

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP:: MANGALAGIRI

Present : Dr. Pola Bhaskar, IAS

Proc.No.1/CCE/Academic Cell/Phy.Edn./SOP/AC-14/2023

Dated : 06/09/2023

Sub : GDCs & PACs -Implementation of Guidelines for Physical Education Department - Standard Operating Procedure (SOP) to be followed by all the Colleges –Reg.

Ref : 1. No.F.1-19/2021(CPP-II), dated:06-05-2022,from UGC.

Physical Education and sports are going through an evolutionary process. Those who participate in regular Physical activities improve their health and the state of well-being. Participation in sports has been known to improve cognitive and memory functions of the brain, helping students perform better in tests, academics and in life. Participation of students in free play, informal games, Yoga and sports activities are essential for their Physical and Psycho -social development.

Majority of the Government Degree Colleges(GDCs) and Private Aided colleges (PACs) having sufficient human resources and infrastructure for Physical and sports activity. It is observed that participation in sports activity or utilization of sports facility is of less percentage of the total strength of the Colleges. So, participation of the students in Physical Education activities to be encouraged and it should be made mandatory as part of Academics.

The UGC has framed guidelines for promotion of Physical Fitness, Sports, Students Health, welfare, Psychological and emotional wellbeing at Govt. and Private Aided Degree Colleges. These will be a roadmap, Vision and Mission for betterment of the students studying in the Government and Private Aided Degree Colleges.

The following guidelines are proposed for Physical Education to be implemented in GDCs & PACs as **Standard Operating Procedures (SOP)** to aim to develop holistic personality of the students. The CCE has come up with the SOP. All the GDCs and PACs are advised to scrupulously go through, adopt and adhere the guidelines mentioned hereunder.

01.Optimum Utilization of Play facility to develop Physical Fitness of the students

The minimal facility is to attract students are more important, hence maintaining of existing facility should be given more priority. So, the students should be comfortable and campus become lively.

The following Quotation should be kept in view by all the Physical Education fraternity and other faculty members with regard to Physical fitness.

“Physical Fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic and creative intellectual activity”

-John F Kennedy

* In addition to educating the students, Colleges must focus on participation in Physical activities to stay physically fit and mentally healthy. Most of the GDCs & PACs having sufficient play grounds/play courts. Some of the Colleges have 400 Mts. Standard Track & field, Gyms and Indoor stadiums also. The available facility must be utilized at optimum level.

* The play grounds must be readily available to the students to take part in various games and Sports. Maintenance of playground also very important. This should be leveled and free from bushes and other foreign materials to avoid injuries. Regular participation and utilization of all the play facilities by the students to be encouraged and monitored by the Physical Education department personnel.

In case Play facility is not available at colleges, Colleges may utilize the space available in the community/ at other neighbor institutions. However, given the safety concerns, it needs to be ensured that the place is nearby and safe.

02. Promoting Mass participation in Sports and Fitness activity

It should be conducted once in every month with available budget and facilities (Playground, Equipment etc.) Collaborating with nearby Colleges to conduct sports fest should be considered.

03. Establishment of Fitness Clubs and leisure club's/recreation clubs

These should be mandatory with available facility and promoting the activities of the clubs in broader way. These should be monitored by the College authorities frequently for excelling students in to a better future.

04. Sports Equipment

It plays a key role in participation of the students in Physical Education activities. The College Physical Education department shall keep the equipment (Balls, Bats, racquets, etc.) readily available to the students. Care and maintenance of the equipment is also very important. Repairs of the equipment if any, are to be done from time to time. Maintenance of the Equipment, Stock and issue Registers are mandatory in all the Colleges. To purchase the equipment strictly follow the procedures of the existing rules in force.

05. Utilization of Multi- Station Gyms

These Gyms are to be opened during College working hours and also to be opened on before and after college working hours for the convenience of the students. Timings of the Gyms to be displayed at entrance of the Gym. Physical Directors should take every care in maintenance and safety measures while utilization of Gym. Technical support to be provided to the students in Gym. Attendance registers to be maintained in the Gym for Men and women separately. Separate timings to be given for women students and Staff.

06. Utilization of Indoor stadiums

The Physical Education personnel should have encouraged the students to utilize the available Indoor facility at optimum level. Here also one should maintain attendance/movement register and see that the students are to be signed regularly at the time of participation.

07. Introduction of Yoga

Yoga is associated with the culture and heritage of India. In Yoga, the mind is disciplined through meditation, the body is aligned and strengthened. It is mandatory to all the Colleges to organize yoga classes to all the students. Allotting yoga classes in their regular class time table. It should be given top priority. Provision of one class Room/lecture hall shall be allotted for regular practice. It is suggested to organize **"Certificate course in Yoga"** to the students/Community.

08. Equal opportunities to be given to women students

It is observed that very few GDCs/PACs are encouraging women students to take part in Games and Sports. Further it is observed that participation of women students at Inter- Collegiate tournaments and other organized tournaments are very poor. This should be rectified and find the ways and means for more women participation in Games and Sports. The following measures may be taken for more women students participation in games and sports.

- a) Special provision of play facilities to be made available for women students in co-educational institutions.
- b) If limited play facilities are available in co-educational institutions, special timings to be allotted for women students participation in sports.
- c) Physical Directors are advised to take the assistance of the women faculty to encourage / motivate more women students towards participation in Sports & Games.
- d) To ensure special care on safety of women students during participation in sports.

09. Organization of Intramural Competitions

All the GDCs & PACs should make provisions for organization of weekly intramural sports competitions. Participation in these weekly tournaments should be encouraged and made lucrative with rewards and honors. It is highly useful to identify the talent sportsmen to prepare/encourage for high level sports competitions/ tournaments. All the Colleges shall organize 'Sports Day' according to the academic calendar.

10. Organization and Participation in Extramural Competitions

All the GDCs & PACs should organize at least one Inter- Collegiate /District level tournaments at their Colleges during the academic year. The Colleges should organize training camps for students to participate in various levels i.e Inter-

Collegiate, Inter- University, state or National level tournaments. Winners of these tournaments should be felicitated with honors and scholarships. Organizing committee may conduct orientation sessions before organizing any Extramural sports competitions. It helps to the organizers for the smooth conduction of the event.

11. Students Participation to be encouraged

Students should be encouraged to take part in all the activities of the college campus. These activities will develop the holistic personality of the students. It may come through opportunities related to academic as well as co-curricular activities. The various spaces for Sports activities should also be created for community services and building national spirit with a larger humanistic perspective.

12. Update of the Records and Registers

The records and registers of various activities of the Physical Education department- like participation, Organization and achievements at various levels should be maintained properly and to be made available to NAAC, NIRF etc.as where and when required. The following registers are suggested to maintain for the purpose of NAAC/NIRF etc.

- Register for student's regular participation in games and sports
- Register for Intramural competitions
- Register for participation of Extramural competitions (District, State, National and International level tournaments)
- Gym attendance registers –Men and women students separately
- Indoor games participation register (Badminton, Table Tennis, Chess, Weight lifting etc.
- Achievements Register (At various levels)
- Register for organization of tournaments Inter-collegiate/District/State/National level
- MoUs with Sports organizations/Institutions//Fitness centers
- Best Practices Register - Talks /camps on Fitness and Health awareness, Provision of offering college sports facility to the community with special timings/days, organizing fitness / Yoga camps for community, Medical checkups to the students, staff and community etc.

13. Organization of Guest Lectures/Workshops/Seminars

Physical Education personnel are advised to organize Guest lectures/ workshop/ State /National level seminars during the academic year. Inviting local/qualified resource persons to give a talk on the topics like - importance of Physical Fitness, healthy lifestyle and its impact on studies etc. All these activities are to be done by the Physical Education department, subject to the availability of funds from the

department/any sanctioned amount for this purpose from UGC/any other state/Central agencies.

Further it is advised to invite elite athletes to share their experiences, to interact and motivate the students/Sportsmen of colleges to improve their performance. Also it helps the students to excel at various level of tournaments.

14. Orientation /FDP/Refresher courses

Physical Education personnel have to attend Orientation / Refresher courses / short term FDP (Faculty Development Programme) to update their Knowledge and aware of the latest trends in Physical Education.

15. Physical Fitness Tests and Display BMI (Body Mass Index) charts

Physical Fitness test to all the students at the beginning of the academic year is mandatory to all the students to identify the fitness level of the students. On the basis of this, programme of activities may be drafted. Display BMI Charts at various departments notice boards and imparting knowledge about the BMI for the students and faculty.

16. MoUs and Collaborations

MoUs with a health centers for setting up health checkup programs for students and faculty. It helps to guide the students and staff on health and fitness aspects.

Collaboration with District Sports Authority (DSA)/ Sports Associations to organize special training or coaching camps to the elite Sportsmen of the College.

17. Utilization of Govt. Grants/Schemes/ Funds

Ministry of Youth Affairs, Govt. of India / Sports Authority of India and UGC are providing the grants for sports infra development, basing on the availability of Playground and other sports facilities in the Colleges. Avail the Sports Infrastructure projects under Khelo India -Sports Infrastructure - a central sector scheme – financial assistance from Ministry of Youth Affairs, Govt. of India for creating sports infrastructure. (about this already communicated the proceedings to all the colleges vide Rc.NO.01/Sports Infrastructure/AC-14/CCE/2022, dated03/11/2022). It is the responsibility of the Physical Directors to prepare the proposal and submit to the concerned authority through proper channel.

18. Stock Verification

Annual Stock verification of the department to be done regularly by the committee duly constituted by the Principal. Follow the existing rules for condemned articles/equipment.

19. Attendance exemption to be given to those who represent College teams and participate in various authorized tournaments. For this Physical Education Department should maintain a separate register for the said purpose.

20. Identify the Sponsors

Identify the local sponsors for sponsorship to organize sports events, Sports kits, diet for sportsmen, Sports scholarship to the elite sportsmen, to create and develop play facilities and Sports infrastructure etc.

21. Incentive / Grace Marks

Some of the Universities are awarding Incentive /Grace marks to the students those who have secured medals at Inter- University tournaments. Further some of the Autonomous Colleges are also following this system. All the Physical Education personnel are instructed to aware about this and make use of this provision.

22. Sports/Games committee

All the GDCs and PACs must have the Sports/Games committee. This committee is totally held responsible for the planning and development of the Games & Sports wing of the College. Budget preparation and approval, Programme of activities for the academic year to be planned as per the Academic calendar and in association with CPDC and staff council. A minimum of one expert in the field of Sports may be included as member in this committee to share the experiences and advices to the department. Minutes of the committee to be maintained from time to time. Reports on each activity should be made available. It is suggested that the Sports/Games committee consists of the following members.

Sl.no.	Designation	Members
1	Chairman/Chairperson	Principal
2	Secretary/Convener	Physical Director
3	Faculty Representatives	4 (Minimum)
4	Students Representatives	6 (Minimum)
5	One Physical Education /Sports Expert	1 (Nominated by the Principal)

23. Maintenance of Records and Registers

Physical Director, being in-charge of the department should maintain the following Registers and Records.

- Attendance Registers (Gym, Yoga, Indoor Stadium etc.)
- Games/Sports committee (Meeting, budget and minutes)
- Stock Registers (Sports Equipment, Gym and Infrastructure)
- Cash Book/Ledger
- Equipment Issue Register
- Registers for Intramurals - participation and achievements.
- Register for Extramural (achievements) - participation and achievements.
- Physical fitness Records to be maintained separately for Men & Women students.
- Report on all the activities.

The above are mandatory and some other registers/records one can maintain as per the need and necessity.

24. First Aid Kit

It is to be kept with required medicines readily available to the students whenever necessary. Injuries are common in sports. So, the Physical Education personnel should have thorough knowledge/training in offering first aid.

25. Celebration of National Days (Sports & Yoga)

All-important days like National Sports Day, International Day of Yoga etc. to be celebrated in all the colleges. On these special occasions, special sports events may be conducted for students, Elite athletes may be honored etc. It is mandatory to celebrate and a brief report with Photos on these celebrations to be sent to CCE Office.

26. Resolutions

All resolutions related to budget, expenditure must be taken by the games committee in association with the CPDC and staff council. Proper resolutions and proofs should be maintained before drawing and spending funds from the relevant heads. If needed, prior permission of the CCE must be taken in advance.

Sd/- Dr.Pola Bhaskar

Commissioner of Collegiate Education

(Approval of the CCE obtained in the Note File: No.EHE03-42046(31)/41/2023 - Academic Cell SEC - CCE ,Dated 06/09/2023)

// Attested //



Officer on Special Duty - II

To,

All the Principals of GDCs and PACs.

Copy to the RJDCEs of all Zones.