1. **College Development Committee**: The administrative functioning is handled efficiently by the College Development Committee with active participation of the Principal, Vice-Principal, IQAC and the remaining administrative office staff.

2. **Principal and Vice Principal**: The role of the Principal is to provide leadership, direction and co-ordination within the College. The principal support the improvement of teaching and learning. Principal and Vice-Principal plays main role in overall development of college.

3. **IQAC**: In the institute's academics, IQAC serves as a backbone. IQAC is dedicated to teaching and learning-centered development. All important academic decisions have been implemented through IQAC.

4. **The Office Superintendent**: The Office Superintendent looks after the office administration. He takes care of Admission, Scholarships, Eligibility, Accounts, Issue of Certificates and documents, Maintenance of staff service records and correspondence with Savitribai Phule Pune University, UGC and Government bodies.

5. **Librarian**: Librarian maintains the library's database and assist members in accessing study materials and resources in library.

6. **Teaching Staff**: The teachers are active members of academic and administrative committees of college. They need to complete the syllabus in time and complete the work allocated for and administrative committees of college.

7. **Non-Teaching staff**: The Non-Teaching Staff includes Head Clerk assisted by team of senior & junior clerks. Follow the instructions of Office Superintendent.

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Co-ordinator  
Sinhgad College of Commerce  
Kondhwa-Saswad Road,  
Kondhwa (Bk), Pune - 411048.

**Principal**  
Sinhgad College of Commerce  
Kondhwa-Saswad Road,  
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