

**STANDARD OPERATING
PROCEDURES**

**PHYSICAL EDUCATION
AND SPORTS**

Dr. N.S.A.M. First Grade College
Bangalore-64

STANDARD OPERATING PROCEDURE
FOR
Department of Physical Education and Sports

Introduction:

The Department has been active since its inception in promoting physical activity and sports. It has always played a key role in organizing sports activities and tournaments. Sports has been given prime attention to prepare the youth as dynamic individuals with a spirit of sportsmanship and emphasis on physical fitness. We encourage the potential of our youth to shine at various levels of sports to bring name and honour to College and country at large.

Need for Physical Education:

- Participation in sports and games help build a sense of co-operation and team spirit among students
- Students learn to cope with difficult situations to overcome nervousness
- Sports and games are good exercises and help to build mental and physical fitness
- Good physical and mental health is one of the most important benefits of sports and games

Objectives

- To develop an understanding of the importance of sport in the pursuit of a healthy and active lifestyle at the college and beyond
- To select, train and depute the teams for the inter collegiate, inter-university, national and international competitions
- To develop an ability to observe, analyze and judge the performance of self and peers in sporting situations
- To develop an appreciation of the concepts of fair play, honest competition and good sportsmanship
- To develop leadership skills and foster qualities of co-operation, tolerance, consideration, trust and responsibility when faced with group and team.

SPORTS COMMITTEE

To ensure that the above objectives are attained and to promote the participation of students in sport related activities, sports committee has been set up by the department.

Constitution of the Committee:

The committee would consist of at least 12 members. The member details are as follows

Sl. No.	Designation	Number of members
1.	Chairperson- Principal	1
2.	Convener (Physical Education Director)	1
3.	Faculty representatives	4
4.	Student representatives	6
	TOTAL	12

The constitution of the committee can be increased if necessary, as per the requirement during the academic year.

Working of the Sports Department / Committee:

- Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- The Sports Committee shall be responsible for all intra college Sports events in the college.
- Any inter collegiate events will be planned in association with other committees.
- The committee shall also be responsible for organizing the celebrations of national festivals and any days of local, national and international significance in the college.
- The committee is therefore entrusted with the planning and scheduling of Sports activities for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- The Coordinator of the committee shall conduct informal meetings at regular intervals to discuss and allocate tasks.
- The committee needs to prepare the annual budget/individual event budget, keeping in mind the various cultural events to be held over the course of the academic year.
- The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- The committee is responsible for communicating the report for uploading on college website or arranging for press release.

Responsibilities of the Department/ Committee:

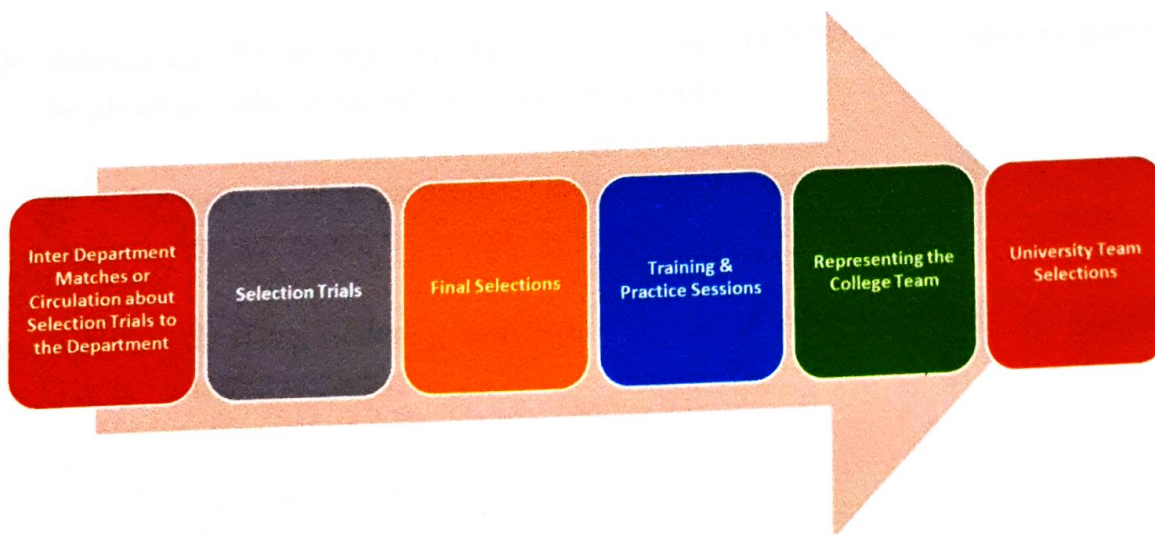
The Department and the Committee will be responsible for rolling out activities. Some of the activities are

- Orientation & Registration program to the first-year students
- Organizing Inter department sports activities & Annual Sports Day
- Organizing BU/BCU and inter collegiate sports activities as per BU/BCU Sports calendar
- Selection, Training and practice sessions for college teams
- Awareness program about general fitness, nutrition and health
- Organizing faculty sports at college & Inter Collegiate level

The procedure to organize Sports activities are as follows:

- ❖ To obtain formal permission from the College authorities to arrange programs.
- ❖ To decide the date, time and agenda of the programs.
- ❖ To inform members of staff and students about the events.
- ❖ To invite the Chief Guest and other guests of honour.
- ❖ To prepare notice board displays, invitations, brochures, certificates etc.
- ❖ To arrange the venue and logistics.
- ❖ To arrange mementos for guests and trophies, medals and certificates for the participants.
- ❖ To train students in various competencies required for conducting the programme- like prepare the ground, stage, compering, giving the welcome address, vote of thanks etc.

The team selection procedures are provided in the flow chart below:



Some of the infrastructure and sports facilities in the campus are listed below:

OUTDOOR GAMES	INDOOR GAMES
CRICKET (M)	CARROM (M & W)
ATHLETICS (M & W)	TABLE TENNIS (M & W)
FOOT BALL (M)	CHESS (M & W)
VOLLEY BALL (M & W)	
THROW BALL (W)	
HAND BALL (M)	
KABADDI (M & W)	
KHO-KHO (M & W)	

The committee/department is also responsible for ensuring and overseeing that all the stakeholders (students, faculty and all employees of the institution) have free access (no financial transaction) to the facilities provided by the college. Some of the facilities are:

- Outdoor Sports Arena
- Abhinav Bhindra Indoor Sports Hall
- BKS Iyengar Yoga Hall
- Karnam Malleswari Gymnasium

P.S. The rules and regulations for the usage of Gymnasium and the Yoga hall and also gym membership form are provided in the annexures 1 to 3

Details of the support offered by the Institution to promote sport related activities:

- **Sportswear:** All the students representing the college in various sports & games are given suitable sportswear, transportation & Boarding facilities.
- **Attendance:** Players representing the college team in BCU Inter Collegiate games will be given attendance benefit with prior permission
- **Extra Internals:** With prior permission an additional internal test will be provided to the students who are absent in the test, during the BCU inter collegiate tournaments.
- **Accidentally if any student gets injured while representing the college, the college will bear the medical expenses.**

Documents maintained by the Department / Committee:

- Copy of Strategic Perspective Plans submitted.
- Circulars from IQAC/ Principal/ HODs linked to events organized.
- Circulars sent by the committee.
- File the minutes of meetings for every formal meeting.
- Brochures / Invitation cards.
- Annual/individual event budget submitted.
- Report on every event/ activity conducted (minimum 500 words)
- Student enrolment in activities/attendance
- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press release or media coverage.

ALSO:

- Materials connected to outdoor and indoor sports
- Registers of use of yoga hall/gym/ sports Documents etc.


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