



## VIGILANCE COMMITTEE

**Purpose :** Purpose of Vigilance Committee is to keep a check and eradicate corruption in the College.

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

Applicable to all committees

### Objectives :

- 1) To correct and prevent corruptibility in the administration of College
- 2) To improve the system and increase transparency and accountability in functioning of various committees.
- 3) To eradicate loopholes of the system/procedures.
- 4) To reduce the areas of discretion.
- 5) To coordinate functions of the systems/committees.
- 7) To keep an eye on malpractices in College.
- 8) To attend meetings held by different committees and display the action taken on issues discussed in meetings and review the same in the next meeting.

### Procedure :

- 1) Members of the vigilance committee shall attend meetings held by other committee members.
- 2) The committee will ensure that the meetings and decisions taken by the other committee members are appropriate and ethical.
- 3) The committee will ensure that the meeting minutes are maintained and will duly sign and note the same.
- 4) Deal with any complaints and information provided by committees.
- 5) Deal with any complaint of corruption, misconduct, lack of integrity or any other kind of malpractice on the part of employees of the institute.



## K J Somaiya College of Physiotherapy

- 6) Coordinate work of all committees and advise them with respect to matters pertaining to the maintenance of integrity and impartiality in the administration.

### **Responsibility :**

- Dr Geeta Bhatt (PT)
- Dr Supriya Dhumale (PT)
- Dr Nisha Dhasal (PT)

Principal : Dr. Shweta Manwadkar (PT)

Regular meetings with emergency meeting if need arises