



SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

SGMCRF/C1/PE&SC/2012

22/01/2024

PROCEEDINGS OF THE PRINCIPAL

Sub: Physical Education and Sports Committee re - constituted -reg

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

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|--|-------------|
| 1) Dr. Lalitha Kailas, Principal | Chairperson |
| 2) Dr.Mohammed Shabaz Sherif, Asst. Professor
Dept. of Orthopaedics | Convener |
| 3) Dr. Jithu S J Nath, Asst Professor
Dept. of Community Medicine | Member |
| 4) Mrs. Bini Balakrishnan , Asst Professor
Dept. of Physiology | Member |
| 5) Mr. Satheesh , Lecturer in Physical Education | Member |
| 6) Mr. Sreehari, Students Sports Secretary | Member |
| 7) Ms. Amina pazhayathavalam, Sports Secretary | Member |
| 8) Ms. Vijayitha S Kumar(2020 Batch)UG Student | Member |



PRINCIPAL

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

Sree Gokulam Medical College & Research Foundation

Physical Education and Sports Committee

1. Purpose:

The purpose of this Standard Operating Procedure (SOP) is to outline the roles, responsibilities, and procedures of the Physical Education and Sports Committee at Sree Gokulam Medical College.

2. Committee Members:

1. Dr Lalitha Kailas - Principal (Chairman)
2. Dr Mohammed Shabaz Sherif, Asst. Prof, Dept. of Orthopaedics, Convener
3. Dr Jithu S J Nath - Asst. Professor, Dept. of Community Medicine (Member)
4. Mrs. Bini Balakrishnan - Asst. Professor, Dept. of Physiology (Member)
5. Mr. Satheesh - Lecturer in Physical Education (Member)
6. Mr. Sreehari - Students Sports Secretary (Member)
7. Ms. Amina Pazhayathavalam - Sports Secretary (Member)
8. Ms. Vijayitha S Kumar - UG Student (Member)

3. Roles and Responsibilities:

Chairman (Dr Lalitha Kailas):

- Provides leadership and guidance to the committee.
- Oversees the implementation of sports and physical education activities.
- Ensures compliance with college policies and regulations.

Convener (Dr Mohammed Shabaz Sherif):

- Coordinates all activities of the committee.

- Liaises with other departments and external organizations for sports events and resources.
- Prepares reports and updates for the principal and committee members.

Members:

- Actively participate in meetings and discussions.
- Provide input and suggestions for improving sports and physical education programs.
- Assist in organizing sports events, tournaments, and fitness activities.
- Support the convener in fulfilling the objectives of the committee.

4. Procedures:

a. Planning and Organization:

- The committee meets regularly to discuss upcoming events, allocate resources, and address any issues.
- The convener, in consultation with other members, prepares an annual sports calendar detailing events, dates, and venues.

b. Implementation:

- The committee oversees the implementation of sports and physical education programs as per the approved calendar.
- Responsibilities for specific events and activities are delegated among members as appropriate.

c. Resource Management:

- The committee ensures the availability of necessary resources such as sports equipment, facilities, and personnel.
- Budget allocation and procurement of additional resources are managed by the convener in collaboration with relevant stakeholders.

d. Promotion and Communication:

- The committee promotes sports and physical fitness through various channels such as posters, social media, and announcements.
- Regular communication with students, faculty, and staff is maintained to encourage participation and awareness.

e. Monitoring and Evaluation:

- The committee monitors the progress and success of sports programs and events.
- Feedback from participants and stakeholders is collected and used for continuous improvement.
- Performance indicators are tracked to assess the effectiveness of sports initiatives.

f. Compliance and Safety:

- The committee ensures compliance with college policies, rules, and regulations related to sports and physical education.
- Safety measures are implemented to minimize the risk of injuries during sports activities.

g. Reporting:

- The convener prepares periodic reports summarizing the activities, achievements, and challenges faced by the committee.
- Reports are submitted to the principal for review and dissemination to relevant stakeholders.

4. Amendments

- Any amendments or revisions to this SOP must be approved by the chairman and communicated to all committee members.

6. Review:

- This SOP is subject to periodic review to ensure its relevance and effectiveness in achieving the objectives of the Physical Education and Sports Committee.

7. Approval:

- This SOP is approved by Dr Lalitha Kailas, Chairman of the Physical Education and Sports Committee, Sree Gokulam Medical College.

8. Effective Date:

- This SOP is effective from 06/02/2024.