



**Department of Collegiate Education**

*The College*  
**Physical Education Manual**

*A Guide to Physical Education Professionals*



*The College*  
**Physical Education Manual**  
*A Guide to Physical Education Professionals*

**DEPARTMENT OF COLLEGIATE EDUCATION**  
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**2015**

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ಸಿದ್ದರಾಮಯ್ಯ  
ಮುಖ್ಯ ಮಂತ್ರಿ



ವಿಧಾನ ಸೌಧ  
ಬೆಂಗಳೂರು - 560 001  
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ಸಂದೇಶ

ರಾಜ್ಯದ ಎಲ್ಲಾ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜುಗಳ ಗ್ರಂಥಪಾಲಕರಿಗಾಗಿ ಗ್ರಂಥಾಲಯ ಕೈಪಿಡಿ ಹಾಗೂ ದೈಹಿಕ ಶಿಕ್ಷಕರಿಗಾಗಿ ದೈಹಿಕ ಶಿಕ್ಷಕರ ಕೈಪಿಡಿಯನ್ನು ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆಯು ಇ-ಬುಕ್ ರೂಪದಲ್ಲಿ ಹೊರತರುತ್ತಿರುವುದು ಅತ್ಯಂತ ಸಂತಸದ ಸಂಗತಿಯಾಗಿದೆ.

ಕಾಲೇಜುಗಳಲ್ಲಿರುವ ಗ್ರಂಥಾಲಯಗಳನ್ನು ಸುಲಭವಾಗಿ ಉನ್ನತೀಕರಿಸುವ ಕುರಿತು ಬೆಳಕು ಚೆಲ್ಲುವ ಗ್ರಂಥಾಲಯ ಕೈಪಿಡಿ ಹಾಗೂ ದೈಹಿಕ ಶಿಕ್ಷಣದ ವಿವಿಧ ಮಜಲುಗಳನ್ನು ಪರಿಚಯಿಸುವ ದೈಹಿಕ ಶಿಕ್ಷಕರ ಕೈಪಿಡಿ ವೃತ್ತಿಪರರಲ್ಲಿ ಮತ್ತಷ್ಟು ವೃತ್ತಿಪರತೆಯನ್ನು ವೃದ್ಧಿಸಲು ಸಹಕಾರಿಯಾಗಲಿದೆ ಎಂಬ ವಿಶ್ವಾಸ ನನ್ನಲ್ಲಿದೆ.

ಕೇವಲ ವಿಶ್ವವಿದ್ಯಾಲಯ ಧನಸಹಾಯ ಆಯೋಗದ ಸವಲತ್ತುಗಳನ್ನು ಅಥವಾ ರಾಷ್ಟ್ರೀಯ ಮೌಲ್ಯಮಾಪನಾ ಮತ್ತು ಅರ್ಹತಾ ಪರಿಷತ್ತಿನ ಮಾನ್ಯತಾ ಪತ್ರವನ್ನು ಪಡೆಯಲು ಮಾತ್ರವಲ್ಲ, ಭವಿಷ್ಯದ ಪ್ರಜೆಗಳ ಭವ್ಯ ಭವಿಷ್ಯವನ್ನು ರೂಪಿಸಲು ಇಂತಹ ಪ್ರಯತ್ನಗಳು ಪೂರಕವಾಗಲಿವೆ ಎಂಬುದು ನನ್ನ ನಂಬಿಕೆ.

ಬೋಧನಾ ಶೈಲಿಯ ಗುಣಮಟ್ಟವನ್ನು ಉನ್ನತೀಕರಿಸಿ ಶಿಕ್ಷಕರ ಮತ್ತು ವೃತ್ತಿಪರರ ಜ್ಞಾನ ಮತ್ತು ಅನುಭವದ ಪರಿಧಿಯನ್ನು ವಿಸ್ತಾರಗೊಳಿಸುವ ಹಾಗೂ ಶಿಕ್ಷಣದ ಗುಣಮಟ್ಟವನ್ನು ಮತ್ತಷ್ಟು ಉತ್ತಮೀಕರಿಸಿ ವಿದ್ಯಾರ್ಥಿಗಳು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿನಿಯರು ನವ ಜಗತ್ತನ್ನು ಪ್ರವೇಶಿಸಲು ರಾಜ ಮಾರ್ಗವನ್ನು ಸಜ್ಜುಗೊಳಿಸುತ್ತಿರುವ ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಈ ಸಾಹಸವು ಅಭಿನಂದನಾರ್ಹ ಹಾಗೂ ಅನುಕರಣ ಯೋಗ್ಯ.

ಉತ್ತಮ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳನ್ನು ಕಟ್ಟೋಣ. ನಮ್ಮ ಮಕ್ಕಳಿಗೆ ಅತ್ಯುತ್ತಮ ಶಿಕ್ಷಣವನ್ನು ನೀಡೋಣ. ಸರ್ವೋತ್ತಮ ಭಾರತವನ್ನು ನಿರ್ಮಿಸೋಣ.

(ಸಿದ್ದರಾಮಯ್ಯ)

ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು,  
ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಉನ್ನತ ಶಿಕ್ಷಣ),  
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ಬೆಂಗಳೂರು - 560 001.

ಆರ್.ವಿ. ದೇಶಪಾಂಡೆ  
ಬೃಹತ್ ಮತ್ತು ಮಧ್ಯಮ ಕೈಗಾರಿಕೆ  
ಹಾಗೂ ಪ್ರವಾಸೋದ್ಯಮ ಸಚಿವರು



ಕೊಠಡಿ ಸಂಖ್ಯೆ: 314-314ಎ  
ವಿಧಾನಸೌಧ  
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ಸಂ. ಬೃಮಕೈ&ಪ್ರಸ/ 50 / 2015-16

29.08.2015

ದಿನಾಂಕ : .....

### ಸಂದೇಶ

ಇತ್ತೀಚಿನ ದಿನಗಳಲ್ಲಿ ವಿಜ್ಞಾನ, ತಂತ್ರಜ್ಞಾನ, ಉದ್ಯಮ, ವಾಣಿಜ್ಯ ಮುಂತಾದ ಕ್ಷೇತ್ರಗಳಲ್ಲಿ ಅಗಾಧವಾದ ಹಾಗೂ ಕ್ಷಿಪ್ರ ಬದಲಾವಣೆಗಳು ಸಂಭವಿಸುತ್ತಿವೆ. ಜ್ಞಾನದ ಸ್ಪೋಟವು ಎಲ್ಲೆಡೆ ವ್ಯಾಪಕವಾಗಿದೆ. ಬದಲಾಗುತ್ತಿರುವ ಬದುಕಿನ ವೇಗಕ್ಕೆ ಹೊಂದಿಕೆಯಾಗುವಂತೆ ನಮ್ಮ ಶಿಕ್ಷಣ ಕ್ಷೇತ್ರವೂ ಬದಲಾವಣೆ ಕಾಣುವುದು ಅನಿವಾರ್ಯವಾಗಿದೆ. ನಮ್ಮಲ್ಲಿ ಜಾಗತಿಕ ಪರಿವರ್ತನೆಗೆ ಅನುಗುಣವಾಗಿ ಶೈಕ್ಷಣಿಕ ಕ್ಷೇತ್ರವು ಪ್ರತಿಸ್ಪಂದಿಸಬೇಕಾದರೆ, ಅದಕ್ಕೆ ಹೊಸ ಬದಲಾವಣೆಗೆ ಪೂರಕವಾದ ಸಕರಾತ್ಮಕ ಮನೋಭಾವನೆ ಇಂದು ಅಗತ್ಯವಾಗಿದೆ.

ದೇಶದ ಅಭಿವೃದ್ಧಿ ಹಾಗೂ ಪ್ರಗತಿಗಳು ಶಿಕ್ಷಣದ ಗುಣಮಟ್ಟ ಹಾಗೂ ಮಾನವ ಸಂಪನ್ಮೂಲದ ಗುಣಮಟ್ಟದೊಂದಿಗೆ ಸಂಬಂಧ ಹೊಂದಿವೆ. ರಾಷ್ಟ್ರ ನಿರ್ಮಾಣದ ಗುರಿಗೆ ಯುವ ಸಮುದಾಯವನ್ನು ಕ್ರಿಯಾಶೀಲ ಸಂಪನ್ಮೂಲ ವ್ಯಕ್ತಿಗಳನ್ನಾಗಿ ರೂಪಿಸುವುದು ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಉದ್ದೇಶವಾಗಿದೆ.

ಪ್ರಸ್ತುತ ಸಂದರ್ಭದಲ್ಲಿ ಶಿಕ್ಷಣದಲ್ಲಿ ಗುಣಮಟ್ಟದ ಹೆಚ್ಚಳಕ್ಕೆ ಗ್ರಂಥಪಾಲಕರು ಮತ್ತು ದೈಹಿಕ ಶಿಕ್ಷಕರ ಕೈಪಿಡಿ ರಚಿಸುವ ಮೂಲಕ ಉತ್ತಮ ಕಾರ್ಯವನ್ನು ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ ಮಾಡಿದೆ. ಪಾರದರ್ಶಕತೆ ನಿಯಂತ್ರತೆ, ಸ್ವನಿಯಂತ್ರಣ, ಮತ್ತು ಉತ್ತರದಾಯಿತ್ವಕ್ಕೆ ಇವುಗಳ ಸಹಕಾರಿಯಾಗಲವೆ. ಉದ್ದೇಶಿತ ಗುರಿ, ಸಾಧನೆ, ಉನ್ನತ ಶಿಕ್ಷಣ ಕ್ಷೇತ್ರಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಪ್ರತಿಯೊಬ್ಬರ ಪ್ರಯತ್ನದಿಂದ ಮಾತ್ರ ಸಾಧ್ಯ. ಆದುದರಿಂದ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜುಗಳ ಗ್ರಂಥಪಾಲಕರು ಮತ್ತು ದೈಹಿಕ ಶಿಕ್ಷಕರ ಕಾರ್ಯನಿರ್ವಹಣೆಗೆ ಈ ಕೈಪಿಡಿಗಳು ನೆರವಾಗಲ. ಕೈಪಿಡಿಗಳನ್ನು ಇಲಾಖೆಯ ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಪ್ರಕಟಿಸಿ ಆಸಕ್ತಿರಲ್ಲರಿಗೂ ಇದು ಲಭ್ಯವಾಗಲ ಎಂದು ಆಶಿಸುತ್ತೇನೆ.


( ಆರ್.ವಿ.ದೇಶಪಾಂಡೆ )



## ಸಂ ದೇ ಶ

ಯಾವುದೇ ದೇಶದ ಅಭಿವೃದ್ಧಿ ಅಥವಾ ಪ್ರಗತಿ ಅಲ್ಲಿಯ ಶಿಕ್ಷಣ ಕ್ಷೇತ್ರದ ಗುಣಮಟ್ಟವನ್ನು ಅವಲಂಬಿಸಿರುತ್ತದೆ. ಅದಕ್ಕಾಗಿ ಕಾಲಕ್ಕೆ ತಕ್ಕದಾದ ಹದವನ್ನು ಶಿಕ್ಷಣ ರಂಗದಲ್ಲಿ ಆದಷ್ಟು ಬೇಗ ರೂಪಿಸಿಕೊಳ್ಳಲು ನಾವೆಲ್ಲರೂ ಬದಲಾವಣೆಯ ಕಡೆ ಹೊಸ ಹೆಜ್ಜೆಗಳನ್ನು ಇಡಲೇಬೇಕಾಗುತ್ತದೆ. ಅಭಿವೃದ್ಧಿ ಹಾಗೂ ಪ್ರಗತಿಗಳು ಶಿಕ್ಷಣದ ಗುಣಮಟ್ಟ ಹಾಗೂ ಮಾನವ ಸಂಪನ್ಮೂಲದ ಗುಣಮಟ್ಟದೊಂದಿಗೆ ಪರಸ್ಪರ ಸಂಬಂಧ ಹೊಂದಿವೆ. ಈ ಸಂದರ್ಭದಲ್ಲಿ ಗ್ರಂಥಪಾಲಕರು ಮತ್ತು ದೈಹಿಕ ಶಿಕ್ಷಕರಿಗೆ ಮ್ಯಾನುಯಲ್‌ಗಳನ್ನು ರಚಿಸುವ ಮೂಲಕ ಸಾಂಸ್ಥಿಕ ಬದಲಾವಣೆಯನ್ನು ರೂಪಿಸುವ ಪ್ರಯತ್ನವನ್ನು ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ ಕೈಗೊಂಡಿರುವುದು ಶ್ಲಾಘನೀಯ. ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜುಗಳ ಗ್ರಂಥಾಲಯಗಳು ಮತ್ತು ದೈಹಿಕ ಶಿಕ್ಷಣದ ಕಾರ್ಯನಿರ್ವಹಣೆಗೆ ಈ ಕೈಪಿಡಿಗಳು ನೆರವಾಗಲಿದೆ.

ಈ ಮ್ಯಾನುಯಲ್‌ಗಳು ಶಿಕ್ಷಣದ ಗುಣಮಟ್ಟ ಹಾಗೂ ಮಾನವ ಸಂಪನ್ಮೂಲದ ಅಭಿವೃದ್ಧಿಗೆ ಪೂರಕವಾಗಲಿ ಎಂದು ಆಶಿಸುತ್ತೇನೆ ಹಾಗೂ ಈ ವರ್ಷದ ಸೆಪ್ಟೆಂಬರ್ 5, ಶಿಕ್ಷಕರ ದಿನದಂದು E-Book ರೂಪದಲ್ಲಿ ಈ ಮ್ಯಾನುಯಲ್‌ಗಳನ್ನು ಬಿಡುಗಡೆ ಮಾಡುತ್ತಿರುವುದು ಸ್ತುತ್ಯರ್ಹ. ಈ ಕೈಪಿಡಿಯ ರಚನೆಯಲ್ಲಿ ಪಾಲ್ಗೊಂಡ ಎಲ್ಲರಿಗೂ ನನ್ನ ಅಭಿನಂದನೆಗಳು.

  
( ಕೌಶಿಕ್ ಮುಖರ್ಜಿ )

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ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ



**Education Department**  
**(Higher Education)**  
ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಉನ್ನತ ಶಿಕ್ಷಣ)

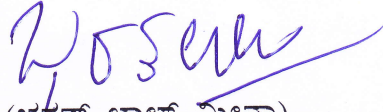
ದಿ: 31/08/2015

ಸಂದೇಶ

ಕಾಲೇಜು ಶಿಕ್ಷಣದಲ್ಲಿ ಸರ್ವತೋಮುಖ ಉತ್ಕೃಷ್ಟತೆಗೆ ಅನುವು ಮಾಡಿಕೊಡುವ ಅವಶ್ಯಕತೆ ಈಗ ನಮ್ಮ ಮುಂದೆ ಇರುವುದು ತಮಗೆಲ್ಲರಿಗೂ ತಿಳಿದ ವಿಚಾರವೆ ಆಗಿದೆ. ಪಠ್ಯಕ್ರಮ, ವಿಷಯ, ನಿರೂಪಣೆ, ಬೋಧನಾ ತಂತ್ರ, ಪರೀಕ್ಷಾ ಪದ್ಧತಿ, ಗಣಕಯಂತ್ರ ಕುಶಲತೆ ಮುಂತಾದವುಗಳಲ್ಲಿ ವಿಶ್ವದೆಲ್ಲೆಡೆ ತ್ವರಿತಗತಿಯ ಬದಲಾವಣೆಗಳಾಗುತ್ತಿವೆ. ಇಡೀ ವಿಶ್ವ ಇಂತಹ ಬದಲಾವಣೆಯ ಪರವಾಗಿ ರೂಪುತೆಳೆಯುತ್ತಿರುವ ಸಂದರ್ಭದಲ್ಲಿ ಉನ್ನತ ಶಿಕ್ಷಣದ ಅಭಿವೃದ್ಧಿ ಹಾಗೂ ಪ್ರಗತಿಗಳು ಶಿಕ್ಷಣದ ಗುಣಮಟ್ಟ ಹಾಗೂ ಮಾನವ ಸಂಪನ್ಮೂಲದ ಗುಣಮಟ್ಟದೊಂದಿಗೆ ಸಂಬಂಧ ಹೊಂದಿವೆ.

ಈ ದಿಸೆಯಲ್ಲಿ ನಿರಂತರ ಪ್ರಗತಿಗಾಗಿ ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ ಹಲವಾರು ಕಾರ್ಯಕ್ರಮಗಳನ್ನು ಹಮ್ಮಿಕೊಂಡಿದೆ. ಈ ಸಂಬಂಧವಾಗಿ ಗ್ರಂಥಪಾಲಕರು ಮತ್ತು ದೈಹಿಕ ಶಿಕ್ಷಕರಿಗೆ ಕೈಪಿಡಿಗಳನ್ನು ರಚಿಸಿ ಇಲಾಖೆಯ ಕಾರ್ಯನಿರ್ವಹಣೆಯನ್ನು ಉತ್ತಮ ಪಡಿಸುವ ಪ್ರಯತ್ನವನ್ನು ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ ಕೈಗೊಂಡಿದೆ. ಈ ಕೈಪಿಡಿಗಳು (Manual) ಶಿಕ್ಷಣದ ಗುಣಮಟ್ಟ ಹಾಗೂ ಮಾನವ ಸಂಪನ್ಮೂಲದ ಅಭಿವೃದ್ಧಿಗೆ ಪೂರಕವಾಗಲಿ ಎಂದು ಆಶಿಸುತ್ತೇನೆ. ಈ ಕೈಪಿಡಿಗಳನ್ನು ಈ ವರ್ಷದ ಶಿಕ್ಷಕರ ದಿನವಾದ ಸೆಪ್ಟೆಂಬರ್ 5ರಂದು E-Book ರೂಪದಲ್ಲಿ ಬಿಡುಗಡೆ ಮಾಡುತ್ತಿರುವುದು ಶ್ಲಾಘನೀಯ.

ಈ ಕೈಪಿಡಿಯ ರಚನೆಯಲ್ಲಿ ಹಲವರ ಶ್ರಮವಿದೆ. ವಿಶೇಷವಾಗಿ ಇಲಾಖೆಯ ರಾಜ್ಯ ಗುಣಮಟ್ಟ ಭರವಸಾ ಕೋಶ ಹಾಗೂ ಇದರ ರಚನೆಯಲ್ಲಿ ಪಾಲುಗೊಂಡ ಎಲ್ಲರಿಗೂ ಅಭಿನಂದನೆಗಳು.

  
(ಭರತ್ ಲಾಲ್ ಮೀನಾ)



## Preface

Over the ages it is a known fact that Physical Education has been an integral part of overall Education & Development of the Individual and the Society. Plato's views to optimize education processes to build a Utopian State to develop the "Philosopher king" emphasizes on concepts of 'Gymnastics for the body' and Calisthenics for the mind.

It is proved that physical education plays an important role for all-round development of the youth. Physical education enables overall coordination of physical abilities, mental consciousness and various qualities related to development of character. Physical education generates energy in the individual and gives boost to self-power. It also enhances knowledge of various academic subjects, along with ability to learn, to think and to do. In brief such exposure enables building leaders. To quote Mahatma Gandhi "By Education I mean, an all-round drawing out of the best in child and man-body, mind & spirit. It implies physical, mental and social development of the individual..."

The prime objectives of evolving this Manual are to bring in uniformity in Department of Physical education among colleges involving management of Physical education and Sports activities, Organization and Administration, Team formation, Coaching, Guiding, Conducting sports events, Office management, Accounting, Financial reporting, Funding, Audit, and to enable overall development of colleges.

To provide broad guidelines to Physical Education Directors, this Manual will provide clear guidance to Teaching faculty and will be useful as a book of reference to the Principals.

Excellence and Efficiency can be achieved in Administration of Physical education activities by inculcating the content of this manual. This manual has been prepared for faculty of Government, Aided, Un-Aided, and private First Grade Colleges of Department of Collegiate Education in Karnataka and is the first of its kind in India.

(Chakravarthi Mohan)



## ACKNOWLEDGEMENT

I would like to express my gratitude to all those who saw me through this book; to all those who provided support, spoke things over, read, wrote, offered comments. This Manual is a product of collective thinking and contributions of a large number of people. We also acknowledge the contributions of Shri T.N.Prabhakar and Shri.Krishne gowda in shaping this Manual. Several people researched and sourced the material and information to put together in this manual.

I am also thankful to all those who have been with me over the course of preparing this manual and whose names I have failed to mention. "However, the manual would not have been possible without the kind support and help of many individuals. I would like to extend my sincere thanks to all of them. I welcome feedback in the form of suggestions, additional inputs and opinions to enable us to further improve the approach and content of this Manual.

**Dr. Siddalinga Swamy**

Coordinator for State Quality Assurance Cell

Office of the Commissioner of Collegiate Education

## PHYSICAL EDUCATION MANUAL FOR GOVERNMENT COLLEGES

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## **DUTIES AND RESPONSIBILITIES OF PHYSICAL EDUCATION DIRECTORS**

Physical Education mainly focuses on the development of Physical fitness and motor fitness through development of neuromuscular skills, emotional stability through development of character and personality, social fitness through process of socialization and nurturing values. Physical Education makes a person energetic, enthusiastic, physically fit, determined and optimistic which has a long implication lasting throughout his life.

As there are ample of opportunities in the field of physical education and sports to take it up as a profession and the students can become professional sportsmen, sports event manager, trainer/ instructor/ coach, sports journalist, sports goods manufacturer/ marketing executive, commentators etc. The Colleges being nurturing place of layman into a full-fledge sportsmen and have scope to display their talents which can rise to National and International Standards. The instructors shall be responsible to nurture such qualities among the students by proper training. Hence, they are intended to perform following duties and responsibilities to promote Physical Education and sports culture in Colleges.

1. Preparation of program of work (action plan) and sports budget for each academic year and actualize the same.
2. To convene sports committee meetings.
3. To mandatorily conduct selections for students and form teams and participate in various Inter-Collegiate, University and State level Sports and Games competitions.
4. To evaluate essential fitness among students selected for different competitive sports, at the beginning of academic year as per standard fitness test norms.
5. To facilitate training and coaching of selected students for various Inter-College, University Inter-University games and sports competitions.
6. Preparation of budget for every academic year.
7. To purchase sports goods as per the purchase policies framed.
8. Maintenance of equipment's and facilities.
9. To conduct and assist inter-collegiate tournaments.

10. To assist University in conducting inter-collegiate and inter-varsity sports programs.
11. To conduct inter-class competitions in sports and games for students.
12. To assist the Principal in maintaining discipline and healthy atmosphere in the College.
13. Preparation and submission of annual report at the end of every academic year.
14. Teach both theory and practical classes as per the CBCS syllabus /any other guidelines of Higher Education Department, Department of Collegiate Education and Affiliated University.
15. To promote personality development and leadership qualities among students.
16. To develop moral and ethical values among students.
17. Attend Physical Education related meetings, workshops as required, undertakes assignments if necessary.
18. To Maintain following Registers:-Day book, Indent book, Resolution book, Stock register, Damaged and Unserviceable goods register, Memo book, Issue register, Work diary and records of students achievements and personal achievements.
19. Compliance with audit reports, enquiry reports of the Department.
20. The detailed report of the Physical Education department should be submitted to the IQAC cell at the end of every year. Also play a vital role during NAAC and any other peer team visits to college
21. To assist in organizing national festivals.
22. PED's can assist recognized state associations/organizations as a team coach, manager for National, International championships and officiating & organising sports championships with prior permission of DCE.

**Note:**

***Accompanying College, University teams in different designations (or responsibilities) such as, coaching the university teams, accompanying as a team Coach/Manager/Observer/Trainer for Inter University Competitions, conducting and assisting inter collegiate and inter university championships shall be treated as OOD 'On Official Duty' and the absence shall be certified by the university.***

## SERVICES PROVIDED IN THE COLLEGES

Along with the goal of academic excellence, the government colleges aim at developing talent of its students in sports and cultural activities to seek their holistic development. As in academics, physical education in colleges makes way for national & international level opportunities to the students and empowers them to succeed in the given opportunities. Physical Education and Sports not only create healthy individuals but also a healthy society. Therefore, sports culture can contribute to the nation-building process, being active in sports are the primary responsibility of the youth, but the college should provide them with all possible facilities for their development. The purpose of education is to develop skilled human resources by increasing capacity of individuals to achieve core competencies in their selected fields.

It must create a system to cater to diverse needs of individuals. Keeping in view of this goal, the College has to develop a network of systems in multi-areas of sports and cultural domain along with academics to provide wider choice to individuals for their versatile & multidimensional growth. Ultimately the mission is to bestow the nation with excellent sportsmen & artists and contribute towards building good human resource of the nation. Thus the following services may be rendered by a Physical Education department in the colleges.

1. To conduct Physical fitness tests, analyze and help students to improve.
2. To educate and encourage students about utilizing the available sports facilities and equipment's.
3. To conduct classes of physical activities such as yoga, aerobics, karate etc for mass participation (comprising every student of every class).
4. To teach, coach and train students in athletics, major sports and games. Possible areas of training, coaching services, could be identified by the colleges pertaining to facilities available and support the students in any of sports, games and Physical activities. The sports & games enlisted in AIU, universities and other sports federations may be given due consideration.
5. To take measures and help students to overcome disciplinary problems.
6. To inspire students by real life stories of successful sportsmen and aid them to take up challenges.

7. To channelize the energy and leisure time of students towards worthwhile healthy practices.
8. To educate students about various job opportunities in the field of Physical Education.
9. Conduct seminars, special lectures and workshops by the students and for the students.
10. Organize community health programs.
11. Enlighten colleagues about the latest trends and innovations in the field of health, fitness and sports.
12. Discussions about what physical education comprises of and how best it can aid in academic achievements of the students.
13. Motivate and educate fellow colleagues to involve themselves in sports activities. (Utilize sports facilities and equipment's available.)

#### **EXTENDED SERVICES**

1. To teach and make students understand the importance of adhering to physical activities throughout life.
2. To encourage every student to actively participate at least in any one form of physical activity.
3. To assist in conducting medical examination camps in Colleges.
4. To counsel the students and help them to handle difficult situations.
5. To provide first aid facilities in the Colleges and first aid training for students.
6. To plan and execute job oriented training and certificate courses for students.
7. To act upon the feedback of sports committee.
8. To assist the activities of NCC, NSS, Red Cross, Scout & Guides etc., in the college.
9. To organize adventure sports activities for the benefit of the students.
10. Provide consultancy services, if any, such as assisting local bodies/ youth services dept. etc., in conducting sports competitions.

## **BEST PRACTICES**

1. To initiate Job Oriented Certificate courses in various instructional training. (Gym instructor, Yoga instructor, self-defense etc.)
2. To counsel and guide students in fitness related issues.
3. To coach students who are highly competitive for participation in inter university, state, national and international competition.
4. To have MOU with sports clubs and associations.
5. To adopt modern teaching methods and techniques.
6. To conduct Certified First-aid training programmes for students.
7. To conduct special coaching camps during vacation.
8. To make provision for student- documentary / projects regarding elite sports personalities.
9. To promote mass participation of students in activities enhancing health related fitness.
10. The activities and achievements of the P.E. Department to be displayed in the college notice boards, college website, etc,
11. To plan and acquire funds/facilities for sports development through UGC, RUSA, Dept. of Youth Empowerment & Sports, CDC, Local bodies, NGO's, Corporate sectors etc.,

*Feedback shall be collected on all aspects of sports facilities through suggestion box, feedback forms and physical education services evaluation forms. Appropriate action to be initiated regularly on the suggestions received from the stakeholders.*

## REQUIREMENTS IN PHYSICAL EDUCATION DEPARTMENTS

As a responsible department enduring for the continuous progress of the students, following requirements of the department must be planned for their effective performance.

### PHYSICAL REQUIREMENT & FACILITIES

1. Where ever possible, a separate room should be demarcated for the department to carry on its functions and to safe guard the sports material.
2. At least, minimum play area should be demarcated and planned to use in a multi- purpose manner for organizing physical activities, both in view of mass participation and for competitive activities such as small area games like Kabaddi, Volleyball, Throwball, Badminton, Basketball, Tennicoit, Yoga and etc. (in a area of 100 feet X 50 feet all the above events can be planned in rotation basis)
3. As per the availability, a separate Multi-purpose hall (at least mini hall) for various indoor games attached to the office of P.E. Department would be ideal.
4. As per possibility a Multi-Gym/Yoga-center/Fitness-center/Aerobics-center/Gymnasium etc., may be planned.
5. Computer with printer to maintain various documents and track record of student-athletes.
6. First-Aid facilities for all stake holders of the college.

### SPORTS EQUIPMENT/MATERIAL IN P.E.DEPARTMENT

1. Sports equipment/material should be made available as per the activities planned and to be chalked out by the College Physical Education department.
2. Software's, CD's/DVD's related to sports coaching/training.
3. Kits in par (activity related) to be availed to trainees of various games.

**Note: The above facilities may be based on the following aspects of the College/institution**

- a. Student Strength, male – female student ratio (In view of Mass-Participation activities)
- b. Action Plan of the department
- c. Potential of the College towards inter collegiate participation
- d. Available place for play/recreation activities/sports and games
- e. Recent past performance of the college teams in sports
- f. Facilitation for accreditation
- g. Availability of financial resources and any other determining factors



### WORKING HOURS

1. Minimum of six hours per week of class room teaching to impart importance of Physical wellbeing, sports or if add-on-course is conducted in the College.
2. Practical teaching hours (5 days x 3 hours/day approximately, Saturday: 1-2 hours) for activities such as selection of players, coaching, training, preparation of College teams, conduct of inter class sports activities, Physical Education training etc. Within this allotted 18 hours two hours to be utilized for efficiency tests.
3. Out of 40 hours/week as per UGC norms 10 hours to be allocated towards preparation for sports activities and maintenance of play areas and equipment.
4. Remaining hours towards administrative support to the Principal.
5. 6(Theory) +16(Practical) +2(Test) +10(Preparation) +6(Admin) =40 hours.
6. Where ever courses such as B.A(Physical Education), CBCS (Physical Education, Sports, Yoga), Diploma/Certificate courses are planned then the workload module may be restructured accordingly.
7. The workload that is prescribed by UGC/DCE time to time should be strictly followed.

### MODULE OF WORKLAOD SPREAD-OVER

SL. No.	PARTICULARS	No. ofHours
1.	Theory/Practical Class Teaching (Black Board/PPT/Field)	6 Hours
2.	Teaching/Practical/Training/Coaching	16 Hours
3.	Preparation for sports activities and maintenance of play areas and equipment including monitoring of issue of sports equipment for daily activities and Office management. Extension services and Research activities may also be given due consideration.	10 Hours
4.	Administrative Support	6 Hours
5.	Test (fitness, skill, knowledge...)	2 Hours
	<b>Total working hours</b>	<b>40 Hours</b>
	The additional work taken up may be recorded in the work done diary.	

## **FORMATION OF COLLEGE SPORTS COMMITTEE**

Sports Committee will be the guiding force while promoting sports culture at Colleges. Sports committee comprises the Principal of respective College as the committee chairman/president, Physical Education Director as the convenor, few faculty members who have contributing interest towards Physical Education and Sports as members, the main office personnel-manager/superintendent/ as one among the members and two student representatives. The duration of the committee shall be for one academic year, during which they will meet to plan, discuss and execute the activities as scheduled by the Department of Physical Education.

### **The role of sports committee members:**

#### **1) Principal - Chairman**

To monitor and to take decisions on every aspect of the sports committee's function and resolutions

#### **2) Physical Education Director – Convenor/Secretary**

As mentioned in: Duties, responsibilities and services performed by PEDs

#### **3) Faculty members**

1. To assist in organizing all sorts of activities planned by the Department of Physical Education.
2. To encourage the students to actively participate in sports and games at various levels of competitions - inter College, inter-university, district, state, national and international levels.
3. To educate students to avail the benefits of Physical Education.

#### **4) Office representatives**

To guide official requirements, methods and means of allocating and utilizing the available financial resources

#### **5) Student Representatives**

1. To motivate the students to participate in activities planned for them.
2. To communicate the problems, grievances and suggestions of the students related to the programs of the department.

**Note:**

*It is the responsibility of the Sports Committee under the guidance of the Principal, to adhere to the DCE guidelines of utilization of Sports Funds available in the college. The sports fund should be utilized only for purchase of sports equipment's, sports kit/wears, TA/DA for sports teams, conduct of Inter Class & Inter Collegiate Sports competitions, maintenance of sports grounds, prizes for winners in sports competitions, cash awards for outstanding sportsmen and any other physical education related activity.*

## **SPORTS GOODS/EQUIPMENT PURCHASE POLICY**

Any purchases made for the department of Physical Education must be in accordance with the Karnataka transparency in public procurement act- 2000. Following concepts must be followed while making purchases:

1. Budget must be prepared along with an action plan as to decide on allocation of available funds for various essential purposes.
2. A list of what is required for the academic year must be prepared in accordance with the amount of budget available for the purpose of purchasing.
3. A resolution has to be made with regard to the purchase to be made and the same has to be approved by the sports committee.
4. Purchases made for an amount of less than Rs. 5,000-00 there is no need for quotation but the same should be supported by a voucher/cash bill/receipt.
5. For purchases above Rs. 5,000-00 and less than 1,00,000-00 (one lakh) quotations must be called, comparative statements to be prepared and orders for the supply of the same should be placed. The goods received must be Physically verified for damages and wrong counts. After conformation of everything to be correct the same should be taken into account in particular pages of stock book. The payment for the same must be done in cheques and receipts for receiving the same must be obtained from the supplier. (firm who will supply.)
6. For purchases above 1,00,000-00 and less than 5,00,000-00 manual tendering must be called with required notification in daily newspaper. And firm which bids for lesser price will automatically get the purchase orders to supply the goods. Once the goods are supplied the same shall be physically verified for quality and quantity. And if found correct the payments will be done in cheques and receipts for receiving the same must be obtained from the supplier. (firm who will supply.)
7. For purchases above 5,00,000-00 there is need for E-tendering and the pertaining steps has to be followed.

## **STOCK VERIFICATION AND COMMON COST RECOVERY POLICY**

At the end of every academic year as on 31<sup>st</sup> March, stock verification must be done by the stock verification committee setup by the Principal for that academic year. A separate register for the damaged and unserviceable goods has to be maintained in a prescribed form where in the list of the goods damaged with all its details as to the price, year of purchase and others have to be mentioned.

The goods damaged which are serviceable must be serviced and made available for utility. The goods which are not serviceable can be disposed with the pertaining procedure as to notify auction of the same on a particular date through a local media/notice in the notice board with prior permission of the Principal. The goods must be auctioned on the date as mentioned in the notice and the recovery amount obtained by this procedure must be paid to government. The goods which are not purchased even in the auction and goods which are consumable in nature (bat, ball, shuttle cock etc), which can neither be repaired or auctioned can be written off with the due permission of Principal. The goods so auctioned and written off must be mentioned as written off in stock book and also in the damaged and unserviceable goods register.

## **AUDITING IN COLLEGIATE EDUCATION**

Due to the specific nature of higher Educational institutions, it has become necessary to report to the administration or to the State Government and UGC about the income and expenditure under different funds. By this type of reporting, institution may find out its own position in financial management and set up. This will also enable management to determine the performance of institution under each head of accounts.

Therefore, auditing has become necessary. It is a well-known truth that where accounting ends, auditing begins. Almost every institution of any nature and size has to go through the process of auditing. It is sometimes because of administrative provisions laid down by university, affiliated or any type of College or State Government and other controlling agencies.

There are following reasons and because of them auditing is necessary:

- 1) Educational institutions often receive grants from central, State or authorized funding agencies and UGC, RUSA etc. These grants are sanctioned for some specific or general purpose and it is expected from Colleges to utilize the amount for the specific purpose only. There are certain conditions imposed on Colleges without fulfilling those pre-requisites, one is not allowed to utilize the grants. In order to ensure proper use of funds, the accounts are audited by government audit party.
- 2) Audit is necessary to detect errors in writing accounts, to find out frauds. In order to prevent such errors, frauds, commission and omission audit is necessary.
- 3) Auditing can also be done at the desire of management as a check of control over financial activities, and the functions discharged by the Principals and subordinate staff. This is popularly known as Internal Auditing.

Auditing is defined as the systematic examination of the books of account with a view to ascertain the accuracy and reliability of accounting and to check for the adherence of accounts to the legal and professional requirements.

The auditing thus performs the following functions:

- a) To ensure that there exist no error or fraud to reflect the true state of affairs in the Institutions. These errors/frauds include.
  - i. Errors of omission
  - ii. Errors of Commission
  - iii. Compensating errors
  - iv. Fraudulent errors

Fraudulent errors may take place in any one of the following forms:

- i. Misappropriation of funds
- ii. Embezzlement of cash
- iii. Defalcation and manipulation of accounts
- iv. Misappropriation of goods.

The auditor shall find out above errors easily by physical checking of accounts and verification of assets and liabilities.

- b) Auditor therefore acts as preventive agent and minimizes the chances of errors and frauds in account.
- c) Maintenance of accounts as per provisions is obligatory. Hence, auditing ensures that accounting records maintained by Colleges is in conformity with the standards prescribed by laws. This makes accounting records reliable and authentic.
- d) The system of auditing leads to institutional efficiency and economy.

The College Principal being in charge of all affairs of the College must ensure a proper accounting in his College.

***The Principal shall take care of the following points:***

- 1) No entry for a financial transaction must be made unless there is supporting proof known as vouchers. Every primary and collateral voucher must be preserving till the accounts and audited. Every voucher must be dated, signed and numbered in a proper manner, besides details of payments.
- 2) Every Principal must be conversant with resolutions of governing bodies, university statute and rules to know his power, rights, duties, and responsibilities especially in connection with financial transactions. He must obtain sanction of competent authority in case of expenditure exceeding his financial power.
- 3) The Principal should ensure (a) sanction of the competent authority (b) provision of funds in the budget, before incurring expenditure.
- 4) College Principal should ascertain the purchase procedure, stores and assets; as per rules of University and State Governments.
- 5) Rules for disbursement collection and remittances must also be strictly adhered to;
- 6) Principal should distribute work among Teaching & supporting staff systematically.
- 7) It is good that Principal uses a double carbon system.
- 8) Periodic bank consolidation statements must be got and checked.

There are many sources of funds for the Colleges:

- i) The Government grants for items like machinery and office equipment and contingencies and furniture.
- ii) UGC and RUSA grants are an important source of funds.
- iii) Developmental grants provided the University or any other Government, Semi-Government organizations and NGO's.

For all these purposes separate cash books and ledgers must be maintained. The College accounts are subjected to various types of audit.



## **GUIDELINES FOR PROFESSIONAL DEVELOPMENT / EXCELLENCE**

Ensuring quality has been a common thread in higher Education programmers since the department's inception that remains true even today. But the urgent need to raise student achievement across the board and, most especially, in under-performing Colleges, led to creation of a capacity building program that focuses directly and exclusively on Physical Education teacher development.

The quality of higher Education has deteriorated in recent years. The (Teacher) Professional Development Programs for teachers are characterized by the recognition that collegiate sports development is a complex, non-routine, and responsive endeavor. Effective sports activities are tailored to specific learning goals, the strengths and needs of each individual student, the dynamics of the sports and a host the other factors. To that end, Physical Education teacher preparation programs, induction efforts, and on-going professional development opportunities must be aligned to each other and to agreed-upon set standards. As a system, they must be geared to help sports teachers become knowledgeable and flexible practitioners, able to learn continuously, from each other and from their own practice as evidenced in student performance.

It is only when armed with deep understanding of content, pedagogy and students that sports teachers are to adapt, assess, adjust, reconsider, and refine practice throughout the course of their careers-in response to each new student and an understanding of that student's learning needs. In doing so, teachers can help each student to be successful. The sports in higher Education should aim at training younger generation the life skills, self-reliance, personality development, community service, social integration and political understanding.

The following efforts have to be encouraged to prepare Physical Education Teachers to adapt to the new situation.

1. To start BA-Physical Education courses as per university norms
2. To attend orientation and refresher programs organised by ASC sponsored by UGC.
3. To attend short term orientation programs conducted by SAI, state associations and other professional institutions.

4. To attend short term professional development programs.
5. To attend conferences, seminars, and workshops.
6. To take up research projects sponsored by UGC and other departments.
7. To author research articles for journals.
8. To author books.
9. To attend training for technological advancements.
10. Provision for meeting of Physical Education Directors conducted by the DCE/University in both semesters.
11. To get associated with professional associations.
12. To involve in advanced studies with permission of the DCE.

## ORGANISING SEMINARS, WORKSHOPS, CONFERENCES AND SYMPOSIUM

In a world where information base is expanding on an exponential scale, the ability to use information and knowledge is what will give us the advantage. Therefore, teaching must incorporate a module on how to develop our ability to think, ability to be imaginative and to be creative.

Teaching should also be student centric and activity based and practical based where there is room for better appreciation of concepts. We must also prepare the students of today for their world of work. Besides giving them domain knowledge of the subject, they have to be made fit for employment by imparting specific or marketable skills, along with ability to learn to learn and learn to think and learn to do. In other words, along with academic learning on domain subjects, students must possess varied skill sets. Therefore, India awaits a main stream learning system which is comprehensively different from what has dominated our Education system over the last many decades. India awaits a system that focuses more on learning than teaching; a system where a teacher is a Guru and facilitator rather than a teacher who is the repository of information and knowledge; a system where rote learning is replaced by the power to foster imagination, innovation and initiatives; a system where people learn to reflect, collaborate and work in teams.

Participation in Seminars, Workshops, Conferences and Symposium are of very essential help to create an effective learning environment, improve teaching-learning situations, keep updated on modern instructional devices and inspires teachers to become better in the modern world. Seminars and Conferences provide ample of opportunity and encouragement to a person to undertake research work and also to present his views. This improves one's quality and in-depth knowledge of the subject and boosts self-confidence.

**For the Students:** Seminars are to be conducted at the college level for the benefit of students. Individual or group of students could be given simple topics to collect the data and present the paper. This provides a sense of research and a chance to present their views. These seminars are cost effective and can be conducted in the class rooms also. Participation of all students and the other staff members should be encouraged.

Seminars can be conducted where students participate as delegates and listen to the experts' experience, training methods and interpretation of rules of the games. Students also can have discussion with the experts.

**For the Physical Education Directors:** Seminars, Workshops, and Conferences are to be conducted to improve and update the knowledge. State, National and Inter National level Seminars and Conferences can be organized with the help of

- Local donors
- With the help of CDC Members
- In collaboration with Sports Organizations
- Sponsored by Companies etc.
- The financial assistance from UGC, NAAC and RUSA could be obtained fulfilling the guidelines for the grants.

**Workshops:** Workshops could be routine feature and can be conducted every month. Service of Physical Education Directors nearby Colleges can be obtained as per their proficiency. Financial aid can be availed from sports fund or IQAC. Sports fee can be utilized to introduce any such programs on regular basis and also to meet other essential requirements of the Physical Education Department.

Though restrictions have been made in relation to participation in seminars and conferences-

- Ample opportunities may be availed for presentation of research papers.
- Opportunities may be created for attending as technical/resource person/lead speaker at conferences and seminars.
- Services of Physical Education Directors working in other Colleges may be obtained with due permission whenever essential. Permission may also be given to serve as resource persons for elsewhere Colleges whenever essential.

## USE OF TECHNOLOGY IN PHYSICAL EDUCATION

Sports technologies are considered as means of development to help an individual to reach certain goals and interests related to a specific type of sport. There are technical means wherein athletes and sportspersons tend to enhance their training alongside with their competitive surroundings to come up with a thoroughly improved athletic performance. It basically speaks of knowledge and the application of utilizing a specialized kind of equipment along with the latest advance technologies needed to execute certain types of sports efficiently.

Technology will support teachers on how to use modern learning technologies to improve student learning. It will help to meet the growing shortage of well-prepared, technology-proficient educators. It will generate the capacity of the college faculties to utilize technology for instruction and administrative purposes.

The world of sport is constantly changing over the years, and the use of technology is just one of those areas that have made an impact on all sports in the modern day. One criticism of the use of technology is that it can slow down the speed of the game, but on the other hand for many people it makes watching it more enjoyable to see the correct decisions being made. Develop technological literacy to meet their academic needs and courses.

Improvised technology has a major role in improving teaching aspects of Physical Education and sports. Every Physical Educationist has to equip himself with the latest technological advancements and adopt the same in all three aspects teaching, training and coaching.

The following gadgets may be utilized as per the availability.

**Video camera:** plays a vital role in analyzing and correcting the skill, technique execution and game performance. It can also help in rectifying our own mistakes while teaching.

**Mobile phones:** in today's era of smart phones a Physical Education teacher can find it a lot of helpful tool to communicate lot more easily and save lot of time. It can be used to vigil the sportsperson even when not together. It can be used as stopwatch/clock. It can be used as a dairy to remind the programs planned. Lots of applications related to sports/any Physical activities can be downloaded and instant information can be obtained.

- Software can be availed to even officiate competitions which are easy and accurate.
- Software can be availed to verify and rectify skills and techniques performed.
- Software such as SPSS can help in analyzing various data statistically and draw interpretations and draw conclusions.
- Videos of skills, techniques and any related concepts can be downloaded to show it to students and motivate them to practice the same. (eg. YouTube, Google, tubbidy.com....)

**Internet Access:** Today access to internet provides access to the key of any required knowledge update in any rules, gadgets, equipments, events, skills, techniques and anything you name.

**Projector:** It is also a very essential component of technology to video teaching of various aspects of Physical Education and sports.

## RESOURCE MANAGEMENT- FINANCIAL, INFRASTRUCTURE GUIDELINES

Resource Management is the efficient and effective deployment of College's sports resources when they are needed. Such resources may include financial resources, inventory, human skills, and available infrastructure resources.

Resource management is a key element to sports activities in project estimating and human resource management. Both are essential components of a comprehensive project management plan to execute and monitor sports programs successfully. Transparency in resource management is essential to achieve success.

- In the beginning of every academic year Physical Education Director must decide on various activities involving finance. He should construct and propose division of available finance for various activities planned for the particular academic year. The same must be discussed with the sports committee members and a resolution must be made with this regard.
- Any changes or flexibility in the pre planned budget can be done with the permission of the Principal.
- The budget under different heads must be spent respectively.
- All expenditures must be within legality and audit policies.
- Efforts to be made to pool in financial resources by motivating people and industries.
- Funds can be procured from UGC, RUSA, DYSS, CDC and from other sources.
- Accounts to be maintained for funds generated by all means.
- A record of utilisation of available infrastructure facilities to be maintained.
- Day to day record of students involved in Physical Education activities to be maintained.
- Students must be oriented to utilise the available facilities and to participate in programs.
- Activities such as Yoga, aerobics, self-defence skills small area recreational games, table tennis, chess and others can be practised in halls, class rooms or safe terrace if the play area or access to any playground is not possible.
- Short term certificate courses to empower students with skills to take up instructional jobs such as yoga instructor, gym instructor, self-defence instructor, aerobics instructor and any other course which the Physical Education teacher himself can execute with occasional help of subject experts to be initiated.
- Utilise the services of S.A.I, S.A.K, Y.M.C.A, local sports Academies and organisations.

## **COLLABORATION WITH INDUSTRY AND SPORTS ASSOCIATIONS**

Traditional models and practices are becoming redundant and colleges need the education, skills and training to be able to respond to the challenges of a dynamic and increasingly competitive economy. This places a huge task and responsibility on the higher and vocational Education institutions to change and impart Education and training that is relevant to industry and society needs.

The time has therefore come to acknowledge and encourage the active participation of industry and the private sector in creating all-round success in the higher Education. The Indian Government, the UGC are increasingly promoting investments and involvement of the private sector in higher Education through a wide range of channels, including direct investments into the Education sector (though on a not-for-profit basis), industry investments into Education and training, industry collaborations, joint-ownership and partnerships between public and private sectors (PPP), private sector investments into supplementary sectors (e.g. information and communication technologies) and others.

Responding to the opportunities for providing a variety of services to formal Educational institutions, a large number of entrepreneurs have entered this sector focusing on training, skill development, and employability enhancement. The sports departments can focus on the following.

1. MOU with sports associations for betterment of the department and students.
2. Introducing meritorious students to their concerned associations for career advancements.
3. To take assistance of association in organising major competitions and to update self in latest changes.
4. Explore job opportunities in industries for the students empowered with skills.
5. Correspond and motivate industries to donate and organise major competitions sports events.
6. Correspond and motivate industries to adopt and sponsor outstanding sportspersons.
7. Funds can be procured for the development of infrastructure and other facilities.



## PHYSICAL EDUCATION STAFF PATTERN AT UNDERGRADUATE COLLEGES

If the curricular activities help the students to develop their mind, extra-curricular activities like sports and games help them to develop their body. The presence of one in the absence of the other is a liability to the nation. The Colleges are the nurseries where budding sportsmen grow and have scope to display their inborn talents which can rise to National and International Standards. The instructors shall be responsible to nurture such qualities among the students by proper training.

The functioning of the Physical Education Director shall be under control of the Principal, who shall be assisted in the discharge of his duties by such number of ministerial and menial staff as may be determined from time to time by Government.

The Physical Education department should be extended with the services of grounds-man cum attender as it is essential for its own nature of functioning.

In addition, the institutions having strength of more than 1500 students (especially in Co-ed colleges, where both boys & girls teams are to be formed) may appeal for an additional Physical Education Director to enhance the efficiency of the Physical Education Department, but the DCE shall be the final authority to decide over the matter.

*“Physical Education is Powerful Education”*