



SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

SGMCRF/C1/GCIC/2012

22/01/2024

PROCEEDINGS OF THE PRINCIPAL

Sub: Green Campus Initiative Committee re -Constituted -reg

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

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| 1. Dr. Benny P V, Professor &Head, Dept. of Community Medicine | Chairperson |
| 2. Dr. Divija, Associate Professor, Dept. of Community Medicine | Convener |
| 3. Dr. Nirmal George, Associate Professor, Dept. of Pharmacology | Member |
| 4. Mr. Githosh, Secretary to Chairman | Member |
| 5. Mr. Aji, Maintenance in-charge | Member |



[Signature]
PRINCIPAL

Sree Gokulam Medical College &
Research Foundation, Venjaramoodu,
Thiruvananthapuram-695 607

Sree Gokulam Medical College & Research Foundation

Green Campus Initiative Committee

1. Purpose:

The purpose of this SOP is to outline the responsibilities and procedures of the Green Campus Initiative Committee at Sree Gokulam Medical College. The committee is responsible for implementing and overseeing initiatives aimed at promoting sustainability and environmental consciousness within the campus.

2. Scope

This SOP applies to the members of the Green Campus Initiative Committee, including the Chairman, Convener, and other appointed members.

3. Committee Members

The members of the Green Campus Initiative Committee are as follows:

1. Dr Benny P V, Professor & Head, Dept. of Community Medicine - Chairman
2. Dr Divija, Associate Professor, Dept. of Community Medicine - Convener
3. Dr Nirmal George, Associate Professor, Department of Pharmacology - Member
4. Mr. Githosh Kumaran, Secretary to Chairman - Member
5. Mr. Ajikumar, Maintenance Manager - Member

4. Responsibilities

Chairman

- . Provide leadership and vision to the committee.
- . Oversee the implementation of green initiatives and monitor progress.
- . Approve the budget and resources required for green initiatives.

Convener

- . Coordinate and facilitate committee meetings.
- . Develop and maintain the Green Campus Initiative action plan.
- . Liaise with other departments and stakeholders to ensure the successful implementation of initiatives.

Members

- . Contribute to the development and implementation of green initiatives.
- . Provide expertise and support in their respective areas of responsibility.

5. Meeting Procedures:

Regular Meetings:

- The committee shall meet at regular intervals, as determined by the Chairman and Convener.
- Agendas and meeting schedules will be circulated in advance by the Convener.
- Minutes of the meetings will be recorded and distributed to all members.

Quorum

- A quorum shall be present for the meeting to proceed, with a minimum of three members, including the Chairman or Convener.

6. Initiatives and Projects:

Proposal Submission:

- Members can submit proposals for green initiatives to the Convener for review and consideration.
- Proposals should include details such as purpose, budget, resources required, and expected outcomes.

Implementation:

- Approved initiatives will be assigned to specific members for implementation.
- Progress reports will be provided at regular intervals to the Convener and Chairman.

7. Communication and Reporting:

- The committee will communicate updates and progress on initiatives to the college administration, faculty, and students.
- The Convener will be responsible for preparing reports on the committee's activities to be submitted to the college management.

8. Review and Amendments

- This SOP will be reviewed annually and amended as necessary to ensure its relevance and effectiveness.
- Proposed amendments will be discussed in committee meetings and implemented upon approval by the Chairman.

9. Document Control

- The Convener will be responsible for maintaining all records related to the Green Campus Initiative Committee, including meeting minutes, proposals, and reports.

10. Approval

This SOP has been reviewed and approved by the Chairman of the Green Campus Initiative Committee.

This Standard Operating Procedure will serve as a guiding document for the Green Campus Initiative Committee at Sree Gokulam Medical College and will be followed by all members to ensure the successful implementation of green initiatives within the campus.