

### 2.12.3 III. DEPARTMENT OF PHYSICAL EDUCATION

Physical Education is an integral part of General Education. Through participation in Physical Education activities, an individual develops physically, mentally, socially, emotionally and culturally

*"A Healthy mind in A Healthy body"*

Games and Sports are an organized and competitive form of play. In olden days sports and games were organized in a highly informal way without formulated rules and regulations. But, today sports hold a prominent place in modern life, because **Sports represent the young power of that Institution or Organization.**

*Communication regarding the Inter Class, Inter-College and Inter - University Tournaments shall be displayed in the department Notice Board, and the college Notice Board.*

#### **THE DUTIES AND RESPONSIBILITIES OF A PHYSICAL DIRECTOR**

1. He/she ensures the regular functioning of the department by organizing games and sports in college.
2. He/she shall be available in the college till sunset on all working days and organise the practice of all games available in the college in consultation with the games committee of the college and the Principal.
3. He/she as the convener of the games committee of the college organises meetings of the committee at the beginning of year to plan the Physical Education programmes for the year, which is to be reviewed every term.
4. He/she should coach the students, with the correct techniques of various games and sports. Top players shall be kept as captains of the team/college.
5. Expert coaches of different games are invited to guide the students to learn superior techniques. A provision for the honorarium of the coaches may be planned while preparing the Annual Budget.
6. He/she has to conduct coaching camps in the college to train students in various games and sports.
7. He/she will plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
8. He/she is responsible for inculcating general discipline among the players in particular and students of the college in general.
9. He/she should encourage the students to develop sportsman spirit.
10. He/she will prepare the lists of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.

11. For making purchases of games and sports material the Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders, for the supply of material.
12. The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the competitors taking part in games and sports competitions conducted outside the college.
13. The Physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable material should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.
14. He/she should help the annual stock verification of the department conducted by the committee appointed for the purpose by the Principal.
15. He/she will be Head of the Department of Physical Education in the college and is responsible for maintaining the stocks and accounts of the Department.
16. Physical Director should conduct annual games and sports of the college during the 2nd half of the academic year.
17. He/she should organise the annual games and sports day much before the commencement of annual examination.
18. The Physical Director is accountable to the Principal of the College.
19. While sending the teams to participate in tournaments, the Physical Director has to take care of the following.
  - \* The well-trained teams will be sent to participate in the Inter-College tournaments.
  - \* The participating teams / players should be provided with proper **uniforms, playing material (sports kit), and refreshment amount and conveyance charges.**
  - \* The teams are instructed **to maintain dignity, decency and decorum**, at the venue of the tournaments.
  - \* They should participate with a **“will to win”**, respecting the rules and regulations.
20. To improve General Knowledge on Sports and Games, a Sports Quiz may be conducted in the college and prizes be awarded at the Annual Day function.
21. Sports persons of high caliber shall be invited for Sports Day functions to inspire the students.
22. Annual Stock Verification must be completed before 31<sup>st</sup> March of every Academic Year.