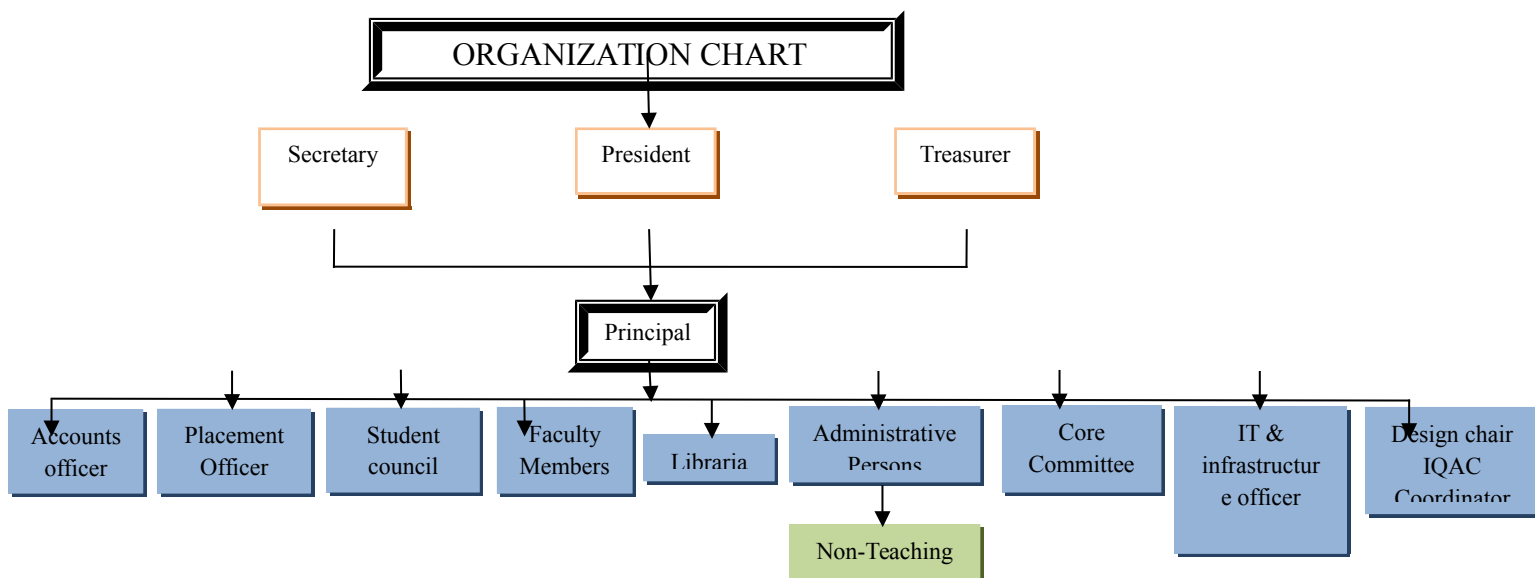




Tulsiramji Gaikwad- Patil college of Architecture

Wardha Road, Nagpur-441 108



PRINCIPAL
Tulsiramji Gaikwad-Patil College
of Architecture, Nagpur



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Governing body Compositions:

The Governing body of the institute is as follows: The Governing Council body is given below:

Governing Body

Sr. No.	Name	Designation
01	Dr. Anjali Patil-Gaikwad	President
02	Dr. Mohan Gaikwad-Patil	Secretary
03	Prof. Sandeep Gaikwad	Treasurer
04	Prof. Uday Gadkari Ex-President, CoA, Delhi	CoA Representative
05	Dr. Gulabrao Thakare, Joint Director, Technical Education, RO, Nagpur	Nominee of DTE
06	Er. P.S. Patankar, Structural Consultant, Nagpur	Industrialist
07	Dr. G. S. Khadekar, Dean, Fac. of Sci. & Engg., RTMNU, Nagpur	Nominee of RTMNU
08	Ar. D. L. Naware, Architect & Valuar, Nagpur	Practice in Architect
09	Shri. Vinod Gaikwad	Member
10	Mrs. Vandana Sahatrabuddhe	Member
11	Prof. Vandana Khante	Member Secretary



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The Governing body functions and responsibilities of the institute are as follows:

Governing Council Functions and Responsibility

Position	Functions and Responsibility	Frequency of Meetings
President/ Governing Council members	<ul style="list-style-type: none">• Frame Directive Principles and Policies• Amend and Approve Policies from time to time• Approve Annual Budgets• Development of Infrastructure and strategic planning	Every 6 Months
Secretary	<ul style="list-style-type: none">• Mobilize external resources to strengthen the institute• Plan & provide necessary facilities/ equipment for development• Adherence of systems that are laid down regarding designing and implementing the quality policy.• Processes feedback, guidance, and opinions from experts / stakeholders wherever necessary for development.	Every 6 Months
Treasurer	<ul style="list-style-type: none">• Anticipate requirements and arranges financial resources• Monitors and audits funds	Every 6 Months
Principal	<ul style="list-style-type: none">• Delegates responsibilities of various positions in the organization.• Ensure periodic monitoring & evaluation of various processes & sub- processes• Ensure effective purchase procedure• Implements quality policies• Conducts periodic meeting of various bodies such as	Every Week



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	<p>Governing Council, Women's Grievances Redressal Committee etc.</p> <ul style="list-style-type: none">□ Manages accounts and finance<ul style="list-style-type: none">□ Employee recruitment process□ Monitors and implements teaching-learning process□ Maintains cordial relations with stakeholders	
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□ **Administrative Set-up:**

The working administrative set-up is basically a student centric process. Each and everyone in the decision-making process involves at their respective levels to ensure the decentralization and delegation of power structure is maintained transparently, therefore various institutional committees are formed consisting of representative from various relevant groups. Transparency is an important work culture of the institute. This is achieved through an institutional service rules, policies and procedures which are easily available and are followed.

The institute has a decentralized structure with delegation and accountability which are clearly defined for the administrative purpose as depicted below:

□ **Functions of Key Administrative Positions:**

The functions of various key administrative positions are shown below.

Functions of Key Administrative Position

Position	Functions	Frequency of Meeting
Principal	<ul style="list-style-type: none">• Coordinating with Government /statutory	Every Week



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	<p>bodies</p> <ul style="list-style-type: none">□ Communicating with top level Management□ Planning , Development and implementation of Policy for overall growth of Institute□ Administration of research and academic heads□ Delegates responsibility, Authority and accountability of various positions in the organization.□ Ensure periodic evaluation of various administrative processes & sub- processes□ Ensure effective purchase procedure□ Approval of finance and accounts activities□ Employee recruitment process□ Planning and framing academic policies□ Maintains cordial relations with stakeholders□ Management and administration of overall activities of the institute	
Training & Placement officer	<ul style="list-style-type: none">• Liaison with industry• Student Training and Placement• Arrange campus interviews• Identifying training needs of employees and students• Notify the employees about various Employee Development programmes• Arrange Employee Development Programmes• Maintain training records	Every Fortnight



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	<ul style="list-style-type: none">• Facilitate career guidance to students• Arrange for professional counsellors• Maintain record of counselling activities	
Accounts officer	<ul style="list-style-type: none">• Lead and develop finance team• Ensure Institute budget processes are carried out and reviewed.• Provide Leadership to the institute's finance and accounting strategies.• Arranges internal/external audits• Preparation of employee salary disbursement and student scholarship• Preparation of balance sheet	Every Fortnight
IT and Infrastructure officer	<ul style="list-style-type: none">• Providing Information Communication Technology(ICT)• Smart Classrooms• Providing Internet Facility• Maintenance and upkeep of networks• Maintain and update Institute website• Providing latest equipments for video conferencing• E-waste Management and Green audit• Maintenance and upkeep of buildings and infrastructure	Every Fortnight
Administrative Person	<ul style="list-style-type: none">• Arranging meeting and maintaining action taken records of Governing council• Liaison with CoA, DTE, RTMNU, etc.• Maintenance of roster , Service Books,	Every Week



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	<p>Faculty personal files, Recruitment process</p> <ul style="list-style-type: none">□ Preparation, Compilation and Publishing of service rules, policies, and procedures with years of publication□ Coordinating day to day activities of office.□ Overall follow-up and control of non teaching administrative staff	
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Administrative and Academic Bodies:

The Top Management's meetings with Principal are conducted periodically. In these meetings, policies and plans are decided and reviewed. The procedures adopted by the institution to monitor and evaluate policies and plans of the institution are as follows:

- Plans are prepared as per the policies in advance.
- Various committees are formed and portfolios are assigned.
- Meetings of the various Committees are conducted frequently to monitor and evaluate activities in the respective area.
- Feedback and assessment mechanism are incorporated for suitable modifications in the plan by the Principal, if needed.
- The published service rules, HR policies and procedures are available with the Administrative person and a copy is available in the library to create awareness among the employees/students.

The following staffs are administrative members of the institute:



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Administrative Members

Sr.No.	Name of the Faculty Member	Designation
1.	Prof. Vandana Khante, Principal	Chairman
2.	Mr. Ramakant Ambhore Finance Officer	Member
3.	Prof. Mukul Pande IT and Infrastructure Officer	Member
4.	Mr. Amir Khan Training & Placement Officer	Member
5.	Mr. Sandeep Palsodkar Administrative Person	Member

Academic Council

The following are the academic council members of the Institute and they meet to address the academic issues.

Academic Council (2017-18)

Sr. No.	Name	Representative	Designation
1	Prof. Vandana Khante	Principal	Chairman
2	Dr. Mohan Gaikwad-Patil	Management	Secretary
3	Prof. Sandeep Gaikwad	Management	Member
4	Ar. Ashok Mokha	Practicing Architect	Member



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5	Mr. Abhijeet Pawade	Social Worker	Member
6	Adv. V. Khadekar	Advocate	Member
7	Dr. Ravikumar Bhargava	Teaching Representative	Member
8	Prof. Renuka Potdar	Teaching Representative	Member
9	Ar. Manjusha Chaknalwar	Teaching Representative	Member
10	Ms. Anushka Topano	Students Representative	Member
11	Mr. Ishwar Jangid	Students Representative	Member

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