principal with reference from MU academic calendar.

6.2   HOD will prepare departmental academic calendar considering all activities that is needed to be completed by the department with reference to Institute calendar.

6.3   The departmental academic calendar teaching scheme and syllabus provided by MU should be issued to all faculties.

6.4   Subject teacher will formulate COs and prepare the teaching/practical plan after a detail study of the curriculum of the course .

6.5   The teaching plan and the laboratory plan will be checked and verified by the HOD .

6.6   Course owner will make course file including individual time table, student list, syllabus

copy, teaching plan, laboratory plan, board sample question paper, sample model answer paper, reference book list etc. (According to NBA norms).

7. **REFERENCES:**

Syllabus issued by MU

Class Time table.

Departmental Academic calendar.

8. **RECORDS:**

Course file as per NBA

Notice register

Prepared by	**Approved by**	**Issued By**
H.O.D	Principal	MR

1. PURPOSE:

To maintain attendance of students as per university norms.

2. SCOPE:

All the departments of K.C. College of Engineering & Management System & Research

3. RESPONSIBILITY:

The principal, HOD, Class Teachers & Attendance review committee

4. DEFINITION:

5. ABBREVIATION:

CDC: College Development Committee

6. PROCEDURE:

- Before the start of semester the students are informed about the norms of attendance.

- Attendance of the students is reviewed every month.

- Attendance logs for various committee students worked for different activities are taken into consideration after being scrutinized by CDC

- Class teachers collects the medical certificates of students who had medical issues.

- Defaulters list is displayed.

- A meeting is conducted by mentors with their parents to inform about the same.

7. RECORDS:

Attendance record

Prepared by
HOD

Approved by
Principal

Issued By
MR

1. PURPOSE:
To facilitate Project Orientation Program for the students.

2. SCOPE:
All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
The principal, HOD and project co-ordinator

4. DEFINITION:

5. ABBREVIATION:
IEEE : Institute of Electrical and Electronics Engineers.
HOD: Head of Department

6. PROCEDURE:
6.1   The H.O.D will appoint a team of concerned teachers of each department as a project co-ordinator for maintaining and monitoring project plans & project works in a stipulated period of time for Semester VI students.

6.2   The project co-ordinator will organize meeting for Semester VI students wherein the discussion will be held on the formation of group, topic of the project, planning and scheduling of the project, documents and materials required, strategies for developing project work and deadline for completion of project.

6.3 The project co-ordinator will form a group as per their ideas, topic, research area and new technological concept.

6.3 The project co-ordinator will ask the students to bring at least 3 different project topics

6.4 The project co-ordinator will conduct the group discussion for selection of projects

6.5 The students will be asked to bring IEEE papers related to their respective projects

6.6 The project co-ordinator will verify whether the idea, technology or technique applied to the project justify the topic & if the project co-ordinator is satisfied then the topic is selected for the project otherwise re-discussion is scheduled with new ideas for project selection

6.2 The project co-ordinator will guide the students for determining any changes in the project work, developing strategy, preparing necessary documents and materials

6.3 The project co-ordinator will create a project management calendar for fulfilling each goal and objectives set for the project

6.4 The project co-ordinator will maintain all the documented information for each project.

6.5 The students will be guided to prepare themselves to participate in Project Orientation Programme along with their respective projects.

6.6 The project co-ordinator will prepare the list of students participating and send them to participate in different project exhibitions, national and international conferences.

6.7 The H.O.D will scrutinise the project reports submitted by the students to the project Co-ordinator and authenticate them by duly signing.

6.8 The H.O.D will certify the students who has successfully completed their project work

7. REFERENCES:

List of semester VI students
List of project co-ordinator
The notice of the meeting
The minutes of the meeting
The project reports

8. RECORDS:
Record of issuing certificate.
Project Record

Prepared by	**Approved by**	**Issued By**
H.O.D	**Principal**	**MR**

1. PURPOSE:

To improve the usage of facilities.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

: 3. RESPONSIBILITY

HOD and maintenance coordinator .

4.DEFINATION:

5. ABBREVIATION:

HOD-Head of Department

6. PROCEDURE:

6.1 At the end of the semester feedback is taken on Moodle.

6.2 The students will post their opinion on Moodle.

6.3 The analysis sheet will be displayed by Moodle.

6.4 HOD will convey feedback to the faculty .

6.5 On the basis of feedback the principal along with management take action on enhancement of

   facilities

Prepared by

HOD

Approved by

Principal

Issued By

MR

1. PURPOSE: To ensure the attainment of COs & POs.

2. SCOPE: All the departments and sections of K.C College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Program owner along with course owners .

4. DEFINITION: Attainment: The action or fact of achieving goals towards which one has worked.

5. ABBREVIATION:

CO-Course Outcome

PO-Program outcome

6. PROCEDURE:

- Faculty members will enter the test mark of each student
- Program owner will analyse the feedback of COs and POs.
- Subject teacher will enter the students' marks of final exam
- The PO attainment report is forwarded by every subject teacher to program owner.
- Program owner will calculate the combined attainment of all POs .
- Program owner will prepare the matrix of CO-PO attainment.

7. REFERENCES:

NBA guideline.

8. RECORDS:

Attainment of POs

CO matrix

PO matrix

Prepared by	Approved by	Issued By
HOD	Principal	MR

K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH (Affiliated to the University of Mumbai)	KCCEMSR/SOP/44/ DEPT/24
DEPARTMENTAL PROCEDURE FOR CONTINUOUS IMPROVEMENT	Rev:00

1. PURPOSE:

To improve the quality of departmental activities.

2. SCOPE:

All the departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

HOD in concern with Principal.

4. DEFINITION:

5. ABBREVIATION:

TPO: Training and Placement Officer.

6. PROCEDURE:

6.1 Principal will conduct the improvement/review meeting along with MR,

,H.O.Ds, academic coordinator and Program owners, based on ISO audit

report, PO attainment level, Internal audit index, success index report of students, academic

performance index ,Placement Index ,Internal academic audit reports, All feedback of stake

holders, Visitors remarks, Committees remarks etc.

6.2 All the members will share their views and discussed.

6.3 Registrar will prepare minutes of meeting and distribute to all members.

6.4 Program owner and MR will prepare new facilities chart action plan

based on minutes of meeting.

7. REFERENCES:

NBA handbook.

ISO audit report.

RECORDS:

Notice Register

Minutes of Meeting register

Placement and higher studies index

Academic performance index

New facilities chart
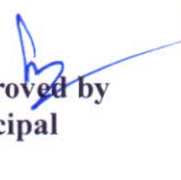
Internal audit report

ISO audit report

Action plan

Prepared by
H.O.D

Approved by
Principal

Issued By
MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH (*Affiliated to the University of Mumbai*)	KCCEMSR/SOP/45/DEPT/25
	INSTITUTIONAL OR DEPARTMENTAL PROCEDURE FOR CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES	Rev:00

1. PURPOSE:

To enhance the co-curricular and extra-curricular skills in the students.

2. SCOPE:

All departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Co-ordinators of concerned committee along with H.O.D./IQAC

4. DEFINITION:

5. ABBREVIATION:

HOD-Head of Department

IQAC: Internal Quality Assurance Cell

6. PROCEDURE:

6.1 H.O.D./IQAC should take permission from principal for organising an event/activity.

6.2 H.O.D. /IQAC along with Principal should form a committee for planning and execution of co-Curricular/extra-curricular activities.

6.3 Coordinator of committee along with H.O.D./IQAC should prepare the budget for conduction of activity.

6.3 Coordinator should take approval of budget required for conduction of activity from

management through H.O.D., Principal and IQAC(if required) by mentioning the objective, details of probable

expenses and scheduled date of activity.

6.4 After approval of budget, coordinator should take meeting with members of the committee

for micro level planning and division of responsibilities.

6.5 Coordinator will observe and take care of several activities required for smooth conduction

of event.

6.6 Coordinator should maintain all necessary records of activity.

6.7 Coordinator should submit the bills/receipts to the accountant for payment of the same.

6.8 In case of an event, feedback of participants should be taken immediately

after completion of event by the coordinator along with the registrar.

6.9 Coordinator should submit the post event report to the concern H.O.D/IQAC(for institutional level activity)

7. REFERENCES:

8. RECORDS:

Notice register

Minutes of Meeting register

Approval letter with budget sanctioned.

Brief report file.

Feedback report.

Prepared by	Approved by	Issued By
H.O.D and IQAC	Principal	MR

K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH (Affiliated to the University of Mumbai)	KCCEMSR/SOP/46 /DEPT/26
DEPARTMENTAL PROCEDURE FOR MAINTAINING THE DTE,AICTE,DATA	Rev:00

1. PURPOSE:
To carry out the departmental activities in effective manner.

2. SCOPE:
All the departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Lab Assistant along with HOD.

4. DEFINITION:

5. ABBREVIATION: HOD –Head of the Department
AICTE-All India Council for Technical Education
DTE- Directorate of Technical Education

6. PROCEDURE:
6.1 Lab Assistant will make the data required for AICTE/DTE in concern with H.O.D.
6.2 Lab Assistant will maintain all the related record and letters.

7. REFERENCES:
AICTE circular and guideline.
DTE circulars and guide lines.

6. RECORDS:
AICTE circular file.
DTE circular file.
AICTE record files.
D.T.E record files.

<table>
<tr><td>Prepared by
H.O.D</td><td>Approved by
Principal</td><td>Issued By
MR</td></tr>
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1. PURPOSE:

To Carryout smooth conduction of practical.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Head of the Department,Lab In charges ,lab assistants.

4. DEFINITION:

Routine maintenance: Maintenance of the equipment/Lab carried out at fixed intervals of time.

Breakdown maintenance: Maintenance of equipment carried out after the break down of the equipment.

5. ABBREVIATION:

A.I.C.T.E- All India Council for Technical Education.

HOD- Head of the Department

6. PROCEDURE:

- Before the commencement of every semester, the HOD instruct the lab assistant/lab in charge/workshop supt./ workshop instructor and concern staff to carry out the routine maintenance work of machineries/ equipment/kits of Labs/ machine shop etc.
- The Lab In charge and Lab Assistant will prepare the routine maintenance schedule.
- The lab assistant/ workshop instructor/ lab assistantwill carry out the maintenance of the equipment/machineries/ kits of Lab as per the maintenance schedule in the guidance of lab in charge/ workshop supt.
- The lab assistant/ workshop instructor will record the details of maintenance actions in the routine maintenance form and maintain the records.
- Lab assistant/ workshop instructor will replace/repair the damaged part/s of the equipment/machineries/ kits at the time of breakdown maintenance, and if he is unable to rectify then report HOD.
- If he can repair/replace then the lab assistant/workshop instructor should prepare the list of items to be purchased along with estimated budget and get it approved from

HOD/Principal/Management and collect the amount from account department. A copy of the bill/receipt will kept in the departmental lab records file.

- If the damaged part can't be replaced/repaired by the lab assistant/workshop instructor and it requires more skilful person then he will convey the same to the Lab In charge/ workshop supt.
- The Lab In charge/ workshop supt. will call quotations for the same in consultation of store keeper and H.O.D.
- Based on the above information, the store keeper will prepare the comparative statement of the service providers.
- Store keeper will present the comparative statement to the Principal.
- The Principal will finalise after discussion with the HOD and the service provider.
- The selected service provider will be contacted for repair and work order will be issued to him.
- After the repair/service is done, the lab in charge/ workshop supt. will conduct an inspection and verify that the work is done according to the need and prepare inspection report.
- Store keeper will submit the bill with inspection report to the accountant for final payment.
- The department will maintain a lab record file containing quotation, comparative statements, bills, vouchers, receipts, work order etc.

7. REFERENCES:

AICTE Norms for laboratory equipment.

Routine maintenance records

8. RECORDS:

- Equipment maintenance file.
- File of bills of materials purchased for repair.
- Approval with estimated budget.
- Quotation file.
- Comparative statement

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

1. PURPOSE:

To maintain IT infrastructure facility

2. SCOPE:

All the departments of K.C.College of Engineering & Management Studies and Research.

3. RESPONSIBILITY

IT coordinator, system administrator ,lab assistants

4.ABBREVIATION

AMC-Annual Maintenance Contract

IT- Information Technology

5. PROCEDURE

- If Any Technical issue of Computer Equipment in Lab / Department.First stage of investigation has been initiated by Departmental Lab assistant.
- He summaries all the problems of the Lab Equipment and according to that if he require any equipment for service he raise the request on IT helpdesk through email id i.e. ithelpdesk@kccemsr.edu.in
- Second stage of investigation has been initiated by system admin.
- If repairable he send thenon working IT equipment for repairing.
- Repair centre gives quotation for repairing after approval they repaired and send it back

- If non repairable the equipment is replaced by new one. For that Minimum 3 quotation from different vendors are taken and comparative statement is prepared and send it for approval to the Principal. After approval by the principal the new equipment is procured and hand over to respective department

6. RECORDS

Maintenance file and e-mail record

Prepared by	Approved by	Issued By
IT coordinator	Principal	MR

1. PURPOSE:

To maintained the assets record.

2. SCOPE:

All the departments and sections of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

HOD along with Lab Assistant

4. DEFINITION:

5. ABBREVIATION:

6. PROCEDURE:

6.1 After receiving the application of temporary need from other department, Head will instruct to concern staff to make necessary arrangement with his/her remarks.
6.2. On completion of work Head will make necessary arrangement to return their asset and take received signature with a thanking note.

7. REFERENCES:

8. RECORDS:

Application file

Prepared by
H.O.D

Approved by
Principal

Issued By
MR

1. PURPOSE:

To provide Lab equipment requirement

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Principal, HOD, Purchase Committee

4. DEFINITION:.

5. ABBREVIATION:

P.O. – Purchase order

6. PROCEDURE:

- HOD of each department gives the equipments requirement form to all lab assistant before start of academic year.
- All lab assistant fills the equipments requirement form after consulting with Lab In charges & subject in charges.
- HOD conducts meeting with all faculties & lab assistant & finalize equipments requirement list & Principal conduct meeting with HODs and finalize the equipments requirement list along with budget.
- HOD along with Principal conducts meeting with management & discuss about Lab requirements.
- Management approves the budget& then call quotation from various vendors & make comparative in details by the purchase committee.
- Then call vendors for discussion & finalize rate then finalize the equipments with vendors and issue purchase order by store section with all authority's sign on it & then dispatch/handover the P.O. to the vendor for purchase of equipments.
- After delivery of equipments by vendor to store section then store department check the items received & then do the entry as inward no. & then handover these equipments to department.

Prepared by
HOD

Approved by
Principal

Issued By
MR

1. PURPOSE:

To get the examination forms filled and process them as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies& Research

3. RESPONSIBILITY:

Admin,Account Clerk, Examination Cell Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
SEM I- Semester I
SEM II- Semester II
SEM VII- Semester VII
SEM VIII- Semester VIII

5. PROCEDURE:

- The University Exam form dates for FE and BE students is displayed on notice board according to University circular
- Collecting the Online acknowledgement Form from student with exam fees receipts and marksheeton given dates
- Collecting hardcopy Form from student(if any)
- Verifying theOnline Acknowledgement Form of students with marksheet copy and receipt copy attached to it
- Approving Online Acknowledgment form online on University Website
- Preparing Exam fees paid Sheet
- Forwarding the letter to Account department for Exam fees verification
- Verifying the Exam fees paid receipt with Accounts department
- After verification Account department prepares the cheque.
- Drafting the University letter
- Taking Online Report printout from University Website
- Submitting the Online Report of University with cheque and University letter.

6. **REFERENCES:**
    * University website (www.mu.ac.in)

7. **RECORDS:**
    * Filled Exam Forms
    * Receipt of payment of examination form

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

	K.C.COLLEGE CF ENGINEERING & MANAGEMENT STUDIES & RESEARCH _(Affiliated to the University of Mumbai)_	KCCEMSR/SOP/52/ EXAM/02 Rev.No.:00

ADMINISTRATIVE PROCEDURE FOR COLLEGE EXAMINATION FORM FILLING OF STUDENTS

1. PURPOSE:

To get the examination forms filled and process them as per the rules prescribed by Mumbai University

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Cell Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

SEM III- Semester III

SEM IV- Semester IV

SEM V- Semester V

SEM VI- Semester VI

5. PROCEDURE:

- The College Exam Form date for SE and TE students is displayed on notice board.
- Collecting the Form from student with exam fees receipts, marksheet and previous semester marksheet on given dates
- Verifying theForm of students with marksheet copy and receipt copy attached to it
- Preparing Exam fees paid sheet
- Forwarding the letter to Account department for Exam fees verification
- Verifying the Exam fees paid receipt with Accounts department
- After verification Account department prepares the cheque.

6. REFERENCES:

- College Web Site (www.kccemsr.edu.in)
- Notice Board

7. RECORDS:

- Filled Exam Forms
- Receipt of payment of examination form

Prepared by Exam Cell In charge	Approved by Principal	Issued By MR

1. PURPOSE:

To conduct class test examinations for the students as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Cell Incharge along with Class Test Coordinator, Examination Cell Co-Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences

5. PROCEDURE:

- Syllabus report for the class test is displayed on departmental notice board.
- 3 sets of question paper are collected from the subject teachers 15 days prior to the class test.
- Randomly 1 paper is selected from them for the exam.
- Seating arrangement and supervision duty chart are made.
- Class test time table is displayed a week before on the departmental notice board.
- Required number of answersheets are stamped and bundled about a week before the exam and kept in exam cell custody.
- The selected question paper are photocopied and bundled according to the block arrangement.
- Class Test Coordinator from each department plays a role of Senior Supervisor in class test conduction whereas exam cell Incharge acts as a CC.
- The allotted supervisor reports the exam conduction room 15 minutes before the test and reaches the block 10 minutes prior to the commencement.
- Answersheets are distributed to the candidates 5 minutes prior while the question papers are distributed at the exact time.

- Question papers in sealed envelope are given in each block by the Class Test Coordinator 5 minutes prior to the class test.
- After the completion of class test, Class Test Coordinators collect the answersheets from supervisor and verify it before keeping it in their custody.

6. REFERENCES:
- Ordinances relating to Examination (University of Mumbai)

7. RECORDS:
- Class Test conduction file semester wise

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/54/ EXAM/04 Rev.No.:00

ADMINISTRATIVE PROCEDURE FOR CONDUCTION OF ORAL PRACTICAL EXAMINATION OF STUDENTS

1. PURPOSE:

To conduct oral practical examinations for the students as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Department wise Examination Coordinator, All HoD's, Examination Clerk and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- To get the count of number of students appearing for the examination from the list of students who have filled the examination form
- To fix the dates & labs for the conduction of Oral / Practical examination.
- To assign Internal Examiner.
- To call the External Examiners for the exam.
- To get the attendance of the student while appearing for exam.
- Get the marks filled by the External Examiner in the external marksheet.
- Get the marks filled by the Internal Examiner in the internal marksheet.
- Consider the average of both for final result.
-

6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)
- Permanent circular file Exam Cell

7. **RECORDS:**
   - Oral / Practical exam Answersheets
   - Oral / Practical exam Marksheet
   - External / Internal Examiner Remuneration forms

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

	KCCEMSR/SOP/55/ EXAM/05 Rev.No.:00
K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	
ADMINISTRATIVE PROCEDURE FOR PREPARING SUPERVISION DUTY CHART OF END SEMESTER EXAMINATION	

1. PURPOSE:

To prepare Supervision duty chart for the conduction of End Semester Examination per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk,Examination Cell Co-Incharge and Examination Cell Incharge

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.
SS- Senior Supervisor
JS- Junior Supervisor
CC- Chief Conductor
SS- Senior Supervisor
JS- Junior Supervisor
US- Under Study Supervisor
AUS- Assistant to Under Study
HoD's- Head of the Department
ATKT- Allow to Keep Terms

5. PROCEDURE:

- Exam cell provides the slots department wise to the HoD's
- HoD's confirmed & forwards the individual teaching & non-teaching faculty for the preferred slot.
- After the release of the Examination time table, day wise time table is made.
- The day wise count of appearing students is calculated for the morning &evening sessions from the list if students who filled exam forms.
- Based on the count of students, the numbers of blocks required are calculated approximately.
- The number of blocks required gives the count of Jr. Supervisor required.

- 2 Sr. Supervisors are appointed for regular examination & 1 Sr. Supervisor for KT examination.
- Each US (Under Study) is appointed for 1 Regular & 1 KT examination.
- There are 4 AUS (Assist of US) under 1 US in each team.
- Total numbers of duties for the entire examination divided by total number of Jr. Supervisors gives the average numbers of duties allotted to each Jr. Supervisors.
- Duties are allotted randomly within the slot accepted by the person following the maximum limits on the allotted supervision duties.

6. REFERENCES:
- Ordinances relating to Examination (University of Mumbai)
- Examination Time Table (University of Mumbai)

7. RECORDS:
- Examination conduction file (Exam Cell)

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To conduct End Semester Examination for the students as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

CC, SS, JS, US, AUS.

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.
CC- Chief Conductor
SS- Senior Supervisor
JS- Junior Supervisor
US- Under Study Supervisor
AUS- Assistant to Under Study

5. PROCEDURE:

- Calculating exact number of students appearing from the filled examination forms for that subject.
- Seating arrangement is prepared according to the limits of 40 students per block.
- Answer sheets are stamped and bundles are made according to the blocks allotted.
- From the supervision duty chart, Jr. Supervisor and Relievers are allotted for each block.
- Jr. Supervisor reports the exam conduction room 30 minutes before and moves to the classroom 15 minutes before the exam.
- Answer sheets are distributed 10 minutes before the exam commencement to the candidates for information filling.
- Question paper in sealed envelope distributed by Sr. Supervisor in each block 5 minutes before the exam commencement.
- Question papers are distributed to the candidates after the long bell.

- Once the exam is over, Jr. Supervisor reports to the exam conduction room where Sr. Supervisor verifies the answersheetscount, number of supplements taken etc. And collect from Jr. Supervisor.
- US and team seals the collected answersheets duly signed by Sr. Supervisor and CC.
- The sealed answersheets are kept in exam cell custody.

6. REFERENCES:
- Ordinances relating to Examination (University of Mumbai)
- Examination Time Table (University of Mumbai)

7. RECORDS:
- Examination conduction file (Exam Cell)

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To complete the Evaluation and moderation of the answersheets as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Department wise Examination Coordinator, Examination Clerk and Examination Cell Incharge.

4. ABBREVIATION:

S.E- Second Year Engineering

T.E- Third Year Engineering

B.E- Bachelor of Engineering

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

BASIC- Humanities & Applied Sciences.

CAP- Centralised Assessment Process

5. PROCEDURE:

- Answer sheet bundles are sent to the CAP on next working day of the exam.
- Cap coordinators collect the answer sheets bundles & maintain the inward / outward entry. Cap coordinators maintain entry register & issue /return register of the faculty
- After evaluation of the answer sheets, papers falling in moderation category are separated.
- Moderation of papers is done by moderators.
- Remuneration forms are filled by Evaluators and Moderators.
- Corrected papers and subject wise mark sheets are sent to the Exam Cell.

6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)

7. RECORDS:

- CAP Assessment Register
- CAP Attendance Register
- Internal and External examiner panel lis

P.M.Vadall

Prepared by

Exam Cell In charge

Approved by

Principal

Issued By

MR

1. PURPOSE:

To complete the Assessment and moderation of the answer sheets as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Department wise Examination Coordinator, Examination Clerk and Exam Cell In charge.

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
CAP- Centralised Assessment Proeess

5. PROCEDURE:

- Installation of Mumbai University Software on the PC's of the lab allotted for University CAP with University coordinators
- Maintenance of CAP Attendance Record
- Taking Printout of Individual Evaluation Report of each and every examiner reported in CAP centre from University CAP Login ID
- Maintenance of University CAP File
- Preparation of Income and Expenditure statement and University Letters
- Final Submission of University CAP Documents

6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)

7. RECORDS:

- CAP Assessment Report
- CAP Attendance Report
- Internal examiner panel list

Prepared by **Exam Cell In charge**	**Approved by** **Principal**	**Issued By** **MR**

1. PURPOSE:

To prepare the Gazette copy of the Result and Marksheetas per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Co-Incharge, Examination Cell Incharge and Principal.

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX-Electronics Engineering
ESE- End Semester Examination
IA- Internal Assessment
TOT- Total
OR/PR- Oral/Practical
TW- Term Work
SGPI-Semester Grade Performance Index
CGPI- Cumulative Grade Performance Index
ATKT- Allow to Keep Terms

5. PROCEDURE:

- Collecting files from department Exam Coordinator of TW, PR/OR, Internal Marks (Regular / KT).
- TW, PR / OR, Internal marks entry in software.
- De-masking and Decoding of Answer sheet.
- Marks entry in software. Preparation of Gazettes of Result and printing of result.
- Verification of result.
- Prepare statistics of result.
- Old Result enters marks and prepares Gazettes.
- All result sends to the University for Approval.
- Approved result received from University
- Printing marksheet of Individual students, semester wise & department wise

6. **REFERENCES:**
   - Ordinances relating to Examination (University of Mumbai)
   - Result Preparation Software Manual

7. **RECORDS:**
   - Gazette copy of the result

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To solve the Exam related Grievances (Photocopy & Revaluation of the Answersheets) of the students

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk,Examination Clerk,Examination Cell Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Preparing the excel list of students who applied for Photocopy and Revaluation process in College format.(Photocopy and Revaluation work book)
- Verifying each and every application of student with seat no, subject applied and revaluation fees paid.
- The Exam Cell Incharge writes the letter to the Accounts department for making the payment and forwarding the letter to the Accounts department.
- The Accounts department Verifies the excel sheet with the no of forms and exam fees receipt paid by student.
- The Accounts department Prepares the "Yourself cheque" for making payment to the examiners.
- Forwarding the cheque to the Exam Cell for further process.
- Preparing the RTGS Excel list for External Examiners in the PNB Bank Format (Name of the Examiner, Account no, IFSC code, Bank name and Branch name).
- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.

- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Examiners.

6. REFERENCES:
- Ordinances relating to Examination (University of Mumbai)
- Result Preparation Software Manual

7. RECORDS:
- Revaluation & Photocopy Application Forms
- Revaluation & Photocopy fee receipt
- Gazette copy of the revaluation result

P. M. Vadale

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To provide the Photocopy of the answer sheet to the student and reassess the answer sheet of the student who applies for it as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Preparing the excel list of students who applied for Photocopy and Revaluation process in University format.(Photocopy and Revaluation work book)
- Verifying each and every application of student with seat no, subject applied and revaluation fees paid.
- The Exam Cell Incharge writes the letter to the Accounts department for making the payment and forwarding the letter to the Accounts department.
- Verifying the excel sheet with the no of forms and exam fees receipt paid by student
- The Accounts dept. prepares the cheque in the name of "The Finance and Accounts Offices, University of Mumbai" and forwards the cheque to the Exam Cell for further process.
- The Exam Cell prepares Final Excel workbook of Photocopy and Revaluation
- Arranging the Application form seat no wise and taking signature of Principal on each and every application.
- Preparing Softcopy CD's Branch wise and semester wise.
- Forwarding the letter to University with Cheque copy and soft copy CD to University of Mumbai.

6. **REFERENCES:**
   - Ordinances relating to Examination (University of Mumbai)
   - Result Preparation Software Manual

7. **RECORDS:**
   - Revaluation & Photocopy Application Forms
   - Revaluation & Photocopy fee receipt
   - Gazette copy of the revaluation result

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

	K.C. COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/62/ EXAM/12 Rev.No.:00
	ADMINISTRATIVE PROCEDURE FOR RESULT ANALYSIS FOR UNIVERSITY & COLLEGE EXAMINATION	

1. PURPOSE:

To analyse the result semester wise as well as division wise with respect to grades, gender and find the toppers with respect to SGPI and CGPI (even semester)

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Co- Incharge and Examination Cell Incharge

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.
SGPI- Semester Grade Performance Index
CGPI- Cumulative Grade Performance Index

5. PROCEDURE:

- Getting a Result Gazette copy
- Filter the students according to the grades (O,A,B,C,D,E,P,F)
- Filter the students Subject wise according to the grades.
- Doing the analysis according to Boys & Girls, Passed & Failed.
- Getting the count of students in each category.
- Getting the count of passed and failed students.
- Finding the Toppers for the regular exam
- Doing the result analysis Division wise
- For even semesters finding the Toppers SGPI as well as CGPI wise
- After the declaration of revaluation result, doing the analysis of Number of students applied for revaluation and cleared in revaluation.
- Updating the result analysis after the revaluation result.

6. **REFERENCES:**
   - Gazette copy of the Result
   - Soft copy of the Gazette

7. **RECORDS:**
   - Result Analysis file (Exam Cell)

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To find whether the student is eligible for the admission to the higher class according to the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Co- In charge and Examination Cell In charge

4. ABBREVIATION:

FE- First Year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.
ATKT- Allow to Keep Terms

5. PROCEDURE:

- Maintaining the Academic result data of all students Department wise, Branch wise, Year wise
- Updating the result after every exam in detail i.e. No of External heads & Internal heads.
- Checking for the following conditions in the data.
- For the admission to TE, no backlog from FE is acceptable and for admission to BE, no backlog from SE is acceptable
- The total number of KTs from previous semester should be less than or equal to 5 External & 3 Internal. The no. of External KTs should be less than or equal to 5 with maximum count 8 including external and internal KTs.

6. **REFERENCES:**
   - Gazette copy of the Result
   - Soft copy of the Gazette

7. **RECORDS:**
   - Eligibility list

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To provide provisional admission to the students whose eligibility for final admission is withheld due to some awaited results.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Co-Incharge and Examination Cell Incharge

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- After checking the eligibility, the students who are not eligible can apply for provisional admission under certain conditions.
- If a student applies for revaluation or grievance whose result a waited when the admission process is going on, he can take provision admission by paying particular fees.

6. REFERENCES:

- Gazette copy of the Result
- Soft copy of the Gazette

7. RECORDS:

- Eligibility list

Prepared by Exam Cell In charge	**Approved by** Principal	**Issued By** MR

1. PURPOSE:

To issue transcripts to the students who applies for it for the purpose of higher education abroad.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Clerk, Examination Clerk, Examination Cell Co-Incharge, Examination Cell Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Filling the application form with set of all marksheet Xerox attached.
- Pay prescribed application fees.
- Mail transcript template to students E-mail id.
- Check the received filled transcript template.
- Verify it.
- Get it verified by Exam cell Incharge
- Take the required number of sets of printout.
- Get the signature of Exam cell Incharge, Principal.
- Call the student for collecting the transcript.
- Make an entry in an outward register.

6. REFERENCES:

- Gazette copy of the Result
- All Marksheets

7. RECORDS:
- Transcript file (Exam Cell)

P. M. Vadak

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/66/ EXAM/16 Rev.No.:00
	ADMINISTRATIVE PROCEDURE FOR PAYMENT OF UNIVERSITY SHARE OF COLLEGE EXAM FEES	

1. PURPOSE:

To Calculate &Pay the University share to the University in the exam fees paid by the students to the college.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Preparing the student list semester wise branch wise and exam fees receipt wise in excel format
- If regular student, than the exam fees Rs 900 + Cost of mark sheet Rs 50 (University share is 25 % of Rs 900)
- If KT student , than the Exam fees is Rs 200/- for 1 KT, Rs 400 for 2 KT and Rs 900 for 3 or more KT + Cost of marksheet Rs 50 (University Share is 25 % of Rs 200,400 and 900)
- Verifying the exam fees paid receipt with the exam form
- Making the exam fees paid chart in excel according the University circular
- The Exam cell Incharge writing the letter to the Accounts department for issuing a cheque and making payment to the University and forwarding the same to the Accounts department for verification.
- Verifying the exam fees receipt with Accounts department
- The Accounts department is preparing the cheque in the name of "The Finance and Account officers, University of Mumbai" and forwarding the cheque to the Exam cell for further process.

- The Exam cell is forwarding the cheque and letter to the University.
- The process should be done within 3 months of completion of Examination.

6. REFERENCES:

- Permanent Circular file Exam Cell

7. RECORDS:
- Examination forms
- Examination fee receipt
- University Share file

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To Calculate &Pay the University share to the University in the exam fees paid by the students to the college.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Taking print of online filled Report from University site
- Collecting One copy of Online Acknowledgement from FE (Semester I & II) and BE (Semester VII & VIII) students
- Preparing the list of student who filled Hardcopy Exam form
- Preparing the letter of 75% share amount according to the Online Acknowledgment form submitted by students.
- Verifying the same with the no of forms and exam fees receipt paid by student
- The Exam cell Incharge writes the letter to the Accounts department for making the payment and forwarding the letter to the accounts department.
- Verifying the same with the accounts department
- The Accounts department prepares the cheque in the name of "The Finance and Accounts Offices, University of Mumbai" and forwards the cheque to the Exam Cell for further process.

- Forwarding the letter to University with the cheque and Online University Report and Hardcopy filled form.

6. REFERENCES:
- Permanent Circular file Exam Cell

7. RECORDS:
- Examination forms
- Examination fee receipt
- University Share file

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To make the payment of remuneration to the internal and external examiners of oral/ practical/ termwork examinations.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Collecting the Filled Remuneration Form from Internal Examiners and External Examiners for making payment.
- Verifying the dates, subjects, semesters, no of students filled in the form
- Making the university rates entry in the form as per university circular and calculating the same.
- Writing the letter to the Accounts department for making RTGS payment to the examiners to the accounts department for verification.
- Verifying the External and Internal Examiners form with Accounts department as per university circular
- The Accounts departmentPrepares the "Yourself cheque" for making Payment to the examiners.
- Forwarding the cheque to the Exam Cell for further process.

- Preparing the RTGS Excel list for External Examiners in the PNB Bank Format (Name of the Examiner, Account no, IFSC code, Bank name and Branch name).
- Preparing the Internal Examiners PNB Account No Bank list
- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.
- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Examiners.
- Taking the signature of the examiners on the bank sheet after receipt of the payment

6. REFERENCES:
- Permanent Circular file Exam Cell

7. RECORDS:
- Remuneration forms
- Exam Cell Account File

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

	KCCEMSR/SOP/69/
K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	EXAM/19 Rev.No.:00
ADMINISTRATIVE PROCEDURE FOR PAYMENT OF COLLEGE CAP REMUNERATION	

1. PURPOSE:

To make the payment of remuneration to the CAP director, CAP co-ordinators, assessors, moderators as per the rules prescribed by the university of Mumbai.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Collecting the Filled Remuneration Form from Internal Examiners and External Examiners for making payment.
- Verifying the dates, subjects, semesters, no of students filled in the form
- Making the university rates entry in the form as per university circular and calculating the same.
- Verifying total no of papers checked in cap and calculating the Administrative Expenses of cap as per university circular chart (Share of Cap Director, Cap coordinator, Accountant, Clerk and Peon.)
- The Exam cell Incharge writes the letter to the Accounts department for making RTGS payment to the examiners and forwarding the same to the accounts department for verification.
- Verifying the External and Internal Examiners form with Administrative expenses sheet with accounts departmentas per university circular.

- The Accounts department Prepares the "Yourself cheque" for making Payment to the examiners.
- Forwarding the cheque to the Exam Cell for further process.
- Preparing the RTGS Excel list for External Examiners in the PNB Bank Format (Name of the Examiner, Account no, IFSC code, Bank name and Branch name).
- Preparing the Internal Examiners PNB Account No Bank list.
- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.
- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Examiners.
- Taking the signature of the examiners on the bank sheet after receipt of the payment.

6. REFERENCES:
- Permanent Circular file Exam Cell

7. RECORDS:
- Remuneration forms
- Exam Cell Account File

P. M. Vadall

| **Prepared by** | **Approved by** | **Issued By** |
| Exam Cell In charge | Principal | MR |

1. PURPOSE:

To make the payment of remuneration to the supervisors and other members involved in End semester exam as per the rules prescribed by the University of Mumbai.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Account clerk, Examination Clerk, Examination Cell Co-Incharge, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences
CC- Chief Conductor
SS- Senior Supervisor
JS- Junior Supervisor
US- Under Study Supervisor
AUS- Assistant to Under Study

5. PROCEDURE:

- Preparing the Exam Supervision Bill semester wise of particular examinations.
- Verifying the bill with college attendance register.
- The Exam cell Incharge writing the letter to the Accounts department for making RTGS payment to the supervisors and forwarding the same to the Accounts department for verification.
- After verification, the Accounts department is preparing the "Yourself cheque" for making Payment to the examiners.
- The Accounts department prepares and forward the cheque to the Exam Cell for further process.
- Preparing the Internal Examiners PNB Account No Bank list.

- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.
- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Supervisors.
- Also taking the signatures in the bill of the CC, SS, JS, US and his team members and Peon involved in the examination.

6. **REFERENCES:**
   - Permanent Circular file Exam Cell

7. **RECORDS:**
   - Attendance Record
   - Exam Cell Account File

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To make the payment of remuneration to the supervisors and other members involved in End semester exam as per the rules prescribed by the University of Mumbai.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Account clerk, Examination Clerk, Examination Cell Incharge and Principal.

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SS- Senior Supervisor
JS- Junior Supervisor
US- Under Study Supervisor
AUS- Assistant to Under Study

5. PROCEDURE:

- Preparing the Exam Supervision Bill semester wise of particular examinations.
- Verifying the bill with college attendance register.
- Taking the signature of the CC, SS, JS, USand his team members and Peon involved in the examination.
- Claiming the bill to the University for making payment.
- Taking Xerox of all the bills
- Forwarding the Bill and Letter to University for making payment.
- After receiving the cheque from university, depositing the same in exam cell bank account.

- After clearing the cheque in the bank, forwarding the letter to the Accounts department for making RTGS payment to the supervisors and forwarding the same to the Accounts department for verification.
- After verification, the Accounts department is preparing the "Yourself cheque" for making Payment to the examiners.
- The Accounts department prepares and forward the cheque to the Exam Cell for further process.
- Preparing the Internal Examiners PNB Account No Bank list.
- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.
- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Supervisors.

6. **REFERENCES:**
   - Permanent Circular file Exam Cell

7. **RECORDS:**
   - Remuneration forms
   - Exam Cell Account File

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To allot the punishment to the students caught using unfair means during the examination according to the rules as prescribed by University of Mumbai.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. DEFINATION:

'Unfair means' includes one or more of the following acts or omission on the part of students during the examination period -

- Possessing unfair means material and or copying there from.
- Transcribing any unauthorized material or any other use thereof.
- Mutual / Mass copying.
- Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.

6. PROCEDURE:

- The Controller of Examinations of the University / Principal of the College or Head of the Recognized Institution, or the officer authorized by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him / her, and shall ask him / her to show cause as so why the charge/s leveled against him / her should not be as proved and punishment stipulated in the show cause notice be imposed.

- The Student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply / explanation to the show cause notice served on him / her there in. The student himself / herself only shall present his / her case before the committee.

- The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge against the student should be shown to him / her by the inquiry committee, if the student presents himself / herself before the committee. The evidence, if any, should be recorded in the presence of delinquent.

- Reasonable opportunity, including oral hearing, shall be given to the student to the show cause notice shall be considered by the committee before making final recommendation in the case.

- After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the committee in his / her defense. Even after offering two chances if the student concerned fails to appear before the committee, the committee shall take decision in his / her case in absentia, on the basis of the available evidence / documents, which shall be binding in the student concerned.

- The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

Punishment –

- Annulment of performance of the student in full or in part in the examination he / she has appeared for.

- Debarring student from appearing for any examination of the University or College for a stipulated period not exceeding five years.

- Debarring student from taking admission for any course in the University or College for a stipulated period not exceeding five years.

- Cancellation of the University or College Scholarship or prize etc. awarded to him/her in that examination.

- In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.

- The student concerned be informed of the punishment finally by it in this behalf, under intimation to the College he / she belongs to.

7. **REFERENCES:**
   - Ordinances relating to Examination (University of Mumbai)

8. **RECORDS:**
   - Unfair Means file

Prepared by
Exam Cell In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To describe the processes and responsibilities while scheduling the third year and final year students at K.C. College of Engineering & Management Studies & Research for internships.

2. SCOPE:

This SOP applies to the Training & Placement team involved in scheduling the third year and final year students for internships.

3. RESPONSIBILITY:

- To maintain a database of companies providing internships belonging to various professions.
- Maintaining the list of students interested in opting for internships.
- Collection of copies of the internship certificates after completion.

4. DEFINITION:

Not Applicable

5. ABBREVIATION:

SOP: Standard Operating Procedure

6. PROCEDURE:

6.1 The Training & Placement Head team creates a database of companies providing internships related to various professions.

6.2 The student coordinators call the companies enquiring about their internship plans for the third year and final year students of all branches.

6.3 On confirmation a form is published to collect the details of the interested students for the mentioned profile. The internship period can vary from 15 days to 1 month.

6.4 On completing the internship the students submit a copy of their certificates which is maintained by the Training & Placement team.

7. REFERENCES:

Not Applicable.

8. RECORDS:

8.1 Company database
8.2 Student details
8.3 Copy of internship certificates

Prepared by
TPO

Approved by
Principal

Issued By
MR

1. PURPOSE:

To describe the processes and responsibilities while inviting companies to college campus for placements of the final year students at K.C. College of Engineering & Management Studies & Research.

2. SCOPE:

This SOP applies to the Training & Placement team involved in the implementation of the invitation procedure.

3. RESPONSIBILITY:

- To maintain a database of companies belonging to various professions.
- Maintaining the status of interaction with the companies.

4. DEFINITION:

Not Applicable

5. ABBREVIATION:

SOP: Standard Operating Procedure

6. PROCEDURE:

6.1 The Training & Placement Head along with the staff coordinators creates a database of companies related to various professions and plans out a placement calendar at the beginning of the academic year.

6.2 Once the placement calendar is ready the student coordinators call the companies enquiring about their hiring plans for the final year students of all branches.

6.3 A mail is sent to the company mentioning the purpose along with the college presentation.

6.4 On confirmation of the placement dates with the company a form is published to collect the details of the interested students for the mentioned profile.

6.5 The details of the students meeting the eligibility criteria set by the company are filtered and then shared with the company via email.

7. REFERENCES:

Not Applicable.

8. RECORDS:

8.1 Company database
8.2 Student details

Prepared by	Approved by	Issued By
TPO	Principal	MR

1. PURPOSE:
To describe the processes, responsibilities, and documentation requirements related to the placement activities held for all the final year students at K.C. College of Engineering & Management Studies & Research.

2. SCOPE:
This SOP applies to the Training & Placement head, Training & Placement co-ordinators/college staff involved in the implementation and coordination of placement activities.

3. RESPONSIBILITY:
- To arrange and manage the placement activities held for the students.
- To invite companies to the campus for recruiting the students of final year.
- Maintain all the records related to all the placement activities conducted.

4. DEFINITION:

5. ABBREVIATION:
SOP: Standard Operating Procedure
HR: Human Resources
IQAC: Internal Quality Assurance cell
HOD: Head of Department
S.S.C.: Secondary School Certificate
H.S.C.: Higher School Certificate

6. PROCEDURE:
6.1 The Training & Placement Head along with the staff coordinators creates a database of companies related to various professions and plans out a placement calendar at the beginning of the academic year.

6.2 Once the placement calendar is ready the student coordinators call the companies enquiring about their hiring plans for the final year students of all branches.

6.3 On finalization of company, dates of the placement drive and the job profile are confirmed from the HR manager.

6.4 The Training & Placement Head calls a meeting with the IQAC and the HODs to seek permission for venue for the finalised date of the placement drive.

6.5 The students are notified about the company, job profile, venue (On-Campus/Off-Campus) and the drive dates.

6.6 Students register themselves by filling out forms and their profile and other relevant details are shared with the company.

6.7 The companies conduct pre-placement talks to give in-depth information about them including the roles and the profile being offered.

6.8 Companies conduct their selection process which typically consists of Aptitude tests, Group Discussion and interviews after which the final results are announced.

6.9 On Completion of the whole procedure the staff coordinators document the event in terms of Post Event Report.

6.10 All the documents related to the placement event are maintained in the Placement Activities file.

7. REFERENCES:

Not Applicable.

8. RECORDS:

8.1 Permission Letter.

8.2 Student Notices.

8.3 Attendance Sheets

8.4 Guest Feedback Form

8.5 Post Event Report

Prepared by	Approved by	Issued By
TPO	Principal	MR

1. PURPOSE:

To describe the processes and responsibilities while profiling the students in final year at K.C. College of Engineering & Management Studies & Research.

2. SCOPE:

This SOP applies to the Training & Placement team involved in profiling process of the final year students.

3. RESPONSIBILITY:

- To create a detailed profiling document.
- Maintaining the list of students interested in getting placed after graduating.

4. DEFINITION:

Not Applicable

5. ABBREVIATION:

SOP: Standard Operating Procedure

6. PROCEDURE:

6.1 The Training & Placement Head team creates a profiling document which includes a range of technical profiles and a detailed description of the roles and responsibilities associated with it.

6.2 The students interested in getting placed can select the domains which complies with their skill-set and interests. This helps the Training & Placement team to categorise and place the students in their favourable domains.

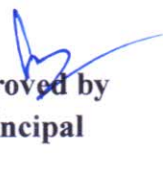6.3 The data is maintained by the Training & Placement team for future references.

7. REFERENCES:

Not Applicable.

8. RECORDS:

8.1 Profiling Document
8.2 Student database
8.3 Profiling results

Prepared by	Approved by	Issued By
TPO	Principal	MR

1. PURPOSE:

To outline the process and responsibilities of the responsible staff member in maintaining the records of the students who have opted for higher studies.

2. SCOPE:

This SOP applies to the staff member involved in the record maintenance of the students who have opted for higher studies.

3. RESPONSIBILITY:

To maintain a record of the students who have opted for higher studies and collect supporting documents.

4. DEFINITION:

Not Applicable

5. ABBREVIATION:

SOP: Standard Operating Procedure
LOR: Letter of Recommendation

6. PROCEDURE:

6.1 The responsible staff member places calls to the graduated students regarding their higher studies status.
6.2 If the student has opted for higher studies then inquire about the domain and collect the copy of their admit cards for the exams taken and LORs as proof.
6.3 Maintain the documents in a file as well as a soft copy of the records.

7. REFERENCES:

Not Applicable.

8. RECORDS:

8.1 List of graduated students
8.2 Copy of admit cards
8.3 Copy of LORs

Prepared by
TPO

Approved by
Principal

Issued By
MR

1. PURPOSE:

To outline the process and responsibilities of the Training & Placement Team in maintaining the records of the students who have been placed.

2. SCOPE:

This SOP applies to the Training & Placement Team responsible for the record maintenance of the students who have been placed.

3. RESPONSIBILITY:

To maintain a record of the students who have been placed and collect supporting documents.

4. DEFINITION:

Not Applicable

5. ABBREVIATION:

SOP: Standard Operating Procedure

6. PROCEDURE:

6.1 The Training & Placement team places calls to the graduated students regarding their placement status.

6.2 If the student is placed then inquire about the domain and collect a copy of their offer letter or appointment letter as proof.

6.3 Maintain the documents in a file as well as a soft copy of the records.

7. REFERENCES:

Not Applicable.

8. RECORDS:

8.1 List of graduated students

8.2 Copy of offer letters/ Copy of appointment letters

Prepared by	Approved by	Issued By
TPO	Principal	MR

1. PURPOSE:

To describe the processes, responsibilities, and documentation requirements related to the events held for all the students at K.C. College of Engineering & Management Studies & Research.

2. SCOPE:

This SOP applies to the Training & Placement head, Training & Placement co-ordinators/college staff involved in the implementation and coordination of events.

3. RESPONSIBILITY:

- To organise various events related to grooming of students for corporate world and higher studies.
- Maintain all the documents related to all the events conducted.

4. DEFINITION:

Not Applicable

5. ABBREVIATION:

SOP: Standard Operating Procedure
IQAC: Internal Quality Assurance cell
HOD: Head of Department

6. PROCEDURE:

6.1 The Training & Placement Head along with the staff coordinators plan out the various events that should be conducted during the academic year. Events will include enlightening sessions about the various opportunities and higher education or grooming sessions to train students in Aptitude, Group Discussion, Mock interview to make them ready for the corporate world.

6.2 Once an event is finalised the dates are finalized on consultation with the IQAC and HODs.

6.3 The Training & Placement team creates advertisements and generate forms for registrations of interested students.

6.4 The students are notified about the event, last date of registration and the venue.

6.5 Upon completion of the event, students are supposed fill a feedback form and sign the attendance sheet maintained by the staff coordinators.

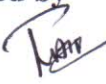6.6 The Training and Placement team documents the entire event in terms of Post Event Reports.
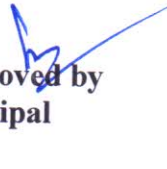
7. REFERENCES:

Not Applicable.

8. RECORDS:

8.1 Permission Letter.
8.2 Student Notices
8.3 Attendance Sheets
8.4 Feedback forms
8.5 Post Event Report

Prepared by
TPO

Approved by
Principal

Issued By
MR

1. PURPOSE:

To describe the processes and requirements while conducting evaluation tests for students at K.C. College of Engineering & Management Studies & Research.

2. SCOPE:

This SOP applies to the Training & Placement team responsible for conducting evaluation tests on a weekly basis for all the students.

3. RESPONSIBILITY:

- To conduct aptitude tests for students.
- Maintaining and displaying results of the students.

4. DEFINITION:

Not Applicable

5. ABBREVIATION:

SOP: Standard Operating Procedure

6. PROCEDURE:

6.1 The Training & Placement team prepares aptitude test papers focusing Quantitative aptitude, Logical Reasoning and Verbal Reasoning.

6.2 The tests are conducted on a weekly basis and are then evaluated by the Staff coordinators.

6.3 The results are put up on the notice boards and the same record is maintained by the Training & Placement team.

7. REFERENCES:

Not Applicable.

8. RECORDS:

8.1 Aptitude test papers
8.2 Evaluation results

Prepared by
TPO

Approved by
Principal

Issued By
MR

1. PURPOSE:

To describe the processes, responsibilities, and documentation requirements related to the training activities held for all the students at K.C. College of Engineering & Management Studies & Research.

2. SCOPE:

This SOP applies to the Training & Placement head, Training & Placement co-ordinators/college staff involved in the implementation and coordination of training activities.

3. RESPONSIBILITY:

- To organise various training programmes on Personality Development, Quantitative Aptitude, Logical Reasoning and Verbal reasoning.
- Conduct Mock Interviews, Aptitude Tests and Group Discussion sessions to ensure that the students perform well in the professional interviews as per the expectations of the corporate world.
- Maintain all the records related to all the training activities conducted.

4. DEFINITION:

Training Activity: Any form of procedure or event that is held with the objective of training students for placements or higher studies.

5. ABBREVIATION:

SOP: Standard Operating Procedure
IQAC: Internal Quality Assurance Cell
HOD: Head of Department

6. PROCEDURE:

6.1 The Training & Placement Head along with the staff coordinators identifies the training needs of the students and creates a schedule for the trainings. Trainings can be company specific or generic.

6.2 Once the training dates are finalized on consultation with the IQAC and HODs, the team creates advertisements and generate forms for registrations of interested students.

6.3 The students are notified about the training agenda, last date of registration and the venue of the training.

6.4 Upon completion of the training, students are supposed fill a feedback form and sign the attendance sheet maintained by the staff coordinators.

6.5 The Training and Placement team documents the entire event in terms of Post Event Reports.

6.6 All the documents related to the training are kept in Training Events file which keeps a
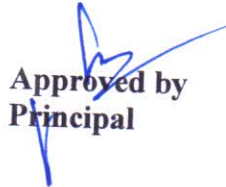
7. REFERENCES:
Not Applicable.

8. RECORDS:

8.1 Permission Letter.
8.2 Student Notices.
8.3 Attendance Sheets
8.4 Feedback forms
8.5 Post Event Report

Prepared by
TPO

Approved by
Principal

Issued By
MR

1. PURPOSE:

To circulate library resources

2. SCOPE:-

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Librarian and Assistant Librarian

4. DEFINITION: -

a) **Issuable :** Documents available for home issue

b) **Reference:** Documents to be used in the library viz. Reference books, latest issues of periodicals and newspapers, question papers, syllabus.

5. ABBREVIATION: -

ID-Identity card

6. PROCEDURE:

- Books would be issued only for 10 days at one time to the students and for one semester to the Teaching and Non-Teaching Staff
- Re – issue of books will be done in the set of 10 days each for a maximum of two times. The faculty/staff shall be required to return/renew books at the end of each Semester for smooth functioning
- A student can issue 4 books in his/her account, whereas a faculty member can issue maximum of 10 books in his/her account.
- Books shall be issued only after the Library Card is produced.
- Book to be issued after barcode scanning

- For re-issue after the last date for return of the book, the book has to be physically brought to the library circulation

- Reference books will be provided to student and faculty/staff in the library against their ID card.

7. RECORDS:

Software Record

| Prepared by
Librarian | Approved by
Principal | Issued By
MR |

1. PURPOSE:

To motivate the students for using library books

2. SCOPE:-SC/ST,EBC and topper students

3. RESPONSIBILITY:

Librarian and Assistant Librarian

4. PROCEDURE:

- Book Bank facility will be provided to SC/ST, EBC and Toppers

- One book will be provided for each subject in the semester

- Books will be provided in each semester

- All students who are availing the facility must ensure returning the entire set of books provided to them within two days of completion of their final examination in the concerned semester/Term.

- The overdue charge is Rs.2/- per day per book.

- If any student availing the facility loses the book / damages the book / disfigures the book, he / she shall replace the volume(s) with new books (Or pay the current cost of the book plus fine, if any, as may be directed by authority).

5. RECORDS:

Book bank file

Prepared by **Librarian**	**Approved by** **Principal**	**Issued By** **MR**

1. PURPOSE:
To verify books in the library

2. SCOPE:-
Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

3. RESPONSIBILITY:
Stock Verification Team

4. PROCEDURE:
- An approval is taken from the principal for stock verification
- A stock verification team is prepared consisting of teaching and non – teaching staff
- Stock verification team is divided into small group
- Each group is given specific of no. of books to verify
- All groups sheets are merged together to find available and non-available books

5. RECORDS:
Stock verification file

Prepared by Librarian	Approved by Principal	Issued By MR

1. PURPOSE:

To procure and maintain library software

2. SCOPE:-

3. RESPONSIBILITY:

Librarian and Assistant Librarian

4. ABBREVIATION: -AMC-Annual Maintenance Contract

5. PROCEDURE:

- Library software is purchased once
- Library software purchase based on the features, services of the software
- Proposal of software is submitted for Management approval
- After approval, order is placed.
- Maintenance is done annually i.e., Annual Maintenance Contract (AMC)

6. RECORDS:

Library software File

Mkamble		
Prepared by	**Approved by**	**Issued By**
Librarian	**Principal**	**MR**

1. PURPOSE:
To collect fine from the defaulter

2. SCOPE:-All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Librarian and Assistant Librarian

4. DEFINITION: -

5. ABBREVIATION: -

6. PROCEDURE:

6.1. Rate of fine: Rs 2/- per day

6.1.1 If Student/faculty/staff not returning books on time than Rs. 2 /- per day fine will be applicable

6.1.2 Librarian/Assistant Librarian will collect the fine amount and issue receipt for the same.

6.1.3 Fine collection record will be maintained in Fine register
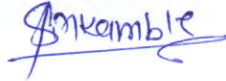
6.1.4 If a book is misplaced/lost by a student/faculty/staff member, it should be brought into librarian's notice.

6.1.4.1 In case of loss of books, student/ staff can be allowed to replace the book, if it is in new and good condition, and of the same/newer edition/ publication & title. Or price of the same book will be collected

7. REFERENCES: -

8. RECORDS:

8.1   Receipt book
8.2   Fine Register

Prepared by
Librarian

Approved by
Principal

Issued By
MR

1. PURPOSE:

Primary mission of ICCof KCCEMSR is to provide guidelines for protection from sexual harassment and basic right to work with dignity and to handle related complaints received or referred to the committee.

2. SCOPE:

The policy is applicable to all employees and students (females and males) and also to third parties associated with KCCEMSR. ICC-KCCEMSR will be formed by the organization, which will undertake preventive action as well as it will act as a grievance redressal body where complaints of sexual harassment at the work place will be contemplated. The committee will have representation of the members from across all staff cadres

3. RESPONSIBILITY
   ICC MEMBERS

4.ABBREVIATION

ICC –Internal Compliant Committee

Definitions and Explanations

The operational definitions of the following terms will be considered by the committee while dealing with these complaints.

(i.) Definition of Sexual Harassment

On August 13, 1997, the Supreme Court of India held that sexual harassment is a violation of the fundamental rights to work in a safe environment. According to the Supreme Court guidelines sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) such as the following:
1.Physical contact and advances

2. A demand or request for sexual favours
3. Showing pornography

4. Any other unwelcome, physical, verbal or non-verbal conduct of sexual nature

According to the Code of Conduct at Work Place prepared by the National Commission in 1998, sexual harassment includes such unwelcome sexually determined behaviour by any person either individually or in association with other persons or by any person in authority, whether directly or by implications, such as the following:

- Eve Teasing
- Unsavoury remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunt

- Gender based insults or sexist remarks

- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like

- Touching or brushing against any part of the body and the like

- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings

- Forcible physical touch or molestation and
- Physical confinement against one's will and any other act likely to violate one's privacy

(ii) Work place:

Work place includes any place where the employees of the organization carry out tasks to further the organizational goals and objectives. This will not include any place of work that is beyond institute's premises and control. However the grieved party will be provided support to carry out necessary action as and when required.

(iii)Students:

A student will include any candidate enrolled in the institute as a trainee in capacity of undergraduate, postgraduate.

(iv) Employee/staffs:

An employee of institute is an individual who has been appointed at the organization to carry out certain tasks so as to further the organizational goals and objectives. It covers all the staff on the

payroll .
(iv)Third party:

A third party refers to any individual or member of any group/organization that is/are associated with the institute.

Objectives

1. To fulfil the directive of the Supreme Court of India enjoining all employees to develop and implement a policy against Sexual harassment at work place

2. To prevent gender discrimination and sexual harassment by promoting gender equality amongst all University employees

3. To promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment.

4. To ensure implementation of laid down procedures including the constitution of appropriate committees for purpose of gender sensitization and to conduct enquiries into complaints of sexual harassment

5. To recommend punitive action against the guilty to the principal and management (If required)

Functions

1. To promote gender equality
2. To take measures towards sensitizing the college community on gender issues
3. To deal with cases of sexual harassment in a time bound manner and ensure appropriate action is taken against the offender

PREVENTIVE ACTION
Preventive action will be taken in the organization so as to evade any instances of sexual harassment. The efforts of the management will be as follows:

i) Gender sensitization workshops:
Although institute is a non-profit organization with socially aware and sensitive individuals associated with it, there is a need to conduct gender sensitization workshops for employees at all levels as well as for third party individuals/groups. These workshops will aim at eliminating any gender biases of individuals, making them more gender sensitive.

ii) Workshops on Sexual Harassment at the workplace:
Such workshops will be conducted to induct staff and third parties about the issue of Sexual harassment at the workplace, the Supreme Court guidelines and *Vishakha* judgment as well as about the organizational policy on sexual harassment at the work place.

5. PROCEDURE

Complaint Redressal procedure
(a) Procedure for registering complaint

A written application will be required to be given to the committee which will then be deliberated upon. Complaints can be lodged directly to the Chairperson of ICC or with any member of ICC. If the complaint is made through any other member or principal ,then the person to whom the complaint is made should bring it to the notice of the ICC within two working days of its receipt by him/her. All complaints must be brought by the complaint in person. In exceptional cases, third party/witness complaint may be entertained. In such cases, the committee will ascertain, whether the victim alleged to have been sexually harassed wishes to lodge a formal complaint. Once such complaint is received the committee shall proceed to enquire into it as per procedure specified. The application must consist of all the details of the event/s of sexual harassment that occurred, as well as the name of the alleged offender. Approximate date/time of the event/s could also help during investigation. Applications, delayed by any amount of time since the occurrence of events of sexual harassment will be accepted by the committee.

(b)Contact

On receipt of the written complaint, ICC shall try to establish contact with the victim/applicant and the first information person who may have approached the committee for justice and resolve the dispute through informal discussion The minutes of such discussion shall be recorded and the reason for not conducting enquiry shall also be mentioned; report of the enquiry should be signed by all the committee members present during the contact.

(c) Confidential Investigation

If the dispute cannot be resolved through informal discussions, an enquiry committee shall be set up by ICC Chairperson within one week of receipt of complaint with some/all members of the committee or with outside persons. The Enquiry Committee shall investigate into the incident by laying down its own procedure, to find out if the accused is prima facie guilty and the nature and extent of the guilt. To determine what constitutes sexual harassment will depend upon the facts and circumstances of each case. The Enquiry Committee shall submit its report to the Chairperson, ICC within one week of its appointment. Confidentiality will be maintained during the investigation. The committee will ensure that no other individuals will know of the complaint besides the applicant and the witnesses, if any, brought in by the applicant. Investigation must be carried out within a period of one month. If required a cross examination of the complainant and

the accused and if any witness available can be done. This will be at the discretion of the Committee Members. At any stage of the proceedings, if the aggrieved victim wish to withdraw her/his complaint, the committee shall permit her/his to withdraw the complaint and if an inquiry has commenced, shall discontinue the inquiry. In case of withdrawal if it is bought to the notice of the committee that, pressure is being bought on the complainant or the witnesses to withdraw their statements or not go through the proceedings conducted by the Committee then the Committee will record this.

(d) Principle of Natural justice

The principle of natural justice will be adopted during investigation. Thus, both parties, the applicant as well as the alleged offender, will be given a platform to produce their respective views of the event/s and will be given a chance to explain their sides. The investigation will include interviews with witnesses produced by both sides, as well as other intervention that may be required. A copy of the investigative report, which consists of the investigation findings, will be given to both parties at the end of the investigation, as also a copy of the recommendations made by the committee to the management will be submitted to both parties. In case of any settlement brought about by the Committee must be mutually acceptable to both the aggrieved woman and defendant.

(e) Punitive Recommendations

Action to be taken will be recommended by the committee, based on the findings from the investigative report. These will be reviewed by the management and as joint decision will be taken up. Punitive action could be in the nature of transfer, termination, slash the remuneration, consideration in annual performance appraisal, and demand for an apology to the victim, or any other, as deemed fit by the committee. The decision for punishment will be based on the impact of the harassment on the recipient of the same.

(f) Reformative Recommendations

Recommendations will be made by the committee to the Principal or Management (if required). These may be to bring into effect policy change/modification, or else to carry out some preventive action.

(g) Forward to College Management

The investigative report, findings and recommendations of a case of sexual harassment must be duly forwarded to the management to effect action.

(h) Action by College Management

Once the committee has reached a decision, management must acquiesce with its recommendations in the following manner:

1. If the accused is found guilty, no recognized victim will be forced to work under or with that person. If such a provision requires the transferring of people, the victim's preferences should take priority.
2. If the committee reaches a verdict of guilty it must then decide upon the appropriate penalty. This decision may take into account past offences. In other words, repeat offenders may be given harsher penalties.
3. Penalties may be broadly grouped as

- Minor Penalties:
  1. The harasser is required to write a letter of apology to the victim
  2. Management writes a letter of reprimand to the harasser including a warning against further activity
  3. Harasser is suspended
  4. Management withholds the increment from harasser for one year.
  5. The harasser is fined up to Rs 2000 or more depending on the position.
- Major Penalties:
  1. The harasser is demoted
  2. Management terminates employment of the harasser.
  3. Management withhold the increment from harasser for more than one year. The harasser is fined more.
  4. If the harasser is a service taker or third party, management terminates service to the harasser.
  5. A student guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions may be taken:
  ☐ Suitable warning
  ☐ Withholding/withdrawing scholarship/fellowship and other benefits
  ☐ Rustication from the Institute for a specified period
  ☐ Expulsion from the college.
  ☐ Any other action as per college rules.

4. If there is a prima facie case against the accused, the ICC may recommend immediate suspension till the person is proved innocent or the issue is settled. Efforts must be made to resolve the dispute through counselling and mediation. In case the accused is found guilty, the ICC may recommend appropriate punitive action to be undertaken by the principal. If required, the College management may refer the complainant to a lawyer to lodge a complaint with the concerned police station. The complainant shall then keep the ICC informed about progress with the complaint. The complainant shall have the right to appeal to Principal if she/he is not satisfied by the action taken by the principal.

5. If the Committee is of the opinion (based on the substantiated facts) that the complaint of sexual harassment was made falsely and with malicious intent, then such action will be considered misconduct. In such case the committee may make a recommendation of the appropriate action to management.

Management Obligations

The management of KCCEMSR is required to carry out all action recommended by the ICC as well as to take action against the individual/group found to be guilty of sexual harassment at the work place shall do its best to provide justice as per its good intentions and ability for the complainant.

6. REFERENCES

On August 13, 1997, the Supreme Court of India held that sexual harassment   is a violation of the fundamental rights to work in a safe environment.

7. RECORDS
Minutes of meeting file

Prepared by
ICC

Approved by
Principal

Issued By
MR

1. PURPOSE:

To provide a safe, fair and harmonious learning and working environment.

2. SCOPE:

Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner involving the respective Department (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Committee to submit his/her grievance in writing.

3. RESPONSIBILITY:

Ombudsman, Grievance Redressal Committee members

4. ABBREVIATION:

5. PROCEDURE:

Objective

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee is constituted for the redressal of the problems reported by the Students, staff members of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationshipetc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of beingvictimized.

- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of riftarises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and Collegeadministration`
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for anyreason.

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Functions

- The cases will be attended promptly on receipt of written grievances from thestudents
- The committee formally will review all cases and will act accordingly as per policy.
- The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higherauthorities.

Procedure for lodging complaint

- The students may feel free to put up a grievance in writing and drop in the Grievance Box or handover to the Ombudsman or incharge of the Committee.
- The Grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the committee.

STANDARD OPERATING PROCEDURE

Any student or staff member wants to initiate a grievance may in the first instance bring the issue to the notice of the Head of the respective department, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance. If, there is no response within the stipulated time from the respective department or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the Institute Grievance Redressal Committee . If, the grievance is against the respective Head of department, then the grievant may directly summit his/her grievance in writing or submit in person at the.Grievance Redressal committee, to the In-Charge of Grievance Redressal Committee.

FOLLOW UP & MONITORING

Grievance Redressal Committee shall coordinate, monitor and ensure redressal within the stipulated time. Depending on the seriousness of grievance the Grievance Redressal Committee will follow them up regularly till their final disposal by way of reminders.

SCRUITINY

Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department/individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

CALL FOR HEARING

If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/individual or upon the Grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the grievant via e-mail. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requesteddocuments(s).

INVESTIGATION

If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

FINAL DECISION

After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.

COMMUNICATING THE DECISION

Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.

CLOSURE OF COMPLAINT

The complaint shall be considered as disposed off and closed when:

a. the grievant has indicated the acceptance of theresolution;

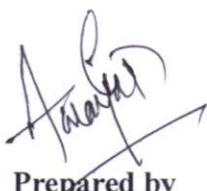b. the grievant has not responded within four weeks from the date of receipt of information onresolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

6.References:

The University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013), and Article XXV of the constitution for handling day-to-day grievances related to students and staff members.

7. RECORDS:

Minutes of meetings file

Prepared by
GRC

Approved by
Principal

Issued By
MR

4

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH (Affiliated to the University of Mumbai)	KCCEMSR/SOP/89/ARC/17
	STANDARD OPERATING PROCEDURES FOR ANTI RAGGING	Rev. No. 01

1. PURPOSE:

To Curb the Menace of Ragging in K.C. College of Engineering & Management Studies & Research.

To prevent ragging in the College and also take proper action against those whose are indulging into it.

To root out ragging in all its forms from the institution by prohibiting it by law and preventing its occurrence by following the provisions of the Regulations of Supreme Court and UGC.

2. SCOPE:

All Students of K.C. College of Engineering & Management Studies& Research

3. RESPONSIBILITY:

Anti-Ragging Squad and Anti-Ragging Committee

4. ABBREVIATION:

ARC- Anti-Ragging Committee.

5. DUTIES:

5.1 DUTIES OF ANTI-RAGGING COMMITTEE:

1. Anti-Ragging committee will ensure that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
2. Take appropriate action against the report submitted by Anti-Ragging Squad.
3. Conducting awareness programmes about Anti Ragging in the form of meetings and PPTs to the fresher students & faculty.

5.2. DUTIES OF ANTI-RAGGING SQUAD:

1. Surprise Raids and Inspection to all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) vulnerable to Ragging incidents.
2. On-the-spot enquiry for any incidents of Ragging.
3. Submitting the enquiry report along with recommendations to the Anti-Ragging Committee for action.

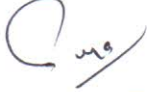## 6.SUGGESSTED PUNISHMENTS:

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits

4. No further admission in any other institution
5. Passport shall not be issued for any Country
6. Withholding results
7. Rustication/Suspension from the institution for period ranging from 1 to 4 semesters
8. Not eligible for any job

Prepared by
ARC

Approved by
Principal

Issued By
MR

	K.C. COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/90/ SIH/01 Rev. No. 00
	STANDARD OPERATING PROCEDURES FOR SMART INDIA HACKATHON	

1. PURPOSE:
i. To identify new and disruptive digital technology innovations for solving the challenges faced by our country.
ii. To harness creativity & expertise of students.
iii. To facilitate organizations (ministry/industry) to take forward projects developed by students during non-stop 36 hour Hackathon.
iv. To build funnel for 'Startup India' campaign.
v. To crowdsource solutions for improving governance and quality of life.

2. SCOPE:
All Students and Faculties of K.C. College of Engineering & Management Studies & Research and Experts from Industries.

3. RESPONSIBILITY:
SPOC, Students, Mentors.

4. DEFINITION:.
Smart India Hackathon 2019 is a nationwide initiative to provide students a platform to solve some of pressing problems we face in our daily lives, and thus inculcate a culture of product innovation and a mindset of problem solving.

5. ABBREVIATION:
SPOC: Single Point of Contact
SIH: Smart India Hackathon

4. PROCEDURE:
i. Registration dates are displayed on Smart India Hackathon website where students have to propose and submit solutions for various problem statements before the final date.
ii. Students are made aware of Smart India Hackathon participation through mouth of word by some faculties.
iii. Students form group of 6 members from institute depending on their programming skills.
iv. Students belonging to a group submit problem statements of any of the ministries they wish to send proposal in the form of PowerPoint presentation.
v. If a team is selected for the final Hackathon, members will need to travel to the assigned center which can be anywhere in India.
vi. Selected teams will be allowed to have 2 seniors as mentors. Mentors can be professors/teachers/ experienced professionals from industry. On selection, total team size will be (6+2).
vii. Institute will be responsible for the travel and accommodation of the teams for the finale.
viii. Institute will issue a stamped photo ID to each member of the teams selected.

ix. Notification about selected teams is announced on the portal.

x. If a team is selected for the final Hackathon, members will need to travel to the assigned centre which can be anywhere in India.

xi. Students travel to the respective Nodal Centre and build projects in nonstop 36 hours.

xii. Scientist and Technical experts from the various areas are present at Nodal Centres who interact continuously with students and give suggestions to make changes in project they are building.

5. DUTIES OF SPOC:
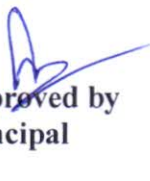
i. A single point of contact who is appointed by the respective institute and will be responsible for all SIH related communication.

ii. SPOC must be a HOD / Principal / Dean/ an authorized Faculty member of an institute.

iii. SPOC will be responsible for verifying team registrations from their institute.

iv. It is mandatory for each SPOC to upload an authority letter on the institute letter head, signed by the head of the institute with the institute stamp at the time of registration.

6. SELECTION CRITERIA:
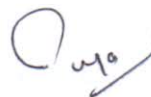
1. Evaluation criteria will include novelty of the idea, complexity, clarity and details in the prescribed format, feasibility, practicability, sustainability, scale of impact, user experience and potential for future work progression.

2. Preferences will be given to entries from all girl members in team while selecting between two similar ideas.

Prepared by
SPOC

Approved by
Principal

Issued By
MR

1. PURPOSE:

- To create social awareness about the problems of gender discrimination.
- To assert the importance of spiritual, economic, social, racial and gender equality.
- To develop multidisciplinary approach for the overall personality development.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Principal, Head of Department, Coordinators of the committee

4. DEFINITION:

Women Development and Gender Equity: A committee formed each year by the IQAC team to arrange various activities for students and faculties to create awareness about gender equity

5. ABBREVIATION:

IQAC-Internal Quality Assurance Cell

6. PROCEDURE:

6.1 Coordinators arrange the meeting for budget and proposal planning for different activities in the current academic year as per the guidelines of IQAC team

6.2 After the approval from IQAC Team we prepare final budget for the first activity in the academic year

6.3 Coordinators conduct meeting regarding the particular event to be conducted, notice is prepared and circulated to all the Head of Departments

6.4 After the successful conduction of the activity we prepare a report and feedback analysis

6.5 After completing all the activities of the academic year we submit the file to IQAC .

7. REFERENCES:
8. RECORDS:

8.1 Proposal of the activity
8.2 Budget for the activity
8.3 Notices
8.4 Reports
8.5 Feedback analysis

Prepared by WDC Coordinator	Approved by Principal	Issued By MR

K.C. COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/92/ECO /01
	Rev. No. 00
PROCEDURE FOR ECO-CLUB FUNCTIONING	

1. PURPOSE:

To inculcate sense of belongingness towards nature and environment amongst students and staff

2. SCOPE:

All the departments' students and staff of K.C. College of Engineering & Management Studies & Research. '

3. RESPONSIBILITY:

All staff members and Eco Club

4. DEFINITION:

Eco club-Cultivation of clean and Green habits in the campus.

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 In the first meeting of Eco Club for the activities to be done in the academic year is decided.

6.2 For every event, proposal is made and it is to sanctioned by the authorities.

6.3 After approval allocation of responsibilities to the members is done.

6.4 Event is conducted as per plan

6.5 Report to be submitted after successful conduction of the event.

7. RECORDS:

Eco Club Event File

Prepared by	Approved by	Issued By
Eco Club Coordinator	**Principal**	**MR**

1. PURPOSE:

- NSS aim's to develop social welfare in students, and to give services to society without bias.

- NSS volunteers work to ensure that needy persons get help to increase their standard of living and lead a life of dignity.

- By doing so, volunteers learn from villages peoples that how to lead a good life despite inadequate resources.

- To also provide help in natural and man-made disasters by giving food, clothes and first aid to disaster victims.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Principal, IQAC head, NSS Programme Officer

4. DEFINITION:

NATIONAL SERVICE SCHEME: The National Service Scheme (NSS) is an Indian government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community (esp. Villages) linkage.

5. ABBREVIATION:

IQAC-Internal Quality Assurance Cell, NSS: National Service Scheme, PO: Programme Officer

6. PROCEDURE:

6.1 Different activities are scheduled by University of Mumbai Coordinator along with District Coordinator which is forwarded to respective Programme Officer through area coordinator. The Advisory Committee also decides activities to be conducted by college.

6.2 Student volunteers are selected after the orientation programme and Student volunteers enrol themselves by paying 10rs fees. (1 unit = 50 students)

6.3 PO conducts meeting regarding the particular event to be conducted with Student Heads, notice is prepared and circulated to all the Head of Departments.

6.4 After the approval from Advisory Committee we prepare final budget for the any activity in the academic year.

6.5 Every year a Special Seven Days Residential Camp is conducted with approval of Advisory Committee.

6.6 After the successful conduction of the activity, we prepare a report.

6.7 At the end of the year the final expenditure is submitted to the university along with activity reports and list of 120 hours and 240 hours completion report of 50 NSS Volunteers.

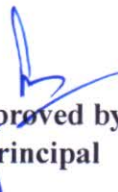6.8 After completing all the activities of the academic year we submit the file to IQAC.
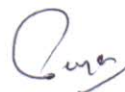
7. **REFERENCES:**

8. **RECORDS:**
      8.1 Notices
      8.2 Reports

Prepared by
NSS Programme Officer

Approved by
Principal

Issued By
MR

1. PURPOSE:

- Aims to inspire, encourage and initiate at all times, all forms of humanitarian activities so that human suffering can be minimized.

- The understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfil the same.

- To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Principal, IQAC head, Coordinators of the committee

4. DEFINITION:

Youth Red Cross (YRC) is an organisation meant for humanitarian services.

5. ABBREVIATION:

IQAC-Internal Quality Assurance Cell, YRC: Youth Red Cross.

6. PROCEDURE:

6.1 Coordinators arrange the meeting for budget and proposal planning for different activities in the current academic year as per the guidelines of IQAC team

6.2   After the approval from IQAC Team we prepare final budget for the first activity in the academic year

6.3 Coordinators conduct meeting regarding the particular event to be conducted, notice is prepared and circulated to all the Head of Departments

6.4 After the successful conduction of the activity we prepare a report and feedback analysis

6.5 After completing all the activities of the academic year we submit the file to IQAC.

7. REFERENCES:
8. RECORDS:

        8.1 Proposal of the activity

        8.2 Budget for the activity

        8.3 Notices

        8.4 Reports

        8.5 Feedback analysis

Prepared by	Approved by	Issued By
YRC Coordinator	**Principal**	**MR**

1. PURPOSE:

To maintain smooth functioning of departmental activities.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Head of E-Cell along with concerned faculty members.

4. DEFINITION:

5. ABBREVIATION:

E-Cell: Entrepreneurship Cell

6. PROCEDURE:

6.1 Convenor will circulate the notice to concerned staff and E-Cell members for meeting.

6.2 Concerned Staff and E-cell members will discuss on the relevant event or project.

6.3 Minutes of meetingwill be drafted and circulated it to concerned E-Cell members.

6.4 Action plan will be prepared in consultation of Head of E- Cell.

6.4 Action will be executed as per the action taken report.

7. RECORDS:

7.1 Event Register

7.2 Minutes ofMeetingregister

Prepared by

E-cell Coordinator

Approved by

Principal

Issued By

MR

1. PURPOSE:

To provide a platform to potential scholars for strengthening their knowledge to qualify Gate Entrance Exam.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

GATE Coordinator

4. ABBREVIATION: GATE - Graduate Aptitude Test in Engineering

5. PROCEDURE:

5.1 Display of Notice for start of Gate Session

5.2 Filling of subject choice form by teachers

5.3 Allotment of subject to teachers

5.4 Display of Time Table

5.5 Conduction of lectures during the specific allotted time and venue.

5.6 Conduction of quiz on Moodle

5.7 Evaluation and discussion of question papers.

5.8 Monthly revision of old question paper of Gate.

6. RECORDS:

GATE file

Prepared by	Approved by	Issued By
GATE Coordinator	Principal	MR

1. PURPOSE:

To maintain daily fees receipt records for the Institute.

2. SCOPE:

Accounts Department ofK.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Fees receipts ledgers are recorded electronically by Accounts Clerk along with Senior Accountant.

4. DEFINITION:

5. ABBREVIATION:ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:

6.1 Fees collections are done at Admin Department

6.2 Collected fees are deposited into the Bank by Admin Departmental Clerk.

6.3Accounts Department verifies the receipts with the admitted documents attached with the Admission Forms.
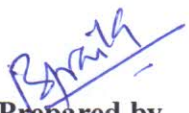
6.4 Fees Receipts details are first entered into Accounting Tally Software and reconciled with Bank statements.

7. REFERENCES:

ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:

Fees Receipt Details & Bank Book Ledger Electronically.

Prepared by	Approved by	Issued By
Senior Accountant	Principal	MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/98/ACT/02 Rev. No. 00
	PROCEDURE FOR ADMISSION CANCELLATION	

1. PURPOSE:
To maintain Admission Cancellationrecords for the Institute.

2. SCOPE:
Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Admission Cancelled Vouchers & Student Fees Refund Statement in Excel sheet format are recorded by Accounts Clerk along with Senior Accountant.

4. DEFINITION:

5. ABBREVIATION: ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:

6.1 Students who apply for Cancellation submit documents in Admin Department such as :-

- Cancellation Applications
- Fees Receipts
- AdmissionOther related documents.

6.2 Accounts Department verify the deposit of fees and cancellation charges if applicable as per rules of Joint Director of Technical Education

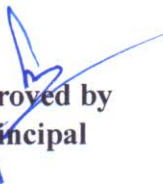6.3 Issue Refund Cheques to the students after approval from authorized signatories.
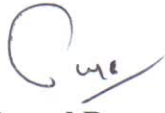
7. REFERENCES:
ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:
Documents related to Admission Cancellation Details are prepared by Admin Department and verified by Accounts Departments. Cheque issue Register and Admission Cancellation List is maintained by Accounts Department.

Prepared by	Approved by	Issued By
Senior Accountant	Principal	MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/99/ACT/03 Rev. No. 00
	PROCEDURE FOR PAYMENT OF VENDOR	

1. PURPOSE:
To maintain Vendor Paymentrecords for the Institute.

2. SCOPE:
Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Vendor Payment Details are recorded& maintained by Accounts Clerk along with Senior Accountant.

4. DEFINITION:

5. ABBREVIATION:ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:

6.1 Materials are procured by stores and Bill for payments are sent to Accounts Department with the following attachments:-
1. Quotations
2. Purchase Order
3. Bill
4. Payment Approval Advice

6.2 Accounts Department verifies physically all the actual materials received including Library books.

6.3 Accounts Department verifies Entry of Materials in Dead Stock Register and Central Stock Register maintained in Store.

6.4 Accounts Department checks all the calculation of attached Purchase Order with Invoice of Material.

6.5 In case of Service providers, Accounts Department refers Maintenance Contracts for Bill payments.

6.6 Accounts Department prepares Payment voucher and cheque.

6.7 Finally after getting the Cheques signed from Authorised Signatory cheques are issued to the vendors and acknowledgement receipt is demanded by Accounts Department.

7. **REFERENCES:**
ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. **RECORDS:**
- Vendor bills file.
- Recurring Expenses Bills and Voucher File
- Capital Expenditure Vendor file

Prepared by
Senior Accountant

Approved by
Principal

Issued By
MR

1. PURPOSE:

To maintain Petty Cash Expensesrecords for the Institute.

2. SCOPE:

Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Petty Cash Expenses are recorded& maintained by Accounts Clerk along with Senior Accountant.

4. DEFINITION:

5. ABBREVIATION:ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:

6.1Petty cash vouchers are verified with Expense bills for petty cash expenses such as:-

- Local Conveyance,
- Refreshment,
- Small Repairs and Maintenance Expenses
- Consumables
- Sundry Expenses

6.2 Excel format sheet along with Petty Cash Vouchers are forwarded in Accounts Department for checking.

6.3 Account Department issues Cheque for petty cash for future expenses.

6.4 After verification of Excel sheet and vouchers the entries are made into Accounting Software Tally.

7. REFERENCES:

ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:

Petty Cash Voucher file.

Prepared by	**Approved by**	**Issued By**
Senior Accountant	**Principal**	**MR**

1. PURPOSE:
To maintain Bank Statement records for the Institute.

2. SCOPE:
Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Bank Statements are recorded& maintained by Accounts Clerk along with Senior Accountant.

4. DEFINITION:

5. ABBREVIATION:ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:

6.1 Monthly Letter is raised toward Bank for Statement.

6.2 Bank Statements are duly collected for updating monthly records.

6.3 Monthly Bank Statement entries are done in Accounting Software and are reconciled by Accounts Department
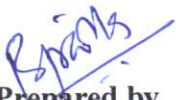
6.4 If any queries arise while entering the entries, matters are sorted out with the Bank Authorities.

7. REFERENCES:
ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:
 Bank Statement File

Prepared by	Approved by	Issued By
Senior Accountant	Principal	MR

1. PURPOSE:

To Check Exam Cell payment records for the Institute.

2. SCOPE:

Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Exam Cell records are checked by Accounts Clerk along with Senior Accountant.

4. DEFINITION:

5. ABBREVIATION: ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:

6.1 Receipts of Exam fees collected and Contributions related to University share are verified and cheques related to the same are issued to Exam Department.

6.2 After exams, the staff who have done supervision work are paid supervision charges on the basis of records submitted by Exam Cell.

6.3 After Assessment and Moderation Exam Cell submits Assessment and Moderation charges statement which is verified with the records submitted by the Exam Cell and the Assessment and Moderation charges are calculated and released.

7. REFERENCES:

ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:

Exam Cell Payment file.

Prepared by	Approved by	Issued By
Senior Accountant	**Principal**	**MR**

1. PURPOSE:
To maintain and prepare Salary details for the Institute.

2. SCOPE:
Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Salary details are checked & Cheques issued by Accounts Clerk along with Senior Accountant after getting approval from Management Authority.

4. DEFINITION:

5. ABBREVIATION: ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:

6.1 Preparation of salary is done in the first week of every month.

6.2 Accounts department receives attendance details after approval regarding leaves and other instructions if any.

6.3 Salary is prepared and credited to staff Account through NEFT Banking.

6.4 After the payment of Salary, Salary Musters are updated for Signature of the staff and get duly signed by respective staff.

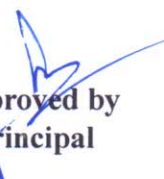6.5 Salary slips are issued to the staff as and when they demand.

7. REFERENCES:
ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:
Staff related documents such as filling of Form 16
Monthly Salary Details
Salary Register.

Prepared by Senior Accountant	**Approved by** Principal	**Issued By** MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH (Affiliated to the University of Mumbai)	KCCEMSR/SOP/104/ACT/08
		Rev. No. 00
	PROCEDURE FOR MAINTAINING STATUTORY PAYMENT RECORDS	

1. PURPOSE:
To maintain Statutory Payment Records in Accounts Department.

2. SCOPE:
Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Statutory payments are done and Returns are uploaded online by Senior Accountant.

4. DEFINITION:

5. ABBREVIATION: ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:

6.1 Taxes such as
- Profession Tax,
- Income Tax
- Provident Funds- are duly deducted and paid online into respective Account.

6.2 Copy of Challans are obtained and filed in the respective files.

6.3 Quarterly TDS Returns are filed at the end of every quarter and annually Form 16 are issued to the Staff.

6.4 Profession Tax and Provident Fund Contributions are paid on monthly basis and Returns are filed monthly for the same before due date.

6.5 Preparation of Draft Balance sheet is done after all the respective entries from Receipts and Payments.

6.6 After consultation with the Principal and Management, the Balance sheet is finalized for Audit.

6.7 After completion of Audit, Returns are filed to the Income Tax Department.

7. REFERENCES:
ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:

- Maintenance of Statutory Payment and Returns file such as TDS, Profession Tax, Provident Fund.
- Maintenance of TDS and Profession Tax Challan File.
- Maintenance of Audit Report File, Balance sheet
- Cheque Issue Register

Prepared by
Senior Accountant

Approved by
Principal

Issued By
MR

	KCCEMSR/SOP/105/ACT/09
K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	Rev. No. 00

PROCEDURE FOR MAINTAINING DOCUMENTS RELATED TO FEES REGULATING AUTHORITY

1. PURPOSE:

To maintain documents related to Fees Regulating Authority in Accounts Department.

2. SCOPE:

Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY

Preparation of proposal for fees is prepared as per Guidelines issued by Fees Regulating Authority by Accounts Clerk &Senior Accountant.

4. DEFINITION:

5. ABBREVIATION:ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:
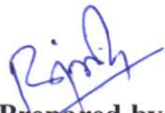
6.1 Accounts Department is also submitting Annual Proposal for fees to Fees Regulating Authority.

6.2 Documents related to FRA are compiled by Accounts Department in coordination with Admin Department and other Departments of the college.

6.3 Compiled report of the same is uploaded online.

7. REFERENCES:

ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:

Scroll Binded fees proposal copy is maintained in Accounts Department for future reference.

Prepared by
Senior Accountant

Approved by
Principal

Issued By
MR

1. PURPOSE:
To maintain records related to Budget of Expenses in Accounts Department.

2. SCOPE:
Accounts Department of K.C.College of Engineering & Management Studies & Research

3. RESPONSIBILITY:
Budget for College is finalised with Management Approval by Accounts Clerk &Senior Accountant.

4. DEFINITION:

5. ABBREVIATION:ICAI- The Institute of Chartered Accountants of India

6. PROCEDURE:
6.1 Requirements of Procurement related to College in terms of Recurring and Non Recurring expenses are called by Accounts Department from all the departments in the college.

6.2 A format which includes related to recurring and non recurring expenses is circulated by Accounts Department to all the departments for their requirements for the coming Academic Year.

6.3 The department submits their budgeted sheet along with the requirements and supporting to Accounts Department.

6.4 Finally these requirements of Departments are compiled by Accounts Departments and Final Budget for the college is finalized with the consultation of Principal.

6.5 Approval of the Management is taken after Finalization.

7. REFERENCES:
ACCOUNTING PRINCIPLES & STANDARDS OF ICAI

8. RECORDS:
Budgeted Expense Sheet with all requirements in file.

Prepared by Senior Accountant	**Approved by** Principal	**Issued By** MR

1. **PURPOSE :** To Prepare the Budget for Sports

2. **SCOPE :**

   All the departments of K.C.College of Engineering & Management Studies and Research

3. **RESPOSIBILITY :**

   Sports Faculty, Sports Coordinators (Faculty and Student)

4. **PROCEDURE :**

   5.1. Audit of the sports good and maintenance requirement is being done by the sports stakeholders' i.e. Concerned authorities (sports faculty, coordinators)
   5.2. Requirement for the current academic year is decided on the basis of basis of games in which students will be participating that academic year considering the deficit in audit.
   5.3. Meeting of stakeholders (staff coordinators, sports faculty, and student coordinator) is being held and the final requirement is decided.
   5.4. Budget is prepared with quotations of different dealers in sports goods.
   5.5. Budget is presented in front of Principal.
   5.6. Principal decides the Budget on priority basis

5. **RECORDS :**
   5.1. Budget Copy

Prepared by

Sports Coordinator

Approved by

Principal

Issued By

MR

		KCCEMSR/SOP/108/SPORT /02
K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*		
		Rev. No. 00
ADMINISTRATIVE PROCEDURE FOR UNIVERSITY SPORTS TEAM SELECTION		

1. PURPOSE :

To select the team for Inter-Collegiate tournaments at University Level.

2. SCOPE :

' All the departments of K.C.College of Engineering & Management Studies and Research

3. RESPOSIBILITY :

Sports Coordinators staff and Student and Sports Faculty

4. PROCEDURE :

4.1 Notice for the selection of team for particular game is displayed on the Notice board of every department and Gymkhana.

4.2. Date, Venue, Timing and Event Coordinator is mentioned in the notice.

4.3. Notice is also being circulated in the classrooms of all the department and section.

4.4. Registration of the students who are interested to participate in the selection procedure of the game is being done on the Scheduled time.

4.5. Selection Procedure appropriate for that particular game is followed by the coordinators for that Game.

4.6. List of the selected /shortlisted team member is displayed on the notice board of the department and Gymkhana.

4.7. Entry form for that game & Eligibility form of the students are send to the University sports Department.

4.8. Received stamp copy of entry and eligibility form is filed.

5. RECORDS :

5.1. Notices

5.2. Entry and Eligibility form send to University.

Prepared by

Sports Coordinator

Approved by

Principal

Issued By

MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH (Affiliated to the University of Mumbai)	KCCEMSR/SOP/109/SPORT/03 Rev. No. 00
	PROCEDURE FOR UTILISATION AND MAINTENANCE OF SPORTS EQUIPMENT	

1. PURPOSE :

Utilization and maintenance of sports equipment.

2. SCOPE :

All the departments of K.C.College of Engineering and Management Studies and Research.

3. RESPOSIBILITY :

Sports Faculty

4. PROCEDURE :

4.1. Students interested in playing sports are allotted with time slot.
4.2. They do the signature on the register.
4.3. Submit their ID and issue the required sports good from sports faculty.
4.4. After use of sports good they submit it back to sports faculty.
4.5. Audit of sports good is being done by the sports faculty.
4.6. Requirement is submitted to store.
4.7. Store Manager provides the requisites to Gymkhana.

5. RECORDS :

5.1. Entry registers of students
5.2. Issue of sports good for students
5.3. Invoice maintenance of sports good

Prepared by

Sports Coordinator

Approved by

Principal

Issued By

MR

1. PURPOSE:

To provide a platform to potential researchers for strengthening their knowledge

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

Research and Development committee

4. ABBREVIATION: R & D: Research and Development

5. PROCEDURE:

5.1 R & D committee has been established to promote research activities in the institute.

5.2 R & D committee is responsible for monitoring and data maintaining in the field of research.

5.3 To formulate incentive schemes to promote research activities

6. RECORDS:

R & D Records.

Prepared by	Approved by	Issued By
R & D Committee	Principal	MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/111/ADM/21
		Rev. No. 00
	ADMINISTRATIVE PROCEDURES FOR PERSONAL FILE	

1. PURPOSE:

To maintain faculty information .

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

O.S.and concerned faculty.

4. DEFINITION:

5. ABBREVIATION: O.S.-Office Superintendent

6. PROCEDURE:

6.1 Soon after joining the faculty will furnish the joining report.

6.2 The faculty will submit qualification and achievement certificates.

6.3 O.S. will prepare the personal file .

6.4 The faculty is expected to update it on regular basis.

7. RECORDS:

Personal files.

Prepared by
O.S.

Approved by
Principal

Issued By
MR

1. PURPOSE:

Maintaining the ambience and required food quality .

2. SCOPE:

All the department's students and staff of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

Principal and Canteen committee.

4. DEFINITION:

Providing good quality and hygienic food.

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 Inspection is done by canteen committee once in each semester.

6.2 Report is submitted to the Principal.

6.3 Analysis of student's feedback.

6.4 Accordingly instructions are given to the canteen contractor.

7. RECORDS:

7.1 Canteen inspection criteria.

7.2 Canteen inspection report.

7.3 Student's feedback.

Prepared by

Canteen Committee

Approved by

Principal

Issued By

MR

1. PURPOSE:
To provide Man Power Requirement

2. SCOPE:
For proper functioning of department

3. RESPONSIBILITY: The Principal, HOD.

4. DEFINITION:

Manpower planning is the process of estimating the optimum number of people required for completing a project, task or a goal within time. Manpower planning includes parameters like number of personnel, different types of skills, educational qualification etc.

5. ABBREVATION

AICTE – All India Council for Technical Education, USSC – University Staff Selection Committee.

HOD- Head of Department

6. PROCEDURE:

6.1 HOD of each department gives the requirement of teaching as per students faculty ratio (15:1) to the Principal as per guidelines of Univ. & AICTE and also follows the guidelines of Univ & AICTE for requirement of the non teaching staff & select the candidate by conducting interview at college level.

6.2 The Principal verify the requirement as per the norms, cadre ratio & this faculty requirement forward to the Management for approval for the same.

6.3 Then prepare draft of advertisement & forward it to the University for sanction purpose, then Univ. sanction this advertisement & forward to the college, then college will be publish this approved advertisement for faculty requirement in the news paper.

6.4 Then received candidates application will be verify by office section as per Circular of Concol Section of University, then USSC interview conduct by the college as per guidelines of University & full fill the faculty vacancy.

6.4 The shortlist candidate list with their application & documents forward to the Univ. forward to the University for USSC approval purpose & this selected candidates join to

the particular department with approval from Management & Principal.

6.5 Principal informed to the H.O.D for joining & allotment of teaching load to the selected candidate.

7. RECORDS

Requirement File

Prepared by
H.O.D

Approved by
Principal

Issued By
MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH (Affiliated to the University of Mumbai)	KCCEMSR/SOP/114/ DEPT/32
		Rev. No. 00
	DEPARTMENTAL PROCEDURES FOR WEBSITE UPDATION	

1. PURPOSE:

To furnish important and necessary details of the institute on the Website .

2. SCOPE:

All the departments' students and staff of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

Principal and Web-Site committee.

4. DEFINITION:

Availability of institutions' information to the out side world.

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 Data will be collected from all departments through website in charge of respective departments.

6.2 Confirmation from the HOD will be taken by the in charge.

6.3 In charge will be uploading the data on the website.

7. RECORDS:

 Certified documents of the uploaded information .

Prepared by	**Approved by**	**Issued By**
Website committee.	Principal	MR

1. PURPOSE:

- To understand & Counsel students for solving their problems and provide confidence to improve their quality of life.

2. SCOPE:

All the students of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

Mentors, Head of Department, Coordinators of the committee.

4. DEFINITION:

The act or process of helping and giving advice to a younger or less experienced person at college

5. ABBREVIATION:

IQAC-Internal Quality Assurance Cell

6. PROCEDURE:

6.1 Assigning of faculty to students, Listing of mentor from department & Separate listing of mentor for FE students.

6.2 Allocation of students to each mentor.

6.3 One to one interaction between students & mentor twice/thrice every semester.

6.4 Identification of problem of each student

6.5 Action taken report

6.6 Documentation of problems.

6.7 Discussion with respective mentors, HOD & higher authorities.

7. REFERENCES:

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8. RECORDS:

8.1 Mentor Mentee List

8.2 Mentor Mentee sign sheet

8.3 Problem report

Prepared by
Mentor In charge

Approved by
Principal

Issued By
MR

1. PURPOSE:

To improve the Slow learners' result in Formative and Summative.

2. SCOPE:

All the departments' students of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY: HOD along with concerned faculty .

4. DEFINITION: Creating a Learner Centric environment in the campus.

5. ABBREVIATION: HOD-Head of Department

6. PROCEDURE:

6.1 HOD will assign the duty to the faculty in charge to take the list of slow learners in the beginning of the semester.

6.2 HOD and concern faculties will discuss about the slow learner .

6.3 The Time-Table in charge will prepare the Time-Table for remedial lectures .

6.4 The students' will be informed in prior.

6.5 Remedial Lectures will beconducted.

7. RECORDS:

7.1 Notice

7.2 Remedial Lecture Time-Table.

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

		KCCEMSR/SOP/117/
	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	DEPT/35
		Rev. No. 00
	DEPARTMENTAL PROCEDURE FOR ACTIVITIES FOR SLOW AND ADVANCE LEARNERS	

1. PURPOSE:

To encourage the Advance leaners and to get Improvement in the Slow learners performance.

2. SCOPE:

All the departments' students of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HOD along with concerned faculty members.

4. DEFINITION:

Slow Learner has the ability to learn necessary academic skills, but at rate and depth below average same age peers.

Advance Learner has high performance index.

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 In the beginning of the semester the list of Slow and Advance learners will be taken by considering their previous results. .

6.2 During the semester tenure the remedial lectures and Doubt clearing sessions will be arranged for the slow learners.

6.3 During the semester time the activities for Advanced learners will be arranged like Paper presentation, GATE Questions will be discussed.

7. RECORDS:

Activity file

Prepared by

H.O.D

Approved by   Issued By

Principal   MR

	K.C. COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/118/ DEPT/36
		Rev. No. 00
	DEPARTMENTAL PROCEDURE FOR CONDUCTING MAKE-UP LECTURES	

1. PURPOSE:

To maintain smooth completion of syllabus.

2. SCOPE:

All the departments' students of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HOD along concerned faculty members.

4. DEFINITION:

In case of unforeseen holidays extra lectures conducted for syllabus completion .

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 HOD will take syllabus completion report from the faculty.

6.2 HOD will assign the duty to the faculty in charge for the Time-Table.

6.3 HODand concern staff will discuss on the relevant issues.

6.4 The concern faculty will prepare the Time-Table for Make-up lecture especially

6.5 The students' will be informed in prior.
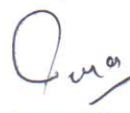
6.6 Make-up Lectures will beconducted.

7. RECORDS:

7.1 Notice

7.2 Make-Up Lecture Time-Table.

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

	KCCEMSR/SOP/119/
K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	DEPT/37
	Rev. No. 00

DEPARTMENTAL PROCEDURES FOR ACADEMIC AUDIT

1. PURPOSE:

To enhance teaching learning and improve assessment performance.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HOD, Principal

4. DEFINITION: Academic Audit is a faculty-driven model of ongoing self-reflection, collaboration, teamwork and peer feedback.

5. ABBREVIATION: HOD-Head of Department

6. PROCEDURE:

6.1 At the end of the semester, an expert of the concened subject is invited from outside organization .

6.2 The expert with one-to-one interaction with the faculty will assess and suggest improvement

procedure.

6.3 Improvement will be done by the respected faculty as per the given suggestion.

7. RECORDS:

Audit file.

Prepared by	Approved by	Issued By
HOD	Principal	MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/120/DEPT/38
		Rev. No. 00
	DEPARTMENTAL PROCEDURES FOR FACULTY ATTENDING CONFERENCE/STTP FDP OUTSIDE	

1. PURPOSE:

Enrichment programs for the faculties.

2. SCOPE:

All the departments' of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HOD along concerned faculty members.

4. DEFINITION:

To upgrade the knowledge and to keep abreast with the ever changing Technology.

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 Principal/ HOD will intimate the staff about the event.

6.2 Faculty those who apply will get monetary support and OD.

6.3 After the completion of the course the faculties will submit the certificate.

7. RECORDS:

Faculty Achievement file.

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/121/DEPT/39
		Rev. No. 00
	DEPARTMENTAL PROCEDURES FOR STUDENT ATTENDING ACADEMICS EXTRA CURRICULAR OUT - SIDE	

1. PURPOSE:

For the enrichment of students through experiential learning.

2. SCOPE:

All the departments students of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HOD along with concerned faculty members.

4. DEFINITION:

To keep connect with the ever changing Technological Environment.

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 Principal/ HOD will intimate the class teachers about the event.

6.2 Class teacher will inform the students about the evevt.

6.3 Student will take part in the event.

6.4 Students those who are taking part in the activities, will be considered for the attendance.

7. RECORDS:

Student Achievement file.

Prepared by   Approved by   Issued By

H.O.D   Principal   MR

K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/122/ DEPT/40 Rev. No. 00
DEPARTMENTAL PROCEDURES FOR FEEDBACK ANALYSIS AND ACTION TAKEN	

1. PURPOSE:

To enhance teaching learning and improve assessment performance.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HOD,Principal

4. DEFINITION:

5. ABBREVIATION: HOD-Head of Department

6. PROCEDURE:

6.1 At the end of the semester feedback is taken on Moodle.

6.2 The students will post their opinion on Moodle.

6.3 The analysis sheet will be displayed by Moodle.

6.4 HOD will convey feedback to the faculty .

7. RECORDS:

Feedback file.

Prepared by

HOD

Approved by

Principal

Issued By

MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/123/ DEPT/41
		Rev. No. 00
	DEPARTMENTAL PROCEDURE FOR DISSIMISION OF INFORMATION TO THE STUDENTS	

1. PURPOSE:

To make the students aware about the college activities.

2. SCOPE:

All the departments' students of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HOD along concerned faculty members.

4. DEFINITION:

5. ABBREVIATION:

HOD: Head of Department

6. PROCEDURE:

6.1 HOD will assign the duty tolab assistant in the department.

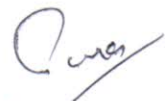6.2 The lab assistant will put-up the Notices in the Notice Board.

6.3 Some of the information will be given to the students through e-mails, Google groups.

7. RECORDS:

7.1 Notice file.

Prepared by

H.O.D

Approved by

Principal

Issued By

MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH *(Affiliated to the University of Mumbai)*	KCCEMSR/SOP/124/DEPT/42 Rev. No. 00
	DEPARTMENTAL PROCEDURE FOR SELF APPARISAL	

1. PURPOSE:

To achieve better work performance and set both job and career goals.

2. SCOPE:

All the departments' students of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

HOD ,Principal, MR

4. DEFINITION:

Each employee's enhanced performance will eventually lead for better performance of teaching learning process contributing to make the society progress.

5. ABBREVIATION:

HOD-Head of Department

MR- Management Representative

6. PROCEDURE:

6.1 HOD will distribute the appraisal forms in the department.

6.2 Teaching and Non-Teaching staffs will be filling the appraisal forms.

6.3 Assessment is done by faculty appraisal chair consisting of HODs, Principal and MR.

6.4 After assessment improvement suggestions are given and three top scorers are given letter of appreciation.

7. RECORDS: Appraisal forms file.

Prepared by	Approved by	Issued By
H.O.D	Principal	MR

	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH	KCCEMSR/SOP/125/RC
	(Affiliated to the University of Mumbai)	KCCOE/01
	PROCEDURES FOR ACTIVITY CONDUCTION BY ROTARACT CLUB	Rev. No. 00

1. **PURPOSE:**
   To develop professional and leadership skills.

2. **SCOPE:**
   All the departments of K.C. College of Engineering & Management Studies & Research

3. **RESPONSIBILITY:**
   Principal, IQAC head, Rotaract club coordinator

4. **DEFINITION:**
   Rotaract is Rotory sponsored service club for young adults (between the age of 18 and 30) of different professional and educational backgrounds that is defined neither by religious nor political motives.

5. **ABBREVIATION:**

   IQAC-Internal Quality Assurance Cell
   RCKCCOE- Rotaract Club of K.C.College of Engineering .

6. **PROCEDURE:**

   6.1 All the directors of Rotaract club are supposed to come up with minimum of two events..
   6.2 Different activities are scheduled by the Rotaract club coordinator along with the directors.
   6.3 Presidents of Rotaract conducts meeting regarding the particular event to be conducted with the director and notice is prepared and circulated to all the Head of Departments.
   6.4 After the approval from IQAC
   6.5 After the successful conduction of the activity, report is submitted to IQAC.
   6.6 At the end of the year the final expenditure is submitted to the Rotary Club along with the activity reports.
   6.7 After completing all the activities of the academic year the file is submitted to IQAC.

7. **REFERENCES:**

8. **RECORDS:**
   Rotaract File.

Prepared by	**Approved by**	**Issued By**
Rotaract Coordinator	**Principal**	**MR**

1. PURPOSE:

To provide a platform to potential researchers for strengthening their knowledge

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research.

3. RESPONSIBILITY:

Literary club Coordinator

4. ABBREVIATION: LA-Literary Arts

IQAC –Internal Quality Assurance cell

5. PROCEDURE:

5.1 The Principal appoint the literary coordinator

5.2 The coordinator along with members chart out the events

5.3 After the conduction of event the report is submitted to the IQAC

6. RECORDS:

Literary Arts File

Prepared by	Approved by	Issued By
LA Coordinator	Principal	MR