

**MIRAJ MEDICAL CENTRE
COLLEGE OF PHYSIOTHERAPY
WANLESS HOSPITAL, MIRAJ – 416 410**

**LOCAL MANAGEMENT COMMITTEE AND THEIR
STANDARD OPERATING PROCEDURE(SOP)**

Under the MMC,WH Governing Body, the Local Management Committee located at Miraj facilitates governance of COP.

Local Management Committee is the policy making body which monitors the entire academic and administrative functioning of the college on behalf of Managing Committee.

FUNCTIONS

- To consider and plan budget of college for forthcoming academic year and to sanction expenditure of the previous year.
- To review academic performance of teachers.
- To approve appointments of teachers on regular basis.
- To consider time-bound promotions of teaching and non-teaching staffs.
- To consider and approve development plans of the college
- Confirmation of teaching and non-teaching staff after probationary period.
- Approval of teachers by University.
- Starting of new courses.
- Evaluation of academic and administrative governance.
- Training for academic and administrative staff.
- Allocation of work to members.
- Welfare of teaching and non teaching staff.
- Starting of new courses.

The college is governed and steered by the Principal, who is at the helm of affairs. She is assisted by the Assistant Dean (R & D), Medical Superintendent and the Heads of various Departments and Administrative Staff consisting of Registrar, General Administrative and Accounts officer, Accountant and clerks, etc.

Every member of the staff has access to the Principal. For any major decision or in respect of any policy change or formation of policy, common meetings between the staff and principal are held and the decisions are taken in a democratic way.

Administration is decentralized to a greater extent. The heads of the departments look after their departments independently.

The Assistant Dean, Medical Superintendent and Heads of the Departments meet the Principal on various occasions and then the decisions

are taken. Sometimes, either a notice is circulated to convey the programmes or telephonic messages are sent depending on the urgency of matter or issue.

Frequency of Meeting:

- There shall be a meet once in a month.
- In case of exigency, the member secretary can call a meeting.
- There shall be a notice for the requisition of meeting.

Minutes of the meeting:

The minutes are usually completed by the Convener, but can be assigned to someone else.

- ☐ Minutes of meetings should be written for review within one week of the meeting.
- ☐ Copies must be preserved and handed over to the next member student at the end of the term.

Local Management Committee

SR.NO.	NAME	DESIGNATION
1	Dr Nathaniel Sase	Director
2	Dr.S.S Pargaonkar	Deputy Director
3	Dr.S.J.Eden	Medical Superintendent
4	Mr.N.S.Chopade	General Superintendent
5	Dr.Mrs P.S Quraishi	Secretary of the Board
6	Dr.Mrs.Shailaja Sase	Dy.Medical Superintendent
7.	Mr.B.S.Awale	Principal, College of Nursing
8	Dr.Amit Nagrale(PT)	Principal, College of Physiotherapy
9.	Mrs.S.M Satewkar	Nursing Superintendent
10.	Treasurer	Dr.T.B More Dr Esther Awale Dr. Mrs.Miriam eden
11.	Invitee	Mr.P.A Kamble