



# SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

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

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : [smmchri2009@gmail.com](mailto:smmchri2009@gmail.com), [smmchri@yahoo.com](mailto:smmchri@yahoo.com)

Website : [www.smmchri.res.in](http://www.smmchri.res.in)

## GOVERNING BODY

### STANDARD OPERATING PROCEDURE

#### 1. Goal

The goal of the Governing Body SOP is to provide precise policies and procedure for efficient management, supervision, and decision-making in the Institute. It delineates the functions, accountabilities, and procedures necessary to provide open, effective, and responsible governance.

#### 2. Composition of the Governing Body

The Governing Body composition

The person in charge of giving the Institute strategic direction and oversight make up

the Governing Body. The composition of governing body members is

- Chairperson (Managing Trustee /MD)
- Co-chairperson (Dean)
- Convener/Coordinator (Senior faculty)
- Representatives from the sponsoring authority or board
- External Members (subject matter experts, community leaders, etc.)
- Faculty Representatives

#### Committee Members:

S.No	Name	Designation/Department	Position Held
1.	Dr. Shobana M Rakesh	Managing Director	Chairperson
2.	Dr.Jayanthi R	Dean	Co-Chairperson
3.	Mr. Satish	AO, Vani Vidyalaya Senior Secondary & Junior School	External Expert



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4.	Dr.Durairajan	Vice Principal Academics	Convenor/Coordinator
5.	Dr.Muthukumar	Vice Principal - Administration	Member
6.	Dr. Sampathkumari	Professor in OBG	Senate member- University Nominee
7.	Dr.Supadevi	Associate Professor, Anatomy	Member secretary
8.	Dr. Sunitha	Professor in ENT	Faculty Representative
9.	Dr. Gnanam	RMO	Member
10.	Mr.Ramachandran	CFO	Finance Representative
11.	Mr.Rajkumar	Admin Staff	Administrative Representative

### 3. Roles and Responsibilities

#### 3.1 Chairperson

Give the Governing Body guidance and leadership.

Represent the Body to interested parties outside of it.

#### 3.2 The co- Chairperson

(Dean) is the Institute's chief executive officer.

Oversee council meetings and make sure that the schedule and agenda are followed.

Put into action the decisions and policies that the Governing Body has authorized.

Reports and updates on college performance and activities should be given to the Body.



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### **3.3 Coordinator/Convenor**

Calls meetings and arranges for the distribution of information among members sets up the agenda and runs the meeting. records meeting minutes.

### **3.4 Board Representatives**

Serve as intermediaries between the Governing Body and the sponsoring authority or board, offer direction and assistance to the body during its decision-making procedures.

Make sure that it is in line with the sponsoring authority's strategic goals and objectives.

### **3.4 Outside Participants**

Bring a range of knowledge and viewpoints to the governing body

Provide your opinions and suggestions on strategic projects and difficulties.

Take part in committees and decision-making processes as needed.

### **3.5 Academic Representatives**

Reflect the concerns and interests of the faculty.

Contribute to discussions about administrative and academic issues in the council.

Inform the faculty of council policy and decisions.



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## 4. Functions

Administration policies, academic policies, finance manuals, quality policies, HR policies, alumni manuals, IT policies, faculty welfare policies, research promotion policies, policies for financial support for faculty, etc.) concerning courses to be offered, sanctioning posts of teaching faculty, hiring of non-teaching and administrative staff, employment terms for teaching and non-teaching staff, staff behavior, and students 'academic and extracurricular activities are all decided by the Governing Body, which also makes sure these policies are updated on a regular basis. Approves the curriculum implementation and curricular enrichment as recommended by the College Council and the curriculum committee.

It oversees the management of the Institute tangible assets and approves and settles the minutes of the College Council, Board of Studies, Finance Committee, and IQAC.

Evaluations for applying various regulatory authorities 'accreditations (NMC, NAAC, NIRF, UGC). Oversees the efficient operation of the college various non-statutory committees and provides guidance and encouragement for applying for financing from various funding organizations.

## 5. Procedures for Meetings

### 5.1 Consistent Gatherings

Regular meetings of the Governing Body must be held at prearranged intervals,

Ideally twice a year.

All members will get an advance copy of the agenda and schedule for the meetings.

### 5.2 Making Decisions

Consensus should be used wherever feasible to make decisions.

The bylaws shall include voting methods and quorum requirements in the event of a dispute.



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## **5.3 Documentation**

Detailed minutes from every meeting must be kept on file.

Attendance, agenda items, debates, decisions, and action items must all be included in the minutes.

## **6. Strategic Planning and Oversight**

### **6.1 Strategic Planning**

Develop and periodically review the strategic plan of SMMCHRI.

Set long-term goals and objectives aligned with the mission and vision of the institution.

### **6.2 Oversight**

Monitor the implementation of strategic initiatives and performance indicators.

Evaluate progress towards goals and make adjustments as necessary.

## **7. Financial Oversight**

### **7.1 Budget Approval**

Review and approve the annual budget proposed by the Dean or financial officer.

Ensure alignment with strategic priorities and financial sustainability.

### **7.2 Financial Reporting**

Receive regular financial reports and updates on the college financial status.

Conduct audits and reviews to ensure compliance with financial policies and regulations.



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## 8. Formulation and Acceptance of Policies

### 8.1 Formulation of Policies

When necessary, create and evaluate institutional policies and procedures.

Make sure that policies adhere to best practices and applicable laws.

### 8.2 Approval of Policies

The Governing Body will be given with policies for consideration and approval.

The appropriate stakeholders will be informed of approved policies, and they will be put into effect as such.

## 9. Handling Conflicts of Interest

Establish procedures for managing and revealing conflicts of interest among members of the council.

Make sure that decision-making procedures are honest and transparent.

## 10. Examine and Edit

Review the SOP on a regular basis to make sure it is still applicable and efficient.

As institutional requirements or governance structures change, make the necessary revisions to the SOP.

## 11. Acceptance

The Governing Body Chairperson has adopted this SOP, which will be revised as and when needed.

  
IQAC COORDINATOR

  
DEAN  
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Chennai-600 069