



STANDARD OPERATING PROCEDURE ON SPORTS FACILITY

The Standard Operating Procedure provides the guidelines for the functioning of sports committee, procedure to utilize the sports material and its maintenance.

1. The Head of the Physical Education Department will form the sports committee at the beginning of academic year.
2. The sports committee shall be comprising of Physical Education Director as Head of committee, nominated faculty members from various departments as members of committee and sports students as members.
3. The committee shall prepare budget requirement and plan for sports activity at the beginning of academic year and submit to IQAC for approval.
4. Upon approval, the PD will forward the sports material indent to purchase department for further process.
5. The committee shall meet on need basis.
6. The required sports material shall be issued to student after entering the details in the issue register.
7. The sports training activity shall be carried out under the supervision of PD and coaches in the morning as well as in the evening time.
8. Maintenance of all outdoor sports facilities and sport materials are done on regular basis.
9. The sports committee shall plan for annual sports meet to encourage sportsmanship among all the students of institute.
10. The PD along with coach will select the teams for sports and games based on the students performance in daily basis.
11. The selected teams will be provided with advance training by specialized coaches by sending the teams to Swaraj Maidan Arena.
12. The institute will provide the transportation facility for the sports team to participate in the events.

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