

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

Sr. No.	Description	Page No.
1	Administrative Setup, Service Rules, Recruitment, Policies & Procedures	2



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



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

Functioning Of The Institution

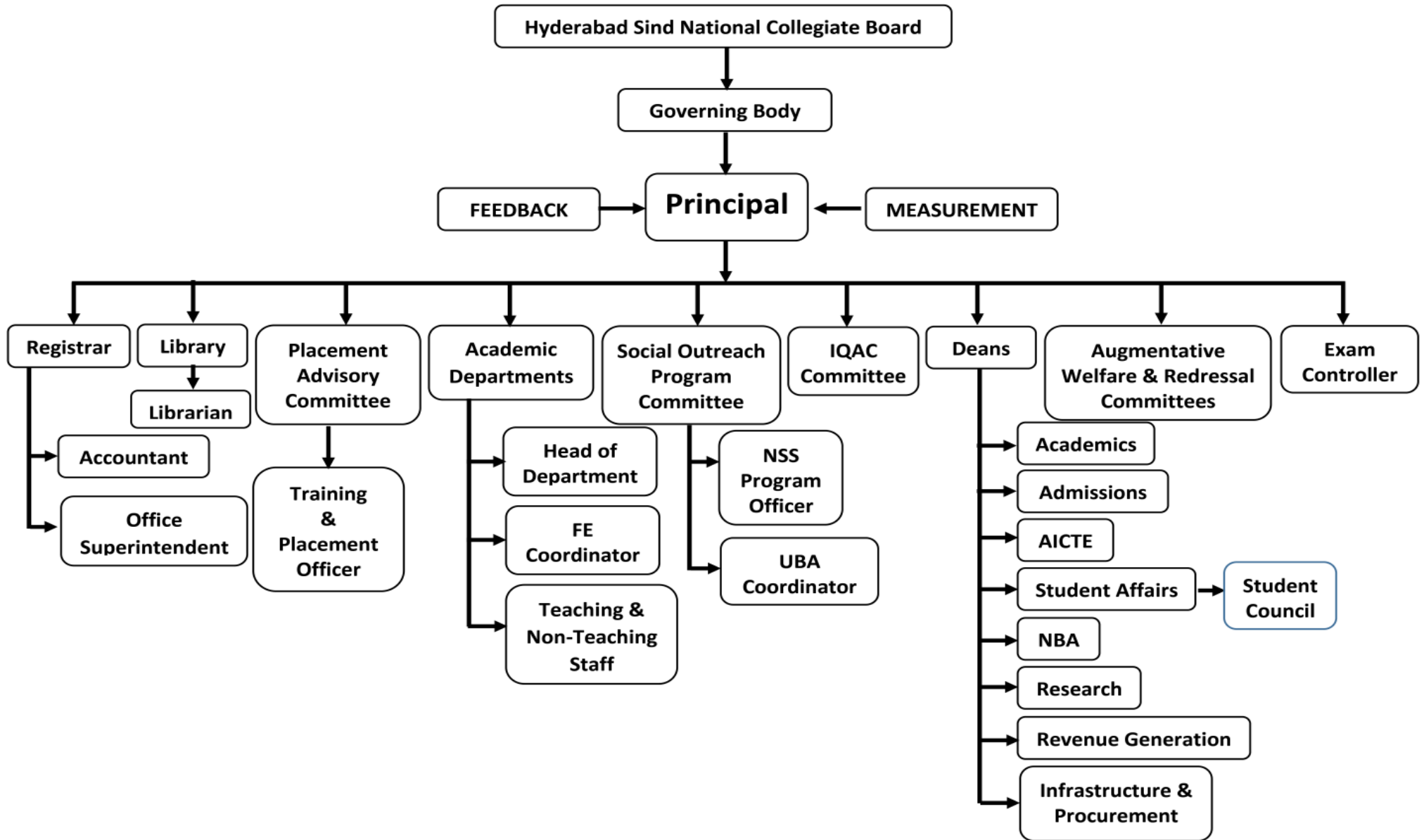
Sr. No.	File Description
1.	Administrative Setup: TSEC Organogram
2.	Sample of Advertisement for Recruitment
3.	Sample Appointment letter: Assistant Professor
4.	Sample Appointment letter: Associate Professor
5.	Sample Appointment letter: Professor
6.	Sample Appointment letter: Professor CAS
7.	Sample Approval Letters from University of Mumbai

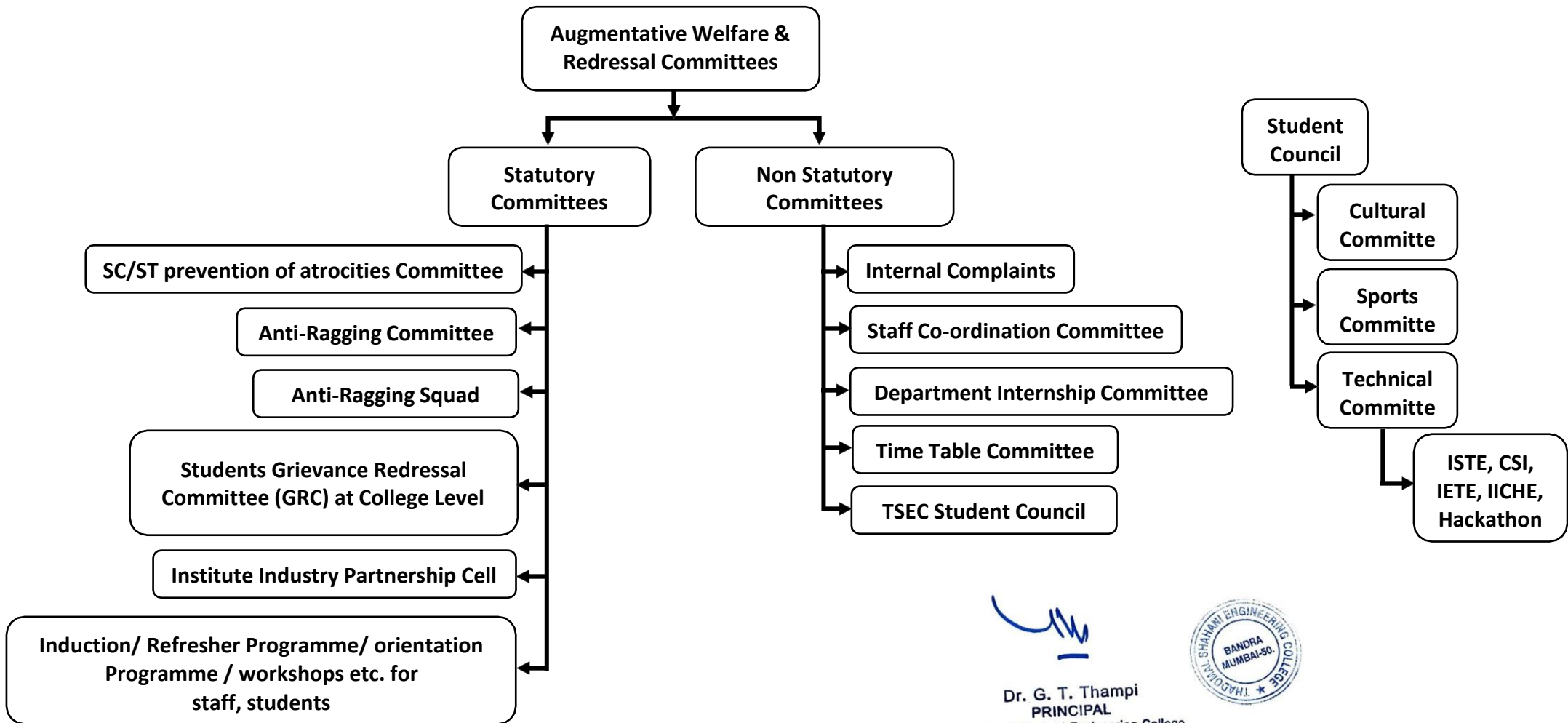
TSEC Organogram



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.



Sample Advertisement for Recruitment

THADOMAL SHAHANI ENGINEERING COLLEGE BANDRA (W), MUMBAI – 50

TIMES OF INDIA (10/02/2023)


**THADOMAL SHAHANI
ENGINEERING COLLEGE**


Advocate Nari Gursahani Marg (37 Road),
Off Linking Road, Bandra (W), Mumbai-400050.

**MINORITY
APPLICATIONS ARE INVITED FOR THE FOLLOWING POSTS FROM
THE ACADEMIC YEAR 2022-2023**

UNTAIDED

Sr No	Cadre	Subject	Total No. Of Post	Posts Reserved for
1	Assistant Professor	Communication Skill	01	01- Open
2	Assistant Professor	Applied Physics	02	02- Open
3	Assistant Professor	Artificial Intelligence & Data Science	06	06- Open
4	Assistant Professor	Computer Engineering	04	04- Open
5	Assistant Professor	Information Technology	01	01- Open

The above posts are open to all, however candidates from any category can apply for the post Reservation for women will be as per University Circular No.BCC/16/74/1998 dated 10th March 1998 dated 10th March, 1998. 4% reservation shall be for the persons with disability as per University Circular No. Special Cell/CC/2019-20/05 dated 05th July, 2019.

Candidates having knowledge of Marathi will be preferred. The Educational Qualification, Experience & pay-scale for the post of Assistant Professor are as prescribed by the University of Mumbai, AICTE & DTE from time to time.

मसिमांक / विशिमांक / संशिक्षण / ११ / २०२०-२०२१ दिनांक ११ जानेवारी, २०२१

for qualification and experience at the time of interview. Applicants who are already employed must send their application through proper channel. Applicants are required to account for breaks, if any in their academic career.

Application with full details should reach the PRINCIPAL, THADOMAL SHAHANI ENGINEERING COLLEGE, Advocate Nari Gursahani Marg (37h Road), Off Linking Road, Bandra(W), Mumbai 400 050, within 15 days from the date of publication of this advertisement. This is University approved advertisement.

Self-
Dr. G. T. Thampal Principal




PRINCIPAL
 Thadomal Shahani Engineering College
 P. G. Kher Marg, T.P.S. III,
 Bandra (W), Mumbai 400 050

Sample Appointment letter: Assistant Professor



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



THADOMAL SHAHANI ENGINEERING COLLEGE

Date: 25th May, 2023

Ref. TSEC/SCAAP/SST/2023/ 70

STATE BOARD

To,
Ms. Meenu Bhatia
401, Ranima Corner,
Tekdi, Section - 17,
Ulhasnagar - 421 003.

Sub: Appointment

Madam,

We refer to your application for the post of Assistant Professor and subsequent interview before duly constituted Selection Committee held on 24-05-2023. In this connection, we are pleased to inform you that you have been selected by the said Selection Committee and accordingly, we hereby offer you the post of Assistant Professor in the Department of - Artificial Intelligence & Data Science of our college at Basic Pay of Rs. 15600/- per month in the Pay Band Scale of Rs. 15600 -- 39100 with AGP of Rs. 6000/-

You will be on appointment on probation for the period of two years on following terms and conditions :

1. At the end of the probation, if your overall performance, behavior or punctuality are found to be satisfactory, your service shall be confirmed, otherwise period of probation may be further extended or your services may be reverted back to your original post in the college.
2. Your appointment will be subject to the approval of the University of Mumbai.
3. Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the statutes including Manuals, Ordinance, Regulation & Rules of the University and / or Rules of Hyderabad (Sind) National Collegiate Board's service rules prevailing at present and as may be revised from time to time, not inconsistent with the Act, statute, Ordinance, Regulations and Rules of the University.
4. Your services will be transferable as per exigency of work and discretion of the management as and when required at any place, department, College and institute under control and management of the Hyderabad (Sind) National Collegiate Board, whether existed at the time of your appointment or set-up in future.
5. a) That you will accept the post of Assistant Professor immediately but not later than **30th June, 2023**.
b) The appointment will be effective from the date of joining.
6. The appointment is a full time one and does not permit the holder to engage himself / herself in any other business, consulting , professional, tutorial and / or such other outside work, either with or without remuneration, without the express sanction of Board in such case.

Contd.....2

THADOMAL SHAHANI ENGINEERING COLLEGE

(2)

7. You will be required to do the Internal Assessment / Examination work of the College as well as the Examination conducted by the University of Mumbai or any other work as may be assigned to you by the Head of the Institution.
8. Your confirmed / deemed-to-be confirmed service can be terminated by giving three month's notice by either side or three month's pay in lieu of notice after deemed Confirmation.
9. Your continuation in employment will be subject to your remaining physically and mentally fit. The management shall have every right to get you medically examined at any time by medical practitioner / specialist / hospital appointed by the management whose finding will be final and binding upon you.
10. You will carry out such duties as will be assigned to you by the Head of the Institution as also other duties of extra-curricular or co-curricular nature which form part of the life of the college assigned to you by the Head of the Institution .

You are advised to acknowledge the duplicate copy of this letter by signing the undertaking in taken acceptance of above terms and conditions of your appointment.

Yours faithfully

(Dr. G. T. Thampi)
Principal

C.c.: 1) Accounts Section
2) Personal File
3) HOD - AI&DS

UNDERTAKING

I have received letter of appointment for the post of Assistant Professor vide your Letter No. TSEC / SC AAP / SST / 2023 / 70 dated 25/05/23 I hereby accept the said offer and confirm that I agree to abide by the terms and conditions mentioned therein accordingly. I am joining on and from 25/5/2023

Thanking you.

Signature M. Meenu Bhatia

Name Ms. Meenu Bhatia

Address 902, Iris - A, Regency

Andelia, Central Rayon Road, Shahad.

Sample Appointment letter: Associate Professor



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



Ref.: TSEC/FC./AZC/17/678

04/07/2017.

Dr. Anil Z. Chhangani,
AL - 06 13-04, Vanarai,
Sector - 05, Airoli,
Navi Mumbai 400708.

Sub: Appointment

Sir,

We refer to your application for the post of Associate Professor and subsequent interview before duly constituted selection committee held on 01/07/2017. In this connection, we are pleased to inform you that you have been selected by the said selection committee and accordingly, we hereby offer you the post of Associate Professor in the Department of Computer Engineering of our college at Basic Pay of Rs. 37400/- per month in the Pay Band Scale of Rs. 37400 -- 67000 with AGP of Rs. 9000/-

You will be on appointment on probation for the period of two years on following terms and conditions :

1. At the end of the probation, if your overall performance, behavior or punctuality are found to be satisfactory, your service shall be confirmed, otherwise period of probation may be further extended or your services may be reverted back to your original post in the college.
2. Your appointment will be subject to the approval of the University of Mumbai.
3. Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the statues including Manuals, Ordinance, Regulation & Rules of the University and / or Rules of Hyderabad (Sind) National Collegiate Board's service rules prevailing at present and as may be revised from time to time, not inconsistent with the Act, Statue, Ordinance, Regulations and Rules of the University.
4. Your services will be transferable as per exigency of work and discretion of the management as and when required at any place, department, College and institute under control and management of the Hyderabad (Sind) National Collegiate Board, whether existed at the time of your appointment or set-up in future.
5. a) That you will accept the post of Associate Professor immediately but not later than **16th August, 2017**.
b) The appointment will be effective from the date of joining.
6. The appointment is a full time one and does not permit the holder to engage himself / herself in any other business, consulting , professional, tutorial and / or such other outside work, either with or without remuneration, without the express sanction of Board in such case.

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



Contd.....2

(2)

7. You will be required to do the internal assessment / examination work of the College as well as the Examination conducted by the University of Mumbai or any other work as may be assigned to you by the Head of the Institution.
8. Your confirmed / deemed-to-be confirmed service can be terminated by giving three months notice by either side or three month's pay in lieu of notice after deemed Confirmation.
9. Your continuation in employment will be subject to your remaining physically and mentally fit. The management shall have every right to get you medically examined at any time by medical practitioner / specialist / hospital appointed by the management whose finding will be final and binding upon you.
10. You will carry out such duties as will be assigned to you by the Head of the Institution as also other duties of extra-curricular or co-curricular nature which form part of the life of the college assigned to you by the Head of the Institution .

You are advised to acknowledge the duplicate copy of this letter by signing the undertaking in token acceptance of above terms and conditions of your appointment.

Yours faithfully.

(Dr. G. T. Thampi)
Principal



C.c.: 1) Accounts Section

2) Personal File

UNDERTAKING

I have received letter of appointment for the post of Associate Professor vide your Letter No. TSEC/FC/AZC/17/678 dated 04/07/2017 I hereby accept the said offer and confirm that I agree to abide by the terms and conditions mentioned therein accordingly. I am joining on and from 16/08/2017 at before Dr. G. T. Thampi

Thanking you.

Signature Dr. Anil Z. Chhangani

Name Dr. Anil Z. Chhangani

Address AL-06-13-04, VANARAJ,
Sector-05, Airoli
Navi-Mumbai - 400 768

Date: 06/07/17

Joined with effect from 02/08/2017.

Dr. G. T. Thampi
02/08/17



Sample Appointment letter: Professor



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



THADOMAL SHAHANI ENGINEERING COLLEGE

Ref. TSEC/Appt/FS/16/505

17th November, 2016

To,
Dr. (Mrs.) Madhuri Rao,
B/1404, Raheja Solitaire, Udyog Nagar,
Kamat Club Lane, Goregaon (West),
Mumbai – 400 062.

Sub: Appointment

Madam,

We refer to your application for the post of Professor and subsequent interview before duly constituted Selection Committee held on 16/11/2016. In this connection, we are pleased to inform you that you have been selected by the said Selection Committee and accordingly, we hereby offer you the post of Professor –Information Technology Department of the college at Basic Pay of Rs. 57070/- per month in the Pay Band Scale of Rs. 37400 – 67000 with AGP of Rs. 10000/-

You will be on appointment on probation for the period of two years on following terms and conditions :

1. At the end of the probation, if your overall performance, behavior or punctuality are found to be satisfactory, your service shall be confirmed, otherwise period of probation may be further extended or your services may be reverted back to your original post in the college.
2. Your appointment will be subject to the approval of the University of Mumbai.
3. Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the statutes including Manuals, Ordinance, Regulation & Rules of the University and / or Rules of Hyderabad (Sind) National Collegiate Board's service rules prevailing at present and as may be revised from time to time, not inconsistent with the Act, Statute, Ordinance, Regulations and Rules of the University.
4. Your services will be transferable as per exigency of work and discretion of the management as and when required at any place, department, College and institute under control and management of the Hyderabad (Sind) National Collegiate Board, whether existed at the time of your appointment or set-up in future.
5. a) That you will accept the post of Professor immediately but not later than **30th November, 2016**
b) The appointment will be effective from the date of joining.
6. The appointment is a full time one and does not permit the holder to engage himself / herself in any other business, consulting , professional, tutorial and / or such other outside work, either with or without remuneration, without the express sanction of Board in such case.



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THADOMAL SHAHANI ENGINEERING COLLEGE

(2)

7. You will be required to do the internal assessment / examination work of the College as well as the Examination conducted by the University of Mumbai or any other work as may be assigned to you by the Head of the Institution.
8. Your confirmed / deemed-to-be confirmed service can be terminated by giving three month's notice by either side or three month's pay in lieu of notice after deemed Confirmation.
9. Your continuation in employment will be subject to your remaining physically and mentally fit. The management shall have every right to get you medically examined at any time by medical practitioner / specialist / hospital appointed by the management whose finding will be final and binding upon you.
10. You will carry out such duties as will be assigned to you by the Head of the Institution as also other duties of extra-curricular or co-curricular nature which form part of the life of the college assigned to you by the Head of the Institution .

You are advised to acknowledge the duplicate copy of this letter by signing the undertaking in token acceptance of above terms and conditions of your appointment.

Yours faithfully

(Dr. G. T. Thampi)
Principal

C.c.: 1) Accounts Section
2) Personal File

UNDERTAKING

I have received letter of appointment for the post of Professor vide your Letter No. TSEC/APP/FS/16/305 dated 12/11/16 I hereby accept the said offer and confirm that I agree to abide by the terms and conditions mentioned therein accordingly. I am joining on and from _____

Thanking you.

Signature

Name

Address

Date:

18/11/16

16

Full Name:- Dr. Madhavi Rao
Residence:- B/1404 Ralya Solitaire
Address Wdyog Nagar
Georgram W
nr 62
Telephone No.:- 28761865
Date:- 18/11/16

To,
The Principal,
Thadomal Shahani Engineering College,
Bandra (West), Mumbai - 400 050.

Subj :- JOINING REPORT


Sir,
This is to inform you that I Mr. / Ms. Dr. Madhavi Rao
is joining this college as a Professor ~~on a~~ hoc basis
in IT Department w.e.f. 18/11/16
From 11:00 AM hrs.

Thanking you,

Yours faithfully,






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



Sample Appointment letter: Professor (CAS)



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





HYDERABAD (SIND)
NATIONAL COLLEGIATE BOARD

P-File

THADOMAL SHAHANI
TSEC
ENGINEERING COLLEGE

THADOMAL SHAHANI ENGINEERING COLLEGE

TSEC / APH-CAS / 2021 / 69 (i)

Date: 27/09/2021

To,
Dr. Jayant Gadge,
Associate Professor, Computer Engineering Department
TSEC, Mumbai.

Sub: Appointment under Career Advancement Scheme

Sir,

We refer to your application for the post of Professor and subsequent interview under Career Advancement Scheme (CAS) before duly constituted Selection Committee held on 22/09/2021. In this connection, we are pleased to inform you that you have been selected by the said Selection Committee and accordingly, we hereby offer you the post of Professor, Computer Engineering Department of the college at Basic Pay of Rs. 62300/- Per month in the Pay Band Scale of Rs. 37400-67000 with AGP of Rs, 10000/-

63200/-
NPM



You will be on appointment on probation for the period of two years on following terms and conditions.


1. At the end of the probation, if your overall performance, behaviour or punctuality are found to be satisfactory, your service shall be confirmed, otherwise period of probation may be further extended or your services may be reverted back to your original post in the college.
2. Your appointment will be subject to the approval of the University of Mumbai.
3. Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the statutes including Manuals, Ordinance, Regulation & Rules of the University and/or Rules of Hyderabad (Sind) National Collegiate Board's service rules prevailing at present and as may be revised from time to time, not inconsistent with the Act, Statute, Ordinance, Regulations and Rules of the University.
4. Your services will be transferable as per exigency of work and discretion of the management as and when required at any place, department, College and institute under control and management of the Hyderabad (Sind) National Collegiate Board, whether existed at the time of your appointment or set-up in future.
5. a. That you will accept the post of Professor immediately but not later than 30th September, 2021
b. The appointment will be effective from the date of joining.
6. The appointment is a full time one and does not permit the holder to engage himself / herself in any other business, consulting, professional, tutorial and / or such other outside work, either with or without remuneration, without the express sanction of Board in such case


THADOMAL SHAHANI ENGINEERING COLLEGE

7. You will be required to do the internal assessment / examination work of the College as well as the Examination conducted by the University of Mumbai or any other work as may be assigned to you by the Head of the institution.
8. Your confirmed / deemed-to-be confirmed service can be terminated by giving three month's notice by either side or three month's pay in lieu of notice after deemed Confirmation.
9. Your continuation in employment will be subject to your remaining physically and mentally fit. The management shall have every right to get you medically examined at any time by medical practitioner / specialist / hospital appointed by the management whose finding will be final and binding upon you.
10. You will carry out such duties as will be assigned to you by the Head of the Institution as also other duties of extra-curricular or co-curricular nature which form part of the life other college assigned to you by the Head of the Institution.

You are advised to acknowledge the duplicate copy of this letter by signing the undertaking in token acceptance of above terms and conditions of your appointment.

Yours faithfully

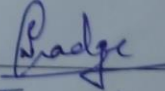

(Dr. G. T. Thampi)
Principal

C.C: 1) Accounts Section 
2) Personal File

UNDERTAKING

I have received letter of appointment for the post of Professor vide your Letter No. TSEC/APE-CAS/2021/69(U) dated 27/09/2021 I hereby accept the said offer and confirm that I agree to abide by the terms and conditions mentioned therein accordingly. I am joining on and from 27/09/2021

Thanking you

Signature: 

Name: Jayant Cradge

Address: D-211, Badridham Society
Vile Pate (E)
Mumbai - 400057

Sample CONCOL: Approval Letters from University of Mumbai



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



University of Mumbai

Phone No.-022-22708741
email- concolsection@gmail.com

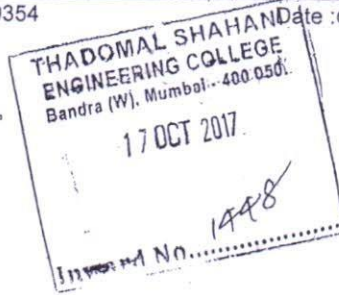


TAAS (CT),
Room No. 204
Fort Campus, M.G.
Road, Mumbai – 400 032

Ref. No. TAAS (CT) / ICD / 2016-17 / 29354

Date : 07 / 10 / 2017

To,
The Principal,
Thadomal Shahani Engineering College,
Advocate Nari Gursahani Marg,
37th Road, (Off. Linking Road),
TPS III, Bandra (West)
Mumbai – 400 050



Sir / Madam,


Please refer to your letter No. TSEC/UMA/FSPP/16/527 dated 1st December, 2016 and subsequent letter No. TSEC/UMA/FSPP/16/527 dated 1st December, 2016 forwarding therewith the reports of appointments of the following teachers in respective subjects in the institute from the academic year 2015-16, for consideration of the University:-

Sr. No.	Name of the person	Nature of the Appointment
1.	Dr. Smt. Madhuri Rao (Nee Madhuri M. Pillala)	Full-time Professor in Information Technology from 18.11.2016.
2.	Dr. Smt. Tanuja Kiran Sarode (Nee Tanuja R. Chaudhari)	Full-time Professor in Computer Engineering from 17.11.2016
3.	Dr. Smt. Archana Bhupendra Patankar (Nee Archana A. Athawale)	Full-time Professor in Computer Engineering from 17.11.2016.
4.	Dr. Ms. Anita Kumari	Full-time Professor in Chemical Engineering from 17.11.2016.
5.	Dr. Raj Kumar Pathak	Full-time Professor in Biotechnology from 17.11.2016.

In this connection, I am directed to inform you that the appointments mentioned at Sr. Nos. 1 to 5 have been approved by the University on regular basis as remarks mentioned against each of them as per University Circular No. CONCOL/ICC/04 of 2012 dated 10th Febuary, 2012 and University Circular No. CONCOL/09/2015-16 dated 14th December, 2015.

Further, you are requested to communicate the above decision to the teachers concerned in writing as per S.109-C alongwith the copy of this letter.

Please note that if any discrepancy is found in this approval, the University reserves the right to withdraw the approval at any time.


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


faithfully,

(YOGINI GHARE)
DEPUTY REGISTRAR
TAAS(CT)

University of Mumbai



Phone No.-022-22708741
email- concolsection@gmail.com

TAAS (CT),
Room No. 204
Fort Campus,
M.G. Road,
Mumbai - 400 032

Ref. No. TAAS (CT) / ICD / 2016-17 / 12165

Date 23 / 07 / 2018

To,
The Principal,
Thadomal Shahani Engineering College,
Advocate Nari Gursahani Marg,
37th Road (Off Linking Road),
TPS III, Bandra (W),
Mumbai - 400 050

11/18 to 30/6/2018

Sir / Madam,

Please refer to your letter No. TSEC/UMA/FSASST-PROF/17/698, dated 24th July, 2017 and subsequent letter No. TSEC/UMA/FS/17/709, dated 21st August, 2017 forwarding therewith the reports of appointments of the following teachers in respective subjects in the institute from the academic year 2016-17, for consideration of the University:-

Sr. No.	Name of the person	Nature of the Appointment
1.	Dr. Anil Zumberlalji Chhangani	Full-time Associate Professor in Computer Engineering from 02.08.2017.
2.	Dr. Pallavi Narayan Halarnkar	Full-time Associate Professor in Computer Engineering from 16.08.2017.
3.	Ms. Darakhshan Rizwan Khan	Full-time Assistant Professor in Computer Engineering from 10.07.2017.
4.	Ms. Juhi Rajesh Ganwani	Full-time Assistant Professor in Computer Engineering from 10.07.2017.
5.	Ms. Nabanita Mandal	Full-time Assistant Professor in Computer Engineering from 10.07.2017.
6.	Shri Vaibhav Anant Ambhire	Full-time Assistant Professor in Computer Engineering from 10.07.2017.
7.	Ms. Vijal Vinod Jain	Full-time Assistant Professor in Information Technology from 12.07.2017.
8.	Ms. Monica Gangaram Tolani	Full-time Assistant Professor in Information Technology from 10.07.2017.
9.	Smt. Himani Saurabh Deshpande (Nee Himani Sharma)	Full-time Assistant Professor in Information Technology from 10.07.2017.
10.	Shri Darshan Ashok Ingle	Full-time Assistant Professor in Information Technology from 08.08.2017.
11.	Dr. Ramesh Sakharan Bhande	Full-time Associate Professor in Chemical Engineering from 12.08.2017.
12.	Shri Lakshay Girdhar	Full-time Assistant Professor in Chemical Engineering from 20.07.2017.
13.	Smt. Trupti Parag Dharmarao (Nee Trupti V. Charpe)	Full-time Assistant Professor in Chemical Engineering from 10.07.2017.
14.	Ms. Karuna Kanhaiyalal Saswani	Full-time Assistant Professor in Chemical Engineering from 10.07.2017.

Dr. G. T. Thampi
PRINCIPAL

Thadomal Shahani Engineering College
Bandra (W), Mumbai - 400 050.