

WORKSHOP COMMITTEE

Purpose : To organize workshops/CME's for continued education for students and faculty in order to promote high standards in college and provide the platform for sharing the knowledge and experience of the experts in the field.

Scope : This "Standard Operating Procedure" applies to the constitution of the Workshop committee, roles & responsibilities of members of the Workshop committee, Planning, execution of all the activities and maintenance of its documents.

Meetings : Monthly and as and when required

Objectives :

1. To organize academic, value addition and welfare workshops for students and faculty with permission of the Chair.
2. To organize mandatory workshops for students and faculty as directed by Maharashtra University of Health Sciences.
3. To accept the proposed workshop by the various departments and schedule the workshop with due approval of the permission granting body.
4. To organize workshops regarding newer techniques and skills.
5. To organize CME's by National and International experts of the field.
6. Documentation of the workshop proceedings, resources, papers, attendees and feedback forms for future reference
7. Submission of all workshop relevant documents to the concerned bodies.

Procedure:

1. Approval for the proposed workshop topics, by the departments, from the concerned bodies.
2. Propose the suitable dates to organize and approval from the concerned bodies including academic committee, exam committee and class coordinator.
3. Confirmation from the resource person for the fee structure and its payment details and its mode.
4. Budget proposal, to organize the workshop, to the finance committee and approval from the Principal.
5. Identify appropriate venue and make necessary arrangements.
6. Inform accounts department for generation of payment link and its deadlines

7. Coordinate with PR Committee for making appropriate fliers, after finalizing, upload to the website and the social media.
8. Create a Google Registration form, Share the link to the concerned department and coordinators for its circulation to the candidates and collection of the advance and/or booking amount.
9. Coordinate with the accounts department for the payment to the resource person, after the approval of concerned bodies.
10. Cancellation policies need to be discussed with resource person and the concerned bodies.
11. Arrangement of the resource material and certificates for the workshop as and when applicable.
12. Arrangement of food and refreshments and necessary communication to be done with Canteen services.
13. Accommodation and transportation arrangements for the resource person to be made as and when applicable.
14. Identification of non-teaching faculty for the workshop and approval of the same from the Principal.
15. Arrangement of attendance sheet and study material, food coupons, certificates and stationary if applicable.
16. Feedback form will be taken from participants at the end of the event.
17. To click Geo-tag photographs on the day of workshop and a group photograph with the candidates, resource person and Principal.
18. Preparation of the report of the workshop, update to workshop committee file and submission to NAAC committee.

Workshop Committee Members:

- Dr. Pothiraj Pitchai (PT)
- Dr. Siddhi Ghodge (PT)
- Dr. Sandesh Sakpal (PT)

Principal:

Dr. Shweta Manwadkar (PT)



Principal

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