



ACADEMIC COMMITTEE

Purpose : The Academic Committee is responsible for the creation of an appropriate structure for the overall management, monitoring and maintenance of academic standards for all programmes offered at K. J. Somaiya College of Physiotherapy. The Academic Committee is also responsible for monitoring the overall performance of students registered to these programmes, monitoring their progression and ensuring their academic welfare.

Scope : This SOP applies to the constitution of the academic committee, roles and responsibilities of members of the academic committee and maintenance of all activities and documents.

Roles and Responsibilities :

- To Prepare the Academic Calendar in coordination with all faculty members before the start of academic year.
- To review, advise on and develop policies for learning, teaching and learning quality.
- To review and formulate policies to enhance students' learning motivation.
- To introduce and promoting different teaching methods.
- To set up academic reward systems.
- To promote academic activities and create an atmosphere of learning.
- To record students personal data and other learning experience records. systematically to help students pursue further studies or develop their career.
- To enhance teachers' development through holding different professional development activities.
- To enhance the teaching efficiency through perfecting the appraisal system.
- To conduct meetings for syllabus distribution amongst the faculty.

Responsibilities :

1)Dr. Annamma Varghese (PT)

2)Dr. Mayur Revadkar (PT)

Principal: Dr Shweta Manwadkar(PT)

Meetings: Quarterly and when required **Effective Date: 1st August 2018**