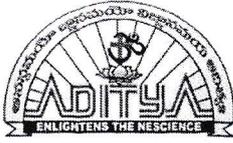


Academic Year
2018 - 19



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE & Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/SPORTS/2018-19/Constitution

27-03-2018

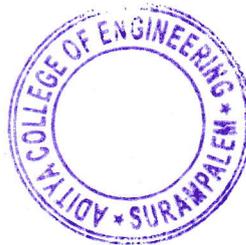
CONSTITUTION OF SPORTS COMMITTEE

The Sports & Games Committee is reconstituted with the following members for the academic year 2018-19. It is designed to serve the interests of the student community in the sports and other recreational activities, both indoor and outdoor apart from motivating students to participate in various competitions.

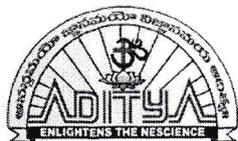
The composition of Sports & Games committee is as follows:

| S. No | Name of the member | Designation | Dept. | Role in the Committee |
|-------|---------------------|---------------------|---------|-----------------------|
| 1 | Dr. A. RAMESH | Principal | | Chairman |
| 2 | Mr. N.SANAKARA RAO | Physical Director | Phy.Edu | Coordinator |
| 3 | Dr. M. RAVINDRA | Assistant Professor | EEE | Member |
| 4 | Mr. M. RAGHUNADH | Assistant Professor | ECE | Member |
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Copy to: All HODs
Administrative Officer
Members of the Committee
Students Notice Board




Principal
PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437



ADITYA COLLEGE OF ENGINEERING

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- 5) Schedule all the related activities without affecting the academic work and examinations.
- 6) Establish a system to develop and implement sports activities.
- 7) Plan, monitor and maintain the facilities related to sports and games.
- 8) Plan and organize various competitions such as Republic Day Cup, Fresher's day Cup, Independence Day cup, Football league, Inter-Collegiate cricket tournament etc.
- 9) Plan and organize Annual Sports Fest.

Frequency of committee meetings

It has been decided by the committee, meetings of sports and games committee should meet two times in an academic year. One meeting is preferably at the beginning of the academic year and another at the end of academic year. Further, the committee will meet as and when required to conduct various sports events.

Conduct of sports events

- 1) Committee members will meet and decide the event name and probable dates of conduct.
- 2) Number of games to be conducted, equipment and facilities about the selected games will be discussed and purchase/repair of equipment, if necessary.
- 3) International or standard rules for all games will be followed and the same will be notified to all the players before starting the event.
- 4) Dress code will be maintained depending on the game and gender.
- 5) Neutral umpires/referees will monitor all the competitions and the names of umpires/referees will be decided well in advance the commencement of event.
- 6) Decide prizes/shields etc. for all the winners and runners up.
- 7) Plan for budget and get the approval from the Principal.
- 8) Prizes will be distributed during the closing ceremony of that event and prizes will be given away to the players after the closing ceremony, on any working day on production of the identity card issued by their college.
- 9) Event name, dates, number of games, players, umpires/referees and other related information will be submitted to the Principal for approval.

Organizing procedure of any sport events

1. Get Organized

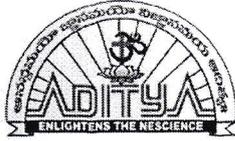
The first thing to do is to create a committee and assemble volunteers.

2. Select Dates

Select the date of the tournament so that we may finalize the venue and send out invitations.

3. Choose a Venue

Finalize the venue that meets our requirement.



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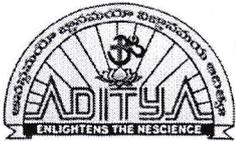
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4. Determine Tournament Style

Decide on the type of tournament we want. Should it include multiple sports or a single sport? How many teams will be needed?

5. Requirements.

Make a list of items and supplies that will be required for our tournament like score cards, posters, timing clocks, medals or awards.

6. Promote Your Tournament

Advertise and promote our event. Set up a website or an event page where interested individuals can register to participate. Invite teams or sports personalities, use social media, send out flyers or emails, and advertise in a local newspaper or a sports magazine. Contact sport managers and college or university coaches so that they can encourage their teams to participate.

7. Finalize Details Ahead of Time

Get the medals, awards, certificates, or souvenirs prepared well before the event.

8. Reserve Officials and Referees

Reserve the sports officials we will need in the tournament. Contact referee organizations at least a month or so before our event so that they can send enough officials to cover our event.

9. Reach Out To Participants

Finalize the teams participating in the tournament and send them the details of event including the rules and regulations of our tournament. Send them of right timing of event and venue of the event.

10. Review the Plan

Go through all the details with the venue management, organizing committee, and volunteers so that everyone understands how the tournament will proceed. Assign all tasks beforehand and ensure everyone knows their roles and what we expect from them.

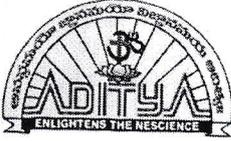
Selection of the players

- 1) Issue a circular to all the students who are interested to participate in any sports event.
- 2) Team Selection Criteria:

The following criteria, as applicable to each sport, will be taken into consideration in the selection of two or more teams within a graded age level:

Primary

- Player Skills & Confidence (sporting);
- Player Motivation Level;
- Player Level of Fearlessness;
- Team balance and competitiveness for all teams within the age level;



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Secondary

- Player Age;
- Player Skills & Confidence (social / leadership);
- Player Development / Extension;
- Provide each player opportunity to experience some success during the season;

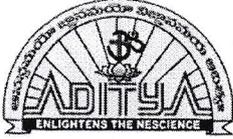
Registration of players for various events

- 1) Advertise and promote our event.
- 2) We are accepting their Registration through online or offline.
- 3) Finalize the teams participating in the tournament and send them the details of event including the rules and regulations of our tournament.
- 4) Send them of right timing of event and venue of the event.


Coordinator




Principal
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



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Ref: ACOE/SPORTS/2018-19/CIR/01

20-04-2018

CIRCULAR

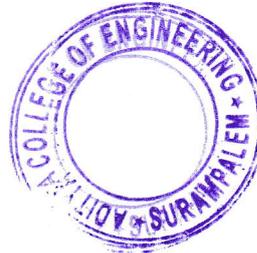
All the members of Sports & Games committee of the college are hereby informed that, the sports & games committee meeting is scheduled on 26.04.2018 and the venue will be the Department of Physical Education at 2:30 pm. All are requested to be present on time.

The Agenda of the meeting is:

- i) To Discuss about the SOP, Objectives, Roles & Responsibilities
- ii) Events to be organized.
- iii) Sports calendar to plan & to prepare calendar for Sports & Games.
- iv) For scheduling all the related activities without affecting the class/lab work, examination Schedules.
- v) To organize competitions of intramurals, extra murals and Annual Day

N. Suresh

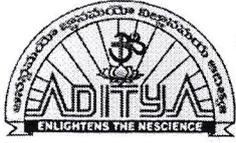
Coordinator
Sports & Games Committee



M. S. S.

Principal
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437

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Members of the Committee
Students Notice Board



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Ref: ACOE/SPORTS/2018-19/MOM/01

26.04.2018

SPORTS & GAMES COMMITTEE MINUTES OF MEETING

| | | | |
|-----------------|--|----------|--------------------|
| Date of meeting | 26 th April 2018 | Duration | 2.30 PM to 3.30 PM |
| Venue | Department of Physical Education | | |
| Reference | ACOE/SPORTS/2018-19/CIR/01/ dated 20-04-2018 | | |

The meeting of sports and games committee of Aditya College of Engineering held on 26th April 2018 with the following agenda:

- i) To Discuss about the SOP, Objectives, Roles & Responsibilities
- ii) Events to be organized.
- iii) Sports calendar to plan and to prepare calendar for Sports & Games.
- iv) For scheduling all the related activities without affecting the class/lab work, examination Schedules.
- v) To organize competitions of intramurals and Annual Day

The Coordinator welcomed all the committee members and started the meeting with congratulating them for the smooth conduction of last year programmes in all the events took place and the agenda points are discussed extensively and decisions are taken accordingly which are given below:

1. All the aspects related to SOP are discussed and finalized the objectives, roles and responsibilities and final SOP is to be prepared by incorporating all the suggestions provided by the members.
2. Discussed about the sports events to be conducted for the students for the Academic Year and finalized the events as per the suggestions of the members as a part of sports calendar.

The events planned for the complete A.Y;

August : Independence Day Celebrations and National Sports Day

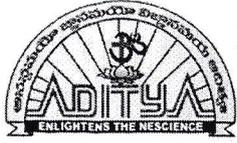
September : Intramural Basketball Tournament

November : Intramural Throw ball Tournament

January : Republic Day Celebrations

March : Intramural Badminton Tournament

3. The committee has already discussed in the agenda point 3 that month wise events to be conducted. Further, sports calendar with events/matches are to be planned and events/matches are to be conducted on week-ends and holidays.
4. Members unanimously decided that academic calendar should not be disturbed and events can be organized on holidays.
5. Members discussed about the competitions to be organized such as Intra murals as per the sports calendar.



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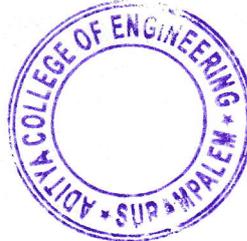
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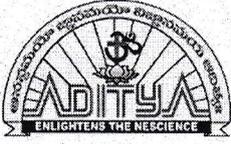
The list of sports committee members attended the meeting:

| S. No | Name of the member | Designation | Dept. | Role | Signature |
|-------|---------------------|---------------------|---------|-------------|-----------|
| 1 | Dr. A. RAMESH | Principal | | Chairman | |
| 2 | Mr. N. SANKARA RAO | Physical Director | Phy.Edu | Coordinator | |
| 3 | Dr. M. RAVINDRA | Assistant Professor | EEE | Member | |
| 4 | Mr. M. RAGHUNATH | Assistant Professor | ECE | Member | |
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| 7 | Mr. A. VENU GOPAL | Assistant Professor | H&BSE | Member | |
| 8 | Mr. K. ARUN PRATAP | Student | EEE | Member | |
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Coordinator
Sports & Games Committee



Principal
Aditya College of Engineering
SURAMPALEM - 533 437



ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/Sports/2018-19/ATR/01

16.04.2019

SPORTS & GAMES COMMITTEE Action Taken Report - AY 2018-19

| S. No. | Date of the Event | Name of the Event | Expenditure for the Event (Rs) | Action taken |
|--------|---|----------------------------------|--------------------------------|--------------|
| 1 | 10 th to 14 th of August, 2018 | Independence Day Celebrations | 6800/- | Conducted |
| 2 | 25 th to 28 th of August, 2018 | National Sports Day | 6750/- | Conducted |
| 3 | 10 th to 11 th of September, 2018 | Intramural Basketball Tournament | 13460/- | Conducted |
| 4 | 26 th to 27 th of November, 2018 | Intramural Throw ball Tournament | 9150/- | Conducted |
| 5 | 23 th to 25 th of January, 2019 | Republic Day Celebrations | 11730/- | Conducted |
| 6 | 14 th to 15 th of March, 2019 | Intramural Badminton Tournament | 7650/- | Conducted |

N. Saravathi

Coordinator

Sports & Games Committee