

# Duties of Sports Committee



## Responsibilities of each committee member

Sports committee is the guiding force in promoting a healthy sports culture throughout the college. Sports committee comprises the Chair (Sports), Faculty as members and Director of Physical Education as the Member and Convener.

The committee will meet to plan, discuss and execute the activities as scheduled by the Department of Physical Education.

### Chair, Sports

- To monitor and to take decisions on every aspect of the sports committee's function and resolutions.

### Member, Sports

- To assist in organizing all sorts of sports activities planned by the Department of Physical Education.
- To encourage the students to actively participate in sports and games at various levels of competitions : Inter House, Inter Batch, Inter College, Inter University etc.
- To educate students to avail the benefits of Physical Education.

### Director, PEC (Member and Convener, Sports)

- As mentioned in Duties of Department of Physical Education.

### Office Representatives

- To guide official requirements, methods and means of allocating and utilizing the available financial resources.

### Student Representatives

- To motivate the students to participate in activities planned for them.
- To communicate the problems, grievances and suggestions of the students related to the programs of the department.

# Duties of Department Of Physical Education

## Responsibilities of Director of Physical Education Center

- Organizing Physical Training Classes and giving credits to the students.
- Developing sports infrastructures.
- Maintaining all the available sports fields and gym.
- Conducting all the sports events as per sports calendar of the institute.
- Participating in the Inter College Tournaments with the teams.
- Organizing Institute Sports Meet every year.
- Preparing the sports budget.
- Recruiting the coaches to train the students in different games.
- Organizing sports workshops, seminars and conferences.
- Purchasing the games and sports material as per norms and maintaining the stock registers.
- Coordinating with sports committee and sports captains for day to day activities.
- Organizing National Festivals.
- Attending sports workshops, seminars and conferences.
- Submitting the detailed report to NAAC at the end of every year.
- To promote personality development and leadership qualities among students.
- Conducting selection trials and preparing institute teams for tournaments.
- Organizing friendly matches to encourage students in various games.
- Evaluating student fitness levels and giving tips to enhance it.
- Maintaining good relations with other institutions and assistants involved in sports.
- To develop moral and ethical values among students, through sports.
- Teaching both theory and practical implications of sports to the students.
- To channelize the energy and leisure time of students for healthy practices.
- Organize community health programmes.
- Conduct special events like long distance runs, long distance cycling, trekking etc.
- Enlighten colleagues about the latest trends and innovations in the field of health, fitness and sports.

- Motivate fellow colleagues to get involved in sports activities.
- Teaching students the importance of physical activities throughout the life.
- To assist in conducting medical examination camps.
- To provide first aid facilities and first aid training for students.
- Convene sports committee meetings and take proper actions depending on the feedback.
- To organize adventure sports activities for the benefit of students.
- To counsel and guide students in fitness related issues.
- To have MOU (Memorandum Of Understanding) with sports clubs and associations.
- To adopt modern teaching methods and techniques.
- To conduct special coaching camps during vacation.
- To promote mass participation of students in sports activities.
- Displaying the activities and achievements in notice boards, website etc.
- Preparation and submission of annual report of the department every year.
- Compliance with audit reports, enquiry reports of the department.
- To assist Director in maintaining discipline and healthy atmosphere in the institute.