

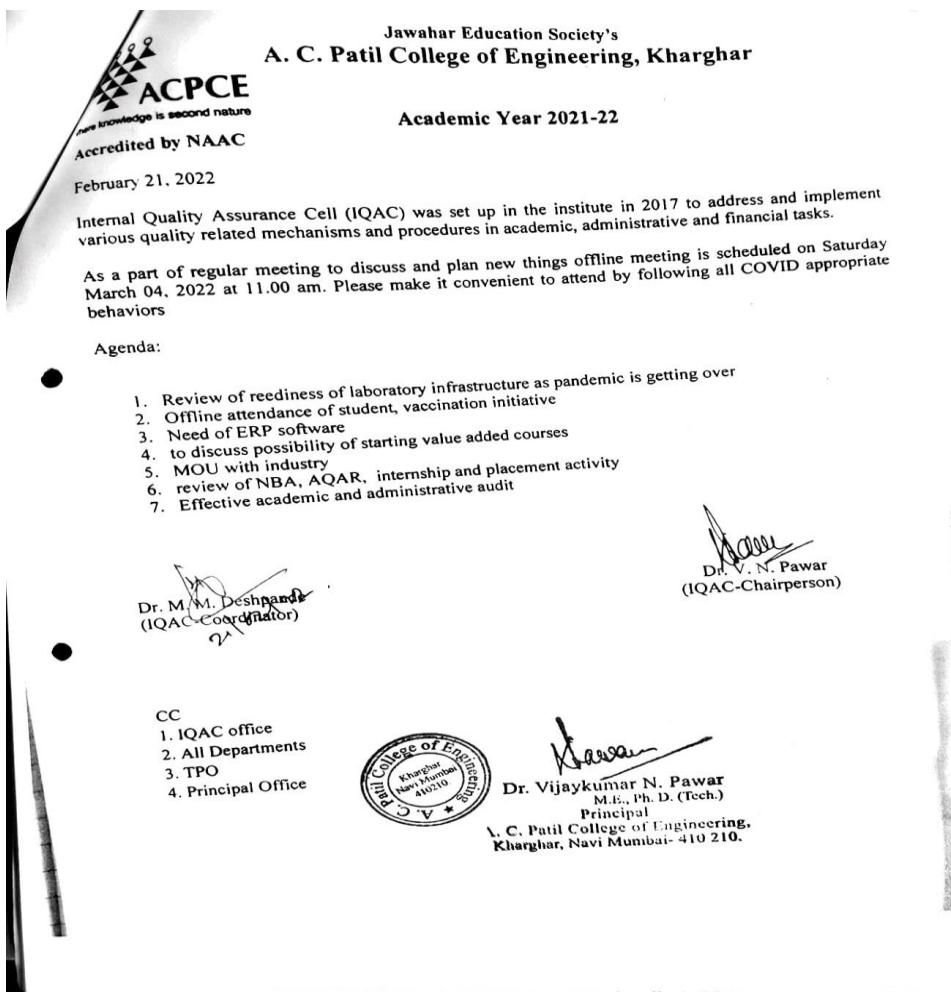
**6.5.2 Quality assurance initiatives of the institution include:**

1. Regular meeting of the Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements.
2. Academic and Administrative Audit (AAA) and follow up action taken
3. Collaborative quality initiatives with other institution(s)/membership of international networks.- NO
4. Participation in NIRF - NO
5. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc : TIMES APPLIED

**Proofs**

Sr. No	Description
1	<a href="#"><u>IQAC minutes of meeting and notices</u></a>
2	<a href="#"><u>FEEDBACK</u></a>
3	<a href="#"><u>Internal audit</u></a>
4	<a href="#"><u>PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF CYCLE 1</u></a>
5	<a href="#"><u>NAAC Steering Committee</u></a>
6	<a href="#"><u>Appraisal System</u></a>
7.	<a href="#"><u>Times Ranking</u></a>

## IOAC minutes of meeting and notices



(13)

01/03/2022

IQAC office

11 am

Minutes of Meeting

1. IQAC coordinator Dr. Deshpande welcomed the members.
2. Principal, Dr. VN Patil told members that government is relaxing COVID norms and asked to start college in offline mode. HODs should collect data of fully vaccinated students and encourage & arrange vaccination to students.
3. As we are moving again to offline mode of Education, Principal Sir told HODs to check & test readiness of lab facilities. and maintain sanitization of such facilities.
4. Principal Sir also told that we are purchasing 150 desktops with 8GB to meet the new syllabus.
5. Dr. Deshpande & Mr. Sugiyamshri told to purchase atleast 50 desktops with I7 & 16GB to meet future demands.
6. Looking at the need of ADR & NBA preparation, Mr. Sugiyamshri and Dr. Deshpande requested to buy proper ERP as we have received some proposals.
7. Dr. Pawar requested HODs to plan value added courses to help students industry ready.
8. Dr. Deshpande requested to have more MOUs with industry.
9. Principal Sir told that we are still waiting for NBA dates. & not.
10. Review of NBA preparation, ADR preparation was taken. Principal instructed all HODs to plan for next A.Y 22-23.
11. Dr. Pawar told MIE chairman to engage with senior alumni for internship and placement.
12. Meeting concluded with vote of thanks.



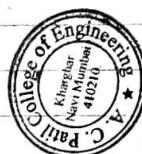
**Dr. Vijaykumar N. Pawar**  
M.E., Ph.D. (Tech.)  
Principal  
A. C. Patil College of Engineering,  
Kharghar, Navi Mumbai-410 210.



**Dr. Vijaykumar N. Pawar**  
B.E., M.E., Ph.D. (Tech.)  
Principal  
A. C. Patil College of Engineering,  
Kharghar, Navi Mumbai-410 210.

following Members were present for meeting

1. Dr. V. N. Pawar.
2. Dr. M. M. Deshpande
3. Dr. S. R. Deore
4. Dr. G. P. Deshmukh
5. Mr. N. P. Chawande
6. Mr. R. C. Goyalambhi
7. Mr. C. L. Patil.
8. Mr. S. R. Chennamani
9. Mr. B. S. Sadhar.
10. Hemant V. Patil



Dr. Vijaykumar N. Pawar  
M.E., Ph.D. (Tech.)  
Principal  
A. C. Patil College of Engineering,  
Kharghar, Navi Mumbai - 410 210.



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<a href="#">Committee &amp; Meetings Report</a>	

Outcome Reports		
Sr. No.	Title	Action
1	Course Outcome	<a href="#">View</a>
2	Desired CO PO Mapping	<a href="#">View</a>
3	Desired CO PO Mapping With Justification	<a href="#">View</a>
4	Course - PO Matrix	<a href="#">View</a>
5	CO Attainment Report	<a href="#">View</a>
6	Direct Attainment Report	<a href="#">View</a>
7	Direct Attainment Report Instructorwise	<a href="#">View</a>
8	Indirect Attainment Report	<a href="#">View</a>
9	Combined Direct Indirect Outcome Report	<a href="#">View</a>
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## Feedback:

### Alumni Feedback

**Jawahar Education Society's  
A. C. Patil College of Engineering, Kharghar  
Department of Computer Engineering**

**Academic Year 2022-23**

**Alumni Feedback**

Dear Alumni,  
Greetings from A. C. Patil College of Engineering

We are proud that you have done your graduation and spent valuable years pursuing your degree from ACPCE. Moving forward, please provide your valuable inputs to improve the quality academics and credibility of our college. You may also visit our website [www.acpce.org](http://www.acpce.org) for current updates.

**General Information**

Name: Santosh S Mane  
Department: Computer  
Batch: 2017  
Email ID: Santoshmane15@gmail.com  
Mobile No: 9822677767

Current Designation and Employer Address: SFT at Nortescareer, Gigaplex, Mindspace (W) Airoli

Please answer the following questions and rate on the scale of 1 to 3 (3 as highest)

Sr. No.	Parameters	Rating
1	How do you rate the learning experience in terms of their relevance to the real life application?	1
2	How do you rate the courses that you have learnt in college in relation to your current job/occupation?	2
3	How do you rate the Career Counseling and guidance facility provided by T&P Cell for higher studies?	1
4	How do you rate the Infrastructure, Laboratories and Library facilities?	2
5	Overall Rating of the College?	2
6	How do you contribute to society to fulfill the needs of society and industry?	2
7	How do you contribute towards the environment and sustainability as professional computer engineers?	3
8	How do you rate your involvement in conducting investigation of complex problems and design/ development of solutions as a professional computer engineer?	3
9	How do you demonstrate the knowledge of programming, data science, operating systems and computer network security?	3
10	How do you apply professional computer engineering practices and strategies for the design, development, operation and maintenance of software?	3
11	Extent to which you engage yourself in lifelong learning to adapt with rapidly changing technologies in the field of computer engineering?	2
12	Extent to which you work efficiently in a team and exhibit ethical responsibilities?	3
13	Extent to which you strengthen the knowledge in multidisciplinary areas of engineering?	3

**How can you help the alma mater and Junior students?**

1. Conducting short talks/ inspiring sessions
2. Conducting skill development workshop
3. Industry expert
4. Not at this point of time

Date: \_\_\_\_\_

Signature: 

**Dr. Vijaykumar N. Pawar**  
B.E., M.E., Ph.D. (Tech.)  
Principal  
A. C. Patil College of Engineering,  
Kharghar, Navi Mumbai-410 210.

**Thank you for your valuable time!**

## Student Feedback



### Feedback Analysis

**Title : IoTCSIRCL204 Web Lab**
**Academic Year : 2022-23**
**Class : SEM VI [ Computer  
Science and Engineering ]**
**Details: Ms. Saffya Shaikh**
**Total number of responses(s) : 207/21**

Question	Teaching Skill and methodology.			
Answer	Value	No. of responses(s)	Response value	Response %
Highly Satisfied	5	24	1.00	46.15
Satisfied	4	16	6.4	34.62
Adequate	3	7	2.8	8.00
Dissatisfied	2	3	1.2	2.31
Highly Dissatisfied	1	2	0.8	3.77
Performance				100.00



Question	Cooperation and Ethics			
Answer	Value	No. of responses(s)	Response value	Response %
Highly Satisfied	5	21	1.05	41.18
Satisfied	4	17	0.85	34.67
Adequate	3	6	0.30	7.00
Dissatisfied	2	4	0.2	3.14
Highly Dissatisfied	1	3	0.15	1.18
Performance				100.00



Question	Makes Class interactive through question and answer sessions			
Answer	Value	No. of responses(s)	Response value	Response %
Highly Satisfied	5	22	1.10	42.31
Satisfied	4	19	0.95	39.23
Adequate	3	7	0.35	8.00
Dissatisfied	2	3	0.15	3.54
Highly Dissatisfied	1	2	0.10	3.77
Performance				100.00





Question	Provides helpful comments on University papers and documents			
Answer	Value	No. of responses(s)	Response value	Response %
Highly Satisfied	5	21	165	40.38
Satisfied	4	19	76	29.23
Adequate	3	7	21	8.08
Disatisfied	2	3	8	2.91
Highly Dissatisfied	1	2	2	0.77
Performance			300	100.00

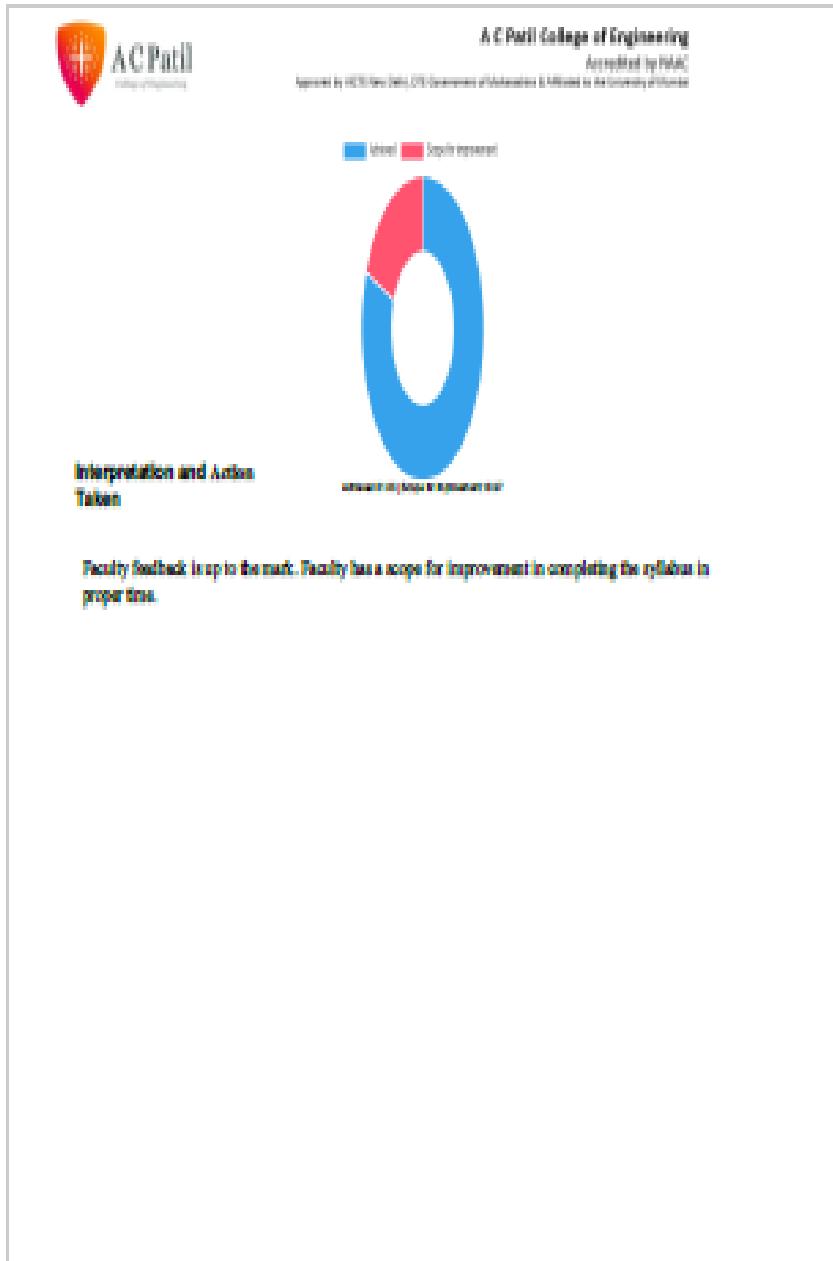


Question	Motivates students for learning the subject			
Answer	Value	No. of responses(s)	Response value	Response %
Highly Satisfied	5	19	65	37.25
Satisfied	4	22	74	34.51
Adequate	3	5	15	5.88
Disatisfied	2	3	8	3.85
Highly Dissatisfied	1	2	2	0.77
Performance			180	100.00



Question	Maintains Discipline and order of the Class			
Answer	Value	No. of responses(s)	Response value	Response %
Highly Satisfied	5	23	115	44.23
Satisfied	4	18	72	27.69
Adequate	3	5	15	5.77
Disatisfied	2	4	8	3.08
Highly Dissatisfied	1	2	2	0.77
Performance			254	100.00





## Internal audit


 Jawahar Education Society's  
**A.C. Patil College of Engineering, Kharghar**  
**Electrical Engineering Department**

### **Academic Audit Form** **EVEN SEM A. Y. 2020-2021** **SEM-VIII**

**\*Note: Very Good (5), Good (4), Adequate (3), Needs Improvement (1)**

Sr. No.	Parameters to be verified	Courses and Remark*					
		EEC801	EEC802	ILO802X	EEL801	EEL802	EEL803
		DMAES	FACTS	EM	SL-IV	ESD Lab	Project-II
		PBS	SRD	MG	SRN	JRB	ALL
1	Qualities of execution of course plan (Teaching Plan, Tutorial Plan and Practical Plan).	5	5	4	5	4	4
2	Extent of syllabus coverage to realize the COs through Lectures Practical/Tutorials/Mini Projects etc.	4	4	5	4	4	5
3	Extent of COs assessed through Internal Assessments/Assignments/Module Tests Practicals Tutorials Mini Projects etc.	4	5	5	4	5	5
4	Quality of course material (Notes, Assignments, Tutorials, Practical and Softcopy of PPTs) as per Bloom's level.	5	4	4	4	4	4
5	Quality of questions in assessment tools as per Bloom's level and module coverage.	5	4	5	3	5	5
6	Usage of innovative teaching methodology (Real World Examples, Collaborative Learning etc.) and teaching aids (PPTs, NPTL Lectures).	4	3	5	4	4	5
7	Activities for coverage of content beyond syllabus to bridge the curriculum gaps (Seminar, Workshops, Expert Lecture).	5	3	4	3	4	4
8	Activities conducted for knowledge and skills enhancement of students.	5	3	3	3	4	3
9	Continuous up-gradation in teaching learning process.	5	3	3	3	3	3
10	Extra activities for bright students.	4	4	3	3	3	3
11	Remedial actions for weak students.	4	4	4	4	4	4
12	Model answers discussed with students.	5	4	3	4	4	3
13	Course Outcomes attainments through Internal Assessments/Assignments/Module Tests/Practicals/Tutorials/Mini Projects.	5	5	4	4	4	4
14	Course Outcomes attainments through Course Exit Survey.	5	4	4	4	4	4

<b>Suggestions for improvement:</b>		Practical case studies can be used while delivering the course contents.	Teaching methodology can be improved in order to develop interest in learning the subject	Various case studies can be discussed to create awareness about the subject	NEED TO PROVIDE MORE HAND ON PRACTICE FOR CLEAR UNDERSTANDING	Different systems can be designed using software tools and then can be encouraged for its implementation	Students should be encouraged to work on various real time issues
<b>Internal Auditor:</b> Prof. S. R. Nandurkar <b>External Auditor:</b> Prof. B. P. Saoji (BVIT)							

*[Handwritten signature]*

**Date of Audit: 5-7-2022**  
**Date of Audit: 10-8-2022**

## PEER TEAM REPORT ON INSTITUTIONAL

### ACCREDITATION OF CYCLE 1

<b>PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF JAWAHAR EDUCATION SOCIETY'S A.C. PATIL COLLEGE OF ENGINEERING, NAVI MUMBAI Place: MUMBAI Pin: 410210 State: Maharashtra</b>	
<b>Section I: GENERAL</b>	<b>Information</b>
<b>1. Name &amp; Address of the Institution:</b>	Jawahar Education Society A.C. Patil College of Engineering, Plot No. 17, sector-4 Kharghar, Navi Mumbai 410210
<b>2. Year of Establishment:</b>	01-01-1992
<b>3. Current Academic Activities at the Institution (Numbers):</b>	02 (Engineering, Management)
<b>• Departments/ Centres:</b>	Engineering, Management
<b>• Programmes/ Courses offered:</b>	07 UG, 04 PG
<b>• Permanent Faculty Members:</b>	144 (12 Professor; 16 Associate Professor; 116 Assistant Professor) (1:1.33:9.67)
<b>• Permanent Support Staff:</b>	168
<b>• Students:</b>	2412
<b>4. Three major features in the institutional Context (As perceived by the Peer Team):</b>	<ul style="list-style-type: none"> <li>• Private Co-educational Institution</li> <li>• Offers diverse range of courses</li> <li>• Affiliated to Mumbai University</li> </ul>
<b>5. Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):</b>	23 <sup>rd</sup> August-24 <sup>th</sup> August 2018
<b>6. Composition of the Peer Team which undertook the on- site visit:</b>	

*Accredited  
24/08/18*

*✓ 23*  
23/08/2018

*✓ 24*  
24/08/2018



<b>Chairman:</b>	<p><b>Prof. Asok De</b> Former Director NIT Patna</p> <p><b>Res:</b> Flat No 407C, Plot 17, Sector 5, Management Apartment, Dwarka, New Delhi 110075.</p> <p><b>Mob:</b> 09818181068</p> <p><b>Email:</b> <a href="mailto:asokde@gmail.com">asokde@gmail.com</a></p>
<b>Member</b>	<p><b>Prof. Satish C. Sharma,</b> Professor Mechanical Engineering and &amp; Co-ordinator, Centre for Railway Research, Dept. of Mechanical and Industrial Engineering, Indian Institute of Technology Roorkee-247667 Uttarakhand</p> <p><b>Tel(O):</b> +91-1332-285603, +91-1332-285289(R)</p> <p><b>Mob:</b> 9897394009</p> <p><b>Email:</b> <a href="mailto:sshmefme@iitr.ac.in">sshmefme@iitr.ac.in</a></p>
<b>Member Coordinator:</b>	<p><b>Prof. Naliniprava Tripathy</b> Professor (Finance) Dean Research, Indian Institute of Management, Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya</p> <p><b>Ph:</b> 0364-2238037(O), 2238075(R)</p> <p><b>Mob:</b> 09436700710</p> <p><b>Email:</b> <a href="mailto:nalini_prava@yahoo.co.in">nalini_prava@yahoo.co.in</a>, <a href="mailto:nt@iimshillong.in">nt@iimshillong.in</a></p>
<b>NAAC Co-ordinator</b>	<p><b>Dr. Devendra Kawday</b> Deputy Adviser NAAC P.O. Box 1075 Nagarbhavi, Bangalore 560072 Karnataka</p> <p><b>Ph:</b> 080-23005228</p> <p><b>Email:</b> <a href="mailto:devender.kawday@naac.gov.in">devender.kawday@naac.gov.in</a></p>

Asok De  
24/08/18

✓  
24/08/2018



Government assistance are available to the students belonging to SC, ST, OBC/SBC and students from the weaker sections. The average percentage of placement of outgoing students during the last 5 years is not good and needs to be improved further. Student progression to pursue higher education also needs to be improved and properly supported. Institute provides career guidance, career counselling, soft skill development, personal counselling, Yoga and meditation to the students. Few students of the Institute qualify for GATE, GRE, TOEFL, civil/state government examinations.

Students of the Institute are encouraged to participate in national sports /cultural events and have won awards in different events but with limited financial support from the institute. Student council does exist, and activities are organised by the student's council in coordination with the staff. Student take active participation in organising cultural fest (Rhythm), technical festival (vectors), sports festival (kurukshetra), Ganapati festival, Blood donation camp and cleaning drive etc. The Institute do have an alumni association which conducts regular meetings annually. Alumni are invited to interact with the students to deliver lectures, train students and enhance their employability. The Alumni corpus fund needs to be explored. The alumni association needs to engage itself in a more tangible way for an effective operation.

<b>Criterion 6 – Governance, Leadership and Management (Key Indicator and Qualitative Metrics (QM) in Criterion VI)</b>	
<b>6.1</b>	<b><i>Institutional Vision and Leadership:</i></b>
<b>6.1.1 QM</b>	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution
<b>6.1.2 QM</b>	The institution practices decentralization and participative management
<b>6.2</b>	<b><i>Strategy Development and Deployment:</i></b>
<b>6.2.1 QM</b>	Perspective/Strategic plan and deployment documents are available in the institution
<b>6.2.2 QM</b>	Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
<b>6.2.4 QM</b>	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
<b>6.3</b>	<b><i>Faculty Empowerment Strategies:</i></b>
<b>6.3.1 QM</b>	The institution has effective welfare measures for teaching and non-teaching staff
<b>6.3.5 QM</b>	Institution has Performance Appraisal System for teaching and non-teaching staff
<b>6.4</b>	<b><i>Financial Management and Resource Mobilization:</i></b>
<b>6.4.1 QM</b>	Institution conducts internal and external financial audits regularly
<b>6.4.3 QM</b>	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
<b>6.5</b>	<b><i>Internal Quality Assurance System:</i></b>
<b>6.5.1 QM</b>	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
<b>6.5.2 QM</b>	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

*Patil*  
21/08/18



*✓*  
24/08/2018

*✓*  
24/08/18

*Patil*  
24/08/18



<b>6.5.5 QnM</b>	Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)
----------------------	---

***Qualitative analysis of Criterion VI (300 to 500 words)***

The Institute has a well-defined vision, mission and quality policy with a dynamic and involved management. The Institute practises participative management on the campus by encouraging the faculty and staff to participate in decision making with the help of various committees but there is not enough delegation of financial or administrative powers.

The inputs for various stakeholders are received and assessed. The Institute has a well-defined organisational structure. The faculty of the college is recruited as per the norms and policies of University of Mumbai maintaining adequate student teacher ratio. The Institute has various committee/cells working in tandem to enhance the proper functioning and quality of the Institute. The feedback in several ways are collected through computerised systems and are analysed. The Institute has performance appraisal system to ensure the effective teaching learning processes, but appraisal system needs to execute through institute website in better transparency. The strategic plan needs to be well defined and well circulated.

During the last 05 years, few faculties have received notional support for attending/participating in conferences/short term courses. The college takes care of its employees (teaching/non-teaching) through various welfare schemes i.e. EPF, Gratuity, Health care policy, Group Insurance, Employee credit society, women development cell etc. The faculty is provided with various types of leave i.e. duty leave, earned leave, study leave, casual leave and maternity leave. Promotional policies as per UGC regulations are in place. The college needs to attract good faculty at senior position. The college encourages and motivates students to participate in various extension activities.

IQAC of the Institute established recently and conducted different meetings for quality assurance teaching learning process. Academic audit is conducted by the faculty of other department by external academic expert from peer institutes should also be involved. The IQAC also takes initiatives in carrying out the result analysis, monitors, quality check, verifies course material of faculty and plans calendar of events.

Funds are collected mainly from the fees of the students also fees are collected from the students for different training programmes.

The budgeting process needs to be allocated for R&D activities.

**Criterion 7 – Institutional Values and Best Practices  
(Key Indicator and Qualitative Metrics (QnM) in Criterion VII)**

**7.1      Institutional Values and Social Responsibilities:**

**Gender Equity**

**7.1.2  
QnM** Institution shows gender sensitivity in providing facilities such as:

- a) Safety and Security
- b) Counselling
- c) Common Room

*Patelhi*  
24/8/18

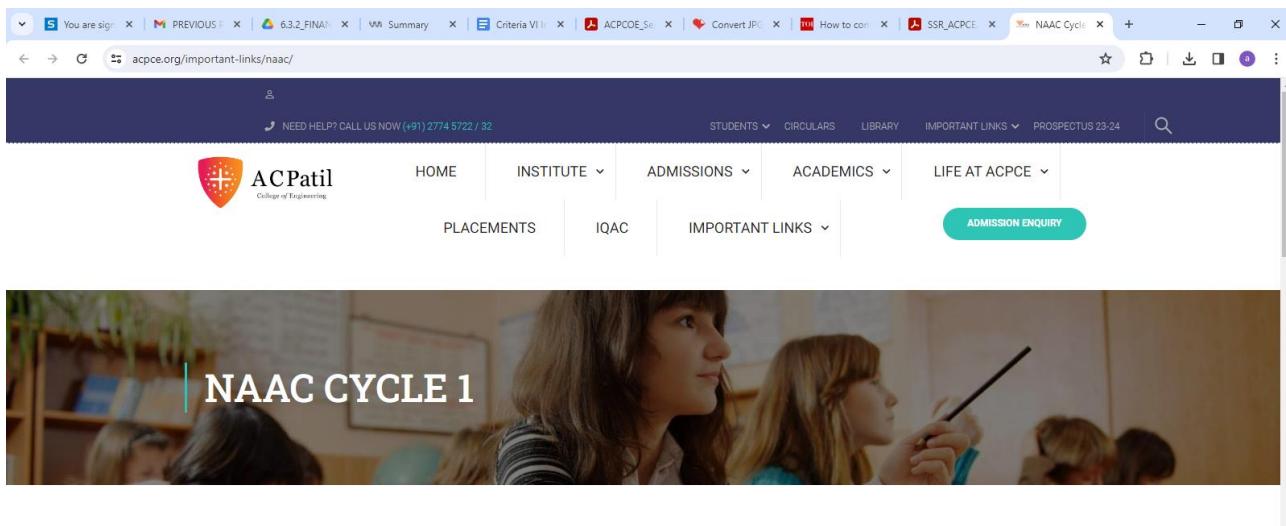


*✓*  
24/08/2018

*✓*  
24/08/2018  
Aman  
24/08/18



<https://www.acpce.org/important-links/naac/>



#### NAAC Extended Templates

#### NAAC Accreditation Certificate

Plot 17, Sector 4, Kharghar  
Navi Mumbai 410210

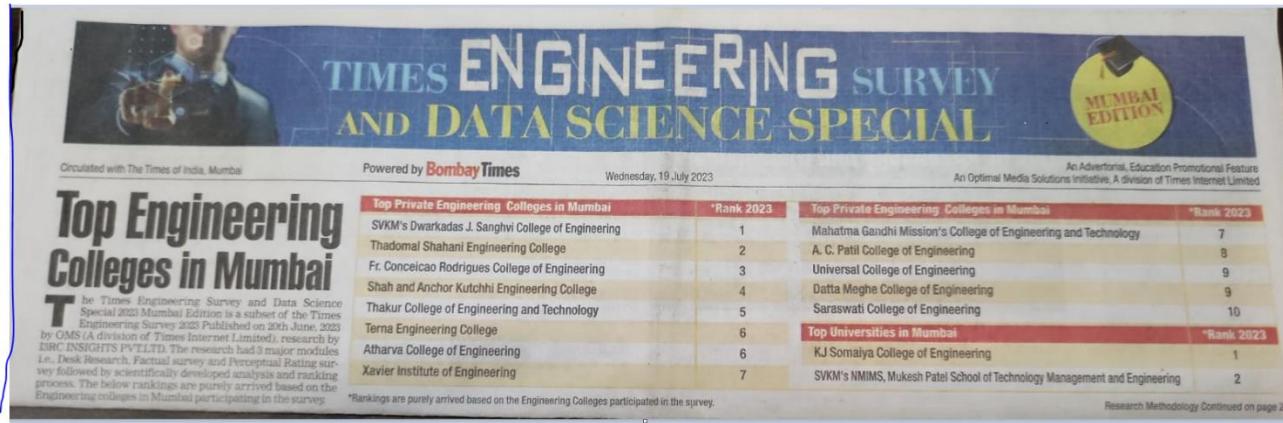
principal@acpce.ac.in  
Tel +91 22 2774 5722



[www.acpce.org](http://www.acpce.org)

## Times Ranking

- any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc : TIMES APPLIED



**Times ENGINEERING SURVEY AND DATA SCIENCE SPECIAL**

**MUMBAI EDITION**

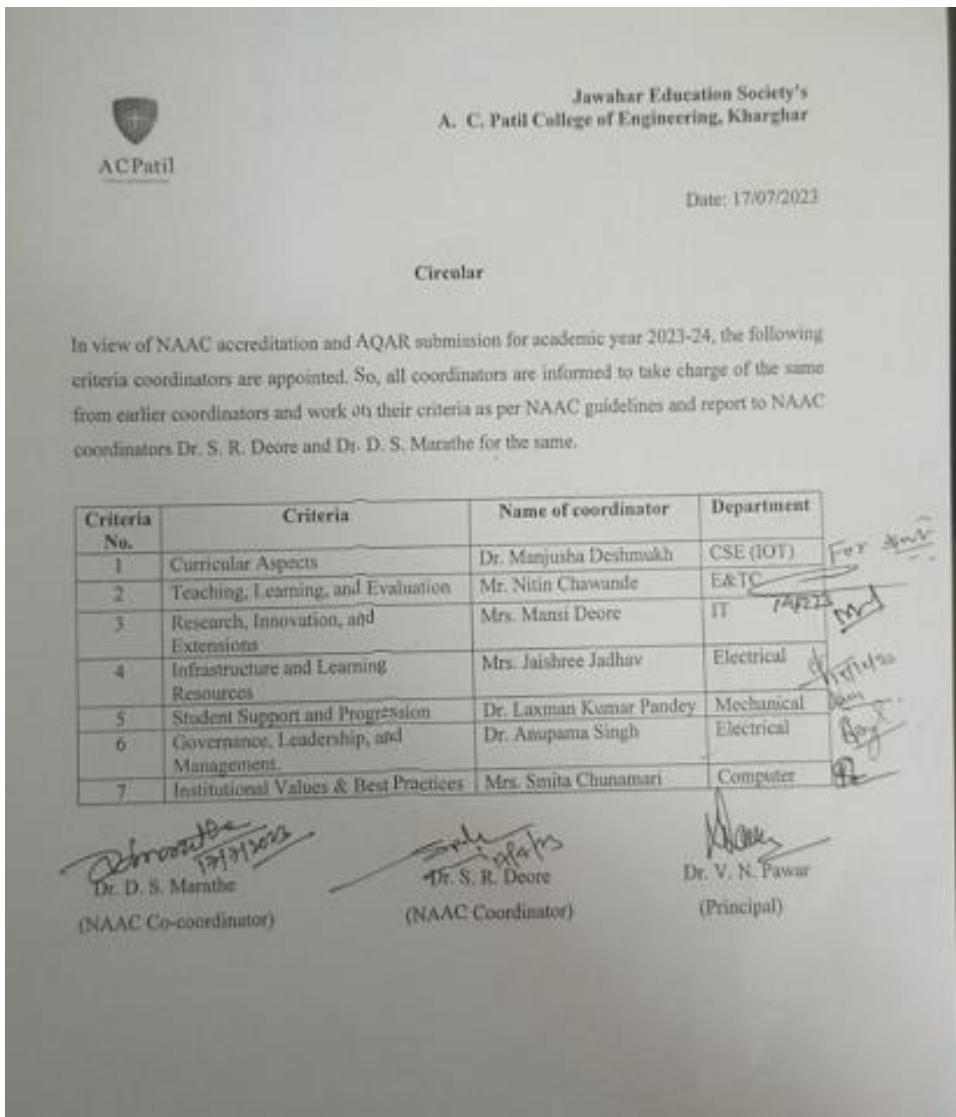
**Top Engineering Colleges in Mumbai**

Rank 2023	Top Private Engineering Colleges in Mumbai	Rank 2023	Top Private Engineering Colleges in Mumbai
1	SVKM's Dwarkadas J. Sanghvi College of Engineering	7	Mahatma Gandhi Mission's College of Engineering and Technology
2	Thadomal Shahani Engineering College	8	A. C. Patil College of Engineering
3	Fr. Conceicao Rodrigues College of Engineering	9	Universal College of Engineering
4	Shah and Anchor Kutchhi Engineering College	9	Datta Meghe College of Engineering
5	Thakur College of Engineering and Technology	10	Saraswati College of Engineering
6	Terna Engineering College		
6	Atharva College of Engineering	1	KJ Somaiya College of Engineering
7	Xavier Institute of Engineering	2	SVKM's NMIMS, Mukesh Patel School of Technology Management and Engineering

\*Rankings are purely arrived based on the Engineering Colleges participated in the survey.

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## NAAC Steering Committee



Jawahar Education Society's  
**A. C. Patil College of Engineering, Kharghar, Navi Mumbai**  
Department level NAAC Criteria Incharges

Criteria No.	Criteria Name	Computer	IT	Electrical	Mechanical	Electronics & Tele. Comm.	MMS	AI & DS	CS with IoT
1	Curricular Aspects	Prof. Sandhya Awate	Prof. Amruta Kothavade	Prof. S. B. Pingle/Prof. S. S. Mahadik	Prof. G F Rathod / Prof. Akash Gawai	Dr. Jaya Terdale	Prof. Chandravadan Chavan	Prof. Suryakala	Dr. Manjusha Shirole
2	Teaching, Learning, and Evaluation	Prof. A. R. Sonule	Prof. Shaila Deore / Prof. Sandya Dongre	Prof. S. B. Murati/ Prof. Puja Sutar	Dr. I. K. Pandey/ Prof. Ruchita Shrimali	Prof. H. S. Badodekar	Prof. Chandravadan Chavan	Prof. Megha Jain	Prof. Kalpana Shewale and Asra Sadaf
3	Research, Innovation, and Extensions	Prof. S.R.Patil	Prof. Surekha Khot	Prof. D. D. Patil / Prof. A. A. Ray	Prof. Namrata Bokane	Prof. Amol Patil	Prof. Abhijeet Salunke	Prof. A. P. Haral	Prof. Puja Patil
4	Infrastructure and Learning Resources	Prof. Vina Bhamare	Prof. Poonam Potraje	Prof. P. T. Yeole / Prof. A. Takkod	Prof. Omkar Poddar	Prof. P. N. Ghate	Prof. Abhijeet Salunke	Prof. D. P. Shende	Prof. Asra Sadaf
5	Student Support and Progression	Prof. Shital Patil	Prof. Manasi Deore	Prof. A. A. Kale/ Prof. Saylee Thakur	Prof. Soni Jaiswal/ Akash Gawai	Prof. S. W. Matey	Prof. Chandravadan Chavan	Prof. A. P. Haral	Prof. Yasmin Attar and Puja Patil
6	Governance, Leadership, and Management	Prof. R.C.Suryawanshi	Prof. Radhika Pachghare	Prof. H. T. Mahajan / Prof. Shital Bhave	Prof. Soni Jaiswal/ Prof. Omkar Poddar	Prof. A. V. Malkapurkar	Prof. Abhijeet Salunke	Prof. D. P. Shende	Prof. Amol Patil
7	Institutional Values & Best Practices	Prof. Smita Chunamari	Prof. Sareen Deore	Prof. S. R. Nandurkar / Prof. P. Narnaware	Prof. Dinesh Pangunde	Prof. V. B. Patil	Prof. Chandravadan Chavan	Prof. Smita Chunamari	Prof. Sachin Vaidhya



Dr. D. S. Marathe  
NAAC Co-Coordinator



IQAC and NAAC Co-ordinator



Dr. V. N. Pawar

Principal

## Appraisal System

### Various Feedback Appraisal forms Collected for the Quality Improvement .

- 1) ACPCE Estate Officer Appraisal Form
- 2) ACPCOE faculty performance index form
- 3) ACPCE Non Teaching staff appraisal
- 4) ACPCE Non Teaching staff librarian
- 5) ACPCE Registrar Appraisal Form
- 6) ACPCE Training and Placement Officer

**1) ACPCE Estate Officer Appraisal Form**

Jawahar Education Society's  
A. C. Patil College of Engineering, Navi Mumbai  
**Faculty Appraisal Document (Academic Year-2022-2023)**  
**(Registrar)**

**PART A: Staff Details:**

<b>Name:</b>	
<b>Department:</b>	
<b>Qualification :</b>	
<b>Designation:</b>	
<b>Date of Joining:</b>	
<b>Any additional Qualification:</b>	

**PART B : Rate your Performance:**

Appraisal Criteria	Performance Rating (1-5)
Property Management	

Effectively manages institution's properties and facilities	1 2 3 4 5
Ensures maintenance and upkeep of buildings and infrastructure	1 2 3 4 5
<b>Asset Utilization</b>	
Maximizes the efficient use of institution's assets	1 2 3 4 5
Identifies opportunities for optimizing space and resources	1 2 3 4 5
<b>Financial Management</b>	
Manages estate budget effectively and transparently	1 2 3 4 5
Seeks cost-effective solutions for property-related expenses	1 2 3 4 5
<b>Regulatory Compliance</b>	
Ensures adherence to legal and regulatory requirements	1 2 3 4 5
Coordinates inspections and certifications as needed	1 2 3 4 5
<b>Tenant Relations</b>	
Establishes positive relationships with tenants and occupants	1 2 3 4 5
Addresses tenant concerns and resolves disputes effectively	1 2 3 4 5
<b>Environmental Stewardship</b>	
Implements sustainable practices for property management	1 2 3 4 5
Promotes energy efficiency and eco-friendly initiatives	1 2 3 4 5
<b>Safety and Security</b>	
Ensures safety measures and protocols are in place	1 2 3 4 5

Collaborates with security teams for property security	1 2 3 4 5
<b>Communication Skills</b>	
Communicates effectively with stakeholders and tenants	1 2 3 4 5
Provides clear written communication and reports	1 2 3 4 5
<b>Team Collaboration</b>	
Collaborates well with colleagues and departments	1 2 3 4 5
Contributes to institution-wide property-related initiatives	1 2 3 4 5
<b>Professional Development</b>	
Participates in relevant training for skill enhancement	1 2 3 4 5
Seeks continuous improvement in property management practices	1 2 3 4 5
<b>Innovation</b>	
Introduces innovative property management strategies	1 2 3 4 5
Implements new approaches for optimizing property utilization	1 2 3 4 5
<b>Overall Performance</b>	
Rate the Estate Officer's overall performance during the appraisal period	1 2 3 4 5

**To the best of my knowledge, the information given by me is true and correct.**

**Signature of Staff with date**

### PART C: Principal Observation:

(Tick any one of the rating option for particular field)

CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
<b>1 PROFESSIONAL COMPETENCE</b>							
1.1 Knowledge of rules, regulation and Procedure							
1.2 Ability to organize work and carry it out							
1.3 Ability and willingness to take up additional load in times of emergency							
1.4 Creativity and innovation							
1.5 Ability to learn new skills							
<b>2. PERFORMANCE</b>							
2.1 Maintenance o Files/Records.							
2.2 Accuracy & Speed of work.							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of Responsibility							
<b>3. PERSONAL CHARACTERISTICS</b>							
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behavior							
TOTAL POINTS : = <b>/150 =</b>							

### 4 . OVERALL EVALUATION

**(Tick any one of the rating option for particular field)**

OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR

**5. Any significant contribution made by the Employee:**

**6. Special remarks if any:**

**Signature of Principal with date**

<b>COMPUTATION OF OVERALL EVALUATION</b>	<b>Points</b>	<b>Percentag- of Points</b>
Outstanding	142 to 150	95 to 100
Excellent	135 to 141	90 to 94
Very Good	120 to 134	80 to 89
Good	90 to 119	60 to 79
Satisfactory	75 to 89	50 to 59
Marginal	60 to 74	40 to 49
Poor	30 to 59	20 to 39

### **Sample form**

