



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY
DELHI

PROCEDURE OF SPORTS & STUDENTS ACTIVITY

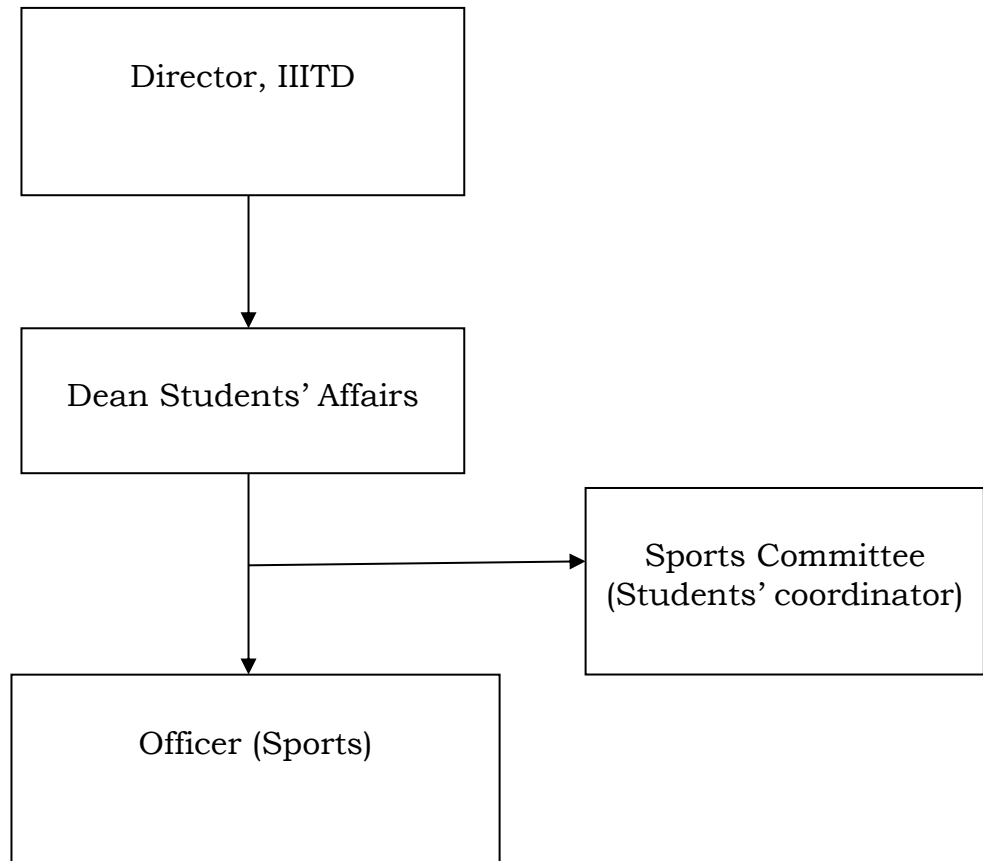
PREPARED BY: SA OFFICE

APPROVED BY: DEAN (STUDENTS AFFAIRS)

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1. DEPARTMENT STRUCTURE



	Responsibilities	Authorities
Dean (Students' Affairs)	<ul style="list-style-type: none"> ➤ To oversee functioning of Sports & Students Facilities. ➤ To guide, instruct & supervise in the matters concerning Sports & Students Facilities. ➤ To make suggestions for continual improvement in the sports and students facilities. ➤ To take feedback from the Students' Council on the facilities and provide guidance for implementing the suggestions. ➤ To consider requests / proposals of Officers for bringing about changes in the facilities and seek approval at appropriate level for incurrence of expenditure. ➤ To monitor utilization of budget as per approved plan. ➤ Such other matters as assigned by Director, IITD ➤ Submission of Monthly Report to Director based on Reports submitted by Officers. 	<ul style="list-style-type: none"> ➤ In principal approval of expenditure related to students' facilities ➤ Monitoring over Students' budget for activities ➤ Granting permissions for conducting sports activities ➤ Addition of sports facilities and resources
Officer (Sports)	<ul style="list-style-type: none"> ➤ Maintaining the records of coach's attendance, students' activities, sports and recreational (music) goods procurement, Gym Maintenance, students' activity. ➤ Participation & organization of sports activities/intramural/extramural/friendly matches/ sports workshop/ ➤ Monthly Reporting of all matters to the Dean Students' Affairs. ➤ To correspond with other peer institutions in matters concerning tournaments/inter college competitions etc. ➤ To submit Weekly check list of sports facility by O(s) to D(SA) ➤ Control over Students' budget for activities 	<ul style="list-style-type: none"> ➤ O (S) is supposed to do all work in consultation with D (SA).

Sports Committee	➤ The Committee is an interface between the students and Sports Division. The Committee is entrusted with the responsibility of holistic development of sports culture in the Institute.	
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Acronym:

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|--------------|---|
| 1. Dean (SA) | : Dean (Students' Affairs) |
| 2. O(S) | : Officer (Sports) |
| 3. AM (S&P) | : Assistant Manager (Stores & Purchase) |
| 4. CoF | : Controller of Finance |

Objective:

The objective is to identify, nurture, develop and represent sports talent of the Institute in various events and to establish IIITD as distinguished place for sports activities. Further the objective is to ensure timely provision of sports related resources and ensure that the holistic development of students take place in the Institute.

2 PROCESS DETAIL

2.1 Sports Session/Workshops

The O (S) is responsible for conducting the sessions.

2.1.1. A notice is issued to all students notifying the day, time and frequency of conducting the coaching session for all sport activities.

2.1.2. Coach is informed of the day and time of conducting session. The Coach is required to sign the attendance register on the day of session.

2.1.3. On the day of the session, coaching is provided and number of students present is informed by the Coach to Officer (Sports)

2.1.4. At the end of the month a Summary of Sports Sessions as per following format is prepared and forwarded to Dean (SA) for his information. The summary includes number of sports sessions conducted by Coaches in a month. The information shall be taken from the attendance register of coaches.

Monthly Summary of Sports Sessions/Workshops

Sports	No. of students enrolled for Sport	No. of Days	No of Participant
Football			
Tennis			

Basketball			
Volleyball			
T.T			

2.1.5. Dean (SA) shall analyze the summary and take necessary action for improvement.

2.2 Annual Budget of Sports Facilities

The annual budget of sports facility for the next financial year comprises of funds requirements for purchase / repair of sports items, tournament participation fee, sports kit (including T-shirts etc.) and for payment of honorarium to Coaches for attending sports session etc. Following steps are undertaken for preparation of budget:

- 2.2.1. An e-mail is sent to Students' Sports Coordinators requesting to furnish request for procurements / requirements. Similarly, Coaches are also requested to indicate requirement of sports goods.
- 2.2.2 Information is Collected and collated.
- 2.2.3 Based on 2.2.2 above, budget estimates along with annexure for each head of expenditure and detailed working/justification for each is prepared.
- 2.2.4 Discuss with Dean (SA) the estimates so prepared with proper justification.
- 2.2.5 Carry out changes/additions/deletion suggested by Dean (SA) and forward to CoF for vetting and discussion with Director in the presence of Dean (SA).
- 2.2.6 On approval control, monitor and submit re-appropriation requests.
- 2.2.7 Follow strictly the timelines mentioned below for completing the entire exercise:

Timelines for Preparation of Budget Estimates

S. No.	Activity	Timeline
1	Request for furnishing information	1 st week of February
2	Receipt / Collection of required information	By 15 th February
4	Escalate to Dean (SA) the non-receipt of information by due date i.e. 15 th February, 2013	16 th February
5	Collation of information	By 20 th February
6	Discussion with Dean (SA)	By 25 th February
7	Finalize Budget	First week of March
8	Seek recommendations of CoF	March
9	Seek approval of Director	March

In case of the specific dates falling on national holidays or Sundays, the activity may be completed a day prior or in case of other major engagements, the immediate next working day will be treated as the due date for completion of that activity.

2.3 Hiring of Coaches

- 2.3.1 Process of hiring coaches is completed by the last week of July i.e. before commencement of academic session. Coaching is imparted in the Evening hours after the classes are over.
- 2.3.2 Coaches for sports are appointed based on Guidelines in this regard (refer Annexure- A....).
- 2.3.4 Performance evaluation of coaches is carried out on academic year end basis. Appraisal is based on feedback from team members of respective teams, O(S) and Dean (SA). Feedback is through Feedback Form (refer Annexure-B...).
- 2.3.5 Appraisal Report is submitted to Dean (SA) with recommendation by O(S).

2.4 Participation in Extramural/Invitational Tournaments

- 2.4.1 In each semester four invitational matches in major sports (Basketball/volleyball/cricket/football) are organized with other colleges/technical institutions/university teams on/off the campus.
- 2.4.2 In every academic year an intramural is organized for students followed by prize distribution ceremony.
- 2.4.3 O(S) identifies the tournaments for participation. Details of tournaments are forwarded to respective team captains and students' sports coordinator for their availability, interest and confirmation.
- 2.4.4 O(S) forwards recommendation to Dean (SA) for participation in the tournament linking with budget availability for participation fee.
- 2.4.5 On approval, necessary formalities for participation are completed by O (S).
- 2.4.6 A report is submitted by O(S) to Dean (SA) on completion of tournament.

2.5 Gymnasium Membership and Usage

- 2.5.1 Membership for gymnasium is announced among students twice in the beginning of semesters.
- 2.5.2 Students are requested to fill up "GYM membership form" (Form...please enclose this form...) and deposit prescribed fee in Account section.
- 2.5.3 O(S) compiles list of requests received for membership. Requests are put up to Dean (SA) for information.
- 2.5.4 Those granted membership is communicated for enrollment as member.
- 2.5.5 O(S) pastes the Rules and Regulations, as amended from time to time, for use of gym in the gym Area. The R&R specify the time, availability of trainer, precautions etc.
- 2.5.6 On the basis of list of Members, security guard on duty allows the student / others the usage of the gym facility.

2.6 Procurement of Sports Goods/Accessories

- 2.6.1 Existing inventory of sports items is maintained for future purchase.
- 2.6.2 On half yearly basis/NEED based on requirement and demand for each sport a list of items required will be drawn. The list shall be compared with items available in inventory. Similar exercise shall be carried out for students' kit on annual basis. Items required on need basis shall be assessed separately.
- 2.6.3 Tentative/estimated cost of the items required shall be worked out. Availability of budget will be seen.
- 2.6.4 The requirement along with estimated cost will be discussed with Dean (SA) who, if satisfied, shall seek financial concurrence of Competent Authority for the items to be purchased.
- 2.6.5 Once approved, request shall be forwarded to AM (S&P) for necessary action.
- 2.6.6 After delivery the items shall be entered in the Inventory Register of the Sports Division.

2.7 Issue and Control of Sports Goods

In order to best utilize the existing inventory of items following process of issue and control of sports goods is followed:

- 2.7.1 Regular sports goods like basketball, volleyball and football are issued by the security guard deputed at gate no-1 against the ID card of the student. O (S) takes acknowledgment of the security supervisor for the items kept with guard. The guard takes acknowledgment of the goods issued to students on a separate register prepared for this purpose. The Register shall indicate name of the student, ID no., Roll no., Batch and time of issue and return under due acknowledgment of the student.
- 2.7.2 Other sports goods shall be issued directly by Officer (Sports) as per procedure prescribed above.
- 2.7.3 The student shall return goods in condition in which it was issued. Loss/damage of goods, if any, shall be recorded and reported to Dean (SA) for recovery or waiver.
- 2.7.4 After every practice session all sports goods shall be deposited back to guard / O(S). The guard / O(S) shall record return of goods in the Register.
- 2.7.5 At all times the inventory of sports goods in hand or issued should match with Stock Register.
- 2.7.6 Annually, along with financial closure, physical verification of sports stock shall be carried out by a nominated team. The Report of verification will be submitted by Team to Dean (SA) with copy to O(S).

2.8 Maintenance of Sports/GYM Facilities (including AMCs)

Officer (Sports) is responsible for upkeep and maintenance of all sports facilities in good condition covering associated risk with annual maintenance contracts, as may be required.

- 2.8.1 On regular basis O(S) shall monitor the condition of sports and Gym. Facility.
- 2.8.2 A chart in the form of Asset Register under control of O(S) as per **Form.....** is drawn up for monitoring the maintenance of equipment. The chart, inter alia, includes name of the supplier, bill date, name of the item, quantity, defect liability period / warranty period, date of renewal of AMC etc.
- 2.8.3 Pro-active action is taken for getting the AMC renewed etc.
- 2.8.4 Maintenance includes upcoming sports infrastructure/projects in near future which are systematically planned considering the academic session and examination period of students.
- 2.8.5 Any repair/ maintenance/development in sports infrastructure (volleyball/basketball/football/Tennis/Gymnasium/ any other further addition of sports facility) will be part of it.

2.9 Monthly Sports Activity Report

2.9.1 In case any practice match/ tournament/ invitational match in the IIITD or some other venue is been organized in a month it will be a part of monthly sports Activity Report.

Date	Sports	Intramural/Extramural	Practice/Tournament	Venue	Participation	Remarks

2.9.2 In addition to the 2.9.1 It comprises of monthly sports Inventory list, financial summary like monthly expenditure on sports related goods & Gym members list & revenue generated through collection of Gym membership fee.

Annexure-A

Appointment guideline for coaches:

1. Sport coaching is a part time & seasonal job.
2. A coach must have represented university/National/state team in the respective game & must be able to communicate with graduate level students.
3. He/she should have an experience of coaching at college/school level in the game of specialization.
4. In order to check the competency of a coach he/she may be called for one day coaching trail for selection (if required only)
5. Calling of candidates for the interview for a coach is done by the O(S) through his/her contacts in the field of sports or if required candidates may be called from the Physical Education Academic Institution in Delhi i.e. IGIPSS/Amity University or any other.
6. An interview is conducted for selecting a coach in the presence of D(SA) & O(S), after approval of D(SA), a coach may commence coaching session.
7. The duration of coaching session is 1.5 hour in the evening after the student's classes.
8. A coach is paid Rs-600/session on monthly basis, this amount is subject to change with an approval of competent authority.

Annexure-B

Feed Back Form of Sports Coach

1. Name of the Coach.....
2. Game supervised.....
3. Date of Joining.....
4. Total number of Coaching session held at IIITD by a coach.....
5. No. of friendly matches conducted in a academic year.....
6. Special achievement by the IIITD team since commencement of coaching.
 - A).....
 - B).....
 - C).....

Coach Sign with date

Officer Sports Sign



Annexure-C
Indraprastha Institute of Information Technology, Delhi

GYM Membership Form

I _____, wish to become a member of the Gym at IIIT-Delhi. I recognize that while using the Gym, I might indulge in strenuous physical activity including, but not limited to, muscle strength and endurance training, cardiovascular conditioning and training, and other various fitness activities. I hereby affirm that my physical condition is good and I do not suffer from any known disability or condition that would prevent or limit my usage of the Gym equipment.

I fully understand that I may injure myself as a result of participation in any fitness activity I undertake in the Gym and I release IIIT-Delhi from any liability now or in the future for conditions that I may obtain. These conditions may include, but are not limited to, heart attacks, muscle strains, muscle pulls, muscle tears, broken bones, shin splints, heat prostration, injuries to the knees, back, foot, or any other illness or soreness that I may incur, including death.

I HEREBY AFFIRM THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENTS

Name: _____

Roll no: _____

Date: _____

Signature: _____

Amount Paid: Rs.1200

Mode of Payment & Date:

(Gym membership is complementary for those students who are part of IIITD any of the sports team given here- Basketball, Volleyball, Cricket, Football, Tennis, Table Tennis, Badminton & Athletics. In order to get complementary membership, the filled form should be signed by the Officer Sports & students Facility.)

Certified By: Officer Sports & students facility

Student's copy (to be used as Pass for using GYM)

Name:

Roll no:

Duration:

Valid up to:

(Signature with Stamp)

Accounts' Copy

Name:

Roll no:

Amount Paid in Rs. (in words):

GYMNASIUM GUIDELINES

1. Gym Users are recommended to do proper warm up and prepare your major muscles for workout.
2. Gym Users are supposed to be in proper kit ex- T- shirts, shorts, sports shoes.
3. In case of Asthma, B.P or any other contaminated disease. You are requested not to use Gymnasium.
4. While doing Exercise makes sure you do proper breathing in rhythm.
5. Users are advised to follow the process of warm-up – workout & cool down.
6. It is recommended to do weight training three thrice in a week.
7. It is responsibility of the Gym user to take care of his/her valuable like mobile, Jewelry, wrist watch or any other personal item.
8. It is the full responsibility of Gym user to opt all safety measures while doing exercise. In case of injury, muscle pain/ strain/ pull or bone fracture, IIITD will not be responsible for any of injury while using the Gym, as it is a unsupervised facility.
9. Gym members may contact to Officer Sports for their personalized workout scheduled with a prior appointment.

Guidelines for IIITD Intramurals

BASKETBALL:

- Each team would have 10 players (5 playing & 5 extra).
- The duration of game would be 28 minutes, four quarters of 7 Min. each.
- 2 min. interval between each quarter.
- Girls basketball final will be held between B.Tech all years Vs M.Tech + Phd.

BADMINTON:

- 4 players would be in one team.
- There would be three games played by one team in one match consisting of 2 singles and 1 double.
- And every match would be decided on the basis of one game of 15 points except final.
- Final match would be of 21 points of best of three.
- Separate teams of girls and boys are allowed.

TABLE – TENNIS:

- 6 players are allowed in one team.
- There would be three games played by one team in one match consisting of 2 singles and 1 double.
- And every match would be decided on the basis of one game of 21 points.
- Separate teams of girls and boys are allowed.
- In girls team one girl can play two matches like single & double.
- Both Boys & girls matches timing of every batch team will be at the same time given in fixture.

FOOTBALL:

- Each team would have 11 players (8 playing & 3 extra).
- The duration of game would be 20-10-20 Min.
- 10 min. interval between half's.

VOLLEYBALL:

- 10 players would be in one team (6 main and 4 extra).
- And every match would be decided on the basis of one game of 25 points except final.
- Final match would be best of three of 25 points.
- Girls Final match will be held between B.Tech Vs M.Tech +Phd.

CRICKET:

- 11 playing members per side with three substitutes.
- 10 Over's in an innings.
- Final match would be of 15 over's per innings.
- A bowler can bowl maximum of 2 over's per innings. In final match he can bowl 3 over's.
- No field restrictions shall apply W.R.T. 30 yards circle.
- Only one bouncer allowed per over.
- Free hit rule shall apply on front foot no- ball.
- Girls cricket match will be played with cosco ball between B.Tech Vs M.Tech +Phd.

LAWN-TENNIS:

- 5 players are allowed in one team.
- There would be three matches played by one team consisting of 2 singles and 1 double.
- All the matches except final shall be decided on the basis of one set.
- Final match would be best of 3 sets.
- Separate teams of girls and boys are allowed.
- Each player can play only one match only.
- Both Boys & girls matches timing of every batch team will be at the same time given in fixture.

Intramural Participation information:

- All the Students can participate in all the proposed games.
- It is a knockout tournament.
- Students can give their name in all the games keeping in loop of their group captain & sports convener.

- As per the scheduled timing if Players/Teams who are not reporting on the field at scheduled time. Delay of more than 20 min shall be considered as breaking of rule by not reporting on the field, in such case only the opponent team captain can claim for walkover. Seeing the situation sports OFFICER and coach is authorized to give walkover to opponent team.
- If the scheduled match is delayed due to environmental factors like-rain, dust storm, unplayable/slippery playing surface. In such conditions the officials can postpone or reschedule the match. In such cases the decision of official will be final.
- In case of any ailment/ communicable disease, or injury on the field, it is the duty of student to inform coach/officer sports about his/ her ailment.
- If any student is not permitted to participate in the sports activity due to medical ground, it is the responsibility of the student to inform coach/ sports convener about his/her complication. He needs to show his/her fitness certificate.
- During the intramural matches IIITD is not responsible for any kind of injury.
- Per batch one team is permitted except girls cricket, basketball & Volleyball (in which final will be held between B.Tech & M.Tech+Phd)
- Decision of officials during the game will be final.
- On the basis of performance in intramural best MALE Athlete & best FEMALE Athlete will be selected & there will be a special award for them.
- Winners in team & individual games will get certificates & medals.
- Fixture was formulated in the sports committee meeting on 3rd March 2014.

Batch wise Sports coordinators.

- **Batch sports coordinators will intimate their team mates about the match timing & fixtures.**
- **Sports coordinator is authorized to appoint responsible student to take care the respective game/sports.**
- **In case of any dispute in selection of team mate from any batch should be resolved at the level of sports coordinator Tanmay Goel.**