

Ref. No.: DPCOP/AT/class coordinators/2023-24/470

Date : 13/01/2024

Academic Year 2023-2024

Class Coordinators

Class & Course	Coordinator
I B.P.Th.	Dr. Lokesh Rayar (PT) Dr. Aathira Pillai (PT)
II B.P.Th.	Dr. Ankita Shukla (PT)
III B.P.Th.	Dr. Snehal Khalegaonkar (PT)
IV B.P.Th.	Dr. Dinesh Chavan (PT) Dr. Sneha L Joy (PT)



Principal
DPES, Dhole Patil
College of Physiotherapy
Pune - 412207

Ref. No.: DP COP/AT/Subject Incharges/2023-24/469

Date : 19/01/2024

SOP FOR SUBJECT INCHARGES

ROLES AND RESPONSIBILITIES:

- 1. COMMUNICATION:**
Establish good communication with the subject handling faculties and with the Student In charge of the particular subject.
- 2. CURRICULUM MANAGEMENT:**
Oversee the development, implementation and evaluation of the curriculum or syllabus within the assigned subject area.
- 3. ASSESSMENT AND EVALUATION:**
Designing, conducting and evaluating assessments to ensure students understanding and progress in the subject by every month.
- 4. DOCUMENTATION:**
Evaluation and maintenance of Official documents like Attendance muster and External syllabus completion document.
- 5. DATA ANALYSIS:**
Analyze the data which is related to the student performance and subject specific metrics to inform decision making and improvements.
- 6. STUDENT SUPPORT:**
Address the individual student needs, providing academic guidance and creating the positive learning environment.
- 7. RESOURCE MANAGEMENT:**
Manage the Subject-specific resources such as text book, journals, materials, labs and its equipment.
- 8. CONTINUOUS IMPROVEMENT:**
Promote a culture of continuous improvement by seeking feedback, implementing changes and staying informed about advancements in the subject area.
- 9. LEADERSHIP:**
Take leadership role in the subject area, share the knowledge with the colleagues and contribute more for the overall educational goal.
- 10. REPORTING:**
Provide regular updates and reports to the Principal on subject specific related activities, achievements and challenges.




Principal
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Ref. No.: DPCOP/AC/class coordinators/2023-24/473

Date : 13/01/2023

Academic Year 2023-2024

Class Coordinators (Revised)

First Year B.P.Yh

Medical Subjects:

<u>Subject Name</u>	<u>Staff In-Charge</u>	<u>Student In-Charge</u>
Human Anatomy	Dr. Snehal Khalegaonkar (PT)	Ms. Pratiksha Yadav Mr. Om Pakhare
Human Physiology	Dr. Ankita Shukla (PT)	Mr. Aniket Gaikwad Ms. Shruti Borade
Biochemistry	Dr. Aathira Pillai (PT)	Ms. Manasvi Bhandare Mr. Kushal Amle

Physiotherapy Subjects:

<u>Subject Name</u>	<u>Staff In-Charge</u>	<u>Student In-Charge</u>
Fundamentals of kinesiology and Kinesiotherapy	Dr.Shardul Sutar (PT)	Ms. Michelle Agilan Mr. Pratik Mahapure
Fundamentals of Electrotherapy	Dr. Sneha Joy	Mr. Pratik Nighojkar Ms. Kajal Sonawane




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SOP for Student In-charges

ROLES AND RESPONSIBILITIES

1. COMMUNICATION:

To Maintain good communication with the subject handling faculties.

2. ASSISTING PEERS:

To provide support and assistance for the classmates who may be struggling with the subject, to encourage collaborative learning.

3. CURRICULUM MANAGEMENT:

Oversee the curriculum or topics, which has been taught in an order and relevant to the syllabus or within the assigned subject area.

4. DOCUMENTATION:

Maintenance of Official documents like Attendance muster and External syllabus completion document.

5. TEAM WORK:

Emphasize working well with Subject staffs and students.

6. FEED BACK MECHANISM:

Establish a system for providing feedback on the subject - teaching and learning and address the concerns within the students group, related to the subject which helps to promote good learning environment.

7. LEADERSHIP:

Take leadership role in the subject area; motivate the classmates for a constructive learning atmosphere. If in case of any unfair or indiscipline activities happens in the class it is the responsibility of the student in charge to inform to the respective subject/ the class coordinators at the earliest.

8. REPORTING:

Provide regular updates and reports to the subject staff in charges on subject specific related activities, achievements and challenges.



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