St. Andrews Education Foundation's
(An ISO 9001: 2015 Certified Minority Institution)
St. Andrews College of Physiotherapy
(Christian Minority Institution)
Pune
Phone No 020 24432591, 24452867, Fax – 020 24432592
Email – standrewscop@gmail.com Web: www.sacop.edu.in

Standard Operating Procedure of Local Managing Committee

The local managing committee is the policy-making body that monitors the entire academic and administrative functioning of the college. It is a task force set up as per the guidelines of Maharashtra University of Health Science (MUHS).

It comprises members from the Management, members from teaching and non-teaching staff, and experts in different fields nominated by the Management who support and guide the Institute locally.

Role of committee members:

The committee members function to promote efficient and effective ways of coordinating various activities associated with the institute to ensure continuous advancement and growth of the Institute by formulating various policies, activities, and exchange of ideas.

St. Andrews College of Physiotherapy
Pune

Protocol

SOP

Purpose: The local managing committee is responsible for various issues related to undergraduate and Teaching programs at the Institute and issues about the smooth functioning and future progress and development of St. Andrews College of Physiotherapy.

Responsibility: This SOP applies to the constitution of the local managing committee, roles and responsibilities of members of the local managing committee, and maintenance of all activities and documents

Roles and Responsibility

- To monitor the academic and administrative affairs of the Institute.
- To monitor the implementation of educational goals.
- To evaluate achievements and provide suggestions for enhancement in terms of academic requirements, and infrastructure.
- To evaluate grievances of students, teaching and non-teaching members
- To review the budgeting and financial planning process and approval mechanism for expenditure.
- To set up procedures for handling disputes or conflicts within the committee and escalation process for unresolved issues and adherence to relevant laws and regulations for handling legal issues.
- To evaluate protocols for handling emergencies or unforeseen situations and contingency plans for critical events
- To maintain record-keeping procedures for important documents, archiving and retrieval processes
- To provide opportunities for professional development for committee members and training programs for new members.

Frequency of meeting: twice a year

St. Andrews College of Physiotherapy ★ Pune

Committee Members:

SR.NO.	Name of the Member	Designation
1.	Dr. David k Pillai	President
2.	Mr. Udaya Wesley	Secretary
3.	Dr. Albin Jerome	Member
4.	Mrs. Aparna Jadhav	Member
5.	Dr. Abdul Mateen	Member
6.	Dr. Ritesh Kundap	Member
7.	Mr. Shrinivas Shirgire	Member
8.	Dr. Vijaya Bagade	Member
9.	Adv. Amol Kamble	Member

St. Andrews College of Physiotherapy
Pune

Principal,
St.Andrews College of Physiotherapy
Pune, Maharashtra