

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

College has organizational structure

STES Management:-

The college is managed by SINHGAD TECHNICAL EDUCATION SOCIETY'S, which has its governing body to take care of various educational institutions run by the society. However the administration of Sinhgad college of Architecture, Pune is the responsibility of the principal.

College Development Committee (CDC):-

The college development committee (CDC) comprises of chairman, Secretary and/or representative of Management, Principal, Head of departments and nominated representatives of teaching and teaching staff, IQAC co-ordinator, President of student council, Secretary of student council . This cell can make recommendations for the improvement and up gradation of existing academic, administration, and infrastructure, extra and co-curricular activities.

Principal and HOD :-

The Principal and HOD are involved in the implementation of the perspective plans of the College. They ensure that academic and administration functions efficiently through the departments and various committees constituted for the respective cause.

Internal Quality Assurance Cell (IQAC):-

IQAC has been established in the college, which meets regularly to assess the quality deliverance of architectural education in the institute leading to achieve the course and program outcomes. The information about the achievements, curricular, co-curricular activities and extra-curricular activities carried out, participation of students in various activities and their achievements and participation of teachers in seminars, workshops and research work etc are taken up in the IQAC.

Head(s) of Divisions :-

The Heads of Departments ensure that the academic calendar provided by the university/college is implemented properly and efficiently. Heads are also responsible to administer the respective department, run the academic as per the plan, conducts curricular and extra-curricular activities for the respective students.

Committees for specific task:-

Various academic and administrative committees are constituted at the beginning of the year or as and when required and specific task is allotted to it as per the academic and administration plans of the college. The Committees are: Finance sub committee, Building sub committee, Purchase / equipment committee, Staff selection sub committee. Annual Cultural and Sports, Seminar, Alumni, Examinations, Unfair Means Inquiry, Scholarships, Purchase, Discipline, Admissions, Welfare, Attendance, Library, Women Cell, Grievance cell, Anti-ragging, etc.

The institute has a student council named as "SUSAMVAD" (which means 'better communication'), faculty coordinators guide the students for various co and extra-curricular activities.

There are two more student's councils; one at SPPU level and other at SCOA level, both are constituted by student members with coordinating faculty. SPPU students' council organizes programs promoted by students development board of SPPU and at STES level various activities like sports cultural, hands

on workshops are organized for holistic development of student.

Administration :- Register is the head of Non-Teaching and Non-Technical staff and ensures the administration of various sections runs properly and efficiently as per the college plans and instructions of the Principal .

To better streamline the administrative work, database and records are maintained in electronic form. Notices and other correspondence pertaining to administration are proactively communicated via electronic channels to respective stakeholders. Statutory information, student related information and other important forms are uploaded on class groups. Further, to ensure convenience of students, the administration promptly responds to email or telecommunication sent by students, parents and other stakeholders.

Accounts:- The Accounts Department of the College processes payments of all types as well as receipts electronically. The Department employs software for maintenance of records as well as preparation of salaries and Financial Statements. The purchases are by inviting quotations electronically. Further, compliance to regulatory authorities is done on a timely basis as and when required.