



## ADMINISTRATION COMMITTEE

**Purpose :** To ensure efficient utilization of the knowledge and experience of the faculty. Improve communication. To facilitate coordination, organization and smooth functioning of the institute. To motivate and improve the morale of the faculty.

**Scope:** This SOP applies to the constitution of the administration committee, roles and responsibilities of members of the administration committee and maintenance of all activities and documents. Faculty, staff and students of the college

**Procedure :**

- The Principal shall formulate the members of Administration Committee
- The Principal along with the administration committee will formulate the members of the various other College committees. and the revision of the members will be done every 3 years. In case if any of faculty resigns/retires from the institute then the new member shall be added within a month.
- The committee shall have meeting at least once in a month.
- The Committee shall ensure the preparations are done for the necessary inspections by the College regulating authorities like MUHS, DMER, etc.
- The Committee shall ensure the quality of clinical teaching and academic teaching is maintained by formulating necessary feedback forms and policies.
- The Committee shall have meeting with the vigilance committee members once in 3 months.
- The committee formed will be reconstituted every three years.
- In case of any emergency/ untoward incident, the committee can call for urgent meeting.



## K J Somaiya College of Physiotherapy

- The meeting would be convened if at least 50% of the members attend the meeting.
- The decisions taken by the committee would be conveyed to all concerned personnel and immediate actions; if any would be taken.

### **Responsibilities :**

- 1)Dr. Shweta Manwadkar (PT)
- 2)Dr. Annamma Varghese (PT)
- 3)Dr. Geeta Bhatt (PT)
- 4)Dr. Khyati Kothary (PT)

**Meetings:** Monthly and as and when required