

## **RESPONSIBILITIES OF SPORT OFFICERS**

1. For selection, training, coaching, practice sessions and participation in various sports events would be as follows:-

- (a) **Mr Vel Murgan** Ball Badminton, badminton , Tennis, Table Tennis, Carom, Chess, Yoga Taikendo, Karate, Silambam, Accounting. Issue and receipt of College sports equipment.
- (b) **Mr Hamanulla** Basket ball, Volleyball, Football , Handball, Tenikoit Throw ball & Cricket & Hostel Sports,, Accounting. Issue and receipt of Hostel sports equipment .
- (c) **Mr Kartikeyan SV** :Athletics and Tracks events .
- (d) **Mr Shuja** Gym including Hostel gym &Swimming, Maintenance of Sports Grounds

2. **All sports officers are required to:-**

- (a) Prepare rules for conduct of sport event for which he / she has been made responsible. **Submit by 18 Mar**
- (b) Select three teams comprising both of hostellers and day scholars. **Submit by 18 Mar.**
- (c) Select Captains and vice captain of each team.
- (d) Conduct practice matches and mark the attendance of the students attending the practice.
- (e) Maintain records of practice matches held.
- (f) Organize matches with clubs and other college teams.
- (g) Arrangements for conveyance of day scholars who are bus bound can be made centrally as on required basis.
- (h) Selection of players for grant of sport scholarships.
- (i) Monitoring progress and achievement of students granted sport scholarship.
- (j) Conduct of NSO classes.

3. Selection of Institute captain/ Vice captains and office bearers by Sport Officers committee **by 30 July 2019.**

4. **Conduct of Intramural/ Inter School Games** Whatever form of games for next year are required to be conducted that is Intramural or between schools and departments will be decided and the sport officers will be responsible for their conduct with the help of other sport officers. Proper records would be maintained for conduct of all matches with the list of participants and Results (winners and runners up).

5. **Participation in inter university Games/ State & national level Tournaments** Sport Officer would be responsible for:-

- (a) Preparing and putting up the proposal for the participation and budget requirement one month in advance.
- (b) Responsible for selection and training of the team.
- (c) Issue of Sport items and kit and their proper accounting.
- (d) Maintaining the record of practice and being present for the practice
- (e) Accompanying the team for the matches.

- (f) Proper accounting of the expenditure and final settling of accounts .
- (g) Scan the certificates received during the tournament and submit a report with photographs within one week of completion of the event.
- (h) Maintain records of results of all such events for various accreditation processes.

6. **Annual Stock Taking**

- (a) Will be conducted every year in the last week of Mar.
- (b) All stores held on charge will be produced for physical check by the Committee member convened for the purpose.
- (c) Items will be segregated in three categories; Serviceable, Repairable & unserviceable.
- (d) After the approval of proceedings, all unserviceable items will be auctioned or destroyed by burning. Items needing repairs will be sent for repairs to authorized dealer.
- (e) Entries for final stock shall be made in the stock register.

7. Dean directed that:-

- (a) Destroy the material lying in the junk store after making a list.
- (b) Collection of stores issued to Captains of the teams as per the list submitted by Dr Auvaia and taking on the charge.

8. **Issue of Sports Kit and stores** Issue will be made on the recommendations of the concerned sport officer. Proper issue records will be maintained. Items shall be returned after participating in the event. Stores which have become unserviceable due to usage shall be kept separately and produced during the Annual Stock taking board.

9. **Ground Attenders** to be utilized properly.

- (a) They will work every day in the field for a minimum of three hours.
- (b) Ground will be kept clean of all the empty bottles, packages etc.
- (c) They shall also be marking and maintaining the volleyball ground near basket ball court and also in the hostels.
- (d) They shall carry out repair and maintenance of the sport items in the stores

10. **Store keeper** He will be responsible

- (a) For receipt, proper accounting and issue of sport items and equipment.
- (b) He will update all records.
- (c) Prepare gate pass for stores being sent for repairs and receipt of the stores after repair.
- (d) Prepare Annual Stock Taking proceedings every year and make entries in the stock register after approval of Annual stock taking board proceedings.