

#### **4. ROLES AND RESPONSIBILITIES**

##### **CHAIRMAN**

The Chairman shall be the authorized signatory to recommend on behalf of the sports committee as well the college for any activity pertaining to the Physical Education and Sports

- a) He / She shall finalize the agendas for the meetings
- b) He / She shall chair the meetings
- c) He / She shall conduct brain storming for the issued to be resolved or decided with active participation by the sports committee members
- d) He / She shall finalize the selected list for sports at the college before forwarding it to the Principal for approval
- e) He / She shall monitor the physical education and sports activities at the college
- f) He / She shall verify any sign circular / notice or any relevant document before forwarding it to the principal for approval
- g) He / She shall keep track of stock and all sports facilities at the college
- h) He / She with the help of sports committee members plan and execute the development of proper sports facility at the campus
- i) He / She shall conduct debate on the evolving the annual budget, finalize the same before forwarding it for approval to the principal
- j) He / She with the help of sports committee members shall generate the annual report for the every academic year comprising of activities conducted, achievements made, statistics of participation and conduction of various events, expenditure incurred etc.,
- k) He / She shall recommend the Sports calendar of events for academic year from August of present year to July of the next year
- l) He / She shall chair the committee for recommending the felicitation, awarding or any such motivational activity

#### **MEMBER SECRETARY**

- a) Maintain records of the committee and ensure effective management of records.
- b) Formulate and update the Calendar of events of Physical Education Department.
- c) Draw up the meeting agenda with the sports committee and provide supporting papers.
- d) Take the minutes of the meeting and make sure they are correct.
- e) Maintain accurate stocks and financial records.
- f) Monitor all correspondence with inwards and outwards.
- g) Co-ordination with the sports committee:
- h) Keeping track of previous and current year sports goods.
- i) Ordering of sports goods in consultation with chairman.
- j) Arranging the venues for sports events in consultation with sports committee chairman.
- k) Co-ordination with the principal:
  - i. Obtaining permission to held sports events in the college.

- ii. To recommend students for permission to participate in the intra- or inter-college events.
- iii. To recommend sanction for Entry/Registration fees to participate in various sports events.
- iv. To recommend attendance to students who have taken part in sports events.
- v. Sort out any issues taking place during matches (team selection, objections, quarrels, injuries etc.)
- vi. Maintaining discipline in all events happening in and outside the institute.

### **MEMBERS**

- a) The committee serves as the highest recommendation body regarding sports affairs held at college level.
- b) Producing a sporting directory in both a written and electronic version.
- c) Preparing Action plan for the year.
- d) Ensuring proper playground facility and necessary sports materials.
- e) Preparing circulars with regards to any sports activity taking place to reach all the students of each department.
- f) Ensuring participation of the students in both intra and inter disciplinary sports.
- g) Maintaining annual reports.

### **5. APPROVALS AND CHANNELIZATION PROCEDURE**

- i. All the activities and events to be conducted are subjected to the recommendations of MITM sports committee and approvals of the principal, MITM
- ii. All the circulars are to be duly signed by the PED and Chairman of the sports committee
- iii. Physical Education Director [PED] will prepare a detailed report of expenditure incurred, student's participation, event conduction, Sports materials purchase, asset acquisition, resource hiring and distinct recommendation during previous year from Aug-July.
- iv. PED shall propose the activities planned with regards to the same for the next academic year.
- v. For the planned activities, the PED shall propose list of events, schedule, rules framed for each event, materials to be purchased, resource to be hired for the current annual year taking the references from the previous year and other sources.
- vi. The proposed approvals shall be elaborately debated in the sports committee meeting and finalization with the required modification shall take place.
- vii. The approved activities shall be submitted to the principal to seek approval from the Head of the Institution.

- viii. Any modification suggested by the college authority shall be discussed and modified and further proposed for approval by the college authority.

## **6. CALENDAR OF EVENTS**

Sports committee of MITM has the culture to organize the sports activities on annual basis starting from August to July. The sports activities are conducted as per the approved schedule from sports committee and the principal. However with distinct cases of practical difficulty, chances of modification can be recommended by the physical Education Director.

## **7. BUDGET PROPOSAL AND APPROVAL PROCESS**

- i. Physical Education Director [PED] will prepare a detailed report of expenditure incurred during previous year from Aug-July.
- ii. PED shall propose the activities planned for the next academic year.
- iii. For the planned activities, the PED shall propose the estimated expenditures taking the references from the previous year and other sources.
- iv. The proposed budget shall be elaborately debated in the sports committee meeting and finalization with the required modification shall take place.
- v. The approved budget shall be submitted to the principal to seek approval from the Head of the Institution.
- vi. Any modification suggested by the college authority shall be discussed and modified budget shall be proposed for approval by the college authority.

## **8. REPRESENTATION IN THE SPORTS EVENTS**

As a part of our objective, ensuring the representation in the sports held locally and at university level is of more importance. Some of the measures to be taken in this aspect are:

- a) Knowing events and competitions held locally or at university level
- b) Preparing the students for participation by providing proper practice sessions from experts
- c) Making necessary arrangements to take part with regards to transportation, food, accommodation and sports commodities.

## **9. MAINTENANCE OF SPORTS FACILITY**

A good playground is fun and challenging, but above all, it must be safe. Like anything we use in life, maintenance is key to safety and longevity.

- i. Maintaining cleanliness of playground on regular basis.
- ii. Detailed visual inspection of the play environment.

- iii. Check sports equipment for compliance with Standards.
- iv. Follow up malfunction/damage reports.
- v. Carry out routine service maintenance.
- vi. Detailed visual inspection of the sports equipment such as nets, balls and poles for wear – replace worn parts.

## **10. VISITORS LOG BOOK**

Maintaining the log-book to the sports room to keep track of the following:

- a) In-coming and out-going timings
- b) Purpose
- c) Items borrowed and returned

## **11. SELECTION PROCESS**

- i. Notify the events
- ii. Schedule of selection
- iii. Display the eligibility criteria
- iv. Conducting the selection in presence of sports committee members and if required hire an expert.

## **12. STOCK REGISTER**

- a) Every year stock verification has to be conducted.
- b) Listing of worn-out items.
- c) Listing of lost/missing items.
- d) Conduction of audit for the same should be carried out. Keeping a complete record of financial transactions with respect to any of the events or particulars supported by approved bills and receipts.

## **13. ANNUAL REPORTS**

Annual report containing

- i. The number of events participated by the students
- ii. The number of events conducted
- iii. The venue of the events held with date
- iv. Where all our students have taken part
- v. Where all our students have won
- vi. Expenses incurred
- vii. Any new developments taken place
- viii. Distinction if any other

All the above shall be further approved by the sports committee

#### **14. AWARDS AND SCHOLARSHIPS**

- a) Identifying the best performers among boys and girls based on the events participated, contributed, won; attained levels and overall performances, the Sportsmen and Sportswomen shall be awarded.
- b) Scholarship based on their sports performances and academics are encouraged. Recommendations to the same by the sports committee shall be considered. At most for three boys and three girls is suggested.

#### **15. ADVANCEMENT OF SPORTS IN THE INSTITUTE**

- i. Scheduling and organizing the practice sessions for the college team members.
- ii. Training the students for any particular events shall be scheduled during leisure hours or after the working hours.
- iii. If required external experts shall be hired for preparing the students to compete.

#### **16. STUDENT ELIGIBILITY FOR COLLEGE TEAM REPRESENTATION**

Eligibility of the students to represent the college in any of the sports activities shall be academically all clear in the results till date. However in some distinct cases the relaxation may be extended up to two subject backlog subjective to the approval of sports committee.

#### **17. STUDENT SPORTS COORDINATORS.**

The college student coordination team shall comprise of one student coordinator nominated by the department from each of the sections of each semester of each department whose contact details shall be available with the Physical Education Director.

#### **18. FACULTY SPORTS COORDINATORS.**

Each department should nominate a sports faculty coordinator to support the committee at the college level apart from the members of sports committee when required.