

SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

GENERAL INSTRUCTION NO 005 DATED 10 OCT 2014

SOP ON CONDUCT OF SPORTS AND GAMES

1. Introduction. To conduct any organized activity, it is imperative to have a set rules and procedure. At SMIT, Sports is a popular and essential activity. This SOP lays down the rules and procedure to conduct the sports activities at SMIT.

2. AIM. The aim of this SOP is to lay down the procedure to be followed for conduct of any sports event at SMIT.

3. SCOPE

- a) Composition of Sports Committee
- b) Sports Activities
- c) Rules and regulation including procedure for team selection
- d) Policy for issue of sports gears
- e) Conclusion

4. Composition of Sports Committee: The committee will comprise the followings :-

- a. **Head of the Committee.** Chief Warden
- b. **Members.**
 - i. Sport Officer (Male)
 - ii. Lady Sports Officer
 - iii. Sports Secretary (Boys & Girls)
 - iv. Game Coordinators (To be nominated by Sports Officers)

5. Role of the committee:

- a) To finalization of sports calendar for academic session
- b) To ensure the discipline in sport activities
- c) To ensure the impartial conduct of sports events
- d) To Coordinate Departmental sports activities

6. Sports Activities:

a) Departmental Sports:

This is the responsibility of respective Department (Planning, organizing, Conducting and Discipline). The sports officers will allot the Venue and equipment and will be allocating

the slot for the event in sports calendar. For availability of Venue and Equipment, a tentative/final plan of sports events will be submitted by the departments to the Sports officers 10 days before the events to avoid any clash of events.

b) **Inter-Department Sports :**

Depending on the semester, the inter-department sports competitions are categorized as **Odd Semester Sports competitions and Even Semester sports competitions**. The details of the events will be separately published in semester wise sports calendar.

7. **Rules and Regulations including procedure for team selection:** All sports activities will be conducted as per the rule book *. Any modification to rule due to local conditions or due to terrain constrains will be modified well in advance, prior to conduct of the event. Rule will not be modified once the procedure for event starts.

. * Rule Book (Issued by Game Related Federations / Associations of India)

8. **Criteria for participation:**

(a). **Academic/Discipline Criteria.**

(i). No punishment awarded by the IDC (Institute Disciplinary Committee) other than warning.

(ii). CGPA should not be less than 6.0

(iii). Not more than 3 backlogs as on date of selection

(iv). Attendance not less than 80 %

(b). For team events maximum two teams can participate in each event of Inter-department competitions. The student from 1st Yr to 4th yr can participate in each event. Selection of the departmental team will be the responsibility of department concerned.

(c). For individual participation, minimum of two participants from each departments are compulsory to report on arena / playground.

(d). Misconduct of any nature, including use of foul language, use of alcohol or drug etc. will lead to the disqualification of the team.

(e). Procurement of the team jersey will be the responsibility of the respective department.

(f). The faculty in charge of the participating team will be available on the field and will be responsible for the discipline and protest if any of their team.

9. A tentative sports calendar will be forwarded to the departments within 30 days after commencement of odd semester and modification to existing rules and regulations as applicable will be published before the schedule of competitions.

10. Inter college sports competitions

(a). Selection Criteria:

(i). Circular to all departments regarding selection will be issued by sports office at least two weeks in advance.

(ii). Departments will forward the list of their students willing to participate latest by 10 days prior to the conduct of the event.

(iii). The participant should be regular practitioner.

(iv). Participant should not have any disciplinary record, other than warning.

(v). CGPA should be minimum 6.5

(vi). Attendance should be minimum 80%.

(vii). HOD's Approval to participate.

(viii). Participants should have approval of his/her Parents/Guardian to participate in the event.

(ix) Selected participants should be medically fit.

(x). The player should pass the physical fitness and endurance test conducted by the sports officer.

(xi). Irregular participants on the field in practice may be dropped from the team even if they have been initially selected.

(Xii). Finalization of team will be decided by the sports committee.

(Xiii). A team player is liable to be dropped at any time if in view of the selection authority considered him/her to be unfit for team on ground of competence / Discipline.

b. **Procedure for reserve players.** All terms and conditions and applicability is required as mentioned above. Minimum of 2 and Maximum of 5 reserve players may be selected for reserve pool. They will get entry in team if required, on the performance, discipline, punctuality, behavior, vacant position and merit.

c. **Move of Team.** On approval of Director

11. Policy for Issue of sports Gears

(a). Only for the team events sports equipment will be issued for the practice and tournament

(b). Individual sports like Badminton (Racket & Shuttle Cock), Tennis (Racket & Ball), Table Tennis (Bat & ball), Carom Men and Chess will not be issued for practice. These items will be issued for the duration of competition only. For the practice, students procure their own sport equipment.

(c). Sports item will be issued only to students, Faculty members are not entitled to avail this facility.

(d). Sports item issued will be returned within a week or by the date given for return of the item. Delay in return of item will attract suitable penal deduction. Any loss / damage of item issued will attract the penal deduction based on the cost of item.

12. Other non - planed sports activities: At times certain impromptu sports activities are planned by the students. To organize such activities, organizers will seek the permission of the sports committee. Depending on availability of ground and venue of the event the permission for the same may or may not be granted.

13. Participating students are fully responsible for the state of the physical fitness, medical fitness and physical safety of the students before, during and after the event. They are also responsible to ensure that participation in such an event does not adversely affect the academic performance and attendance requirement.

14. Conclusion: This general instruction is a guideline to facilitate the orderly conduct of sports activities at SMIT, however depending on the emerging requirements and situation, if needed, minor adjustments may be introduced.