



AYURVEDIC PRACTITIONERS ASSOCIATION OF SINGAPORE (APAS)

OPERATIONS HANDBOOK

Introduction

This handbook contains relevant documents that is required for its operation. It is a compilation of various documents and process that has been collated to run this association.

Usage

This document which is classified confidential is for the sole use of the executive committee members of APAS.

This document may not be shared, published, circulated, reproduced or distributed in whole or part to any other person without the prior written consent of the executive committee.

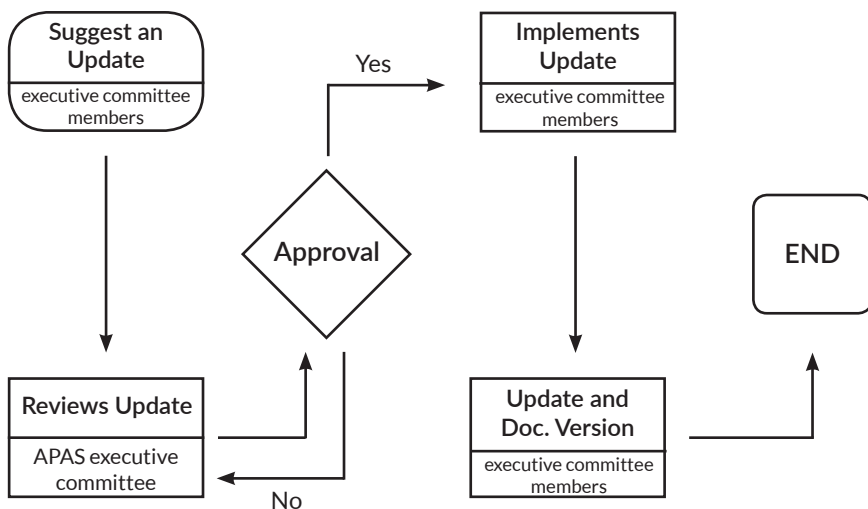
Revision and Updates

This document will be updated/amended as an when required. The add/delete/change portion will be deliberated and approved by the executive committee before the change in this document can take place.

The version sequencing of this document will be as follows.

- V 1.0 – 1st version
- V 1.x – 2nd version onwards
- V 2.0 – for major revamp or when document is updated after the next executive committee is formed.

Operation Handbook Revision and Updates Process



APAS EXECUTIVE COMMITTEE MEMBERS 2019 to 2021

	Name	Designation	Contact
1	Mr V.C Ajith Kumar	President	91056166
2	Ms Bindu Ancy Joshi	Vice President	84997166
3	Mr P. Karthikeyan	General Secretary	93273921
4	Ms Lakshmi Jayalakshmi Nair	Joint Secretary	91095611
5	Mr A.Mahesh	Treasurer	90622828
6	Mr E.J Joshi	Internal Auditor	96270661
7	Mr R.N Indusekhar Pillai	Exec. Member	96923256
8	Ms J.Niruba	Exec. Member	98263675
9	Ms Pinky Kamat	Exec. Member	98556993
10	Mr Abul Hassan Abul Jabbar	External Auditor	97813223

APAS DISCIPLINARY & GRIEVANCE COMMITTEE 2019 to 2021

	Name	Designation	Contact
1	Mr Jayakumar Narayanan BBM	Chairman	91013784
2	Ms Muhammad Nadjad Abdul Rahim	Member	98625741
3	Mr P. Chandran Nair	Member	91817222
4	Mr Rajesh Srinivasan	Member	98169846
5	Mr Raveendra Nathan Pillai Indusekhar	Member	96923256

LIST OF AYURVEDIC CENTERS REGISTERED WITH THE AYURVEDIC PRACTITIONERS ASSOCIATION OF SINGAPORE (APAS)

	Name of Center	Contact	Mobile
1	Amritha Ayurveda & Yoga11 Upper Dickson Rd, Singapore 207471	Ranjay Kamat	98556993
2	Ayur Centre Pte Ltd Blk 84 Bedok North Street 4, #01-17, S460084	Mr Karthikeyan	93273921
3	Ayur Centre Pte Ltd Blk 249 Jurong East Street 24, #01-86, S600249	Mr Karthikeyan	93273921

	Name of Center	Contact	Mobile
4	Ayurlife Ayurvedic Pte Ltd 103 Rangoon Road, #01-02 Rangoon Court, S218386	Mrs Lakshmi Jayalakshmi	91095611
5	Ayush Ayurvedic Pte Ltd 146 Race Course Road, S218595	Mr Ajit	91056166
6	Ayush Ayurvedic Pte Ltd Blk 135 Jurong Gateway Road, #02-333, S600135	Mr Ajit	91056166
7	Ayurveda Health Care Pte Ltd Blk 927 Yishun Central 1 #01-171, S760927	Mr Ajit	91056166
8	Global Ayurvedic Centre Pte Ltd 456 Race Course Road, S218698	Mrs Niruba	98263675
9	JBS Ayurvedic Healthcare Centre R66 Apartment #01-60, 60 Rangoon Road, S218350	Mrs Pinky Kamat	98556993
10	Kerala Ayurveda Centre Pte Ltd 43 Chander Road, S219544	Mr Joshi	96270661
11	Kerala Ayurveda Centre Pte Ltd Blk 472, Tampines St 44, #01-63 S520472	Mr Joshi	96270661

	Name of Center	Contact	Mobile
12	Kerala Ayurveda Centre Pte Ltd Blk 362, Clementi Ave 2, #01-101, S120352	Mr Joshi	96270661
13	Malayala Ayurveda Vaidyasala Pte Ltd 442 Serangoon Road #01-01, S218135	Mrs Leela Appoo / Mr Mahesh A	90622828
Last updated: 18-6-2019			

NEW MEMBERS INDUCTION PROGRAMME

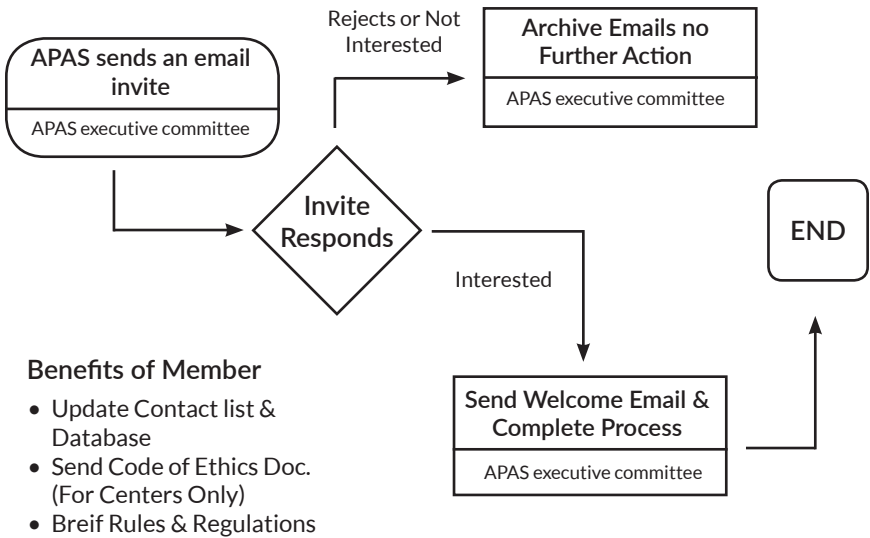
Introduction

The APAS executive committee can invite new members (Ayurvedic centers or Individual) or members of the public can email APAS to join in as a member.

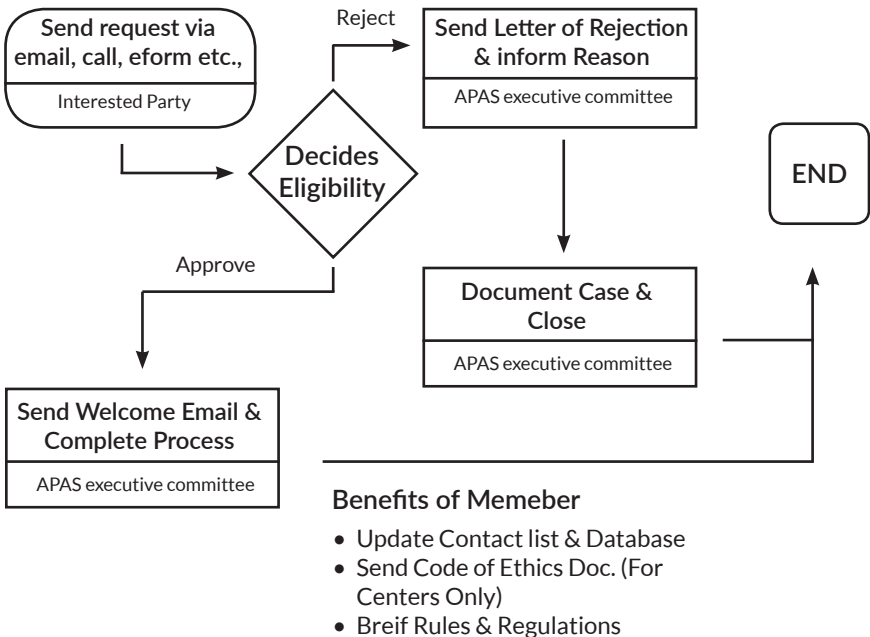
Scenario A: If APAS Knows there is a New Ayurvedic Centre or Wants to invite a member of the public

Scenario B: Non Invited Centres and Members of Public

Scenario A: If APAS Knows there is a New Ayurvedic Centre or Wants to invite a member of the public



Scenario B: Non Invited Centres and Members of Public



DISCIPLINARY & GRIEVANCE HANDLING PROCESS

INTRODUCTION

A grievant be it from the public or within the association can email APAS if there has been any form of grievance that he/she had encountered. It could be due to the service offered by a particular center's physician, therapist or any other employee.

ROLES AND RESPONSIBILITIES OF THE DISCIPLINARY & GRIEVANCE COMMITTEE

The primary role of this committee is to

1. Convene if there is a case of grievance towards a member of APAS or their center's services.
2. Conduct a thorough investigation regarding the complaint.
3. Advise a resolution plan to ensure the respondent's complaint is addressed.

