



# SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

Recognized by National Medical Commission & Affiliated to KUHS  
Accredited by NABH



SGMCRF/C1/PE&SC/2012

19/09/2024

## 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 17/09/2024

- |   |             |
|---|-------------|
| 1) Dr. Nandini V R, Principal   | Chairperson |
| 2) Dr.Mohammed Shabaz Sherif, Asst. Professor<br>Dept. of Orthopaedics          | Convener    |
| 3) Mr. Sarath T, Physiotherapist<br>Dept. of Physical Medicine & Rehabilitation | Member      |
| 4) Mrs. Bini Balakrishnan , Asst Professor<br>Dept. of Physiology               | Member      |
| 5) Mr. Satheesh , Lecturer in Physical Education                                | Member      |
| 6) Mr. Ashik Ali, Students Sports Secretary                                     | Member      |
| 7) Ms. Aiswarya B R, Sports Secretary   | Member      |
| 8) Ms. Vijayitha S Kumar(2020 Batch )UG Student                                 | Member      |



**PRINCIPAL**

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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.