



**Sinhgad Institutes**

**SINHGAD TECHNICAL EDUCATION SOCIETY'S**

**SMT. KASHIBAI NAVALE COLLEGE OF  
ARCHITECTURE**

*(Statutory Declaration under Section 4(1)(b)*

*of the RTI Act 2005)*

## Particulars of Organization, Functions and Duties

1	Name of the Organization	:	Sinhgad Technical Education Society's Smt. Kashibai Navale College of Architecture
2	Postal address of the Organization	:	S.No. 10/Part, Ambegaon (Bk) Pune 411041
3	Website	:	www.skncoa.sinhgad.edu
4	E-Mail	:	<a href="mailto:skncoa@sinhgad.edu">skncoa@sinhgad.edu</a> & <a href="mailto:principal.skncoa@sinhgad.edu">principal.skncoa@sinhgad.edu</a>
5	Phone Number	:	020-24100000
	Fax Number	:	020-24351438
6	<p><b>Brief History and background for institute establishment :</b></p> <p>Sinhgad Technical Education Society (STES) was established in the year 1993 by Prof. M. N. Navale with the objective of evolving quality education in the field of Engineering, Education, Management, Computer, Architecture, Health, Science, Pharmacy and basic school education from kindergarden onwards: .</p> <p>Smt. Kashibai Navale College of Architecture (SKNCOA ) was established in August 2015 under the aegis of STES, Pune. The college conducts B.Arch, M.Arch (Landscape Architecture) in Architecture. All the courses are affiliated to Savitribai Phule, Pune University (SPPU) which are approved by AICTE / Govt. of Maharashtra / Council of Architecture, New Delhi,</p>		
7	Approved & Affiliated	:	Govt. of Maharashtra /COA/SPPU
8	Founder - President	:	PROF. M.N. NAVALE
9	Founder Secretary	:	Dr. (MRS.) SUNANDA M. NAVALE
10	Vice – President	:	MRS. RACHANA NAVALE-ASHTEKAR
11	Vice – President	:	Mr. ROHIT M. NAVALE
12	Campus Director	:	Dr. A.V. DESHPANDE
13	The Principal	:	Dr. SUDHIR CHAVAN
14	Assistant Registrar	:	MR. RAJENDRA RAUT

#### **14. Aims and objectives of the organization:-**

By planning seminars, workshops, excursions, and other extracurricular events throughout the year by experienced, competent, and expert faculty members, comprehensive curriculum, and extensive facilities, it is possible to ensure that students develop holistically. The main objectives are -

- Nurture discipline and the individuality of intellectual thought while adhering to the unrelenting commitment to excel as a community of architects and creative people.
- Cultivate uniqueness and diversity while promoting an atmosphere of acceptance and respect.
- Make a commitment to meet the growing need of more technical education in order to realize its full potential.
- The best calibre of faculty, resources, and infrastructure is provided to accomplish the aforementioned.
- Encourage the creation of learning environments that are supportive of integrated humanism, coexistence, and social peace.
- Encourage an equal distribution of the facilities for higher education's teaching, learning, practical training, and other support services.
- To concentrate on academic excellence and versatility of approach to serve the ever-increasing requirements of students.
- Provide for efficient and responsive administration, scientific and Technological management and establish organisation of teaching, learning, training, research and extension.
- Develop motivational systems to ensure that individual cognitive abilities are not constrained but rather the innovative spirit for creation towards art and architecture and desire to make true contribution towards betterment of society.
- Promote acquisition of knowledge in a rapidly digitalizing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and diversity in all fields of human Endeavour by developing a higher educational network with use of modern communication media, information and communication technology and other emerging and future technologies appropriate for a learning society.
- With application-based course components, foster a work culture and promote the dignity of labour.
- Promote better interaction and co-ordination among different universities, institutions and colleges in the given university, other universities in the State, in the region, in the nation and at global level by all such means generally to improve the governance of the university and facility it provides for higher education.
- To promote gender equality and sensitivity in society.
- Endeavor to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.

#### **15 Road Map of Institute location :-**

<https://maps.app.goo.gl/iHoC9KcXJtASFCuG8>

- 16. Working hours of the office:-** For office 9.00 am to 5.30 pm- Monday to Friday,  
Saturday, Sundays & national holidays are Holidays.  
Visiting hours for Public-9:00 am to 5.30 pm on all working days.

**DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES**  
**OF THE INSTITUTE**

**A) Responsibilities of the Principal:**

The Principal as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College.(Participation in the teaching work, research, and training programs )
2. Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the Institute for academic competence of the Faculty Members.
3. Assessing reports of teachers, encouraging them for betterment
4. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.
5. Admissions of students and maintaining discipline.

**B) Duties and responsibilities of Faculty**

The Faculty of any Department shall be responsible for:

1. Development of teaching material, planning of lessons, arranging site visits for practical exposure in relevance to syllabus, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/ university examinations, implementation of project for students, setting and evaluation.
2. Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry
4. Administration which may be departmental and or institutional as member/convener of some committee.
5. Professional activities i.e. involvement in professional and technical societies.
6. Continuing education activities both as an organizer, instructor and as a participant
7. He/she shall organize sports/guest lecture/interaction with professional-professional bodies for the students time to time.
8. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
9. Curricular-co curricular activities shall also promote team play; imbining values in self as well as in students for creating professionals with human nature.

**c) Duties and responsibilities of Sports In-charge**

1. He/she shall organize sports events for the students time to time.
2. Shall take care of sports equipments
3. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
4. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive

## **D) Duties and responsibilities of statutory committees of Institute**

### **a) Anti-Ragging Committee**

Anti-ragging In-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.
2. They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately
3. Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
4. Every squad in charge will brief all members of his squad about their duties / action regarding anti ragging.
5. In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in charge of anti-ragging committee.

### **b) Women Grievance Cell**

1. To resolve issues pertaining to girls'/women's sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To provide a platform for listening to complaints and redressed of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students

### **c) Committee for SC/ST**

1. To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.
2. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes.
3. To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

### **d) Internal Complaints Committee**

1. To understand what is Workplace Harassment and how women are prone to it.
2. To know the statutory implication by Indian legislature to control Workplace harassment.
3. To suggest Standard Operating Procedures to transform the organizations as safe workplace, learning center for women.

### **e) Alumni Association Committee**

1. Maintaining and updating alumni database.
2. Organizing Annual Alumni Meet.
3. Continuous liasoning with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

## **E) Duties and responsibilities of Assistant Registrar of Institute**

1. The Assistant Registrar shall have the powers to take disciplinary action against the non-teaching staff working in the department/institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department /Head of the institute.
2. It shall be the responsibility of the Assistant Registrar, subject to the control of the Executive Council, to enter into agreement, sign documents and authenticate records on behalf of the institute

3. The Assistant Registrar shall be the custodian of the records, the common seal and such other property of the institute.
4. The Assistant Registrar shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the Principal and managing committee.

**F) Duties and responsibilities of Librarian and Library staff**

1. Check books in and out of the library and assemble and arrange display materials.
2. Review and evaluate resource material, such as book reviews and catalogs.
3. Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
4. Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
5. Develop library policies and procedures.

**G) Duties and responsibilities of Security Officer**

6. The Security Officer shall be under the direct control of the Office Superintendent and shall assist the Registrar in maintaining security of the Campus, and of its movable immovable property.
7. He shall be responsible in respect of all routine matters pertaining to the recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to take the, disciplinary actions, if any, against them.
8. In case of major disciplinary action, the approval of the Office Superintendent shall be obtained. He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.

**H) Duties and responsibilities of Head Clerk/ supporting staff**

9. To exercise, check and to follow up the incoming letters received from the University /Colleges/Students etc.
10. To ensure the prompt dispatch of letters.
3. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
4. To maintain calendar of periodical returns for incoming and outgoing, separately.
5. To attend to such other work that may be assigned to him with the approval of the Office Superintendent.

**I) Duties and responsibilities of Peons**

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/ Head.
4. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
5. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
6. Serve drinking water to employees and to visitors, when required.
7. Any other work as may be assigned to him by the concerned officer from time to time.

**J) Duties and responsibilities of Other Non-teaching staff working in the Institute**

The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned, from time to time.