

MAGAZINE COMMITTEE

Purpose : The College Magazine team works to bring out the annual official e-magazine "GLINT"- Illuminating Ideas, of K.J. Somaiya College of Physiotherapy.

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

Applicable to all committee members, students, faculty and staff.

Responsibility :

Chairperson: Principal: Dr. Shweta Manwadkar (PT)

Members:

- Dr. Annamma Varghese (PT)
- Dr Prachi Sarvaiya (PT)
- Elected student committee every year

Procedure :

Selection of student members of Magazine Committee :

Faculty committee members will select the student members under the following heads

1. Student Editors : Minimum of two 4th year students.
2. Software team : 3-6 students
3. Designing/ Photography team : 3-6 students
4. Content team: 3-6 students
5. Creative team: 3-6 students

Content Management :

1. Magazine theme will be decided by all members and finalised after discussion with chairperson
2. Content and Photography team will be responsible to collect the content suitable to the theme of the magazine, including literary, artwork, academic co-curricular and other college activities etc.
3. Organising Somaiya Magazine week with different days allotted to open mic, art and other events for collection of content.

4. Content collected will be passed to the editors for proofreading, corrections, changes.
5. After approval of content by editors, the content will be passed to the creative and designing team.
6. Creative and designing team will be responsible for formatting and designing layout of each section of the magazine.
7. Software team will be responsible for developing the e-magazine using appropriate software and compiling the magazine to a format that can be uploaded on Word Press website domain, specially booked for K. J. Somaiya College of Physiotherapy.
8. All above steps will be under supervision of the faculty members/ editors.
9. To publish and release the magazine on time.
10. Inauguration of the Magazine during College festival- Antarang and publication with release on a pre decided date.


Principal

K.J. Somaiya College Of Physiotherapy

Somaiya Ayurvihar Complex, Eastern Express Highway,

Sion (East), Mumbai - 400 022.



SOP for Parent-Teacher Association

Purpose - To provide a forum for the discussion of problems and their solutions, relating to the total college program, and for ensuring the full cooperation/participation of parents in the efficient implementation of such program

Scope - This SOP applies to the constitution of the Parents Teacher Association executive body, roles and responsibilities of the members and maintenance of documentation of activities of the association

Role and Responsibilities:

- To represent the views of parents.
- To inform parents of current changes in the education system, as need be.
- To work as a team in the best interest of each other, the institution and the student.
- To establish a forum through which parents can communicate their opinions and concerns regarding the college, identify issues and possibly work towards a solution.
- To establish a forum through which parents and teachers can exchange information and research in relation to the education/welfare of students.
- To organise general parent-teacher meetings for I, II, III & IV BPTd courses

Procedure –

PTA executive body meetings to be held twice a year and when required

- 1) Meeting of individual course coordinators with the Principal and Member secretary to decide dates for PTA executive committee meetings
- 2) To prepare agenda for each meeting with inputs from coordinators and parent members
- 3) To prepare Action Taken (Remedial measures undertaken) Report on matters discussed, present in the next meeting and prepare outcome analysis

For General Parent Teacher meeting:

- 1) Set up a parent-teacher meeting right at the beginning of the academic year, 2-3/ year.
- 2) Send reminders before the scheduled meeting by email.
- 3) Hold meeting in the classroom itself and also include students.
- 4) Before the meeting, make a list of the qualities/ calibre/ status of each student and keep records ready (eg: marks, attendance etc)
- 5) In case of remedial help, always schedule follow-up meetings with the parents
- 6) Keep calm and collected in the face of rudeness.
- 7) Warn the parents beforehand if you have something troubling to share.

Members:

No.	Members of PTA	Name	Contact No.	Email ID
1	Dean / Principal	Dr. Shweta Manwadkar (PT)	8104017576 9987437901	principal.physiotherapy@somaiya.edu
2	Member Secretary	Dr. Annamma Varghese (PT)	9223402046	annamma@somaiya.edu
3	Faculty	Dr. Mayur Revadkar (PT)	9619581894	mayur.kr@somaiya.edu
4	Faculty	Dr. Manali Yadav (PT)	9969076274	manali.yadav@somaiya.edu
5	Faculty	Dr. Priti Agni (PT)	8879412005	pritiagni@somaiya.edu
6	Faculty	Dr. Riddhi Goradia (PT)	9821075904	r.goradia@somaiya.edu
7	Faculty	Dr. Dipali Suvarna (PT)	8767039845	dipali.suvarna@somaiya.edu
8	Faculty	Dr. Swati Nerkar (PT)	9975912909	swati.nerkar@somaiya.edu
9	Faculty	Dr. Shradha Deshpande (PT)	9987154918	shradha@somaiya.edu
10	Faculty	Dr. Dhvani Shah (PT)	9820149921	dhvani@somaiya.edu
11	Parent (PG)	Ms Rupal Kapadia	7045329082	rupalkapadia23@gmail.com
12	Parent (PG)	Ms Poonam Thapar	9833403573	thaparpoonam61@gmail.com
14	Parent (Intern)	Ms Darshana Shah	9833019506	darshanashah1109@gmail.com
15	Parent (IV BPT)	Ms Annie Fernandes	9967061126	annie.fernandes@sanofi.com
16	Parent (IV BPT)	Ms Nisha Chothani	9769863366	nchothani22.nc@gmail.com
17	Parent (II BPT)	Ms Mohsina Shaikh	9820383335	mohsinas776@gmail.com
18	Parent (II BPT)	Ms Mehrunissa Kasmani	9324805405	Sikkas25@gmail.com
19	Parent (I BPT)	Ms. Neeta Gandhi	9833835380	nigandhi76@gmail.com
20	Parent (I BPT)	Ms Smruti Kalushte	9619111230	smrutikalushtes@gmail.com
21	Non-teaching staff	Ms. Lata Venkatesh	9819152421	lata.v@somaiya.edu

**Principal**

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