



# SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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## CAMP COMMITTEE

**Chairperson:** Dr Gnanam, RMO

**Coordinator:** Dr S. Gowthaman, Assistant Professor, Community Medicine

**Role of Coordinator:** To conduct periodic outreach activities-camp , NSS related activities, YRC, NCC related activities and to maintain committee related documents.

**Terms for Reference:** Members will be rotated or replaced after the completion of 4 years or any other members retire or resign during their tenure. This committee will meet three months once under the Chairperson and Coordinator. The coordinator will be responsible for organizing the camps, committee meeting and minutes recorded.

**Quorum:** 50% of the members should be present for the Committee meeting

**Schedule:** Conduct meetings 3 months once and as and when needed.

## **ROLES AND RESPONSIBILITIES:**

1. Defining the role responsibilities and composition of the camp team.
2. Draw the periodic/annual time table for conducting the camps and outreach extension activities
3. Discuss about the Date, time and place of the camp should be decided after consulting the local people and panchayat.
4. Decide the venue -should be reachable, feasible and get the permission.
5. Discuss about the requirements for the camp
6. Procure the items, lab equipment, medicines and some emergency and essential drugs required for camp
7. Arranging the furniture's and other essential items required for the camp.
8. Arranging the transport facility for the staff members and for the patients.
9. Assigning the duties for each staff members
10. Keep a track of the referral patients.
11. Maintaining and compelling the camp data.
12. Submit the camp details with statistics to the Dean



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## COMMITTEE MEMBERS:

S.No.	NAME OF THE MEMBERS	DESIGNATION AND DEPARTMENT	POSITION HELD
1.	Dr. Gnanam. D	Residential Medical Officer	Chair person
2.	Dr. Gowthaman	Assistant Professor, Community Medicine	Co-ordinator
3.	Dr.Janagan	Professor, Pharmacology	Member
4.	Dr.Selvakumar	Professor, Physiology	Member
5.	Dr. S. Satish	Assistant Professor, General surgery	Member
6.	Dr. C. Suhasini Karnal	Assistant Professor, OBG	Member
7.	Dr.Vijay Krishna	Associate Professor, Ophthalmology	Member
8.	Dr Valarmathy	Lady medical officer	Member
9.	Ms.Gunasundari	PRO	Member
10.	Ms. Lurdh Marie	MSW	Member

## DOCUMENTATION AND RECORD KEEPING

### MAINTENANCE RECORDS

Maintain accurate and up-to-date records of all camps & activities.

### REVIEW AND REVISION

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes

### APPROVAL

This SOP is approved by the Dean and will be reviewed annually or as required.

*Danthu*

IQAC COORDINATOR

*[Signature]*  
DEAN  
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Chennai-600 069.