



# 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/IDMC/2012

19/09/2024

## PROCEEDINGS OF THE PRINCIPAL

Sub: Infrastructure Development & Maintenance Committee re - Constituted -reg

The Infrastructure Development & Maintenance Committee of the college is re - constituted with the following members w. e.f 17/09/2024.

- |   |             |
|---|-------------|
| 1) Dr. K K Manojan, Vice Chairman       | Chairperson |
| 2) Dr. P Chandramohan , Dean Emeritus   | Member      |
| 3) Dr. Lalitha Kailas, Associate Dean   | Member      |
| 4) Dr. Nandini V R, Principal           | Member      |
| 5) Medical Superintendent               | Member      |
| 6) Deputy Medical Superintendent        | Member      |
| 7) NAAC Coordinator                     | Member      |
| 8) Mr. Githosh K, Secretary to Chairman | Convener    |
| 9) Ms. Arushi Raju, Manager Strategies  | Member      |
| 10) Mr. Manu, Purchase Manager          | Member      |
| 11) Mr. Aji, Maintenance In - Charge    | Member      |



**PRINCIPAL**

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Sree Gokulam Medical College &  
Research Foundation, Venjaramoodu  
Thiruvananthapuram-695 617

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

## **Infrastructure Development & Maintenance Committee**

### **A. Composition of the committee:**

1. Director
2. Dean Emeritus
3. Principal
4. Medical Superintendent
5. Deputy Medical Superintendent
6. NAAC Coordinator
7. Mr. Githosh. K, Secretary to Chairman
8. Mr. Manu Balachandran, Purchase Manager
9. Mr. Aji. C.C, Manager Project & Maintenance

### **B. Statement of Purpose:**

The Infrastructure Development & Maintenance Committee of Sree Gokulam Medical College & Research Foundation is committed to creating and sustaining a world-class environment that supports excellence in medical education, research, and healthcare delivery. Our mission is to ensure the continuous enhancement, optimal utilization, and seamless maintenance of the physical infrastructure within the institution, fostering an atmosphere conducive to learning, innovation, and patient care.

### **C. Objectives / functions of the committee:**

- Facility Enhancement: Identify, plan, and implement infrastructure projects that contribute to the advancement of medical education, research, and patient care.

- **Quality:** Establish robust systems for routine maintenance, repairs, and upgrades to ensure the longevity and efficiency of existing infrastructure. Proactively address issues and prioritize preventive measures to create a safe, functional, and aesthetically pleasing environment.
- **Resource Optimization:** Strive for cost-effective solutions and sustainable practices in infrastructure development and maintenance. Collaborate with various stakeholders to optimize the allocation of resources, including finances, manpower, and technology.
- **Technology Integration:** Embrace technological advancements to enhance infrastructure management. Explore opportunities to integrate smart technologies for energy efficiency, security, and improved operational effectiveness.
- **Safety and Compliance:** Uphold the highest standards of safety and regulatory compliance. Regularly assess infrastructure elements to ensure alignment with local and international standards, creating a secure and compliant environment for all stakeholders.
- **Stakeholder Engagement:** Foster open communication and collaboration with faculty, students, staff, and the broader community. Seek feedback and input to understand evolving needs, and incorporate stakeholder perspectives into decision-making processes.
- **Sustainability Initiatives:** Incorporate environmentally friendly practices into infrastructure development and maintenance. Explore opportunities for renewable energy, waste reduction, and eco-friendly construction materials to contribute to sustainable and responsible campus development.

## **D. Powers/ Duties of the committee:**

### **1. Project Initiation and Approval:**

- Initiate and propose infrastructure development projects based on strategic goals and institutional needs.
- Evaluate project proposals, conduct feasibility studies, and present recommendations for approval by the relevant authorities.

### **2. Budget Oversight:**

- Develop and manage the budget for infrastructure projects, ensuring fiscal responsibility and compliance with financial guidelines.
- Monitor expenditures, identifying cost-effective solutions and reallocating resources when necessary.

### **3. Contracting and Procurement:**

- Oversee the selection of contractors, architects, and vendors for infrastructure projects through fair and transparent procurement processes.
- Ensure adherence to quality standards and contractual obligations.

### **4. Collaboration and Communication:**

- Foster collaboration with internal stakeholders, including academic departments, administrative units, and the broader community.
- Maintain open communication channels, providing regular updates on project status and seeking feedback from relevant parties.

## **5. Emergency Response and Crisis Management:**

- Develop and implement emergency response plans for infrastructure-related crises, ensuring the safety and well-being of all occupants.
- Coordinate with relevant authorities and stakeholders during crisis situations.

## **E. Frequency of Meeting**

- Once in 6 months

## **F. Tenure of the committee**

- 3 years In the event of death/retirement/ resignation/ removal by management of any member substitute member can be nominated by the college council.