



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE SPORTS COMMITTEE

SPORTS COMMITTEE

FUNCTIONS AND RESPONSIBILITIES

The sports committee is constituted to promote sports activities among students and the faculty encouraging team spirit by conducting healthy competitions. It arranges for better coaching facilities, organizes regular sports events in order to train students for states and national level competitions.

Functions

- Prepare sports calendar and an action plan for the year
- Advise the management to develop necessary infrastructure for sports and games and take up the responsibility of preparing the budget estimate, requirement of infrastructure equipment, maintaining the equipment and play fields.
- Procure the requirement of sports items for the year and maintain all sporting goods inventory.
- Organize intra college competitions at the college level.
- Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.
- Assist, motivate and encourage the students to conduct, participate actively in various sports and games activities, both indoor and outdoor in the college.
- Developing sports logo, manuals, brochures etc
- Maintain records of sports and games events within the college, university/ and outside at the region/state/national level and their achievements /awards etc.
- Submit annual reports on the sports and games events/ budget allocations, expenditures during the year.
- Invite the Chief Guest and other dignitaries.
- Arrange mementos for guests and gifts/certificates for the participants
- Publish the events and festivals in the Notice Board/Website/ Alumnisite/press etc. and its proper documentation.
- Prepare the details of attendance exemption to be given to the students representing college in various sports and games.

STANDARD OPERATING PROCEDURE (SOP) FOR SPORTS COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Sports Committee at Kottakkal Farook Arts and Science College. The committee is responsible for promoting sports activities among students and faculty, encouraging team spirit, and organizing sports events and coaching facilities.

2. Scope

This SOP applies to all members of the Sports Committee and covers the following areas:

- Sports calendar and action plan preparation
- Infrastructure development and budget management
- Procurement and maintenance of sports equipment
- Organization of intra-college and inter-collegiate competitions
- Motivation and support for student participation in sports
- Record-keeping and reporting
- Event publicity and documentation

3. Definitions

Sports Committee: A committee responsible for promoting and organizing sports activities within the college.

Intra-college Competitions: Sports events held within the college among students and faculty.

Inter-collegiate Tournaments: Sports events where teams from different colleges compete.

4. Responsibilities

Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Committee Members: Participate in meetings, provide input on sports activities, assist in organizing events, and ensure proper maintenance of equipment.

Administrative Staff: Support the implementation and management of sports activities and events.

5. Procedures

5.1 Formation of the Sports Committee

The Principal appoints the Sports Committee members at the beginning of each academic year.

The committee should include representatives from faculty, administrative staff, and student body.

5.2 Meetings

The Sports Committee will meet quarterly to discuss and review sports-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Sports Calendar and Action Plan

Prepare a sports calendar and action plan for the academic year.

Include dates for intra-college competitions, inter-collegiate tournaments, coaching sessions, and other sports events.

Publish the sports calendar on the college notice board, website, and alumni site.

5.4 Infrastructure Development and Budget Management

Advise the management on the development of necessary infrastructure for sports and games.

Prepare a budget estimate for sports activities, including infrastructure, equipment,

and event costs.

Submit the budget for approval and ensure proper utilization of allocated funds.

Maintain sports fields, courts, and other facilities in good condition.

5.5 Procurement and Maintenance of Sports Equipment

Procure the required sports items for the year based on the approved budget.

Maintain an inventory of all sporting goods and equipment. Regularly check and maintain the condition of sports equipment and facilities.

Ensure proper storage and security of all sports items.

5.6 Organization of Sports Events

Organize intra-college competitions at the college level.

Select and train teams to represent the college in inter-collegiate tournaments and intramural events.

Develop sports logos, manuals, and brochures for events.

Invite chief guests and other dignitaries for major sports events. Arrange mementos for guests and gifts/certificates for participants.

5.7 Motivation and Support for Student Participation

Assist, motivate, and encourage students to participate actively in various sports and games activities, both indoor and outdoor.

Provide necessary coaching and training sessions to improve student skills.

Prepare the details of attendance exemption for students representing the college in sports events.

5.8 Record-Keeping and Reporting

Maintain records of all sports and games events within the college, university, and outside at the regional/state/national level.

Document achievements and awards received by students and teams. Submit annual reports on sports events, budget allocations, and expenditures to the Principal.

5.9 Event Publicity and Documentation

Publish information about sports events and festivals on the notice board, website, alumni site, and press.

Ensure proper documentation of all events, including photographs and reports.

Upload event details and reports to the college website and maintain an archive.

6. Documentation and Reporting

Maintain records of all committee meetings, decisions, and actions. Document all sports activities, equipment inventories, and event reports. Keep records of student participation, achievements, and attendance exemptions.

Submit quarterly and annual reports to the Principal on the status of sports activities and events.

7. Review and Revision

This SOP will be reviewed annually by the Sports Committee. Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date]. Principal's

Signature:

Date:

9. Distribution

This SOP will be distributed to all Sports Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital portal.