



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

Kalitheerthalkuppam, Puducherry - 605107.



**Standard Operating Procedure
for
SPORTS & GAMING FACILITIES
AND ITS UTILIZATION**

Approved in the Governing body meeting held on **April 8, 2013**



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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Kalitheerthalkuppam, Puducherry - 605107.

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NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on April 8, 2013, It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for Sports & Games facilities and its Utilisation.

The SOP for Sports & Games facilities and its Utilisation would serve as a detailed guideline to be observed and followed with immediate effect.

Dr.S.Malarkkan



Dr. S. Malarkkan
Principal
PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY
KALITHEERTHALKUPPAM
PUDUCHERRY - 605 107.

PREFACE

Sports play a vital role in the development of overall personality of the individual including Body, Mind and Spirit. Active participation of the students in competitive sports generates a spirit of healthy participation in daily life. The institute provides a congenial environment for the students' participation in sports and games. The Campus has adequate sports facilities and state-of-the-art infrastructure for conducting Sports and games. Inter and intra college events would be organized throughout the year to develop competitive spirit, team work, leadership qualities etc., among the students. The infrastructure facilities available for conducting sports and games, include Cricket Ground, Basketball Court, Volleyball Court, Football Ground, Badminton Court, Table Tennis Boards, etc., and other kits required for conducting several indoor & outdoor games. Our college has the Gymnasium to ensure physical fitness and healthy well being among the students.

OBJECTIVES

The objectives of the SOP of Sports Committee of MVIT are:

- To provide guidelines for motivating the students, identifying individual sport competencies, Forming Gaming Teams representing college and facilitating them to participate in various sports competitions.
- To provide guidelines for activities to transform the students physically fit for participation in varied sports and Games Competitions.
- To disseminate the information on various inter and intra college sports events hosted by varied institutions / Universities among the students
- To provide the guidelines for upgradation, utilization and maintenance of sports infrastructure and facilities

CONSTITUTION OF THE SPORTS COMMITTEE

Chairman	Principal, Manakula Vinayagar Institute of Technology
Co-ordinator	Physical Director
Members	Faculty members from all Departments Student members

RESPONSIBILITIES OF SPORTS COMMITTEE

- Identifying the students interested in participating in the sports competitions & games and forming a team for each and every sport and game.
- Preparation of Sports and Games Action Plan for each Academic year.
- Forecasting necessary infrastructure and facilities required for sports and games. Arranging them by submitting proposals for procuring the required items and taking care of its utilization and maintenance.
- Conducting practice trials for the players (students) representing our college in varied Competitions of sports and games.
- Arranging for Inter College and Intramural sports competitions.
- Motivate and guide students to participate in various (sports and games) competitions
- Maintain records of attendance / achievements / awards of sport / game events participated by students within the college, within the university and outside at the region/state /national / International level.
- Submit annual report on the sports / events to the Principal.

RESPONSIBILITIES OF PHYSICAL DIRECTOR

- Physical director should be present inside the college premises / entrance / vulnerable location from 8:30AM – 06:00PM to assist the discipline activities
- Procurement and Maintenance of varied sport equipments and maintenance of respective stock registers
- To prepare schedule for conducting sports for the students and suggest for allotting exclusive hour for students practice on their interested sports / games.
- Ensuring safety of the students, during their play in practice trials, hosted tournaments / competitions, etc convened within the college premises.
- To Encourage and train the students in their specialised sport/s & game/s and ensure maximum participation / winnings in the sports meets.
- To ensure excelled performance of our student participants in the various sports

competitions and should bring laurels to the institution.

- To coordinate with university sports committee and should secure our college representation in the university team to participate in university level sports competitions.
- To conduct annual sports meet at institution level.
- To accompany and facilitate students participation in sports meets, likely to be held at varied geographical location.

ACTION PLAN

S.No	Name of the activity
1	Intramural Games
2	Intercollegiate Tournament
3	Annual Sports Meet
4	Participation in university/state level/national level/international level competitions
5	State level inter-collegiate tournaments

UTILIZATION & MAINTENANCE PROCEDURES

- Separate issue register should be maintained for recording the students' utilization of sports equipments/items/facilities on day to day basis.
- Stock register should be updated immediately after any new procurement of sports equipments / accessories.
- Any damaged sports equipment/items should be categorized under damaged/condemned/obsolete in the stock register
- Verification of stock (sports / game equipments / items) should be done once in every Academic year.
- The students/faculty should not use the sport/s equipments/items/facilities for any purposes other than that specified in the issue register
- The student/faculty should ensure that the sport/s facilities and equipments are maintained / placed in a clean, tidy and orderly condition after the usage.
- The students/faculty using the sports facilities should ensure strict adherence of prescribed safety rules and regulations.
- The Sports Committee would reserve the right to deny / permanently prohibit the entry of any student or faculty refusing to comply with the regulations or exhibiting unruly

annoying behavior against other stake holders, after discussion with the head of the institution.

FREQUENCY OF MAINTENANCE

S.No	Maintenance Activity	Frequency of Maintenance
1	Maintenance of Football Court	Monthly once
2	Maintenance of Volleyball Court	Weekly once
3	Maintenance of Basketball Court	Weekly once
4	Maintenance of Cricket nets	Daily
5	Maintenance of TableTennis	Daily
6	Maintenance of Carrom boards	Daily
7	Maintenance of chess boards	Daily
8	Gymnasium	Daily
9	Badminton Court	Daily

INCENTIVES/AWARDS/RECOGNITIONS BY THE INSTITUTION

To encourage students involvement in the field of sports and to produce quality players (Men and Women) in varied sports/Games, it is necessary to enable their active participation in matches / tournaments, organized by University or any other reputed / recognized sports bodies.

The participating students shall be provided allowances as follows:

- Entry fees is paid by the institution
- Outstation and Distances
 Beyond 50 Kms: Rs. 75/-per day
- Within city distances
 Up to 50 Kms: Rs. 30/-per day

The claims with necessary details and bills, duly authorized by the charge / Physical director and Principal shall be submitted for sanction.

In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:

- Improving the interest / participation / Physical fitness of the students through sports and games
- Promoting health and mental well-being among the students / staff.
- Inculcating qualities such as sportsmanship, team spirit and Integrity.

Sd/-
(Dr. S.Malarkkan)
Principal



MIT-Manakula Vinayagar
Institute of Technology

