



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



Cycle – 2 NAAC Accreditation 2024

Criteria 6: Governance, Leadership and Management

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

Submitted to



National Assessment and Accreditation Council



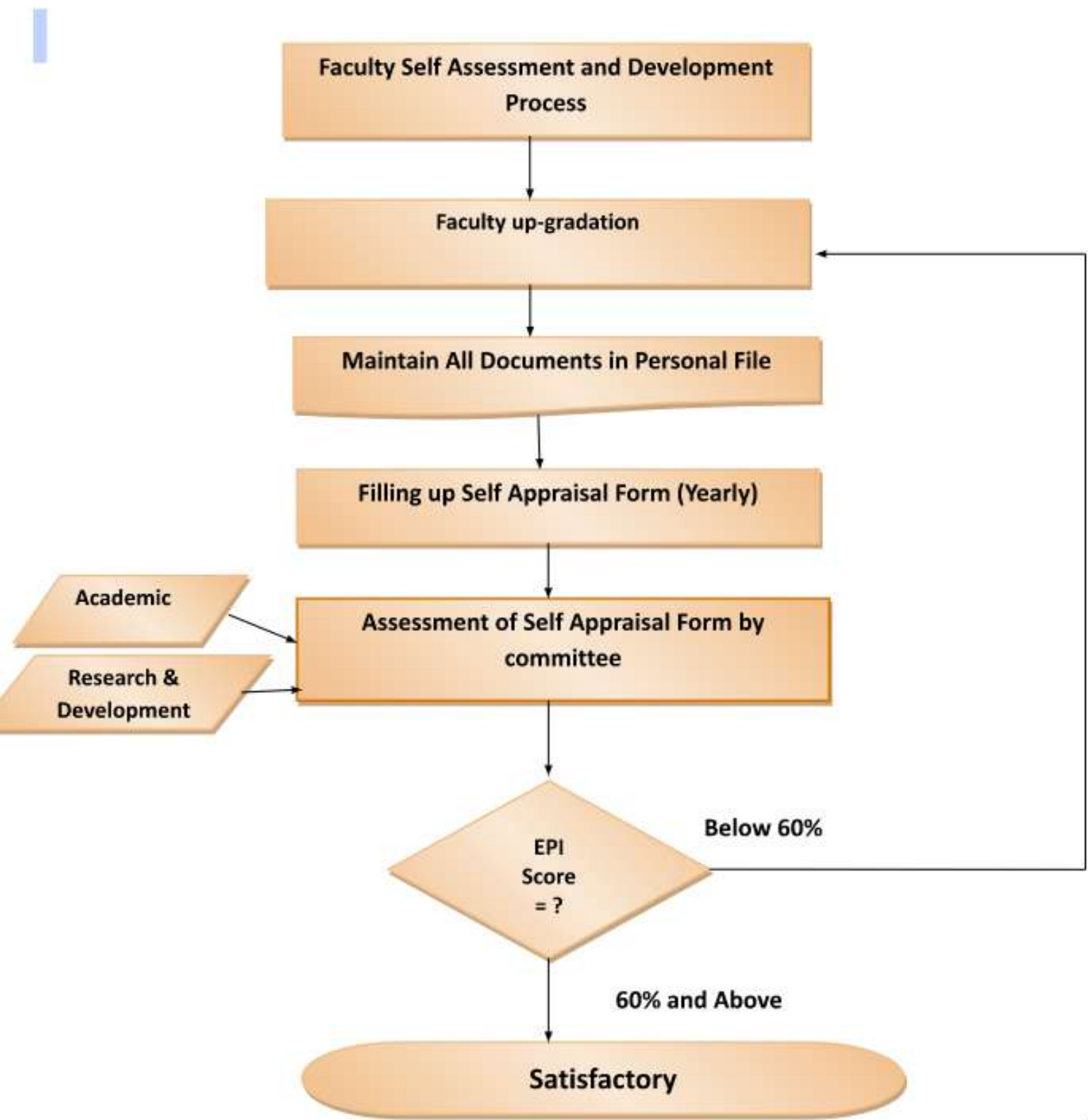
Excelssior Education Society's
K.C.College of Engineering and Management Studies and Research
(Affiliated to the University of Mumbai)
Mith Bunder Road, Near Hume Pipe, Kopri, Thane (E)-400603

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Sr. No.	Description
1	Appraisal System
2	Staff Insurance
3	Faculty Higher Studies Permission
4	Staff health Checkup photos




Principal
/ K.C. College of Engineering &





Faculty Appraisal Form

This appraisal will form the primary basis for determining the performance level that merits continued employment, promotion, annual increment, etc. The document will serve as a reflection of the faculty performance and facilitate means for continuous improvement in their career

Each year, every faculty member will undergo evaluation to identify and assess his/her strengths and weaknesses in work performance. The appraisal will be carried out by the Reviewing Committee chaired by the Principal

Faculty Details

Name of the Faculty Member : Dr. Baban U. Rindhe Academic Year : 2022-23
Designation : Professor & Head, Exam Cell Date of joining : 01.06.2018
Department : EXTC Date of previous promotion : --

The faculty will be graded based on the following index:

- Academic performance Index- (API)
- Research contribution Index - (RCI)
- Institutional Development Index- (IDI)
- Performance & General Attributes

A) Academic Performance Index (API)

Sr. No.	Criteria	Evaluation Strategy					Max Score	Self Appraisal Score	Verified Scores by Appraiser (whichever applicable)		Score by Reviewing Committee
		Class & Course	Subject Taught	Univ. Target	Lecture Engaged	% Target achieved			HoD	IQAC	
1	Theory & Practical Lectures	BE SEM VII	OC	39	38	97	10	10	10	10	
		BE SEM VIII	WN	39	38	95					
		95 - 100 = 10pts ✓ 90 - 94 = 8 pts 85 - 90 = 6 pts 80 - 84 = 4 pts 75 - 79 = 2 pts									
2	Result	Odd Semester			Even Semester			10	8	8	8
		A	B	$C1 = (A/B) \times 100$	A	B	$C2 = (A/B) \times 100$				
		91	100	91	90	100	90	91			
		95 - 100 = 10pts ✓ 90 - 94 = 8 pts 85 - 90 = 6 pts 80 - 84 = 4 pts 75 - 79 = 3 pts 60 - 69 = 2 pts									
		A - pass % of current year B - average of pass % of previous 2 years									
3	Good Practices (Each point carries one mark)	<input checked="" type="checkbox"/> Learning materials developed					8	7	7	7	
		<input checked="" type="checkbox"/> Steps to Encourage self-learning									
		<input checked="" type="checkbox"/> Additional topics covered beyond syllabus									
		<input checked="" type="checkbox"/> Steps taken to Encourage bright students/ Assist weak students									
		<input checked="" type="checkbox"/> Case studies/ real life examples show cases in the course									
		<input checked="" type="checkbox"/> Innovative Experiment conducted									
		<input checked="" type="checkbox"/> Student centric method such as experiential learning or any other									
<input type="checkbox"/> Role as a mentor											



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4	Innovation In Teaching (Write A One Page Report)	<ul style="list-style-type: none"> Methodology followed Difficulty faced New methods identified Improvement in Results (at least one instance to be showcased) 	5	5	5	5	
5	Extra lectures & other teaching duties in excess of university norms	Guest lecture conducted Conference paper reviewed conducted syllabus lecture conducted Seminar Content beyond	6	6	6	6	
6	Guest Lecture / workshop conducted as a Resource person for faculties or students/ Invited lectures for Conference or Symposia	Institute - 7 points (For One Session) Outside - 10 points (For One Session) (As a Convener for Faculty orientation program of University of Mumbai, Guest of Honour, Member of Board of Studies at University of Mumbai)	10	10	10	10	
7	Professional Membership	2 bodies = 6 pts. 1 body = 3 pts (ISTE / IEEE / CSI Any other please specify) IETE / IEE(I)/ISTE. As a Immediate past Chairmen, IETE Navi Mumbai - 2nd Term at IETE, NM, As a Co-opted Member at IETE Mumbai Centre.	6	6	6	6	
8	Student Feedback	> 4.5 = 10 points ✓ 4.5 - 4 = 8 points 3 - 4 = 6 points 2 - 3 = 4 points Less than 2 = 0 points	10	10	10	10	
9	One Week AICTE / ISTE Approved FDP or equivalent programs attended (One in a year) Online Certification courses	Two weeks = 10 points ✓ One week = 8 points 4 days = 6 points 3 days = 4 points 2 or less than 2 days = 2 points	10	10	10	10	
10	Conference / Workshop organized in college	Springer ✓	5	5	5	5	
Total			80	77	77	77	

Note :-Average of same subject for these year will be taken.



(Handwritten Signature)
Principal

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Research Contribution Index (RCI)

Sr. No	CRITERIA	EVALUATION CRITERIA	MAX POINTS	POINTS SCORED	Verified Scores by Appraiser (whichever applicable)		Score by Reviewing Committee
					HOD	IQAC	
1	Papers in Journal publication	<input type="checkbox"/> UGC Recognized (SCI) Indexed journals - 10 pts (peer reviewed or referred journals) (01 paper in process for SCOPUS journal - 01 pts) <input checked="" type="checkbox"/> UGC Recognized Not Indexed journals - 7 pts <input type="checkbox"/> Non-referred but recognized and reputable journals having ISBN/ISSN number - 5pts	10	8	7	7	
2	Full Papers in International / National Conferences (Abstract not to be included)	<input checked="" type="checkbox"/> International conference - 3 pts <input type="checkbox"/> National conference - 3 pts	3	3	3	3	
3	Book published / Book chapter (last 5 years)	<input type="checkbox"/> Book Published (International level publisher with peer review system)- 10pts <input type="checkbox"/> Book Published (National level publisher)- 7pts <input checked="" type="checkbox"/> Book Published (Local publisher)- 5pts - DTSP & DSP. (02 Books published in the month of July 2022) <input type="checkbox"/> Chapter in a book (International = 3pts, National =2pts, Local level = 1pt)	10	5	5	5	
4	Research projects undertaken (Ongoing projects to be counted)	<input type="checkbox"/> Ongoing / Completed in the current A.Y. (Minor = 5pts, Major = 10pts) <input checked="" type="checkbox"/> Proposal Submitted - AICTE (5 pts = Major, 3pts = Minor)	10	5	5	5	
5	IPR / copyrights	<input checked="" type="checkbox"/> Filed (8 pts) <input type="checkbox"/> Published (12 pts)	12	8	8	8	
6	Ph.D	<input type="checkbox"/> Ph.D completed (IIT, NIT) = 5 pts <input checked="" type="checkbox"/> Ph.D completed (Govt. colleges, State University) = 4 pts <input type="checkbox"/> Ph.D completed (private univ = 2 pts) <input type="checkbox"/> Ph.D Pursuing (Reputed Central Univ = 4 pts, Govt colleges/State Univ = 3pts, Private Univ sanctioned till A.Y. 2018-19 = 1 pts)	5	4	4	4	
7	Consultancy / Ph.D Scholar pursuing Ph.D	<input type="checkbox"/> Appreciation letter = 5 pts (- 2 pts) <input type="checkbox"/> Fund received = 10 pts (- 3 pts) <input type="checkbox"/> Ph.D - 01 candidate is pursuing Ph.D (05 pts)	10	5	0	0	
Total			60	38	32	32	



(Handwritten Signature)

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C) Institutional Development Index (IDI)

Sr. No.	CRITERIA	Roles and contribution to be clearly specified	MAX POINTS	POINTS SCORED	Verified Scores by Appraiser (whichever applicable)		Score by Reviewing Committee
					HoD	IQAC	
1	Responsibilities Department level (Each carries 5 pts)	<input checked="" type="checkbox"/> Term Test Co-coordinator / Overall College Level Term Test as a Head, Exam <input type="checkbox"/> Time-Table Co-coordinator / Honours Time Table Convener <input type="checkbox"/> ✓ Co-ordinator for professional societies <input type="checkbox"/> Convener IETE / DLLE <input type="checkbox"/> ISO Co-ordinator <input type="checkbox"/> Project Incharge / Project Convener <input type="checkbox"/> Alumni Co-ordinator <input type="checkbox"/> NBA Co-ordinator / NBA Work <input type="checkbox"/> T & P Co-ordinator <input checked="" type="checkbox"/> ✓ Convener for Honour / Minor Degree program	15	15	15	15	
2	Institute level Committees / Activities (Each pt = 5 pts)	<input type="checkbox"/> Admission Work <input type="checkbox"/> National / State Level Competition <input checked="" type="checkbox"/> ✓ Member of Professional Cells IETE - ISF / DLLE <input type="checkbox"/> Member of Social Cells <input checked="" type="checkbox"/> ✓ Members of Statutory Cell / R & D Cell <input checked="" type="checkbox"/> ✓ Member of Institute level Cell / Head, Exam Cell <input checked="" type="checkbox"/> ✓ Convener for Honour / Minor Degree program	10	10	10	10	
3	Awards / Recognition Received for Ph.D Guide, ME Guide / Member of BoS / Convener, RMC, DAB/LIC	<input type="checkbox"/> International level - 10 pts (02 pts) <input type="checkbox"/> National level - 7 pts (- 02 points) <input type="checkbox"/> State level - 4 pts (- 02 points) <input type="checkbox"/> University level - 2 pts - 02 pts - 02 pts - 02 points - (08 points) Ph. D Guide/ME Guide for 04 branches/Member BoS in ENTC at Univ. of Mumbai & Member of BoS in Flex. & Computer Engg at autonomous college - TCEI, DAH Committee members at 02 colleges, Convener - Result Moderation Committee for 03 branches at Univ. of Mumbai, LIC Member at Univ. of Mumbai.	10	8	8	8	
Total			35	32	32	32	



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Performance and General Attributes

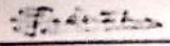
Parameters (Each parameter is on scale of 5 marks)

Parameters (Each parameter is on scale of 5 marks)	Marks allotted by Appraiser (whichever applicable)		Score by Reviewing Committee
	HoD	IQAC	
Knowledge in the sphere of work	5	5	
Quality of output	5	5	
Communication Skills (Oral & Written)	5	5	
Initiative & adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	5	3	
Aptitude to work	5	5	
Ability inspire and motivate	5	5	
Supervisory ability	5	5	
Interpersonal relations and team work	5	5	
Integrity and trustworthiness	5	5	
General Conduct	5	5	
Total (= 50 pts)	50	47	

Any other achievement not covered in the categories listed above

Sr. No.	Criteria	Self Appraisal Claim	Verified Score by Appraiser	Score by Reviewer
1	Academic Performance Index (=80pts)	77	77	
2	Research Contribution Index (=60 pts)	38	32	
3	Institute Development Index (=75 pts)	7	32	
4	Performance & General Attributes (=50pts)	NA	50	
	Total Score = (225 pts)	145	191	

Signature of the faculty with designation



Name : Dr. Baban U. Rindhe, Professor & Head, Exam CtrB, Convenor - Honours/Minor Degree Program
 Place : Thane - East
 Date : 15/11/2013

Recommended
 for Appraiser




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

**Technical Non-Teaching Appraisal Document
(A.Y.2022-23)**

This appraisal will form the primary basis for determining the performance level that merits continued employment, promotion, annual increment, etc. The document will serve as a reflection of the performance and facilitate means for continuous improvement in their career.

Each year, every technical non-teaching member will undergo evaluation to identify and assess his/her strengths and weaknesses in work performance. The appraisal will be carried out by the Faculty Appraisal Panel (FAP) chaired by the Principal

Staff Details

Name of the Staff: - Ms. Shital Arun Mahajan

Academic Year: - A. Y. 2022-23

Designation: - Lab Assistant

Date of Joining: - 22/08/2008

Department: - Electronics & Telecommunication

Date of Previous Promotion: - _____

Technical Non-Teaching No Performance Index (TPI)

	Wtg	API	A	Wtg	DCI	B	Wtg	IDI	C	Total=A+B+C (100)	Grade
	5	6.5	31.5	3	10	30	2	10	20	82.5	

Note:

- Academic Performance Index- (API)
- Departmental Contribution Index - (DCI)
- Institutional Development Index- (IDI)

It gives a number out of 100. Grade (Excellent/good/fair/poor) can be given based on this.

Signature



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A) Academic Performance Index (API)

Practical:-

Sr.no.	Class & Course	Subject	Univ. Target	Practical Engaged	%Target achieved	Average of col. 6	Maximum weight	Weight achieved(Col.7/8)
1	2	3	4	5	6	7	8	9
1	BE EXTC	Microwave Engineering	100%	100%	100%	100%		
2	BE EXTC	OC	100%	100%	100%			
3	TE EXTC	AWP	100%	100%	100%			
4	SE EXTC	DSD	100%	100%	100%			
5	FE EXTC	BEE	100%	100%	100%			

Sr.No.	Criteria	Max Point	Point Scored	Evaluation Strategy
1	Lab Work (each point carries one mark)	10	10	<input checked="" type="checkbox"/> Sets up apparatus for students experiment <input checked="" type="checkbox"/> Reviews experiments with lab in charge <input checked="" type="checkbox"/> Stock Register, Moving Register & Lab file (Eg: Bills, Application) <input checked="" type="checkbox"/> Consistent adherence to all safety rules and all standard operating procedures <input checked="" type="checkbox"/> Provides general technical guidance to students by answering questions regarding lab procedures and equipment use <input checked="" type="checkbox"/> Orderly Maintenance of lab equipments & lab stations <input checked="" type="checkbox"/> Cleanliness of lab and equipments <input checked="" type="checkbox"/> Record of fortnightly maintenance report <input checked="" type="checkbox"/> Attendance & Equipment issue register <input checked="" type="checkbox"/> Up-dation of notice board
2	Training Programs Participated	5	1	<input type="checkbox"/> More than 1 week - 5 points <input type="checkbox"/> 3 days - 3 points <input checked="" type="checkbox"/> One day - 1 point
3	Academic development	5	0	<input type="checkbox"/> Up-gradation in qualification (proof to be attached)
Total		20	11	
Total (Scaled to 10)		10	6.5	



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B) Departmental Contribution Index (DCI)

Sr. No.	CRITERIA	MAX POINTS	POINTS SCORED	EVALUATION CRITERIA
1	Quality and Quantity of work done (Each point carries one mark)	08	08	<input checked="" type="checkbox"/> Accuracy in work allotted <input checked="" type="checkbox"/> Skill and performance of specialized or technical duties <input checked="" type="checkbox"/> Completion of work allotted on schedule <input checked="" type="checkbox"/> Compliance with work instructions <input checked="" type="checkbox"/> Acceptance of responsibility <input checked="" type="checkbox"/> Performance in new situations; flexibility in work <input checked="" type="checkbox"/> Absences do not exceed allotted leave time <input checked="" type="checkbox"/> Cooperation with faculties
Total (Scaled to 10)		10	08	10

C) Institutional Development Index (IDI)

Sr. No.	CRITERIA	MAX POINTS	POINTS SCORED	Roles and contribution to be clearly specified
1	Quality and Quantity of work done (Each point carries one mark)	5	05	<input checked="" type="checkbox"/> Performance in emergencies with minimum instructions <input checked="" type="checkbox"/> NAAC or NBA related work assigned <input checked="" type="checkbox"/> Responsibilities such as exam cell work, library, clerical job allotted <input checked="" type="checkbox"/> Cleanliness and maintenance of classroom adopted <input checked="" type="checkbox"/> Any other responsibility given by HODs/ Deans/ Principal
3	HOD Appraisal	5	05	
Total		10	10	



Principal
 K. J. Somaiya Institute of Engineering &
 Technology & Research

Self-Appraisal Report –Non teaching Development Plan

Name of Non – teaching lab assistant	Dept.	Date of joining KC	Contact numbers
Ms. Shital Arun Mahajan	Electronics & Telecommunication	22/08/2008	9702973083

This document should concisely capture your goals and action plan for the academic year under the categories listed below:

1. Initiation of steps for Enhancement of lab

1. With new semester new experiments are added & older are eliminated so I along with the faculty decide which experiments can kept & I help the concerned staff to done necessary arrangement also.
2. Any new equipment in laboratory along with the faculty I also take care of installation & handling of the equipment as per the guidelines of trainer.
3. At the starting of every semester I do collect lab requisition which includes new software or any new component needed from the respective subject & get it approved by HOD & Manage lab setup throughout the semester.
4. Periodically updation of dead stock under guidance of lab in charge & HOD .
5. Maintenance of equipment's .
6. Maintenance of records – such as attendance register, Movement registers dead stock register.
7. Maintenance & keeping of subject file after submission.

2. Service -- Dept., College, and Community (student counselling, clubs, administrative/documentation support, organizing events, training programmes, public relations and any other voluntary service)

1. Documation, formatting of all files, forms, NAAC, NBA related documents.
2. Assisting HOD for various activity of department (all important departmental data acquisition by me)
3. Worked as a part of decoration & reception throughout many college events.
4. All the extra cultural activity of department is done along with me.
5. Software installation.
6. Organizing cultural festival entire department.
7. Assisting for advertising work like – coordinator in organizing workshop STTP & departmental level.
8. During admission process, calling of students & parents who have come for MOCK



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JEE/MHCTE in our college.

9. Prize Distribution Committee.

10. Registration Committee (STTP, FDP, Convocation, Alumni & All other events conducted by department).

11. ARC / FC (Registration, Scanning Documents, Discipline)

12 FDP on "Soft Skill" Organized by department of humanities & Applied Science.

13. Handled all works related to students ID cards .

3. Any other notable contribution/achievement

1. NAAC – Document formatting/ Scanning / Documentation of Department.

2. NBA - Document formatting/ Scanning / Documentation of Department..

3. ARC – Document scanning, registration & discipline committee.

4. Exam cell – (understudy)

5. P files. (Formatting & Printing & Data Collection – Dr. Rajiv Iyer & Non-teaching staff)

6. Time Table committee.(EXTC)

7. BE Project details (All Notice & oral practical sheet for BE Project related)

8. Term Test Coordinator.

9. Allot Roll no for new entry students & Keep record.

10. Direct Second Year CAP – Registration Desk.

11. Women Development Cell.

12. Ziksa.

13. FDP - IPR & Research funding Program – (Coordinator)

14. E- Hackathone – Coordinator

15. Prepare & mailed Departmental Budget Sheet - HOD Sir

16. Online Exam Duty (CET, JEE,)

17. First International Conference on Intelligent Systems and Human Machine Collaboration (ICISHMC 2022) - 8 to July 9, 2022

18. Participation in a Virtual Workshop on quality initiatives Excellence in Administration in Higher Educational Institutions – on 11th June 2022.

19. Qualified English Typing Course with A grade - Oct 2021

20. IETE Coordinator.

21. Done 2 – First Year Admission (Management level) – Comps Department

• IQAC –

- Worked as a IQAC Member



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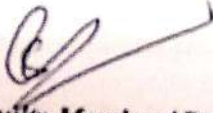
- SSR preparation & updation.
- Typing, formatting and printing of all documents related to NAAC and IQAC
- Maintaining all records of NAAC and IQAC in digitize form and in file form
- Assist to all faculty members for arranging and scrutinize NAAC related files

- ISO Member

- Typing, formatting and printing of all documents related to ISO
- Maintaining all records of ISO in digitize form as well as in file

- All the typing, formatting and printing work assign by Principal, Vice Principal and Dean of academics.

- Worked as a coordinator in College Activities like Reflexionz, Dastariz, Nippon & any other cultural events.



Signature of faculty Member / Date:



Signature of HOD / Date:



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

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

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

Letter for Ph.D. Registration

Ref. No. KCC/5/23-24/292

Date : 21/10/2023

To

Ms. Sheena Unmesh

As per your application letter dated 23/07/2023 for Ph.D. registration at The Department of English and Modern European Languages of Banasthali Vidyapeeth Rajasthan. You are hereby informed that your application is accepted as per the faculty development policy of the college.

Note: After registration you are required to submit semester wise progress report.

Principal



Sheena



Principal
K.C. College of Engineering &
Management Studies & Research

Mith Bunder Road, Near Sadguru Garden, Kopri, Thane (E) - 400 603.
Tel : 2522 7400 Fax : 2522 6406 * E-mail : principal@kccamsr.edu.in



PAYMENT RECEIPT

Date of Receipt:	2024-04-02
Payer's Name:	K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES &
Address:	Mith Bunder Road,Near Sadguru Garden,THANE EAST,MAHARASHTRA-400603
Receipt No:	A9495991

Payment Details

Thank you for payment of Rs.34674 towards the proposal amount. We acknowledge the receipt of the payment through cheque no. 495395, dated 2024-04-02, drwan on PUNJAB

Proposal/Policy Number	
82358871	34674

Date of 2024-04-02
Place of Laxmi Nagar

Note:

- 1) This is a system generated printout and does not require a signature.
- 2) The policy issuance is subject to realization of proposal money in company's account and acceptance of risk under this proposal by the company. Issuance of the receipt is

Care Health Insurance

Version PR/002/9-2012

Correspondence Address: 3rd, Floor 35 65-D Thadikaran Centre, Palarivattom Cochin,

Registered 5th Floor, 19 Chawla House, Nehru Place, New Delhi - 110 019

CIN : U66000DL2007PLC161503

IRDA Registration 148

GST Number :

RCM No

Sac code and description 997133 Accident and Health Insurance Services

Care Health Insurance Limited

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019
Correspondence Office: Vipul Tech Square, Tower C, 3rd Floor,
Golf Course Road, Sector-43, Gurugram - 122009 (Haryana)
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503



REACH US @


 Care Health-
Customer App


 WhatsApp
8800402452

Self Help Portal:
www.careinsurance.com/self-help-port

 Submit Your Queries/Requests:
www.careinsurance.com/contact-us.ht

K.C. College of Engineering &
Management Studies

Ref No. : HAL/CHIL/ 23-24 / P340364237800

Date
11/04/2024**K.C.COLLEGE OF ENGINEERING And MANAGEMENT STUDIES and RESEARCH**Mith Bunder Road, Near Sadguru Garden, Kopri THANE EAST, 400603
400603


Dear Customer,

This is to confirm that we agree to issue Group Care 360 * and Policy Period shall be from 2024-04-08 00:00:00 to 2025-04-07 00:00:00.

This confirmation is issued subject to realization of premium paid in favour of Care Health Insurance Limited (formerly known as Religare Health Insurance Company Limited) and non-selection of members/employees for coverage in the policy unless specifically agreed in written by us .

Product	Premium	SGST @ 9%	CGST @ 9%	Final Premium
GPA	29384.75	2644.63	2644.63	34674.01

This is computer generated receipt/invoice, hence signature not require.


www.careinsurance.com
Care Health Insurance Limited

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019

Corresp. Office: Unit No. 604-607, 6th Floor, Tower C, Unitech Cyber Park, Sector-39, Gurugram-122001 (Haryana)

IRDA Regn. No. 148
CIN: U66000DL2007PLC161503

customer@careinsurance.com | 1800-102-4488 / 1800-102-4655



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International Women's Day

