

**6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

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**6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

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4.	Sample Appointment Letter of Coordinator: IQAC

# **Administrative & Academic Committees**

## Decentralization & Participative Management

### Administrative and Academic Committees

#### Decentralization & Participative Management

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## Administrative and Academic Committees

### 1. Governing Body

Sr. No.	Name of the Member	Designation
1	Mr. Anil Harish	President & Trustee, HSNC Board
2	Mr. Kishu Mansukhani	Trustee, HSNC Board
3	Dr. Niranjan Hiranandani	Trustee,, HSNC Board
4	Mrs. Maya Shahani	Trustee, HSNC Board
5	Mr. Lal Chellaram	Trustee, HSNC Board
6	Prof. Dinesh Panjwani	Secretary, HSNC Board
7	Mrs. Padma Shah	Special Invitee, OSD, HSNC Board
8	Mr. Rajkumar Nagpal	Special Invitee, General Manager (Accounts), HSNC Board
9	Prof. Anand Patwardhan	Nominee of University of Mumbai
10	Secretary, Higher & Technical Education, Mantralaya, Mumbai	Nominee of State Government
11	Directorate of Technical Education, Mumbai	Nominee of State Government Industrialist/Technologist/Educationist from the Region
12	Dr. (Mrs.) Madhuri Rao	Professor, TSEC
13	Mr. Chetan Agarwal	Assistant Professor, TSEC
14	Dr. G.T.Thampi	Member Secretary & Principal

## 2. College Development Committee

(Constituted as per Maharashtra University Act 1994): Dealing with Academic and extracurricular matters of college and functions as per the Guidelines laid down by Maharashtra University Act 1994

Sr. No.	Name of the Member	Position
1.	Mr. Anil Harish	President, Hyderabad (Sind) National Collegiate Board
2.	Mr. Kishu Mansukhani	Management Nominee
3.	Dr. Niranjan Hiranandani	Management Nominee
4.	Mrs. Maya Shahani	Management Nominee
5.	Prof. Dinesh Panjwani	Secretary, Hyderabad (Sind) National Collegiate Board
6.	Mrs. Padma Shah	Special Invitee, OSD – HSNC Board
7.	Dr. Elizabeth Joseph	HOD Chemical - (Principal Nominee)
8.	Prof.Gopal Pardesi	IQAC Coordinator
9.	Prof.C.S.Kulkarni	TSEC, Teaching Staff
10.	Dr.Anupama Sawant	TSEC, Teaching Staff
11.	Dr. Dhananjay Theckedath	TSEC, Teaching Staff
12.	Mr.Ajay Khatpatal	TSEC, Non-Teaching Staff
13.	Mr.Aman Baldia	Management Nominee (Alumni)
14.	Mr. Jason D'souza	General Secretary- (Student Council)
15.	Mr.Rajkumar Nagpal	Special Invitee, General Manager - Accounts, HSNCB
16.	Dr. G.T.Thampi	Member Secretary and Principal

### 3. Administrative Heads

Administrative Heads		
Sr No	Position	Name
1	Controller of Examination	Dr. Tasneem Mirza Mr. Naveen Vaswani ( Incharge Exam)
2	Dean Academics	Mr. Chetan Agarwal
3	Dean Admission	Dr. Madhuri Rao
4	Dean AICTE	Dr. Arun Kulkarni
5	Dean Student Affairs	Dr. Arti Deshpande
6	Dean NBA	Dr. Arun Kulkarni
7	Dean Research	Dr. Seema Kolkur
8	Dean Revenue Generation	Ms. Monica G Tolani
9	IQAC Coordinator	Mr. Gopal Pardesi

### 4. Departmental Heads

Departmental Heads		
Sr No	Name	Department
1	Dr. Maniroja Edinburgh	Electronics & Telecommunication Engineering
2	Dr. Tanuja Sarode	Computer Engineering
3	Dr. Arun Kulkarni	Information Technology
4	Dr. Elizabeth Biju Joseph	Chemical Engineering
5	Dr. Madhuri Rao	Artificial Intelligence & DataScience

**5. Academic Advisory Body**

<b>Academic Advisory Body</b>		
<b>Sr. No</b>	<b>Name</b>	<b>Position</b>
1	Dr. G.T.Thampi	Principal
2	Dr. Jayant Gadge	Convener
3	Dr. Mukesh Israni	Member
4	Dr. Madhuri Rao	Member
5	Dr. Ashwini Kunte	Member
6	Dr. Mita Bhowmick	Member
7	Dr. Mani Roja M	Member
8	Dr. Tanuja Sarode	Member
8	Dr. Elizabeth Josphe	Member
9	Dr. Archana Patankar	Member
10	Dr. R.K.Pathak	Member
11	Prof. Nita Mehta	Member
12	Dr. Tasneem Mirza	Member
13	Dr. Gopal Pardesi	Member
14	Prof. Sunil Gidwani	Member
15	Dr. Arti Deshpande	Member
16	Dr. Tasneem Mirza	Member
17	Dr. Poonam Soni	Member
18	Prof. Monica Tolani	Member
19	Prof. Chetan Agarwal	Member
20	Dr. Seema Kolkur	Member
21	Prof. Praseeda Nambisan	Member
22	Dr. Shilpa Verma	Member
23	Dr. Bhushan Jadhav	Member
24	Dr. Arun Kulkarni	Member
25	Prof. Naveen Vaswani	Member
26.	Prof. Sanober Shaikh	Member
27.	Prof. Mudita Dixit	Member



## 6. Students Grievance Redressal Committee (SGRC)

<b>Students Grievance Redressal Committee (SGRC) at College Level</b>		
<b>Sr. No</b>	<b>Name</b>	<b>Position</b>
1	Dr. Jayant Gadge	Chairman
2	Prof.C.S.Kulkarni	Member
3	Dr. Arun Kulkarni	Member
4	Dr. Madhuri Rao	Member
5	Dr.Tanuja Sarode	Member
6	Dr. Mani Roja M.	Member
7	Dr. Archana Patankar	Member
8	Dr. Nita Mehta	Member
9	Mr. Jason D'Souza	Special Invitee

## 7. Internal Complaints Committee

<b>Internal Complaints Committee</b>		
<b>Sr No</b>	<b>Name</b>	<b>Position</b>
1	Dr. (Mrs.) Ashwini Kunte	Convener
2	Dr. (Mrs.) Mita Bhowmick	Member
3	Mrs. Nita Mehta	Member
4	Dr. (Mrs.) Archana Patankar	Member
5	Dr. (Mrs.) Rita Sharma	Member
6	Dr. (Mrs.) Madhuri Rao	Member
7	Mrs. Mandakani Bodhare	Member
8	Mrs. Jyoti Pakale	Member
9	Mr. Manohar Chandwani	Member
10	Ms. Dhriti Gada	Member
11	Ms. Prity Mirani	Member
12	Mr. Manav Bahl	Member
13	Mr. Deepak Saroj	Member

**8. SC/ST prevention of atrocities Committee**

<b>SC/ST prevention of atrocities Committee</b>		
<b>Sr.No</b>	<b>Name</b>	<b>Position</b>
1	Dr. Jayant Gadge	Convener
2	Dr. Mita Bhowmick	Member
3	Dr. Sadhana Purohit	Member
4	Dr. Ashwini Kunte	Member
5	Prof.C.S.Kulkarni	Member
6	Dr. Arun Kulkarni	Member
7	Mr.Manohar Chandwani	Member
8	Mrs.Mandakani Bodhare	Member
9	Mr. Manvendra Dhimate	Member
10	Mr. Ajit Ruke	Member

**9. Training & Placement Officers**

Training & Placement Officers	
Sr. No	Name
1.	Prof. Monica Tolani
2.	Prof. Mudita Dixit

**10. Placement Advisory Committee**

Placement Advisory Committee		
Sr. No	Name	
1.	Dr. G.T.Thampi	Convener
2.	Dr. Mukesh Israni	Member
3.	Dr. Jayant Gadge	Member
4.	Prof. Monica Tolani	Member
5.	Prof. Mudita Dixit	Member

### 11. Faculty In-Charges of Societies

Faculty In-Charges of Societies			
Sr. No	Society	Faculty Incharge	Department
1	CSI	Dr. Archana Patankar	Computer Engg.
		Dr. Jayant Gadge	Computer Engg.
		Prof. Rupali Sarode	Computer Engg.
2	ISTE	Dr. Srishti Bhatia	EXTC
3	IETE	Dr. Tanuja Sarode	Computer Engg.
4	IICHe-TSEC	Prof. Praseeda Nambisan	Chemical Engg.
5	CodeCell	Prof. Tasneem Mirza	Computer Engg.
6	CodeStorm	Dr. Shanthi Therese	IT
7	Code Tantra	DR. Madhuri Rao	AI & DS
8	Electroverse	Dr. Mani Roja	EXTC
9	GDSC	Prof. Vaishali Suryawanshi	Computer Engg.
10	MAD Club	Prof. Shachi Natu	IT
		Prof. Darkhshan Khan	Computer Engg.
11	E-Cell	Prof. Mudita Dixit	Mechanics Section
12	RCTSEC	Prof. Sakshi Surve	Computer Engg.
13	Student Council	Dr. Arti Deshpande	Computer Engg.
14	Green Army	Dr. Arti Deshpande	Computer Engg.
15	EBSB	Dr. Arti Deshpande	Computer Engg.
16	NSS	Mr. Sachit Nalaskar	Mechanics Section
		Dr. Gauri Shukla	Computer Engg.
17	Alumni Association	Prof. Tasneem Mirza	Computer Engg.
18	Digital Diary	Dr. Mani Roja	EXTC
		Dr. Arti Deshpande	Computer Department
		Prof. Monica Tolani	IT Department

## 12. Internship Program

Sr. No	Name	Department
1.	Dr. Seema Kolkur, Dean Internship Program	Computer Department
<b>Departmental Internship Coordinators</b>		
2.	Dr. Shanthi Therese	IT Department
3.	Dr. Shachi Natu	IT Department
4.	Prof. Sakshi Surve	Computer Department
5.	Dr. Trupti Dharmarao	Chemical Department
6.	Dr. Ramesh Bhande	Chemical Department
7.	Prof. Uttara Bhatt	EXTC Department
8.	Prof. Manoj Kavedia	EXTC Department
9.	Prof. Mudita Dixit	Member
10.	Prof. Sunil Gidwani	Member
11.	prof. Monica Tolani	Member

## 13. Time Table Coordinator

Sr No	Name	Department
1	Dr. Mani Roja M	HOD-EXTC

#### 14. Anti-Ragging Committee

ANTI RAGGING COMMITTEE		
Sr. No	Name	Designation
1	Dr. G. T.Thampi	Principal
2	Dr. Arun Kulkarni	Vice Principal & HOD - IT
3	Dr. Jayant Gadge	Vice Principal
4	Dr. Mukesh Israni	Vice Principal
5	Dr. Mita Bhowmick	HOD – Biomedical
6	Dr. Elizabeth Jospeh	HOD – Chemical
7	Dr. M. Maniroja	HOD – EXTC
8	Dr. Madhuri Rao	HOD – AI&DS
9	Dr. Tanuja Sarode	HOD – Computers
10	Prof. C. S. Kulkarni	FE In-Charge
11	Prof. Mahesh Rao	FE-Coordinator
12	Dr. Arti Deshpande	Dean Academic Affairs
13	Prof. Tasneem Mirza	Controller of Exams
14	Prof. Sunil Gidwani	Training Officer
15	Prof. Mudita Dixit	Assistant Professor
16	Mr. Tulsi Brijwani	Head Clerk

### 15. Anti-Ragging Squad

ANTI RAGGING SQUAD		
Sr. No	Name	Department
1	Prof. Sunil Gidwani	TPO
2.	Dr. Jayant Gadge	Vice Principal
3.	Dr. Mukesh Israni	Vice Principal
4.	Prof. Mahesh Rao	FE-Incharge
5.	Prof. Iqbal Husain	Mechanical
6.	Dr. Shanti Therese	I.T
7.	Prof. Amit Hatekar	EXTC
8.	Prof. Sakshi Surve	Computer Engg.
9.	Prof. Sanjay Kumar Pandey	IT
10.	Prof. Prasad Parulekar	Chemical Engg.
11.	Prof. Naveen Vaswani	AI&DS
12.	Prof. Darakshan Khan	Computer Engg.
13.	Prof. Arvind Mishra	Mathematics

### 16. TSEC Student Counselor

TSEC STUDENT COUNSELOR		
Sr. No	Name	Department
1	Prof. Anjali Kirkire	Chemistry
2.	Prof. Vandana Kadam	Chemistry
3.	Dr. Mita Bhowmick	Biomedical
4.	Prof. Anushree Gupta	EXTC
5.	Prof. Medha Somalwar	EXTC
6.	Prof. Nita Mehta	Chemical
7.	Prof. Anjali Malviya	IT
8.	Prof. Praseeda Nambisan	Chemical
9.	Prof. Tasneem Mirza	Computer

**17. Industry Institute Partnership Cell (IIPC)**

<b>IIPC</b>		
<b>Sr. No</b>	<b>Name</b>	<b>Department</b>
1	Dr. Gauri Shukla	(Coordinator), Biomedical Engg.
2.	Dr. Maniroja E	EXTC Engg.
3.	Prof. Sunil Gidwani	TPO
4.	Prof. Nita Mehta	Chemical Engg.
5.	Prof. Mukesh Israni	IT
6.	Dr. Arti Deshpande	Computer Engg
7.	Dr. Darshan Ingle	IT
8.	Prof. Monica Tolani	IT

**18. Induction/ Refresher Programme/ Orientation Programme / Workshops etc. for FE students**

<b>Induction/ Refresher/Orientation Programme for FE students</b>		
<b>Sr. No</b>	<b>Name</b>	<b>Department</b>
1	Prof. Mudita Dixit	Assistant Professor



# Sample Appointment Letter

## Dean Academic Affairs

## THADOMAL SHAHANI ENGINEERING COLLEGE

Ref.: TSEC/CA/172

30/05/2022

To,  
Mr. Chetan Agarwal,  
Department of Information Technology,  
Thadomal Shahani Engineering College,  
Bandra (West), Mumbai – 400050.

**Sub: Letter of Appointment for Dean (Academics)**


Sir,

We are glad to inform that you are appointed as Dean (Academics) of our college with effect from 30<sup>th</sup> May, 2022. You shall be paid an honorarium of Rs. 3,000/- (Rupees Three Thousand) per month.

You are required to please confirm your acceptance and the date of joining immediately.

Thanking you.

For Thadomal Shahani Engineering College,

  
(Dr. G. T. Thampi)  
Principal



Copy to :

- Dr. Jayant Gadge - Vice Principal
- Dr. Arun Kulkarni - Vice Principal
- Dr. Mukesh Israni - Vice Principal
- Personal File
- Accounts Section

# Sample Appointment Letter

## Exam Controller

## THADOMAL SHAHANI ENGINEERING COLLEGE

Date: 03<sup>rd</sup> Aug 2021

To,  
Prof. Tasneem Mirza  
Thadomal Shahani Engineering College  
Bandra(West), Mumbai 400050

Sub: Appointment as Controller of Examination


This is to inform that you have been given appointed as Controller of Examination from 01<sup>st</sup> August 2021. You are to take charge from Dr. Madhuri Rao.

You are expected to perform the following functions:

1. Look after day to day activities of the Examination Section.
2. Liaison with the University/Cluster for smooth conduction of Examinations.
3. Announcement of Results.
4. Manage all the Queries/Grievances of the Students.
5. Check eligibility of students.
6. Any other work assigned by the undersigned.

You will be paid a monthly allowance of Rs. 3000/- for the same.

Regards



Dr. G T Thampi  
Principal, TSEC

CC:

1. Personal File- Dr. Madhuri Rao
2. Personal File- Prof. Tasneem Mirza
3. Accounts Section

# Sample Appointment Letter

## IQAC Coordinator



HYDERABAD (SIND)  
NATIONAL COLLEGIATE BOARD

# THADOMAL SHAHANI ENGINEERING COLLEGE

TSEC /AQAC/2017/543

Date: 03/07/2017

To,  
Mr. Gopal Pardesi,  
Associate Professor,  
(Information Technology)  
Thadomal Shahani Eng. College,  
Bandra, Mumbai – 400050.

Dear Sir

As Discussed, you are hereby appointed as Co-ordinator, Internal Quality Assurance Committee of the college.

Thank you for your co-operation and co-ordination.

For Thadomal Shahani Engg. College

(Dr. G.T. Thampi)  
Principal

Cc: Copy to Personal file - Mr. Gopal Pardesi

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.

