Organizational Structure

The over-all structure of the Institutional Management is categorized as "ACADEMICS" and "ADMINISTRATION". Keeping in view all the stakeholders more on students an effective administrative system is structured.

Functions of Key Administrative Positions:

POSITION	FUNCTION
GOVERNING BODY	• Review academic and other related activities of the College • Consider new programs of study for approval of AICTE • Consider recommendations of the Principal regarding Promotions • Ratify Selections / appointments /medals and prizes • Pass Annual Budget of the College • Annual University affiliation
SECRETARY	• Looks after the Administration, development of education, growth & expansion of the institution. • He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body. • He coordinates between the sponsoring Society, College Management and the other systems of the college.
PRINCIPAL	• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required. • To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university • To conduct internal, end and other examinations • To initiate all the developmental activities, monitor the progress and report to the Governing

	Body • To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year. • To ensure the preparation of reports on various activities and also the annual report of SNTI • To become responsible for the general amenities and arrangements for students and employees of SNTI
COMMITTEES	• Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members. • Committee In charge will look after the committees program and operation. • These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college. • These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department. • Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.
	• Department HOD prepares departmental workload as per the JNTU H syllabus, Allocation of workload in prescribed formats. Coordinating with library

HEAD OF THE DEPARTMENT	committee & Prepare, update and standardize the student Handbook / Lab manuals. • Collect & Verify the course material to certify • Coordinate with Library committee, Time-Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams. • Preparation of list of weak students in each class and conduct bridge classes, slip tests. • Analysis result to conduct Remedial classes for failure students. • Ensuring to arrange Club activities and Guest lectures, workshop & seminars. • Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books..etc
DEPARTMENT CO- ORDINATOR	• Every Department has a Co-ordinator to monitor the, Time Table In-charge, Class In-charge (section wise), Lab In-charge, Internal Examination In-charge and Department level Committee In-charges. • All In-charges duties & responsibilities are well defined as per standard operating procedures with harmony .

Governing Body:

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions is taken.

Governing Body Functions:

1. To ratify the decisions of the academic advisory committee.

2. Approval of new courses recommended by the academic advisory committee

3. To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted.

4. Scrutinizing and approving the budgetary proposals.

5. Suggesting and approving the student development programs.

6. Promoting industry institute partnership cell for student training and placement activities

7. To monitor and evaluate the teaching programs in the institute and suggest remedial measures

8. To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.

9. Fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.

10. Approve institution of new programmers of study leading to degrees

11. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives

List of Governing Body Members:

Sr No	Name of the G.B. Member	Signature
1	Kuvelker Shripad Mukund	Chairman
2	Agarwal Bharat Rajkumar	Trusty
3	Kuwelker Raghuvir Sadashiv	Trusty
4	Lohiya Bajrangdas B.	Trusty
5	Dr. Sule Bipin Subodh	Trusty
6	Dr. (Mrs) Karkare Bilavari Shrirang	Member
7	Prof. Dalvi Anjali Manojkumar	Member
8	Prof. Shah Bhavesh Babulal	Member
9	Prof.(Dr.) Sankpal Jaywant Bapuji	Chairperson

The Institute has IQAC and the functions of IQAC are given below:

IQAC Functions:

- IQAC is responsible for fixing quality parameters for various academic and administrative activities Monitoring the organization of class work and related academic activities.
- Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
- Documenting various programs/academic activities leading to quality• improvement and reviewing their effectiveness in quality improvement/ sustenance.

Service Rules, Policies and Procedures:

The institution has its own service rules, policies and procedures for effective functioning of the institution. It is published in 2012 and revised in 2017.

All these are available at Principal's office, HOD's chamber, library, Examination cell, placement cell etc., and distributed among all the employees.

Recruitment of Faculty/Supporting Staff.

- Advertisements are published in the state and national level newspapers.
- Interviews are conducted by a panel consisting of senior faculty, Head of the Department, External subject expert, Principal and Chairman.
- Preference is given to relevant qualifications, teaching, research and industrial experience.
- A demonstration is taken from each person to understand the teaching capabilities and competency. The guidelines of the university and AICTE are followed during the recruitment of the faculty.
- The selected candidates are required to attend the university ratification process. Supporting staff are recruited by the panel consists of HODs, Principal and Chairman.
- Promotional Policies Based on the staff performance appraisal, they are promoted to higher levels. Qualification, Eligibility and Salary Structure as per AICTE norms

Manpower Requirement

Department Of Civil Engineering .

Sr. No	Designation of Staff	Total Staff Requirement as per Norms	Staff Available	Staff Required	Remark
1.	Asst. Prof.	09	07	02	

Date:- 24/8/20

Sign. Of HOD / Section Head

Submited to,

The Principal

Approved By Principal

Forwarded To:-

C.C _____

Date :– 24/08/2020

Selection Report

The interview for the post of Asst. Prof. was conducted at SRTTC, Khamshet, Pune on 24/08/2020 . The selection committee comprised of following members

1. Prof. (Dr.) J. B. Sonkpal .(Chairman)
2. Prof. Anjali More (Member)
3. Prof. P. M. Thorat (Subject Expert)
4. Prof. J. C. Dhake (Subject Expert)

The following candidates is / are recommended for temporary appointment

Sr. No	Name of Candidate	Post	Pay Recommended
1.	Mr. Sandip Shridhar Deshmukh,	Asst. Prof.	will be
2.	Mr. Ashwin Madhakar Patil	Asst. Prof.	decided in interview by Management.

Signature of the Committee Members

1. _____ (Chairman)
2. _____ (Member)
3. _____ (Subject Expert)
4. _____ (Subject Expert)

Signature of Managing Trustee

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New Faculty Evaluation Sheet

Name of the Evaluator	Prof. Anjali More
Post Applied For	Asst. Prof.
Department	Civil Engineering

Personal Interview Evaluation

Date: 24/8/20.

S.No.	Name of Candidate	General Knowledge 10	Technical Knowledge 10	Administrative Knowledge 10	Communication Skill 10	Personality 10	Total Marks 50
1	Mr. A.S. Patil	7	8	9	8	7	39
2	Mr. S.S. Deshpande.	7	7	9	8	7	38
3							
4							
5							
6							
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8							
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10							
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17							
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19							
20							

Signature of Evaluator

Signature of HoD

SRTCT's,
SUMAN RAMESH TULSIANI TECHNICAL CAMPUS-FACULTY OF ENGINEERING, KHAMSHET

New Faculty Evaluation Sheet

Name of the Evaluator	Prof. Anjali More
Post Applied For	Asst. Prof.
Department	Civil Engineering.

Demo lecture Evaluation   Date: 24/08/20.

S.No.	Name of the Candidate	Presentation Skill 10	Audibility 10	Communication 10	Body Language 10	Content Knowledge 10	Total Marks 50
1	Prof Mr. A. S. Patil	7	7	8	7	7	36
2	Mr. S. S. Deshpande.	7	8	8	7	9	38
3							
4							
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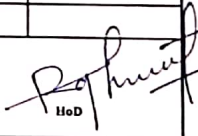
Signature of Evaluator   Signature of HoD

SRTCT's,
SUMAN RAMESH TULSIANI TECHNICAL CAMPUS-FACULTY OF ENGINEERING,
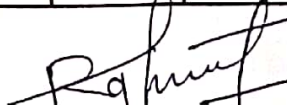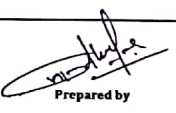**KHAMSHET**

Summary Sheet of Demo Lecture & Personal Interview Evaluation

r.No.	Name of Candidate	Demo Lecture (Average Score)					Personal Interview (Average Score)					Total Marks	Comments
		Presentation Skill	Audibility	Communication	Body Language	Content Knowledge	General Knowledge	Technical Knowledge	Administrative Knowledge	Communication Skill	Personality		
		10	10	10	10	10	10	10	10	10	10	100	
1	Ph. A.S. Patil	7	7	8	7	7	7	8	9	8	7	75	Rank 1
2	Ph. S.S Deshpande	7	8	8	7	9	7	7	9	8	7	76	Rank 2
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Prepared by

HoD

	Remark	Sign
PRINCIPAL		
MANAGEMENT		

Statement showing particulars of candidates for Interview

Scale of Pay -								Date of Interview :		
Department -										
No. of Posts	Total :	OBC :	SC/ST :	DT / NT :				For the Post of		
								Open		

Sr. No.	Full Name, Starting with Surname, Address & Tel No.	Category SC/ST/DT/NT/OBC/Open	Date of Birth	Qualification starting with Degree	Branch Specilization	Marks obtained with %	Class Obtained	University	Experience	Adhoc / Scale	Remarks
1.	Ashvin Sadashiv Patil → Bhugaon, Pune	OBC	01/10/91	BE Civil ME	Civil structural engg.	8.18	dist"	Amaravi University	04.5yrs.	Asst. Prof. Adhoc	
2.	Sandip Shridhar Deshpande. Nigedi Pune	OPEN	26/12/92	BE Civil ME.	Civil structural engg.	7.16	1st class	SPPU	03 yr.	Asst. Prof. Adhoc	

Tax Invoice

Paradise Telecom Pvt Ltd 2019-20 Office No- 304 Sai Platinum Bulding, Laxmi Road, Pune - 30 GSTIN/UIN: 27AAICP8860E1Z3 State Name : Maharashtra, Code : 27 E-Mail : accounts@paradisetele.net	Invoice No. **PTPL/2021/206**	Dated **1-Aug-2020**
	Delivery Note	Mode/Terms of Payment **Quarterly Advance**
	Supplier's Ref. **PTPL/2021/206**	Other Reference(s)

Consignee

Suman Ramesh Tulsiani Techinal Campus
At Post Mauje Kamshet,
Tal. Maval
Dist. Pune
GSTIN/UIN   : 27AACTS1565J1Z8
State Name   : Maharashtra, Code : 27

Buyer's Order No. **SRTTC/Admin/system/17-18**	Dated **28-Apr-2018**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer (if other than consignee)

Suman Ramesh Tulsiani Techinal Campus
At Post Mauje Kamshet,
Tal. Maval
Dist. Pune
GSTIN/UIN   : 27AACTS1565J1Z8
State Name   : Maharashtra, Code : 27

Sl No.	Description of Services	HSN/SAC	Quantity	Rate	per	Amount
1	**ILL Charges** *10 Mbps* *Period: 03/08/2020 To 02/11/2020* *ARC :- 145000/-* *103.111.134.214*	998422				**36,250.00**
	CGST @9%			9	%	**3,262.50**
	SGST @9%			9	%	**3,262.50**
	Total					₹ **42,775.00**

Amount Chargeable (in words)   *E. & O.E*

Indian Rupees Forty Two Thousand Seven Hundred Seventy Five Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
998422	36,250.00	9%	3,262.50	9%	3,262.50	6,525.00
Total	**36,250.00**		**3,262.50**		**3,262.50**	**6,525.00**

Tax Amount (in words) :   **Indian Rupees Six Thousand Five Hundred Twenty Five Only**

Company's Service Tax No.   : **AAICP8860ESD001**
Company's PAN   : **AAICP8860E**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Paradise Telecom Pvt Ltd 2019-20

Authorised Signatory

SUBJECT TO A/C NO 62488534582 BANK NAME: STATE BANK OF INDIA JURISDICTION

This is a Computer Generated Invoice