



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Policy number: *SGMC/Acad.Pol/102/2024*

Category: General

Content: Resource Utilisation Procedures

Effective Date: *25.04.2024*

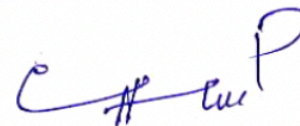
Inquiries: Office of the Principal,

Sree Gokulam Medical College & Research Foundation,  
Venjaramoodu, Thiruvananthapuram  
Tele: 0472-3041234-2405

Signed by:



  
Vice-Chairman

  
Dean Emeritus

  
Principal



## Resource Utilisation Policy

### Statement of Purpose

Sree Gokulam medical College & Research Foundation has established standard operating procedures for utilisation of its facilities.

### Scope of the Policy

Standard operating procedures for utilisation of physical facilities including academic, administrative, hospital and other facilities on the campus.

### Policy

Procedure for maintenance and utilisation of physical facilities:

#### I. Maintenance:

- A. Heads of the departments, Internal Quality Assurance Cell (IQAC), Infrastructure Development and Maintenance Committee and Library Committee conduct periodical meetings to assess the requirement for maintenance works. The matter is communicated to the Principal. Principal conveys the approved matters to the management for the necessary actions.
- B. Management, Purchase and Finance departments finalise the prioritised budgetary allocations for the approved activities.
- C. Institution practices preventive maintenance by periodical check-ups, early detection, regular maintenance to avoid major maintenance works.

#### II. Accessibility of physical facilities:

- A. All the physical facilities for teaching, like class rooms, laboratories, museums, libraries, skills lab, research labs are available to all the faculty and the students.



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

B. All the sports facilities, such as, sports ground, basketball ground, and indoor sports facility are available to all the staff and the students.

C. Common rooms and other student facilities are available to all the students.

D. Facilities such as hospital (for treatment), book stores, grooming facilities, cafe and canteen are available to staff and students as paid facilities, at subsidised rates.

E. Gymnasium is a paid facility for the staff, but, a free facility for the students.

F. Swimming pool is a paid facility for both staff and students.

G. Hostel and mess facilities are paid facilities for the students.

H. All the e-facilities are available to staff and students at nominal fees.

### III. Utilisation of physical facilities:

A. Classrooms: Classrooms are allotted as per the schedules. Principal's office and audio-visual unit will coordinate the allotment of common lecture halls. As five lecture halls are available, the four large batches of undergraduates will always have classrooms available. Lecture halls, (especially Lecture hall 5, which acts as mini-auditorium) are also allotted for co-curricular and extra-curricular activities outside the instructional hours with prior permission from the Principal's office. Demonstration rooms and Seminar halls within the departments are allotted as per the time tables by the Head of the Department and the faculty in-charge.

B. Laboratories: Laboratories are allotted as per the schedule by the respective Head of the Department and the faculty in-charge of schedules.

C. Research Laboratories: Research Laboratory is allotted by the In-charge to the faculty and the postgraduates involved in research. Lab technicians and Lab assistants will help in smooth functioning without overlap.

D. Lecture Theatre: Lecture Theatre is used for conducting CMEs, Conferences, Gokulam Academic Meets, Expert Talks, large meetings, etc. This hall is allotted by Secretary to the Chairman.



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

E. Conference Rooms: Main Conference Room is located near the Principal's office is used for College Council Meetings, Institutional Ethics Committee meetings, and other meetings with NMC or any other smaller meetings of importance. This conference hall is allotted by the Principal's office. Cardiology Conference room is used for clinical meetings, etc. and is allotted by Secretary to the Chairman.

F. Ground, and other sports facilities: It is allocated by the Department of Physical Education for the events. The grounds are also available for external users on invitation. Student union ensures smooth functioning in day-to-day playing.

G. Gymnasium and swimming pool: Those with membership are allowed the use by the department of physical education.

H. Library: Library is available to the staff and students. Outsiders can use the facility with prior permission from the Principal.

I. IT Facilities: Staff and students have access to the IT facilities that are available as mobile applications. Staff can access hospital management system, library management system, learning management system and student information by signing in. Students can access learning management system, student information and access the library by signing in. For accessing hardware facilities, permission is sought by the in-charge officers.

J. Hostel and Mess: Hostel facilities are allowed by the College Office for the students and by the HR department for the staff. Allotment is done by the hostel managers / in-charges. Mess facility is allowed only for the inmates.

K. Parking: Parking facility is made available for the staff at all the time. Visitors parking is based on the availability. Residents are allowed vehicles inside the campus and hence parking. Students are not permitted vehicles inside the campus as a green initiative.



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Facility	Utilisation	Procedure	Authority
Lecture halls	Conducting classes	Schedules	Principal's Office
Lecture halls & Mini-auditorium	Co-curricular & extra-curricular activities	Written requests	Principal's office
Mini-auditorium & Exam hall	Examinations	Schedules	Principal's office
Demonstration & Seminar Rooms	Small group teachings	Schedules	Department Head
Lecture Theatre	Co-curricular activities, Meetings	Schedules/brochures	Secretary to Chairman
Laboratories	Practical sessions & exams	Schedules	Department Head
Research Laboratories	Research by Faculty & PGs	Written requests	Laboratory In-charge
Conference Rooms	Conferences, meetings	Written requests	Principal's office (CR1) & Secretary to Chairman (CR2)
Outdoor & indoor sports facilities	Sports and games	Requests for events	Physical education Department
Gymnasium & Swimming pools	For use	Membership	In-charge Officer
Library	Reference & other services	Membership. Written request for outsiders	Librarian
Hostel	Residing and mess	Written requests	Hostel Warden
Parking Area	Parking facility	Sensors on vehicle	CSO



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

## Applies to:

Employees of all the categories and students.

Prepared by	Reviewed by	Approved by
Dr Mamata Chimmalgi Professor of Anatomy, IQAC Coordinator	Dr P Chandramohan Dean	Dr K K Manojan Vice-Chairman & Director
Policy Number	Effective Date	Validity
SGMC/Acad.Pol/102/2024	25.04.2024	5 years