



ASSOCIATION OF PSYCHIATRIC SOCIAL WORK PROFESSIONALS

(Reg No.: DRB-3/SOR/396/2019-20 Dt: 18.11.2019-20)

Ref No: 009/2020

Date: 22.05.2020

This Note gives an indicative list of the roles and responsibilities of the various organs/functionaries of APSWP. The APSWP Memorandum of Association and Bylaws do include the contents of this Note. However, here they have been extracted and given for easy reference.

LIST OF GOVERNING BODY MEMBERS (EXECUTIVE COMMITTEE) AS AT MAY 2020

Sl. No	Name	Position	Contact telephone	Email ID	Address
1.	Dr. Sobhana. H	President	94351 83606	sobhana@gmail.com	H, 39,677, Karikkamuri Cross Road, Ernakulam, Ernakulam District, Kerala, 682011
2.	Dr. Ketki Ranade	Vice President	98600 76567	ranade.ketki@gmail.com	24, Gogatewadi, S.B.Marg, Mahim, Mumbai, Maharashtra, 400016
3.	Dr. E. Aravind Raj	General Secretary	99016 52974	aravind.nimhans@gmail.com	#5, 9th main, Nataraja Layout, JP Nagar, 7th Phase, Bangalore, Karnataka- 560078
4.	Dr. Renjith R Pillai	Jt. Secretary	82810 66518	renjithpsw@gmail.com	#3423, Sector 47D, Chandigarh- 160047
5.	Dr. Jobin Tom	Treasurer	97421 69395	jobintom@gmail.com	Mandapathil, Idamattam PO, Pala, Kottayam District Kerala -686588
6.	Dr. Pravin B Yannawar	Member	9868 396877	pravin007yann@gmail.com	B-39/G-2, Shiv Apartment, Near DAV Centenary Public School,

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					Ramprastha, Chander Nagar, Ghaziabad, Uttar Pradesh - 201011
7.	Dr. Senthil M.	Member	62847 30868	senthilpsw83@yahoo.com	9/1, Main Road, Alakkudi (post), Thanjavur District, Tamil Nadu -613601
8.	Dr. Narendra Kumar Singh	Member	98351 91942	narendrapsw@gmail.com	QT.No. N2/7, Central Institute of Psychiatry (CIP), Kanke, Ranchi, Jharkhand- 834006
9.	Dr. Bhupendra Singh	Member	9355 632839	33bhupendrasingh@gmail.com	99a/30, Adarsh Nagar, Rohtak, Haryana - 124001
10.	Dr. G. Ragesh	Member	99644 94585	rageshpsw@gmail.com	Vrindavanam House, (Chalilparamb), Chelannur 8/2, Kannankara Post, Kozhikode District, Kerala- 673616
11.	Dr. Manisha Kiran	Member	94311 76281	drmanishakiran@yahoo.in	Samarpan, Devi Mandap road, Hesal, Ratu Road, Ranchi, Jharkhand- 834005

ROLES OF THE EXECUTIVE COMMITTEE:

1. To ensure adherence to and promote the aims and objects of the Association.
2. To ensure that all money transactions are held through a nationally recognized bank.
3. To raise funds by donations, grants, gifts, and other permitted means towards fulfilling the objects of the Association.
4. To ensure utilization of income towards promoting the objects of the Association.
5. To authorize the opening of bank accounts and operate such bank accounts, make deposits, withdraw funds, invest funds, issue, accept, sign, endorse and deliver cheques, drafts, letters of credit, and, in general, work as needed through permitted negotiable instruments. Such bank account(s) as and when opened shall be operated by authorised signatories as per approved instructions and for approved purposes.
6. To appoint the personnel of the Association, determine their remuneration, salaries and other service conditions and also to terminate their services, dismissal or otherwise and take disciplinary actions as necessary.
7. To decide on establishment of branch offices of the Association.

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8. To arrange for the publication of handouts, brochures, journals, documents, etc., as may be considered fit in the furtherance of the objects of the Association, as well as to determine the choice of digital media platforms, their contents, and their handlers.
 9. To appoint sub-committees/expert groups/core groups, etc., as needed for specific purposes from time to time, and with such powers as deemed fit, with members to be co-opted from among the members of the Association.
 10. To decide on the expulsion of a member in case he/she is convicted of any criminal offence or is persistently contravening the rules and regulations of the Association.
 11. To decide on any, every and all matters pertaining to or in connection with the administration of the Association and the successful pursuance of its aims and objects.
 12. In the event of any office bearer laying down office for whatever reasons, the Executive Committee can co-opt any member considered suitable for the office for the remaining period of the tenure or till the next elections are held.
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SPECIFIC ROLES OF OFFICE BEARERS:

1. PRESIDENT

- a. Shall be responsible overall for the functioning of the Association and will conduct Annual General Meetings, Extra-ordinary General Body Meetings and any other special meetings as may be necessary.
- b. Shall be in-charge of office correspondence and records, and responsible for all public pronouncements of the Association.
- c. Shall be responsible for the development of Annual Plans and their implementation
- d. Shall monitor and co-ordinate the functions of the other members of the Governing Body, Advisory Groups and sub-committees when constituted.

2. VICE PRESIDENT

- a. In the absence of the President, the Vice-President shall preside over the General Body and Governing Body meetings.
- b. The Vice-President shall assist the President in her/his duties to the association
- c. The Vice- President shall do the duties that are entrusted to him/her by the Governing Body.

3. SECRETARY

- a. Shall call for all meetings at the appropriate times and issue intimations to all concerned.
- b. Shall correspond with Governments and other organisations and liaise with other professional organizations in response to needs and in consultation with the President and other members.
- c. Shall supervise the general administration of the Association, monitor and coordinate all contracting of authorised works, and control the authorized

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payments to be made for such works that can include conferences, seminars, workshops, production of materials for sharing in the public domain, etc.

- d. Shall maintain Minutes of all meetings and all records pertaining to the organisation

4. JOINT SECRETARY

- a. The Joint Secretary shall assist the Secretary in his/her duties to the association
- b. The Joint Secretary shall do the duties that are entrusted with her/him by the Governing Body and/or the Secretary

5. TREASURER

- a. Shall be the Custodian of all funds of the Association, including corpus funds.
- b. Shall maintain a record of all payments and receipts.
- c. Shall operate bank accounts jointly with the Secretary / President
- d. Shall prepare monthly maintenance charge bills and ensure timely collection and deposit the collections in the bank in time.
- e. Issue timely reminders to payment defaulters and report to the President on progress from time to time
- f. Prepare balance sheets, annual accounts, profit/loss statements, and presentation to the AGM
- g. Prepare budget
- h. Arrange for audit of accounts at the appropriate time
- i. Present the expenditure statement and the proposed budget for the next year before the AGM

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ROLES AND RESPONSIBILITIES OF THE ADVISORY BOARD

The Governing Body is supported by an Advisory Board consisting of a select group of members – chosen based on annual technical support requirements – who jointly oversee the activities of the Association and guide the Governing Body. Selection of members is by nomination and the position is for a period of one year after which members are eligible to be re-nominated. The size of the Advisory Board is need-based, with a minimum number of 5 (five) members.

The Advisory Board is not a Statutory Body and will not hold authority over the governance of the Association. It will align itself with the purpose of the Association and work alongside the Board and the Staff Members to meet the purposes for which the Association has been formed. Members are expected to provide insights, technical intelligence, and knowledge to the Board to plan and create programmes, develop policies for building standards and quality in teaching, research and practice, help to develop ethical standards, and assist with planning and implementing advocacy, fundraising and other tasks that are deemed necessary and essential to achieve the goals of the Association.

Advisory Board meetings may be held based on need and not at any pre-fixed intervals, there being no minimum or maximum number of meetings prescribed per year. Meetings may be held online or in person.

The Association proposes to develop some basic guidelines for the selection of Advisory Board members. Meanwhile, a Founder Advisory Board has been constituted to draw in experienced persons, and the list of such members is as follows :

LIST OF ADVISORY BOARD MEMBERS AS AT MAY 2020

Sl. No.	Name	Mobile No.	Email ID	Address
1	Prof. Keith Gomez	044-24952183	babetanya@gmail.com	Prof. Keith Gomez, 4/60, Fourth Trust Cross Street, Mandavallipakkam, Chennai, Tamil Nadu - 600028
2	Dr. P. Ilango	94431 30827	pon.ilango@gmail.com	No.2, Gandhi Nagar 2nd Street, Crawford, Edamalaipattipudur PO, Tiruchirappalli District, Tamil Nadu - 620012
3	Dr. Sheila Daniel	98840 72327	sheilaphdaniel@gmail.com	F, Jyothi Apartment, Plot No. 2048, H Block, 5th Street, 12th Main Road, Anna Nagar, Chennai, Tamil Nadu- 600 040
4	Ms. Shalini K. Sharma	94480 00507	shaliniksharma@rocketmail.com	2.8E, Nirala, Vidya Rathna Nagar, Manipal - 576104

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5	Ms. Vidya Ramachandran	78298 53974	vidya.rama@ gmail.com	371, 100 Feet Road, H.A.L. Stage 2, Indiranagar, Bangalore, Karnataka - 560008
6	Dr. Rameela Shekhar	99804 63719	rameeshekh@ yahoo.co.in	Highland Home, Rao Bahadur Giriappa Garden, Highlands, Mangalore - 575002
7	Dr. Sayee Kumar	98404 71232	prof_vsk@ rediffmail.com	Plot No. 8, Vasantham Avenue, Bhavananthiar Street, Kamaraja Puram, Selaiyur post, Chennai, Tamil Nadu - 600 073
8	Ms. Tara Chacko	98800 30722	tarachacko@ hotmail.com	Flat #402, Brigade Lakeview Apartments, 41st Main, 4th Cross, BTM 2nd Stage, Bangalore, Karnataka - 560068
9	Dr. Kalpana Sarathy	88110 93508	kalpana.sarathy@tiss.edu	1A, Subham Residency, Malibagan, Kharguli Road, Guwahati, Kamrup (Metro), Assam - 781004
10	Dr. Anita V. Rego	99857 71932	anitarego77@ gmail.com	101, Sagar Apartment, Rajbhavan Road, Somajiguda, Hyderabad - 500082
11	Dr. Sonia Pereira Deuri	94350 80843	pereisonia@ gmail.com	NIRIBILI, PNGB Road, Near Central Jail, Kalibari, Tezpur, Sonitpur - 784001, Assam
12	Dr. Srilatha Juvva	99870 82510	juvva.srilatha@ gmail.com	Flat 9, Building 2, Faculty Quarters, Tata Institute of Social Sciences, V.N. Purav Marg Deonar, Mumbai, Maharashtra - 400088
13	Dr. Dipanjan Bhattacharjee	77628 22634	dipanpsw@gmail.com	Qt.No.21D, Type 4, Central Institute of Psychiatry (CIP), Kanke, Ranchi, Jharkhand-834006

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FUNCTIONS OF THE GENERAL BODY:

The General Body consists of all members who have paid their dues to the Association. Since the number runs into over a hundred, and since members are scattered all over the country and elsewhere, it is mandated for this Body to meet not more than once a year, unless an extra-ordinary meeting is called for under exceptional circumstances. The functions of this Body include the following:

1. Consideration of the Annual Report and audited accounts and approving the same.
2. Appointment of Auditors.
3. Election and removal of Members of the Governing Body / Advisory Board and filling up any vacancies arising during non-election years.
4. Approval of amendments or repeal of provisions contained in the Association's Bylaws

Since cheap technology is now available to connect people worldwide on handheld devices, the General Body Members of APSWP have been formed into a WhatsApp Group and are updated on important matters on a day-to-day basis, thus democratising the functioning of the organisation to an unprecedented level.

Dr. Sobhana
President

Dr. E. Aravind Raj
Secretary

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