



# SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

SGMCRF/C1/SSGP 2012

04/05/2024

## PROCEEDINGS OF THE PRINCIPAL

Sub: Students Support Guidance Programme Cell Committee re- Constituted -reg

The Students Support Guidance Programme Cell Committee of the college is re-constituted with the following members w. e.f 20/01/2024.

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| 1) Dr. K K Manojan, Vice Chairman & Director   | Advisory Board |
| 2) Dr. P. Chandramohan , Dean Emeritus   | Advisory Board |
| 3 ) Dr. Lalitha Kailas, Principal  | Chairperson    |
| 4 ) Dr. Sreekanth K S, Professor, Dept.of Biochemistry<br>Dean, Sree Gokulam College of<br>Allied Medical Sciences &Research | Convener       |
| 5) Dr. Anil Bindhu S , Professor,<br>Dept. of Community Medicine   | Convener       |
| 6) Dr. Rekha R S, Asso.Professor<br>Dept. of Ophthalmology   | Member         |
| 7) Dr. Messaline Sunitha, Professor<br>Dept. of Pharmacology   | Member         |
| 8 ) Dr. Nimmy P V, Professor, Dept. of OBG   | Member         |
| 9 ) Dr. Beena Kumari, Professor<br>Dept. of Physiology   | Member         |
| 10 ) PTA Representative  | Member         |
| 11) Mr. Kiran K, Student Representative (Male )  | Member         |
| 12) Ms. Ananya L, Student Representative (Female)  | Member         |



PRINCIPAL

Sree Gokulam Medical College &  
Research Foundation, Venjaramoodu

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

## **Student Support and Guidance Programme**

### **1. Introduction**

1.1 In order to improve the academic performance and examinations results of the MBBS students, a scheme has been implemented by Kerala University of Health Sciences to all the affiliated Institutions.

1.2 For the effective implementation of the scheme the college has to establish a student support cell.

1.3 The cell will be known as Student Support and Guidance Programme, here in after mention as SSGP.

### **2. Purpose of forming SSGP**

2.1 This will act as a link between the University and students.

2.2 SSGP will guide and support students to improve their academic performance.

### **3. Constitution of SSGP**

3.1 Two Faculty members from the institution shall be in charge of the programme and their names will be nominated by the Principal.

3.2 The two nominated members by the Principal shall be the conveners of SSGP in the college.

3.3 One male and one female faculty member, preferably attending the classes of first year students shall be the nominated conveners.

3.4 Other members include, the Principal/Dean, Managing Director, Parent representative and student representatives as directed by the University.

3.5 The members of this committee are permanent, except the student representatives and parent representatives.

3.6 A member can resign from the committee by informing one month prior to his/her resignation with a valid reason and the committee can recommend for the replacement as per the University guidelines.

3.7 Members must keep the confidentiality of the matters discussed in the committee.

#### **4. Training for SSGP**

4.1 A two days training is arranged by the University to the nominated conveners at the University centre, Thrissur.

4.2 The conveners might be trained in the topics of basic principles of counselling, practical skills, addressing academic issues of students.

4.3 There shall be an annual review meeting for the conveners conducted by the University in which the conveners will present the annual report.

#### **5. Conduct of meetings of SSGP**

5.1 A sensitisation programme shall be conducted for the students as well as for the parents at the beginning of every academic year along with the scheduled orientation programme.

5.2 The meetings of members of ARCC will be conducted as and when it is required.

5.3 The students can meet the conveners at any day at their available time and the purpose of the meeting shall be recorded by the convener.

5.4 Review meeting shall be conducted yearly and as and when it is required.

#### **6. Minutes of the meetings of SSGP**

6.1 Minute of the meeting shall be prepared by the conveners and will be maintained as a record.

6.2 Copy of the minutes will be submitted to the Principal for documenting.

## **7. Keeping Records**

7.1 Hard copy as well as soft copies of all the proceedings as well as records will be kept with the conveners. Same copies will be kept in the Principal's office also for reference.

7.2 A confidential register will be kept to record the academic issues of students and will be maintained exclusively by the conveners.

## **8. Appellate Authority**

8.1 The Principal of Sree Gokulam Medical College and Research Foundation will be the appellate authority at college level.

8.2 The Dean, Student Affairs of Kerala University of Health Sciences (KUHS) will be the highest appellate authority at University level.