



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE
Estd : 1980
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Standard Operating Procedure (Sop)

Gymkhana Committee

Budgeting & Stock Verification:

1. Conduct physical stock verification of all gymkhana and sports facilities. Identify sports equipment that can be used and are in good condition. Also identify dead stock and equipment that cannot be used.
2. Prepare a list of dead stock and equipment that can be sold / discarded. Determine sale price for the equipment to be sold. Sale price to be deposited by the buyer with the college office and receipt to be produced in the gymkhana upon which equipment will be handed over to buyer.
3. Estimate requirement of equipment at the beginning of the year after considering equipment already in stock.
4. Identify equipment which can be used over a long period of time. Also identify equipment which is likely to be consumed during the year.
5. Equipment to be purchased will depend upon its nature of use, whether it is to be used for regular activities in the college or for competitive sports at University and other levels.
6. Prepare budget considering equipment requirement and proposed participation in sports in the upcoming year.

Purchase of Equipment:

1. Prepare purchase order for equipment to be purchased.
2. Obtain quotations from different sports shops / vendors.
3. Select appropriate quotation and place purchase order with the vendor after finalizing the terms of purchase.
4. Verify goods received from the vendor & confirm the specifications as per the Purchase Order issued.
5. Store the equipment purchased in designated cupboard and shelf.

Usage of Sports Goods designated for regular use:

1. Identify equipment which will be used for regular activities in the college.
2. Student entering the gymkhana will sign the register mentioning their details.
3. Students using any equipment will submit Id card and signed the register.
4. Id card of the student will be returned to the student after the equipment is returned in proper condition.
5. Students shall not be allowed to take the equipment out of college premises.

Interclass Competitions and Selection Trials:

1. The University sports calendar will be displayed in the gymkhana and will be published on college website.
2. Students interested in participating in various sports shall submit the details to the gymkhana committee which will be recorded in a separate register.
3. Selection for various College sports teams and events will be conducted on the basis of inter class competitions and selection trials.
4. The notice for interclass competition and selection trials will be displayed in the gymkhana and published on college website as well as circulated in the classroom.
5. Volunteers / Referee for interclass competitions to be briefed regarding the rules of the competitions.
6. Winners of interclass competitions to be identified and selected for college teams.
7. Selection for college teams will be conducted by the respective coaches after conduct of proper trials.
8. Selection trails & practice sessions for university events to be conducted at appropriate facilities.
9. Student volunteers will be responsible for handling, maintaining and returning sports equipment in good condition.

University Competitions:

1. Names of selected students for university competitions to be submitted to the University in the specified manner.



2. Uniform and equipment as per university standard and requirements to be obtained and provided to college team members.
3. Sports equipment required for the University competitions to be handed over to the captain / responsible person of the team and the same to be returned to the gymkhana at the end of the event, except uniforms which will be retained by the students.
4. T.A/ D.A to be given to the students as per the University regulations.

Coaches:

1. Gymkhana committee to identify sports for which coaches need to be appointed.
2. Applications for coaching assignment to be invited.
3. Appropriate coaching candidate to be identified by the gymkhana committee considering the qualifications, experience, work ethic, remuneration and other terms & conditions.
4. Selection of coach to be ratified by the Principal. Coaching contract to be finalized and signed.

General Maintenance:

1. Adequate lighting, ventilation and sanitation to be ensured for the gymkhana premises.
2. Housekeeping staff to be designated with regular cleaning / mopping of gymkhana premises.
3. Maintenance of sports equipment to be ensured through proper storage, polishing and other care.
4. College grounds to be maintained in proper condition by ensuring regular rolling, watering and grass maintenance.
5. IT equipment & data to be kept in proper condition through appropriate hardware, internet connectivity, database management and regular backup.



PRINCIPAL