

DEPARTMENTAL PROCEDURES PHYSICAL EDUCATION (QP07)

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List of Abbreviations

Abbreviation	Expansion
AC	Academic
AMC	Annual Maintenance Contract
Asst.	Assistant
CEC	Continuing Education Cell
DTE	Director of Technical Education
DP	Departmental Procedures
ECE	Electronics and Communication Engineering
EEE	Electrical and Electronics Engineering
HODs	Heads of the Department
HR	Human resource
i/ c	In charge
ISO	International Organization for Standardization
JIT	Jansons Institute of Technology
max	Maximum
MN	Maintenance
Nos	Numbers
PR	Purchase
PD	Physical Director
QM	Quality Manual
QS	Quality System
Rev	Revision
ST	Stores
TC	Transfer Certificate
UPS	Un-interrupted Power Supply



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List of Controlled Copy Holders

Copy No:	Copy Holder
01	MR
Soft copy available in PDF format with write and print protected except for forms in https://sites.google.com/a/jit.ac.in/qms for HoDs and the Process Heads.	



QUALITY PROCEDURE

PHYSICAL EDUCATION

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1.0 PURPOSE: To provide opportunities for students to develop their interest in Games/Sports.

2.0 REFERENCE

- ISO 9001:2015 Clauses 4, 5, 6, 7, 8, 9 & 10
- Apex Manual AM/04, AM05, AM06, AM07, AM08, AM09 & AM10

3.0 RESPONSIBILITY:

3.1 OVERALL RESPONSIBILITY: Physical Director

3.2 INDIVIDUAL RESPONSIBILITIES AND AUTHORITIES:

The individual responsibility and authority of different roles related to Physical Education are given below:

Role	Responsibilities and Authorities
Principal	<ul style="list-style-type: none">Refer AM05
Physical Director	<ul style="list-style-type: none">Nomination of student members as sports committee members in consultation with the respective HODsMaintenance of house wise list of studentsMaintenance of current list of sports committeeOrganizing sports committee meetings and maintaining minutes of the meetingObserving students performance in the daily practice sessions and identification students for the college teamDeciding on participation in the inter college competitions (and other external events) in consultation with the PrincipalMaintenance of current college team list for different eventsMaintaining communication with the organizer of external events on the plan to participate in identified games/ athleticsDeciding to conduct practice sessions prior to participation in external events in consultation with the PrincipalRecommendation for 'On duty' for participation in sports and games (if required in consultation with HODs/ Class advisors or MentorsEnsure receipt of on duty leave form authorized by the respective HODs prior to students participation in sports and games affecting their academic schedulesScheduling practice sessions prior to participation in external events (when required)Accompanying students for participation in external eventsDisbursement of TA& DA for participation in external events and settling the accounts with institute office after the eventMonitoring performance on objectives against targets (and other process parameters identified) and initiate actions against deviationsMaintenance of Schedule for various sports/athletics programs



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Role	Responsibilities and Authorities
Physical Director (Contd---)	<ul style="list-style-type: none"> • Organizing intramural competitions in consultation with the Principal • Maintaining the details of students participated in intramural competitions including the details of prizes won • Maintenance of stock of sports goods • Maintaining approved list of sports good suppliers • Identifying the purchase requirements and arranging for purchase • Issue of sports goods for the students for matches and practice sessions • Taking actions on stock verification reports (for shortage and excess) as advised by the Principal • Return of damaged sports goods to Stores • Ensure that students maintain discipline during matches and practice sessions and report to Principal any in-disciplined behaviors
Asst. Physical Director	<ul style="list-style-type: none"> • Assist Physical Director in discharging his responsibilities • Observing students performance in the daily practice sessions and identification students for the college team • Recommendation for 'On duty' for participation in sports and games (if required in consultation with HODs/ Class advisors or Mentors • Accompanying students for participation in external events • Disbursement of TA& DA for participation in external events • Maintaining the details of students participated in intramural competitions including the details of prizes won • Issue and receipt of sports goods for students for matches and practice sessions • Ensure that students maintain discipline during matches and practice sessions
Markers	<ul style="list-style-type: none"> • Maintaining courts and fields prior to practice sessions and matches • Assist Physical Directors in the conduct of sports and games • Ensure that students maintains the court, sports goods and other facilities (without any damage or loss) • Report any in-disciplined behavior of students to Physical Director / Asst. Physical Director • Maintain identification of sports goods (by storing them at identified locations)


4.0 DESCRIPTION:

4.1 OBJECTIVES AND TARGET:

a) Following objectives are defined to monitor the physical education process performance:

Objective	Target (2015-16)	Monitoring frequency	Method of monitoring
Encouraging students to participate in external events in sports and games representing the college	Min 4 events covering Min 9 games (including athletics')	Once in a semester (on cumulative basis for the events and individual events)	Bar chart

b) QA08 is maintained reflecting actions planned towards achievement of objectives against target.

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4.2 PHYSICAL EDUCATION PROCESS:

The process module related to library process detailing the input, output, interaction, monitoring requirements and resource required are given in QP07A and the risk assessment of the library process is given in QP07B.

4.3 FACILITIES:

The Department of Physical Education provides following facilities (both outdoor and indoor games) to facilitate the students to maintain their interest in sports and games and to participate in various tournaments organized by the college:

1) OUTDOOR GAMES

- a) Volleyball Court (Separate court for Men and Women)
- b) Badminton Court (Separate court for Men and Women)
- c) Kabaddi Court
- d) Kho-Kho Court
- e) Ball Badminton Court (Separate court for Men and Women)
- f) Basketball Court
- g) Handball Court
- h) Tennis Court
- i) Play ground for Cricket, Football and Athletics
- j) Gym (For Men)

2) INDOOR GAMES


- a) Carrom
- b) Chess
- c) Table Tennis (only for Women)

4.4 SPORTS COMMITTEE:

a) College Sports Committee is formed with Principal as Chairman, PD as Secretary, Assistant Physical Director, one faculty member from each department as members of the committee and student members (@ 1 student representing each house from final year UG who are actively participating in sports and games). This committee is constituted during June of every year and first year committee members are added on completion of first year admission. Physical Director nominates the student members (in consultation with respective HODs) based on their availability in regular participation in sports and games as well as their individual contribution in organizing college level events.

b) Committee Meetings are organized by Physical director at least once in a semester (within one month of commencement of the semester). Following are reviewed during the meeting:

- 1) Participation in external events and budget requirements
- 2) Planning for intramural competitions
- 3) Procurement of sports goods

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- 4) Development of Infrastructure facilities
- 5) Need for coaching camps for identified events
- 6) Planning for annual sports day celebrations (during the 2nd meeting of the year)
- 7) Other relevant points raised by members and
- 8) Pending points of previous review

c) Date of the meeting is decided by Physical director in consultation with the Principal and communicated to all the members through circular approved by Principal (and student members are communicated orally during evening practice sessions).

d) Decisions taken at the meeting is recorded in QA07 and maintained by the Physical Director.

e) At the meeting specific responsibilities are also assigned to different committee members for the Annual Sports Day celebrations.

4.5 FORMULATION OF HOUSES:

a) Boys and Girls (of both UG and PG) are divided into different houses (4 houses for boys and 3 for girls) comprising of students from different branches and year of study. Students retain their houses till the completion of the Study.

b) After first year admission of both UG and PG, first year students are divided among different houses in the order of roll numbers in cyclic order and list of students allotted to different houses (reflecting roll numbers for first years and register number for higher semesters) are displayed in the college notice board and Physical Education department notice board with the approval of the Principal.


c) Students joined after break of study are retained in the same house with due changes to his year study. In case of transferred students, based on the communication received from Examination cell, they are allotted to the houses having less number of students as members.

d) Physical Director maintains the house wise list of students (covering all branches and years of both UG and PG) as per PD01.

4.6 PROGRAMMES:

4.6.1 EXTRAMURAL TOURNAMENTS:

a) Interested students practice the sports and games of their choice on a daily basis (6.15am to 8.15am and 4.00pm to 6pm). During the practice sessions, their performance observed by PD and Asst. PD and best performing students are identified for formulation of the college team of the current year. The list of college team members for individual events (including athletics) is prepared identifying team captain and vice captain (separately for men and women) as well as substitutes (for games). This is finalized within one month of completion of 1st UG admission and recorded as per PD02 with the authorization of PD and approval of Principal.

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b) Students participate in Inter-Collegiate Tournaments, State and District Level Inter-Collegiate Tournaments, Tamil Nadu Inter Engineering Sports Competition and Open Tournaments (organized by nearby educational institutions) as and when communications are received (provided the dates are not coinciding with the exam dates & other academic schedules). The organizer of the events is informed on the plan to participate in specific events either through a meeting organized by the University or through mail or letter.

c) For participating in external events, students are identified by the Physical Director or Asst. PD (among the college team members) and communicated to them to submit on duty leave approved by the HODs (as per AC22) after due authorization of PD or Asst. PD as detailed in QP03. Based on the sanctioned on duty leave, individual students are given eligibility form (as per Anna University form) and a list is prepared as per PD03 and approved by Principal. Copy of PD03 is handed over to the organizer (where required) on the day of the event.

d) For participation in zonal or inter zonal competitions, Physical Director and / or Asst. Physical Directress (in case there are Girl participants in the team) accompanies the team. For participation in inter university or national level events, only the selected students alone go with other members of team from different institutions. In case of girls, they are accompanied by responsible persons identified by the University which is confirmed by the PD or Asst. PD [and if not, Asst. PD also accompanies the student(s)].

d) Prior to the participation in external events, practice sessions are also planned by the PD/ Asst. PD and schedule of practice sessions are prepared as per PD04 and displayed in the department notice board at least two days prior to the commencement of the practice sessions (and orally communicated to captain or members of the team). In case it is planned to conduct the practice during class hours, the schedule is approved by the Principal. During the practice sessions, based on the performance of the individual, team members or their role is altered as decided by the Physical Director.

e) For participation in external events, students are given DA (@ Rs. 150/- per day + Travel expense by bus or 2nd class or sleeper class train fare at actual). Advance is taken for the amount from the office (including other expenses such as medical expenses if required) and the DA is disbursed on a daily basis and recorded in PD05. Travel expense is either met by the PD or Asst. PD accompanying the team or paid to the students (if arranged by themselves). (For payment of TA/DA to accompanying Physical Education department's faculty members, separate claim form is submitted along with supporting bills and on sanction, payment is made to the concerned).

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4.6.2 INTRAMURAL COMPETITIONS:

a) Intramural Tournaments (both games and athletics) are organized annually between houses as a part of Annual Sports Day Celebrations. Once the dates are decided, schedule for various events are prepared as per PD06 and displayed both in the college and department notice board with the approval of Principal.

b) Interested students reports for participation in the sports and games (as per the reporting time indicated in the circular). Details students participated are maintained as per PD07 (individual game or sports). After the event, winners (I, II and III positions) are identified and recorded in PD07. The winners are given prizes / certificates (approved by the Principal) on the Annual Sports Day Celebrations.


4.7 PURCHASE OF SPORTS GOODS:

a) Physical Director maintains the approved list of sports good suppliers as per PR 01 with the approval of Principal. They are evaluated based on their performance in each supply (on delay in delivery as well receipt of non conforming products). Other than feed back to supplier on improving the delivery performance as well as replacement of non conforming products received, need for any other actions (including deletion of the supplier from the list and identification of a new supplier) is also decided by the Physical director in consultation with the Principal / AO and accordingly supplier is informed and if decided to delete the supplier from the list, PR 01 is also updated.

b) New suppliers are identified based on the need for any new items or need to add additional suppliers or based on their contact or based on the feedback other institutions. On identification of new supplier (order is placed if the rates are commercially viable) and based on his performance in the first order, he is included in the approved supplier list PR 01 with the approval of Principal.

c) Sports goods requirements are assessed at the end of each semester based on the stock in hand and purchase requisition is prepared (as per PR02) and submitted to Principal for approval. On approval, quotations are collected from the approved suppliers and comparative statement is prepared and submitted to Principal along with the recommendation (in general those quoted lower rate (on total cost) is selected if the specification and delivery time matches). If the supplier selected is not the lowest, justification is also recorded in the comparative statement. On approval, approval note along with quotations collected and comparative statement are submitted to the Management.

d) Requirements for capital items are identified by the Physical Director as decided by the Management to additional facilities. On identifying the needs quotations are collected. Negotiations if required are also carried out and the revised price agreed is recorded in the comparative statement (if required supplier is also asked for a revised quote). The recommendation (considering the performance, service support, additional accessories supplied, warranty period, price and delivery period) is recorded in the comparative statement and forwarded to Principal/ Management through a note indicating the budget requirement along with the quotations and comparative statement.

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e) On approval from the Management, order is placed from the college office and copy of the order is received by Physical Director. Further follow up with the supplier is done by Physical Director for the timely receipt of the items ordered.

f) On receipt, they are verified for the quantity and quality (meeting the specification ordered) and performance (in case of equipments) and certified through an inspection note including the stock update details (after fulfilling all the terms and conditions as per the order) authorized by Physical Director or Asst. Physical Director (or a System administrator) and forwarded along with bills received and forwarded to institute office after due approval from Principal.

g) In case of any discrepancy in the items supplied, supplier is contacted and asks for rectification or replacement. Only on completion of the rectification or replacement, inspection note as above is prepared and forwarded.

h) Accepted quantity is recorded in stock register as per ST01 for Capital Items or ST02 for consumables. Capital Stock register is authorized by both HODs and Principal.


4.8 PRESERVATION OF SPORTS GOODS:

a) On receipt of sports goods through ST06, stock is updated in ST01 (for Capital items) or ST02 (for Consumables).

b) For the practice, sports goods are issued to individual students on their request and details of issue are recorded as per PD08. Students are advised to return the items at the end of every semester. In case of any loss, students are advised to replace the items. If not, students are advised to pay the cost of the goods to college office and the receipt details are recorded in PD08 and ST02 and stock is deducted from ST02. Sport goods issued for daily practice is also recorded as per PD09 and is ensured that students return the same at the end of the practice sessions itself and recorded in PD09.

c) Damaged goods identified are returned to central stores through ST07 and on approval and acceptance of the damaged goods by central stores, the stock is deducted in ST02. Annual stock verification is done in consultation with Principal during April of every year. Principal also identifies the staff or faculty members to carry out the stock verification. On completion of stock verification, stock verification report is prepared as per ST08 and submitted to Principal.

On approval, the details of unidentified loss are forwarded to college office as per ST05 for computing the common fine to be collected from the students (as detailed in QP03). Based on approval from Principal, stock is also updated in ST02.

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4.9 KNOWLEDGE FOR THE EXAMINATION PROCESS:

QP07C details the knowledge required for the physical education process and method of retaining the knowledge with the institution.

4.10 COMMUNICATION REQUIREMENTS:

The procedure described above details the communication requirements on library process. The salient communication requirements of the examination process (both internal and with interested parties including students and faculty and book suppliers) are included in QP07D.

4.11 ANALYSIS AND EVALUATION:


a) Details of students' participation in sports and games is consolidated department wise (who has participated in external events and won prizes in both intramural and external events) is prepared as per PD10 and forwarded to the respective HODs by the end of every academic year.

b) Following data related to physical education process are collected to monitor the performance of the process.

SI.No	Area	Technique	Responsibility	Frequency
1	No. of external programs participated by the college along with No. of awards won	Bar chart	PD	Once in a Semester
2	Purchase cost for sports goods	Trend chart	PD	Once in a year
3	No. of intramural events conducted	Trend chart	PD	Once in a year

c) These are also reviewed in the sports committee meeting and necessary improvements are planned as recorded in the Minutes of the Meeting(QA07). In addition, effectiveness of physical education process is reviewed (through PD11) (as per the frequency given in the format) by Director Physical Education. These are also included for review of QMS in the MRM as detailed in QP01.


d) Against deviations if any or actions for improvements identified based on the above analysis are recorded as per QA09. On implementation of actions, effectiveness of actions taken is verified by Director Physical Education or Principal.

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5.0 DOCUMENTS/RECORDS:

Sl.No.	Name of the Document / Record	Document No. ^s	Responsibility	Location	Retention Period*	File No.	Hard/ Soft
1	List of sports committee members	---	Physical Director	Physical Education Dept.	Current + 1 year (when revised)	701	Hard
2	House wise list of Students	PD01			2 years	702	Hard
3	List of college team members	PD02			5 years	703	Hard
4	List of students participating in External events	PD03			5 years	703	Hard
5	Practice sessions' schedule	PD04			1 year	703	Hard
6	TA/DA Form	PD05			2 years	704	Hard
7	Intramural competition schedule	PD06			1 year	705	Hard
8	Details of students participated in Intramural competitions	PD07			5 years	705	Hard
9	Sports goods issue register	PD08			5 years	Register	Hard
10	Daily Issue and Return of sports goods	PD09			5 year (from last entry)	Register	Hard
11	Details of Students participation/ Achievements in Sports and Games	PD10			5 years	706	Hard
12	Physical Education Process Effectiveness Review Record	PD11			3 years	707	Hard
13	Students' Leave Application Form (for OD)(copy)	AC22			1 year	708	Hard
14	Approved supplier list	PR01			Current + 1 year when revised	709	Hard
15	Purchase Requisition	PR02			Current year + 1 year	710	Hard
16	Purchase order	--			1year on receipt of the items	710	Hard
17	Equipment Register	ST01			Permanent	Register	Hard
18	Stock Register	ST02			Permanent	Register	Hard
19	List of Items for common fine	ST05			2 years	711	Hard

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SI.No.	Name of the Document / Record	Document No.	Responsibility	Location	Retention Period	File No.	Hard/ Soft
20	Stores Requisition	ST06	Physical Director	Physical Education Dept.	1year	712	Hard
21	Damaged Goods Return format	ST07			2years	713	Hard
22	Stock Verification Report	ST08			2 years	713	Hard
23	Minutes of Sports Committee Meetings	QA07			3 years	701	Hard
24	Objective Monitoring Record	QA08			1 year	707	Hard
25	Corrective Action Record	QA09			3years	707	Hard

Note(*):- Retention period defined is the minimum period for which the records to be maintained. Where soft records are identified, details of control on these records to be included in QA02 and maintained.

Note (\$):PR and ST forms referred in this procedure is included in QP09



QUALITY PROCEDURE

PROCESS MODULE- PHYSICAL EDUCATION

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Input	Output	Sequence and Interaction	Criteria	Method of Monitoring	Resources	Responsibility
1) Students' requirement to develop their interest in sports and games	1) Participation in intramural competitions	As detailed in QP07	1) Daily practice sessions	As detailed in QP07	1) Courts for practices of different games and athletics (as per para 4.2 of QP07)	Physical Director
2) Sports goods procured	2) Acquiring prizes in intramural competitions		2) Formulation institute team for different games based on the performance in daily practice sessions	Through objectives and targets	2) Financial resources for procurement of sports goods	
3) Guidance/ Coaching from external coaches	3) Representing institute in extramural competitions		3) Organizing inter house competitions	Aqs defined in QP05	3) Financial resource for payment of TA & DA for the students to participated in extra mural competitions	
	4) Winning prizes in extramural competitions		4) Practice sessions prior to participation in extra mural competitions	As defined in QP05		
4) Requirements of Text books or published papers for under projects/ seminar presentations	5) Self development through their participation in extra-curricular activities		5) Representation in extramural competitions (in terms of numbers)	Through Objectives and targets	4) Physical Director, Asst. Physical Director and Marker	



PROCEDURE MANUAL

RISK ASSESSMENT- PHYSICAL EDUCATION PROCESS

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Type of failure (or Strengths)	Cause of the failure	Severity (or Consequence) (S)		Likelihood(L)		Risk (SXL)		Control measures in place	Additional actions if any required with responsibility and target date
		Affects	Score	Typical occurrence frequency	Score	Score	Factor		
1. Rejected material or quantity mismatch	Supplier not capable of meeting the requirements	Management (-ve)	2	Less than 40%	1	(2,1)	L	1. Maintaing approved list of suppliers capable of meeting the requirements 2. Verificaiton of produts on receipt	
2. Oprotunity to develop interest in sports and games	---	Students (+ve)	3	More than 70%	3	(3,3)	HS	1. Physical education process defined in QP07	Objective and target defined to encourage students participation in external events
3. Affecting academic performance	Absence from classes due to frequent participation in sports and games	Parents (+ve)	3	Less than 40%	1	(3,1)	M	1. Regular practice sessions during mornning and evening hours (beyond regular classes) 2. OD leave after review by Mentors and HODs considering academic performance	

**QUALITY PROCEDURE****SICAL EDUCATION PROCESS KNOWLEDGE****Doc.No: QP07C**

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Knowledge Required for the operation of process and to achieve conformity of service provided	Method of Acquiring the Knowledge	Method of Retaining the Knowledge
1) Knowledge on Physical Education (with expertize in selected games / event at athletics)	1) Recruitment of Competent manpower (persons with qualificaiton in physical education) along with experience in academic institution	1a) Replacement with competent manpower (with qualification in physical education and experience in educational institutions)
		1b) Working as a team (to take care of any manpower turnover members)
2) Knowledge on System and procedure to be adhered to	2) By referring to the documented procedures and formats to be used.	2) Documentation of the examination procedure (along with forms to be maintained)



PROCEDURE MANUAL

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COMMUNICATION MATRIX- PHYSICAL EDUCATION PROCESS

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Details of Communication to be maintained (What)	Time of communication (When)	To Whom	Method of communication	Responsibility (Who)
Responsibilities and Authorities of Individual rolls	On Assigning the roles	Physical Director, Asst. Physical Director and Marker	As documented in the Physical Education Procedure	Principal
Quality Policy	Once defined (including changes)		Through display of the quality policy at strategic locations throughout organization	Principal
Objectives and Targets	On defining the same (including changes)		As documented in the Physical Education department Procedure & through Minutes of MRM	Principal
Nomination of members for sports committee	While formulating the committee	To the committee members	Verbal discussion	Principal / HODs (and Physical Director to Student members)
Date of committee meetings	Once the dates are decided in consultation with the Principal	Members of the committee	Circular approved by Principal	Physical Director
Decisions taken at the committee meetings	Once the meetings are over	Members of the committee (and other having responsibility identified)	Circulation of the minutes of the meeting	Physical Director
Responsibilities assigned for organizing annual sports day celebrations	After the committee meetings prior to the sports day celebration	To whom responsibilities are assigned	Through discussion at the meeting (and subsequent distribution of the minutes of the meeting)	Physical Director



PROCEDURE MANUAL

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COMMUNICATION MATRIX- PHYSICAL EDUCATION PROCESS

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Details of Communication to be maintained (What)	Time of communication (When)	To Whom	Method of Communication	Responsibility (Who)
Allocation of students to different houses	Once the first years have joined	Students and Faculty members	Display of house wise list of students (PD01)	Physical Director
Daily practice session timing	After joining the institute	Students (especially first years)	Through discussion among senior students	Physical Director
College team for different events	On finalization	Team members (and other interested students and faculty)	PD02 (accessible to students and faculty members who are interested)	Physical Director
On duty leave requirements for students	Before participation in intramural and extramural competitions during regular classes	Mentors / HODs	AC22	Students (through Physical Director or Asst. Physical Director)
Schedule of practice sessions prior to the extramural competitions	As and when planned prior to participation in extramural competitions	College team identified for participation	Display of PD04	Physical Director
Schedule of intramural competitions	Once the dates are decided	Students belong to different houses	Display of PD06	Physical Director
Need for procurement of sports goods	Whenever the needs are identified	Central Stores	PR02	Physical Director
Receipt of sports goods against requisitions (and also for inspection)	When received from the supplier	Physical Director	Verbal	Central Stores i/c