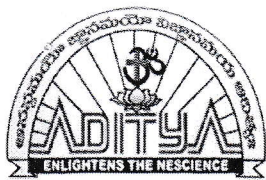


Academic Year  
2019 - 20.



# ADITYA COLLEGE OF ENGINEERING

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Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

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Ref: ACOE/SPORTS/2019-20/Constitution

22-04-2019

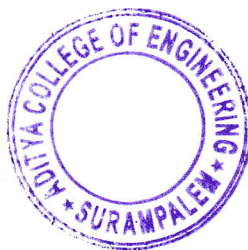
## CONSTITUTION OF SPORTS COMMITTEE

The Sports & Games Committee is reconstituted with the following members for the academic year 2019-20. It is designed to serve the interests of the student community in the sports and other recreational activities, both indoor and outdoor apart from motivating students to participate in various competitions.

The composition of Sports & Games committee is as follows:

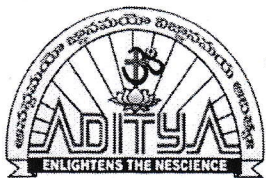
S. No	Name of the member	Designation	Dept.	Role in the Committee
1	Dr. A. RAMESH	Principal		Chairman
2	Mr. N.SANAKARA RAO	Physical Director	Phy.Edu	Coordinator
3	Dr. M. RAVINDRA	Assistant Professor	EEE	Member
4	Mr. M. RAGHUNADH	Assistant Professor	ECE	Member
5	Mr. CH. PRASADA RAO	Assistant Professor	CSE	Member
6	Mr. K. PAVAN KUMAR	Assistant Professor	CIVIL	Member
7	Mr. A. VENU GOPAL	Assistant Professor	H&BS	Member
8	Mr. K. ARUN PRATAP	Student	EEE	Member
9	Mr. K. TEJA	Student	MECH	Member
10	Mr. B. GOPAL	Student	ECE	Member
11	Mr. A. VENKATA SAI	Student	CSE	Member
12	Mr. B. PAVAN	Student	CE	Member

Copy to: All HODs  
Administrative Officer  
Members of the Committee  
Students Notice Board



Principal

Aditya College of Engineering  
SURAMPALEM - 533 437



# ADITYA COLLEGE OF ENGINEERING

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Ref: ACOE/SPORTS/2019-20/SOP

13.05.2019

## SPORTS AND GAMES COMMITTEE STANDARD OPERATING PROCEDURE (SOP)

Sports and Games at Aditya College of Engineering (ACOE) are student centric, driven with physical and mental health of students that continuously and consistently aligns itself with the vision, mission and goals of ACOE. Physical Education is part of the ACOE curriculum in order to promote and maintain good health of students. Physical Education is a valuable tool to assist a number of ACOE goals for students by educating the students and enabling them to learn about team work, responsibility, leadership, respect apart from fitness.

Sport is a golden thread that runs through all ACOE Colleges. The success of these sporting teams bonds the college and assists in defining the students' character, community and status. The college is the better platform to form these teams and individuals benefit from association and participation with the teams. Creating wide range of sporting opportunities for students is potentially extremely labor intensive. Student teams from college engage on the field and in the gym on a regular basis. There is a huge commitment of time and effort from a wide range of teachers in organizing various events. There is also recognition that due to the vast number of people involved with varying competencies the requirement for adequate guidance and procedures is ever more important.

Standard Operating procedure (SOP) defines the standards of events/leagues/tournaments in sports and games to be conducted, roles and responsibilities involved in the Physical Education.

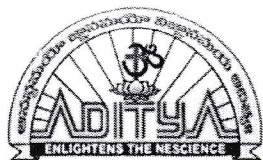
### Objectives

- 1) The chief objective of sports committee is to promote/improve/maintain the health of every individual. It ensures physical wellbeing as well as the acquisition of physical skills among the students.
- 2) The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.
- 3) It is designed to serve the interests of the student community in competitive sports and other recreational activities both indoor as well as outdoor.
- 4) To improve college procedure and practices ensuring safer management of Physical Education and sporting activities in Aditya College of Engineering.
- 5) Ensure a higher quality provision of Physical Education by increasing training of coaches delivering Physical Education but also emphasizing that coaches should maintain good professional development to maintain, update and develop their skills.

### Responsibilities

- 1) To plan, conduct all the sports and games in the college including competitions.
- 2) Train students for inter-college and inter-university, state and national level competitions.
- 3) Monitor and maintain the discipline among student players.
- 4) Proper maintenance of play grounds and sports equipment.





# ADITYA COLLEGE OF ENGINEERING

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- 5) Schedule all the related activities without affecting the academic work and examinations.
- 6) Establish a system to develop and implement sports activities.
- 7) Plan, monitor and maintain the facilities related to sports and games.
- 8) Plan and organize various competitions such as Republic Day Cup, Fresher's day Cup, Independence Day cup, Football league, Inter-Collegiate cricket tournament etc.
- 9) Plan and organize Annual Sports Fest.

## Frequency of committee meetings

It has been decided by the committee, meetings of sports and games committee should meet two times in an academic year. One meeting is preferably at the beginning of the academic year and another at the end of academic year. Further, the committee will meet as and when required to conduct various sports events.

## Conduct of sports events

- 1) Committee members will meet and decide the event name and probable dates of conduct.
- 2) Number of games to be conducted, equipment and facilities about the selected games will be discussed and purchase/repair of equipment, if necessary.
- 3) International or standard rules for all games will be followed and the same will be notified to all the players before starting the event.
- 4) Dress code will be maintained depending on the game and gender.
- 5) Neutral umpires/referees will monitor all the competitions and the names of umpires/referees will be decided well in advance the commencement of event.
- 6) Decide prizes/shields etc. for all the winners and runners up.
- 7) Plan for budget and get the approval from the Principal.
- 8) Prizes will be distributed during the closing ceremony of that event and prizes will be given away to the players after the closing ceremony, on any working day on production of the identity card issued by their college.
- 9) Event name, dates, number of games, players, umpires/referees and other related information will be submitted to the Principal for approval.

## Organizing procedure of any sport events

### 1. Get Organized

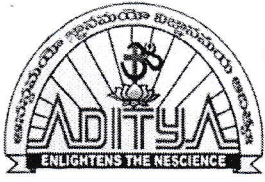
The first thing to do is to create a committee and assemble volunteers.

### 2. Select Dates

Select the date of the tournament so that we may finalize the venue and send out invitations.

### 3. Choose a Venue

Finalize the venue that meets our requirement.



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## 4. Determine Tournament Style

Decide on the type of tournament we want. Should it include multiple sports or a single sport? How many teams will be needed?

## 5. Requirements.

Make a list of items and supplies that will be required for our tournament like score cards, posters, timing clocks, medals or awards.

## 6. Promote Your Tournament

Advertise and promote our event. Set up a website or an event page where interested individuals can register to participate. Invite teams or sports personalities, use social media, send out flyers or emails, and advertise in a local newspaper or a sports magazine. Contact sport managers and college or university coaches so that they can encourage their teams to participate.

## 7. Finalize Details Ahead of Time

Get the medals, awards, certificates, or souvenirs prepared well before the event.

## 8. Reserve Officials and Referees

Reserve the sports officials we will need in the tournament. Contact referee organizations at least a month or so before our event so that they can send enough officials to cover our event.

## 9. Reach Out To Participants

Finalize the teams participating in the tournament and send them the details of event including the rules and regulations of our tournament. Send them of right timing of event and venue of the event.

## 10. Review the Plan

Go through all the details with the venue management, organizing committee, and volunteers so that everyone understands how the tournament will proceed. Assign all tasks beforehand and ensure everyone knows their roles and what we expect from them.

### Selection of the players

1) Issue a circular to all the students who are interested to participate in any sports event.

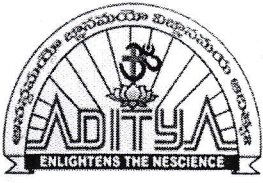
2) Team Selection Criteria:

The following criteria, as applicable to each sport, will be taken into consideration in the selection of two or more teams within a graded age level:

#### Primary

- Player Skills & Confidence (sporting);
- Player Motivation Level;
- Player Level of Fearlessness;
- Team balance and competitiveness for all teams within the age level;





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## Secondary

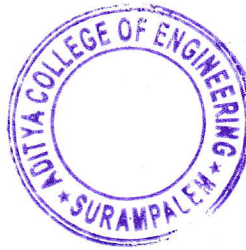
- Player Age;
- Player Skills & Confidence (social / leadership);
- Player Development / Extension;
- Provide each player opportunity to experience some success during the season;

## Registration of players for various events

- 1) Advertise and promote our event.
- 2) We are accepting their Registration through online or offline.
- 3) Finalize the teams participating in the tournament and send them the details of event including the rules and regulations of our tournament.
- 4) Send them of right timing of event and venue of the event.

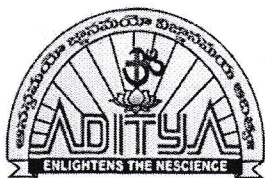
N. Sankar

Coordinator



Principal  
PRINCIPAL

Aditya College of Engineering  
SURAMPALEM - 533 437



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Ref: ACOE/SPORTS/2019-2020/SPP

17.05.2019

## SPORTS & GAMES COMMITTEE

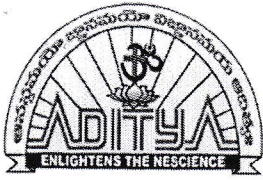
### Strategic Perspective Plan for the Academic Year 2019-20

S. No	Date of the Event	Name of the Event	Estimation Budget for the Events (Rs)
1	12 <sup>th</sup> to 14 <sup>th</sup> of August, 2019	Independence Day Celebrations	15000/-
2	27 <sup>th</sup> to 28 <sup>th</sup> of August, 2019	National Sports Day	10000/-
3	6 <sup>th</sup> to 7 <sup>th</sup> of October, 2019	Intramural Kabaddi Tournament	10000/-
4	28 <sup>th</sup> to 29 <sup>th</sup> of November, 2019	Intramural Kho Kho Tournament	13000/-
5	24 <sup>th</sup> to 25 <sup>th</sup> of January, 2020	Republic Day Celebrations	15000/-

*N. Sankar*

Coordinator

Sports & Games Committee



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Ref: ACOE/SPORTS/2019-20/CIR/01

13-05-2019

## CIRCULAR

All the members of Sports & Games committee of the college are hereby informed that, the sports & games committee meeting is scheduled on 15.05.2019 and the venue will be the Department of Physical Education at 2:30 pm. All are requested to be present on time.

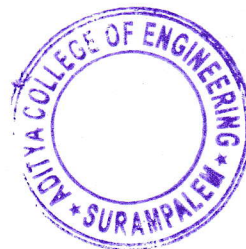
The Agenda of the meeting is:

- i) To Discuss about the SOP, Objectives, Roles & Responsibilities
- ii) Events to be organized.
- iii) Sports calendar to plan & to prepare calendar for Sports & Games.
- iv) For scheduling all the related activities without affecting the class/lab work, examination Schedules.
- v) To organize competitions of intramurals, extra murals and Annual Day

*N. Santhosh R.*

Coordinator  
Sports & Games Committee

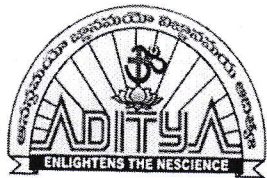
Copy to: All HODS  
Administrative Officer  
Members of the Committee  
Students Notice Board



*[Signature]*

Principal  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM - 533 437





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Ref: ACOE/SPORTS/2019-20/MOM/01

15.05.2019

## SPORTS & GAMES COMMITTEE MINUTES OF MEETING

Date of meeting	15 <sup>th</sup> May 2019	Duration	2.30 PM to 3.30 PM
Venue	Department of Physical Education		
Reference	ACOE/SPORTS/2019-20/CIR/01/ dated 13-05-2019		

The meeting of sports and games committee of Aditya College of Engineering held on 15<sup>th</sup> May 2019 with the following agenda:

- To Discuss about the SOP, Objectives, Roles & Responsibilities
- Events to be organized.
- Sports calendar to plan and to prepare calendar for Sports & Games.
- For scheduling all the related activities without affecting the class/lab work, examination Schedules.
- To organize competitions of intramurals and Annual Day

The Coordinator welcomed all the committee members and started the meeting with congratulating them for the smooth conduction of last year programmes in all the events took place and the agenda points are discussed extensively and decisions are taken accordingly which are given below:

- All the aspects related to SOP are discussed and finalized the objectives, roles and responsibilities and final SOP is to be prepared by incorporating all the suggestions provided by the members.
- Discussed about the sports events to be conducted for the students for the Academic Year and finalized the events as per the suggestions of the members as a part of sports calendar.

The events planned for the complete A.Y;

August : Independence Day Celebrations and National Sports Day

October : Intramural Kabaddi Tournament

November : Intramural Kho Kho Tournament

January : Republic Day Celebrations

- The committee has already discussed in the agenda point 3 that month wise events to be conducted. Further, sports calendar with events/matches are to be planned and events/matches are to be conducted on week-ends and holidays.
- Members unanimously decided that academic calendar should not be disturbed and events can be organized on holidays.
- Members discussed about the competitions to be organized such as Intra murals as per the sports calendar.



# ADITYA COLLEGE OF ENGINEERING

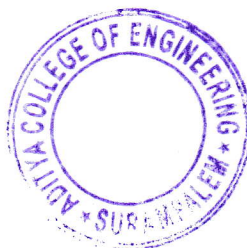
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The list of sports committee members attended the meeting:

S. No	Name of the member	Designation	Dept.	Role	Signature
1	Dr. A. RAMESH	Principal		Chairman	
2	Mr. N. SANKARA RAO	Physical Director	Phy.Edu	Coordinator	
3	Dr. M. RAVINDRA	Assistant Professor	EEE	Member	
4	Mr. M. RAGHUNATH	Assistant Professor	ECE	Member	
5	Mr. CH. PRASADA RAO	Assistant Professor	CSE	Member	
6	Mr. K. PAVAN KUMAR	Assistant Professor	CIVIL	Member	
7	Mr. A. VENU GOPAL	Assistant Professor	H&BSE	Member	
8	Mr. K. ARUN PRATAP	Student	EEE	Member	
9	Mr. K. TEJA	Student	MECH	Member	
10	Mr. B. GOPAL	Student	ECE	Member	
11	Mr. A. VENKATA SAI	Student	CSE	Member	
12	Mr. B. PAVAN	Student	CE	Member	

Coordinator  
Sports & Games Committee



Principal

Aditya College of Engineering  
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Ref: ACOE/SPORTS/2019-2020/ATR/01

18.03.2020

## SPORTS & GAMES COMMITTEE

### Action Taken Report - AY 2019-20

S. No.	Dates of the Event	Name of the Event	Expenditure for the Events (Rs)	Action taken
1	12 <sup>th</sup> -14 <sup>th</sup> of August, 2019	A eve of Independence day	10300/-	Conducted
2	27 <sup>th</sup> -28 <sup>th</sup> of August, 2019	A eve of National Sports day	7800/-	Conducted
3	6 <sup>th</sup> -7 <sup>th</sup> of October, 2019	Intramural Kabaddi Tournament	6900/-	Conducted
4	28 <sup>th</sup> -29 <sup>th</sup> of November, 2019	Intramural Kho Kho Tournament	10450/-	Conducted
5	24 <sup>th</sup> -25 <sup>th</sup> of January, 2020	A eve of Republic day	10600/-	Conducted

  
Coordinator  
Sports & Games Committee