



# SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

SGMCRF/C1/Cultural Committee/2012

22/01/2024

## PROCEEDINGS OF THE PRINCIPAL

Sub: Cultural Committee re - constituted -reg

The Cultural Committee of the college is re - constituted with the following members w. e.f 20/01/2024.

- |  |              |
|--|--------------|
| 1) Dr. Benny P V, Professor & Head,<br>Dept. of Community Medicine | Chairperson  |
| 2) Dr. Archana Pillai , Asso Professor<br>Dept. of ENT             | Convener     |
| 3) Dr. Prameeda P R, Asso. Professor<br>Dept. of OBG               | Member       |
| 4) Dr. Nirmal George, Asst Professor,<br>Dept. of Pharmacology     | Member       |
| 5) Mr. Kiran K, Student Union                                      | Co- Convener |
| 6) Ms. AnanyaL   | Member       |
| 7) Mr. M Vishnu  | Member       |
| 8) Mr. Harikrishnan S  | Member       |
| 9) Mr. Anandu  | Member       |
| 10)Ms. Siva Sasi   | Member       |
| 11)Ms Viyayitha  | Member       |
| 12)Ms. Megna   | Member       |
| 13)Mr. Sabari Ramalingam   | Member       |



**PRINCIPAL**

*Sree Gokulam Medical College &  
Research Foundation, Venjaramoodu  
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# Sree Gokulam Medical College & Research Foundation

## Cultural Committee

### 1. Purpose

The Cultural Committee of Sree Gokulam Medical College is responsible for organizing and coordinating cultural events and activities within the college. This SOP outlines the roles and responsibilities of committee members, including union members, to ensure the successful planning and execution of cultural initiatives.

### 2. Committee Structure:

The Cultural Committee comprises the following members:

1. Chairperson
2. Convener
3. Co-Convener
4. Treasurer
5. Event Coordinators
6. Union Representatives
7. Members

### 3. Roles and Responsibilities:

#### Chairperson:

1. Provide leadership and direction to the Cultural Committee.
2. Oversee the planning and execution of cultural events.
3. Liaise with college administration for necessary approvals and support.

### **Convener**

1. Maintain records of meetings and decisions.
2. Coordinate communication within the committee and with external stakeholders.
3. Assist in the preparation of event schedules and timelines.

### **Co-Convener Assist Convener in:**

1. Maintain records of meetings and decisions.
2. Coordinate communication within the committee and with external stakeholders.
3. The preparation of event schedules and timelines.

### **Treasurer:**

1. Manage the budget allocated for cultural activities.
2. Keep accurate financial records and submit reports to the committee regularly.
3. Seek approval for additional funds if necessary.

### **Event Coordinators:**

1. Plan and organize specific cultural events assigned to them.
2. Coordinate with various subcommittees and volunteers.
3. Ensure all logistics, including venue, equipment, and permissions, are arranged.

### **Union Representatives:**

1. Act as a bridge between the Cultural Committee and the student union.

2. Gather feedback and suggestions from the union to enhance cultural activities.
3. Encourage student participation and engagement in cultural events.

#### **Members Assist in event coordinators in:**

1. Plan and organize specific cultural events assigned to them.
2. Coordinate with various subcommittees and volunteers.
3. Ensure all logistics, including venue, equipment, and permissions, are arranged.

#### **4. Workflow:**

##### **Event Planning:**

- The committee, led by the Chairperson and Vice Chairperson, identifies cultural events for the academic year.
- Event Coordinators prepare detailed plans, including budgets and timelines, for their assigned events.

##### **Budget Approval:**

- The Treasurer presents the budget for each event to the committee.
- Committee members, including union representatives, review and approve the budget.

##### **Execution:**

- Event Coordinators, with support from volunteers, execute the events according to the approved plans.
- Regular check-ins and updates are provided to the committee.

##### **Post-Event Evaluation:**

- A debriefing session is conducted after each event to evaluate its success and identify areas for improvement.

- The committee documents lessons learned and updates the SOP accordingly.

### **5. Communication:**

Regular meetings are scheduled to discuss ongoing activities, challenges, and updates. The committee maintains open communication channels with the student union and college administration.

### **6. Amendments to SOP:**

Any proposed changes to this SOP must be discussed and agreed upon by the Cultural Committee. Amendments are subject to approval by the committee members. This SOP is effective as of 29/01/2024 and will be reviewed annually or as needed.